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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

The President, Councillor Girando, welcomed those present and declared the meeting open at 3.00pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

Councillor M J Girando	President
Councillor J M Stacy	Deputy President
Councillor B J O'Callaghan	
Councillor J K Waite	
Councillor S A Beswick	
Councillor B J McDonald	
Councillor T K Pethick	
Councillor G W Eaton	Entered the meeting at 3.34pm
Mr G A Sherry	Chief Executive Officer
Mr P D Gillis	Manager Works and Services
Mr J A Randall	Manager Community Development
Mr D J Alcock	Manager Finance and Administration

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

Nil.

4. PUBLIC QUESTION TIME:

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Cr Girando requested Leave Of Absence from 25 May 2006 to 2 June 2006.

RESOLUTION: 2006-072

Moved: Stacy **Seconded:** O'Callaghan

That Leave of Absence from Council be granted to Cr Girando from 25 May 2006 to 2 June 2006.

CARRIED 7/0

6. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil.

7. CONFIRMATION OF MINUTES:**7.1 ORDINARY MEETING HELD WEDNESDAY 12 APRIL 2006 IN THE MALEY PARK FUNCTION CENTRE, COOROW**

AUTHOR	Gary Sherry
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	1 May 2006

COMMENT:

Nil

OFFICER RECOMMENDATION:

That the Minutes of the Ordinary Meeting held on Wednesday 12 April 2006 in the Maley Park Function Centre, Coorow be confirmed as a true and correct record.

RESOLUTION: 2006-073

Moved: Stacy **Seconded:** Pethick

That the Minutes of the Ordinary Meeting held on Wednesday 12 April 2006 in the Maley Park Function Centre, Coorow be confirmed as a true and correct record, with the amendment to resolution 2006-042 was carried "6/0" instead of "8/0".

CARRIED 7/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:

At any meeting Council the person presiding may announce or raise any matter of interest or relevance to the business of Council or propose a change to the order of business.

Members may move that a change in order of business proposed by the person presiding not be accepted and if carried the change does not take place.

Nil.

9. MATTERS FOR WHICH MEETING MAY BE CLOSED:

For the convenience of members of the public Council may identify, by decision, early in the meeting any matter on the agenda to be discussed behind closed doors and that matter is to be deferred for consideration as the last item of the meeting.

Items for which the meeting will be closed include:

- 13.1 Manager Finance and Administration Contract Review
- 13.2 Manager Community Development Remuneration Review
- 13.3 Manager Works and Services – Contract of Employment
- 13.4 Chief Executive Officer Contract Review

10 REPORTS:

10.1 CHIEF EXECUTIVE OFFICER'S REPORT:

10.1.1 POLICY – STAFF USE OF COUNCIL PLANT AND EQUIPMENT

AUTHOR	Gary Sherry
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	28 April 2006
ATTACHMENT	10.1.1a Draft List of Private Works Charges – Staff 10.1.1b Draft Policy 2.1.18 Staff Use of Council Plant & Equipment
FILE	S7.5 Staff - General

SUMMARY:

Council to consider adoption of policy and discounted draft Private Works Charges for the use by staff of Council plant and equipment.

BACKGROUND:

Council is facing increasing difficulty to attract and retain staff. Council is increasingly being in direct competition with the mining industry, whose pay structure is significantly higher than Council's, to attract quality staff. Providing attractive benefits to Council staff that are also cost effective for Council, is in Council's interest in retaining staff.

COMMENT:

Having access to Council plant and equipment at a discounted fee or charge is an attractive benefit for Council staff. Given that the use of plant and equipment would occur outside of work hours, when it would not be needed for Council use, Council need only recover the costs of use and not the labour and labour overheads required to operate the equipment.

A possible list of fees and charges are included at Attachment 10.1.1a, including the Proposed 2006/07 Fees and Charges discussed in the April 2006 Council forum for comparison.

It is not anticipated that the use of Council plant and equipment will be significant, particularly for larger items of plant. The most used items of plant are expected to be chain saws and trailers. To this end, Council may seek to allow a wider range of small plant and equipment to be made available to staff than is currently offered to the public. Similarly there may be plant and equipment that Council may not wish allow staff to access.

In recognising this attraction to staff for use of Council plant and equipment, Council should be aware of the risk associated with unauthorised use of Council plant and equipment without a policy being adopted. Whilst precautions are taken currently to prevent such unauthorised use, the perceived benefits to staff may outweigh the threat of discovery. Adoption of a discounted Private Works Charges for the use by staff of Council plant and equipment will significantly reduce this risk.

To permit this use in a controlled environment Council should adopt a policy permitting the use and outlining guidelines within which the use would be permitted. A draft policy satisfying this objective is outlined at Attachment 10.1.1b.

To access the Council plant and equipment under the Staff Fees & Charges structure the staff must:

- (i) occur outside of normal or regular work times when the equipment is not being used by Council;
- (ii) have approved the use prior with the Manager responsible for the plant and equipment to be used or the Chief Executive Officer;
- (iii) in the opinion of the Manager responsible for the plant and equipment to be used or the Chief Executive Officer, be trained and competent in the use of that equipment;
- (iv) have completed a Council Private Works Application prior to use agreeing to the Staff Fees & Charges to levied by Council for the use of the plant and equipment;
- (v) the use of the plant and equipment must be for the private benefit of the employee or a direct member of that staff member's family. Using Council plant and equipment for any sort of fee for service work is a direct contradiction to this policy; and
- (vi) the plant and equipment will be returned prior to the next working day of Council and not stored outside Council premises without specific prior approval.

Council will adopt a Fees & Charges structure for the use of Council plant and equipment that provides a discount to Council's normal Fees and Changes.

STATUTORY ENVIRONMENT:

In adopting a draft policy Council satisfy the requirements of the Local Government Act in relation to advertising of fees and charges as included in It would appear the most time and cost effect solution that should Council wish to adopt a fee structure for staff use of plant and equipment, this new schedule of fees and charges be included in Council's list of fees and charges in Council's 2006/07 Budget.

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

** Absolute majority required.*

- (2) A fee or charge may be imposed for the following:
 - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be:
 - (a) Imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.

** Absolute majority required.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of:

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

STRATEGIC IMPLICATIONS:

Council's ability to attract and retain staff will be assisted by providing attractive, but cost effective, benefits to staff.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Any fee structure needs to recognise that Council must recover all direct costs involved with the use of the equipment and a proportional contribution to any indirect costs. Given that any use will not be during Council's operational hours, no labour costs will be incurred by Council.

PUBLIC CONSULTATION:

Nil required.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

That Council:

- 1. adopt draft Policy 2.1.18 Staff Use of Council plant and equipment as included at Attachment 10.1.1b; and
- 2. consider discounted fees and charges for use of Council plant and equipment by Council staff, under the direction of draft Policy 2.1.18, in Council's 2006/07 Budget.

RESOLUTION: 2006-074

Moved: O'Callaghan Seconded: Pethick

That Council:

- 1. *adopt draft Policy 2.1.18 Staff Use of Council plant and equipment as included at Attachment 10.1.1b; and*
- 2. *consider discounted fees and charges for use of Council plant and equipment by Council staff, under the direction of draft Policy 2.1.18, in Council's 2006/07 Budget.*

CARRIED 7/0

10.1.2 WORKS STAFF HOURS OF WORK

AUTHOR	Gary Sherry
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	29 April 2006
FILE	S7.5 Staff - General

SUMMARY:

Council to review the hours of work for Council's Works Staff.

BACKGROUND:

Council's Works Staff operate under the Municipal Employees Award. Prior to 2002 Council staff were required to work 80 ordinary hours each fortnight, which was worked in 8.5 and 8 hour days to allow a monthly rostered day off (RDO).

This award was rewritten in 2002 to require a 76 hour fortnight but allowed for Council and staff to agree on very flexible hours of work. Shortly after Council moved to a 4 day week with staff working three 10 hour days and one 8 hour day each week. The advantage of this arrangement was to have staff spending more time at the job with less time spent travelling in four days rather than five.

Council staff do complete overtime, but this is not very regular. The Coorow based Road Crew complete overtime during winter grading of gravel roads while the coastal staff have regular weekend work cleaning public toilets in Leeman, Green Head and the Coastal reserves.

Council is facing increasing difficulty in attracting and retaining staff. Council is increasingly being in direct competition with the mining industry, whose pay structure is significantly higher than Council's, to attract quality staff. The talc mine in Three Springs recently advertised in the Coorow local paper advertising mechanics positions with a wage of \$110,000 per year. Council has lost staff in recent years to work at both this mine and the Eneabba mineral sands operation.

In recent years the Industrial Relations Commission, through the National Wage Case, provided an annual wage increase in the vicinity of \$15 (\$780 per annum) to \$20 per week (\$1,040 pa) that came into effect in June each year.

With the new federal legislation forming the Fair Pay Commission, it is not expected that any review of wage rates will occur prior to January 2007 and it is unlikely that a review will provide any increase to low paid workers.

Council has also recognised a desire to complete more works projects, both in terms of roads and town maintenance. In the last two years Council has been very successful in obtaining grant funding to complete works on Council's bitumen roads, Coorow Green Head, Coorow Latham and Wubin Gunyidi roads. The completion of this additional work has required decisions of Council to prioritise these works at the expense of works on gravel roads. Whilst Coastal town maintenance staff have increased to three full time staff, works have been prioritised because of a shortage of time.

COMMENT:

In order to increase Works staff's wages whilst gaining benefits for Council through additional works completed, it is proposed that Council provide in their 2006/07 budget an amount of guaranteed overtime in the region of 8 to 14 hours extra each fortnight which all works staff will complete.

The additional overtime would allow, in a standard fortnight, to have works staff work five days in one week and four in the next. The standard 76 hour fortnight with 14 additional over time hours become a 90 hour fortnight with staff working nine 10 hour days.

The additional overtime would become mandatory and not optional for staff. In terms of Council's Road Crew, to have only half the crew at work during the overtime would make the crew so inefficient as to not be worthwhile. By being mandatory, Council could also advertise a wage for any vacant positions as being the total wage including the mandatory overtime.

Whilst the Road Crew would have a common RDO each fortnight, the Coastal works crew would have different RDO's to ensure that staff were always available.

Increasing the mandatory overtime to have staff work without an RDO each fortnight is not recommended, because staff will still require time off for shopping, appointments and other activities.

Whilst staff will work mandatory overtime, further overtime will also still be available for works staff at various times of the year. For example winter grading will still be completed on weekends when conditions are suitable.

Mandatory overtime will also suit those employees who are required to submit payments through the Child Support Agency. The Child Support Agency receives fixed payments based on the previous years total income that includes overtime. Reductions in hours of work, particularly annual leave where no overtime is worked, significantly reduces the disposable income of these staff.

Whilst Council's Road Crew currently work three 10 hour days (usually Monday to Wednesday) and one 8 hour day (usually Thursday), public holidays are paid as 8 hour days. Currently in weeks with a public holiday, staff work their three 10 hour days on the other days in the week. Sick leave is paid on a per hour basis and staff receive 76 hours of sick leave each year, but this equates to less than 10 days.

Council may also wish to address the issue that Works Staff are not expected to receive an annual pay rise during 2006/07. Options available to Council would be to:

1. Provide a \$15 to \$20 per week increase in base wages to recognise increases in cost of living;
or
2. Council make payments of overtime to staff during annual leave and public holidays as a bonus payment.

Both these options would cost a similar amount.

STATUTORY ENVIRONMENT:

Council may wish to adopt a formal Enterprise Agreement with the staff to provide mandatory overtime. Advice from Council’s Human Resources consultant on this specific point is yet to be received.

STRATEGIC IMPLICATIONS:

It is anticipated that regular, mandatory overtime will:

1. Increase the take home pay of Council’s works staff;
2. Make working for Council a more desirable alternative; and
3. Allow more works projects and town maintenance to be completed.

POLICY IMPLICATIONS:

Nil at this time.

FINANCIAL IMPLICATIONS:

A table showing the effects to each pay level of employees under the Municipal Employees Award is listed below.

MEU Level	Annual Wage \$ pa	14 Hours of Overtime \$ pa	Total Wage \$ pa	Allowances		Total \$ pa
				Industrial \$ pa	Housing \$ pa	
Level 4A	30,066	9,890	39,957	995	2,080	43,032
Level 5	30,607	10,068	40,675	995	2,080	43,750
Level 6	32,235	10,604	42,838	995	2,080	45,914

The completion of additional, mandatory overtime by Council’s 14 full time works staff will cost the following:

Hours of overtime	\$ per annum
14	155,178
12	130,349
10	111,728
8	93,107

The option of payment of an amount equal to the fixed mandatory amount of overtime hours during annual and sick leave and public holidays but not long service leave as a bonus in lieu of a pay increase by \$17,338 per annum based on 14 hours of overtime worked each fortnight.

Payment of a \$20 per week increase to Works Staff base rate of pay would cost \$19,349 per annum based on 14 hours of overtime worked each fortnight.

PUBLIC CONSULTATION:

Nil at this time

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

That Council negotiate with their employees employed under the Municipal Employees Award for the 2006/07 financial year:

1. a fixed mandatory amount of overtime of at least eight hours but no more than fourteen hours per fortnight; and
2. in those negotiations, offer payment of an amount equal to the fixed mandatory amount of overtime hours during annual and sick leave and public holidays but not long service leave as a bonus in lieu of a pay increase.

RESOLUTION: 2006-075

Moved: McDonald

Seconded: Waite

That Council negotiate with their employees employed under the Municipal Employees Award for the 2006/07 financial year:

1. *a fixed mandatory amount of overtime of at least eight hours but no more than fourteen hours per fortnight; and*
2. *in those negotiations, offer payment of an amount equal to the fixed mandatory amount of overtime hours during annual and sick leave and public holidays but not long service leave as a bonus in lieu of a pay increase.*

CARRIED 7/0

10.1.3 COOROW TOWN PARK PLAYGROUND

AUTHOR	Gary Sherry
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	5 May 2006
FILE	T14.2 Coorow Townscape

SUMMARY:

Council to consider support in the construction of Playground facilities in Coorow.

BACKGROUND:

Council has assisted with the ongoing development of the Town Park as part of the works that have revitalized the townscape of Main Street, Coorow.

COMMENT:

Council has received a request from the Coorow Townscape Committee for Council support in construction of playground facilities in the Town Park, Lots 43 and 44 Commercial Street, Coorow. This site faces the Coorow Hotel in a prominent central part of the Main Street.

This request in part reads:

I am writing with regard to the Playground Grant the Townscape Committee intend to apply for through lotteries but firstly I would like to thank the Shire of Coorow for waiving the fee charged for the use of the Maley Park kitchen on our Garden Day Fundraiser last year. This gesture is acknowledged and appreciated by the Townscape Committee.

Our committee wish to apply for a \$10,000 Lotterywest Community Facilities Grant to fund a community playground in the Coorow Townpark. We will need to apply for this grant through CCLI, as our committee is not incorporated, and John Stacy has agreed to this.

This is a dollar for dollar grant and we will need Shire assistance to be eligible to apply.

Our committee therefore would like to request the assistance and support from the Shire for this playground by agreeing to the following pledges and supplying the required information:

1. We will need to include in our application a letter of support from the Shire of Coorow for this project and a pledge to be responsible for any ongoing maintenance of the Playground.
2. We request the Shire consider supporting this project with the following in kind contribution
 - Site preparation – levelling and compaction
 - Provide a truck to freight the playground and surround to Coorow.

- Provide assistance with community support to erect the playground.
3. We also request the Shire support this project with a financial contribution of \$3,000
 4. The grant application requires the following information which we ask the Shire to provide
 - A town map which highlights the location of the Townpark; and
 - A copy of the Townpark Plan drawn up by Gary last year.

In consideration of this matter Council needs to consider that:

1. There is no children playground in Coorow, east of the railway line, other than that in the Coorow Primary School. Playground equipment remains at the rear of the Coorow Hall but this is aged and would probably not meet compliance with any recent standard. With an alternative playground available in town this equipment should be removed;
2. Council has not received any plans for the playground. Council may wish to provide considered comment on the plans in areas such as safety, maintenance and appropriate size.
3. One aspect of safety that has received comment in the past is the danger of children crossing Main Street to and from the hotel during functions. The community considers this such a danger that Council has in the past agreed to close Main Street for large community functions.
4. Council has been requested to provide in-kind works. Council should be aware that this will have a real impact on Council's ability to complete other works. In terms of the request the Coorow Townscape Committee should be advised that:
 - Council not provide freight for the play equipment. Council is not equipped for this task and the quotations from commercial carriers appear reasonable and much less than Council's costs;
 - Council is willing to provide cartage of sand from sources identified by the Coorow Townscape Committee. Certainly suitable sand is commercially available from Winchester Quarries in Carnamah;
 - The committee can erect the playground using volunteer labour. In the past for the construction of playgrounds in Leeman and Green Head, all the construction was completed by the community groups involved.
5. Council should approve the planning of any reticulation and gardens since this is the item with the largest requirement for ongoing maintenance.
6. The site of this playground is adjacent to a hotel and will require maintenance to moderate risks to users of the playground from injury from materials such as glass, drink containers and other such rubbish.

STATUTORY ENVIRONMENT:

Lots 43 and 44 Commercial Street, Coorow are currently zoned commercial under Council's TPS No. 2 and Lot 44 Commercial Street is owned by Coorow Community Land Inc (CCLI). The shared ownership of the town park has been raised with CCLI and they are seeking a meeting with Council to discuss the matter.

STRATEGIC IMPLICATIONS:

Prior to continued development of the Town Park at Lots 43 and 44 Commercial Street, the ownership of Lot 44 Commercial Street needs to be settled to allow certainty in Council’s continued investment in the park. Currently, should CCLI wish to, they would be legally entitled to remove the town park from their section of the property.

POLICY IMPLICATIONS:

Nil at this time.

FINANCIAL IMPLICATIONS:

The Coorow Townscape Committee has requested a \$3,000 contribution from Council to assist in the project.

The Coorow Townscape Committee have not provided complete details of the financial aspects of this project however following is an estimate:

	Cash	In-Kind	Total
Expenses			
Playground	11,200		11,200
Playground Erection		800	800
Edging	1,014		1,014
Freight	990		990
Reticulation	770		770
Plants	550		550
Sand	300		300
Sand Cartage		1,150	1,150
Site Preparation		310	310
	14,824	2,260	17,084
Funding			
Grant	8,542		
Council	3,000	1,150	
Community Group	3,282	1,110	
	14,824	2,260	17,084

The Council works in kind are only an estimate given the exact scope of works has not yet been identified.

PUBLIC CONSULTATION:

The construction of a children’s playground in the Town Park was included in Council’s Townscape Plan which was comprehensively advertised with the chance to receive public comment.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

That Council advise the Coorow Townscape Committee that Council:

1. continues to support the construction of a children's playground in the Town Park;
2. consider the financial contribution of at least \$3,000 in the 2006/07 Council budget;
3. wishes to resolve the ownership of Lot 44 with Coorow Community Land Inc, prior to further investment on the site of the Town Park;
4. will move to recognise the Town Park in Council's Town Planning Scheme as a *Parks and Recreation* reserve;
5. agree to provide in-kind assistance for carting sand for the soft fall to the site and may consider in-kind assistance for site preparation with receipt of additional information about what is required;
6. will not provide in-kind assistance for the freight of equipment or erection of playground equipment; and
7. requires further detail about:
 - the type and location of playground equipment;
 - the type and location of plantings to installed; and
 - the scope of reticulation to be installed;prior to Council approval of this project.

RESOLUTION: 2006-076

Moved: O'Callaghan **Seconded:** Stacy

That Council advise the Coorow Townscape Committee that Council:

1. *continues to support the construction of a children's playground in the Town Park;*
2. *consider the financial contribution of at least \$3,000 in the 2006/07 Council budget;*
3. *wishes to resolve the ownership of Lot 44 with Coorow Community Land Inc, prior to further investment on the site of the Town Park;*
4. *will move to recognise the Town Park in Council's Town Planning Scheme as a Parks and Recreation reserve;*
5. *agree to provide in-kind assistance for carting sand for the soft fall to the site and may consider in-kind assistance for site preparation with receipt of additional information about what is required;*
6. *will not provide in-kind assistance for the freight of equipment or erection of playground equipment; and*
7. *delegate to the Chief Executive Officer Council approval of this project following receipt of further detail about:*
 - *the type and location of playground equipment;*
 - *the type and location of plantings to be installed; and*
 - *the scope of reticulation to be installed.*

CARRIED 7/0

10.2 MANAGER COMMUNITY DEVELOPMENT:

10.2.1 RESTRICTION ON LAND DEVELOPMENT IMPOSED BY THE LOCATION OF THE SEWAGE TREATMENT POND – SOUTH BAY

LOCATION	Green Head
AUTHOR	John Randall
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	10 May 2006
ATTACHMENT:	10.2.1 Aerial photography of the site showing location of pond in relation to South Bay development
FILE	S2 Sewerage

SUMMARY:

Council is to note that the current temporary location of the Sewage Treatment Plant in Green Head is an impediment to expansion of the residential development in South Bay.

BACKGROUND:

A 500m buffer is maintained between the temporary sewage treatment pond and the proposed extent of South Bay development.

When the first stage of South Bay was undertaken an agreement was made between DOLA and Water Corporation that the site of the sewage treatment plant was temporary and planning for its relocation would be triggered by the following events;

1. that the year 2012-14 comes to pass, or
2. when 110 Houses are built in the South Bay Area.

Currently less than 50 houses have been built.

Discussions have been held with Water Corporation to seek earlier relocation of the treatment ponds or a reduction in the facility buffer. It has been indicated that land supply will be a problem within two years, and for planning to proceed to allow a continuance of land supply a solution needs to be arrived at, no later than mid 2007.

In the discussions all I was able to get from Water Corporation is that they will look at the issue in their normal course of business.

Current requirements from the EPA indicate that if any reduction in buffer is to be considered a minimum of 2 years of local meteorological observations may need to be carried out to determine if a buffer reduction is even possible.

The matter will obviously be the subject of continual follow-up

COMMENT:

Actions being taken are:

1. Examination of options of where a permanent sewage treatment facility may be located.
2. Advice is to be given to Landcorp seeking that they apply a building condition to all new lots to help ensure that the threshold of 110 houses is likely to be exceeded sooner rather than later.
3. Discussions will be pursued with the Department of Environment to determine what level of flexibility may be able to be applied to the buffer.
4. Discussions will be pursued with the DPI and Department of Environment to try to get agreement for a reduction in buffer, in this instance, as the reduction will only be temporary, as the sewage treatment plant is only temporary.
5. Consideration of other localities for residential development for which the buffer from the sewage treatment ponds is not an issue. This would result in the need for additional sewerage pump pit infrastructure, and will probably require the resolution of a permanent site for sewage treatment facilities.

It should be noted that whilst EPA policy documents did originally nominate a 500m generic buffer from all sewage treatment facilities, current documentation indicates that studies are currently underway to determine appropriate buffers. As a result the EPA policy position is not all that clear at the moment, except to say they will likely oppose any buffer reduction unless it can be shown that such reduction will not cause a problem.

STATUTORY ENVIRONMENT:

Environmental Protection Act
Planning and Development Act

FINANCIAL AND POLICY IMPLICATIONS:

Nil at this stage, however it may be necessary that Council take action to rezone land within the sewage pond buffer to test the issue, particularly if agreement can not be reached otherwise. The assistance of Landcorp will be sought in this respect.

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council note that the current location of the Sewage Treatment Ponds in Green Head is likely to restrict further land release in the South Bay Area, unless;

1. the 500m odour control buffer is reduced, or
2. Water Corporation relocates the sewage ponds.

RESOLUTION: 2006-077

Moved: *Beswick* **Seconded:** *Waite*

That Council note that the current location of the Sewage Treatment Ponds in Green Head is likely to restrict further land release in the South Bay Area, unless;

- 1. the 500m odour control buffer is reduced, or*
- 2. Water Corporation relocates the sewage ponds.*

CARRIED 7/0

10.2.2 GREEN HEAD OPTION FOR THE LOCATION OF SEWAGE TREATMENT FACILITIES

LOCATION	Green Head
AUTHOR	John Randall
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	10 May 2006
ATTACHMENT:	10.2.2 Aerial map showing two options with 500m buffer delineated
FILE	S2 Sewerage

SUMMARY:

Council is to consider options as to where sewage treatment ponds may be located on a permanent basis in Green Head.

BACKGROUND:

This matter relates to the preferred location of sewage treatment ponds in Green Head.

Two options are shown for Council consideration.

Option 1 Sewage pond to be located just west of the existing Green Head industrial area

This is the site indicated in current Water Corporation forward plans for the permanent location of sewage treatment facilities, however this plan may in fact already be in jeopardy. The approval of caretaker's in the Green Head industrial area has resulted in forms of development that would not normally be permitted within an odour buffer.

Strategically it may not be the best site because it would limit development of land on the western side of Green Head Road. This land, because of its near proximity to the coast, is probably a better land development asset than land located to the east of the Green Head golf course.

Given the lack of reservation, parks and the like, of land within the required buffer it is always likely that the buffer will come under some sort of development pressure.

Option 2 In discussion with Water Corporation it was indicated that the ideal site is one where existing reservations of land prevent development pressures occurring on the odour buffer. Such reservation can include playing fields, golf course and the like.

Coincidentally, there exists within the curtilage of the Green Head golf course a suitably sized area of undeveloped space that is 500m or more from any current development. This possibility has already been forwarded to

Water Corporation for their comment and consideration, but they have not commented at the time of writing this report.

The site delineated in option 2 has the following advantages:

1. it is reasonably central to Green Head, therefore minimising infrastructure cost for sewage for all directions of expansion for Green Head;
2. the buffer is substantially protected by the existence of the golf course;
3. should the growth in Green Head result in effluent overflow from sewage ponds, the location is strategic in that it will support recycling of the waste waters; and
4. the area of the buffer, not located within the golf course, can easily be protected as expanded golf course area, landscape protection reserve or some other land-use suitable for location within an odour buffer.

Obviously, if option 2 were to be pursued then extensive consultation with the Green Head Community would need to be carried out before a final decision.

Attachment 10.2.2 shows both options for the siting of the sewage treatment plant.

COMMENT:

This matter is brought to Council at this time because;

1. The current sewage treatment facility located at South Bay is going to impede development, and
2. As part of any discussion seeking to have the facility relocated it is necessary that the site for a permanent facility be determined.

Obviously other options can exist, but the site should be surrounded by established land uses that will protect the treatment facility from development encroachment. For this reason, option 2 warrants further investigation.

If Council accepts that option 2 is worthy of further investigation it would be in Council's interest to contact the Green Head golf club, and the community in general, advising of what is under consideration, and seek comment

In terms of the broad formalities for the reservation and otherwise for the site this would need to be done by Water Corporation as part of their processes.

STATUTORY ENVIRONMENT:

Environmental Protection Act
Planning and Development Act

FINANCIAL IMPLICATIONS:

Nil

POLICY IMPLICATION:

STRATEGIC IMPLICATIONS:

The situation of permanent sewage treatment facilities will be a significant factor in setting the board template for development of Green Head for a long time into the future

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council authorise the giving of notice, with invitation for comment, to the Green Head Golf Club and the community in general on the options for the situation of permanent sewage treatment facilities in Green Head.

RESOLUTION: 2006-078

Moved: Beswick **Seconded:** McDonald

That Council authorise the giving of notice, with invitation for comment, to the Green Head Golf Club and the community in general on the options for the situation of permanent sewage treatment facilities in Green Head.

CARRIED 7/0

10.2.3 PROPOSED SUB-DIVISION – LOT 201 BATTERSBY ROAD,
COOROW

NAME OF APPLICANT	Mr Ronald H Bothe
LOCATION	Lot 201
AUTHOR	John Randall
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	10 May 2006
ATTACHMENT	10.2.3a Plan of sub-division 10.2.3b Aerial photograph of the area
FILE	L1.1 Land Development

SUMMARY:

Council is to consider whether or not it will support the sub-division as proposed.

BACKGROUND:

This proposal was considered at the December 2005 meeting of Council at which Council resolved the following:

RESOLUTION: 2005-222

Moved: Waite Seconded: Beswick

That Council indicate to the WAPC that it does not support the sub-division as proposed because:

1. Battersby Road is un-constructed and as a result there is a need to resolve the formalities of access to the existing lot as well as any new lots that may be created before any sub-division is approved, and
2. no detail is provided with the application which would support the need to create proposed Lot A (13.1355ha) as a separate title which in effect will reduce the average area of lots in the vicinity and it would be more appropriate if Proposed Lot A were to be amalgamated with another title.

CARRIED 8/0

In response to this earlier application the WAPC decided to refuse the application on the grounds that:

1. The proposed subdivision is inconsistent with the Rural Zoning of the land In Council's TPS. The purpose and intent of this zoning is to preserve the area's current rural use and density of development. Sub-division in the manner proposed would create the potential for additional building development and the introduction of increased non-rural activity in conflict with the zoning objectives.
2. The proposed subdivision is inconsistent with the Commissions Policy DC3.4 "Subdivision of Rural Land which has a general presumption against supporting the subdivision of Rural land unless it is specifically provided for in a town planning scheme, an endorsed local planning strategy or an endorsed local rural strategy.

3. Approval to the sub-division would create and undesirable precedent for the further sub-division of other lots of a similar size in the Rural Zone of this locality.

Broadly they refused the application on the basis that it created an additional lot and would affect the overall average size of lots in the locality if it were created.

The new application differs from the first in that it will no longer create any additional lots. The smaller portion of land that was to be created as part of the original proposal is to be amalgamated with an adjoining lot, as at Attachment 10.2.3a.

COMMENT:

The subdivision now does not create any additional lots and therefore has addressed the major impediment against approval.

Access to new Lot A is to be gained by an access easement over an adjoining lot. The locality of the easement is shown on the aerial plan of the subdivision, Attachment 10.2.3b. It only remains to be certain that the process for the recording of the easement is actually completed, and any approval should be conditioned accordingly.

STATUTORY ENVIRONMENT:

Planning and Development Act

FINANCIAL IMPLICATIONS:

Nil

POLICY IMPLICATION:

Nil

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council indicate its support for the sub-division as proposed, provided that the process subdivision require that the process for recording of the access easement over Lot 200 has been completed prior to the subdivision being carried out.

RESOLUTION: 2006-079

Moved: Waite **Seconded:** O'Callaghan

That Council indicate its support for the sub-division as proposed, provided that the process subdivision require that the process for recording of the access easement over Lot 200 has been completed prior to the subdivision being carried out.

CARRIED 7/0

**10.2.4 BED AND BREAKFAST, LOT 30 THOMAS STREET, LEEMAN –
CLARIFICATION OF PLANNING APPROVAL**

NAME OF APPLICANT:	I & MA Pottinger
LOCATION	Lot 30 Thomas Street, Leeman
AUTHOR	John Randall
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	11 May 2006

SUMMARY:

Council is to consider clarification of the planning approval that applies to the development of a Bed and Breakfast, Lot 30 Thomas Street, Leeman.

BACKGROUND:

The original planning approval for this development was given back in May 1995. This approval lapsed as the development did not commence within two years.

A fresh application was made and became the subject of a planning appeal. The approval of a Bed and Breakfast was upheld by appeal with the decision indicating that the issue of the number of occupants was not an issue for the Town Planning Scheme, but more an issue for compliance with the requirements for Lodging Houses provided for under the Health Act.

At the time of the appeal decision and the subsequent issue of a building licence, nothing quantified the limits on occupancy or the amount of onsite car-parking required. As a result the number of persons approved to use the premises remains uncertain.

Further Building Licence for the building issued in 1999 indicated that the building had been assessed as being a Class 1a. For a Bed and Breakfast the building would need to have been assessed as either a Class 1b or a Class 3 building.

Details of the classifications detailed above are as follows;

- Class 1a** a single private dwelling
- Class 1b** a boarding house, guest house, hostel or the like that is less than 300m² in area, in which no more than twelve persons are normally resident, and which is not located above or below another dwelling.
- Class 3** a residential building, other than a class 1 or 2 which is common place of long-term of transient living for a number of un-related persons.

COMMENT:

This issue has been extensively discussed with the property owner and general acceptance has been arrived at that the approval should be limited to the numbers as

described for a Class 1b building - no more than twelve persons are to be normally resident.

Sufficient room for onsite parking to this level also exists, and the septic system is sufficient for this level of occupancy.

There is a need for a formal resolution on this matter so that the issue is finally clarified and resolved once and for all.

STATUTORY ENVIRONMENT:

Planning and Development Act
Town Planning Scheme No 1 & No 2

FINANCIAL IMPLICATIONS:

Nil

POLICY IMPLICATION:

Nil

STRATEGIC IMPLICATIONS:

The limits on the approval needs to be settled.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council accept that the approval for a Bed and Breakfast on Lot 30 Thomas Street should be limited to occupancy numbers as defined for a Class 1b Building - no more than twelve persons are to be normally resident, as this is within the capacity of on site parking, the septic system and is not of excessive in size given that it is within an area zoned residential.

RESOLUTION: 2006-080

Moved: Pethick **Seconded:** Waite

That Council accept that the approval for a Bed and Breakfast on Lot 30 Thomas Street should be limited to occupancy numbers as defined for a Class 1b Building (no more than twelve persons are to be normally resident) as this is within the capacity of on site parking, the septic system and is not of excessive in size given that it is within an area zoned residential.

CARRIED 7/0

10.3 MANAGER WORKS AND SERVICES:

10.3.1 COUNCIL NOMINATION TO CHAIR SHIRE OF COOROW BUSH FIRE ADVISORY COMMITTEE

AUTHOR	Peter Gillis
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	26 April 2006
ATTACHMENT	10.3.1 Council Policy 4.1.2 – Bush Fire Advisory Committee
FILE	B6.9 Bush Fire Advisory Committee

SUMMARY:

Council is required to nominate a Councillor to be the chairperson of Council's Bush Fire Advisory Committee.

BACKGROUND:

For the past 5 years, Council's Manager Works and Services has been chairperson of the Bush Fire Advisory Committee, however Council Policy 4.1.2 - Bush Fire Advisory, at Attachment 10.3.1, clearly states that a Councilor must be appointed to chair these meetings. The meetings for the Bush Fire Advisory Committee are held once a year on the second Tuesday in August at the Coorow Administration Centre.

COMMENT:

Due to the introduction of the FESA Levy, there have been more issues raised for discussion at meetings. It is important a Councillor chair the meeting of the Bush Fire Advisory Committee as it is becoming increasingly difficult for the Manager Works and Services to chair and take accurate minutes of the meeting.

STATUTORY ENVIRONMENT:

Nil

STATUTORY IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Council Policy 4.1.2 clearly shows that a Councillor must be appointed as chairperson of the Shire of Coorow's Bush Fire Advisory Committee.

FINANCIAL IMPLICATIONS:

Nil

PUBLIC CONSULTATION:

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council nominate a Councillor to be the appointed chairperson of the Shire of Coorow's Bush Fire Advisory Board.

RESOLUTION: 2006-081

Moved: Stacy **Seconded:** McDonald

That Council appoint Councillor Waite as chairperson of the Shire of Coorow's Bush Fire Advisory Board.

CARRIED 7/0

**10.3.2 TENDER 1/06 – SALE OF UNLICENSED TOYOTA HI-LUX UTILITY
1990 MODEL**

AUTHOR	Peter Gillis
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	4 May 2006
ATTACHMENT	10.3.2 Tender 1/06 Specifications
FILE	T4.1 Tenders - Cars

SUMMARY:

Council is to consider tenders for the sale of an Unlicensed Toyota Hi-Lux Utility, 1990 Model.

BACKGROUND:

Tenders were called on Wednesday 22 March 2006 for the sale of one Unlicensed 1990 Toyota Hi-Lux Utility.

Tenders closed at 12 noon on Wednesday 3 May 2006, with one tender being received.

The tender was opened at 8.50 am on Thursday 4 May 2006 by the Chief Executive Officer, Mr Gary Sherry in the presence of Mr Peter Gillis, Manager Works and Services.

COMMENT:

Due to the poor condition of the Toyota Hi-Lux, as it needs a new motor and the body is badly rusted, it was decided to de-register the vehicle. As it was no longer of use to Council, it was offered for sale by tender.

The only tender received for the vehicle was from Mr Bruce Jack of Coorow for the amount of \$ 200.00 (GST inclusive). A copy of Mr Jack's tender is provided as Attachment 10.3.2.

FINANCIAL IMPLICATIONS:

A tender was received for the vehicle.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council accept the tender from Mr Bruce Jack of Coorow for the purchase of Council's unregistered 1990 Toyota Hi-Lux Utility for the tendered price of \$200.00 (GST inclusive).

RESOLUTION: 2006-081

Moved: O'Callaghan **Seconded:** Beswick

That Council accept the tender from Mr Bruce Jack of Coorow for the purchase of Council's unregistered 1990 Toyota Hi-Lux Utility for the tendered price of \$200.00 (GST inclusive).

CARRIED 7/0

10.3.3 TENDER 2/06 – SALE OF ABANDONED VEHICLE – FORD LASER SEDAN

AUTHOR	Peter Gillis
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	4 May 2006
ATTACHMENT	10.3.3 Section 3.40a of the Local Government Act 1995 (Abandoned vehicle wreck may be taken)
FILE	T4.1 Tenders - Cars

SUMMARY:

Council is to consider declaring the abandoned Ford Laser Sedan, that is currently situated in Council's Green Head Depot, a wreck and authorize staff to dispose of the vehicle.

BACKGROUND:

After unsuccessfully following the prescriptions of the Local Government Act 1995 to notify the owner of an abandoned Ford Laser Sedan, Council subsequently tendered the sale of the vehicle on Friday 18 June 2004, one tender of \$20 was received, at that time Council elected to exercise its right not to accept any tender, and to re-advertise the vehicle at a later date.

Tenders were called once again on Wednesday 22 March 2006 for the sale of the abandoned Ford Laser sedan, which is currently situated at Council's Green Head depot. Tenders closed at 12 noon on Wednesday 3 May 2006, Council received no tenders for the vehicle.

COMMENT:

As no tenders were received for the sale of the abandoned Ford Laser, Council has the option of either recalling tender or declaring the abandoned vehicle a wreck, under section 3.40a, of the Local Government Act, included as Attachment 10.3.3.

Due to the \$500 cost of advertising for the re-calling of the tender, Council's best option could be to declare the vehicle an abandoned wreck and sell it to a scrap metal dealer.

STATUTORY ENVIRONMENT:

Nil

FINANCIAL IMPLICATIONS:

Owing to the \$500 cost of re-advertising the vehicle, it would be financially prudent if Council were to sell the vehicle to a scrap metal dealer.

POLICY IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. under section 3.40a of the Local Government Act 1995, declare the abandoned Ford Laser Sedan an Abandoned Vehicle Wreck; and
2. staff be authorized to sell the vehicle to a scrap metal dealer.

RESOLUTION: 2006-082

Moved: *Beswick* **Seconded:** *McDonald*

That Council:

1. *under section 3.40a of the Local Government Act 1995, declare the abandoned Ford Laser Sedan an Abandoned Vehicle Wreck; and*
2. *staff be authorized to sell the vehicle to a scrap metal dealer.*

CARRIED 7/0

Cr Eaton entered the meeting at 3.34pm.

10.3.4 2006/07 WORKS PROGRAM BUDGET

AUTHOR	Peter Gillis
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 May 2006
ATTACHMENTS	10.3.4 2006/07 Works Program Budget
FILE	B4.07 Budget 2006/07

SUMMARY:

That Council considers a works program for the 2006/07 financial year.

COMMENT:

The draft Works Program Budget set out in Attachment 10.3.4 outlines the proposed works to be carried out during 2006/07. The following points need to be raised about the proposed works program;

- The works crew has 230 working days available to carry out the works program. Included in the working days available is overtime, worked out on the road crew working 12 hours overtime a fortnight. Included in the program is an allowance for leave and public holidays.
- The works on the Coorow Green Head Road and the Coorow Latham Road are Regional Road Group (RRG) projects that have two-thirds grant funding.
- The Buntine Marchagee Road flood crossing is a job that has been carried over from 2005/06. Council has resolved to do this job to enable the Buntine Marchagee Integrated Surface Management Demonstration Catchment to be completed. \$16,000 of culverts has been ordered for this project.
- Thomas Street, Ocean View Drive and Illyarrie Street have been included for bitumen reseal. A minimum of 1 – 2km of town streets are required to be resealed each year to maintain the present preservation. Kerbing has not been included, but should be considered for future town street reseals.
- A minimum 20kms of gravel resheeting is required each year to maintain present preservation levels. In 2005/06, only 8kms is expected to be completed with work to be completed on Launer and Pen Road.
- Marchagee Track has very little gravel left on it. It requires gravel reconstruction and resheeting if this road is going to sustain the present level of traffic.
- There is only 5km left of Launer Road to gravel resheet and it is considered a high priority for this road to be completed. Launer Road is a school bus route in its entirety.
- Banovich Rd has been included as a high priority due to a section of this road requiring the super elevation on curves to be improved to standard.
- Willcocks Rd has been included to complement the gravel resheeting carried out on Mudge Road in 2004/05 to handle the north/south traffic, before this road requires a reconstruction, instead of just resheeting.

- Marchagee Buntine Road requires a section to be widened, sealed and resealed. Included is a 200m section where the bitumen has been removed due to it failing.
- Tootbardie, Rose, Martins and Billeroo Roads have not been included, as other roads have been given a higher priority. These jobs were also considered during deliberations for the 2005/06 works budget, but not included. Coorow/Maya was only considered a low priority compared to other jobs and therefore not included.
- The Leeman Airstrip has not been included as road projects were given a higher priority. For this job to be included at least two road jobs would need to be removed to enable enough days to reconstruct north/south runway.
- Road signage has been identified as required works and has been included.

Jobs that have not been included in the works program, but have been proposed works in the past have been identified at the bottom of attachment 10.3.4. For one of these other roads to be included in the 2006/07 Works Program Budget, another job needs to be deleted, keeping in mind that only 230 days are available for the total program. Less days will be available if the guaranteed overtime is less than 12 hours a fortnight.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC & FINANCIAL IMPLICATIONS:

The Works Program Budget 2006/2007 will form a significant amount of Council's 2006/07 Budget.

POLICY IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council prioritises the 2006/07 Works Program Budget as set out in Attachment 10.3.4.

RESOLUTION: 2006-084

Moved: O'Callaghan **Seconded:** Stacy

That Council prioritises the 2006/07 Works Program Budget as set out in Attachment 10.3.4.

CARRIED 8/0

10.4 MANAGER FINANCE AND ADMINISTRATION

10.4.1 ACCOUNTS FOR PAYMENT

AUTHOR	Dacre Alcock
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	9 May 2006
ATTACHMENT	10.4.1 Accounts Due and Submitted To Council Meeting 17 May 2006

SUMMARY:

Council approval is required for payment of accounts made within the months of April 2006 and May 2006 and to approve payments of accounts due in May 2006.

COMMENT:

Approval is sought for the following list of payments of accounts made since Council's last meeting on 12 April 2006 and of accounts that are now due.

A list of all payments submitted for approval is contained at Attachment 10.4.1 Accounts Due and Submitted to Council Meeting on 17 May 2006.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996

13 Lists of Accounts

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared:
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing:
 - (a) for each account which requires council authorization in that month:
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be:
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting;

FINANCIAL, POLICY & STRATEGIC IMPLICATIONS:

There are no financial, policy or strategic implications regarding this matter.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That payments listed at Attachment 10.4.1 Accounts Due and Submitted to Council Meeting on 17 May 2006 including, Vouchers 16107, 16209 to 16298 PR71100406 to PR72090506, DD81190406, DD81030506, PRES, MFA, CEO, MCD, MWS VISA CARDS totalling \$347,055.57 from Council's Municipal Fund.

RESOLUTION: 2006-085

Moved: Pethick **Seconded:** Beswick

That payments listed at Attachment 10.4.1 Accounts Due and Submitted to Council Meeting on 17 May 2006 including, Vouchers 16107, 16209 to 16298 PR71100406 to PR72090506, DD81190406, DD81030506, PRES, MFA, CEO, MCD, MWS VISA CARDS totalling \$347,055.57 from Council's Municipal Fund.

CARRIED 8/0

10.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – APRIL 2006

AUTHOR	Dacre Alcock
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	9 May 2006
FILE	F8.06 – Finance - 2005/06
ATTACHMENT	10.4.2 Statement of Financial Activity to 30 April 2006

SUMMARY:

In accordance with the Local Government (Financial Management) Regulations 1996, regulation 34 stipulates that a local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month.

COMMENT:

The form of the Monthly Financial Statements presented to Council is a Statement of Financial Activity, which also includes supplementary information including an Operating Statement Function and Activity, Balance Sheet, Cash Flow Graph and Plant Cost Recovery Report. A copy of the Statement of Financial Activity for the month ended 30 April 2006 is included at Attachment 10.4.2 for Councillor's information.

Council is required to prepare the Statement of Financial Activity as per Local Government (FM) Reg 36, but can resolve to have supplementary information included as required.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996.

34. Financial reports to be prepared — s. 6.4

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of the month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing -
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and

- (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
 - (a) according to nature and type classification;
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be -
 - (a) presented to the council -
 - (i) at the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

FINANCIAL, STRATEGIC AND POLICY IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council accepts the Monthly Statement of Financial Activity as included at Attachment 10.4.2 for the period ended 30 April 2006.

RESOLUTION: 2006-086

Moved: Waite **Seconded:** Beswick

That Council accepts the Monthly Statement of Financial Activity as included at Attachment 10.4.2 for the period ended 30 April 2006.

CARRIED 8/0

10.4.3 WITHDRAWAL OF CAVEAT – LOT 306 HEALES WAY, GREEN HEAD

AUTHOR	Dacre Alcock
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	9 May 2006
ATTACHMENT	10.4.3 Withdrawal of Caveat Document
FILE	R3.10 Rates – Solicitors and Collections

SUMMARY:

Council to consider withdrawal of a caveat on the title of a property as the rates have been paid in full.

BACKGROUND:

Council originally placed a caveat on Lot 306 Heales Way, Green Head as rates were outstanding and was advised to do so by Council's collection agency at that time.

Council had outstanding rates of \$2,940.39 at 7 May 2006 charged against the property of Lot 306, Heales Way, Green Head, currently owned by Estate of GP Gill. This outstanding balance was paid on 8 May 2006 leaving a balance of \$0.

COMMENT:

The Estate of GP Gill has now paid the rates in full and there is no longer a need for this caveat on this property.

The Withdrawal of Caveat documentation is included at Attachment 10.4.3.

STATUTORY ENVIRONMENT:

The lifting of the caveat requires a decision of Council to sign and seal the document.

Shire of Coorow

Standing Order Local Law 1999 Section 16.1.2:

The common seal of the Local Government may only be used on the authority of the Council given either generally or specifically and every document to which the seal is affixed must be signed by the President and the CEO or a senior employee authorised by him or her.

STRATEGIC IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Council has received all the outstanding rates and charges on this property.

Costs incurred for the withdrawal of the caveat will be charged to the Estate of GP Gill.

PUBLIC CONSULTATION:

None required.

VOTING REQUIREMENT

Simple Majority.

OFFICER RECOMMENDATION:

That Council:

1. approves the Withdrawal of Caveat on Lot 306, Heales Way Green Head; and
2. that the President and Chief Executive Officer be authorised to sign and seal the Withdrawal of Caveat as included at Attachment 10.4.3.

RESOLUTION: 2006-087

Moved: O'Callaghan **Seconded:** McDonald

That Council:

1. *approves the Withdrawal of Caveat on Lot 306, Heales Way Green Head; and*
2. *that the President and Chief Executive Officer be authorised to sign and seal the Withdrawal of Caveat as included at Attachment 10.4.3.*

CARRIED 8/0

11. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN:

12. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION:

12.1 LATE ITEMS – APPROVAL TO CONSIDER

AUTHOR	Gary Sherry
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	16 May 2006
FILE:	C8.1 Council - General

SUMMARY:

Council is requested to consider a Late Agenda Items for the May 2006 Meeting in respect of:

- **accepting receipt of additional *Roads to Recovery* Grant funding; and**
- **provision of fuel to Coorow St John Ambulance.**

COMMENT:

Staff are attempting to have the Agenda prepared at least a week before each Council Meeting. In completing this schedule, business of an urgent nature will arise from time to time in particular where commercial activities within the district would be delayed by Council not considering the item.

It would appear that community groups need again to be reminded that Council Policy requires that information regarding matter to be the subject of a agenda item needs to be received by Council two weeks prior to an ordinary meeting of Council.

STATUTORY ENVIRONMENT:

Shire of Coorow – Standing Orders Local Law 1999 – Section 2.10:

In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.

FINANCIAL, POLICY AND STRATEGIC IMPLICATIONS:

There appear to be no implications in this regard.

OFFICER RECOMMENDATION:

That the Late Agenda Items, in respect to:

- **accepting receipt of additional *Roads to Recovery* grant funding; and**
- **provision of fuel to Coorow St John Ambulance;**

be raised without notice and decided by the meeting.

RESOLUTION: 2006-088

Moved: Stacy **Seconded:** McDonald

That the Late Agenda Items, in respect to:

- *accepting receipt of additional Roads to Recovery grant funding; and*
 - *provision of fuel to Coorow St John Ambulance;*
- be raised without notice and decided by the meeting.*

CARRIED 8/0

12.2 ROADS TO RECOVERY SUPPLEMENTARY FUNDING

AUTHOR	Gary Sherry
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	16 May 2006
ATTACHMENT	12.2 Funding Conditions – Supplementary AusLink Roads to Recovery Programme
FILE	R8.25 Roads - Road Funding

SUMMARY:

Council to formally accept supplementary Roads to Recovery (R2R) funding.

BACKGROUND:

Council receives \$232,511 annually in the current R2R road funding agreement for the four years from 2005/06 through to 2008/09.

R2R funds can be expended on any item of road construction or maintenance including road surface, kerbing and drainage. R2R funds cannot be expended on footpaths.

COMMENT:

In the federal budget announced on Tuesday 9 May 2006 it was announced that Councils would receive supplementary R2R funding to be expended at any time over the remaining three years of the current funding agreement.

Council has been allocated \$232,511 under this supplementary R2R funding. This funding will be available for expenditure on eligible projects in any financial year through to 30 June 2009.

Council is required to formally accept the funding in by the 29 May 2006.

STATUTORY ENVIRONMENT:

In expending the supplementary funding Council must abide by the Funding Conditions. The formal agreement will be provided to Councillors at the May 2005 Meeting and will be included at Attachment 12.2.

The Funding Conditions have similar requirements to the current R2R agreement, including:

1. requirements for eligible projects such as road maintenance or construction but not footpaths;
2. any interest earned must also be expended on road projects;
3. acknowledgement of the funding must be included in any press releases, specific signage is required and an Australian government representative must be invited to any formal opening; and
4. Council must complete an annual report on expenditure of funds including a review by Councillors auditor.

STRATEGIC IMPLICATIONS:

Council has two broad options for expenditure of this Supplementary funding. Councillors will have reviewed a proposed road program at agenda item 10.3.4 and recognise the primary limiting factor will be the ability of Council's staff to complete any additional works.

Council's proposed 2006/07 Road Program includes road projects that are to be funded by Council expenditure. Council could replace funding of these projects with R2R funds, expending the funds in the 2006/07 financial year but not result in the completion of any additional works.

Alternatively Council may wish to identify specific areas of Councils Road Assets where Council may wish to target this once off funding. Such areas may include:

- improve the standard of rural roads by completing works on roads that are not expected to receive alternative funding through the Regional Road Group process. Such work would include the widening of narrow sealed roads or sealing gravel roads;
- sealing all existing streets in Council's town sites. Long Street in Coorow is one such street that is currently constructed to a gravel standard;
- constructing new roads as a Council contribution to a residential subdivision in town sites. This may assist in completing a new residential subdivision in Coorow;
- identifying a program of kerbing streets in Council's town sites. All town sites have streets without kerbing; or
- identifying a program improving road drainage in town streets and rural roads. Streets in Leeman and Green Head have specific drainage problems that could be addressed.

Council may also attempt to not reduce the level of Council's own current funding contribution to road construction and maintenance in order to make these supplementary R2R funds provide additional road projects. This approach will take time in selecting the appropriate projects and organizing of Council's labour and plant resources to complete additional works. In this way funds may not be expended until the 2008/09 financial year.

POLICY IMPLICATIONS:

Nil at this time.

FINANCIAL IMPLICATIONS:

Council will receive the \$232,511 in supplementary R2R funding prior to 30 June 2006, however these funds will be identified as restricted cash in Council's financial reports and not be available as discretionary income.

PUBLIC CONSULTATION:

Nil at this time.

VOTING REQUIREMENT

Simple Majority.

OFFICER RECOMMENDATION:

That Council:

1. acknowledge the receipt of the \$232,511 in *Supplementary Roads to Recovery* payment and understand that the grant from the Australian Government is to be used in accordance with the funding conditions included at Attachment 12.2;
2. embark on a planning process to maximise the outcomes from the receipt of the *Supplementary Roads to Recovery* payment; and
3. recognise that these funds may not be expended in the 2006/07 financial year.

RESOLUTION: 2006-089

Moved: O'Callaghan **Seconded:** Waite

That Council:

1. *acknowledge the receipt of the \$232,511 in *Supplementary Roads to Recovery* payment and understand that the grant from the Australian Government is to be used in accordance with the funding conditions included at Attachment 12.2;*
2. *embark on a planning process to maximise the outcomes from the receipt of the *Supplementary Roads to Recovery* payment; and*
3. *recognise that these funds may not be expended in the 2006/07 financial year.*

CARRIED 8/0

Cr Waite declared an Impartiality Interest in Item 12.3 in that her husband and daughter are ambulance volunteers at the Coorow subcentre.

12.3 COOROW AMBULANCE FUEL SUPPLY

AUTHOR	Gary Sherry
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	16 May 2006
FILE	A12.1 Ambulance Services - Coorow

SUMMARY:

Council to consider assisting in the provision of fuel for the Coorow St John Ambulance at no direct financial cost to Council.

BACKGROUND:

The Coorow branch of the North Midlands St John Ambulance Sub-Centre have recently reformed with the successful completion of ambulance officer training by five new volunteers. These volunteers all reside out side of the town of Coorow and the ambulance will be located on the farming property of one of the volunteers during the week when this volunteer, and the three others living nearby, are on call.

The Coorow branch of the North Midlands St John Ambulance Sub-Centre is currently equipped with an older style ambulance that inefficiently uses petrol and needs near constant refuelling to maintain fuel levels at an operational level. The Coorow branch expect to receive a newer style ambulance with a diesel engine in September or October 2006.

COMMENT:

The North Midlands St John Ambulance Sub-Centre have a sponsorship arrangement with Geraldton based fuel company Sovereign Petroleum who provide an annual amount of fuel, in the region of \$7,500, for use in ambulances across the Sub-Centre, including Coorow. The Sub-Centre has purchased fuel locally in Coorow but would prefer to access the Sovereign sponsorship for financial reasons.

However the Coorow branch's closest Sovereign outlet is located at Carnamah. This is an acceptable location for refuelling when returning from Three Springs, but not when the ambulance is located 25km east of Coorow. The Coorow Roadhouse is not an agent for Sovereign Petroleum.

Council has been approached by members of the Coorow branch to assist in accessing fuel under the North Midlands St John Ambulance Sub-Centre Sovereign sponsorship. Possible solutions include providing:

- a location for a fuel storage, such as a locked fuel tank in the Council depot. Ambulance volunteers could then access Council's depot when required to obtain their fuel. Sovereign would supply the fuel in this tank without any reference to Council. Council have not been asked to supply the tank, but may need to provide

bunding around any tank to comply with fuel storage regulations. This is preferred solution but is also the longer term solution and will not be immediately available.

- access to Council's stock of fuel and Council recouping the cost of fuel used by the Coorow ambulance through either the North Midlands St John Ambulance Sub-Centre or Sovereign. Access to Council's fuel would need to be completed under the supervision of Council staff. Senior Council staff have agreed to make themselves available to assist the volunteers of the Coorow branch outside of normal work hours. This solution is not perfect but is available immediately.

STATUTORY ENVIRONMENT:

Nil.

STRATEGIC IMPLICATIONS:

Council will be assisting the provision of a volunteer emergency service that has not been operational, through a lack of volunteer ambulance officers, for some 12 to 18 months.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

There will be no direct cost to Council. Indirect costs to Council may include construction of a gravel bund around any fuel tank located on the depot site.

PUBLIC CONSULTATION:

Nil at this time.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. provide access to fuel the Coorow Branch of the North Midlands St John Ambulance Sub-Centre such that:
 - a. Council's does not incur any direct financial cost for any aspect of the provision of fuel, including the fuel provided or equipment to provide it;
 - b. Access to Council's depot Coorow Branch of the North Midlands St John Ambulance Sub-Centre will be completed in the manner required by Council staff;
2. congratulate the volunteers of the Coorow branch of the North Midlands St John Ambulance in re-establishing this vital volunteer emergency service in Coorow.

RESOLUTION: 2006-090

Moved: Beswick **Seconded:** McDonald

That Council:

1. *provide access to fuel the Coorow Branch of the North Midlands St John Ambulance Sub-Centre such that*
 - a. *Council's does not incur any direct financial cost for any aspect of the provision of fuel, including the fuel provided or equipment to provide it;*
 - b. *Access to Council's depot Coorow Branch of the North Midlands St John Ambulance Sub-Centre will be completed in the manner required by Council staff;*
2. *congratulate the volunteers of the Coorow branch of the North Midlands St John Ambulance in re-establishing this vital volunteer emergency service in Coorow.*

CARRIED 8/0

13. MATTERS BEHIND CLOSED DOORS:

Mr Dacre Alcock declared a Financial Interest in Item 13.1 in that he is the Manager Finance & Administration and left the meeting at 4.04 pm.

Mr John Randall declared a Financial Interest in Item 13.2 in that he is the Manager Community Development and left the meeting at 4.04 pm.

Mr Peter Gillis declared a Financial Interest in Item 13.3 in that he is the Manager Works & Services and left the meeting at 4.04 pm.

13.1 MANAGER FINANCE & ADMINISTRATION CONTRACT REVIEW

RESOLUTION: 2006-091

Moved: *Beswick* **Seconded:** *Waite*

That Council:

- 1. increase of the Manager Finance & Administration's base salary from \$60,000 per annum to \$67,250 from 1 July 2006; and*
- 2. provide a communication allowance of up to \$750 to provide wireless broadband internet connection to the Community Development's residence;*
- 3. increase of the Manager Finance & Administration's salary package from \$85,322 per annum to \$95,900 from 1 July 2006; and*
- 4. formally invite the Manager Finance & Administration to discuss entering into a new agreement for a further term to be finalised by 4 October 2006*

CARRIED 8/0

13.2 MANAGER COMMUNITY DEVELOPMENT REMUNERATION
REVIEW

RESOLUTION: 2006-092

Moved: Stacy **Seconded:** O'Callaghan

That Council:

- 1. increase of the Manager Community Development's base salary from \$67,000 per annum to \$70,000 from 1 July 2006;*
- 2. provide a communication allowance of up to \$750 to provide wireless broadband internet connection to the Community Development's residence;
and*
- 3. increase of the Manager Community Development's salary package from \$95,170 per annum to \$99,100 from 1 July 2006.*

CARRIED 8/0

13.3	MANAGER WORKS AND SERVICES – CONTRACT OF EMPLOYMENT
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MOTION:

Moved: Beswick **Seconded:** Stacy

That Council:

1. enter into the three (3) year Contract of Employment included at Attachment 13.3 between Mr Peter Donald Gillis and the Shire of Coorow;
2. authorise the President and Chief Executive Officer to sign the contract included at Attachment 13.3 under common seal.

AMENDMENT:

Moved: Eaton **Seconded:** Beswick

That the following be added to point 1. of the motion “with an amendment to increase base salary from \$67,250 to \$69,250”

LOST 3/5

RESOLUTION: 2006-093

Moved: Beswick **Seconded:** Stacy

That Council:

1. enter into the three (3) year Contract of Employment included at Attachment 13.3 between Mr Peter Donald Gillis and the Shire of Coorow;
2. authorise the President and Chief Executive Officer to sign the contract included at Attachment 13.3 under common seal.

CARRIED 7/1

Mr Gary Sherry declared a Financial Interest in Item 13.4 in that he is the Chief Executive Officer and left the meeting at 4.35 pm.

13.4 CHIEF EXECUTIVE OFFICER CONTRACT REVIEW

MOTION:

Moved: Stacy **Seconded:** Waite

That Council hold a special meeting of Council prior to the 21 June 2006 :

- 1. conduct the formal appraisal meeting portion of the Chief Executive Officer's Performance Review utilising WALGA Workplace Solutions or if WALGA are unavailable an alternative facilitator be used; and*
- 2. consider a review of the salary package of the Chief Executive Officer.*

AMENDMENT:

Moved: Eaton **Seconded:** Beswick

That at dot point 1, replace "an alternative facilitator used" with "the performance review be conducted by Council".

LOST 3/5

RESOLUTION: 2006-094

Moved: Stacy **Seconded:** Waite

That Council hold a special meeting of Council prior to the 21 June 2006 :

- 1. Conduct the formal appraisal meeting portion of the Chief Executive Officer's Performance Review utilising WALGA Workplace Solutions or if WALGA are unavailable an alternative facilitator used; and*
- 2. Consider a review of the salary package of the Chief Executive Officer.*

CARRIED 5/3

Council adjourned the meeting at 4.45pm.

Council resumed the meeting at 5.01pm.

The Chief Executive Officer, Manager Works and Services, Manager Community Development, Manager Finance and Administration and public returned to the meeting at 5.01pm.

14. DATE OF NEXT MEETING:

14.1 SPECIAL DRAFT BUDGET MEETING OF COUNCIL

10.00 am on the 21 June 2006 at the Maley Park Function Centre, Coorow

14.2 NEXT MEETING OF COUNCIL

3.00 pm on the 21 June 2006 at the Maley Park Function Centre, Coorow.

15. CLOSURE:

There being no further business, the President, Councillor Girando, closed the meeting at 5.04pm.

These Minutes, consisting of pages 1 to 55 were confirmed by Council in Resolution No. 2006-101, as a true and correct record on 21 June 2006.

Presiding Member: _____