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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

The President, Cr Girando, welcomed those present and opened the meeting at 3.19pm.

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

Councillor M J Girando
Councillor A K Williams
Councillor M R Bothe
Councillor G George
Councillor B J McDonald
Councillor D B McTaggart
Councillor D A Rackemann

President
Deputy President

Mr M J Hook
Mr D J Alcock
Mr P D Gillis
Mr K L Bean

Chief Executive Officer
Manager Finance and Administration
Manager Works and Services
Works Supervisor

Leave of Absence

Councillor J K Waite

Declarations of Interest

Mr K L Bean declared an Impartiality Interest in item 10.1.9 – Application for an exemption under section 26(3) of the Dog Act for the keeping of more than two dogs at Lot 100 Bristol Street, Coorow being that he is the applicant.

Visitors

Mr Brad Rushford, Department of Environment and Conservation
Mrs Judy Browne
Mr John Browne
Mrs Sandra Trenowden

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

Nil.

4. PUBLIC QUESTION TIME:

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Cr McDonald requested Leave of Absence from 21 March 2008 to 19 April 2008.

RESOLUTION: **2008-021**

Moved: Cr Williams

Seconded: Cr Bothe

That Council grant Cr McDonald Leave of Absence from 21 March 2008 to 19 April 2008

CARRIED 7/0

6. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Mr Brad Rushford from the Department of Environment and Conservation (DEC) gave a presentation to Council on the Coastal Assessment and Restoration Project Green Head to Leeman Section.

7. CONFIRMATION OF MINUTES:

7.1	ORDINARY MEETING HELD WEDNESDAY 20 FEBRUARY 2008 AT THE LEEMAN ADMINISTRATION CENTRE, LEEMAN
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AUTHOR

Gary SherryMark Hook

DISCLOSURE OF INTEREST

Nil

DATE OF REPORT

1 March 2008

COMMENT:

Nil.

OFFICER RECOMMENDATION:

That the Minutes of the Ordinary Meeting held on Wednesday 20 February 2008, at the Leeman Administration Centre, Leeman be confirmed as a true and correct record.

RESOLUTION: **2008-022**

Moved: Cr Bothe

Seconded: Cr Williams

That the Minutes of the Ordinary Meeting held on Wednesday 20 February 2008, at the Leeman Administration Centre, Leeman be confirmed as a true and correct record.

CARRIED 7/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:

At any Council Meeting 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.

The President reminded Councillors and staff that only one person to speak at a time and please do not speak over another Councillor or staff member.

The President congratulated the Manager Finance and Administration, Mr Dacre Alcock on his appointment as the Shire of Dowerin's Chief Executive Officer and thanked Dacre for the excellent work undertaken as the MFA for the Shire of Coorow.

The President thanked Ms Sharon McTaggart for her excellent work as the Shire of Coorow's Community Economic Development Officer.

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:

Nil.

10. REPORTS:

10.1 CHIEF EXECUTIVE OFFICER:

10.1.1 AUTOMATIC VESTING OF RESERVES

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	6 March 2008
FILE	R7 Reserves General

SUMMARY:

The Department for Planning and Infrastructure are requesting Council to accept management of reserves created as a consequence of land vesting in the Crown pursuant to S.152 of the Planning and Development Act 2005 (PDA).

BACKGROUND:

As part of the subdivision process, land is often given as a condition of approval of a subdivision.

The land in question is generally recreation, right of way, pedestrian access or land designated for any of the purposes set out in S.152 of the PDA.

As the Department for Planning and Infrastructure (DPI) is the agency that ensures this land is placed under management with the appropriate Local Authority as soon as possible. A way of streamlining the management process is for the Shire of Coorow to accept management of reserves created as a consequence of land being vested in the crown pursuant to S.152 of the PDA.

If Council agrees with the recommendation, a management order is issued to the Shire of Coorow as soon as plans of subdivision receives final approval.

COMMENT:

The accepting of management orders for land created under the subdivision process will give Council the ability to manage the land.

Council eventually ends up with managing the majority of the land and accepting the proposed management process will streamline the whole process.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005

STRATEGIC IMPLICATIONS:

Accepting the management orders from the Department for Planning and Infrastructure will allow Council to maintain and enhance recreational space.

POLICY IMPLICATIONS:

Policy 8.1.5 – Council position in relation to Crown Right of Way.

By accepting a management order it will impact on Council's Policy 8.1.5. If accepted Council will need to modify the policy slightly. Council would still only be adopting the management and would still have the right to charge the owners as per the current policy.

FINANCIAL IMPLICATIONS:

As Council would normally adopt the management of the land eventually, there should be no extra cost to Council under the streamlining process.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That Council accept management of reserves created as a consequence of land vesting in the Crown pursuant to S.152 of the Planning and Development Act 2005.

RESOLUTION: 2008-023

Moved: Cr McDonald ***Seconded:*** Cr McTaggart

That Council accept management of reserves created as a consequence of land vesting in the Crown pursuant to S.152 of the Planning and Development Act 2005.

CARRIED 7/0

10.1.2 CONTRIBUTION TO NORTH ROAD STOCK ROUTE DRIVE TRAIL DESIGN STAGE

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	6 March 2008
ATTACHMENT	10.1.2 Study Brief
FILE	D3 Donations Sundry

SUMMARY:

The City of Geraldton-Greenough is seeking Council contribution of \$500 towards the cost of employing a consultant to undertake the North Road Stock Route Drive Trail Design Stage.

BACKGROUND:

In April 2007, the City of Geraldton-Greenough sought Council's co-operation in providing \$500 towards the cost of employing a consultant to undertake the drive trail design stage for the North Road Stock Route. It appears that the Shire of Coorow has not responded to the initial request.

The City of Geraldton-Greenough at its meeting on 12 February 2008 appointed Mr Mike Maher from Transplan Pty Ltd to undertake the study. It is anticipated that the project will be completed by the end of 2008.

Council again is being requested to provide \$500 towards the cost of the project along with the name of a Council representative to the Project Reference Committee.

The City of Geraldton-Greenough will be determining the time and location of the proposed meetings in the next few weeks.

COMMENT:

With Council being part of this project, it will allow input from Council for the areas of the Stock Route that run through the Shire of Coorow.

The City of Geraldton-Greenough has received grand funding from WARIS, Wheatbelt and Mid West Development Commission and Tourism WA.

The \$500 requested could come out of Council's Governance Donations account.

STATUTORY ENVIRONMENT:

Nil.

STRATEGIC IMPLICATIONS:

Exploring and developing options for growth and sustainability through regional partnerships.

Maintain and enhance recreational space.

Maximising opportunities in the tourism industry.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Council budgeted \$4,000 for donations in the 2007/08 Budget and to date \$2,572 has been spent leaving a balance of \$1,428.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. advise the City of Geraldton-Greenough that it will contribute \$500 towards the North Road Stock Route – Drive Trail Design Stage; and
2. nominate Cr _____ to be Council's representative to the Project Reference Committee.

RESOLUTION: 2008-024

Moved: Cr George

Seconded: Cr Bothe

That Council:

1. *advise the City of Geraldton-Greenough that it will contribute \$500 towards the North Road Stock Route – Drive Trail Design Stage; and*
2. *nominates Cr McDonald as delegate and Cr Williams as proxy to be Council's representatives to the Project Reference Committee.*

CARRIED 7/0

STUDY BRIEF

NORTH ROAD STOCK ROUTE

DRIVE TRAIL PLAN

1,3 INTRODUCTION

1.1 Background Information

Following a presentation by the Neergabby Community association at Yanchep National Park on 2 May 2003 it was decided that there needed to be a Management Plan for the entire length of the North Road Stock Route Trail.

It was felt that such a plan would greatly compliment the work of the Neergabby Community Association. In particular the plan would provide the vehicle for Councils in the Northern section of the track to work together to expedite the tracks development quicker.

In July 2006 Transplan Pty Ltd completed the North Road Stock Route Trail Feasibility Study. This study recommended that the first project to be completed as the next stage in the North Road Stock Route Trail would be a detailed Drive Trail Plan.

Upon receipt of successful funding for 2008 and contributions from Local Governments and Tourism WA the City of Geraldton Greenough would like to begin the Drive Trail Plan.

1.2 Study Components

This project requires:

- Desktop Research
 - Public consultation
 - Production of detailed maps, action plans with timelines.

2.0 PROJECT DESCRIPTION

2.1 Project Name

North Road Stock Route Drive Trail Plan

2.2 Project Description

To prepare a Drive Trail Development Plan that will be used as the basis for the construction, operation of and marketing of the North Road Stock Route.

2.3 About the North Road Stock Route Trail

History of the Old North Road Stock Route

The Old North Road Stock Route, Commemorated by WJ de Burgh in his book *The Old North Road* (UWA Press, 1986, reprinted Heperian Press 2002) was gazetted as the 'road between Perth and Champion Bay' in May 1862. It was one of the earliest and one of the most important stock routes in Western Australia, linking the Metropolitan area with the Champion Bay district of Greenough/Geraldton. For 44 yrs, from 1850 until the Midland Railway was completed in 1894, it was the route by which many thousands of sheep and cattle were driven north to stock the new wool growing and breeding stations, and southward to provide meat for the Metropolis,

Hundreds of horses travelled it either carrying people or packs, drawing carts or buggies, or just being driven loose to the fields of their new labours. In its latter years, large numbers of camels were taken along it to cart water for the Murchinson goldfields and, of course, all these animals had people to drive them and guide them, find water and feed for them and protect them from the poisonous plants along the way. By 1854 Walter Padbury, a well know Western Australian landowner, had take up pastoral lease at Boongarra and built stockyards at Neergabby and Yanchep. Padbury blazed the track south from Neergabby in 1855. By 1859 the trail had been blazed as far north as the Hill River. IN 1889 a half mile Stock Route was officially declared.

The Original Route

The original route runs north from Star Swamp in North Beach, passes along the west side of Joondalup Lake and Yanchep Lake, then on through Yanchep National Park and State Forrest 65 South to Boongarra, Wilbinga and along part of Chinta Road to the Old Junction Hotel. The Junction Hotel is listed with the Heritage Council of Western Australia, and is under restoration by the Shire of Gingin. North of the Junction Hotel, the Stock Route initially follows Telephone Road, crossed the Moore River between the Cowalla Bridge and the Cowalla homestead, and continues on, inland from the coast, through the Shires of Dandaragan, Coorow, Carnamah, Irwin and Greenough to Walkaway. Most of the reserve remains, but over the years the WA Department of Land Administration has transferred some parts of it into private hands.

2.4 Philosophy

The rationale for this project is that the Drive Trail Plan will provide a plan outlining the development, implementation and signage recommendations for the Drive Trail component of the North Road Stock Route Trail.

The Drive Trail plan should follow the whole length of the Stock Route and follow that which is laid out in the North Road Stock Route Feasibility Study, 2006.

The Drive Trail will include place of interest, indigenous significant sites etc and recommendations for support facilities along the drive trail - such as parking, toilets, playgrounds etc.

2.5 Scope of Study

The Drive Trail Plan will need to:

- ⑧ Define a clear Drive Trail route along the North Road Stock Route.
- Provide a detailed series of maps along the route
 - Highlight attractions both along and off the main routes e.g. Attractions, lookouts, nature and other walks, cultural and heritage product, other features of interest.
 - Indicate clear directional and tourist signage required along the route and its locations in a signage plan.
 - Outline support facilities required - such as potential locations for tourist information bays, rest areas, toilets, running water, seating/shaded areas, picnic facilities, and play equipment etc, and no costing required.
 - Identify site locations for development including style of interpretive signage, text and graphics and provide others that could be used
 - Provide an ongoing plan for management of the route
 - Establish partnerships with key shareholders and outline clean marketing needs
 - Identify types of land ownership along the trail
 - Identify those areas subject to Native Title claims/s including the status of such claims
- Identify potential offshoot routes/loops that either currently exist or have the potential to be developed
 - o Extend *on detail of the Aboriginal Sites of significance as outlined in the 2006 Feasibility Study*
- Identify the costs, priorities and development time table for the implementation of the Drive Trail Plan.
- ☐ Provide a risk management plan.
 - Provide a suggested system of Governance with specific strategies for collaboration across multiple Local Governments.

2.6 Project Management

During the course of the project the consultant shall liaise, on no less than two (2) occasions, with the Project Reference Group. Meetings of the Project reference group shall need to be schedule at the beginning of the project and nearing its final draft stage. Day to day project management will be with Mr. Neil Bennett at the City of Geraldton - Greenough.

2.7 Project Reference Group

- Mr. Neil Bennett, Manager of Community Development, City of Geraldton - Greenough
- Lance Hardy, Regional Manager, Tourism WA
- Adam Murszewski, Project Officer, Mid West Regional Office, Department of Sport and Recreation
- Mr Mark Luzi, Director of Community Development, Shire of Irwin

- Shire of Dandaragan
- ❑ Shire of Gingin
- Mrs Sue Hancock (Mid West Officer), CALM
- ® Mrs Jo Ottaway, Neergabby Community Association
- Ms Kelly Greenaway, Local Histories Section, Geraldton Regional Library
- ® Indigenous representation from land claimant groups along the trail area.

2.8 Project Timetable

The consultant is required to complete the project by end of June 2008. The quote is to stipulate that the timetable can be met and if not, to include with a justification statement.

The successful consultant will be required to submit a detailed timetable to the City of Geraldton-Greenough for approval within seven (7) days of appointment. The timetable will designate key milestones.

2.9 Fees

The quote is to include a lump sum fee for the project which should not exceed \$43,000 Inclusive of GST.

The payment fee is to cover all costs associated with the project, including disbursements and is to include a detailed tabulated break down of costs related to project milestones along with a full schedule.

The City of Geraldton-Greenough will pay the accepted fee in the form of progress payments. The quote should propose a payment schedule. Such payment is on the proviso that an invoice detailing work completed certifies that all work has been satisfactorily completed.

The quote shall include a schedule of hourly rates. These shall be applied in the event that any further services are required in addition to the objectives of this contract.

2.10 Information Relevant to the Study

- North Road Stock Route Feasibility Study, Transplan, July 2006
- WA Planning Commission 1996 - Central Coast Regional Strategy
- The Old North Road and Neergabby -- WJ de Burgh
- Gnangara Park Concept Plan 1999 - CALM
- State Trails Master Plan 2000 - Maher Brampton Associates
- Bob Ruscoe's diary of Bi-Centennial Drive
- Outback Pathways publications

2.11 Copyright

Copyright and intellectual property rights of all materials produced by the consultant in accordance with this project shall rest with the City of Geraldton-Greenough. The consultant shall grant to the City of Geraldton-

Attachment 10.1.2

Greenough irrevocable licence for promotional and other purposes at its entire discretion

2.12 Confidentiality

The consultant or its employees must not, without prior written approval of the City of Geraldton-Greenough, disclose to any person, any confidential or commercial information supplied by the City of Geraldton-Greenough or obtained by the consultant in the course of this consulting

Upon request, at the conclusion of the project the consultant will return all material made available by the City of Geraldton-Greenough.

2.13 Disclaimer

The City of Geraldton-Greenough reserves the rights to refine the project brief after selection of the consultant has been made.

10.1.3 2008 CITIZEN OF THE YEAR AWARDS

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 March 2008
FILE	C8.1 Council General

SUMMARY:

Council is being requested to nominate persons for the 2008 Western Australian Citizen of the Year Awards.

BACKGROUND:

Nominations are being requested for the 2008 Western Australian Citizen of the Year Awards.

The Citizen of the Year Award Categories are:

- Arts;
- Culture and Entertainment;
- Community Service;
- The Governors Award for Regional Development;
- Industry and Commerce;
- The Professions;
- Sport;
- Youth;
- Youth Arts; and
- The Gold Swan Award for Service Organisations.

Nominations opened on 18 February 2008 and close on 11 April 2008.

COMMENT:

Once the nominations have closed a selection committee of respected and knowledgeable Western Australian's will be convened for each award category.

The awards are generally well advertised and community groups and individuals can also nominate a person or community group for the awards.

STATUTORY ENVIRONMENT:

Nil.

STRATEGIC IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

OFFICERS RECOMMENDATION:

That Council nominate _____ under the category of _____ for the 2008 Western Australian Citizen of the Year Award.

Council requested that this information be sent to all community associations.

10.1.4 GENETICALLY MANIPULATED (GM) CROPS AND FOOD

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 March 2008
FILE	A17

SUMMARY:

Council is being requested by the Gene Ethics Group to consider adopting and implementing strategies to ensure that the region stays GM Free.

BACKGROUND:

The Gene Ethics Group are requesting Council to take a range of actions including developing and implementing policies on Genetically Manipulated (GM) crops and foods. They are also seeking the State Government to extend its current GM Ban.

The Gene Ethics Group are requesting Council to adopt and implement the following Draft Motions to ensure the region remains GM Free.

1. Write to the Premier to ask the state government to:
 - a. extend the ban on commercial GM canola for at least another five years;
 - b. use its powers to create GM and GM free areas and to declare the Shire of Coorow a GM free Zone (these powers are conferred by a policy principle made under Section 21 of the Commonwealth Gene Technology Act 2000); and
 - c. establish a public online register (including maps) showing all GM release sites – both experimental and commercial – so those who want to stay GM free (including farmers, beekeepers, etc) can avoid these sites.
2. Declare Council's jurisdiction a GM free Zone by resolving to:
 - a. amend Council's food service contracts, to require GM free foods in all council food services. This is simple and cost free as suppliers are required by Food Standards Australia NZ guidelines to know whether or not food is GM, though it is not necessary to label it;
 - b. post GM free Zone signage in and around the municipality (Gene Ethics has some if required);
 - c. publicly sign and distribute a GM free Zone Declaration;
 - d. publicise the GM free Zone declaration in local media, on Council's website and on notice boards;
 - e. ask local businesses and organisations to support the GM free Zone by signing on to a GM free statement; and
 - f. establish a local register to record and map the location of any GM sites in the area, when and if this becomes necessary.
3. Write to Commonwealth and State Health and Agriculture Ministers, advocating:
 - a. no state or territory governments allow its GM crop ban to expire without the agreement of all states;
 - b. all foods made using GM technology and processes are to be fully labelled; and

- c. strict liability laws are enacted to hold GM companies fully responsible for GM contamination, to protect GM free farmers and shoppers.
- 4. Write to the Commonwealth and State Health Ministers advocating:
 - a. no government allow its GM crop ban to expire without all states agreeing;
 - b. a Gene Technology Ministerial Council meeting to be convened to agree on a uniform national approach to extending the present GM crop bans;
 - c. all foods made using GM technology and processes are to become fully labelled;
 - d. strict liability laws are enacted to hold GM companies fully responsible for inevitable GM contamination.
- 5. Write to the Commonwealth Agriculture Minister, advocating that:
 - a. all animal feed be fully labelled as to its GM or GM free status so that farmers can exercise their choice to remain GM free;
 - b. the allocation of research and development funds to GM projects becomes subject to public review.

COMMENT:

Although this is a major issue for local communities the discussion is one for Council to consider and make its own decision.

I believe to make this decision Council needs all the information on GM crops and foods.

STATUTORY ENVIRONMENT:

Nil.

STRATEGIC IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That Council take no action on this issue.

RESOLUTION: 2008-025

Moved: Cr Williams

Seconded: Cr George

That Council take no action on this issue.

CARRIED 7/0

10.1.5 GREEN HEAD PERMANENT WASTEWATER TREATMENT PLANT

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 March 2008
ATTACHMENT	10.1.5 Concept Structure Plan
FILE	S2 Sewerage

SUMMARY:

Council is being requested to give comment on the proposed new location of the House and Wastewater Treatment Plant in Green Head.

BACKGROUND:

The concept plan, as included at Attachment 10.1.5, was presented to the Shire of Coorow at a meeting in late September to encourage discussion on the ultimate site for the new House and Waste Water Treatment Plant.

The concept plan is a work in progress and LandCorp are requesting comment from Council.

COMMENT:

The expansion in Green Head will soon be encroaching on the 500m buffer of the temporary Wastewater Treatment Plant (WWTP).

It appears the direction for new development is to continue east/southeast fronting South Bay, however the buffer of the temporary WWTP will effect any future development in this direction.

The area for the new WWTP shown on the Concept Structure Plan appears to be a suitable long term site for the Green Head Wastewater Treatment Plant.

Although Council is more than capable of commenting on the proposed location, advice should be sought from a Town Planning perspective.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005
Health Act
Local Government Act 1995

Council will need to consider the implications to Council's Town Planning Scheme and the necessary amendments required.

STRATEGIC IMPLICATIONS:

Allows for future growth of residential land in Green Head.

FINANCIAL IMPLICATIONS:

Costs will be associated with the Town Planning Scheme Amendments.

Cost of advice from a Planning Consultant.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That Council:

1. advise LandCorp that at this stage, the site for the Wastewater Treatment Plant at Green Head looks acceptable, but Council will require comment from the Green Head Community;
2. advertise the Concept Structure Plan for public comment; and
3. arrange appropriate planning advice from a suitable Town Planning consultant.

RESOLUTION: 2008-026

Moved: Cr Williams **Seconded:** Cr George

That Council:

1. *advise LandCorp that at this stage, the site for the Wastewater Treatment Plant at Green Head looks acceptable, but Council will require comment from the Shire of Coorow Community;*
2. *advertise the Concept Structure Plan for public comment; and*
3. *arrange appropriate planning advice from a suitable Town Planning consultant.*

CARRIED 7/0

10.1.6 2008 WA LOCAL GOVERNMENT ASSOCIATION HONOURS PROGRAM

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 March 2008
FILE	W8 WALGA

SUMMARY:

Council is being requested by WALGA to nominate persons for the 2008 WA Local Government Association Honours Program.

BACKGROUND:

Nominations for the WALGA Honours Program is now open and member Local Governments, Zones and State Councillors are being invited to submit nominations for the awards.

There are five categories of awards in the 2008 Honours program. These include:

- Local Government Medal – recognises outstanding achievement and contribution by elected members and officers of the Association and/or Local Government;
- Life Membership – recognises the long outstanding service of elected members and officers of the Association and/or Local Government;
- Certificate of Appreciation – recognises personal commitment, eminent service and contribution to the Association;
- Long and Loyal Service Award – previously known as Meritorious Service Award. This Honour recognises elected members who have provided long service of a high degree as an executive member of the Association for eight or more years, or as an elected member for 12 or more years.
- Distinguished Service Award – recognises elected members who have provided distinguished service to the community through their Local Government.

COMMENT:

The Honours Program is a way of recognising the outstanding achievements and contributions made by elected members and officers to their respective Council, Local Government and their communities.

Award recipients are presented with the various honours during Local Government Week.

Nominations close 5pm Friday 2 May 2008.

STATUTORY ENVIRONMENT:

Nil.

STRATEGIC IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Council Policy 1.1.13 – Recognition of Councillors

Policy states Council may nominate a retiring Councillor by resolution for any awards associated with:

- Queen's Birthday Honours;
- Australia Day Honours;
- Local Government Association Honours.

FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That Council nominate _____ for a _____ Honours under the 2008 WA Local Government Association Honours.

10.1.7 COMMUNITY AND ECONOMIC DEVELOPMENT OFFICER

AUTHOR Mark Hook
DISCLOSURE OF INTEREST Nil
DATE OF REPORT 10 March 2008
FILE S7.15 Staff - Other

SUMMARY:

Council is to consider employing a full time Community and Economic Development Officer.

BACKGROUND:

Council currently has provision in the 2007/08 budget for a part time Community and Economic Development Officer (CEDO) equivalent to 19 hours per week. Council's Ranger, Ms Sharon McTaggart, who has carried out this position since March 2006, has tendered her resignation from this position effective from 19 March 2008. Sharon has carried out the CEDO duties to a very high standard.

COMMENT:

The substantial benefit received by Council from the appointment of a CEDO, although only part time, should lead to Council appointing a full time CEDO.

STATUTORY ENVIRONMENT:

Nil.

STRATEGIC IMPLICATIONS:

Improves grant applications for community groups.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

An outline of an anticipated budget for the employment of a full time CEDO is outlined below in comparison to the part time employment for this position.

FACTOR	EXPLANATION	FULL TIME \$	PART TIME 19 hrs \$
Salary	Level 4.1	37,812	18,906
Super 7%	Council sponsored Super	2,647	1,323
Super 9%	Guaranteed Super	3,403	1,702
Workers Comp	3.5%	1,323	662
Housing Allowance	\$70 per week	6,640	1,820
Mobile Phone	\$40 per month	480	480
Uniform		600	600
Computer		2,000	2,000
TOTAL		51,905	27,493

Note: These minutes have yet to be confirmed

Per Week		948	479
May – June 2008	9 weeks	8,534	4,308
Fixed Costs		2,600	2,600
TOTAL		11,134	6,908
Budget allocation remaining		6,500	6,500
Cost to 07/08 Budget		(4,634)	(404)
Additional cost to 08/09 Wages Budget		(24,412)	0

PUBLIC CONSULTATION:

Nil at this time.

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council approve the creation of a full time Community and Economic Development Officer position and begin the employment process for a full time Community and Economic Development Officer.

RESOLUTION: 2008-027

Moved: Cr McDonald

Seconded: Cr Rackemann

That Council approve the creation of a full time Community and Economic Development Officer position and begin the employment process for a full time Community and Economic Development Officer.

CARRIED 7/0

10.1.8 EMPLOYMENT PACKAGE – MANAGER REGULATORY SERVICES

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	10 March 2008
FILE	S7.15 Staff - Other

SUMMARY:

That Council advertise the position of Manager Regulatory Services under Section 5.37(3) of the Local Government Act 1995.

BACKGROUND:

Council requires the services of a suitably qualified person to fulfil the Manager Regulatory Services.

The position is a senior position with the Shire of Coorow and is classed as a senior employee under the Local Government Act 1995.

Section 5.37 of the Local Government Act 1995 states:

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.
- (3) Where a local government advertises the position of a senior employee, the local government is to state in the advertisement the salary and the total value of all remuneration and benefits payable to the senior employee.

COMMENT:

An employment Package containing the proposed advertisement, salary package etc, is included at Attachment 10.1.8 for Council's information.

Council requires the services of a Manager Regulatory Services to fulfil Council's obligations under the Health Act 1911 and Local Government Act 1995.

STATUTORY ENVIRONMENT:

Health Act 1911
Local Government Act 1995

STRATEGIC IMPLICATIONS:

Statutory Compliance – Ensuring Council complies with all its Statutory Requirements.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

A package of \$103,620 to \$125,080 is being offered. This includes a cash component of \$65,000 to \$80,000. The 2007/08 Budget allocation for the cash component was \$73,000 for the Manager Community Development.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That Council advertise the position of Manager Regulatory Services with the package between \$103,620 and \$125,080.

RESOLUTION: 2008-028

Moved: Cr George

Seconded: Cr McTaggart

That Council advertise the position of Manager Regulatory Services with the package between \$103,620 and \$125,080.

CARRIED 7/0



Manager Regulatory Services

EMPLOYMENT PACKAGE

February 2008

I N D E X

1. Advertisement
2. Information for Job Applicant
3. Council Information
4. Package
5. Position Description
6. Application Cover Slip
7. Declaration Authorisation and Waiver

1. Advertisement

Shire of Coorow Manager Regulatory Services

Council is seeking the services of suitably qualified and experienced person for the position of Manager Regulatory Services to provide Local Government Environmental Health, Building Surveying and Town Planning Services.

The successful applicant will be based in Council's Leeman Administration Centre and report directly to the Chief Executive Officer

The Manager Regulatory Services will be responsible for all regulatory matters pertaining to Environmental Health and Building Surveying. Administration of Council's Town Planning Scheme No 2.

Applicants must have qualifications to the satisfaction of the Executive director, Public Health. Experience in Building Surveying and Town Planning is considered essential.

The position is classified as a "Senior Position" and is subject to a performance based contract in accordance with the Local Government Act.

The position will be located in Leeman, a small, growing coastal town serviced by most modern health, education and recreation facilities.

A package of between \$103,620 and \$125,080 including a cash component of between \$65,000 and \$80,000 is offered. The negotiable package includes superannuation, access to a fully maintained motor vehicle, provision of subsidised housing and utilities allowance.

Interested Applicants are requested to obtain an information package from Stacey Donohue on (08) 9952 0100 or staceyd@coorow.wa.gov.au. Enquiries regarding the position should be directed to the CEO, Mr Mark Hook. The closing date for applications is _____.

2. Information for Job Applicant

Attachment 10.1.8

Selection on the Basis of Merit

The Shire of Coorow is an equal opportunity employer. All applications for a position will be assessed against the same criteria included in the position description.

No application will be considered until after the advertised closing date at which time it will be assessed by a Selection Panel. Selection will be based on which applicant demonstrates the highest merit for the position, their past experience, qualifications and ability to perform the advertised position.

What to include in your application

Your application should include the following information:

- A statement addressing each of the selection criteria
- A copy of your current Resume
- Contact details of two employment referees.
- The signed declaration.

Applications should not be submitted in plastic sleeves, binders or files.

Please do not submit originals of important documents such as qualifications and references. Submit photocopies only.

Statement Addressing Selection Criteria

The selection criteria are the most important part of your application. They are the essential skills, knowledge, experience, qualifications and training stated in the position description.

Your application should contain a statement specifically addressing each of the **ESSENTIAL SELECTION CRITERIA** with examples, which demonstrate how you meet the requirements of each objective. Address each item separately and make your comments adequate enough to demonstrate your ability and meeting of the criteria. It is also important to link the Selection Criteria statements to the **“Requirements of the Position”** and **“Key Duties/Responsibilities”** as stated in the position description.

Resume

You should also attach a copy of your current resume, listing academic achievement, professional training, memberships and relevant employment experience.

Referees

You should include the names and contact details of two referees we can contact to provide information on your past work performance.

One copy only

You should provide us with only one copy of your complete application.

Address for Applications

Applications should be marked **CONFIDENTIAL**, and addressed to:

Chief Executive Officer
Shire of Coorow
PO Box 42
COOROW WA 6515

Late Applications

Ensure your application is received prior to the closing date and time, late applications will not be considered.

Post Application Process

Short listed applicants will be contacted by telephone to arrange an interview. Unsuccessful applicants will be advised in writing.

Pre-employment Medical

The successful applicant may be required to undertake a pre-employment medical examination prior to commencement at the Council's expense.

Canvassing of Councillors or staff will disqualify an applicant.

Further Information

Should you require further information about the position, please contact Chief Executive Officer Mr Mark Hook on (08) 9952 1100 or 0428 521 100 or markh@coorow.wa.gov.au.

3. Council Information

The Shire of Coorow has a population of approximately 1,300 with an area of 4,137 sq kms and consisting of three town sites Coorow, Leeman and Green Head.

Coorow is about 270kms north of Perth approximately 2.5/3 hr drives. Located in the east of the Shire, Coorow is a farming town home to 250 people. Coorow is well known for its Wildflower Season.

Leeman is a coastal town about 300kms from Perth approximately 3/3.5hr drive. Leeman has population of approximately 400 people and is well known for its Cray fishing and deep sea fishing.

Green Head is a coastal town only 15kms south of Leeman and offers pristine beaches and a very relaxed holiday atmosphere. Green Heads population is only 250 but increases significantly in holiday periods.

Further information on the Shire of Coorow can be located on Council's website at www.coorow.wa.gov.au.

4. Package

The position of Manager Regulatory Services is classified as a Senior Employee and is subject to a performance based contract of between two to five years in duration in accordance with the Local Government Act.

The Manager Regulatory Services will be employed on the basis of a three to five year contract.

The standard form of contract developed through the LGMA and recently refined will be the base documentation. The successful applicant will be able to negotiate such variations in the model document as may be agreed by the parties. Options for renewal are incorporated in the draft contract.

The agreed value of the remuneration package for the Manager Regulatory Services will be generally inclusive of the following components:-

- Base Salary – Negotiated between \$65,000 and \$80,000 dependent on experience.
- Annual Leave – 5 weeks per annum. Executive time off is applicable in consultation with the Chief Executive Officer.
- Vehicle – in accordance with Council Policy – currently a Holden Commodore Berlina. Private use can be negotiated with a contribution of \$39 per week for Private use as stipulated under Council's Vehicle Policy.
- Housing – A two storey, well maintained and well kept, air conditioned 3 x 1 executive residence with ocean views is offered. No rent is charged for housing; however an amount of \$13,000 (\$250 per week) is included in the package as rental assistance value.
- Superannuation – 9% compulsory plus 7% Council sponsored. Salary Sacrifice is available.
- All power, gas and water costs are carried by Council. Council provides the Manager Regulatory Services with a mobile telephone for business purposes.
- Sick leave, long service leave and other benefits or conditions in the Local Government Officers Award are included in the package.
- Relocation expenses up to a maximum of \$5,000, 50% paid immediately and the remaining 50% paid after 12 months satisfactory service, subject to the appointee obtaining two independent quotes.

COMPILATION OF SALARY PACKAGE (PER ANNUM)

	Actual		Actual	
	Est. Value		Est. Value	
Gross Salary		\$65,000		\$80,000
Housing Allowance	No		No	
Gross Salary		\$65,000		\$80,000
Electricity paid by Council	Yes	\$1,500	Yes	\$1,500
Clothing Contribution	Yes	\$750	Yes	\$750
Superannuation Guarantee Charge	9%	\$5,850	9%	\$7,200
Council Sponsored Superannuation	7%	\$4,550	7%	\$5,600
Subsidised Rental	Yes	\$13,000	Yes	\$13,000
Rent contribution per week	No		No	
Relocation Expenses to maximum	Yes	\$5,000	Yes	\$5,000
Unrestricted vehicle use	Yes	\$10,000	Yes	\$10,000
Vehicle Contribution per week	\$39	(\$2,030)	\$39	(\$2,030)
TOTAL PACKAGE		\$103,620		\$125,080

- Fuel Expense on Recreation Leave and personal use outside Shire payable by officer.

5. Position Description

Manager Regulatory Services



5. Position Description

1. **TITLE** Manager Regulatory Services
2. **LEVEL** Negotiated
3. **DEPARTMENT/SECTION** Administration
4. **POSITION OBJECTIVES**
 - Carry out duties relating to Environmental Health, Building and Town Planning Issues
 - Manage the Shire's Environmental Health, Building and Town Planning Schemes
 - Provide advice and information to Council and Executive Staff for the management of Environmental Health, Building and Town Planning Schemes pertaining to the Shire
5. **KNOWLEDGE AND SKILLS**
 - Developed team development and leadership skills
 - Developed time management skills
 - Developed verbal and written communication skills
 - Developed problem solving and conflict resolutions skills
 - Working knowledge of Local Government law and meeting procedure
 - Working knowledge of human resource development
 - Basic knowledge of Local Government accounting requirements
 - Sound knowledge of Council's organisational structure and function

- Basic knowledge of information technology including computer systems and software operations
- Basic knowledge of Act's relevant to the position

6. WORK EXPERIENCE

At least two years experience in a senior management position within Local Government and Environmental Health, Building and Town Planning sectors with an understanding of the workings of Local Government

7. QUALIFICATIONS AND/OR TRAINING

- Hold degrees or qualifications in Environmental Health (acceptable to the satisfaction of the Executive Director, Public Health), Building or Town Planning
- Hold a current "C" Class Motor Drivers License.

8. RESPONSIBILITIES

8.1 Health

- Ensure plans and specifications are examined of all buildings to be erected within the District with regard to the requirements of the Health Act, and all Regulations and Local Laws relating to Public Health
- Report on the condition of buildings within the District which are unfit for human habitation or require demolition
- Ensure that all requirements of the Health Act, Regulations and Local Laws adopted by Council are complied with including but not limited to:
 - Notifiable Infectious Diseases
 - Food Hygiene
 - Water Quality
 - Public Buildings
 - Noise
- Report to the Chief Executive Officer when required, on all health related matters, and to supply to Council a monthly report regarding the activities of the Health Section
- Prepare an annual/monthly report to Council and the Executive Director of Public Health concerning the sanitary and health conditions, works executed and proceedings taken within the Shire
- Liaise with the Manager Works and Services and Council Waste Collection Contractor for the maintenance of an efficient refuse collection and disposal service for household, commercial and

community wastes and the control and maintenance of Council's refuse disposal sites

- Liaise with the Health Department, Local Government Department and other relevant Government Departments regarding Health matters likely to affect the Shire
- Advise the Council on matters relating to general welfare as it effects environmental health

8.2 Building

- Process building plans and specifications to ensure compliance of all buildings to be erected within the District with the requirements of the Building Codes of Australia and all Regulations and Local Laws relating to Building
- Report on the condition of buildings within the District which are dilapidated and dangerous
- Ensure that all requirements of the Building Code of Australia and all Regulations and Local Laws relating to Building are complied with in respect of both new and existing buildings and structures including but not limited to:
 - Strata Titles Act
 - Dividing Fences Act
 - Local Laws
- Report to the Chief Executive Officer, on all building related matters, and to supply to Council a monthly report regarding the activities of the Building Section
- Advise builders, architects, engineers, applicants and public on matters pertaining to building control
- Liaise with the Health Section, Western Australia Fire and Emergency Services Association Board, Local Government Department and any other relevant Government Departments regarding compliance of buildings with associated requirements administered by those bodies
- Exercise all delegated authorities in accordance with the Shire of Coorow Delegation Register
- Perform all inspections necessary to ensure that all requirements of the Building Codes of Australia and all Regulations and Local Laws relating to Building are complied with in respect of both new and existing buildings and structures
- Advise Council on matters relating to maintenance of Council buildings
- Supervise maintenance and construction of Council owned buildings and associated structures

8.3 Town Planning

- Administer, in accordance with Council delegations, the Town Planning schemes and other planning controls
- Process all development applications within the Shire in accordance with the provisions of Council's Town Planning Schemes, Planning Policies or State Government Directives
- Assist the public with information on Town Planning issues
- Liaise with the Chief Executive Officer and Engineering Staff as necessary for the implementation of Council's planning policies
- Liaise with officers of the Western Australian Planning Commission on subdivisions and Town Planning Scheme amendments

8.4 Administration

- Attend Council Meetings, Committee Meetings and Special Meetings as directed by Chief Executive Officer
- Attend Council Meetings, as directed by the Chief Executive Officer
- Oversee Ranger in performance of duties
- Prepare an annual report to Council regarding the activities of the section during the year
- Respond to correspondence as and when required
- Perform duties pertaining to special Projects as and when directed by Council or Chief Executive Officer

9. ORGANISATIONAL RELATIONSHIPS

Responsible to: Chief Executive Officer

Internal and External Liaison:

Internal	President and Councillors Chief Executive Officer Manager Works and Services Manager Finance & Administration Other Staff and Employees
External	General Public Government Departments

10. EXTENT OF AUTHORITY

- Operates under direction of Chief Executive Officer within established guidelines, procedures and policies of Council as well

as statutory provisions of the Local Government Act and other legislation

- Signs routine and Council correspondence arising from Administration, Environmental Health, Building and Town Planning

11. SELECTION CRITERIA

Essential

- Developed time management skills
- Developed team development and leadership skills
- Developed verbal and written communication skills
- Developed public relations and interpersonal skills
- Developed decision making skills
- Developed problem solving and conflict resolutions skills
- At least two years experience in a senior management position within Local Government with a well developed understanding of the workings of Local Government
- Comprehensive knowledge of Building Code of Australia and other legislation in respect of Building
- Developed knowledge of Town Planning Legislation and other legislation in respect of town planning
- Bachelor of Applied Science (Environmental Health) or equivalent acceptable to the Executive Director of Public Health for appointment to the position
- Comprehensive knowledge of Health Act and other legislation in respect of environmental health
- Hold a current "C" class Motor Drivers Licence

Desirable

- Sound knowledge of information technology
- Working knowledge of Occupational Health, Safety and Welfare Regulations
- Extensive knowledge of Local Government Act
- Sound knowledge of Council's organisational structure and function

6. Application Cover Slip

Attachment 10.1.8

PO Box 42
COOROW WA, 6515
Telephone: 08 9952 0100 Facsimile: 9952 1388
Email: shire@coorow.wa.gov.au

PLEASE ATTACH THIS FORM TO THE FRONT OF YOUR APPLICATION

PLEASE PRINT IN BLOCK LETTERS	
SURNAME:	
GIVEN NAMES:	
ADDRESS:	
CONTACT NUMBERS:	
POSITION APPLIED FOR:	MANAGER REGULATORY SERVICES

7. DECLARATION AUTHORISATION AND WAIVER APPLICATION FOR POSITION OF Manager Regulatory Services

I certify that:

- The information contained in this application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.
- I understand that the Council reserves the right to verify all information in the application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Council, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the veracity of any information contained in my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

Signature of Applicant

Date

<p>Note. The Council undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the application and determining the applicant's suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection committee/Council at the time, and for the purpose, of selecting the suitable applicant.</p>

Works Supervisor, Mr Kelvin Bean declared an Impartiality Interest in Item 10.1.9 being that he is the applicant and left the meeting at 4.13pm.

10.1.9 APPLICATION FOR AN EXEMPTION UNDER SECTION 26(3) OF THE DOG ACT FOR THE KEEPING OF MORE THAN TWO DOGS AT LOT 100 BRISTOL STREET COOROW

AUTHOR	Sharon McTaggart
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	26 February 2008
FILE:	D2

SUMMARY:

Council to consider granting an exemption to allow the keeping of more than 2 dogs at Lot 100 Bristol Street.

BACKGROUND:

Council has received an application from Kelvin and Shannyn Bean requesting an exemption to keep three (3) dogs on their property at Lot 100 Bristol Street in Coorow. In support of this application the following information has been provided by the applicant:

1. The two existing dogs are small breeds – a Silky Terrier & a Chihuahua
2. The two existing dogs are approximately 14 years of age
3. The third dog for which the exemption is requested is a rescue animal

The application letter is included at Attachment 10.1.9 for Councillors Information.

COMMENT:

There is no history of any complaints relating to this property and the owners, Kelvin and Shannyn Bean.

STATUTORY ENVIRONMENT:

Dog Act 1976

26 Limitation as to numbers

- (3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —
- (a) may be made subject to conditions, including a condition that it applies only to the dogs specified therein;
 - (b) shall not operate to authorise the keeping of more than 6 dogs on those premises; and
 - (c) may be revoked or varied at any time.

FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATION:

Nil.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That Council grant an exemption to Kelvin and Shannyn Bean of Lot 100 Bristol Street, subject to the following conditions:

1. it applies only to the dogs specified therein;
2. the dogs do not cause a nuisance to occupiers of adjoining properties; and
3. the exemption is subject to review after a period of 12 months.

RESOLUTION: 2008-029

Moved: Cr George

Seconded: Cr Bothe

That Council grant an exemption to Kelvin and Shannyn Bean of Lot 100 Bristol Street, subject to the following conditions:

- 4. it applies only to the dogs specified therein;*
- 5. the dogs do not cause a nuisance to occupiers of adjoining properties;*
and
- 6. the exemption is subject to review after a period of 12 months.*

CARRIED 7/0

Council adjourned the meeting at 4.15pm.

Council resumed the meeting at 4.35pm.

Works Supervisor, Mr Kelvin Bean returned to the meeting at 4.35pm.

February 18, 2008

Shire of Coorow c/o Sharon McTaggart

To Whom It May Concern:

We are writing this letter of application seeking special permission from the Shire of Coorow to keep three dogs at the above residence of Lot 100 Bristol Street in Coorow.

To give you an understanding of why these circumstances have arisen takes a little explaining. On Christmas day 2007 we were asked to intervene and rescue some puppies after the mother died and the owners of the mother dog were away. I (Shannyn) am often called upon to rescue an assortment of animals and so have gotten a reputation for being the person to call on at times such as these.

We were able to save three puppies (Blitz, Boomer and Holly) and hand reared them. From the time we took on the puppies we were in contact with the Shire ranger. Sharon has been fantastic in helping us to advertise and try to find homes for the pups. Unfortunately because of the breed of the pups (mother was a German Shepard and father a Bull Mastiff x we think) people were hesitant to take on a large dog. Another thing that wasn't in our favour was the time of year (X-mas) with dog homes being full. So we now find ourselves left with only one pup (Holly).

The two dogs that we currently have are small breed dogs, one is a silky terrier and the other is a chihuahua x. Both dogs are approximately 14 years old and have been neutered. Sadly we don't think they have a lot of time left with us. They are registered with the Shire of Coorow.

Holly reached the age where she had to have her vaccinations so we made the choice that we would with Shire approval keep her on. We have had her immunizations done and made further appointments with the Dongara vet to follow these up and also to have her neutered when she reaches maturity.

We feel that we are responsible and caring pet owners and would love to be able to give Holly a loving home. It was never our intention to keep any of the puppies but we feel that we have a place with your permission for Holly to grow and live a happy life after her unfortunate start.

Sincerely,

Kelvin, Shannyn, Erin, and Kelsi Bean

10.2 MANAGER COMMUNITY DEVELOPMENT:

As this position is vacant, there is no report submitted to Council.

10.3 MANAGER WORKS AND SERVICES:

10.3.1 2008/09 PLANT REPLACEMENT BUDGET

AUTHOR	Peter Gillis
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	5 March 2008
FILE	B4.2008
ATTACHMENT	10.4.1 Plant Replacement Program 2008/09 to 2021/22

SUMMARY:

That Council considers the 2008/09 Plant Replacement Budget.

COMMENT:

The Draft Plant Replacement Budget set out in Attachment 10.4.1 outlines the proposed plant changeovers for the period 2008/09 to 2020/21.

The average estimated yearly net expenditure on Plant Replacement for the period 2008/09 to 2020/21 is \$285,846. Estimated expenditure for 2008/09 is \$392,000.

Once the Plant Replacement Budget is adopted tenders can be called for the major items with supply to occur in 2008/09.

STATUTORY ENVIRONMENT:

Nil.

STRATEGIC IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The 2008/09 Plant Replacement Program will form part of the 2008/09 Annual Budget.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. adopt the 2008/09 Plant Replacement Program as included at Attachment 10.3.1; and
2. call tenders for the replacement of the Volvo Grader and Case Loader.

RESOLUTION: 2008-030

Moved: Cr George

Seconded: Cr Bothe

That Council:

1. *adopt the 2008/09 Plant Replacement Program as included at Attachment 10.3.1; and*
2. *call tenders for the replacement of the Volvo Grader, 12H Cat Grader and Case Loader so that this will allow Council to either change both graders or grader and loader.*

CARRIED 7/0

Attachment 10.3.1
SHIRE OF COOROW
PLANT REPLACEMENT PROGRAM 2008/09 to 2020/2021

PLANT ITEM	REGO	YEAR	COMMENT	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	
IVECO	CW004	2006	8 x 4 Tip Truck			140,000					140,000					140,000	
DAF	CW005	2008	8 x 4 Truck					140,000					140,000				
IVECO	CW0010	2004	Prime Mover		140,000					140,000					140,000		
ISUZU	CW006	2005	Coastal Truck		25,000					30,000				30,000			
CAT 12H	CW007	1999	Grader		130,000							150,000					
VOLVO G726B	CW009	2003	Grader	130,000							130,000						
CASE 821C Loader	CW0013	2002	Loader	180,000						140,000							
CAT 926 FEL	CW0011	1987	Loader/Tree Saw						140,000								
CAT DOZER/D6H	CW0035	1988	Bull Dozer														
JOHN DEERE B/HOE	CW0012	2006	Backhoe					80,000							80,000		
M/WHL ROLLER	CW0016	1989	Rubber Tyre Roller				100,000									60,000	
BOMAG	CW0018	2007	Vibrating Drum Roller									60,000					
SIDE/TIP	CW0034	2001	Side Tipping Trailer			30,000											
SIDE/TIP	CW0059	2001	Side Tipping Trailer				30,000										
L/LOADER	CW0024	2005	Low Loader						30,000								
MF 362 TRACTOR	CW0025	1990	Tractor			XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	
MF 362 TRACTOR	CW0026	1990	Tractor			90,000								60,000			
NEW HOLLAND		2006	Tractor/Loader										60,000				
DOLLY	CW0020	1975	Extensivley Renovated 02														
DYNA/TIP	CW0032	2000	Coorow Town Mtc Truck				40,000									20,000	
TORO		2007	Ride on Mower	25,000		7,000		7,000		7,000		7,000		7,000			

Note: These minutes have yet to be confirmed

Attachment 10.3.1
SHIRE OF COOROW
PLANT REPLACEMENT PROGRAM 2008/09 to 2020/2021

PLANT ITEM	REGO	YEAR	COMMENT	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	
FORD RANGER	CW008	2006	Coast 4x4 Dual Cab	8,000		8,000		8,000		8,000		8,000		8,000		8,000	
MITSUBISHI	CW0060	2003	Grader Ute 2x4	15,000				15,000				15,000			15,000		
HOLDEN RODEO		1989	Bull Dozer Utility				15,000										
FORD RANGER	CW0050	2006	Ranger Dual Cab 4 x 4		8,000		8,000		8,000		8,000		8,000		8,000		
HOLDEN RODEO	CW0017	2002	Road Crew 4 X 4 Dual Cab			20,000			20,000				20,000				
LANDCRUISER UTE	CW0014	2008	Mechanic Vehicle				15,000				15,000						
FORD RANGER	CW003	2007	Works S/visor Dual Cab 4 x 4	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	
BERLINA	CW001	2007	MCD	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	
BERLINA	CW000	2007	MFA	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	
L/CRS WAGON	CW002	2008	MWS	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	
L/CRS WAGON	CW00	2008	CEO	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	
			Reserve Transfer														
		TOTAL EXPENDITURE		392,000	337,000	329,000	242,000	284,000	232,000	359,000	327,000	274,000	262,000	139,000	277,000	262,000	285,846
		AVERAGE EXPENDITURE		-286,000	-286,000	-286,000	-286,000	-286,000	-286,000	-286,000	-286,000	-286,000	-286,000	-286,000	-286,000	-286,000	
		TOTAL LESS AVERAGE		106,000	51,000	43,000	-44,000	-2,000	-54,000	73,000	41,000	-12,000	-24,000	-147,000	-9,000	-24,000	
		RUNNING YEARLY BALANCE		106,000	157,000	200,000	156,000	154,000	100,000	173,000	214,000	202,000	178,000	31,000	22,000	-2,000	

Note: These minutes have yet to be confirmed

10.3.2 BUSH FIRE CONTROL OFFICERS

AUTHOR	Peter Gillis
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 March 2008
FILE	B6.1 – Bush Fire Advisory Committee

SUMMARY:

That Council include Mr Mark Hook and Mr Rob Clement as Bush Fire Control Officers.

BACKGROUND:

In August each year, Council's Bushfire Advisory Committee meet to appoint Bush Fire Control Officers and set prohibited and restricted burning times. Council then resolves on the recommendations from the Bush Fire Advisory Committee.

COMMENT:

Since the last meeting of the Shire of Coorow Bush Fire Advisory Committee it has come to the notice of Council staff that the current list of Bush Fire Control Officers (BFCOs) located in the township of Coorow is inadequate.

Due to the resignation of Mr Gary Sherry, Mr Peter Gillis, Manager Works and Services (MWS) and Mr Kelvin Bean, Works Supervisor (WS), are the only BFCOs located in the Coorow township permitted to sign off on restricted burning permits. Due to Council's MWS and WS frequently being out of Coorow, no BFCO is available in Coorow to sign off on Burning Permits.

Mr Mark Hook, Chief Executive Officer, and Mr Rob Clement, Captain of the Coorow Town Bush Fire Brigade have both successfully completed the FESA Bush Fire Control Officers Course which allows them to sign off on Burning Permits.

If Council accept the two BFCOs, Council will need to advertise these appointments in the Government Gazette.

STATUTORY ENVIRONMENT:

Bush Fires Act (1954)

Various sections including:

- 17. Prohibited burning times may be declared by Minister
- 18. Restricted burning times may be declared by Authority
- 33. Local government may require occupier of land to plough or clear firebreak
- 38. Local government may appoint bush fire control officer

STRATEGIC IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Council Policies:

- 4.1.3 Duties of a Bush Fire Control Officer
- 4.1.26 Profiles of a Bush Fire Control Officer

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION:

That Council:

1. appoint Mr Mark Hook and Mr Rob Clement as Bush Fire Control Officers; and
2. advertise these appointments in the Government Gazette as per Council Policy 4.1.3 – Duties of a Bush Fire Control Officer.

RESOLUTION: 2008-031

Moved: Cr McTaggart **Seconded:** Cr Williams

That Council:

1. *appoint Mr Mark Hook and Mr Rob Clement as Bush Fire Control Officers; and*
2. *advertise these appointments in the Government Gazette as per Council Policy 4.1.3 – Duties of a Bush Fire Control Officer.*

CARRIED 7/0

10.4 MANAGER FINANCE AND ADMINISTRATION:

10.4.1 ACCOUNTS FOR PAYMENT

AUTHOR	Dacre Alcock
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 March 2008-
ATTACHMENT	10.4.1 Accounts Due and Submitted To Council Meeting 19 March 2008

SUMMARY:

Council approval is required for payment of accounts made within the months of February 2008 and March 2008 and to approve payments of accounts due in February 2008.

COMMENT:

Approval is sought for the following list of payments of accounts made since Council's last meeting on 20 March 2008 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 19 March 2008.

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 19 March 2008 including:

1. Vouchers 17616, 17629 to 17633, 17635 to 17639, 17641 to 17652, 17655 to 17671, PR71110208 to PR72070308, PRES, MFA, CEO, MCD, MWS VISA CARDS totalling \$416,794.36 from Council's Municipal Fund; and
 2. Voucher 57 to 58 totalling \$1000.00 from Council's Trust Fund;
- be authorised and passed for payment.

RESOLUTION: 2008-032

Moved: Cr Williams

Seconded: Cr Bothe

That payments listed at Attachment 10.4.1 Accounts Due and Submitted to Council Meeting on 19 March 2008 including:

1. *Vouchers 17616, 17629 to 17633, 17635 to 17639, 17641 to 17652, 17655 to 17671, PR71110208 to PR72070308, PRES, MFA, CEO, MCD, MWS VISA CARDS totalling \$416,794.36 from Council's Municipal Fund; and*
 2. *Voucher 57 to 58 totalling \$1000.00 from Council's Trust Fund;*
- be authorised and passed for payment.*

CARRIED 7/0

No.	NAME	DESCRIPTION	MUNI	TRUST	TOTAL
57	CEDAR HOMES	REFUND KERBING DEPOSIT 754 CRAIKE WAY		500.00	500.00
58	VIV LEWIS	REFUND DEPOSIT KERBING 7 HEALES WAY		500.00	500.00
EFT886	GIRANDO SJ& MJ	PART PAYMENT MALEY PARK CHANGEROOMS	65,505.00		65,505.00
EFT887	MARK HOOK	RELOCATION COSTS	3,125.00		3,125.00
EFT888	TRACOMMS	REPAIRS REBROADCAST TOWER COOROW	6,213.68		6,213.68
EFT889	AUSTRALIA POST	POSTAGE	163.75		163.75
EFT890	AVON WASTE	COMMERCIAL RUBBISH COLLECTION	11,079.28		11,079.28
EFT891	BAY GLASS	BLINDS	2,228.00		2,228.00
EFT892	BILLEROO NOMINEES PTY LTD	TYRE REPAIRS	33.00		33.00
EFT893	BOC GASES	MONTHLY GAS SUPPLIES	314.04		314.04
EFT894	BEAUREPAIRES GERALDTON	TYRES	243.70		243.70
EFT895	COOROW TELECENTRE	PROJECTER HIRE	900.00		900.00
EFT896	COURIER AUSTRALIA	FREIGHT	23.99		23.99
EFT897	COVENTRY GROUP LTD	PARTS	157.05		157.05
EFT898	COOROW HIGHWAY STORE	REFRESHMENTS	55.70		55.70
EFT899	CHUBB FIRE	FIRE EXTINGUISHERS	1,472.35		1,472.35
EFT900	CUNNINGHAMS AG SERVICES	PARTS	265.90		265.90
EFT901	CLARKSON FREIGHTLINES	FREIGHT	67.90		67.90
EFT902	DRUMMOND JOE ELECTRICS	LEEMAN PARKS AND GARDENS	572.00		572.00
EFT903	DR Y INOUE	SURGURY EXPENSES	4,950.02		4,950.02
EFT904	FAMILY SHOPPING CENTRE	REFRESHMENTS	159.17		159.17
EFT905	GREEN HEAD PLUMBING & GAS	LEEMAN JETTY CARPARK	1,664.74		1,664.74
EFT906	GERALDTON LOCK & KEY SPECIALISTS	KEYS	88.00		88.00
EFT907	GERALDTON MOWER & REPAIRS	TOOLS	2,168.50		2,168.50
EFT908	GREENWAY	TOOLS	281.05		281.05
EFT909	HONDA SHOP	PARTS	404.15		404.15
EFT910	HERSEY JR & A PTY LTD	SAFETY GEAR	892.27		892.27
EFT911	LEEMAN HARDWARE	HARDWARE SUPPLIES	1,704.14		1,704.14

Note: These minutes have yet to be confirmed

No.	NAME	DESCRIPTION	MUNI	TRUST	TOTAL
EFT912	LOCAL GOVERNMENT MANAGERS AUSTRALIA	LGMA CONFERENCE CEO & MFA	2,429.00		2,429.00
EFT913	LAWN DOCTOR	LEEMAN AND COOROW OVAL MAINTENANCE	11,000.00		11,000.00
EFT914	LEEMAN HOLIDAY UNITS	ACCOMODATION - RELIEF EHO	85.00		85.00
EFT915	ML COMMUNICATIONS	RADIOS	42.00		42.00
EFT916	MOORA BUILDING & TIMBER	PARTS	14.75		14.75
EFT917	MCINTOSH & SON	PARTS	345.78		345.78
EFT918	NORTH MIDLANDS MOTORS	TYRE FITTING	201.00		201.00
EFT919	NIGEL'S SERVICE CENTRE	SANITARY SERVICES	396.00		396.00
EFT920	POVERS RURAL TRADERS	RADIO AND ANTENNA	1,304.21		1,304.21
EFT921	PAPER PLUS OFFICE NATIONAL	OFFICE STATIONARY	935.67		935.67
EFT922	RBC-RURAL	PHOTOCOPIER REPAIRS	215.25		215.25
EFT923	REYNOLDS NW & S & SONS	HARDWARE	45.90		45.90
EFT924	RUMBOLD FORD	FILTERS	244.98		244.98
EFT925	SHERIDANS FOR BADGES	COUNCILLOR BADGES, NAME PLATES	212.63		212.63
EFT926	SUNNY SIGN COMPANY PTY LTD	SIGNS	154.00		154.00
EFT927	SEASIDE SUPPLIES	REFRESHMENTS	120.68		120.68
EFT928	SIGMA CHEMICALS	PROVAC CLEANER	369.00		369.00
EFT929	STAR TRACK EXPRESS	FREIGHT	677.80		677.80
EFT930	RELIANCE PETROLEUM	FUEL	14,023.90		14,023.90
EFT931	SNAP PRINT	PRINTING	1,755.80		1,755.80
EFT932	TRUCKLINE	BRAKE SERVICE	174.24		174.24
EFT933	T-QUIP	TYRE	169.55		169.55
EFT934	TUSS CONCRETE	PIPES	6,608.78		6,608.78
EFT935	WA LOCAL GOVERNMENT ASSOC	ADVERTISING	660.55		660.55
EFT936	WALTONS STORES	FILTERS	21.22		21.22
EFT937	WESTRAC EQUIPMENT	PARTS	175.43		175.43
EFT938	WINCHESTER INDUSTRIES	BLUE METAL DUST	1,753.68		1,753.68
EFT939	YAKKA SOMERTON	UNIFORMS	9.24		9.24

Note: These minutes have yet to be confirmed

No.	NAME	DESCRIPTION	MUNI	TRUST	TOTAL
EFT940	THE BEAT	DRY SEASON ASSISTANCE GRANT – BAND	770.00		770.00
EFT941	ARROWSMITH COMPUTER COMPANY	LIBRARY SCANNERS	884.00		884.00
EFT942	AUSTRALIA POST	POSTAGE	250.24		250.24
EFT943	AVON WASTE	WASTE DISPOSAL	8,863.41		8,863.41
EFT944	ATYEO'S ENVIRONMENTAL HEALTH SERVICES	RELIEF EHO	3,854.18		3,854.18
EFT945	BILL EXPRESS PTY LTD	BILL EXPRESS FEES	51.62		51.62
EFT946	COURIER AUSTRALIA	FREIGHT	97.49		97.49
EFT947	COVENTRY GROUP LTD	PARTS	73.59		73.59
EFT948	COOROW HIGHWAY STORE	REFRESHMENTS	178.04		178.04
EFT949	CJD EQUIPMENT PTY LTD	PARTS	263.45		263.45
EFT950	CUNNINGHAMS AG SERVICES	PARTS	177.75		177.75
EFT951	DR Y INOUE	STAFF MEDICALS	330.00		330.00
EFT952	DARREN GIBSON CABINETS	GLASS REPAIRS MALEY PARK	491.70		491.70
EFT953	FAMILY SHOPPING CENTRE	REFRESHMENTS	835.30		835.30
EFT954	GIRANDO SJ& MJ	PAINTING OF CEO RESIDENCE	7,477.92		7,477.92
EFT955	HALF WAY MILL ROADHOUSE	FUEL	345.90		345.90
EFT956	TOWN OF KWINANA	LONG SERVICE LEAVE - L PAROLA	4,190.21		4,190.21
EFT957	LEEMAN HARDWARE	HARDWARE	710.08		710.08
EFT958	LAUNDY PLUMBING & GAS	PLUMBING REPAIRS LOT 11 & 29 SPAIN ST	2,254.02		2,254.02
EFT959	LEEMAN HOLIDAY UNITS	ACCOMODATION	150.00		150.00
EFT960	ML COMMUNICATIONS	PHONE RENTAL	321.25		321.25
EFT961	MIDALIA STEEL PTY LTD	REFUSE SITE FENCING	2,363.44		2,363.44
EFT962	NIGEL'S SERVICE CENTRE	SANITARY SERVICE	132.00		132.00
EFT963	THE NORTHAM B&B	ACCOMODATION	396.00		396.00
EFT964	PURCHER-INTERNATIONAL PTY LTD	SERVICE IVECO TRUCKS	17,483.43		17,483.43
EFT965	PAPER PLUS OFFICE NATIONAL	STATIONARY	72.15		72.15
EFT966	QUANTOCK S & L ELECTRICS	ELECTRICAL REPAIRS - VARIOUS	5,265.61		5,265.61
EFT967	RICOH FINANCE	COPIER	968.77		968.77

Note: These minutes have yet to be confirmed

No.	NAME	DESCRIPTION	MUNI	TRUST	TOTAL
EFT968	SHERIDANS FOR BADGES	BADGES	75.24		75.24
EFT969	SNAG ISLAND ROADHOUSE	POSTAGE	28.95		28.95
EFT970	SUNNY SIGN COMPANY PTY LTD	SIGNS	946.00		946.00
EFT971	STAR TRACK EXPRESS	FREIGHT	494.12		494.12
EFT972	STARICK TYRES	TYRES	430.29		430.29
EFT973	TOTALLY WORKWEAR MIDLAND	SAFETY WEAR	148.70		148.70
EFT974	TRUCKLINE	PARTS	412.96		412.96
EFT975	TUSS CONCRETE	CULVERTS	4,385.63		4,385.63
EFT976	WA LOCAL GOVERNMENT ASSOC	CONFERENCE	66.00		66.00
EFT977	W A TREASURY CORPORATION	LOAN REPAYMENT	8,694.00		8,694.00
EFT978	MIDWEST REGIONAL COUNCIL	CONTRIBUTION TO RECORD MANAGEMENT	2,270.07		2,270.07
17616	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS	180.00		180.00
17629	AUSTRALIAN TAXATION OFFICE	JANUARY BAS	8,732.10		8,732.10
17630	GREAT NORTHERN RURAL SERVICES	LEEMAN & COOROW OVAL SPRINKLERS	2,880.00		2,880.00
17631	COPE -JOHN	PAINTING	132.00		132.00
17632	COOPS RESTAURANT	REFRESHMENTS	234.00		234.00
17633	ELECTRODRY CARPET DRYCLEANING	CARPET CLEANING	369.00		369.00
17635	GREEN HEAD COMMUNITY CENTRE	POWER SUPPLY	775.25		775.25
17636	HITACHI CONST MACHINERY (AUST) P/L	HYDRAULIC PARTS	498.76		498.76
17637	KLEENHEAT GAS	GAS	176.97		176.97
17638	LEEMAN COUNTRY & SPORTING CLUB INC	REFRESHMENTS	302.50		302.50
17639	LANDGATE	MINING TENTMENTS	29.30		29.30
17641	GERALDTON TOYOTA	MWS MOTOR VEHICLE CW002	31,287.75		31,287.75
17642	ORICA AUSTRALIA PTY LTD	CHLORINE	359.50		359.50
17643	PATTON AM & MB	CONTRACT COOROW LATHAM RD CONSTRUCTION	22,924.00		22,924.00
17644	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS	190.00		190.00
17645	SYNERGY	ELECTRICITY	6,365.95		6,365.95
17646	TELSTRA	PHONE	5,432.79		5,432.79

Note: These minutes have yet to be confirmed

No.	NAME	DESCRIPTION	MUNI	TRUST	TOTAL
17647	TRD CONTRACTORS	FENCING REFUSE SITES	2,640.00		2,640.00
17648	TELSTRA	DAMAGE TO TELSTRA EQUIPMENT	1,099.60		1,099.60
17649	PAYROLL DEDUCTION - CSA	PAYROLL DEDUCTIONS	608.06		608.06
17650	PAYROLL DEDUCTION - SUPERANNUATION	SUPER CONTRIBUTIONS	20,927.92		20,927.92
17651	SHIRE OF COOROW	PETTY CASH	174.40		174.40
17652	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS	190.00		190.00
17654	BROADWATER RESORT APARTMENTS	ACCOMODATION	380.00		380.00
17655	CHADSON ENGINEERING PTY LTD	PARTS	99.00		99.00
17656	COOPS RESTAURANT	REFRESHMENTS	275.00		275.00
17657	DEPARTMENT OF PLANNING &	JETTY LICENSE	30.00		30.00
17658	DIRECT PROPERTY VALUATIONS	PROPERTY VALAUTIONS	495.00		495.00
17659	ECHELON AUSTRALIA PTY LTD	SERVICE PROVIDER LGIS	104.50		104.50
17660	EFFICIENT CLEANING SERVICES	CLEANING	756.00		756.00
17661	FITZGERALD STRATEGIES	CONSULTANCY FEES	399.30		399.30
17662	LEEMAN COUNTRY & SPORTING CLUB INC	REFRESHMENTS	256.30		256.30
17663	MIDWEST AUTO GROUP	REPAIRS	219.30		219.30
17664	GERALDTON TOYOTA	VEHICLE PURCHASE CW00	28,287.75		28,287.75
17665	MOORA HEALTH CENTRE	MEDICAL	110.00		110.00
17666	ORICA AUSTRALIA PTY LTD	SERVICE FEE	109.10		109.10
17667	RIO TINTO EXPLORATION	RATES REFUND - A1515 MARCHAGEE	127.88		127.88
17668	SYNERGY	STREETLIGHTS	1,559.20		1,559.20
17669	LAURIE STEELE	SAFETY GLASSES	443.00		443.00
17670	TELSTRA	TELEPHONE	3,365.09		3,365.09
17671	WREN OIL	WASTE DISPOSAL	490.25		490.25
92310108	BANKWEST	CEO VISA CARD	482.02		482.02
93310108	BANKWEST	MFA VISA CARD	926.67		926.67
94310108	BANKWEST	MCD VISA CARD	163.80		163.80
95310108	BANKWEST	MWS VISA	661.67		661.67

Note: These minutes have yet to be confirmed

No.	NAME	DESCRIPTION	MUNI	TRUST	TOTAL
71110208	TRANSPORT DEPT OF	TRANS LICENSING	47.90		47.90
72110208	TRANSPORT DEPT OF	TRANS LICENSING	1,438.70		1,438.70
71120208	TRANSPORT DEPT OF	TRANS LICENSING	948.50		948.50
72120208	TRANSPORT DEPT OF	TRANS LICENSING	1,590.30		1,590.30
71130208	TRANSPORT DEPT OF	TRANS LICENSING	1,648.85		1,648.85
72130208	TRANSPORT DEPT OF	TRANS LICENSING	705.05		705.05
72140208	TRANSPORT DEPT OF	TRANS LICENSING	428.60		428.60
71150208	TRANSPORT DEPT OF	TRANS LICENSING	54.40		54.40
72150208	TRANSPORT DEPT OF	TRANS LICENSING	646.80		646.80
71180208	TRANSPORT DEPT OF	TRANS LICENSING	1,116.50		1,116.50
72180208	TRANSPORT DEPT OF	TRANS LICENSING	2,063.50		2,063.50
71190208	TRANSPORT DEPT OF	TRANS LICENSING	1,111.45		1,111.45
72190208	TRANSPORT DEPT OF	TRANS LICENSING	723.50		723.50
71200208	TRANSPORT DEPT OF	TRANS LICENSING	667.70		667.70
72200208	TRANSPORT DEPT OF	TRANS LICENSING	1,577.70		1,577.70
72210208	TRANSPORT DEPT OF	TRANS LICENSING	1,831.05		1,831.05
71210208	TRANSPORT DEPT OF	TRANS LICENSING	2,210.80		2,210.80
71220208	TRANSPORT DEPT OF	TRANS LICENSING	289.80		289.80
71250208	TRANSPORT DEPT OF	TRANS LICENSING	931.15		931.15
72220208	TRANSPORT DEPT OF	TRANS LICENSING	448.35		448.35
71260208	TRANSPORT DEPT OF	TRANS LICENSING	60.35		60.35
71270208	TRANSPORT DEPT OF	TRANS LICENSING	161.30		161.30
72250208	TRANSPORT DEPT OF	TRANS LICENSING	91.15		91.15
72260208	TRANSPORT DEPT OF	TRANS LICENSING	390.75		390.75
71280208	TRANSPORT DEPT OF	TRANS LICENSING	5,690.70		5,690.70
72280208	TRANSPORT DEPT OF	TRANS LICENSING	2,254.85		2,254.85
71290208	TRANSPORT DEPT OF	TRANS LICENSING	1,770.20		1,770.20
72290208	TRANSPORT DEPT OF	TRANS LICENSING	872.20		872.20

Note: These minutes have yet to be confirmed

No.	NAME	DESCRIPTION	MUNI	TRUST	TOTAL
71040308	TRANSPORT DEPT OF	TRANS LICENSING	572.05		572.05
72040308	TRANSPORT DEPT OF	TRANS LICENSING	805.00		805.00
71050308	TRANSPORT DEPT OF	TRANS LICENSING	996.30		996.30
72050308	TRANSPORT DEPT OF	TRANS LICENSING	938.15		938.15
71060308	TRANSPORT DEPT OF	TRANS LICENSING	6,221.45		6,221.45
72060308	TRANSPORT DEPT OF	TRAN LICENSING	1,727.55		1,727.55
71070308	TRANSPORT DEPT OF	TRANS LICENSING	807.75		807.75
72070308	TRANSPORT DEPT OF	TRANS LICENSING	621.40		621.40
TOTAL			416,794.36	1,000.00	417,794.36

10.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – FEBRUARY 2008

AUTHOR	Dacre Alcock
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 March 2008
ATTACHMENT	10.4.2 Statement of Financial Activity to 29 February 2008
FILE	F8.07 – Finance - 2007/08

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 29 December 2008 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 29 February 2008.

RESOLUTION: 2008-033

Moved: Cr Bothe

Seconded: Cr Rackemann

That Council accepts the Monthly Statement of Financial Activity as included at Attachment 10.4.2 for the period ended 29 February 2008.

CARRIED 7/0

10.4.3 2007/08 BUDGET REVIEW

AUTHOR	Dacre Alcock
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 March 2008
ATTACHMENT	Budget Review 2007/08
FILE	B.4

SUMMARY:

Council to adopt the 2007/08 Budget Review.

COMMENT:

Due to changes to the Local Government (Financial Management) Regulations 1996, a Local Government is required to carry out a review of its annual budget between 1 January and 31 March each year. This review must be submitted to Council within 30 days.

Executive Staff carried out a review of the 2007/08 on Tuesday 4 March 2008.

Significant Variances and Operating Net Variances for the period ending 29 February 2008 is included in the Budget Review 2007/08 at Attachment 10.4.9. Are summary of the variances a re listed below.

LINE ITEM	REASON	VARIANCE REVENUE	VARIANCE EXPEND
HBO Vehicle	Have not been able to employ a Health Building Officer		-30,000
Gunyidi Wubin Rd Culvert	Culvert failed, Council authorised out of budget expenditure to install new culvert		14,950
Footpath Construction	Grant application was not successful		-29,896
Footpath Construction Grant	Grant application was not successful	-14,948	
Ranger Vehicle	Traded bulldozer utility, old rangers vehicle became the bulldozers utility		-3,293
Ranger Vehicle Trade	Traded bulldozer utility, old rangers vehicle became the bulldozers utility	-19,363	
Bulldozer Utility	Traded bulldozer utility, old rangers vehicle became the bulldozers utility		-28,000
Bulldozer Utility Trade	Traded bulldozer utility, old rangers vehicle became the bulldozers utility	-3,000	
2 New Dollys	Cheaper than anticipated		-9,950
Sell Superlift and Dolly	Tenders were greater than budget	8,350	
Mechanics Vehicle	Better trade than anticipated		-8,758
Mechanics Vehicle Trade	Cheaper than anticipated	-7,273	

Note: These minutes have yet to be confirmed

LINE ITEM	REASON	VARIANCE REVENUE	VARIANCE EXPEND
Purchase Land Lot 64 Nairn Street	Dependant upon Lot 520 Tuart Street selling which has not sold at this stage		-200,000
Transfer to Building Reserve	Dependant upon Lot 520 Tuart Street selling which has not sold at this stage		-76,621
Transfer from Building Reserve	Dependant upon Lot 520 Tuart Street selling which has not sold at this stage	-50,000	
Sale of Lot 64 Nairn Street	Unlikely to sell	-600,000	0
Loan Principal repayments	Dependant upon Lot 520 Tuart Street selling which has not sold at this stage, will not payout loan for that house		-187,783
Bank Interest	Higher interest rates and high cash flow has resulted in a higher return of interest	33,000	
Audit Fees	Additional fees not included in budget		3,085
Salaries CEO	Paid out G Sherry's Annual Leave and LSL		49,513
Transfer from Leave Reserve	Cover leave paid out to ex employees		51,000
Council Property Valuation expenses	Covered by income rebate from insurance company		6,000
Council Property Valuation income	Covers expenditure	6,000	
Printing and Stationary	Requirements exceeded budget allocation		3,000
Crime Convention Plan Expenses	Grant not budgeted for		6,200
Crime Convention Plan Grant	Grant not budgeted for	6,200	
Regional Health Services Grant	Received additional grant monies than budgeted	3,520	
Lot 103 Bristol Street	Reallocated this expenditure to the CEO's House		-10,000
Lot 29 Spain Street	Reallocated this expenditure from Lot 103 Bristol St		-10,000
Lease of House - Coorow	Leased a house for an employee		2,638
Lease of House - MCD	Will not require to lease a house		-4,400
Lease of House - HBO	Position not filled		-9,200
Rental Lot 50 Nairn St	Council increased monthly lease	7,150	0
Local Laws Management	Will not complete this financial year		-3,000
Parks & Reserves - Coorow	Allocation of wages changed during financial year		3,000
Parks & Reserves - Leeman	Allocation of wages changed during financial year		27,000
Parks & Reserves - Green Head	Allocation of wages changed during financial year		27,000
Pool Manager Wages	More wages due to the painting of the pool in September 07		5,126
Library Automation	Did not budget for scanning equipment		2,000

Note: These minutes have yet to be confirmed

LINE ITEM	REASON	VARIANCE REVENUE	VARIANCE EXPEND
Parks & Reserves - Leeman	Allocation of wages changed during financial year		60,555
Building Officer Relief	Relief Building Officer required until MCD position filled		5,000
Dry Season Assistance Expense	Expenditure of grant for the dry farming season		10,000
Dry Season Assistance Grant	Received grant for the dry farming season	0	
Staff Training	Additional training required for new outside staff		4,600
	TOTALS	-663,364	-330,234

The following significant budgeted projects that will not be completed by the 30 June 2008 are as follows:

- Selling of Lot 520 Tuart Street, Leeman – unlikely to sell in today's real estate market. Due to this Council will not be able purchase the land at lot 49 Nairn Street, Leeman at a cost of \$200,000. Council will not be able to payout Loan 79 – Purchase Lot 520 Tuart Street at a cost of \$194,783 and make a reserve transfer to the Building Reserve. Council will still need to pay the one year loan (Loan 84) to purchase Lot 64 Nairn Street at a cost of \$110,416. The net loss to the 2007/08 Budget is \$128,956.
- This net loss will be covered by not employing an additional Health Building Officer at a net saving of \$81,903 and an additional \$33,000 of bank interest earned.

After all anticipated variations to the 2007/08 Budget have been calculated it is estimated that at 30 June 2007 Council will have a net loss of \$18,313.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996

33A. Review of budget

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department

FINANCIAL IMPLICATIONS:

Nil.

STRATEGIC IMPLICATIONS

Nil.

POLICY IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council adopt the 2007/08 Budget Review as included in Attachment 10.4.3.

RESOLUTION: 2008-034

Moved: Cr Williams

Seconded: Cr George

That Council adopt the 2007/08 Budget Review as included in Attachment 10.4.3.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

10.4.4 2007 QUIET LION TOUR DONATION

AUTHOR	Dacre Alcock
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 March 2008
FILE	D3 - Donations

SUMMARY:

Council to consider making a donation to the 2008 Quiet Lion Tour.

COMMENT:

Kelly Crago a resident of the Shire of Coorow and a student at Carnamah District High School has gained selection to represent the Coorow community in the 2008 Quiet Lion Tour to Thailand. The Quiet Lion tour visits the Burma Railway and other sites associated with Australian World War II prisoners of war.

In the past Council has donated towards this event, usually at \$200 per student from the Shire of Coorow. The students and families are fundraising to assist in the costs associated with the travel to Thailand.

Council has budgeted \$5,000 for donations during the 2007/08 financial year and has expended \$2,572 to date.

STATUTORY ENVIRONMENT:

Nil.

STRATEGIC IMPLICATIONS

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Council has allocated \$5,000 to the activity of Members Donations and Council should expect to have further requests in the 2006/07 financial year. Council has spent \$2,572 of this allocation.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council donates \$200 to the 2008 Quiet Lion Tour to Thailand.

RESOLUTION: **2008-035**

Moved: Cr Girando

Seconded: Cr Williams

That Council donates \$200 to the 2008 Quiet Lion Tour to Thailand.

CARRIED 7/0

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

12.1 LATE ITEMS – APPROVAL TO CONSIDER

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	18 March 2008
FILE:	W14 – Mid West Regional Council

SUMMARY:

Council is requested to consider a Late Agenda Items to consider a request from the Mid West Regional Council (MWRC) to amend clause 13.2 of the MWRC Establishment Agreement.

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.

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 Item, to consider a Late Agenda Item to consider a request from the Mid West Regional Council (MWRC) to amend clause 13.2 if the MWRC Establishment Agreement.

RESOLUTION: **2008-036**

Moved: Cr George

Seconded: Cr Williams

That Council accept the Late Agenda Items, to consider requests:

1. *from the Mid West Regional Council (MWRC) to amend clause 13.2 if the MWRC Establishment Agreement; and*
2. *from the Department of Environment and Conservation that Council agrees to the 3.5km track closures outlined in the presentation on the – Green Head to Leeman Section of the Coastal Assessment and Restoration Project Guilderton to Kalbarri.*

CARRIED 7/0

12.1.2 WCRC COMMITMENT

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	18 March 2008
FILE	W14 Mid West Regional Council
ATTACHMENT	12.1.2a Letter from Mid West Regional Council 12.1.2b Minute extract from Mid West Regional Council

SUMMARY:

Council is to consider a request from the Mid West Regional Council (MWRC) to amend clause 13.2 of the MWRC Establishment Agreement.

BACKGROUND:

Council joined the Wildflower Country Regional Council by agreeing to enter into the Wildflower Country Regional Council Establishment Agreement in October 2005. The WCRC came into being on 1 July 2006.

At their September 2007 Ordinary Meeting, the WCRC resolved the following:

- Moved: Cr. Brian Baxter Seconded: Cr. Dianne Forsyth
1. Council approach all existing Wildflower Country Regional Council (WCRC) Member Shires on the following issues:
 - a) Request their formal endorsement to commit for an additional four (4) years to the WCRC;
 - b) Request their input on what they consider the annual funding contribution should be for the extended four year period of existing WCRC Establishment Agreement (with and without government grant assistance);
 2. Council approach all Batavia Regional Organisation of Councils to determine their interest in discussing the concept merging with the Wildflower Country Regional Council. Results of these discussions are to be brought back to Council prior to any work being undertaken on the necessary amendments to the Establishment Agreement, possible costs, etc.

CARRIED 7/0

MINUTE REF: 09/07- 05

At Council's October Ordinary Meeting of Council, Council resolved the following:

RESOLUTION: 2007-175

Moved: Waite Seconded: McDonald

That Council advise the Wildflower Country Regional Council (WCRC) that:

1. Council does not support a commitment for an additional four (4) years to the WCRC but that Council would consider a change to the WCRC Establishment Agreement to allow for an extended period, such as between 30 and 36 months before withdrawal;
2. while Council will consider an increased level of annual contribution, Council would seek advice from the WCRC on what funding levels will be required to meet service provision in 2009/10 and beyond; and

3. Council is opposed to extending the boundary of the WCRC prior to the initial establishment phase of the WCRC being completed.

CARRIED 8/0

Mid West Regional Council Establishment Agreement as it was:

13 WITHDRAWAL OF A PARTICIPANT

13.1 Withdrawal

A Participant may, at any time between 1 July and 31 December in any year give to the WCRC and to the other Participants notice of its intention to withdraw from the WCRC.

13.2 When withdrawal to take effect

Subject to clause 13.3, the withdrawal of a Participant is to take effect from the end of the financial year after the financial year in which notice of withdrawal under clause 13.1 is given.

13.3 No withdrawal to take effect prior to 1 July 2010

If a Participant gives notice of its withdrawal under clause 13.1 prior to 1 July 2008 then the withdrawal of the Participant takes effect commencing on 1 July 2010.

At their March 2008 Ordinary Meeting, the MWRC resolved the following:

Moved: Cr. Michelle Bagley Seconded: Cr. Karen Chappel

1. Council approach all member Shires seeking approval to amend Clause 13.2 of the MWRC Establishment Agreement to the following:
 - o Clause 13.2 – Subject to Clause 13.3, the withdrawal of a Participant is to take effect two financial years after the end of the financial year in which notice of withdrawal under Clause 13.1 is given.

CARRIED 6/0

MINUTE REF: 03/08- 02

COMMENT:

The Establishment Agreement of the MWRC required a commitment of member Councils for four years from commencement to 30 June 2010. After that time the Establishment Agreement allows for withdrawal from the MWRC with at least 18 months notice.

At Council's October 2007 Ordinary Meeting of Council, Council resolved that Council would consider a change to the MWRC Establishment Agreement to allow for an extended period, such as between 30 and 36 months before withdrawal. This Council resolution is the same as the change resolved by the MWRC.

STATUTORY ENVIRONMENT:

Mid West Regional Council Establishment Agreement:

13 WITHDRAWAL OF A PARTICIPANT

13.1 Withdrawal

A Participant may, at any time between 1 July and 31 December in any year give to the WCRC and to the other Participants notice of its intention to withdraw from the WCRC.

13.2 When withdrawal to take effect

Subject to clause 13.3, the withdrawal of a Participant is to take effect from the end of the financial year after the financial year in which notice of withdrawal under clause 13.1 is given.

13.3 No withdrawal to take effect prior to 1 July 2010

If a Participant gives notice of its withdrawal under clause 13.1 prior to 1 July 2008 then the withdrawal of the Participant takes effect commencing on 1 July 2010.

13.4 Entitlement or liability of withdrawing Participant

When the withdrawal of a Participant takes effect:

- (a) the Participant is entitled to be paid an amount equal to the Proceeds and any surplus funds which would have been payable if the WCRC was wound up; or
- (b) the Participant must pay to the WCRC an amount equal to the liability or debt which would be payable by the Participant if the WCRC was wound up,
as the case may be.

13.5 Participants may be required to make payment

If the WCRC is unable to make the payment referred to in clause 13.4(a) from funds on hand then, unless the WCRC Council decides otherwise, the Participants (other than the Participant which has withdrawn) must pay the amount in the proportions equal to their respective equities in the WCRC.

STRATEGIC IMPLICATIONS:

Shire of Coorow – Strategic Plan

Goal - Leadership

Strategy - Local Government Sustainability

- Local Government Reform
 - Explore and Develop options for growth and sustainability through regional partnerships
 - Identify opportunity to deliver services regionally

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Council currently contributes \$20,000 per annum to the MWRC as an annual contribution.

PUBLIC CONSULTATION:

No public consultation has been conducted.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

That Council advise the Mid West Regional Council (WCRC) that Council approves the amendment to Clause 13.2 of the MWRC Establishment Agreement to the following:

‘Clause 13.2 – Subject to Clause 13.3, the withdrawal of a Participant is to take affect **two** financial years after the end of the financial year in which notice of withdrawal under Clause 13.1 is given’.

RESOLUTION: 2008-037

Moved: Cr George

Seconded: Cr Williams

That Council advise the Mid West Regional Council;

- 1. of its intention to withdraw from the Mid West Regional Council effective 1 July 2010; and*
- 2. that it does not support the amendments to the establishment agreement dot point 13.2.*

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

Council's decision differs from the Officers Recommendation as Council believes it is not receiving, or is unlikely to receive, significant benefits from its participation in the Mid West Regional Council.



MID WEST REGIONAL COUNCIL

Strength through unity

Address: Cnr Geraldton / Mt Magnet and Edward Road, Woorree

PO Box 3276, Bluff Point, Geraldton, WA 6530

Phone: (08) 9921 0521 or (08) 9921 0524

Fax: (08) 9921 2488

Web: www.mwrc.wa.gov.au

309.01

Mark Hook
Chief Executive Officer
Shire of Coorow
PO Box 42
COOROW WA 6515

Dear Mark

Mid West Regional Council Establishment Agreement – Proposed Amendment

After many months of discussion and consultation the Mid West Regional Council (MWRC) has resolved to:

Approach all member Shires seeking approval to amend Clause 13.2 of the MWRC Establishment Agreement to the following:

- *Clause 13.2 – Subject to Clause 13.3, the withdrawal of a Participant is to take effect two financial years after the end of the financial year in which notice of withdrawal under Clause 13.1 is given.*

This proposal would require member Shires to provide between 30 and 36 months notice before withdrawing from the MWRC i.e.

- Notice given on the 1st July ~ 12 months for year in which notice given (Clause 13.1);
+24 months notice (as per Clause 13.2)
Total Notice Period = 36 months (minimum)

or

- Notice given on the 1st Dec ~ 6 months for year in which notice given (Clause 13.1);
+24 months notice (as per Clause 13.2)
Total Notice Period = 30 months (minimum)

There could obviously be notice given at any date between the 1st July and the 31st December during any particular year, which could result in the notice to withdraw period being anywhere between 30 and 36 months, depending upon the date notice is given.

The existing Establishment Agreement Clause 13.2 allows for a period of between 18 to 24 months notice of withdrawal. Therefore the proposed amendment is simply adding one more year to what currently exists and is not considered a major change, yet send a firmer signal of support and commitment to the MWRC by the member Shires.

The main reason for the proposed amendment is to remove the perception there is a finite or limited life to the MWRC and to send a firm message to the State Government parliamentarians and the Department of Local Government & Regional Development that the MWRC member Shires are committed to the Regional Council's success.

The proposed amendment also removes the need for the MWRC to revisit this issue in the future as it provides an on-going rolling commitment of up to 36 months from any one member Shire. However, the amendment does not remove the right to "Wind-Up" the MWRC if all seven member Shires agree to do so (*Establishment Agreement Clause 12*).

Council believes the MWRC has evolved beyond the initial concept stage to a position of growing strength, which has been wholeheartedly endorsed by WALGA's Systemic Sustainability Study (SSS) document "*The Journey: Sustainability Into the Future*".

It is imperative for the MWRC to seek an on-going financial commitment from the State Government (which is being advocated in the WALGA SSS document) and the proposed amendment to the MWRC Establishment Agreement will assist in Council's request for such funding support.

Council understands member Shires need some form of rationale associated with the proposed amendment and the request for on-going financial contributions from the Shires and therefore has also resolved the following:

The MWRC provide Shires with annual three year in advance forecasts to give member Shires some rationale upon which future contributions are based. This document should also provide the MWRC and its member Shires with forecast predictions on possible break-even, deficit and surplus scenarios for future years.

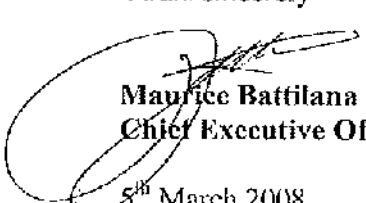
The MWRC is to allocate funding annually to co-opt the services of a Financial Advisor Consultancy Service to assist the MWRC staff as needed for the development of the financial forecast document.

Funds allocated in the "Consultancy" Budget for 2007/2008 are to be utilised to assist with the forecast this year.

If your Council wants me to attend their meeting to discuss the proposed Establishment Agreement amendment please contact me and I will attempt to accommodate your request, bearing in mind most Shires meet on the same day and it simply may not be possible to accommodate all Shires. An alternative could be to link into your Council meeting by telephone to discuss this specific issue if you consider it necessary.

I trust you will give this proposed amendment serious and favourable consideration as it is considered a necessary evolutionary step in developing a more robust and progressive regional local government authority.

Yours sincerely



Maurice Battilana
Chief Executive Officer

5th March 2008

10.1.1

ESTABLISHMENT AGREEMENT AMENDMENTS/CONNECTING LOCAL GOVERNMENT (CLG) GRANT APPLICATION

FILE REFERENCE:	309.01																				
REPORTING OFFICER:	Maurice Battilana – Chief Executive Officer																				
DISCLOSURE OF INTEREST:	Nil																				
DATE OF REPORT:	5 th March 2008																				
SUMMARY:	Submitting another Connecting Local Government (CLG) Grant Application.																				
BACKGROUND:	<p>An item was presented to the November 2007 MWRC meeting and both the December 2007 and February 2008 Discussion Sessions on the issue of on-going commitment to the Regional Council, which was initially linked to submitting another CLG grant application to the Department of Local Government & Regional Development.</p> <p>After discussions at the November 2007 meeting, a <i>Procedural Motion</i> was put and carried for this item to "<i>Lay on the Table</i>" until the CEO has undertaken further investigation.</p> <p>In hind-sight I would have withheld presenting this item to the November 2007 meeting until it had been fully investigated and all Shires could have been given more time and opportunity to work through the many issues associated with this matter. Unfortunately, the desire to lodge a CLG grant submission as soon as possible (based upon some political and Departmental advice) resulted in the matter being put to the MWRC without consensus from the member Shires.</p> <p>Responses received from Shires as a result of my initial approach are listed below and have been expanded upon from those listed in my Report to Council at the November 2007 meeting are listed below. However, it must be understood that this matter has evolve significantly since the initial request for member Shires comments was requested.</p> <table><tr><th>Shire</th><th>Extended Period</th><th>Additional Funding</th><th>Comments</th></tr><tr><td>Morawa</td><td>Additional 4 years</td><td>\$20,000 pa</td><td></td></tr><tr><td>Mullewa</td><td>Additional 4 years</td><td>\$20,000 pa</td><td>Funding amount may be subject to review at any time during the 4 year period.</td></tr><tr><td>Three Springs</td><td>Additional 4 years</td><td>\$20,000pa (Minimum)</td><td>Resolved by Council with condition that Council of the day endorses the actual amount for each of the four year extension period.</td></tr><tr><td>Carnamah</td><td>Additional 1 Year at a time (commits Council to 4 years in advance).</td><td>\$30,000/\$20,000pa Subject to other Gov't Funding being provided</td><td>Reluctant to commit to a full 4 years as it is hoped the MWRC can become financially sustainable. Wish to review its position on year-by-year basis, yet always</td></tr></table>	Shire	Extended Period	Additional Funding	Comments	Morawa	Additional 4 years	\$20,000 pa		Mullewa	Additional 4 years	\$20,000 pa	Funding amount may be subject to review at any time during the 4 year period.	Three Springs	Additional 4 years	\$20,000pa (Minimum)	Resolved by Council with condition that Council of the day endorses the actual amount for each of the four year extension period.	Carnamah	Additional 1 Year at a time (commits Council to 4 years in advance).	\$30,000/\$20,000pa Subject to other Gov't Funding being provided	Reluctant to commit to a full 4 years as it is hoped the MWRC can become financially sustainable. Wish to review its position on year-by-year basis, yet always
Shire	Extended Period	Additional Funding	Comments																		
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Carnamah	Additional 1 Year at a time (commits Council to 4 years in advance).	\$30,000/\$20,000pa Subject to other Gov't Funding being provided	Reluctant to commit to a full 4 years as it is hoped the MWRC can become financially sustainable. Wish to review its position on year-by-year basis, yet always																		

			being committed to 4 years in advance.
Perenjori	Additional 4 years	\$30,000 pa with a CPI increase annually.	
Coorow	Does not support a 4 year additional term for MWRC. Would consider a change to the MWRC withdrawal clause in existing Establishment Agreement.	Will consider an increase in level of annual contribution; this would be subject to advice from the MWRC on what level of funding would be required in 2009/2010 & beyond. Would not like to suggest a level of commitment that may not be sufficient to meet the needs of the MWRC.	Withdrawal period be increased to 30 and 36 months.
Mingenew	In-principal commitment to a 4 year extension	No funding amount agreed to as it was felt this needed to be considered at the end of the current term and dependent on services & facilities being provided by MWRC.	

The TAG discussed this matter at its November 2007 meeting and agreed to the following option being presented to the MWRC for consideration:

The following TAG Recommendations are to be presented to the February 2008 MWRC Council Discussion Session prior to presentation to the MWRC for action and resolution on a path forward. This will also give all member Shires time to consider the TAG proposals and bring forward comments, issues, etc to the February 2008 MWRC when these matters are to be considered.

1. *The following amendments to the Establishment Agreement as a compromised position to cater for a stronger on-going commitment by member Shires to the MWRC:*

*Clause 13.3 - If a Participant gives notice of its withdrawal under clause 13.1 prior to **1 July 2010**, then the withdrawal of the Participant takes effect commencing on **1 July 2012**.*

2. *The MWRC considers adopting a Policy which does not lock any future contracts (e.g. employee or commercial contracts, Service Delivery Agreements, etc) into the earliest possible withdrawal date identified in Clause 13.3 of the Establishment Agreement as it is not the intent of this Clause to be considered a finite date of the MWRC's existence.*
3. *With the assistance of a consultant (e.g. Stephen Goode) the MWRC is to develop a clear and concise procedure/protocol for the implementation of the Strategic Plan for the rationalisation of Senior Staff. This is to provide individual*

Shires with direction and assistance on how they can progress the rationalisation of Senior Staff within their organisations, either via natural staff attritions, or at any other time they consider such rationalisation necessary.

At the MWRC Discussion Session in December 2007 & February 2008 the consensus was to adopt the Coorow proposal of amending the Establishment Agreement to extend the minimum withdrawal period to 30 – 36 months. The Officer Recommendation below reflects this consensus.

COMMENT:

As requested, I have investigated the issue of commitment (both financial and term) which exists under the current Establishment Agreement and have discussed this issue at the November 2007 TAG meeting.

My investigation included discussions with John Woodhouse, the Legal Consultant responsible for compiling the Establishment Agreement.

From the details above, and obviously subject to any change of positions since this report was compiled, I believe we are all trying to achieve the same outcome yet appear to be approaching the issue from different angles. I am therefore suggesting this matter should be separated into the areas:

1. Establishment Agreement Amendment (e.g. change earliest withdrawal date, withdrawal period, etc);
2. On-going financial commitment from member Shires; the amount and how this is to be justified;
3. Connecting Local Government (CLG) Grant Application;
4. Future contracts (e.g. employee or commercial contracts, Service Delivery Agreements, etc).
5. Implementation of the MWRC Strategic Plan for the rationalisation of Senior Staff. consider such rationalisation necessary

If we work on these items separately it may assist the process.

1. Establishment Agreement Amendment (e.g. change earliest withdrawal date, withdrawal period, etc)

I have had discussion with John Woodhouse (Legal Consultant who compiled the Establishment Agreement) and it has become obvious there is **no finite date for the end of the existing MWRC Establishment Agreement**, which is contrary to my initial assumption (and I believe that of many others involved with the MWRC). All I can assume is that some Shires have based their funding allocation on 4 years as this is how the CLG Grant submission was structured and the first opportunity Shires will have to withdraw from the Regional Council i.e.

13 WITHDRAWAL OF A PARTICIPANT

13.1 Withdrawal

A Participant may, at any time between 1 July and 31 December in any year give to the MWRC and to the other Participants notice of its intention to withdraw from the MWRC.

13.2 When withdrawal to take effect

Subject to clause 13.3, the withdrawal of a Participant is to take effect from the end of the financial year after the financial year in which notice of withdrawal under clause 13.1 is given.

13.3 No withdrawal to take effect prior to 1 July 2010

If a Participant gives notice of its withdrawal under clause 13.1 prior to 1 July 2008 then the withdrawal of the Participant takes effect commencing on 1 July 2010

As mentioned, in accordance to John Woodhouse, there is no sunset clause, or finite life on the MWRC, only the timing associated with the withdrawal period a participant is legally required to give if they wish to withdraw from the MWRC.

It is therefore not possible to place a finite life on the MWRC and the only appropriate option to ensure some continuity beyond the 1st July 2010 would be by either:

- (i) Amending the 18 to 24 months withdrawal period (see Clauses 13.1 & 13.2 above) by increasing the withdrawal notice and commitment period under these clauses;
- (ii) Retaining the existing 18 month withdrawal period in Clause 13.1 & 13.2, yet amend the date in Clause 13.3 from 1st July 2010 to the 1st July 2012.

Simply retaining the existing 18 month withdrawal period and extending the earliest date a Shire can withdraw to 1st July 2012 will address an extension of four years, yet creates a situation where the MWRC may be faced with the same situation it has now in regards to staff procurement within the last couple of years leading up to 2012.;

After the last two MWRC Discussion Sessions the consensus was to seek approval from all member Shires to amend the Establishment Agreement by extending the withdrawal notice period to 30 – 36 months i.e.

Amend Establishment Agreement as follows:

- *Clause 13.1 - A Participant may, at any time between 1 July and 31 December in any year give to the MWRC and to the other Participants notice of its intention to withdraw from the MWRC.*

NO CHANGE

- *Clause 13.2 – Subject to Clause 13.3, the withdrawal of a Participant is to take effect two financial years after the end of the financial year in which notice of withdrawal under Clause 13.1 is given.*

CHANGED FROM “ONE” TO “TWO”

Clause 13.3 - If a Participant gives notice of its withdrawal under clause 13.1 prior to 1 July 2008 then the withdrawal of the Participant takes effect

commencing on 1 July 2010.

NO CHANGE – This only deals with notice given prior to the 1st July 2008.

This proposal would require member Shires to provide between 30 and 36 months notice before withdrawing from the MWRC i.e.

- o Notice given on the 1st July ~ 12 months for year in which notice given (Clause 13.1);

+24 months notice (as per Clause 13.2)
Total Notice Period = =36 months (minimum)

or

- o Notice given on the 1st Dec ~ 6 months for year in which notice given (Clause 13.1);

+24 months notice (as per Clause 13.2)
Total Notice Period = =30 months (minimum)

There could obviously be notice given at any date between the 1st July and the 31st December during a particular year which could result in the notice to withdraw period being anywhere between 30 and 36 months, depending upon the date notice is given.

The other issue is that irrespective of the notice given, there remains a financial commitment upon the participating Shire wishing to withdraw to cover all liabilities or debts incurred by the MWRC irrespective of when they cease being a member. Clause 13.4(b) states:

13.4 Entitlement or liability of withdrawing Participant

When the withdrawal of a Participant takes effect:

- (a) *the Participant is entitled to be paid an amount equal to the Proceeds and any surplus funds which would have been payable if the MWRC was wound up; or*
- (b) *the Participant must pay to the MWRC an amount equal to the liability or debt which would be payable by the Participant if the MWRC was wound up,*

as the case may be.

Therefore, if the MWRC has committed to specific contracts (e.g. employee contracts, Projects, Service Delivery Units, commercial contract, etc) which go beyond the period of notice/withdrawal given by a Shire(s), a financial analysis would need to be undertaken at the time a withdrawal notice is given to the MWRC to determine the MWRC's future liability, which will determine the actual on-going financial commitment the withdrawing Shire is legally committed to pay.

2. On-going financial commitment from member Shires; the amount and how this is to be justified.

Another issue is the level of on-going financial commitment required from each participating Shire.

Again it appears the initial commitment given by each Shire of \$20,000 per annum for a 4 year period is contrary to the legal requirements of the MWRC Establishment Agreement. It is here where I believe the lines have been blurred in regards to the assumption there is actually a finite life for the MWRC (this and the wording of Clauses 13.1, 13.2 & 13.3). As previously mentioned there is no such sunset clause or finite life of the MWRC.

All I can assume is that member Shires have linked the \$20,000pa commitment for four years under the CLG Grant (which was required to obtain State funding - \$250,000) with Clause 13.3 of the Establishment Agreement.

The Clauses associated with a Shires annual contribution are as follows:

6.1 Annual contributions

In the case of the Core Functions each Participant must make a contribution towards the amount necessary to meet the deficiency, if any, disclosed in the annual budget of the MWRC with respect to the Core Functions, and the contribution is to be an equal proportion of that deficiency.

6.2 Capital contributions

Where the MWRC Council determines that the Participants are to make a contribution towards the cost of the acquisition, for the purpose of the Core Functions, of any asset of a capital nature, then the Participants must make that contribution in equal proportions.

6.3 Manner of payment

The contributions referred to in clauses 6.1 and 6.2 are to be paid by each Participant to the MWRC in the manner determined by the MWRC Council.

6.4 Late payment

Unless otherwise agreed, if a Participant fails to pay to the MWRC a sum of money owing under this clause on or before the due date for payment, that Participant must, in addition to the sum of money due and payable, pay to the MWRC interest at the overdraft rate charged by the MWRC's bank on amounts of the same size as the unpaid sum, calculated from and including the due date of payment to but excluding the actual date of payment.

6.5 Annual financial statements

When submitting the same to the MWRC's auditor each year, the MWRC is to give to each Participant a copy of the MWRC's annual financial statements including details of all assets and liabilities and the respective equities of the Participants in those assets.

It is blatantly obvious from the wording of Clauses 6.1 & 6.2 that the figure required by the MWRC for its core operational functions and capital requirements identified in an

annual budget is how each Shires contribution is determined. Setting a flat figure (i.e. the assumed ceiling of \$20,000) is not legally correct, though I would have thought was considered a "best guesstimate" in the first instance until the MWRC was established and operating.

I believe there was again a misunderstanding amongst some member Shires on the matter of what they are legally committed to (i.e. in accordance with the Establishment Agreement) and what they have collectively resolved to contribute in the first instance (i.e. a flat \$20,000pa).

The situation of locking Shires into the legal requirements of Clause 6.1 & 6.2 of the Establishment Agreement, and not having some rationale and basis to the annual contribution amount required of each Shire, is fraught with significant dangers and adverse reactions from member Shires. Therefore I believe it is imperative for the MWRC to allocate funding to an independent Financial Advisory Service, on an annual basis to provide the MWRC and member Shires with a forecast of at least three years in advance to offer some rationale upon which future contributions are based. This Advisory Service should also provide the MWRC and its member Shires with forecast predictions on possible break-even, deficit and surplus scenarios for future years.

I believe the concept of having some professional basis to current and forecast contribution levels complements what most Shires have requested in regards to on-going funding requirements and the feelings of the State Government in our recent discussions on their on-going financial support.

The 2007/2008 MWRC Budget has a revised amount of \$5,000 for Consultancy Services and it is intended to utilise funds from here to commence the Financial Forecast project this year.

I am therefore advocating the following:

- *On-Going Funding Contributions be in accordance with the requirements of Section 6 of the existing Establishment Agreement.*
- *The MWRC provide Shires with annual three year in advance forecasts to give member Shires some rationale upon which future contributions are based. This document should also provide the MWRC and its member Shires with forecast predictions on possible break-even, deficit and surplus scenarios for future years.*
- *The MWRC is to allocate funding annually to co-opt the services of a Financial Advisor Consultancy Service to assist the MWRC staff as needed for the development of the financial forecast document.*

3 Connecting Local Government (CLG) Grant Application

The purpose of the Agenda Item put to the November 2007 MWRC meeting was to expedite a CLG grant application. As a result of the abovementioned research I believe the CLG Grant Application can progress unimpeded by proposed amendment to the *Withdrawal Notice Period* as this ensures a matching funding contribution is covered for the purposes of lodging a CLG Grant application.

I have been advised by the DLG&RD that they would look more favourably upon an a

grant application from the MWRC if it was *Project Focussed* and not for the continuation of the existing grant purpose (i.e. CEO's employment costs)

I am therefore recommending the following:

- *The MWRC lodge a Connecting Local Government (CLG) grant application based upon the on-going financial commitments required of member Shires under the Establishment Agreement as their matching contributions for the grant; and*
- *The CLG Grant Application be based upon any of the Service/Projects identified in the MWRC's Strategic Plan e.g.*
 - *ICT Standardisation;*
 - *Establishing a Plant & Vehicle Management Bureau Service;*
 - *Establishing a Finance & Accounting Service;*
 - *Establishing a Rate, Property & Debt Collection Service with WALGA;*
 - *Developing a Service Agreement with Main Roads Wa for an Integrated Service Delivery Unit;*
 - *Regional Road Construction & Maintenance Programs;*
 - *Ranger/Municipal Employee Services;*
 - *Planning/EHOB Services;*

Existing Connecting Local Government (CLG) Grant

There also appears to be confusion on how the funds provided under the existing CLG Grant are to be apportioned.

It has been mentioned to me that the CLG \$250,000 was to spread evenly across a four year period, irrespective of the Department of Local Government & Regional Development (DLGRD) paying the grant over a three year period i.e.

- Instalment 1 \$88,000 (Grant \$80,000 plus GST \$8,000) within 21 days of signing and receipt by the DLGRD of *Financial Assistance Agreement* and other required documents.
- Instalment 2 \$88,000 (Grant \$80,000 plus GST \$8,000) to be made available in **2006/2007** following the receipt of two six monthly progress reports indicating progress that satisfies the Assessment Panel **and a written statement by the Recipient that the initial \$80,000 have been expended** in accordance with the conditions outlined in the Agreement, including the provisions of financial and other information outlined in Clause 7
- Instalment 3 \$99,000 (Grant \$90,000 plus GST \$9,000) to be made available in **2007/2008** following the receipt of two six monthly progress reports indicating progress that satisfies the Assessment Panel **and a written statement by the Recipient that the previous funds of \$160,000 have been expended** in accordance with the conditions outlined in the Agreement, including the provisions of financial and other information outlined in Clause 7

Clause 7 referred to above states:

- The Recipient will provide the DLGRD with a ***detailed acquittal prior to each***

new instalment being paid together with a budget for the forthcoming year. A final acquittal will be provided within eight weeks after the date shown in Clause 2 of the Agreement (i.e. 30th June 2010).

Clause 6 of the Agreement states **"Grant funds will be spent by the 30th June 2010"**.

- Clause 7 also states that a **Statement of Income & Expenditure signed by a qualified independent auditor** and consisting of a grant expenditure statement (exclusive of GST) detailing the actual expenditure on grant items as approved by the DLGRD

I have received a ruling from the DLGRD which clarifies the situation somewhat i.e.

- 1st Instalment – received basically as MWRC commences.
- 2nd Instalment – received in 2006/2007 (June) and is based upon the 1st Instalment being spent and legally acquitted.
- Final Instalment – received in 2007/2008 (June) and is based upon both the 1st & 2nd Instalments being spent and legally acquitted
- The Final Instalment must be spent before the 30th June 2010.

Therefore, Council may wish to spread the Final Instalment amount \$90,000 over the last two financial years of the CLG Grant Agreement period (i.e. 2008/2009 & 2009/2010). This is vastly different from the perception that the MWRC could spread the whole \$250,000 equally over the four year CLG Grant Agreement period (i.e. \$62,500 per year).

4. Future contracts (e.g. employee or commercial contracts, Service Delivery Agreements, etc).

Concern has been expressed with the concept of only developing Contract, Service Agreement, Projects, etc, for a maximum period to ensure they expire on (or before) the 30th June 2010). This has eventuated due to the thought the MWRC was only in existence until this date, which (as previously mentioned) is not the case. It is understood this precautionary approach during the initial life of the MWRC was not necessarily unwise. However it is essential to the MWRC's ability to attract staff, contractors, etc that this practice be discontinued and the industry standard of 3 to 5 year terms of contract be entered into, irrespective of the perceived life of the MWRC.

As mentioned in the *"On-going financial commitment from member Shires; the amount and how this is to be justified"* section above, the Establishment Agreement deal adequately with the financial liabilities of member Shires.

It is therefore recommended below that the MWRC develop a Policy which does not lock any future contracts (e.g. employee or commercial contracts, Service Delivery Agreements, etc) into the earliest possible withdrawal date identified in the Establishment Agreement as it is not the intent of the Agreement to be considered a finite date of the MWRC's existence.

5. Implementation of the MWRC Strategic Plan for the rationalisation of Senior Staff consider such rationalisation necessary

In recent times situations have arisen where member Shires are faced with the departure of senior staff and though all Shires have agreed to the MWRC Strategic Plan, specifically the section on rationalisation of senior staff, there has been no

	<p>implementation guidelines to help Shires through the process.</p> <p>It is therefore recommended that with the assistance of a consultant, the MWRC is to develop a clear and concise procedure/protocol for the implementation of the Strategic Plan for the rationalisation of Senior Staff. This is to provide individual Shires with direction and assistance on how they can progress the rationalisation of Senior Staff within their organisations, either via natural staff attritions, or at any other time they consider such rationalisation necessary.</p> <p>I believe this is a natural progression from an adopted Strategic Plan to the introduction of guideline to help move from the concept to the implementation stage.</p>
CONSULTATION:	John Woodhouse – Legal Consultant Department Of Local Government & Regional Development.
STATUTORY ENVIRONMENT:	MMWRC Establishment Agreement. DLGRD & MMWRC Connecting Local Government Financial Assistance Agreement.
POLICY IMPLICATIONS: FINANCIAL IMPLICATIONS:	<p>No Policy affected.</p> <p>As previously mentioned in the body of this report, there are significant financial issues associated with this matter. I do not intend to repeat all these issues again in this section of the report, other than to reiterate the need to allocate funding annually towards an independent Financial Advisor Consultancy Service to provide the MWRC and member Shires with three year in advance forecasts three years in advance. This will give member Shires some rationale upon which future contributions are based.</p> <p>The Advisory Service should also provide the MWRC and its member Shires with forecast predictions on possible break-even, deficit and surplus scenarios for future years.</p>
STRATEGIC IMPLICATIONS:	<p>The future of the MWRC is very much based upon the outcomes of negotiations associated with this report and if all matters cannot be resolved at one meeting of the MWRC then it is important we continue to defer item(s) as considered necessary to ensure we get it right.</p> <p>It must be understood that irrespective of what the MWRC resolves as being appropriate action(s) to progress the issues associated with this report, these resolutions must be agreed to by the seven member Shires (specifically those related to amending the Establishment Agreement). Therefore it is important every Shire is given adequate time and consultation to work through the issues.</p>
VOTING REQUIREMENT:	Simple Majority.
OFFICER RECOMMENDATION	<p>1. Council approach all member Shires seeking approval to amend Clause 13.2 of the MWRC Establishment Agreement to the following:</p> <ul style="list-style-type: none"> ○ <i>Clause 13.2 – Subject to Clause 13.3, the withdrawal of a Participant is to take effect <u>two</u> financial years after the end of the financial year in which notice of withdrawal under Clause 13.1 is given.</i> <p>2. The MWRC provide Shires with annual three year in advance forecasts to give member Shires some rationale upon which future contributions are based. This document should also provide the MWRC and its member Shires with forecast predictions on possible break-even, deficit and surplus scenarios for future years.</p>

The MWRC is to allocate funding annually to co-opt the services of a Financial Advisor Consultancy Service to assist the MWRC staff as needed for the development of the financial forecast document.

Funds allocated in the "Consultancy" Budget for 2007/2008 are to be utilised to assist with the forecast this year

3. The MWRC CEO is delegated authority to lodge a Connecting Local Government (CLG) grant application based upon the on-going financial commitments required of member Shires under the Establishment Agreement as their matching contributions for the grant. This Application be for any of the Service(s)/Project(s) identified in the MWRC's Strategic Plan e.g.
 - ICT Standardisation;
 - Establishing a Plant & Vehicle Management Bureau Service;
 - Establishing a Finance & Accounting Service;
 - Establishing a Rate, Property & Debt Collection Service with WALGA);
 - Developing a Service Agreement with Main Roads Wa for an Integrated Service Delivery Unit;
 - Regional Road Construction & Maintenance Programs;
 - Ranger/Municipal Employee Services;
 - Planning/EHOB Services;
4. The MWRC develop a Policy which does not lock any future contracts (e.g. employee or commercial contracts, Service Delivery Agreements, etc) into the earliest possible withdrawal date identified in the Establishment Agreement as it is not the intent of the Agreement to be considered a finite date of the MWRC's existence.
5. With the assistance of a consultant, the MWRC is to develop a clear and concise procedure/protocol for the implementation of the Strategic Plan for the rationalisation of Senior Staff. This is to provide individual Shires with direction and assistance on how they can progress the rationalisation of Senior Staff within their organisations, either via natural staff attritions, or at any other time they consider such rationalisation necessary.

12.3 COASTAL ASSESSMENT AND RESTORATION PROJECT – GREEN HEAD TO LEEMAN SECTION**OFFICER RECOMMENDATION:**

That Council advise Brad Rushforth of DEC that Council agrees to the 3.5km track closures outlined in the presentation on the – Green Head to Leeman Section of the Coastal Assessment and Restoration Project Guilderton to Kalbarri.

RESOLUTION: 2008-038

Moved: Cr McDonald

Seconded: Cr Williams

That Council advise Brad Rushforth of DEC that Council agrees to the 3.5km track closures outlined in the presentation on the – Green Head to Leeman Section of the Coastal Assessment and Restoration Project Guilderton to Kalbarri.

CARRIED 7/0

13. MATTERS BEHIND CLOSED DOORS:

Nil.

14. DATE OF NEXT MEETING:**14.1 PUBLIC COUNCIL FORUM**

2.00pm Wednesday 16 April 2008 at the Coorow District Hall, Coorow.

14.2 ORDINARY MEETING OF COUNCIL

3.00 pm Wednesday 16 April 2008 at the Coorow District Hall, Coorow.

15. CLOSURE:

There being no further business the President, Cr Girando, closed the meeting at 5.38pm.

These Minutes, consisting of pages 1 to 89 will be confirmed by Council at the 16 April 2008 Ordinary Meeting of Council.