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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

The President, Cr Girando, welcomed those present and opened the meeting at 2.59pm.

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 J K Waite

President
Deputy President

Mr M J Hook
Mr D J Alcock
Mr P D Gillis
Ms S Donohue

Chief Executive Officer
Manager Finance and Administration
Manager Works and Services
Minutes Clerk

Leave of Absence

Councillor D A Rackemann

Declarations of Interest

Nil.

Visitors

Mrs Sandra Trenowden
Mr Ken Trenowden

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

Nil.

4. PUBLIC QUESTION TIME:

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE:

1. Cr Rackemann requested Leave of Absence from 20 February 2008 to 27 February 2008.
2. Cr Waite requested Leave of Absence from 4 March 2008 to 1 April 2008.
3. Cr Girando requested Leave of Absence from 8 March 2008 to 12 March 2008.
4. Cr Williams requested Leave of Absence from 23 February 2008 to 7 March 2008.

RESOLUTION: **2008-001**

Moved: *Bothe*

Seconded: *Williams*

That Council grant:

1. *Cr Rackemann Leave of Absence from 20 February 2008 to 27 February 2008;*
2. *Cr Waite Leave of Absence from 4 March 2008 to 1 April 2008;*
3. *Cr Girando Leave of Absence from 8 March 2008 to 12 March 2008; and*
4. *Cr Williams Leave of Absence from 23 February 2008 to 7 March 2008.*

CARRIED 7/0

6. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

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

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

4. PUBLIC QUESTION TIME:

5. APPLICATIONS FOR LEAVE OF ABSENCE:

6. PETITIONS/DEPUTATIONS/PRESENTATIONS:

7. CONFIRMATION OF MINUTES:

7.1 ORDINARY MEETING HELD WEDNESDAY 12 DECEMBER 2007 AT THE COOROW DISTRICT HALL, COOROW

AUTHOR Gary SherryMark Hook
DISCLOSURE OF INTEREST Nil
DATE OF REPORT 1 February 2008

COMMENT:

Nil.

OFFICER RECOMMENDATION:

That the Minutes of the Ordinary Meeting held on Wednesday 12 December 2007, at the Coorow District Hall, Coorow be confirmed as a true and correct record.

RESOLUTION: 2008-002

Moved: Williams **Seconded:** McDonald

That the Minutes of the Ordinary Meeting held on Wednesday 12 December 2007, at the Coorow District Hall, Coorow be confirmed as a true and correct record.

CARRIED 7/0

7.2 SPECIAL MEETING HELD WEDNESDAY 12 DECEMBER 2007 AT THE COOROW DISTRICT HALL, COOROW

AUTHOR Gary SherryMark Hook
DISCLOSURE OF INTEREST Nil
DATE OF REPORT 1 February 2008

COMMENT:

Nil.

OFFICER RECOMMENDATION:

That the Minutes of the Special Meeting held on Wednesday 12 December 2007, at the Coorow District Hall, Coorow be confirmed as a true and correct record.

RESOLUTION: 2008-003**Moved:** Williams**Seconded:** Bothe

That the Minutes of the Special Meeting held on Wednesday 12 December 2007, at the Coorow District Hall, Coorow be confirmed as a true and correct record.

CARRIED 7/0**7.3 ANNUAL ELECTORS MEETING HELD WEDNESDAY 12
DECEMBER 2007 AT THE COOROW DISTRICT HALL, COOROW****AUTHOR**

Gary SherryMark Hook

DISCLOSURE OF INTEREST

Nil

DATE OF REPORT

1 February 2008

COMMENT:

Nil.

OFFICER RECOMMENDATION:

That the Minutes of the Annual Electors Meeting held on Wednesday 12 December 2007, at the Coorow District Hall, Coorow be confirmed as a true and correct record.

RESOLUTION: 2008-004**Moved:** McDonald**Seconded:** Bothe

That the Minutes of the Annual Electors Meeting held on Wednesday 12 December 2007, at the Coorow District Hall, Coorow be confirmed as a true and correct record.

CARRIED 7/0**8. ANNOUNCEMENTS BY THE PERSON PRESIDING
WITHOUT DISCUSSION:**

At any meeting Council 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.

Welcome

The President, Cr Girando welcomed the new Chief Executive Officer, Mark Hook and family to the Shire of Coorow and wished them well in their time here.

Thanks

The President thanked the CEO for the handling of the sensitive situations that arose since the commencement of his employment.

Thanks were also extended to the Manager Finance and Administration, Dacre Alcock for the excellent job he did as Acting Chief Executive Officer in general and with the handling of the sensitive situations that arose.

Housekeeping

Councillors were reminded that all comments are to be addressed through the Chair at all times and only one Councillor to speak at a time.

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:

Late Item 13.2 Deed of Settlement – Manager Community Development.

10. REPORTS:

10.1 CHIEF EXECUTIVE OFFICER:

10.1.1 2007 STATUTORY COMPLIANCE AUDIT RETURN

AUTHOR	Dacre Alcock
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	30 January 2008
ATTACHMENT	10.1.1 2006 Statutory Compliance Return
FILE	L10.11 Local Government - Compliance Audit

SUMMARY:

The Local Government Department request require the Statutory Compliance Return for the period 1 January 2007 to 31 December 2007 to be completed, endorsed and included within an Ordinary Meeting Agenda papers by 31 March 2008.

BACKGROUND:

Nil.

COMMENT:

The Statutory Compliance Audit Return is a check list of some of the statutory requirements that all Local Governments are required to complete in the twelve months to 31 December 2007.

The Statutory Compliance Audit Return is to be:

- a. presented to Council at a meeting of the council;
- b. adopted by the Council; and
- c. the adoption recorded in the minutes of the meeting at which it is adopted

After the Statutory Compliance Audit Return has been presented to Council, a certified copy of the return, along with the relevant section of the minutes and any additional information explaining or qualifying the compliance audit is to be submitted to the Executive Director, Department of Local Government, by 31 March 2008.

In completing the Statutory Compliance return a small number of areas where Council did not complete its statutory requirements were identified. They were:

Local Govt Act Section or Regulation	Statutory Compliance Return		Requirement	Notes
	Item No.	Page No.		
FM Reg 53 s6.35(4)	F 56	15	Did the Local Government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties in each differential rating category (unless the general minimum did not exceed \$200).	Council received Ministerial Approval to do this.
F&G Reg 3 s3.12(2)	L 4	23	On each occasion that Council resolved to make a local law, did the person presiding at the Council meeting give notice of the purpose and effect of each proposed local law in the manner prescribed in Functions and General Regulation 3.	Council resolved to review all Local Laws at its September 2007 Ordinary Meeting and is currently undertaking the development of appropriate support documentation for this process.
S3.16(1)(2)	L 13	24	Have all reviews of local laws under section 3.16(1) of the Act been carried out within a period of 8 years.	The Health Local Law is over 8 years since its Gazettal.
F&G Reg 11 s3.57	O 1	32	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	On one occasion tenders were not called where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).

STATUTORY ENVIRONMENT:

Local Government (Audit) Regulations 1996

14 Compliance audit return to be prepared

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3) A compliance audit return is to be —
 - (a) presented to the council at a meeting of the council;
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

FINANCIAL, POLICY AND STRATEGIC IMPLICATIONS:

There appear are no further implications in this regard.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That the Statutory Compliance Audit Return, included at Attachment 10.1.1 – 2007 Statutory Compliance Audit Return, for the period 1 January 2007 to 31 December 2007, as completed by the President and Chief Executive Officer, be endorsed and duly signed accordingly.

RESOLUTION: 2008-005

Moved: Waite

Seconded: Bothe

That the Statutory Compliance Audit Return, included at Attachment 10.1.1 – 2007 Statutory Compliance Audit Return, for the period 1 January 2007 to 31 December 2007, as completed by the President and Chief Executive Officer, be endorsed and duly signed accordingly.

CARRIED 7/0

Attachment 10.1.1 – 2007 Statutory Compliance Return

Department of Local Government and Regional Development - Compliance Audit Return



Coorow - Compliance Audit Return 2007

Caravan Parks and Camping Grounds					
No	Reference	Question	Response	Comments	Respondent
1	s21(1) Caravan Parks and Camping Grounds Act 1995	Did the local government inspect each caravan park or camping ground in its district within the period 1 July 2006 to 30 June 2007.	Yes		Dacre Alcock

Cemeteries					
No	Reference	Question	Response	Comments	Respondent
1	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all burials in the cemetery, including details of the names and descriptions of the deceased persons and location of the burial.	N/A		Dacre Alcock
2	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all grants of right of burial in the cemetery, including details of assignments or bequests of grants.	N/A		Dacre Alcock
3	s40(2) Cemeteries Act 1986	Have plans been kept and maintained showing the location of all burials registered in 2 above.	N/A		Dacre Alcock

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2007.	N/A		Dacre Alcock
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2007.	N/A		Dacre Alcock
3	s3.59(2)(a)(b)(c) F&G Reg 7,11	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2007.	N/A		Dacre Alcock
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2007.	N/A		Dacre Alcock
5	s3.59(5)	Did the Council, during 2007, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Dacre Alcock

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Dacre Alcock
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Dacre Alcock

Attachment 10.1.1 – 2007 Statutory Compliance Return

3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A	Dacre Alcock
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A	Dacre Alcock
5	s5.18	Has Council reviewed delegations to its committees in the 2006/2007 financial year.	Yes	Dacre Alcock
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes	Dacre Alcock
7	s5.42(1)(2) Admin Reg 18	Were all delegations to the CEO resolved by an absolute majority.	Yes	Dacre Alcock
8	s5.42(1)(2) Admin Reg 18	Were all delegations to the CEO in writing.	Yes	Dacre Alcock
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes	Dacre Alcock
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes	Dacre Alcock
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes	Dacre Alcock
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2006/2007 financial year.	Yes	Dacre Alcock
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes	Dacre Alcock

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.66(a)	Did the CEO, on all occasions, where a council member gave written notice of a disclosure of interest before a meeting, cause that notice to be given to the person who presided at the meeting.	Yes		Dacre Alcock
2	s5.66(b)	Did the person presiding at a meeting, on all occasions, when given a member's written financial interest disclosure by the CEO, bring its contents to the attention of persons present immediately before any matters to which the disclosure relates were discussed.	Yes		Dacre Alcock
3	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Dacre Alcock
4	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Dacre Alcock

Attachment 10.1.1 – 2007 Statutory Compliance Return

5	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes	Dacre Alcock
6	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes	Dacre Alcock
7	s5.71	On all occasions were delegated powers and duties not exercised by employees that had an interest in the matter to which the delegated power or duty related.	Yes	Dacre Alcock
8	s5.71(a)	Did the CEO disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related.	Yes	Dacre Alcock
9	5.71(b)	Did an employee disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related.	Yes	Dacre Alcock
10	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes	Dacre Alcock
11	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes	Dacre Alcock
12	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes	Dacre Alcock
13	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2007.	Yes	Dacre Alcock
14	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2007.	Yes	Dacre Alcock
15	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes	Dacre Alcock
16	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes	Dacre Alcock
17	s5.88(1)(2) Admin Reg 2	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes	Dacre Alcock
18	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes	Dacre Alcock

Attachment 10.1.1 – 2007 Statutory Compliance Return

19	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Dacre Alcock
20	s5.103 Admin Reg 34C	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Dacre Alcock

Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was any property that was not disposed of by public auction or tender, given local public notice prior to disposal (except where excluded by Section 3.58(5)).	N/A		Dacre Alcock
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Dacre Alcock

Elections					
No	Reference	Question	Response	Comments	Respondent
1	4.17(3)	Was approval sought from the Electoral Commissioner where council allowed a vacancy to remain unfilled as a result of a councillor's position becoming vacant under s2.32 and in accordance with s4.17(3)(a) & (b).	N/A		Dacre Alcock
2	s4.20(2)	Did the local government appoint a person other than the CEO to be the returning officer of the local government for an election or all other elections held while that appointment applied, after having written agreement of the person concerned and the Electoral Commissioner.	No		Dacre Alcock
3	s4.20(4)	Did the local government declare the electoral commissioner to be responsible for the conduct of an election, after having first obtained the written agreement of the electoral commissioner.	No		Dacre Alcock
4	s4.20(5)	Where a declaration has not already been made, was a declaration made under s4.20(4) prior to the 80th day before election day.	No		Dacre Alcock
5	s4.32(4)	Did the CEO, within 14 days after receiving a claim for enrolment, decide whether the claimant was eligible or not eligible under s4.30(1)(a)&(b) and accept or reject the claim accordingly.	Yes		Dacre Alcock
6	s4.32(6) Elect Reg 13	Did the CEO record on all occasions the decision in the owners and occupiers register in accordance with Regulation 13 of the Local Government (Elections) Regulations 1997 and give written notice of the decision to the claimant without delay,	Yes		Dacre Alcock

Attachment 10.1.1 – 2007 Statutory Compliance Return

		for eligibility to enrol.		
7	s4.35(2)	Did the CEO give written notice to the person before making a decision under subsection (1)(c) and allow 28 days for the person to make submissions on the matter.	Yes	Dacre Alcock
8	s4.35(3)	Did the CEO, after making a decision under subsection (1)(c), give written notice of it to the person.	Yes	Dacre Alcock
9	s4.35(5)	Did the CEO, on receipt of advice of the Electoral Commissioner's decision on an appeal, take any action necessary to give effect to that decision.	N/A	Dacre Alcock
10	s4.35(6)	Did the CEO give written notice on all occasions to the person, where after considering submissions made under subsection 2, the CEO decided that the person was still eligible under s4.30 to be enrolled to vote at elections for the district or ward.	N/A	Dacre Alcock
11	s4.35(7)	Did the CEO, on all occasions, record any decision under subsection (1) or (6) in the register referred to in section 4.32(6).	N/A	Dacre Alcock
12	s4.39(2)	Did the CEO on or after the 70th day, but no later than the 56th day give statewide public notice of the time and date of the close of enrolments.	Yes	Dacre Alcock
13	s4.41(1)	Did the CEO prepare an owners and occupiers roll for the election on or before the 36th day before election day.	Yes	Dacre Alcock
14	s4.41(2)	Did the CEO certify that the owners and occupiers roll included the names of all persons who were electors of the district or ward under s4.30 at the close of enrolments.	Yes	Dacre Alcock
15	s4.43(1)	Where the CEO was returning officer (RO) and the rolls were not consolidated, did the RO delete the names of any person from the owners and occupiers roll whose name also appeared on the residents roll, on or before the 22nd day before election day.	Yes	Dacre Alcock
16	s4.47(1)	Where the CEO was returning officer (RO), did the RO give statewide public notice calling for nominations of candidates for the election on or after the 56th day but no later than the 45th day before election day.	Yes	Dacre Alcock
17	s4.47(2)(a)	Did the notice referred to in s4.47(1) calling for nominations specify the kind of election to be held and the vacancy or vacancies to be filled.	Yes	Dacre Alcock
18	s4.47(2)(b)	Did the notice referred to in s4.47(1) calling for nominations specify the place where nominations may be delivered or sent.	Yes	Dacre Alcock
19	s4.47(2)(c)	Did the notice referred to in s4.47(1) calling for nominations specify the period within which nominations have to be delivered or sent.	Yes	Dacre Alcock

Attachment 10.1.1 – 2007 Statutory Compliance Return

20	s4.47(2)(d)	Did the notice referred to in s4.47(1) calling for nominations specify any other arrangements made for the receipt by the returning officer of nominations.	Yes	Dacre Alcock
21	s4.61(2)	Did the Council of the local government, where it decided to conduct the election as a postal election, make that decision by <u>absolute majority</u> .	N/A	Dacre Alcock
22	s4.61(3)	Where a decision was made under s4.61(2) and a relevant declaration had not already been made, was that decision made prior to the 80th day before election day.	N/A	Dacre Alcock
23	s4.64	Where the CEO was returning officer (RO), did the RO give Statewide public notice (election notice) as soon as practicable after preparations for the election, but no later than on the 19th day before election day, in accordance with regulations that included details of how, when and where the election will be conducted and the names of the candidates.	Yes	Dacre Alcock
24	Elect Reg 7	Did a person, before acting as an electoral officer, make the required declaration as stated in local government election regulation 7.	Yes	Dacre Alcock
25	Elect Reg 8(2)	Where the CEO was returning officer (RO), did the RO prepare and adopt a Code of Conduct for the 2007 Ordinary Elections.	Yes	Dacre Alcock
26	Elect Reg 8(3)	Where the CEO was returning officer (RO), did the RO provide each electoral officer a copy or access to a copy of the electoral code of conduct for the 2007 Ordinary Elections.	Yes	Dacre Alcock
27	Elect Reg 13(1)	Has the relevant information as listed in Election Reg 13 been recorded in the owners and occupiers register.	Yes	Dacre Alcock
28	Elect Reg 13(4)	Did the CEO amend the register from time to time to make sure that the information recorded in it is accurate.	Yes	Dacre Alcock
29	Elect Reg 17	Did the local government keep an enrolment eligibility claim form, if accepted, a copy of a notice of acceptance for 2 years after the claim and notice expired, and a copy of a notice of rejection for 2 years after the claim was rejected.	Yes	Dacre Alcock
30	Elect Reg 26(4)	Did the CEO or an employee of the local government appointed as Returning Officer keep the deposit referred to in s4.49(d) separate from other money and credited to a fund of the local government.	Yes	Dacre Alcock
31	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes	Dacre Alcock

Attachment 10.1.1 – 2007 Statutory Compliance Return

32	Elect Reg 30G(3)	Did the CEO remove any "disclosure of gifts" forms completed by unsuccessful candidates from the electoral gift register in accordance with the period under regulation 30C and retain those forms separately for a period of at least 2 years.	N/A	Dacre Alcock
33	Elect Reg 30H	Has the electoral gift register been kept at the appropriate local government offices.	Yes	Dacre Alcock
34	Elect Reg 40	Has a postal voters register been kept of electors whose applications are under regulation 37(1)(b) and are accepted under regulation 38(1), which contains the enrolment details of each elector included on it and any ward in respect of which the elector is registered.	Yes	Dacre Alcock
35	Elect Reg 81	Was the report relating to an election under s4.79 provided to the Minister within 14 days after the declaration of the result of the election.	Yes	Dacre Alcock

Executive Functions					
No	Reference	Question	Response	Comments	Respondent
1	s3.18(3)(a)	Has the local government satisfied itself that the services and facilities that it provides ensure integration and co-ordination of services and facilities between governments.	Yes		Dacre Alcock
2	s3.18(3)(b)	Has the local government satisfied itself that the services and facilities that it provides avoid unnecessary duplication of services or competition particularly with the private sector.	Yes		Dacre Alcock
3	s3.18(3)(c)	Has the local government satisfied itself that the services and facilities that it provides ensure services and facilities are properly managed.	Yes		Dacre Alcock
4	s3.32(1)	Was a notice of intended entry given to the owner or occupier of the land, premises or thing that had been entered.	N/A		Dacre Alcock
5	s3.32(2)	Did the notice of intended entry specify the purpose for which the entry was required.	N/A		Dacre Alcock
6	s3.32(3)	Was the notice of intended entry given not less than 24 hours before the power of entry was exercised.	N/A		Dacre Alcock
7	s3.40A(1)	Where in the opinion of the local government a vehicle was an abandoned vehicle wreck, was it removed and impounded by an employee authorised (for that purpose) by the local government.	N/A		Dacre Alcock
8	s3.40A(2)	Where the owner of the vehicle was identified within 7 days after its removal under s3.40A(1), did the local government give notice to that person advising that the vehicle may be collected from a place specified during such hours as are specified in the notice.	N/A		Dacre Alcock
9	s3.40A(3)	Where notice was given under s3.40A(2) did it include a short statement of the effect of subsection (4)(b) and the effect of the relevant provisions of sections 3.46 and 3.47.	N/A		Dacre Alcock

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10	s3.50	Did the local government close a thoroughfare wholly or partially for a period not exceeding 4 weeks under the guidelines of 3.50.	No	Dacre Alcock
11	s3.51(3)	Did the local government give notice of what is proposed to be done giving details fo the proposal and inviting submissions from any person who wishes to make a submission and allow a reasonable time for submissions to be made and consider any submissions made.	Yes	Dacre Alcock
12	s3.52(4)	Has the local government kept plans for the levels and alignments of public thoroughfares that are under its control or mangement, and made those plans available for public inspection.	Yes	Dacre Alcock

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s5.53, Admin Reg 19B	Has the local government prepared an annual report for the financial year ended 30 June 2007 that contained the prescribed information under the Act and Regulations.	Yes		Dacre Alcock
2	s5.54(1), (2)	Was the annual report accepted by absolute majority by the local government by 31 December 2007.	Yes		Dacre Alcock
3	s5.54(1), (2)	Where the Auditor's report was not available in time for acceptance by 31 December, was it accepted no more than two months after the Auditor's report was made available.	N/A		Dacre Alcock
4	s5.55	Did the CEO give local public notice of the availability of the annual report as soon as practicable after the local government accepted the report.	Yes		Dacre Alcock
5	S5.56 Admin Reg 19C(2)	Has the local government made a plan for the future of its district in respect of the period specified in the plan (being at least 2 financial years).	Yes		Dacre Alcock
6	Admin Reg 19D	After a plan for the future, or modifications to a plan were adopted under regulation 19C, did the local government give public notice in accordance with subsection (2).	Yes		Dacre Alcock
7	s5.94, s5.95	Did the local government allow any person attending the local government during office hours to inspect information, free of charge, listed in s5.94 of the Act and subject to s5.95 whether or not the information was current at the time of inspection.	Yes		Dacre Alcock
8	s5.96	Where a person inspected information under Part 5, Division 7 of the Act and requested a copy of that information, did the local government ensure that copies were available at a price that did not exceed the cost of providing those copies.	Yes		Dacre Alcock
9	s5.98 Admin Reg 30	Was the fee made available to elected members for attending meetings within the prescribed range.	Yes		Dacre Alcock
10	s5.98 Admin Reg 31	Was the reimbursement of expenses to elected members within the prescribed ranges or as prescribed.	Yes		Dacre Alcock

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11	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it resolved by absolute majority.	N/A	Dacre Alcock
12	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it up to (or below) the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).	N/A	Dacre Alcock
13	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it resolved by absolute majority.	N/A	Dacre Alcock
14	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it within the prescribed range.	N/A	Dacre Alcock
15	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it resolved by absolute majority.	N/A	Dacre Alcock
16	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it within the prescribed range.	N/A	Dacre Alcock
17	s5.100 (1)	Did the local government pay a fee for attending committee meetings only to a committee member who was a council member or employee.	Yes	Dacre Alcock
18	s5.100 (2)	Where the local government decided to reimburse a committee member, who was not a council member or employee, for an expense incurred by the person in relation to a matter affecting the local government, was it within the prescribe range.	N/A	Dacre Alcock
19	s6.2	Did Council, prior to 31 August in the review period, adopt by absolute majority, a budget in the form and manner prescribed by Financial Management (FM) Reg 22 and the Act. (Please enter the date of the Council Resolution in the "Comments" column)	Yes	Dacre Alcock
20	s6.2	If 'no', was Ministerial approval sought for an extension.	N/A	Dacre Alcock
21	s6.3	Did the council prepare and adopt a budget in a manner similar to the annual budget with modifications as listed in section 6.3.	N/A	Dacre Alcock
22	FM Reg 33	Was the 2007/2008 budget forwarded to the Department of Local Government and Regional Development within 30 days of its adoption. (Please enter the date sent in the "Comments" column).	Yes	Dacre Alcock
23	s6.4(1) FM Reg 34	Did the local government prepare an annual financial report as prescribed.	Yes	Dacre Alcock

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24	s6.4(1) FM Reg 34	Did the local government prepare other financial reports as prescribed.	Yes	Dacre Alcock
25	FM Reg 34	If the local government prepared other financial reports as prescribed in s6.4(1) FM Reg 34, were they presented to Council and recorded in the minutes of the meetings in which they were submitted.	Yes	Dacre Alcock
26	s6.4(3)(b)	Was the annual financial report, prepared for the financial year ended 30 June 2007, submitted to the Auditor by 30 September 2007 or by the extended time allowed by the Minister or his delegate.	Yes	Dacre Alcock
27	FM Reg 51(2)	Was the annual financial report submitted to the Department of Local Government and Regional Development sent by the CEO within 30 days after receiving the Auditor's report.	Yes	Dacre Alcock
28	s6.8	Was expenditure that the local government incurred from its municipal fund, but not included in its annual budget, authorised in advance on all occasions by absolute majority resolution.	Yes	Dacre Alcock
29	s6.8	In relation to expenditure that the local government incurred from its municipal fund that was authorised in advance by the mayor or president in an emergency, was it reported on all occasions to the next ordinary meeting of council.	N/A	Dacre Alcock
30	s6.9 (1)	Does the local government's trust fund consist of all money (or the value of assets) that are required by the Local Government Act 1995 or any other written law to be credited to the fund.	Yes	Dacre Alcock
31	s6.9 (1)	Does the local government's trust fund consist of all money or the value of assets held by the local government in trust.	Yes	Dacre Alcock
32	s6.9(2)	Has the local government's trust fund been applied for the purposes of and in accordance with the trusts affecting it.	Yes	Dacre Alcock
33	s6.9(3)	Has money held in the trust fund, been paid to the person entitled to it, together with, if the money has been invested, any interest earned from that investment.	No	Dacre Alcock
34	s6.9(3)	Has property held in trust been delivered to the persons entitled to it.	Yes	Dacre Alcock
35	s6.11(2)	Have all decisions to change the use or purpose of money held in reserve funds been by absolute majority.	N/A	Dacre Alcock
36	s6.11(2) FM Reg 18	Did the local government give one months public notice of the proposed change of purpose or proposed use of money held in reserve funds . (Notice not required where the local government has disclosed the change of purpose or proposed use of reserve funds in its annual budget or where the money was used to meet expenditure authorised under s6.8(1)(c) of the Act or where the amount to be used did not exceed \$5,000).	N/A	Dacre Alcock

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37	s6.12, 6.13, 6.16(1),(3)	Did Council at the time of adopting its budget, determine the granting of a discount or other incentive for early payment by absolute majority.	Yes	Dacre Alcock
38	s6.12, 6.13, 6.16(1),(3)	Did Council determine the setting of an interest rate on money owing to Council by absolute majority.	Yes	Dacre Alcock
39	s6.12, 6.13, 6.16(1),(3)	Did Council determine to impose or amend a fee or charge for any goods or services provided by the local government by absolute majority. (Note: this applies to money other than rates and service charges).	Yes	Dacre Alcock
40	s6.17(3)	Were the fees or charges imposed for receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate, limited to the cost of providing the service or goods.	Yes	Dacre Alcock
41	s6.17(3)	Were the fees or charges imposed for any other service prescribed in section 6.16 (2)(f), limited to the cost of providing the service or goods.	Yes	Dacre Alcock
42	s6.19	After the budget was adopted, did the local government give local public notice for all fees and charges stating its intention to introduce the proposed fees or charges and the date from which it proposed to introduce the fees or charges.	Yes	Dacre Alcock
43	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow and details of the proposal were not included in the annual budget for that financial year, did the local government give one month's local public notice of the proposal (except where the proposal was of a kind prescribed in FM Regulation 20).	N/A	Dacre Alcock
44	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow, was the Council decision to exercise that power by absolute majority (Only required where the details of the proposal were not included in the annual budget for that financial year).	N/A	Dacre Alcock
45	s6.20(3) FM Reg 21	On each occasion where the local government changed the use of borrowings, did the local government give one month's local public notice of the change in purpose. (Only required if the details of the change of purpose were not included in the annual budget or were of the kind prescribed in FM Regulation 21).	N/A	Dacre Alcock
46	s6.20(3) FM Reg 21	On each occasion where the local government changed the use of borrowings, was the decision on the change of use by absolute majority. (Only required if the details of the change of purpose were not included in the annual budget or were of the kind prescribed in FM Regulation 21)	N/A	Dacre Alcock
47	s6.32(1)(a)	Did Council determine by absolute majority to impose a general rate on rateable land within its district .	Yes	Dacre Alcock

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48	s6.32(1)(b)(i)	Did Council determine by absolute majority to impose a specified area rate on rateable land within its district .	Yes		Dacre Alcock
49	s6.32(1)(b)(ii)	Did Council determine by absolute majority to impose a minimum payment on rateable land within its district .	Yes		Dacre Alcock
50	s6.32(1)(c)	Did Council determine by absolute majority to impose a service charge on rateable land within its district .	Yes		Dacre Alcock
51	s6.33(3)	Did Council obtained the approval of the Minister or his delegate before it imposed a differential general rate that was more than twice the lowest differential rate imposed.	Yes		Dacre Alcock
52	s6.34	Did Council obtain the approval of the Minister or his delegate before it adopted a budget with a yield from general rates that was plus or minus 10% of the amount of the budget deficiency.	N/A		Dacre Alcock
53	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties in the district (unless the general minimum did not exceed \$200).	Yes		Dacre Alcock
54	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties, rated on gross rental value (unless the general minimum did not exceed \$200).	Yes		Dacre Alcock
55	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties rated on unimproved value (unless the general minimum did not exceed \$200).	Yes		Dacre Alcock
56	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties in each differential rating category (unless the general minimum did not exceed \$200).	No	Council received Ministerial Approval to do this.	Dacre Alcock
57	s6.36	Did the local government before imposing any differential general rate, or a minimum payment applying to a differential rate category, give local public notice of its intention to do so containing details of each rate or minimum proposed.	Yes		Dacre Alcock
58	s6.36	Did the local government, before imposing any differential general rate or a minimum payment applying to a differential rate category, give local public notice of its intention to do so by extending an invitation for a period of 21 days or longer for submissions.	Yes		Dacre Alcock
59	s6.36	Did the local government before imposing any differential general rate or a minimum payment applying to a differential rate category, give local public notice of its intention to do so, detailing the time and place where the document describing the objects and reasons for each proposed rate and minimum payment may be inspected.	Yes		Dacre Alcock

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60	s6.38(1) FM Reg 54	Where a local government imposed a service charge was it only imposed for a prescribed purposes of television and radio rebroadcasting, volunteer bush fire brigades, underground electricity, water, property surveillance and security.	Yes	Dacre Alcock
61	s6.38	Was money received from the imposition of a service charge applied in accordance with the provisions of s6.38 of the Act.	Yes	Dacre Alcock
62	s6.46	Did Council, in granting a discount or other incentive for early payment of any rate or service charge, do so by absolute majority.	Yes	Dacre Alcock
63	s6.47	When a local government resolved to waive a rate or service charge or grant other concessions did it do so by absolute majority.	Yes	Dacre Alcock
64	s6.51	Did Council, in setting an interest rate on a rate or service charge that remained unpaid, do so by absolute majority.	Yes	Dacre Alcock
65	S6.76(6)	Was the outcome of an objection under section 6.76(1) promptly conveyed to the person who made the objection including a statement of the local government's decision on the objection and its reasons for that decision.	N/A	Dacre Alcock
66	FM Reg 5	Has efficient systems and procedures been established by the CEO of a local government as listed in Finance Reg 5.	Yes	Dacre Alcock
67	FM Reg 6	Has the local government ensured that an employee to whom is delegated responsibility for the day to day accounting or financial management operations of a local government is not also delegated the responsibility for conducting an internal audit or reviewing the discharge of duties by that employee.	Yes	Dacre Alcock
68	FM Reg 8	Did the local government maintain a separate account with a bank or other financial institution for money to be held in a municipal fund, trust fund or reserve accounts.	Yes	Dacre Alcock
69	FM Reg 9	On all occasions have separate financial records been kept for each trading undertaking and each major land transaction.	Yes	Dacre Alcock
70	FM Reg 11(1)	Has the local government developed procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and other devices or methods by which goods, services, money or other benefits may be obtained.	Yes	Dacre Alcock
71	FM Reg 11(1)	Has the local government developed procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of petty cash systems.	Yes	Dacre Alcock

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72	FM Reg 11(2)	Has the local government developed procedures that ensure a determination is made that the debt was incurred by a person who was properly authorised, before any approval for payment of an account is made.	Yes	Dacre Alcock
73	FM Reg 11(2)	Has the local government developed procedures that ensure a determination is made that the goods or services to which each account relates were provided in a satisfactory condition or to a satisfactory standard, before payment of the account.	Yes	Dacre Alcock
74	FM Reg 12	Have payments from the Municipal or Trust fund been made under the appropriate delegated authority.	Yes	Dacre Alcock
75	FM Reg 12	When Council are presented with a list detailing the accounts to be paid, have payments from the Municipal or Trust fund been authorised in advance by resolution of Council.	Yes	Dacre Alcock
76	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting include the payee's name.	Yes	Dacre Alcock
77	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund, that were recorded in the minutes of the relevant meeting, include the amount of the payment.	Yes	Dacre Alcock
78	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting, include sufficient information to identify the transaction.	Yes	Dacre Alcock
79	FM Reg 13	Did the list of accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting, include the date of the meeting of Council.	Yes	Dacre Alcock
80	FM Reg 19	Do the internal control procedures over investments established and documented by the local government enable the identification of the nature and location of all investments.	Yes	Dacre Alcock
81	FM Reg 33A	Did the local government, between 1 January and 31 March 2007, carry out a review of its annual budget for the year ended 30 June 2007.	Yes	Dacre Alcock
82	FM Reg 55	Does the local government's rate record include all particulars set out in the FM Regulations.	Yes	Dacre Alcock
83	FM Reg 56,57	Are the contents of the local government's rate notice in accordance with the FM Regulations.	Yes	Dacre Alcock
84	FM Reg 56,57	Are the contents of the local government's reminder notice for instalment payments in accordance with the FM Regulations.	Yes	Dacre Alcock
85	FM Reg 68	Was the maximum rate of interest imposed 5.5% as prescribed under section 6.45(3).	Yes	Dacre Alcock

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86	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	Dacre Alcock
87	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A	Dacre Alcock
88	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Dacre Alcock
89	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes	Dacre Alcock
90	s7.3	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	Dacre Alcock
91	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2007 received by the local government within 30 days of completion of the audit.	Yes	Dacre Alcock
92	s7.9(1)	Was the Auditor's report for 2006/2007 received by the local government by 31 December 2007.	Yes	Dacre Alcock
93	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken by the local government, was that action undertaken.	Yes	Dacre Alcock
94	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	Yes	Dacre Alcock
95	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	Yes	Dacre Alcock
96	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes	Dacre Alcock
97	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes	Dacre Alcock
98	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes	Dacre Alcock
99	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes	Dacre Alcock
100	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	No	Dacre Alcock

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Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	Yes		Dacre Alcock
2	s5.36(4) s5.37(3)	Were all vacancies for the position of CEO and for designated senior employees advertised.	Yes		Dacre Alcock
3	s5.36(4) s5.37(3) Admin Reg 18A(1)	Did the local government advertise for the position of CEO and for designated senior employees in a newspaper circulated generally throughout the State.	Yes		Dacre Alcock
4	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the remuneration and benefits offered.	Yes		Dacre Alcock
5	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the place where applications for the position were to be submitted.	Yes		Dacre Alcock
6	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees detail the date and time for closing of applications.	Yes		Dacre Alcock
7	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees indicate the duration of the proposed contract.	Yes		Dacre Alcock
8	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees provide contact details of a person to contact for further information.	Yes		Dacre Alcock
9	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Dacre Alcock
10	s5.38	Was the performance of each employee, employed for a term of more than one year, (including the CEO and each senior employee), reviewed within the most recently completed 12 months of their term of employment.	Yes		Dacre Alcock
11	Admin Reg 18D	Where Council considered the CEO's performance review did it decide to accept the review with or without modification (if Council did not accept the review, the preferred answer is N/A & refer Q12).	Yes		Dacre Alcock
12	Admin Reg 18D	Where the Council considered the CEO's performance review, but decided not to accept the review, did it decide to reject the review (if Council accepted the review, the preferred answer is N/A refer Q11).	N/A		Dacre Alcock
13	s5.39	During the period covered by this Return, were written performance based contracts in place for the CEO and all designated senior employees who were employed since 1 July 1996.	Yes		Dacre Alcock

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14	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date. This amount is the lesser of the value of one year's remuneration under the contract.	Yes		Dacre Alcock
15	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date and this amount is the lesser of the value of the remuneration they would be entitled to had the contract not been terminated.	Yes		Dacre Alcock
16	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the circumstances in which council would pay an additional amount to that which the employee is entitled under a contract or award.	Yes		Dacre Alcock
17	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the manner of assessment of an additional amount.	N/A		Dacre Alcock
18	s5.50(2)	Did the local government give public notice on all occasions where council made a payment that was more than the additional amount set out in its policy.	N/A		Dacre Alcock
19	S5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of employees of the local government entitled to an annual salary of \$100,000 or more.	Yes		Dacre Alcock
20	S5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of those employees with an annual salary entitlement that falls within each band of \$10,000 and over \$100,000.	Yes		Dacre Alcock
21	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	Yes		Dacre Alcock
22	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	Yes		Dacre Alcock
23	Admin Reg 33	Was the allowance paid to the mayor or president for the purposes of s5.98(5) within the prescribed range.	N/A		Dacre Alcock

Local Government Grants Commission

No	Reference	Question	Response	Comments	Respondent
1	s12(4) Local Government Grants Act 1978	Did the local government supply to the Grants Commission such financial and other information as to its affairs as specified and required by the Commission.	Yes		Dacre Alcock

Local Laws

No	Reference	Question	Response	Comments	Respondent
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1	s3.12(2) F&G Reg 3	On each occasion that Council resolved to make a local law, did the person presiding at the Council meeting give notice of the purpose and effect of each proposed local law in the manner prescribed in Functions and General Regulation 3.	N/A	Council resolved to review all local laws at its September 2007 Ordinary Meeting and is currently undertaking the development of appropriate support documentation for this process.	Dacre Alcock
2	s3.12(3)(a)	On each occasion that Council proposed to make a local law, did the local government give Statewide and local public notice stating the purpose and effect of the proposed local law	N/A		Dacre Alcock
3	s3.12(3)(a)	Did the local government give Statewide and local public notice stating details of where a copy of the local law may be inspected or obtained.	N/A		Dacre Alcock
4	s3.12(3)(b)	On all occasions, as soon as a Statewide and local public notice was published, did the local government provide a copy of the proposed law, together with a copy of the notice, to the Minister for Local Government and Regional Development	N/A		Dacre Alcock
5	s3.12(3)(b)	On all occasions, as soon as a Statewide and local public notice was published, did the local government provide a copy of the proposed law, together with a copy of the notice where applicable, to the Minister who administers the Act under which the local law was made.	N/A		Dacre Alcock
6	s3.12(4)	Have all Council's resolutions to make local laws been by absolute majority.	N/A		Dacre Alcock
7	s3.12(4)	Have all Council's resolutions to make local laws been recorded as such in the minutes of the meeting.	N/A		Dacre Alcock
8	s3.12(5)	After making the local law, did the local government publish the local law in the Gazette.	N/A		Dacre Alcock
9	s3.12(5)	After making the local law, did the local government give a copy to the Minister for Local Government and Regional Development and where applicable to the Minister who administers the Act under which the local law was made.	N/A		Dacre Alcock
10	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice stating the title of the local law.	N/A		Dacre Alcock
11	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice summarising the purpose and effect of the local law and the day on which it came into operation.	N/A		Dacre Alcock
12	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice advising that copies of the local law may be inspected or obtained from its office.	N/A		Dacre Alcock

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13	s3.16(1)	Have all reviews of local laws under section 3.16(1) of the Act been carried out within a period of 8 years.	No	The Health Local Law is over 8 years since Gazettal.	Dacre Alcock
14	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice stating that it intended to review the local law.	N/A		Dacre Alcock
15	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice advising that a copy of the local law could be inspected or obtained at the place specified in the notice.	N/A		Dacre Alcock
16	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice detailing the closing date for submissions about the local law.	N/A		Dacre Alcock
17	s3.16(3)	Did the local government (after the last day for submissions) prepare a report of the review and have it submitted to Council.	N/A		Dacre Alcock
18	s3.16(4)	Was the decision to repeal or amend a local law determined by absolute majority on all occasions.	N/A		Dacre Alcock

Meeting Process					
No	Reference	Question	Response	Comments	Respondent
1	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council was it by Council resolution.	N/A		Dacre Alcock
2	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council, was it recorded in the minutes of the meeting at which the leave was granted.	N/A		Dacre Alcock
3	s2.25(3)	Where Council refused to grant leave to a member from attending 6 or less consecutive ordinary meetings of Council, was the reason for refusal recorded in the minutes of the meeting.	N/A		Dacre Alcock
4	s2.25(2)	Was Ministerial approval sought (on all occasions) before leave of absence was granted to an elected member in respect of more than 6 consecutive ordinary meetings of council.	N/A		Dacre Alcock
5	s5.4	On all occasions when the mayor or president called an ordinary or special meeting of Council, was it done by notice to the CEO setting out the date and purpose of the proposed meeting;	Yes		Dacre Alcock

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6	s5.5	On all occasions when councillors called an ordinary or special meeting of Council was it called by at least 1/3 (one third) of the councillors, by notice to the CEO setting out the date and purpose of the proposed meeting.	Yes	Dacre Alcock
7	s5.5(1)	Did the CEO give each council member at least 72 hours notice of the date, time, place and an agenda for each ordinary meeting of Council.	Yes	Dacre Alcock
8	s5.5(2)	Did the CEO give each council member notice before the meeting, of the date, time, place and purpose of each special meeting of Council.	Yes	Dacre Alcock
9	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member needed for a quorum at a Council meeting	N/A	Dacre Alcock
10	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member required for absolute majorities.	N/A	Dacre Alcock
11	s5.8	Did the local government ensure all Council committees (during the review period) were established by an absolute majority.	Yes	Dacre Alcock
12	s5.10(1)(a)	Did the local government ensure all members of Council committees, during the review period, were appointed by an absolute majority (other than those persons appointed in accordance with section 5.10 (1)(b)).	Yes	Dacre Alcock
13	s5.10(2)	Was each Council member given their entitlement during the review period, to be appointed as a committee member of at least one committee, as referred to in section 5.9(2)(a) & (b) of the Act.	Yes	Dacre Alcock
14	s5.12(1)	Were Presiding members of committees elected by the members of the committees (from amongst themselves) in accordance with Schedule 2.3, Division 1 of the Act.	Yes	Dacre Alcock
15	s5.12(2)	Were Deputy presiding members of committees elected by the members of the committee (from amongst themselves) in accordance with Schedule 2.3 Division 2 of the Act.	Yes	Dacre Alcock
16	s5.15	Where the local government reduced a quorum of a committee meeting, was the decision made by absolute majority on each occasion.	N/A	Dacre Alcock
17	s5.21 (4)	When requested by a member of Council or committee, did the person presiding at a meeting ensure an individual vote or the vote of all members present, were recorded in the minutes.	Yes	Dacre Alcock
18	s5.22(1)	Did the person presiding at a meeting of a Council or a committee ensure minutes were kept of the meeting's proceedings.	Yes	Dacre Alcock

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19	s5.22(2)(3)	Were the minutes of all Council and committee meetings submitted to the next ordinary meeting of Council or committee, as the case requires, for confirmation.	Yes	Dacre Alcock
20	s5.22(2)(3)	Were the minutes of all Council and committee meetings signed to certify their confirmation by the person presiding at the meeting at which the minutes of Council or committee were confirmed.	Yes	Dacre Alcock
21	s5.23 (1)	Were all council meetings open to members of the public (subject to section 5.23(2) of the Act).	Yes	Dacre Alcock
22	s5.23 (1)	Were all meetings of committees to which a power or duty had been delegated open to members of the public (subject to section 5.23(2) of the Act).	N/A	Dacre Alcock
23	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public, in accordance with the Act.	Yes	Dacre Alcock
24	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public recorded in the minutes of that meeting.	Yes	Dacre Alcock
25	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every ordinary meeting of Council.	Yes	Dacre Alcock
26	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every special meeting of Council.	Yes	Dacre Alcock
27	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every meeting of a committee to which the local government has delegated a power or duty.	N/A	Dacre Alcock
28	s5.27(2)	Was the annual general meeting of electors held within 56 days of the local government's acceptance of the annual report for the previous financial year.	Yes	Dacre Alcock
29	s5.29	Did the CEO convene all electors' meetings by giving at least 14 days local public notice and each Council member at least 14 days notice of the date, time, place and purpose of the meeting.	Yes	Dacre Alcock
30	s5.32	Did the CEO ensure the minutes of all electors' meetings were kept and made available for public inspection before the Council meeting at which decisions made at the electors' meeting were first considered.	Yes	Dacre Alcock
31	s5.33(1)	Were all decisions made at all electors' meetings considered at the next ordinary Council meeting, or, if not practicable, at the first ordinary Council meeting after that, or at a special meeting called for that purpose.	Yes	Dacre Alcock

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32	s5.33(2)	Were the reasons for Council decisions in response to decisions made at all electors' meetings recorded in the minutes of the appropriate Council meeting.	Yes	Dacre Alcock
33	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all token gifts received by Council members and employees.	Yes	Dacre Alcock
34	Admin Reg 8	Was a period of 30 minutes allowed from the advertised commencement time before any Council or committee was adjourned due to the lack of a quorum.	N/A	Dacre Alcock
35	Admin Reg 9	Was voting at Council or committee meetings conducted so that no vote was secret.	Yes	Dacre Alcock
36	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in the case where an attempt to revoke or change the decision had been made within the previous 3 months but failed, by an absolute majority.	Yes	Dacre Alcock
37	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in any other case, by at least one third of the number of officers of member (whether vacant or not) of the Council or committee.	Yes	Dacre Alcock
38	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made (in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority), by that kind of majority.	Yes	Dacre Alcock
39	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made in any other case, by an absolute majority.	Yes	Dacre Alcock
40	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include the names of members present at the meeting.	Yes	Dacre Alcock
41	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include where a member entered or left the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting.	Yes	Dacre Alcock
42	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each motion moved at the meeting, including details of the mover and outcome of the motion.	Yes	Dacre Alcock
43	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each decision made at the meeting.	Yes	Dacre Alcock
44	Admin Reg 11	Did the contents of the minutes of all Council or committee meetings include, where the decision was significantly different from written recommendation of a committee or officer, written reasons for varying that decision.	Yes	Dacre Alcock

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45	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include a summary of each question raised by members of the public and a summary of the response given.	Yes	Dacre Alcock
46	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include in relation to each disclosure made under sections 5.65 or 5.70, where the extent of the interest has been disclosed, the extent of the interest.	Yes	Dacre Alcock
47	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of ordinary Council meetings.	Yes	Dacre Alcock
48	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of those committee meetings that were required under the Act to be open to the public or that were proposed to be open to the public.	Yes	Dacre Alcock
49	Admin Reg 12(2)	Did the local government give local public notice of any changes to the dates, time or places referred to in the question above.	Yes	Dacre Alcock
50	Admin Reg 12(3)(4)	In the CEO's opinion, where it was practicable, were all special meetings of Council (that were open to members of the public) advertised via local public notice.	Yes	Dacre Alcock
51	Admin Reg 12(3)(4)	Did the notice referred to in the question above include details of the date, time, place and purpose of the special meeting.	Yes	Dacre Alcock
52	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all Council meetings within 10 business days after the Council meetings.	Yes	Dacre Alcock
53	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all committee meetings within 5 business days after the committee meetings.	Yes	Dacre Alcock
54	Admin Reg 14(1)(2)	Were notice papers, agenda and other documents relating to any Council or committee meeting, (other than those referred to in Admin Reg 14(2)) made available for public inspection.	Yes	Dacre Alcock
55	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (by means of audio, telephone or other instantaneous contact) as provided for in Administration Regulation 14A, did the Council approve of the arrangement by absolute majority.	N/A	Dacre Alcock
56	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (as provided for in Administration Regulation 14A) was the person in a suitable place as defined in Administration Regulation 14A(4)	N/A	Dacre Alcock

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Miscellaneous Provisions					
No	Reference	Question	Response	Comments	Respondent
1	s9.29(2)(b)	On all occasions, were those employees who represented the local government in court proceedings, appointed in writing by the CEO.	N/A		Dacre Alcock
2	s9.4	Has each person who received an unfavourable decision from Council, or from an employee of the local government exercising delegated authority, (that is appealable under Part 9 of the Act) been informed of his or her right to object and appeal against the decision.	Yes		Dacre Alcock
3	s9.6(5)	Did the local government ensure that the person who made the objection was given notice in writing of how it has been decided to dispose of the objection and the reasons why.	Yes		Dacre Alcock

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Dacre Alcock
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Dacre Alcock
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Dacre Alcock
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Dacre Alcock
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Dacre Alcock
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b)(c).	Yes		Dacre Alcock

Swimming Pools					
No	Reference	Question	Response	Comments	Respondent
1	s245A(5)(aa) LG (MiscProv) Act 1960	Have inspections of known private swimming pools, either been, or are proposed to be, carried out as required by section 245A(5)(aa) of the Local Government (Miscellaneous Provisions) Act 1960.	Yes		Dacre Alcock

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent

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1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	No	On one occasion tenders were not called where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Dacre Alcock
2	F&G Reg 11A(1)	Has the local government prepared and adopted a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less or worth \$100,000 or less.	Yes		Dacre Alcock
3	F&G Reg 11A(3)(a)	Did the purchasing policy that was prepared and adopted make provision in respect of the form of quotations acceptable.	Yes		Dacre Alcock
4	F&G Reg 11(3)(b)	Did the purchasing policy that was prepared and adopted make provision in respect of the recording and retention of written information, or documents for all quotations received and all purchases made.	Yes		Dacre Alcock
5	F&G Reg 12	Has the local government, as far as it is aware, only entered into a single contract rather than multiple contracts so as to avoid the requirements to call tenders in accordance with F&G Reg 11(1).	Yes		Dacre Alcock
6	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Dacre Alcock
7	F&G Reg 14(3)	Did all the local government's invitations to tender include a brief description of the goods and services required and contact details for a person from whom more detailed information could be obtained about the tender.	Yes		Dacre Alcock
8	F&G Reg 14(3)	Did all the local government's invitations to tender include information as to where and how tenders could be submitted.	Yes		Dacre Alcock
9	F&G Reg 14(3)	Did all the local government's invitations to tender include the date and time after which tenders would not be accepted.	Yes		Dacre Alcock
10	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers concerning detailed specifications of the goods or services required.	Yes		Dacre Alcock

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11	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers of the criteria for deciding which tender would be accepted.	Yes		Dacre Alcock
12	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers about whether or not the local government had decided to submit a tender.	No	This requirement was not specifically mentioned. Tenders were for the purchase of goods Council could not supply or the disposal of surplus property.	Dacre Alcock
13	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers on whether or not tenders were allowed to be submitted by facsimile or other electronic means and if so, how tenders were to be submitted.	Yes		Dacre Alcock
14	F&G Reg 14(3)(4)	Did the local government ensure all prospective tenderers had any other information that should be disclosed to those interested in submitting a tender.	Yes		Dacre Alcock
15	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Dacre Alcock
16	F&G Reg 15	Following the publication of the notice inviting tenders, did the local government allow a minimum of 14 days for tenders to be submitted.	Yes		Dacre Alcock
17	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) were held in safe custody.	Yes		Dacre Alcock
18	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) remained confidential.	Yes		Dacre Alcock
19	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were not opened, examined or assessed until after the time nominated for closure of tenders.	Yes		Dacre Alcock
20	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were opened by one or more employees of the local government or a person authorised by the CEO.	Yes		Dacre Alcock
21	F&G Reg 16 (3)(b)	Did the local government ensure members of the public were not excluded when tenders were opened.	Yes		Dacre Alcock
22	F&G Reg 16 (3)(c)	Did the local government record all details of the tender (except the consideration sought) in the tender register immediately after opening.	Yes		Dacre Alcock
23	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a brief description of the goods or services required.	Yes		Dacre Alcock

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24	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of the decision made to invite tenders and if applicable the decision to seek expressions of interest under Regulation 21(1).	Yes	Dacre Alcock
25	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of any notice by which expressions of interest from prospective tenderers were sought and any person who submitted an expression of interest.	N/A	Dacre Alcock
26	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) any list of acceptable tenderers that was prepared under regulation 23(4)	N/A	Dacre Alcock
27	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a copy of the notice of invitation to tender.	Yes	Dacre Alcock
28	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of each tenderer whose tender was opened.	Yes	Dacre Alcock
29	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of the successful tenderer.	Yes	Dacre Alcock
30	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the amount of consideration or the summary of the amount of the consideration sought in the accepted tender.	Yes	Dacre Alcock
31	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes	Dacre Alcock
32	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes	Dacre Alcock
33	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes	Dacre Alcock
34	F&G Reg 21(3)	On each occasion that the local government decided to invite prospective tenderers to submit an expression of interest for the supply of goods or services, did the local government issue a Statewide public notice.	N/A	Dacre Alcock
35	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include a brief description of the goods and services required.	N/A	Dacre Alcock
36	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include particulars of a person from whom more detailed information could be obtained.	N/A	Dacre Alcock

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37	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include information as to where and how expressions of interest could be submitted.	N/A	Dacre Alcock
38	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include the date and time after which expressions of interest would not be accepted.	N/A	Dacre Alcock
39	F&G Reg 22	Following the publication of the notice inviting expressions of interest, did the local government allow a minimum of 14 days for the submission of expressions of interest.	N/A	Dacre Alcock
40	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A	Dacre Alcock
41	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A	Dacre Alcock
42	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A	Dacre Alcock
43	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government prepare a proposed regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	Dacre Alcock
44	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government give Statewide public notice of its intention to have a regional price preference policy and include in that notice the region to which the policy is to relate (only if a policy had not been previously adopted by Council).	N/A	Dacre Alcock
45	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice details of where a complete copy of the proposed policy may be obtained (only if a policy had not been previously adopted by Council).	N/A	Dacre Alcock
46	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions (only if a policy had not been previously adopted by Council).	N/A	Dacre Alcock
47	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice (only if a policy had not been previously adopted by Council).	N/A	Dacre Alcock

Mr Mark Hook, Chief Executive Officer, declared an Impartiality Interest in Item 10.1.2 being that he was involved in the drawing up of the Provision of Licensing Services Contract in his previous employment.

10.1.2 PROVISION OF LICENSING SERVICES – SHIRE OF COOROW

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	4 February 2008
FILE	D1 Dept. Planning and Infrastructure – Licensing etc

SUMMARY:

Council is to consider entering into a has been forwarded the new contracts for the Provision of On-Line Licensing Services at for the Leeman and Coorow Administration Centres with the Department for Planning and Infrastructure (DPI). Council needs to authorise the signing of the contracts by the Chief Executive Officer.

BACKGROUND:

Council has received the final version of the ‘Contract for the Provision of Licensing Services’ from the Department for Planning and Infrastructure (DPI). This contract incorporates the views of a wide range of stakeholders including those presented by Local Governments and the Western Australian Local Government Association (WALGA). Specific provisions which are unique to the Shire of Coorow have been incorporated into the contract.

This is the Licensing Contract to replace the existing ‘Provision of an On-line Licensing and Registration Service’ Contract between local government agencies and DPI. DPI has been developing the new contract for local government agencies in consultation with WALGA for some 5-6 years.

COMMENT:

The current contract for the ‘Provision of On-Line Licensing and Registration Service’ between the Shire of Coorow and the DPI was received in mid-December, during a transition between Chief Executive Officers, was also lost in transit and the previous contract expired on 3 February 2008, Council staff have successfully applied for an extension of the current contract until the .

DPI have offered a contract extension to 29 February 2008. The contract extension will apply all terms and conditions of the current contract (including contract variations).

It is envisaged that this extension will allow sufficient time for the Shire of Coorow to finalise the review and sign off on the new contract document. DPI’s receipt of the ‘Contract for the Provision of Licensing Services’ will indicate the changeover of the new contract.

The CEO, having drawn up the contract in his previous employment with the WALGA, is satisfied that the ‘Provision of Licensing Services’ contract will be

beneficial to Council in providing an ongoing licensing service to the communities of Coorow, Leeman and Green Head.

The new contract is for a period commencing 1 January 2008 to 31 December 2017 and has an increase on previous commissions of 27%..

STATUTORY ENVIRONMENT:

Local Government Act 1995 sec 5.92.

Access to information by council, committee members

- (2) Without limiting subsection (1), a council member can have access to —
- (a) all written contracts entered into by the local government; and
 - (b) all documents relating to written contracts proposed to be entered into by the local government.

STRATEGIC & FINANCIAL IMPLICATIONS:

Council provides the Licensing and Registration services on the basis of a community service to residents.

Council provides the Licensing and Registration services on the basis of a community service to residents. While Council's direct income received exceeds direct expenses, Council absorbs a significant amount of indirect expenses, particularly labour costs. The increasing complexity of the tasks requires considerable training expense for employees in Perth or Geraldton.

Increasingly the Licensing business transacted at Council offices is the more complicated tasks that often require extensive face to face contact with the customer. These tasks are the most costly in terms of Council resources. However the more simple transactions, such as renewals of vehicle registrations, that are least costly in terms of Council resources, are increasingly being done by other transaction methods including mail using credit cards and in the near future, payment via the internet.

The 'Provision of Licensing Services' contract has adjusted commission fees that are financially beneficial to Council.

POLICY IMPLICATIONS:

Nil complies with Council Policies.

FINANCIAL IMPLICATIONS:

While Council's direct income received exceeds direct expenses, Council absorbs a significant amount of indirect expenses, particularly labour costs. The increasing complexity of the tasks requires considerable training expense for employees in Perth or Geraldton.

Increasingly the Licensing business transacted at Council offices is the more complicated tasks that often require extensive face to face contact with the customer. These tasks are the most costly in terms of Council resources. However the more simple transactions, such as renewals of vehicle registrations, that are least costly in terms of Council resources, are increasingly being done by other transaction methods including mail using credit cards and in the near future, payment via the internet.

The 'Provision of Licensing Services' contract has adjusted commission fees that are financially beneficial to Council.

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council authorise the Chief Executive Officer to sign acceptance of the 'Provision of Licensing Services' Contract with the Department for Planning and Infrastructure.

RESOLUTION: **2008-006**

Moved: McDonald

Seconded: Waite

That Council authorise the Chief Executive Officer to sign the 'Provision of Licensing Services' Contract with the Department for Planning and Infrastructure.

CARRIED 7/0

10.1.3 SWIMMING POOL MANAGERS' QUALIFICATIONS REGULATIONS

AUTHOR Mark Hook
DISCLOSURE OF INTEREST Nil
DATE OF REPORT 5 February 2008
FILE

SUMMARY:

Council is to consider supporting the Shire of Goomalling. The Shire of Goomalling is seeking Council's support in voicing requesting the Council's Department of Health to recognise the Health (Swimming Pools) Regulations 1964 as adequate qualifications for previously qualified Swimming Pool Managers.

BACKGROUND:

In mid 2007 the Department of Health sent all Local Governments the Draft Health (Aquatic Facilities) Regulations 2006 for comment. This Draft, which came into effect in October 2007, states that existing qualified Swimming Pool Managers who gained their qualifications years ago under the old Health (Swimming Pools) Regulations 1964 will have to attend, retrain and qualify within 3 years to obtain the 'Leisure Institute of Western Australia (Aquatics) Accreditation'.

The Shire of Goomalling has written to Council seeking support in having the qualifications in the 1964 Regulations recognised as being adequate for existing personnel.

The Shire of Goomalling correspondence states in brief:

- Existing Pool Managers with the 1964 qualifications have a vast experience in running pools, many of them built 40-50 years ago;
- Shire of Goomalling observations over the past 3 years clearly show that new graduates do not know how old pools work as they are only trained in the modern facilities;
- Most of the 64 Managers are generally mature aged persons and to place the stress of requalifying on them, will cause them to "toss it in" and further exacerbate the skilled shortage of qualified staff in LGA's;
- New graduates are reluctant to come to the bush even if the salary reflects above basic rates.
- New graduates don't see it as a career path mainly because it is a seasonal job;
- Mature aged persons have better people skills. Many are locals and get involved in the community. i.e. swimming clubs;

- Once qualified and have attended workshops and conferences to build your competencies through continuous “professional development” and have been continually (seasonally) employed;
- It is apparent that the Royal Life Saving Association is the only one that puts a whole course of training together...AND they had a major input into developing the Code to which the new Regulations refer to.
- For many country Pool Managers, the expense of the course, accommodation, time away and travel costs may have to be borne by Council.
- Natural attrition will eventually see out those qualified under the old 1964 Regulations.

COMMENT:

Councils current Pool Manager, Matt Johnston, qualified as a Pool Manager in 1990 and in doing so, will now have to attend, retrain and qualify before October 2010 to obtain the Leisure Institute of Western Australia (Aquatics) Accreditation, after this time, his qualifications as Pool Manager under the 1964 Regulations will no longer be recognised.

STATUTORY ENVIRONMENT:

Health (Aquatic Facilities) Regulations 2006

STRATEGIC IMPLICATIONS:

LEADERSHIP

Achieve positive community outcomes within a financially responsible framework through a process of innovation, consultation and decisive leadership.

SERVICES

Ensure the community has access to quality facilities and services to allow a safe and vibrant lifestyle.

There is a current shortage of staff across the whole of Local Government employment areas and any new legislation that appears to make it harder to retain staff or that places extra burdens of Council staff should not be supported.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Unknown at this stage but there will be costs associated with the re-training of Council's staff to comply with the new regulations.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That the Shire of Coorow Council supports the Shire of Goomalling in requesting the Department of Health WA to recognise the Health (Swimming Pools) Regulations 1964 as adequate qualifications for previously qualified Swimming Pool Managers.

RESOLUTION: **2008-007**

Moved: George

Seconded: Waite

That Council supports the Shire of Goomalling in requesting the Department of Health WA to recognise the Health (Swimming Pools) Regulations 1964 as adequate qualifications for previously qualified Swimming Pool Managers.

CARRIED 7/0

10.1.4 LOCAL WELFARE EMERGENCY MANAGEMENT SUPPORT PLAN

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	5 February 2008
ATTACHMENT	10.1.4a Shire of Coorow Local Welfare Emergency Management Support Plan 10.1.4b Shire of Carnamah-Coorow Local Welfare Emergency Management Support Plan
FILE	

SUMMARY:

Council is to endorse the Local Welfare Emergency Management Support Plan.

BACKGROUND:

Recently Rowlands Consultants conducted Emergency Management Workshops in the Shire of Coorow to develop local emergency and recovery management arrangements in consultation with local Emergency Management teams, the Shire of Coorow and various Government officials.

Mr Phil Kuhne, District Emergency Services Officer with the Department for Child (DCP) Protection gave a presentation on the role of the DCP and emergency welfare support to communities affected by disasters.

Following on from this, Council has received a Draft Welfare Support Plan specific to the Shire of Coorow and one also for the Shire of Carnamah-Coorow encompassing Eneabba, Leeman and Green Head. These plans are included at Attachment 10.1.4a and 10.1.4b respectively.

COMMENT:

Council has the opportunity to comment on the plan before the plan is submitted to the Local Emergency Management Committee.

The authority to develop a local plan relies on the support of the Local Emergency Management Committee but will be maintained by the Department for Child Protection on their behalf.

In time the District Emergency Services Officer will visit with Council to survey what local services and facilities are available to utilise during an emergency. Where none exist, a reference will be made in the plan as to where services will be sourced from.

STATUTORY ENVIRONMENT:

Emergency Management Act 2005

36. Functions of local government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

STRATEGIC IMPLICATIONS:

Fits with the Shire of Coorow Strategic plan –

SERVICES

Ensure the community has access to quality facilities and services to allow a safe and vibrant lifestyle.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council:

- 1) 1. That Council adopt the Welfare Support Plan specific to the Shire of Coorow;
and
- 2) 2. That Council Adoptadopt the Welfare Support Plan for the Shire of Carnamah-Coorow encompassing Eneabba, Leeman and Green Head.

RESOLUTION: 2008-008

Moved: Williams

Seconded: Waite

That Council:

1. *adopt the Welfare Support Plan specific to the Shire of Coorow; and*

2. *adopt the Welfare Support Plan for the Shire of Carnamah and the Shire of Coorow encompassing Eneabba, Leeman and Green Head.*

CARRIED 7/0



Department for
Child Protection

SHIRE of COOROW
LOCAL WELFARE

EMERGENCY MANAGEMENT
SUPPORT PLAN

ISSUED BY
The Department for Child Protection,
Emergency Services Unit
On behalf of the
SHIRE of COOROW
Local Emergency Management Committee

FOREWARD

In accordance with the State's emergency management arrangements determined by the Government, this support plan has been produced by the Department for Child Protection (DCP) on behalf of the Shire of Coorow Local Emergency Management Committee.

One of the major requirements in an emergency is the provision of welfare services to those affected by the event. The services, likely to be needed, range from the provision of food and clothing to meeting the emotional and psychological needs as a result of the trauma suffered by the community. These services are an integral part of Emergency Management and need to be integrated with other services, including response services provided by the Hazard Management Agencies.

There needs to be a cooperative approach to planning for the delivery of these services following a major emergency with the overall aim of alleviating in the most humane way possible, the social disruption and effects brought about by such an event.

Services will need to be provided for those who have been displaced, disadvantaged, or had their lives and livelihood disrupted. This plan sets out the parameters to do that.

Overall responsibility for the management of welfare services during emergencies rests with the Department for Child Protection. Importantly, the Department recognises and supports a community centred approach. As such the Department will coordinate the resources detailed in this plan to support local emergency management arrangements.

Accordingly where a Local Government appoints its own "Local Welfare Liaison Officer", the Local Welfare Coordinator referred to in this plan will act as a support to that Officer and activate the Local Welfare Support Plan or components thereof as requested by the "Local Welfare Liaison Officer".

To assist the Department to deliver emergency welfare services, a number of organisations, both statutory and voluntary, have accepted specific tasks and responsibilities which are detailed in this plan.

Non statutory organisations assisting in the delivery of welfare services do so, on a voluntary basis. Their assistance and commitment towards the provision of these services is held in high regard by the Government. Without their participation, effective delivery of welfare services would be difficult to achieve.

GLOSSARY OF TERMS

COORDINATION - the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, human resources and equipment) in accordance with the requirements imposed by the threat or impact of an emergency.

EMERGENCY - an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

EMERGENCY COORDINATOR - that person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*. At the State level this is the Commissioner of Police. At the District level it is the District Police Officer. At the local level it is the Senior Police Officer responsible for the police sub-district.

HAZARD - a situation or condition with potential for loss or harm to the community or the environment.

HAZARD MANAGEMENT AGENCY - that organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.

REGISTRATION - The process of accurately recording on registration forms, appropriate details of all persons affected by an emergency who are temporarily in an Evacuation Centre.

WELFARE COORDINATOR - the nominated representative, of the Director General Department for Child Protection, with the responsibility to coordinate the welfare response during emergencies at the State and Local level.

EMERGENCY SERVICE COORDINATOR - an appointed officer of the Department for Child Protection, located in Perth, authorised to activate responses to emergency welfare situations, and approve emergency expenditure and utilisation of resources to meet those responses.

WELFARE COORDINATION CENTRE - centres established at the State and Local level by the Department for Child Protection from which the coordination of emergency welfare services during an emergency is carried out.

SUPPORT AGENCY - that organisation whose response in an emergency is to provide support functions under the State Welfare Support Plan

WELFARE CENTRE - any centre established to provide emergency welfare services to persons affected by an emergency. It may be an Evacuation centre, Accommodation Centre, or Relief/Recovery Centre eg. 'One Stop Shop'.

**TITLE PAGE
FOREWARD
GLOSSARY
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PART 1

INTRODUCTION

1.01 General

In emergency management terminology, Welfare is defined as providing immediate and ongoing supportive services to alleviate as far as practicable the effects on persons affected by an emergency.

This plan details policy and arrangements adopted by the Department for Child Protection to coordinate emergency welfare services in an emergency.

The provision of Welfare under this plan incorporates a range of services aimed at achieving the above within the Shire of Coorow.

The development of these emergency welfare services is based fundamentally on the utilisation of resources already existing within the community.

The plan aims to supplement the resources of the local community when required.

1.02 Aim

The aim of the Shire of Coorow Local Welfare Emergency Management Support Plan is to detail the management arrangements at the local level for the provision of emergency welfare services during emergencies.

1.03 Scope

This plan details policy and arrangements adopted by the Department for Child Protection to coordinate emergency welfare services in an emergency. It also details organisation and response arrangements.

The arrangements provide for both government and non-government organisations to operate in a cooperative and coordinated manner in accordance with agreed roles and responsibilities

Where Local Governments elect to nominate their own Welfare Coordinator or Welfare Liaison Officer the Local Welfare Coordinator referred to in this plan will have a support coordination role.

1.04 Objectives

The objectives of this Plan are to:

- a. prescribes the organisation, concepts, responsibilities, mechanisms and procedures for statutory and non statutory organisations involved in the delivery of emergency welfare services;
- b. establishes a basis for the provision and coordination of emergency welfare services and resources during emergencies;
- c. establish practice and principles for the coordination of emergency assistance and relief measures; and
- d. provides the basis for welfare planning at the local level.

1.05 Title

This plan shall be titled the Shire of Coorow Local Welfare Emergency Management Support Plan.

1.06 Related Documents

This plan is a “stand alone” document that may be activated to support any of the other hazard management plans. However it is required to mirror the arrangements as documented in the State Welfare Emergency Management Support Plan. The Other documents related to this plan are:

- a. State Registration and Inquiry Plan;
- b. State Recovery Emergency Management Plan and
- c. State Welfare Emergency Management Support Plan
- d. Shire of Coorow Emergency Management Arrangements

1.07 Authority and Planning Responsibility

The authority for this plan is the Shire of Coorow Local Emergency Management Committee. Responsibility for the development and maintenance of the plan is allocated to the Department for Child Protection.

PART 2

OPERATIONAL CONCEPT

2.01 Introduction

During response and recovery operations the concept of welfare support is to provide relief services to persons affected by the emergency by coordinating the welfare resources of Commonwealth, State and Local Government departments, together with the welfare resources of voluntary organisations and private industry, to meet the emergency welfare needs of the community.

2.02 Operational Concept

The emergency welfare operational concept is based on the following:

- a. The designation of a single specialist welfare organisation responsible for the management of the emergency welfare functions during emergencies. This agency is the Department for Child Protection.
- b. The management of emergency welfare services based on the daily administrative structure of the Department for Child Protection.
- c. The grouping of emergency welfare services into six functional areas.
- d. The allocation of responsibility for each functional area to a "functional" manager. Where this is not possible the Department for Child Protection shall make alternate arrangements.
- e. The provision of emergency welfare services shall be based on a staged response, ie local resources first, followed by State/Federal support.

2.03 Welfare Functional Areas

In an emergency the physical and psychological needs of those affected can be many and varied. The nature and scale of the emergency will determine the type of services required to meet those needs and the manner in which they should be delivered.

To assist in coordinating these services they have been grouped into the following six functional areas:

a. Emergency Accommodation

The provision of temporary shelter for persons rendered homeless, and where necessary, the allocation of more permanent accommodation.

Policy.

- (1) The provision of temporary shelter may take the form of a centre established and maintained to provide emergency welfare services to disaster affected persons. Such centres are termed Welfare Centres, and include Evacuation Centres, Relief/Recovery Centres (commonly referred to as 'one stop shop') and Accommodation Centres.
- (2) Centre locations are identified in this plan together with procedures for their activation and management. Their requirement, following an emergency, is determined by the Local Welfare Coordinator in consultation with the Emergency

SHIRE of COOROW LOCAL WELFARE EMERGENCY MANAGEMENT SUPPORT PLAN

Services Coordinator (DCP), upon request from the Emergency Coordinator (Police) and/or the Hazard Management Agency. They are established and managed by designated Centre Managers appointed by the Local Welfare Co-ordinator.

- (3) A resource list of facilities available for use as Welfare Centres is maintained by the Local Welfare Coordinator and is contained in Appendix 3

b. **Emergency Catering**

The establishment of an emergency catering service for those rendered homeless, evacuees, casualties and welfare workers.

Policy.

- (1) Depending on the numbers involved and the length of time for which catering is required, this may be met through any of the following:
 - a. voluntary groups e.g. The Salvation Army, Country Women's Association etc;
 - b. fast food outlets;
 - c. Meals-on-Wheels; or
 - d. Hospital/Hotel/Motel/Public Catering services.
- (2) Payment for food provided at designated centres will be met by the Department for Child Protection. Payment for food provided outside of these centres is subject to negotiation between the Department for Child Protection, the Emergency Coordinator and the relevant Hazard Management Agency.
- (3) Responsibility for provision of meals for non-welfare emergency workers is the responsibility of the Hazard Management Agency.
- (4) A resource list of catering agencies is maintained by the Local Welfare Coordinator and is contained in Appendix 4

c. **Emergency Clothing and Personal Requisites**

The provision of essential clothing and personal requisites, such as toiletry packs, to affected persons.

Policy.

- (1) This function includes the provision of basic necessities such as blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs etc.
- (2) Where possible new clothing or financial assistance for the purchase of new clothing will be provided to eligible persons as soon as practicable.
- (3) The Local Welfare Coordinator will maintain a list of retail outlets agreeing to participate in these arrangements and ensure that acceptable procedural matters have been established. A list of outlets is contained at Appendix 7

d. Personal Services

The provision of services including information, advice and counselling services, which ensure that affected persons receive the necessary personal support to cope with the affects of loss, stress, confusion, trauma and family disruption.

Policy

- (1) Department for Child Protection officers may need to work with a number of other specialist agencies in providing this service. This may include specialised counselling and psychiatric services, child care facilities and self help groups.
- (2) Information and advice services may cover such matters as relief measures, availability of grants and other forms of financial assistance, insurance, legal advice, health and safety, rebuilding, child care and financial counselling.
- (3) Local Welfare Coordinators will maintain a list of these agencies and establish procedural arrangements for their participation following major emergencies. A list of agencies is contained in Appendix 6

e. Registration and Inquiry

The implementation of a registration and inquiry system that provides for individuals to be traced, families reunited and inquiries answered.

Policy.

- (1) Policy governing the delivery of this function is detailed in the State Registration and Inquiry Plan.
- (2) Local Welfare Coordinators will be familiar with the arrangements in the plan and ensure that arrangements are put in place to meet their responsibilities.

f. Financial Assistance

The provision of financial assistance to those who are eligible and in need.

Policy

- (1) There are a number of financial assistance programs that may be put in place following a major emergency. The policy governing each program is determined by Government
- (2) Financial assistance may include:
 - (a) The Natural Disaster Relief Arrangements'(NDRA) Personal Hardship and Distress Relief Payments administered by Department for Child Protection:
 - Emergency Assistance
 - Temporary Living Expenses
 - Essential Household Contents Assistance and
 - Structural grants
 - (b) Centrelink's Disaster Relief Payments and Special Benefits categories;
 - (c) Department for Child Protection's Family Crisis Program and
 - (d) any other forms of emergency assistance available at the time.

PART 3

ORGANISATION AND RESPONSIBILITIES

3.01 General

The provision of emergency welfare services is based on the following:

- a. A Local Welfare Coordinator appointed at the Local level managing this responsibility;
- b. A Local Welfare Emergency Committee at the Local level assisting the Local Welfare Coordinator with their responsibilities;
- c. Organisations designated to manage each of the six welfare functional areas; and
- d. Other government and non-government agencies to support the Department for Child Protection in delivering emergency welfare services as needed.

3.02 Local Welfare Coordinator

- (1) Importantly, the Department for Child Protection recognises and supports a community centred approach. As such the Department will coordinate the resources detailed in this plan to support local emergency management arrangements. Accordingly where a Local Government appoints its own "Local Welfare Liaison Officer", the Local Welfare Coordinator referred to in this plan will act as a support to that Officer and activate the Local Welfare Support Plan or components thereof as requested by the "Local Welfare Liaison Officer".
- (2) The Local Welfare Coordinator shall be a nominated officer of The Department for Child Protection located in the Local Government Authority area. Where the Department for Child Protection is not located within a Local Government Authority area, the Department, in conjunction with the Local Emergency Management Committee will formally appoint a suitable person as the Local Welfare Coordinator. When the nominated Local Welfare Coordinator is not a Department for Child Protection Officer the nominated person will be clearly identified in the respective local emergency management arrangements.
- (3) The responsibilities of the Local Welfare Coordinator include the following:
 - (a) Maintaining liaison with the Emergency Services Coordinator, Department for Child Protection.
 - (b) Establish, chair and manage the activities of the Local Welfare Emergency Management Sub-Committee where established.
 - (c) Prepare, test and maintain the local Welfare Emergency Management Support plan ensuring congruency with the State Welfare Emergency Management Support Plan.
 - (d) Represent the Department for Child Protection and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
 - (e) Establish and maintain the Local Welfare Coordination Centre;
 - (f) Ensure personnel and organisations are trained and exercised in their welfare responsibilities; and
 - (g) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency.

SHIRE of COOROW LOCAL WELFARE EMERGENCY MANAGEMENT SUPPORT PLAN
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- (g) Represent the Department for Child Protection on the Incident Management Group when requested.
- (h) Notify the Emergency Services Coordinator, Department for Child Protection and the District Manager whenever this plan is activated.

3.03 Local Welfare Emergency Committees

This Committee has the following role, functions and composition:

a. **Role:**

To assist the Department for Child Protection manage emergency welfare services during major emergencies.

Depending on the size and characteristics of a local community, a Local Welfare Emergency Sub-Committee may or may not be required.

Where a Local Welfare Emergency Sub-Committee is not established the Local Welfare Coordinator shall take on all the functions of the committee.

b. **Functions**

- (1) Assist with the testing and maintenance of the Local Welfare Emergency Management Support Plan;
- (2) Provide advice and support to the Local Welfare Coordinator on all aspects of emergency welfare services during emergencies;
- (3) Provide a forum for discussing/resolving welfare issues during emergencies;
- (4) Review post response/recovery and/or exercise reports of emergencies involving welfare services with a view to amending arrangements in this plan; and
- (5) Make appropriate recommendations to the Local Welfare Coordinator to improve the local community's preparedness to cope with welfare emergencies.

c. **Composition**

The composition of the Local Welfare Emergency Committee is reflective of those agencies involved in welfare support and are present/active in the Local Emergency Management Committee area.

d. **Meetings**

The frequency of meetings shall be determined by the Chairperson with a minimum of two meetings per year. Executive/secretarial support shall be provided by the Department for Child Protection.

3.04 Assignment of Welfare Function Areas

Each of the six welfare functional areas shall be **managed** by the following organisations, who have accepted responsibility for that function:

- | | |
|-----------------------------|---|
| a. Emergency Accommodation | - Department for Child Protection |
| b. Emergency Catering | - |
| c. Emergency Clothing | - |
| d. Personal Services | - Department for Child Protection |
| e. Registration and Inquiry | - Department for Child Protection
- Australian Red Cross, WA |
| f. Financial Assistance | - Department for Child Protection |

Note: Those agencies are the function managers and are assisted by other agencies for example:

- | | |
|----------------------|---|
| Emergency Catering | - Country Women's Association |
| Personal Services | - Australian Red Cross,
- Salvation Army,
- St John Ambulance
- Centrelink |
| Financial Assistance | - Centrelink |

Where an organisation is unable to meet its responsibilities, the Department for Child Protection, upon being advised, will make alternative arrangements.

The arrangements for the management of each function are detailed in the organisation's own plan. **See Appendix 1**

3.05 Welfare Centres

General

- a. Welfare Centres are part of the "Emergency Accommodation" function. They are established as emergency facilities from which shelter, food, clothing, financial assistance, registration, personal support and all other welfare services can be provided until alternative arrangements can be made.
- b. Welfare Centres may provide locations for Assembly, Evacuation, Accommodation and Relief and Recovery (eg. One-Stop-Shop). Welfare Centres may be established individually or in any combination. This will be arranged as required by the Local Welfare Coordinator.

Welfare Centre Facilities/Services.

- a. The Department for Child Protection is responsible for establishing and managing Welfare Centres to provide the following facilities and services as required by persons affected by an emergency.
 - (1) Administration
 - (2) Emergency Catering. **See Appendix 4**
 - (3) Emergency Clothing and Personal Requisites. **See Appendix 7**
 - (4) Financial Assistance

- (5) Personal Services. See **Appendix 6**
 - (6) Registration and Inquiry
 - (7) First Aid
 - (8) Emergency Accommodation. See **Appendix 5**
- b. These services are provided by the relevant responsible agencies listed at **Appendix 1** and are reflected in their individual organisational plans or in the case of Registration and Inquiry, the Registration and Inquiry Emergency Management Plan.

Welfare Centre Locations.

Local Welfare Centre locations are pre-determined by Local Welfare Coordinators in consultation with Local Government Authorities and Local Emergency Management Committees. During an event the Department for Child Protection will consult with the relevant Hazard Management Agency and then decide which centre/s will be opened according to the assessed welfare needs.

Centre locations are listed in **Appendix 3**

3.06 Resource Support

DCP has the primary responsibility for coordinating the provision of welfare resources. Requests for additional resource support where required should be made by the Local Welfare Coordinator to the relevant Hazard Management Agency or Local Emergency Coordinator (Police).

3.07 Communications

The provision of communication facilities between Welfare Centres and the Welfare Coordination Centre is the responsibility of the Department for Child Protection.

3.08 Public Information

The Hazard Management Agency is responsible for the provision and management of public information during emergencies (Refer to State Public Information Emergency Management Support Plan.)

The Department for Child Protection and other support agencies to this plan should only provide information to the public and the media on issues that are directly their responsibility. All other matters should be referred to the Hazard Management Agency.

PART 4

OPERATIONAL MATTERS

4.01 Control and Coordination

Overall control and coordination of the emergency welfare response rests with the Department for Child Protection through the Local Welfare Coordinator operating from designated Welfare Coordination Centres.

4.02 Welfare Coordination Centres

The Welfare Coordination Centre is the facility from which the welfare response to emergencies is coordinated and at which the Welfare Coordinator is located. The provision of such facilities, its staffing and operating procedures are the responsibility of the Department for Child Protection.

Local Welfare Coordination Centre.

The Local Welfare Coordination Centre is located at the ...*to be identified?*.....?

4.03 Support Agency Officers

During response and recovery activities, Support Agency Officers are provided by each of the participating organisations to assist the Local Welfare Coordinator in the management of the welfare response. These officers will need to be located at the Local Welfare Coordination Centre as required

Contact details of Support Agency officers and key personnel are at **Appendix 2.**

4.04 Activation

General

- a. The first indication that this support plan may need to be activated will come from one of three sources as follows:
 - (1) A Hazard Management Agency may identify the need to activate this support plan to help manage an emergency; or
 - (2) The Emergency Coordinator (Police); or
 - (3) From within the Department. The State or Local Welfare Coordinator or the Emergency Services Coordinator, may identify the need to activate this support plan.
- b. Regardless of who first identifies the need, the Hazard Management Agency and Local Welfare Coordinator shall confer and decide whether the support plan should be activated.
- c. The Local Welfare Coordinator will notify the Emergency Services Coordinator, Department for Child Protection, whenever this plan is activated or deactivated.

SHIRE of COOROW LOCAL WELFARE EMERGENCY MANAGEMENT SUPPORT PLAN

Warning

The warning that an emergency has or is likely to occur will be received by the Local Welfare Coordinator who will in turn warn the appropriate key personnel of participating organisations.

Stages of Activation

The Local Welfare Emergency Management Support Plan will normally be activated in stages. In an impact event these stages may be condensed with stages being activated concurrently.

a. Stage 1 - Alerting.

- (1) Participating organisations are alerted by the Local Welfare Coordinator.
- (2) Participating organisations alert their own personnel.
- (3) Additional information allowing organisations time to arrange preliminary preparations is provided.

b. Stage 2 - Standby.

- (1) Participating organisations are informed by the Local Welfare Coordinator.
- (2) Participating organisations inform their own personnel.
- (3) All participants maintain contact with the Local Welfare Coordinator.
- (4) Key personnel are briefed on action to be taken.
- (5) The Local Welfare Coordination Centre is prepared for activation.

c. Stage 3 - Call Out.

- (1) The Local Welfare Coordination Centre is activated.
- (2) Participating organisations are called out by the Local Welfare Coordinator and nominated Support Agency officers proceed to the Local Welfare Coordination Centre.
- (3) Welfare services are provided under the coordination of the Local Welfare Coordinator.

d. Stage 4 - Stand Down.

- (1) Participating organisations are informed of the stand down by the Local Welfare Coordinator.
- (2) Participating organisations stand down in accordance with relevant procedures for each organisation.
- (3) Organisations are to advise the Local Welfare Coordinator when stand down has been completed.
- (4) The Local Welfare Coordinator advises participating agencies of debriefing arrangements.
- (5) The Local Welfare Coordination Centre is closed down.
- (6) The Local Welfare Coordinator, conducts debrief, prepares and distributes Post-Emergency Report and ensures review of this plan by the Local Welfare Emergency Committee.

APPENDIX 1

ROLES AND FUNCTIONS **OF PARTICIPATING ORGANISATIONS AND SUPPORT AGENCIES**

- The provision of emergency welfare services requires the support of a number of statutory, private and voluntary organisations. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective organisations and the State Welfare Emergency Committee.
- At the Local level these responsibilities are varied to suit the capabilities and availability of welfare organisations and are reflected in this plan.
- The allocated responsibilities do not restrict one organisation from assisting another, regardless of its primary role.
- Should an organisation not be able to cope with its primary role, support with that role may be requested from the Local Welfare Coordinator.

1. DEPARTMENT FOR CHILD PROTECTION

a. **Role:**

To manage the emergency welfare response during emergencies.

b. **Functions:**

- (1) Appoint the Local Welfare Coordinators to support each Local Government Authority area;
- (2) Establish and manage the activities of the Local Welfare Emergency Committees, including the provision of a secretariat;
- (3) Provide, staff and operate Local Welfare Coordination Centres.
- (4) Coordinate all welfare resources utilised under this plan;
- (5) Coordinate the welfare functional areas of:
 - 1) Emergency accommodation including Welfare Centres;
 - 2) Personal Requisites;
 - 3) Personal Services;
 - 4) Financial Assistance;
 - 5) Registration and Inquiry; and
 - 6) Emergency Catering;

Note: The Department for Child Protection is responsible for these functions where no Support Agency assistance is available.

- (6). Provide representatives to the various emergency management committees and coordination groups as listed in this plan.

2. Australian Red Cross, Western Australia

a. Role:

- Assist with the welfare functional area of Registration and Inquiry.
- Assist with the welfare functional area of personal services.

b. Functions:

- (1) Provide a Support Agency Officer to the Local Welfare Coordination Centre;
- (2) Provide registration services at Local Welfare Centres;
- (3) Provide inquiry services at the State Inquiry Centre;
- (4) Assist with the provision of personal support services.

3. COUNTRY WOMEN'S ASSOCIATION

a. Role:

Assist with the welfare functional area of Emergency Catering

b. Functions:

- (1) Provide a Support Agency Officer to the Local Welfare Coordination Centre as required; and
- (2) Assist with the provision of emergency catering at the Local Welfare Centre.

4. CENTRELINK

a. Role:

Assist with the welfare functional area of Financial Assistance

Assist with the welfare functional area of Personal Services.

b. Functions:

- (1) Provide a Support Agency Officer to the Local Welfare Coordination Centre;
- (2) Provide financial assistance in accordance with their procedures
- (3) Provide support services or referral advice to appropriate agencies, as requested.
- (4) Assist with the provision of personal support services - counselling.

5. POLICE

a. Role:

Assist as required with the orderly management of the Welfare Centres and other functional areas.

b. Function:

Provide assistance as requested to ensure the orderly management and functioning of welfare centres and support.

6. FESA

a. ROLE:

Assist with logistical support as requested for the emergency welfare role.

b. Function:

(1) Provide logistical support when requested by the Local Welfare Coordinator.

(2) Provide a liaison officer to the welfare centre as required.

7. SHIRE OF COOROW

a. ROLE:

Assist in the identification of local government buildings as being suitable to establish a Welfare centre.

b. Function:

(1) Provide access to, and support the operation of, the identified emergency shelters.

(2) Provide a Liaison Officer to the Coorow Welfare Support Centre as required.

APPENDIX 2

KEY PERSONNEL AND CONTACT LIST

[illegible]

APPENDIX 3

WELFARE CENTRE LIST

NOTE: Please refer to the assessment sheet contained in the red emergency folder in the
????? Emergency Kit for specific details

FACILITY	ADDRESS	CONTACT	PHONE NUMBER

APPENDIX 4

EMERGENCY CATERING CONTACT LIST

Name	Address	Contact Details	After Hours Contact

APPENDIX 5

EMERGENCY ACCOMMODATION CONTACT LIST

APPENDIX 6

PERSONAL SERVICES CONTACT LIST

<i>Name</i>	<i>Service Type</i>	<i>Address</i>	<i>Contact Details</i>	<i>A/ H Contact</i>

APPENDIX 7

PERSONAL REQUISITES CONTACT LIST

<i>Name</i>	<i>Service Type</i>	<i>Address</i>	<i>Contact Details</i>	<i>A/H Contact</i>

RETAIL OUTLETS

Name	Address	Contact Details	After Hours Contact

APPENDIX 8

EMERGENCY KIT CONTENTS LIST

**SEE ATTACHED SHEETS IN THE GERALDTON
DCP RED EMERGENCY INFORMATION
FOLDER LOCATED WITHIN THE
EMERGENCY KIT**

APPENDIX 9

SUGGESTED SHOPPING LIST FOR WELFARE CENTRES

(Dependant on number of expected evacuees)

Tea Bags	500
Coffee	large tin
Milo	large tin
Sugar	2 kg
Long life Milk	10
Cordial 2 Litre	4
Biscuits	10 packets (family assorted)
Cup a soup	25 x 4 (assorted)
2 minute noodles	5 x 10 Packs
Crisp Bread	5 packets
Tinned fruit	6 x 8 packs
Bread	12 loaves assorted mix
Margarine	3kg tub
Vegemite	2arge jar
Jam	2arge jar
Cheese	4 x 24
Cold meat (beware cultural preferences)	Varied
Fruit	Varied
Cereals	15 x 8 pack individual serve
Bottled water	4 x 5 Ltr
Plastic plates/bowls	100 of each
Plastic Knives/Forks/Spoons	100pair
Detergent	2 litres
Toilet Paper	12 pack
Formula	1 tin of each
Disposable nappies	1 box Medium
Paper Towels	5 rolls
Sugarine	2
Disinfectant	1 bottle (large)
Garbage bags	2 packet
Toilet Soap	10 cakes
Tampons/Sanitary Napkins	1 packet of each
Wet Ones	4 packs
Tissues	6 boxes
Kitchen set	
Plastic Cups	200
Styrofoam Cups	200
Colouring in books	10
Pencils	15 sets
Books (reading)	
Games	4 assorted

APPENDIX 10

DCP LOCAL OFFICE PROCEDURES

1. Upon notification of an emergency and a request to provide welfare support obtain as much information as possible about the emergency from the caller i.e. location, services required, who is in charge, phone contacts, number of people involved, staging area and anything else that is relevant

2. Please notify the following in order if possible of the emergency:

- a. District Director – Lou Tatasciore – 0417 939 462**
- b. Team Leader – Keith Shaw – 0407 938 637**
- c. Emergency Services Unit – Duty Officer – 0418 943 835**
- d. DESO — 0429 102 148**

Have pen and paper ready for any instructions from the above. Advise the initial caller an estimated time of response.

3. Gather the Emergency Kit from the Carnarvon office and check the Emergency Plan in the Red Emergency Information Folder.

4. Check the contents of the Emergency Kit.

5. Ensure mobile phones and radios are on charge.

6. Ensure departmental vehicles are available and fuelled.

7. Check on staff whereabouts and availability to respond.

8. Take a copy of the shopping list for evacuation centres from the Emergency Plan and be prepared to purchase the items.

9. Prepare office for a staff briefing if required.

10. Depending on the emergency and if you are responding advise your family of the situation and make arrangements for your absence

11. Make a list of the personal effects you will need, to respond if it involves travel or a long period of time, i.e. mobile phone, personal requisites, water bottle, snack food, medicines.

12. Ensure arrangements are in place to cover for any important work, let your Team Leader know.

Make sure you fully understand what is required of you in responding to the emergency

APPENDIX 11

SEE ATTACHED MAPS IN EMERGENCY KIT ????



**Department for
Child Protection**

**SHIRE of CARNAMAH-
COOROW**

ENEABBA-LEEMAN-GREENHEAD

LOCAL WELFARE

**EMERGENCY MANAGEMENT
SUPPORT PLAN**

ISSUED BY
**The Department for Child Protection,
Emergency Services Unit
On behalf of the
SHIRE of CARNAMAH-COOROW
Local Emergency Management Committee**

FOREWARD

In accordance with the State's emergency management arrangements determined by the Government, this support plan has been produced by the Department for Child Protection (DCP) on behalf of the Shire of Carnamah-Coorow Local Emergency Management Committee's for the Eneabba, Leeman and Greenhead localities.

One of the major requirements in an emergency is the provision of welfare services to those affected by the event. The services, likely to be needed, range from the provision of food and clothing to meeting the emotional and psychological needs as a result of the trauma suffered by the community. These services are an integral part of Emergency Management and need to be integrated with other services, including response services provided by the Hazard Management Agencies.

There needs to be a cooperative approach to planning for the delivery of these services following a major emergency with the overall aim of alleviating in the most humane way possible, the social disruption and effects brought about by such an event.

Services will need to be provided for those who have been displaced, disadvantaged, or had their lives and livelihood disrupted. This plan sets out the parameters to do that.

Overall responsibility for the management of welfare services during emergencies rests with the Department for Child Protection. Importantly, the Department recognises and supports a community centred approach. As such the Department will coordinate the resources detailed in this plan to support local emergency management arrangements.

Accordingly where a Local Government appoints its own "Local Welfare Liaison Officer", the Local Welfare Coordinator referred to in this plan will act as a support to that Officer and activate the Local Welfare Support Plan or components thereof as requested by the "Local Welfare Liaison Officer".

To assist the Department to deliver emergency welfare services, a number of organisations, both statutory and voluntary, have accepted specific tasks and responsibilities which are detailed in this plan.

Non statutory organisations assisting in the delivery of welfare services do so, on a voluntary basis. Their assistance and commitment towards the provision of these services is held in high regard by the Government. Without their participation, effective delivery of welfare services would be difficult to achieve.

GLOSSARY OF TERMS

COORDINATION - the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, human resources and equipment) in accordance with the requirements imposed by the threat or impact of an emergency.

EMERGENCY - an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

EMERGENCY COORDINATOR - that person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*. At the State level this is the Commissioner of Police. At the District level it is the District Police Officer. At the local level it is the Senior Police Officer responsible for the police sub-district.

HAZARD - a situation or condition with potential for loss or harm to the community or the environment.

HAZARD MANAGEMENT AGENCY - that organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.

REGISTRATION - The process of accurately recording on registration forms, appropriate details of all persons affected by an emergency who are temporarily in an Evacuation Centre.

WELFARE COORDINATOR - the nominated representative, of the Director General Department for Child Protection, with the responsibility to coordinate the welfare response during emergencies at the State and Local level.

EMERGENCY SERVICE COORDINATOR - an appointed officer of the Department for Child Protection, located in Perth, authorised to activate responses to emergency welfare situations, and approve emergency expenditure and utilisation of resources to meet those responses.

WELFARE COORDINATION CENTRE - centres established at the State and Local level by the Department for Child Protection from which the coordination of emergency welfare services during an emergency is carried out.

SUPPORT AGENCY - that organisation whose response in an emergency is to provide support functions under the State Welfare Support Plan

WELFARE CENTRE - any centre established to provide emergency welfare services to persons affected by an emergency. It may be an Evacuation centre, Accommodation Centre, or Relief/Recovery Centre eg. 'One Stop Shop'.

TITLE PAGE

FOREWARD

GLOSSARY

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PART 1

INTRODUCTION

1.01 General

In emergency management terminology, Welfare is defined as providing immediate and ongoing supportive services to alleviate as far as practicable the effects on persons affected by an emergency.

This plan details policy and arrangements adopted by the Department for Child Protection to coordinate emergency welfare services in an emergency.

The provision of Welfare under this plan incorporates a range of services aimed at achieving the above within the Shire of Carnamah-Coorow for the Eneabba, Leeman and Greenhead localities.

The development of these emergency welfare services is based fundamentally on the utilisation of resources already existing within the community.

The plan aims to supplement the resources of the local community when required.

1.02 Aim

The aim of the Shire of Carnamah-Coorow: Eneabba-Leeman-Greenhead Local Welfare Emergency Management Support Plan is to detail the management arrangements at the local level for the provision of emergency welfare services during emergencies.

1.03 Scope

This plan details policy and arrangements adopted by the Department for Child Protection to coordinate emergency welfare services in an emergency. It also details organisation and response arrangements.

The arrangements provide for both government and non-government organisations to operate in a cooperative and coordinated manner in accordance with agreed roles and responsibilities.

Where Local Governments elect to nominate their own Welfare Coordinator or Welfare Liaison Officer the Local Welfare Coordinator referred to in this plan will have a support coordination role.

1.04 Objectives

The objectives of this Plan are to:

- a. prescribes the organisation, concepts, responsibilities, mechanisms and procedures for statutory and non statutory organisations involved in the delivery of emergency welfare services;
- b. establishes a basis for the provision and coordination of emergency welfare services and resources during emergencies;
- c. establish practice and principles for the coordination of emergency assistance and relief measures; and
- d. provides the basis for welfare planning at the local level.

1.05 Title

This plan shall be titled the Shire of Carnamah – Coorow (Eneabba-Leeman-Greenhead) Local Welfare Emergency Management Support Plan.

1.06 Related Documents

This plan is a “stand alone” document that may be activated to support any of the other hazard management plans. However it is required to mirror the arrangements as documented in the State Welfare Emergency Management Support Plan. The Other documents related to this plan are:

- a. State Registration and Inquiry Plan;
- b. State Recovery Emergency Management Plan and
- c. State Welfare Emergency Management Support Plan
- d. Shire of Carnamah-Coorow: Eneabba-Leeman-Greenhead Emergency Management Arrangements

1.07 Authority and Planning Responsibility

The authority for this plan is the Shire of Carnamah-Coorow: Eneabba-Leeman-Greenhead Local Emergency Management Committee.

Responsibility for the development and maintenance of the plan is allocated to the Department for Child Protection.

PART 2

OPERATIONAL CONCEPT

2.01 Introduction

During response and recovery operations the concept of welfare support is to provide relief services to persons affected by the emergency by coordinating the welfare resources of Commonwealth, State and Local Government departments, together with the welfare resources of voluntary organisations and private industry, to meet the emergency welfare needs of the community.

2.02 Operational Concept

The emergency welfare operational concept is based on the following:

- a. The designation of a single specialist welfare organisation responsible for the management of the emergency welfare functions during emergencies. This agency is the Department for Child Protection.
- b. The management of emergency welfare services based on the daily administrative structure of the Department for Child Protection.
- c. The grouping of emergency welfare services into six functional areas.
- d. The allocation of responsibility for each functional area to a "functional" manager. Where this is not possible the Department for Child Protection shall make alternate arrangements.
- e. The provision of emergency welfare services shall be based on a staged response, ie local resources first, followed by State/Federal support.

2.03 Welfare Functional Areas

In an emergency the physical and psychological needs of those affected can be many and varied. The nature and scale of the emergency will determine the type of services required to meet those needs and the manner in which they should be delivered.

To assist in coordinating these services they have been grouped into the following six functional areas:

a. Emergency Accommodation

The provision of temporary shelter for persons rendered homeless, and where necessary, the allocation of more permanent accommodation.

Policy.

- (1) The provision of temporary shelter may take the form of a centre established and maintained to provide emergency welfare services to disaster affected persons. Such centres are termed Welfare Centres, and include Evacuation Centres, Relief/Recovery Centres (commonly referred to as 'one stop shop') and Accommodation Centres.
- (2) Centre locations are identified in this plan together with procedures for their activation and management. Their requirement, following an emergency, is determined by the Local Welfare Coordinator in consultation with the Emergency

**SHIRE of CARNAMAH-COOROW: ENEABBA-LEEMAN-GREENHEAD LOCAL
WELFARE EMERGENCY MANAGEMENT SUPPORT PLAN**

Services Coordinator (DCP), upon request from the Emergency Coordinator (Police) and/or the Hazard Management Agency. They are established and managed by designated Centre Managers appointed by the Local Welfare Co-ordinator.

- (3) A resource list of facilities available for use as Welfare Centres is maintained by the Local Welfare Coordinator and is contained in Appendix 3

b. Emergency Catering

The establishment of an emergency catering service for those rendered homeless, evacuees, casualties and welfare workers.

Policy.

- (1) Depending on the numbers involved and the length of time for which catering is required, this may be met through any of the following:
- a. voluntary groups e.g. The Salvation Army, Country Women's Association etc;
 - b. fast food outlets;
 - c. Meals-on-Wheels; or
 - d. Hospital/Hotel/Motel/Public Catering services.
- (2) Payment for food provided at designated centres will be met by the Department for Child Protection. Payment for food provided outside of these centres is subject to negotiation between the Department for Child Protection, the Emergency Coordinator and the relevant Hazard Management Agency.
- (3) Responsibility for provision of meals for non-welfare emergency workers is the responsibility of the Hazard Management Agency.
- (4) A resource list of catering agencies is maintained by the Local Welfare Coordinator and is contained in Appendix 4

c. Emergency Clothing and Personal Requisites

The provision of essential clothing and personal requisites, such as toiletry packs, to affected persons.

Policy.

- (1) This function includes the provision of basic necessities such as blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs etc.
- (2) Where possible new clothing or financial assistance for the purchase of new clothing will be provided to eligible persons as soon as practicable.
- (3) The Local Welfare Coordinator will maintain a list of retail outlets agreeing to participate in these arrangements and ensure that acceptable procedural matters have been established. A list of outlets is contained at Appendix 7

d. Personal Services

The provision of services including information, advice and counselling services, which ensure that affected persons receive the necessary personal support to cope with the affects of loss, stress, confusion, trauma and family disruption.

Policy

- (1) Department for Child Protection officers may need to work with a number of other specialist agencies in providing this service. This may include specialised counselling and psychiatric services, child care facilities and self help groups.
- (2) Information and advice services may cover such matters as relief measures, availability of grants and other forms of financial assistance, insurance, legal advice, health and safety, rebuilding, child care and financial counselling.
- (3) Local Welfare Coordinators will maintain a list of these agencies and establish procedural arrangements for their participation following major emergencies. A list of agencies is contained in Appendix 6

e. Registration and Inquiry

The implementation of a registration and inquiry system that provides for individuals to be traced, families reunited and inquiries answered.

Policy.

- (1) Policy governing the delivery of this function is detailed in the State Registration and Inquiry Plan.
- (2) Local Welfare Coordinators will be familiar with the arrangements in the plan and ensure that arrangements are put in place to meet their responsibilities.

f. Financial Assistance

The provision of financial assistance to those who are eligible and in need.

Policy

- (1) There are a number of financial assistance programs that may be put in place following a major emergency. The policy governing each program is determined by Government
- (2) Financial assistance may include:
 - (a) The Natural Disaster Relief Arrangements'(NDRA) Personal Hardship and Distress Relief Payments administered by Department for Child Protection:
 - Emergency Assistance
 - Temporary Living Expenses
 - Essential Household Contents Assistance and
 - Structural grants
 - (b) Centrelink's Disaster Relief Payments and Special Benefits categories;
 - (c) Department for Child Protection's Family Crisis Program and
 - (d) any other forms of emergency assistance available at the time.

PART 3

ORGANISATION AND RESPONSIBILITIES

3.01 General

The provision of emergency welfare services is based on the following:

- a. A Local Welfare Coordinator appointed at the Local level managing this responsibility;
- b. A Local Welfare Emergency Committee at the Local level assisting the Local Welfare Coordinator with their responsibilities;
- c. Organisations designated to manage each of the six welfare functional areas; and
- d. Other government and non-government agencies to support the Department for Child Protection in delivering emergency welfare services as needed.

3.02 Local Welfare Coordinator

- (1) Importantly, the Department for Child Protection recognises and supports a community centred approach. As such the Department will coordinate the resources detailed in this plan to support local emergency management arrangements. Accordingly where a Local Government appoints its own "Local Welfare Liaison Officer", the Local Welfare Coordinator referred to in this plan will act as a support to that Officer and activate the Local Welfare Support Plan or components thereof as requested by the "Local Welfare Liaison Officer".
- (2) The Local Welfare Coordinator shall be a nominated officer of The Department for Child Protection located in the Local Government Authority area. Where the Department for Child Protection is not located within a Local Government Authority area, the Department, in conjunction with the Local Emergency Management Committee will formally appoint a suitable person as the Local Welfare Coordinator. When the nominated Local Welfare Coordinator is not a Department for Child Protection Officer the nominated person will be clearly identified in the respective local emergency management arrangements.
- (3) The responsibilities of the Local Welfare Coordinator include the following:
 - (a) Maintaining liaison with the Emergency Services Coordinator, Department for Child Protection.
 - (b) Establish, chair and manage the activities of the Local Welfare Emergency Management Sub-Committee where established.
 - (c) Prepare, test and maintain the local Welfare Emergency Management Support plan ensuring congruency with the State Welfare Emergency Management Support Plan.
 - (d) Represent the Department for Child Protection and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
 - (e) Establish and maintain the Local Welfare Coordination Centre;
 - (f) Ensure personnel and organisations are trained and exercised in their welfare responsibilities; and
 - (g) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency.

- (g) Represent the Department for Child Protection on the Incident Management Group when requested.
- (h) Notify the Emergency Services Coordinator, Department for Child Protection and the District Manager whenever this plan is activated.

3.03 Local Welfare Emergency Committees

This Committee has the following role, functions and composition:

a. **Role:**

To assist the Department for Child Protection manage emergency welfare services during major emergencies.

Depending on the size and characteristics of a local community, a Local Welfare Emergency Sub-Committee may or may not be required.

Where a Local Welfare Emergency Sub-Committee is not established the Local Welfare Coordinator shall take on all the functions of the committee.

b. **Functions**

- (1) Assist with the testing and maintenance of the Local Welfare Emergency Management Support Plan;
- (2) Provide advice and support to the Local Welfare Coordinator on all aspects of emergency welfare services during emergencies;
- (3) Provide a forum for discussing/resolving welfare issues during emergencies;
- (4) Review post response/recovery and/or exercise reports of emergencies involving welfare services with a view to amending arrangements in this plan; and
- (5) Make appropriate recommendations to the Local Welfare Coordinator to improve the local community's preparedness to cope with welfare emergencies.

c. **Composition**

The composition of the Local Welfare Emergency Committee is reflective of those agencies involved in welfare support and are present/active in the Local Emergency Management Committee area.

d. **Meetings**

The frequency of meetings shall be determined by the Chairperson with a minimum of two meetings per year. Executive/secretarial support shall be provided by the Department for Child Protection.

3.04 Assignment of Welfare Function Areas

Each of the six welfare functional areas shall be **managed** by the following organisations, who have accepted responsibility for that function:

- | | | |
|-----------------------------|---|---------------------------------|
| a. Emergency Accommodation | - | Department for Child Protection |
| b. Emergency Catering | - | |
| c. Emergency Clothing | - | |
| d. Personal Services | - | Department for Child Protection |
| e. Registration and Inquiry | - | Department for Child Protection |
| | - | Australian Red Cross, WA |
| f. Financial Assistance | - | Department for Child Protection |

Note: Those agencies are the function managers and are assisted by other agencies for example:

- | | | |
|----------------------|---|-----------------------------|
| Emergency Catering | - | Country Women's Association |
| Personal Services | - | Australian Red Cross, |
| | | - Salvation Army, |
| | | - St John Ambulance |
| | | - Centrelink |
| Financial Assistance | - | Centrelink |

Where an organisation is unable to meet its responsibilities, the Department for Child Protection, upon being advised, will make alternative arrangements.

The arrangements for the management of each function are detailed in the organisation's own plan. **See Appendix 1**

3.05 Welfare Centres

General

- a. Welfare Centres are part of the "Emergency Accommodation" function. They are established as emergency facilities from which shelter, food, clothing, financial assistance, registration, personal support and all other welfare services can be provided until alternative arrangements can be made.
- b. Welfare Centres may provide locations for Assembly, Evacuation, Accommodation and Relief and Recovery (eg. One-Stop-Shop). Welfare Centres may be established individually or in any combination. This will be arranged as required by the Local Welfare Coordinator.

Welfare Centre Facilities/Services.

- a. The Department for Child Protection is responsible for establishing and managing Welfare Centres to provide the following facilities and services as required by persons affected by an emergency.
 - (1) Administration
 - (2) Emergency Catering. **See Appendix 4**
 - (3) Emergency Clothing and Personal Requisites. **See Appendix 7**
 - (4) Financial Assistance

- (5) Personal Services. **See Appendix 6**
 - (6) Registration and Inquiry
 - (7) First Aid
 - (8) Emergency Accommodation. **See Appendix 5**
- b. These services are provided by the relevant responsible agencies listed at **Appendix 1** and are reflected in their individual organisational plans or in the case of Registration and Inquiry, the Registration and Inquiry Emergency Management Plan.

Welfare Centre Locations.

Local Welfare Centre locations are pre-determined by Local Welfare Coordinators in consultation with Local Government Authorities and Local Emergency Management Committees. During an event the Department for Child Protection will consult with the relevant Hazard Management Agency and then decide which centre/s will be opened according to the assessed welfare needs.

Centre locations are listed in **Appendix 3**

3.06 Resource Support

DCP has the primary responsibility for coordinating the provision of welfare resources. Requests for additional resource support where required should be made by the Local Welfare Coordinator to the relevant Hazard Management Agency or Local Emergency Coordinator (Police).

3.07 Communications

The provision of communication facilities between Welfare Centres and the Welfare Coordination Centre is the responsibility of the Department for Child Protection.

3.08 Public Information

The Hazard Management Agency is responsible for the provision and management of public information during emergencies (Refer to State Public Information Emergency Management Support Plan.)

The Department for Child Protection and other support agencies to this plan should only provide information to the public and the media on issues that are directly their responsibility. All other matters should be referred to the Hazard Management Agency.

PART 4

OPERATIONAL MATTERS

4.01 Control and Coordination

Overall control and coordination of the emergency welfare response rests with the Department for Child Protection through the Local Welfare Coordinator operating from designated Welfare Coordination Centres.

4.02 Welfare Coordination Centres

The Welfare Coordination Centre is the facility from which the welfare response to emergencies is coordinated and at which the Welfare Coordinator is located. The provision of such facilities, its staffing and operating procedures are the responsibility of the Department for Child Protection.

Local Welfare Coordination Centre.

The Local Welfare Coordination Centre is located at the *...to be identified?.....?*

4.03 Support Agency Officers

During response and recovery activities, Support Agency Officers are provided by each of the participating organisations to assist the Local Welfare Coordinator in the management of the welfare response. These officers will need to be located at the Local Welfare Coordination Centre as required.

Contact details of Support Agency officers and key personnel are at **Appendix 2.**

4.04 Activation

General

- a. The first indication that this support plan may need to be activated will come from one of three sources as follows:
 - (1) A Hazard Management Agency may identify the need to activate this support plan to help manage an emergency; or
 - (2) The Emergency Coordinator (Police); or
 - (3) From within the Department. The State or Local Welfare Coordinator or the Emergency Services Coordinator, may identify the need to activate this support plan.
- b. Regardless of who first identifies the need, the Hazard Management Agency and Local Welfare Coordinator shall confer and decide whether the support plan should be activated.
- c. The Local Welfare Coordinator will notify the Emergency Services Coordinator, Department for Child Protection, whenever this plan is activated or deactivated.

Warning

The warning that an emergency has or is likely to occur will be received by the Local Welfare Coordinator who will in turn warn the appropriate key personnel of participating organisations.

Stages of Activation

The Local Welfare Emergency Management Support Plan will normally be activated in stages. In an impact event these stages may be condensed with stages being activated concurrently.

a. Stage 1 - Alerting.

- (1) Participating organisations are alerted by the Local Welfare Coordinator.
- (2) Participating organisations alert their own personnel.
- (3) Additional information allowing organisations time to arrange preliminary preparations is provided.

b. Stage 2 - Standby.

- (1) Participating organisations are informed by the Local Welfare Coordinator.
- (2) Participating organisations inform their own personnel.
- (3) All participants maintain contact with the Local Welfare Coordinator.
- (4) Key personnel are briefed on action to be taken.
- (5) The Local Welfare Coordination Centre is prepared for activation.

c. Stage 3 - Call Out.

- (1) The Local Welfare Coordination Centre is activated.
- (2) Participating organisations are called out by the Local Welfare Coordinator and nominated Support Agency officers proceed to the Local Welfare Coordination Centre.
- (3) Welfare services are provided under the coordination of the Local Welfare Coordinator.

d. Stage 4 - Stand Down.

- (1) Participating organisations are informed of the stand down by the Local Welfare Coordinator.
- (2) Participating organisations stand down in accordance with relevant procedures for each organisation.
- (3) Organisations are to advise the Local Welfare Coordinator when stand down has been completed.
- (4) The Local Welfare Coordinator advises participating agencies of debriefing arrangements.
- (5) The Local Welfare Coordination Centre is closed down.
- (6) The Local Welfare Coordinator, conducts debrief, prepares and distributes Post-Emergency Report and ensures review of this plan by the Local Welfare Emergency Committee.

APPENDIX 1

ROLES AND FUNCTIONS **OF PARTICIPATING ORGANISATIONS AND SUPPORT AGENCIES**

- The provision of emergency welfare services requires the support of a number of statutory, private and voluntary organisations. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective organisations and the State Welfare Emergency Committee.
- At the Local level these responsibilities are varied to suit the capabilities and availability of welfare organisations and are reflected in this plan.
- The allocated responsibilities do not restrict one organisation from assisting another, regardless of its primary role.
- Should an organisation not be able to cope with its primary role, support with that role may be requested from the Local Welfare Coordinator.

1. DEPARTMENT FOR CHILD PROTECTION

a. Role:

To manage the emergency welfare response during emergencies.

b. Functions:

- (1) Appoint the Local Welfare Coordinators to support each Local Government Authority area;
- (2) Establish and manage the activities of the Local Welfare Emergency Committees, including the provision of a secretariat;
- (3) Provide, staff and operate Local Welfare Coordination Centres.
- (4) Coordinate all welfare resources utilised under this plan;
- (5) Coordinate the welfare functional areas of:

- 1) Emergency accommodation including Welfare Centres;
- 2) Personal Requisites;
- 3) Personal Services;
- 4) Financial Assistance;
- 5) Registration and Inquiry; and
- 6) Emergency Catering;

Note: The Department for Child Protection is responsible for these functions where no Support Agency assistance is available.

- (6). Provide representatives to the various emergency management committees and coordination groups as listed in this plan.

2. Australian Red Cross, Western Australia

a. Role:

- Assist with the welfare functional area of Registration and Inquiry.
- Assist with the welfare functional area of personal services.

b. Functions:

- (1) Provide a Support Agency Officer to the Local Welfare Coordination Centre;
- (2) Provide registration services at Local Welfare Centres;
- (3) Provide inquiry services at the State Inquiry Centre;
- (4) Assist with the provision of personal support services.

3. COUNTRY WOMEN'S ASSOCIATION

a. Role:

Assist with the welfare functional area of Emergency Catering

b. Functions:

- (1) Provide a Support Agency Officer to the Local Welfare Coordination Centre as required; and
- (2) Assist with the provision of emergency catering at the Local Welfare Centre.

4. CENTRELINK

a. Role:

Assist with the welfare functional area of Financial Assistance
Assist with the welfare functional area of Personal Services.

b. Functions:

- (1) Provide a Support Agency Officer to the Local Welfare Coordination Centre;
- (2) Provide financial assistance in accordance with their procedures
- (3) Provide support services or referral advice to appropriate agencies, as requested.
- (4) Assist with the provision of personal support services - counselling.

5. POLICE

a. Role:

Assist as required with the orderly management of the Welfare Centres and other functional areas.

b. Function:

Provide assistance as requested to ensure the orderly management and functioning of welfare centres and support.

6. FESA

a. ROLE:

Assist with logistical support as requested for the emergency welfare role.

b. Function:

(1) Provide logistical support when requested by the Local Welfare Coordinator.

(2) Provide a liaison officer to the welfare centre as required.

7. SHIRE OF CARNAMAH & COOROW

a. ROLE:

Assist in the identification of local government buildings as being suitable to establish a Welfare centre.

b. Function:

(1) Provide access to, and support the operation of, the identified emergency shelters.

(2) Provide a Liaison Officer to the Fneabba, Leeman or Greenhead Welfare Support Centre as required.

APPENDIX 2

KEY PERSONNEL AND CONTACT LIST

[illegible]

APPENDIX 3

WELFARE CENTRE LIST

NOTE: Please refer to the assessment sheet contained in the red emergency folder in the
'????' Emergency Kit for specific details

FACILITY	ADDRESS	CONTACT	PHONE NUMBER

APPENDIX 4

EMERGENCY CATERING CONTACT LIST

Name	Address	Contact Details	After Hours Contact

APPENDIX 5

EMERGENCY ACCOMMODATION CONTACT LIST

APPENDIX 6

PERSONAL SERVICES CONTACT LIST

<i>Name</i>	<i>Service Type</i>	<i>Address</i>	<i>Contact Details</i>	<i>A/ H Contact</i>

APPENDIX 7

PERSONAL REQUISITES CONTACT LIST

<i>Name</i>	<i>Service Type</i>	<i>Address</i>	<i>Contact Details</i>	<i>A/H Contact</i>

RETAIL OUTLETS

Name	Address	Contact Details	After Hours Contact

APPENDIX 8

EMERGENCY KIT CONTENTS LIST

**SEE ATTACHED SHEETS IN THE GERALDTON
DCP RED EMERGENCY INFORMATION
FOLDER LOCATED WITHIN THE
EMERGENCY KIT**

APPENDIX 9

SUGGESTED SHOPPING LIST FOR WELFARE CENTRES

(Dependant on number of expected evacuees)

Tea Bags	500
Coffee	large tin
Milo	large tin
Sugar	2 kg
Long life Milk	10
Cordial 2 Litre	4
Biscuits	10 packets (family assorted)
Cup a soup	25 x 4 (assorted)
2 minute noodles	5 x 10 Packs
Crisp Bread	5 packets
Tinned fruit	6 x 8 packs
Bread	12 loaves assorted mix
Margarine	3kg tub
Vegemite	2arge jar
Jam	2arge jar
Cheese	4 x 24
Cold meat (beware cultural preferences)	Varied
Fruit	Varied
Cereals	15 x 8 pack individual serve
Bottled water	4 x 5 Ltr
Plastic plates/bowls	100 of each
Plastic Knives/Forks/Spoons	100pair
Detergent	2 litres
Toilet Paper	12 pack
Formula	1 tin of each
Disposable nappies	1 box Medium
Paper Towels	5 rolls
Sugarine	2
Disinfectant	1 bottle (large)
Garbage bags	2 packet
Toilet Soap	10 cakes
Tampons/Sanitary Napkins	1 packet of each
Wet Ones	4 packs
Tissues	6 boxes
Kitchen set	
Plastic Cups	200
Styrofoam Cups	200
Colouring in books	10
Pencils	15 sets
Books (reading)	
Games	4 assorted

APPENDIX 10

DCP LOCAL OFFICE PROCEDURES

1. Upon notification of an emergency and a request to provide welfare support obtain as much information as possible about the emergency from the caller i.e. location, services required, who is in charge, phone contacts, number of people involved, staging area and anything else that is relevant

2. Please notify the following in order if possible of the emergency:

- a. District Director – Lou Tatasciore – 0417 939 462
- b. Team Leader – Keith Shaw – 0407 938 637
- c. Emergency Services Unit – Duty Officer – 0418 943 835
- d. DESO — 0429 102 148

Have pen and paper ready for any instructions from the above. Advise the initial caller an estimated time of response.

3. Gather the Emergency Kit from the Carnarvon office and check the Emergency Plan in the Red Emergency Information Folder.

4. Check the contents of the Emergency Kit.

5. Ensure mobile phones and radios are on charge.

6. Ensure departmental vehicles are available and fuelled.

7. Check on staff whereabouts and availability to respond.

8. Take a copy of the shopping list for evacuation centres from the Emergency Plan and be prepared to purchase the items.

9. Prepare office for a staff briefing if required.

10. Depending on the emergency and if you are responding advise your family of the situation and make arrangements for your absence

11. Make a list of the personal effects you will need, to respond if it involves travel or a long period of time, i.e. mobile phone, personal requisites, water bottle, snack food, medicines.

12. Ensure arrangements are in place to cover for any important work, let your Team Leader know.

Make sure you fully understand what is required of you in responding to the emergency

APPENDIX 11

SEE ATTACHED MAPS IN EMERGENCY KIT ????

10.1.5 MID WEST INFRASTRUCTURE ANALYSIS DRAFT REPORT

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	5 February 2008
ATTACHMENT	10.1.5 Mid West Infrastructure Draft Report
FILE	C8.1 Council General

SUMMARY:

Council has received the Mid West Infrastructure Analysis – Draft Report for comment

.

BACKGROUND:

The Department for Planning and Infrastructure (DPI) in partnership with GHD cConsultants has prepared a report on the infrastructure demands in the Mid West Region. This report has been done to inform the Government on developing an infrastructure strategy for the Mid West region based on major growth outcomes. This work will also assist service providers with their strategic planning priorities for the region.

COMMENT:

This report, as included as Attachment 10.1.5 in Councillor's Agenda package, highlights a number of important challenges confronting the Mid West region.

Some of the important challenges raised are:

- the uncertainty of whether new projects will eventuate;
- Finding Government/private sector solutions to infrastructure development;
- Avoiding delays in the implementation of major infrastructure projects ;
- understanding population trends and growth scenarios;
- land development considerations; and
- Level of social infrastructure to support future growth.

The report makes a number of recommendations and actions to move the infrastructure development in the Mid West Region forward.

The WAPC Infrastructure Co-ordinating cCommittee endorsed the following recommendations from the report:

1. request ICC member agencies to review the draft report and after comments to DPI prior to the next ICC meeting in February 2008
2. request member agencies to review draft report and provide an indication of costs and timing for the actions attributed to them prior to the next ICC meeting in February 2008
3. endorse the distribution of the draft Mid-West Infrastructure Analysis to stakeholders in the Mid-West including local governments, for comment and review; and

4. note that a final Mid – West Infrastructure Analysis will be presented to the ICC for final approval pending the receipt of comments from stakeholders in the Mid-West Region

The Department for Planning and Infrastructure invites comments from the Shire of Coorow Council on the contents of the document and suggestions for improvements.

As the time frame of forwarding comments by the 29 February 2008 is quite tight and due to the new CEO only arriving on the 28 January 2008 and has not had time to fully read and take in the report any comments from Council members would be appreciated.

STATUTORY ENVIRONMENT:

Western Australian Planning Commission

STRATEGIC IMPLICATIONS:

MayThe report may have major implications to the growth of the Mid-West Region.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That the Chief Executive Officer forward the appropriate comments to the Department for Planning and Infrastructure on the Mid-West Infrastructure Analysis Draft Report.

RESOLUTION: 2008-009

Moved: Waite

Seconded: Bothe

That the Chief Executive Officer forward the appropriate comments to the Department for Planning and Infrastructure on the Mid-West Infrastructure Analysis Draft Report.

CARRIED 7/0

10.1.6 ST JOHN AMBULANCE LEEMAN – UNDERCOVER TRAINING AREA

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	12 February 2008
FILE	A12.2 Ambulance Service - Coast

SUMMARY:

Council is to consider supporting the St Johns Ambulance Leeman Green Head Sub Centre application for a Federal Grant to construct an undercover training area adjoining the existing Ambulance centre in Leeman.

BACKGROUND:

Council has received the following request from the Leeman Greenhead Sub Centre of St John Ambulance:

The Leeman Greenhead Sub Centre of St John Ambulance wishes to construct an under cover training area attached to the existing building in Dee Street Leeman

The under cover will be hopefully funded through a federal grant that requires Council permission as part of the grant application process. Detailed plans will be provided for the structure in due course. At this stage it is proposed that the structure will be constructed of steel frame with colour bond roof/gutters and should be approximately 5'x 12'.

COMMENT:

As the Leeman Greenhead Sub Centre of St John Ambulance is only requesting approval as part of the grant application at this stage, building plans are not required.

However approval should be given on the basis that the building must comply with all of Council's building regulations and Town Planning Schemes and Policies.

STATUTORY ENVIRONMENT:

Building Codes of Australia

Local Government Act 1995

Shire of Coorow Town Planning Scheme and Policies.

STRATEGIC IMPLICATIONS:

Increased services to the Greenhead and Leeman Residents.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil as this project will be fully funded from federal grants.

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council advise the Leeman Green Head Sub Centre of St John Ambulance of:

1. Council's support in submitting a grant application for an undercover training area to be attached to the existing building in Dee St, Leeman; and
2. Council's requirement to submit appropriate building plans prior to any construction if the Federal Grant application is successful.

RESOLUTION: 2008-010

Moved: McTaggart **Seconded:** Waite

That Council advise the Leeman Green Head Sub Centre of St John Ambulance of:

1. *Council's support in principal when submitting a grant application for an undercover training area to be attached to the existing building in Dee St, Leeman; and*
2. *Council's requirement to submit appropriate building plans prior to any construction if the Federal Grant application is successful.*

CARRIED 7/0

**10.1.7 DETAILED AREA PLAN LOTS 58 & 59 THOMAS STREET
LEEMAN**

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	12 February 2008
ATTACHMENT	10.1.7a Detailed Area Plan Lots 58 and 59 Thomas Street Leeman 10.1.7b Artist Impression and Floor Plan for proposed residences
FILE	L58/159

SUMMARY:

Council is to consider approval of the LandCorp Detailed Area Plan (DAP) for Lots 58 and 59 Thomas Street, Leeman and to consider clearances for the subdivision.

BACKGROUND:

Council's Chief Executive Officer and Manager Works and Services met with Dr Ben Killigrew of LandCorp on site in Leeman to discuss the Detailed Area Plan (DAP) and the required clearances for the subdivision of Lots 58 and 59 Thomas Street, Leeman on 12 February.

It appears that the following are the remaining issues relating to the development:

1. Public Open Space (POS) cash in lieu contribution.
Valuations are being finalised by DP Valuations, followed by internal approval process at LandCorp, this process should take approximately a week.
2. Drainage headworks contribution to the Shire of Coorow for the agreed sum of \$37,191.
3. Approval of Detailed Area Plan.
This has involved a lot of communications between Rob Sklarski, Senior Planner, Koltasz Smith and the Shire of Coorow.

Landcorp are also currently putting in some landscaping and artwork which should be completed by the end of the month.

Council's Manager Community Development requested the contribution in lieu for drainage work for the subdivision.

COMMENT:

A copy of the DAP is included at Attachment 10.1.7a for Councillors information. The DAP covers Council's requirements and is ready for approval. It does appear however that the contribution to the drainage has been agreed to by Council's previous Manager Community Development and it appears that this information has not been discussed at Council level or with the Manager Works and Services (MWS).

During the onsite inspection the CEO and MWS are of the opinion that the contribution from Landcorp of \$37,191 is sufficient for Council to undertake the drainage as required, however it must be pointed out that it appears strange that this was not part of the original development construction works.

Included at Attachment 10.1.7b, are the artist drawings and floor plans of residences that could be placed on the lots as designed for information only for prospective purchasers to show how buildings will fit with in the allotted building envelopes.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Shire of Coorow Town Planning Scheme and Policies.

STRATEGIC IMPLICATIONS:

Release of residential land in Leeman.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Income of \$37,191 from Landcorp for contribution to drainage in the future. Council's Manager Works and Services is confident that Council can accommodate the required drainage for the agreed amount.

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council:

1. adopt the Detailed Area Plan as included at Attachment 10.1.7a for Lots 58 and 59 Thomas Street, Leeman;
2. delegate authority to the Chief Executive Officer to give clearances to the development on Lots 58 and 59 Thomas Street Leeman once an agreement is reached on the Public Open Space cash in lieu contribution
3. advise LandCorp that Council agrees to the contribution of \$37,191 for drainage Lots 58 and 59 Leeman as the LandCorp contribution towards the future drainage for these lots, and that Council will clear this requirement once an invoice has been raised.

RESOLUTION: **2008-011**

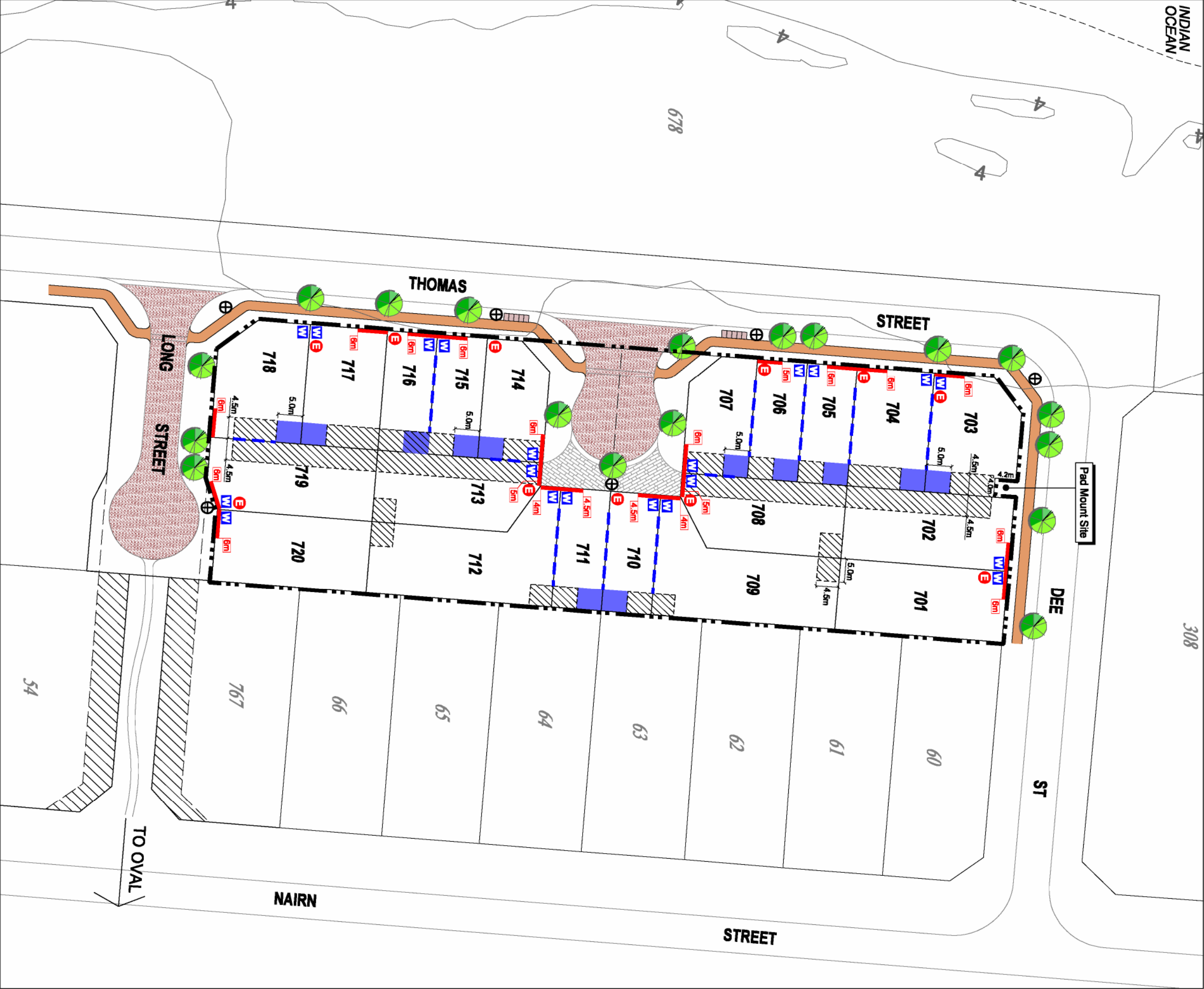
Moved: George

Seconded: Bothe

That Council:

1. *adopt the Detailed Area Plan as included at Attachment 10.1.7a for Lots 58 and 59 Thomas Street, Leeman;*
2. *delegate authority to the Chief Executive Officer to give clearances to the development on Lots 58 and 59 Thomas Street Leeman once an agreement is reached on the Public Open Space cash in lieu contribution*
3. *advise LandCorp that Council agrees to the contribution of \$37,191 for drainage Lots 58 and 59 Leeman as the LandCorp contribution towards the future drainage for these lots, and that Council will clear this requirement once an invoice has been raised.*

CARRIED 7/0



PLAN A

LEGEND

	Site Boundary		Zero Lot Line
	Private outdoor living area		Underground Power Pillar
	Two storey development exclusion zone		Water meters
	Bin Pad Location		Street lights
	Path Way		
	Notional tree planting		
	Crossover location and widths		

THIS DETAILED AREA PLAN HAS BEEN ADOPTED BY COUNCIL AND SIGNED BY THE PRINCIPAL PLANNER

PRINCIPAL PLANNER

DATE

DETAILED AREA PLAN - LOTS 58 & 59 THOMAS ST, LEEEMAN

NOTES

Plans data supplied by Valuer Corporation, (Proprietor MCA400)

Areas and dimensions shown are subject to final survey calculations.

All cartography are shown for illustrative purposes only and are subject to detailed engineering design.

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31 JAN 2008

2894-4-001a

REVISION

PLANNER

DRAWN

CLIENT

SCALE

DATE

PLAN NO

REVISION

PLANNER

DRAWN

141 Burnwood Road BURNSWOOD

P.O.Box 127 BURNSWOOD

Western Australia 6100

Tel: (08) 9486 2222

Fax: (08) 9486 2233

Email: perth@koltaszsmith.com.au

koltasz smith

TOWN PLANNING - PROJECT MANAGEMENT

URBAN DESIGN - DEVELOPMENT CONSULTING

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Aim

The primary aim of the DAP is to provide guidance in the design and construction of single residences, except on Lots 709 and 712, which will ensure the dwellings address and overlook local access roads, creating a high quality residential development.

General Requirements

All development is to be constructed having regard to the location of the following nominated design elements within the DAP:

- a) Water/Power service locations;
- b) Garages/carports;
- c) Outdoor living areas;
- d) Zero setback walls; and
- e) Two storey exclusion zones.

The provisions of the R-Codes shall prevail for other design elements not referred to within the DAP.

Minor variations to the DAP and the R-Codes may be approved by the Shire of Coonow. **Specific**

Design Elements

Housing Density

The Residential Density Code that applies to the DAP area is R50.

With the exception of Lots 709 and 712, grouped dwelling development is not endorsed by this DAP. However, the development of single dwellings is not precluded for Lots 709 or 712.

In the event that an application for approval to commence development is proposed for grouped dwelling development on Lots 701 – 704, 708, 713 and 717 to 720, a new DAP (hereinafter referred to as a Grouped Dwelling DAP) will need to be submitted to the Shire of Coorow for consideration and approval together with such an application for development approval.

Any Grouped Dwelling DAP will need to give consideration to a “development scheme” with adjoining lots to coordinate development around a shared (common property) access driveway rather than a single battle leg servicing each lot, and to preserve solar access to outdoor living areas. In the event that a Grouped Dwelling DAP is proposed for any of the following lots, the pairing of these lots would be desirable to facilitate the development of a shared access driveway: Lots 701 & 702, 703 & 704, 708 & 709, 712 & 713, 717 & 718, 719 & 720.

Streetscape

No fencing shall be permitted within 4.0 metres of the street boundary, except where front courtyard areas are nominated within the DAP. Where front courtyard areas are nominated, fencing shall not exceed 1.8 metres in height. Such fencing should be visually permeable and constructed of materials which a complimentary to the materials utilised in the construction of the residence. Front fencing shall be approved by the Shire of Coonow prior to installation.

Boundary Setbacks

For lots fronting Thomas Street, a minimum front boundary setback of 4.0 metres will apply to dwellings, and a minimum front boundary setback of 4.5 metres will apply to garages. Averaging will not be permitted to front setbacks for these lots.

Unless otherwise provided by the DAP, a minimum side boundary setback of 1.5 metres shall apply for all walls.

height of 6 metres.

Open Space

Outdoor living areas for both private open space and front courtyard areas are to be provided in the locations nominated in the DAP. The area comprised within the nominated front courtyard areas are to be provided in addition to the minimum outdoor living area space prescribed by the R-Codes.

Access and Car Parking

Garages/carports shall be provided in the location nominated in the DAP.

Large vehicles such as a caravans or boat trailers will need to be completely contained within the curtilage of each lot. PARKING OF BOAT TRAILERS OR CARAVANS WITHIN THE ABUTTING STREETS WILL NOT BE PERMITTED.

Building Height

Building heights shall be in accordance with the R-Codes, except where illustrated within the DAP. In these nominated areas, building heights will be restricted to single storey height limits as prescribed by the R-Codes to maximise solar access to outdoor living areas and habitable room windows.

Other Requirements

1. No second-hand transportable dwellings will be permitted.
2. Air Conditioners or cooling units must be screened from the street and positioned to minimise noise impacts in neighbouring residences. Roof mounted units must also be below the roof ridge and where possible be of similar colour to the roof.
2. Buildings are to be generally designed to complement existing development and enhance the overall streetscape.
3. The minimum area of dwellings is to be 100m² (measured from the exterior face of external walls), exclusive of carports, garages, verandas, and the like.
4. A Building Licence will not be issued for any outbuildings or ancillary structures until the main dwelling reached “lock-up” stage.
5. Dwellings on corner lots shall be designed to address both street frontages.
6. Dwellings entrances, letterboxes and garages/carports are to address the primary street.
7. A minimum roof pitch of 15 degrees shall apply to all dwellings.
8. All dwellings shall be constructed with eaves, verandas, or other architectural features which provide for an overhang for the purposes of thermal/energy efficiency i.e. development will not be permitted with flush eaves/fascias.
9. Ancillary structures, except for carports and garages shall not be visible from the street.
10. Side/rear fencing shall not exceed 1.8 metres in height, except where fencing abuts outdoor living areas, in which case fencing may be constructed to a maximum height of 2.4m providing that any portion of the fence above a height of 1.8 metres as measured from natural ground level is constructed of permeable lattice like material.
11. Water tanks, clothes drying areas and the like shall not be visible from the street.
12. Stormwater runoff from dwellings and paved areas shall be contained within the boundaries of each property.
13. Due to the DAP area being in close proximity to the coast, metallic building materials such as concrete reinforcement, wall framing, roof sheeting, fasteners etc will require higher standards of corrosion protection i.e. galvanising and the like.
14. Rubbish bins for Lots 707 - 714 are to be wheeled out to Thomas Street in the location illustrated in the DAP for Council collection.

DETAILED AREA PLAN - LOTS 58 & 59 THOMAS ST, LEEMAN

CLIENT	SCALE	DATE	PLAN No	REVISION	PLANNER	DRAWN
-	-	12 FEB 2008	2994-4-001b	b	R.S	M.H



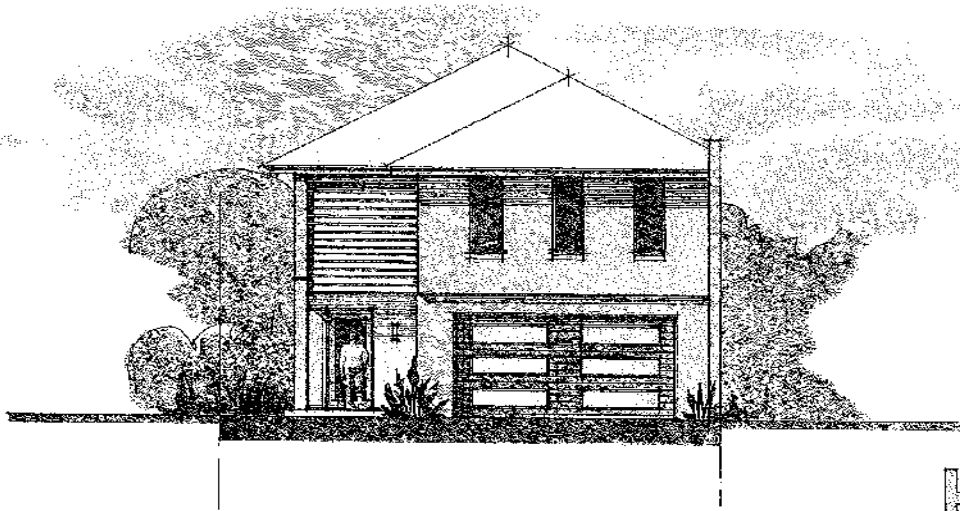
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P E R T H
141 Burnwood Road BURSWOOD
P.O.Box 127 BURSWOOD
Western Australia 6100
Tel. (08) 9498 2222
Fax. (08) 9498 2233
Email: perth@ksp.com.au

TOWN PLANNING • PROJECT MANAGEMENT
URBAN DESIGN • DEVELOPMENT CONSULTING

KOLTASZ
SMITH

Job No. R-10 2004



HOUSE A.



HOUSE D.

KOLTASZ
SMITH
ARCHITECTS
P.C.
JAN. 2004

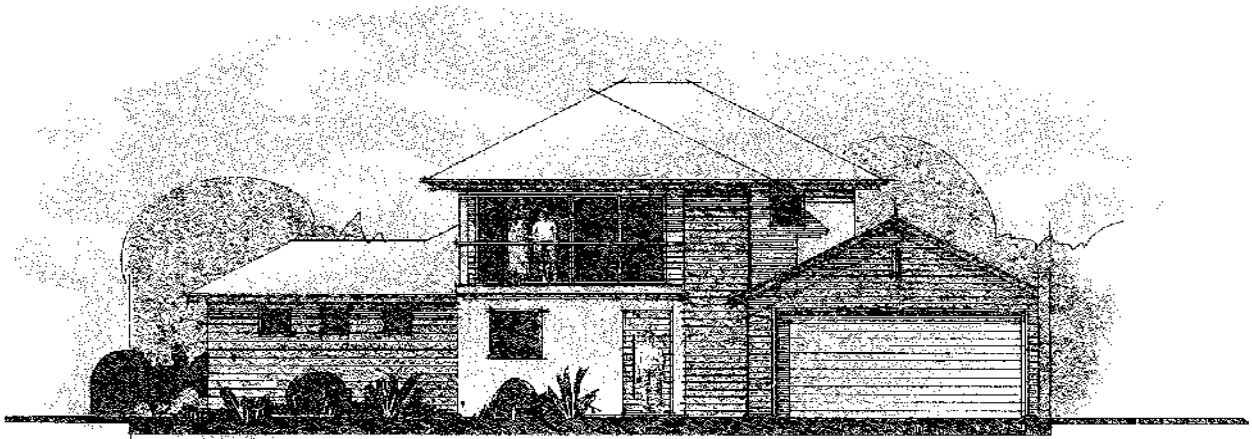


HOUSE G.



HOUSE J.

KOLTASZ
SMITH



HOUSE L1



HOUSE L2

10.2 MANAGER COMMUNITY DEVELOPMENT:

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

10.3 MANAGER WORKS AND SERVICES:

Nil. Nil.

10.4 MANAGER FINANCE AND ADMINISTRATION:

10.4.1 ACCOUNTS FOR PAYMENT

AUTHOR	Dacre Alcock
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	2 February 2008
ATTACHMENT	10.4.1 Accounts Due and Submitted To Council Meeting 20 February 2008

SUMMARY:

Council approval is required for payment of accounts made within the months of December 2007 and January 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 12 December 2007 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 20 February 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 subregulationsub regulation (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 20 February 2008 including :

(a) EFT766 to EFT568, Vouchers 17566, 17568 to 17588, 17591 to 17611, 17613 to 17615, 17617 to 17627, 18001 to 18003 DD220108 to DD310108, DD71041207 to DD72310108, PRES, MFA, CEO, MCD, MWS VISA CARDS Cards totalling \$675,135.07 from Council's Municipal Fund; and

(b) Vouchers to totalling \$ from Council's Trust Fund; be authorised and passed for payment.

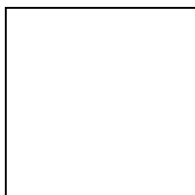
RESOLUTION: 2008-012

Moved: Waite

Seconded: Williams

That payments listed at Attachment 10.4.1 Accounts Due and Submitted to Council Meeting on 20 February 2008 including EFT766 to EFT568, Vouchers 17566, 17568 to 17588, 17591 to 17611, 17613 to 17615, 17617 to 17627, 18001 to 18003 DD220108 to DD310108, DD71041207 to DD72310108, PRES, MFA, CEO, MCD, MWS VISA Cards totalling \$675,135.07 from Council's Municipal Fund; be authorised and passed for payment.

CARRIED 7/0



Attachment 10.4.1

No.	NAME	DESCRIPTION	TRUST	MUNI	TOTAL
EFT766	AUSTRAL MERCANTILE COLLECTIONS PTY	LEGAL COSTS RATES COLLECTION		7.50	7.50
EFT767	CUNNINGHAMS AG SERVICES	DONATION SUNDOWNER		100.00	100.00
EFT768	ARROWSMITH COMPUTER COMPANY	TECHNICAL SUPPORT		30.00	30.00
EFT769	AUSTRALIA POST	POSTAGE		400.35	400.35
EFT770	ADAPT-A-LIFT	PARTS		54.44	54.44
EFT771	AVON WASTE	RUBBISH CHARGES NOV		9,686.24	9,686.24
EFT772	ATYEO'S ENVIRONMENTAL HEALTH SERV	EHO/BS DUTIES AT SHIRE		3,012.94	3,012.94
EFT773	BAY GLASS	GH COMM CENTRE NOTICE BOARD		53.00	53.00
EFT774	BINDOON TRACTORS	EQUIPMENT CHECK		34.10	34.10
EFT775	COOROW TELECENTRE	PROJECTOR HIRE		900.00	900.00
EFT776	COURIER AUSTRALIA	FREIGHT		82.07	82.07
EFT777	COVENTRY GROUP LTD	PARTS		208.09	208.09
EFT778	COOROW HIGHWAY STORE	REFRESHMENTS		95.20	95.20
EFT779	CUNNINGHAMS AG SERVICES	AIR FILTERS		707.00	707.00
EFT780	DRUMMOND JOE ELECTRICS	RETRIC PUMP REPAIRS		820.60	820.60
EFT781	FIRE & EMERGENCY SERVICES AUTH	ESL FOR NOV		4,360.32	4,360.32
EFT782	FAMILY SHOPPING CENTRE	GAS AND REFRESHMENTS		561.19	561.19
EFT783	FARMWORKS	RETICULATION		297.43	297.43
EFT784	GERALDTON TV & RADIO SERVICES	COMMUNICATIONS		2,083.98	2,083.98
EFT785	GH COUNTRY COURIERS	FREIGHT		55.84	55.84
EFT786	GREENWAY	PROTECTIVE CLOTHING		153.89	153.89
EFT787	HERSEY JR & A PTY LTD	PARTS		284.90	284.90
EFT788	IE & HR HUNT	ELECTRICITY		237.50	237.50
EFT789	LEEMAN HARDWARE	FENCING MATERIALS		1,873.04	1,873.04
EFT790	LAUNDY PLUMBING & GAS	COOROW TOWN PARK		190.85	190.85
EFT791	ML COMMUNICATIONS	PHONE RENTAL		321.25	321.25
EFT792	MIDALIA STEEL PTY LTD	PIPE		2,007.99	2,007.99
EFT793	NORTH MIDLANDS MOTORS	PARTS		10.00	10.00
EFT794	OFFICEWORKS BUSINESS DIRECT	STATIONARY		8.97	8.97
EFT795	PERRELLA AUTO ELECTRICS	PARTS		379.50	379.50
EFT796	POVERS RURAL TRADERS	MATERIALS		2,451.59	2,451.59
EFT797	PURCHER-INTERNATIONAL PTY LTD	PARTS		1,830.65	1,830.65
EFT798	REYNOLDS NW & S & SONS	TOOLS		1,150.53	1,150.53
EFT799	RUMBOLD FORD	NEW 2007 FORD RANGER		3,840.00	3,840.00
EFT800	SNAG ISLAND ROADHOUSE	POSTAGE -LEEMAN		11.50	11.50
EFT801	SUNNY SIGN COMPANY PTY LTD	SIGNS		1,678.60	1,678.60
EFT802	SEASIDE SUPPLIES	REFRESHMENTS		1,030.44	1,030.44
EFT803	STAR TRACK EXPRESS	FREIGHT		57.45	57.45
EFT804	RELIANCE PETROLEUM	FUEL		6,039.59	6,039.59
EFT805	STARICK TYRES	REPAIRS		395.73	395.73
EFT806	TOTAL EDEN	PARTS		744.98	744.98
EFT807	WESTRAC EQUIPMENT	PARTS		1,608.82	1,608.82
EFT808	WINCHESTER INDUSTRIES	CONCRETE		4,496.80	4,496.80
EFT809	W A TREASURY CORPORATION	Loans 79, 83 and 84		83,135.23	83,135.23
EFT810	ARROWSMITH COMPUTER COMPANY	OFFICE EXPENCE		299.90	299.90
EFT811	AUSTRALIA POST	POSTAGE CHARGES COOROW POST OFFICE		421.79	421.79
EFT812	AVON WASTE	AVON WASTE DISPOSAL		8,882.54	8,882.54
EFT813	BAY GLASS	REPLACEMENT OF WINDOW GREENHEAD		207.70	207.70
EFT814	BILL EXPRESS PTY LTD	BILL EXPRESS TRANSACTION FEES		170.26	170.26
EFT815	BOC GASES	GAS		155.87	155.87
EFT816	COOROW ROADHOUSE	FUEL AND DIESEL EXPENCES		385.16	385.16
EFT817	COURIER AUSTRALIA	COURIER CHARGES		70.77	70.77
EFT818	COVENTRY GROUP LTD	RAG LIGHT HEAVY 15 KG		420.94	420.94
EFT819	COOROW HIGHWAY STORE	EXPENCES COOROW SUNDOWNER		420.15	420.15
EFT820	CUNNINGHAMS AG SERVICES	PARTS, FILTERS, OIL		342.50	342.50
EFT821	CLARKSON FREIGHTLINES	FREIGHT		102.30	102.30
EFT822	COOROW HOTEL	LUNCHES		2,474.00	2,474.00
EFT823	DRUMMOND JOE ELECTRICS	INSPECTION MALEY PARK ELECTRICAL FAULT		653.40	653.40
EFT824	DAVE GOODBODY MAINTENANCE	REPAIRS TO COOROW CARAVAN PARK		244.20	244.20
EFT825	FORPARK AUSTRALIA	MORPHET PARK PLAYGROUND		387.20	387.20
EFT826	FAMILY SHOPPING CENTRE	SUPPLIES		1594.33	1594.33
EFT827	GREEN HEAD PLUMBING & GAS	MATAINENCE AND REPAIRS OF LEEMAN ABLUTION		735.57	735.57
EFT828	GH COUNTRY COURIERS	FREIGHT CHARGES		121.78	121.78
EFT829	GERALDTON LOCK & KEY SPECIALISTS	KEY CUTTING		376.75	376.75
EFT830	IT VISION	ANNUAL LICENCE FEE DOG CONTROL MODULE		1905.75	1905.75
EFT831	LEEMAN HARDWARE	FENCING MATERIALS, CONCRETE, HARDWARE		2324.45	2324.45
EFT832	LANDMARK	COASTAL RETICULATION		3035.65	3035.65

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No.	NAME	DESCRIPTION	TRUST	MUNI	TOTAL
EFT833	ML COMMUNICATIONS	TWO WAY RADIO SERVICE AND CHECK		1357.50	1357.50
EFT834	OFFICEWORKS BUSINESS DIRECT	OFFICE STATIONARY		4.95	4.95
EFT835	RELIANCE PETROLEUM	DIESEL		54799.70	54799.70
EFT836	PURCHER-INTERNATIONAL PTY LTD	AIR CLEANER ELEMENT		506.65	506.65
EFT837	PAPER PLUS OFFICE NATIONAL	OFFICE SUPPLIES STATIONARY		905.00	905.00
EFT838	PROCIFIC CORPORATION (EZ STREET)	ASPHALT		5860.80	5860.80
EFT839	RNR CONTRACTING PTY LTD	SUPPLY CUTBACK BITUMEN CW- GH ROAD		45656.88	45656.88
EFT840	RBC-RURAL	PHOTOCOPIER METERPLAN		401.42	401.42
EFT841	RICOH FINANCE	PHOTOCOPIER LEASE		968.77	968.77
EFT842	SHERIDANS FOR BADGES	COUNCILOR NAME PLATES		281.07	281.07
EFT843	SNAG ISLAND ROADHOUSE	LEEMAN POSTAGE		81.30	81.30
EFT844	SIGMA CHEMICALS	SUPPLIES FOR POOL		72.95	72.95
EFT846	SEASIDE SUPPLIES LEEMAN - CARTAGE	STREET MAINTAINENCE LEEMAN		56.31	56.31
EFT847	TUSS CONCRETE	DRAINAGE PITS ROWLANDS ROAD		13843.86	13843.86
EFT848	VISIMAX	RANGER EXPENCES		137.80	137.80
EFT849	WA LOCAL GOVERNMENT ASSOCIATION	MARKET FORCE ADVERTISING		5281.80	5281.80
EFT850	WALTONS STORES	PARTS AND FITTINGS		274.67	274.67
EFT851	WESTRAC EQUIPMENT	PARTS - ROD		70.72	70.72
EFT852	W A TREASURY CORPORATION	LOAN 77		14425.16	14425.16
EFT853	YOUNG MOTORS PTY LTD	HOLDEN BERLINA CHANGEOVER		22308.60	22308.60
EFT854	BLACKWOODS ATKINS	TONNER ALUMINIUM AND STRAP RATCHET		1483.32	1483.32
EFT855	BOC GASES	OXYGEN, ACETYLENE, AGROSHIELD		168.26	168.26
EFT856	BRIDGESTONE TYRE CENTRE	TYRES		746.00	746.00
EFT857	COURIER AUSTRALIA	FREIGHT		37.51	37.51
EFT858	COVENTRY GROUP LTD	LAMPS AND WIPERS		2603.51	2603.51
EFT859	COOROW HIGHWAY STORE	REFRESHMENTS SHIRE CHRISTMAS PARTY		347.42	347.42
EFT860	CJD EQUIPMENT PTY LTD	REPAIRS FOR VOLVO		1775.81	1775.81
EFT861	AC AUTO ELECTRICS	STOCKPILE GRAVEL FOR MAMBOOBIE AND CW-LA		24145.00	24145.00
EFT862	DRUMMOND JOE ELECTRICS	MALEY PARK REPAIRS TO POWER		1983.30	1983.30
EFT863	DAVE GOODBODY MAINTENANCE	MAINTAINENCE TO CEO HOUSE AND TELECENTRE		429.00	429.00
EFT864	GREEN HEAD PLUMBING & GAS	REPAIR TO SINK IN CEO'S OFFICE		595.38	595.38
EFT865	HERSEY JR & A PTY LTD	SAFETY WORK WEAR		333.14	333.14
EFT866	LEEMAN HOLIDAY UNITS	RENTAL LEEMAN HOLIDAY UNITS		460.00	460.00
EFT867	ML COMMUNICATIONS	PHONE RENTAL 1 - 31 JANUARY		642.50	642.50
EFT868	MOORA TOYOTA	CHANGEOVER OF VEHICLE		25866.00	25866.00
EFT869	MARTINS TRAILER PARTS PTY LTD	BRAKE KITS		385.49	385.49
EFT870	NUFAB INDUSTRIES PTY LTD	STEEL PLATE		37.95	37.95
EFT871	POVERS RURAL TRADERS	EZI WET 20KG TECH GRADE GRANULAR		3205.87	3205.87
EFT872	PAPER PLUS OFFICE NATIONAL	BINDING COVERS BINDING COVERS		22.60	22.60
EFT873	RBC-RURAL	PRIPORT INKPOINT JET		326.34	326.34
EFT874	RICOH FINANCE	PHOTOCOPIER LEASE		968.77	968.77
EFT875	SHIRE OF DANDARAGAN	DOCTOR SERVICES		3912.15	3912.15
EFT876	SFM ENGINEERING PTY LTD	SUSPENSION KIT AXEL HITCH		4345.00	4345.00
EFT877	STAR TRACK EXPRESS	FREIGHT		1816.10	1816.10
EFT878	RELIANCE PETROLEUM	COOLANT 20 LTR		91.98	91.98
EFT879	THREE SPRINGS SHIRE COUNCIL	REIMBURSTMENTS		952.35	952.35
EFT880	TUSS CONCRETE	PIPES		990.00	990.00
EFT881	WALTONS STORES	FILTERS AND ELEMENTS		302.50	302.50
EFT882	WESTRAC EQUIPMENT	WESTRAC		175.43	175.43
EFT883	WINCHESTER INDUSTRIES	25.15 TONN METAL DUST GREENHEAD YARD		1717.65	1717.65
EFT884	WURTH AUSTRALIA PTY LTD	RUST OFF PLUS		80.00	80.00
EFT885	YAKKA SOMERTON	BALANCE OWING AFTER CREDIT MEMO		9.24	9.24
17566	SHIRE OF COOROW	petty cash recoup		164.85	164.85
17568	AUSTRALIAN COMMUNICATIONS AUTH	BROADCAST LICENSING		68.00	68.00
17569	CONNY'S COMEDY COMPANY PTY LTD	CLOWN-CHRISTMAS PARTY		670.00	670.00
17570	COPE -JOHN	PAINT GAZEBO		132.00	132.00
17571	CHARLIES CONCRETING SERVICES	LAYING OF CONCRETE		660.00	660.00
17572	DECORIN PAINT CO	HALL PAINTING		6487.25	6487.25
17573	DIRECT PROPERTY VALUATIONS	VALUATION LOT 64		495.00	495.00
17574	GREEN HEAD SANDS	TIP WORK		1430.00	1430.00
17575	GREEN HEAD COMMUNITY CENTRE	POWER SUPPLIES		585.29	585.29
17576	CRM & BG MALEY	FREIGHT/CURTAIN REIMBURSEMENT		1063.30	1063.30
17577	NEAT N' TRIM UNIFORMS PTY LTD	UNIFORMS		104.00	104.00
17578	PARK MOTOR BODY BUILDERS	PARTS		308.00	308.00
17579	SYNERGY	STREET LIGHTS -249		1558.85	1558.85
17580	SHANE SMITH	HOUSE NUMBERING		255.00	255.00
17581	TELSTRA	PHONE USAGE		2002.38	2002.38

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No.	NAME	DESCRIPTION	TRUST	MUNI	TOTAL
17582	TAFEWA CY O'CONNOR	APPRENTICE BOOKS		481.64	481.64
17583	WATER CORPORATION	WATER CONSUMPTION		14058.15	14058.15
17584	SHIRE OF COOROW	LICENSE		145.85	145.85
17585	SHIRE OF COOROW	PETTY CASH LEEMAN		137.60	137.60
17586	SHIRE OF COOROW – LOTTO	PAYROLL DEDUCTIONS		390.00	390.00
17587	PAYROLL DEDUCTION – CSA	PAYROLL DEDUCTIONS		608.06	608.06
17588	PAYROLL DEDUCTION - SUPER	PAYROLL DEDUCTIONS		24210.28	24210.28
17591	BELMONT TOOL CENTRE	TOOL		164.70	164.70
17592	BUNNINGS BUILDING SUPPLIES PTY LTD	GIFT CARD VOUCHERS		769.00	769.00
17593	MARILYN ANNE BARKES	LOT FILE CONSULTANT		270.00	270.00
17594	CUSTOM QUIP ENGINEERING	WORK ON DOLLY		495.00	495.00
17595	CHAMPION BAY TROPHIES	HONOUR BOARD SIGNAGE		49.50	49.50
17596	DEPARTMENT OF TREASURY & FINANCE	RECOVERIES OF LOST BOOKS		28.75	28.75
17597	GREEN HEAD COMMUNITY CENTRE	CLEANING GHCC		100.00	100.00
17598	GIRANDO MJ	COUNCILLOR TRAVEL AND MEETING FEES		2982.33	2982.33
17599	LEEMAN SENIORS	FUEL AND BUS HIRE		630.85	630.85
17600	LANDGATE	VALUATION CHARGES		100.00	100.00
17601	MAJOR MOTORS PTY LTD	WHEEL DISC		850.19	850.19
17602	MOORA HEALTH CENTRE	PRE EMPLOYMENT MEDICAL		110.00	110.00
17603	NORTH MIDLANDS MEDICAL CENTRE	SURGERY EXPENCES		71.87	71.87
17604	ORICA AUSTRALIA PTY LTD	CHLORINE GAS		438.50	438.50
17605	RYLAN PTY LTD	ROAD KERBING		13764.30	13764.30
17606	SHIRE OF COOROW – LOTTO	PAYROLL DEDUCTIONS		170.00	170.00
17607	SYNERGY	STREETLIGHT ACCOUNT		1506.30	1506.30
17608	TELSTRA	TELSTRA		3189.85	3189.85
17609	THE RETURNED & SERVICES LEAGUE WA	LEST WE FORGET POPPIES		22.50	22.50
17610	WESTERN GREY	INSTALLATION OF RUBBISH GATES		115.50	115.50
17611	WATER CORPORATION	WATER		15202.15	15202.15
17613	AUSTRALIAN TAXATION OFFICE	DECEMBER BUSINESS ACTIVITY STATEMENT		32669.00	32669.00
17614	SHIRE OF COOROW	PLATE CHANGES		164.15	164.15
17615	PAYROLL DEDUCTION – CSA	Payroll deductions		304.03	304.03
17617	CHAMPION BAY TROPHIES	SIGNAGE		22.00	22.00
17618	COPE –JOHN	CASUAL WORK PAID		264.00	264.00
17619	GREEN HEAD CARAVAN PARK	ANNUAL CYLINDER RENTAL		90.00	90.00
17620	KLEENHEAT GAS	YEARLY FACILITY FEES		176.97	176.97
17621	LEEMAN TELECENTRE	DONATION TO COASTAL YOUTH CO-ORDINATOR		250.00	250.00
17622	MAIN ROADS WESTERN AUSTRALIA	PERMIT RENEWAL		50.00	50.00
17623	NOVUS GERALDTON	REPLACE WINDSCREEN ON NUMEROUS VEHICLES		2660.90	2660.90
17624	NEAT N' TRIM UNIFORMS PTY LTD	UNIFORMS E GLADMAN		1098.50	1098.50
17625	SYNERGY	POWER		2004.00	2004.00
17626	TELSTRA	TELSTRA		98.80	98.80
17627	WATER CORPORATION	WATER USAGE 106 LONG ST LEEMAN		159.65	159.65
18001	PAYROLL DEDUCTION – CSA	PAYROLL DEDUCTIONS		304.03	304.03
18002	SHIRE OF COOROW – LOTTO	PAYROLL DEDUCTIONS		190.00	190.00
18003	PAYROLL DEDUCTION – SUPER	PAYROLL DEDUCTIONS		25094.52	25094.52
220108	TRANSPORT DEPT OF	TRANS LICENSING		262.90	262.90
230108	TRANSPORT DEPT OF	TRANS LICENSING		130.60	130.60
240108	TRANSPORT DEPT OF	TRANS LICENSING		405.60	405.60
290108	TRANSPORT DEPT OF	TRANS LICENSING		2748.20	2748.20
300108	TRANSPORT DEPT OF	TRANS LICENSING		969.45	969.45
310108	TRANSPORT DEPT OF	TRANS LICENSING		461.00	461.00
71041207	TRANSPORT DEPT OF	TRANS LICENSING		769.45	769.45
71051207	TRANSPORT DEPT OF	TRANS LICENSING		318.25	318.25
71061207	TRANSPORT DEPT OF	TRANS LICENSING		101.80	101.80
71070108	TRANSPORT DEPT OF	TRANS LICENSING		1597.20	1597.20
71071207	TRANSPORT DEPT OF	TRANS LICENSING		399.60	399.60
71080108	TRANSPORT DEPT OF	TRANS LICENSING		792.95	792.95
71090108	TRANSPORT DEPT OF	TRANS LICENSING		262.60	262.60
71100108	TRANSPORT DEPT OF	TRANS LICENSING		952.50	952.50
71101207	TRANSPORT DEPT OF	TRANS LICENSING		1674.45	1674.45
71111207	TRANSPORT DEPT OF	TRANS LICENSING		801.55	801.55
71121207	TRANSPORT DEPT OF	TRANS LICENSING		1098.40	1098.40
71131207	TRANSPORT DEPT OF	TRANS LICENSING		617.00	617.00
71140108	TRANSPORT DEPT OF	TRANS LICENSING		604.95	604.95
71141207	TRANSPORT DEPT OF	TRANS LICENSING		2191.40	2191.40
71150108	TRANSPORT DEPT OF	TRANS LICENSING		116.00	116.00
71160108	TRANSPORT DEPT OF	TRANS LICENSING		1133.85	1133.85

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No.	NAME	DESCRIPTION	TRUST	MUNI	TOTAL
71170108	TRANSPORT DEPT OF	TRANS LICENSING		1075.80	1075.80
71171207	TRANSPORT DEPT OF	TRANS LICENSING		1899.90	1899.90
71180108	TRANSPORT DEPT OF	TRANS LICENSING		1020.75	1020.75
71181207	TRANSPORT DEPT OF	TRANS LICENSING		1323.95	1323.95
71191207	TRANSPORT DEPT OF	TRANS LICENSING		2104.30	2104.30
71201207	TRANSPORT DEPT OF	TRANS LICENSING		4017.25	4017.25
71210108	TRANSPORT DEPT OF	TRANS LICENSING		4935.95	4935.95
71211207	TRANSPORT DEPT OF	TRANS LICENSING		1698.95	1698.95
72020108	TRANSPORT DEPT OF	TRANS LICENSING		1753.15	1753.15
72030108	TRANSPORT DEPT OF	TRANS LICENSING		692.20	692.20
72031207	TRANSPORT DEPT OF	TRANS LICENSING		1397.50	1397.50
72040108	TRANSPORT DEPT OF	TRANS LICENSING		3091.95	3091.95
72041207	TRANSPORT DEPT OF	TRANS LICENSING		4479.55	4479.55
72041207	TRANSPORT DEPT OF	TRANS LICENSING		1970.65	1970.65
72051207	TRANSPORT DEPT OF	TRANS LICENSING		1083.70	1083.70
72061207	TRANSPORT DEPT OF	TRANS LICENSING		2836.90	2836.90
72070108	TRANSPORT DEPT OF	TRANS LICENSING		3278.75	3278.75
72071207	TRANSPORT DEPT OF	TRANS LICENSING		3560.65	3560.65
72080108	TRANSPORT DEPT OF	TRANS LICENSING		710.20	710.20
72090108	TRANSPORT DEPT OF	TRANS LICENSING		1697.55	1697.55
72100108	TRANSPORT DEPT OF	TRANS LICENSING		4580.90	4580.90
72110108	TRANSPORT DEPT OF	TRANS LICENSING		2190.95	2190.95
72140108	TRANSPORT DEPT OF	TRANS LICENSING		1505.05	1505.05
72150108	TRANSPORT DEPT OF	TRANS LICENSING		1100.65	1100.65
72160108	TRANSPORT DEPT OF	TRANS LICENSING		1172.50	1172.50
72170108	TRANSPORT DEPT OF	TRANS LICENSING		688.40	688.40
72180108	TRANSPORT DEPT OF	TRANS LICENSING		1686.50	1686.50
72210108	TRANSPORT DEPT OF	TRANS LICENSING		941.05	941.05
72211207	TRANSPORT DEPT OF	TRANS LICENSING		10824.40	10824.40
72220108	TRANSPORT DEPT OF	TRANS LICENSING		718.70	718.70
72230108	TRANSPORT DEPT OF	TRANS LICENSING		1205.75	1205.75
72240108	TRANSPORT DEPT OF	TRANS LICENSING		2540.80	2540.80
72250108	TRANSPORT DEPT OF	TRANS LICENSING		1179.20	1179.20
72290108	TRANSPORT DEPT OF	TRANS LICENSING		1784.20	1784.20
72300108	TRANSPORT DEPT OF	TRANS LICENSING		225.20	225.20
72310108	TRANSPORT DEPT OF	TRANS LICENSING		741.80	741.80
92311207	BANKWEST	CEO VISA		544.64	544.64
93311297	BANKWEST	MFA VISA CARD		1598.75	1598.75
94311207	BANKWEST	MCD VISA CARD		2612.03	2612.03
95311207	BANKWEST	MWS VISA CARD		132.43	132.43
		TOTAL	0.00	675,135.07	675,135.07

10.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – DECEMBER 2007

AUTHOR	Dacre Alcock
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	30 January 2008
ATTACHMENT	10.4.2 Statement of Financial Activity to 31 December 2007
FILE	F8.06 – 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 31 December 2007 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 subregulationsub regulation (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 subregulationsub regulation (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 31 December 2007.

RESOLUTION: 2008-013

Moved: McDonald **Seconded:** Williams

That Council accepts the Monthly Statement of Financial Activity as included at Attachment 10.4.2 for the period ended 31 December 2007.

CARRIED 7/0

10.4.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – JANUARY 2008

AUTHOR	Dacre Alcock
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	4 February 2008
ATTACHMENT	10.4.3 Statement of Financial Activity to 31 January 2008
FILE	F8.06 – 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 31 January 2008 is included at Attachment 10.4.3 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 sub regulation (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 subregulationsub regulation (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 10.4.3 for the period ended 31 January 2008.

RESOLUTION: 2008-014

Moved: *Bothe* **Seconded:** *George*

That Council accepts the Monthly Statement of Financial Activity as included at Attachment 10.4.3 for the period ended 31 January 2008.

CARRIED 7/0

10.4.4 POWER TO CLIFF PARK, GREEN HEAD

AUTHOR	Dacre Alcock
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	11 February 2008
FILE	R7.2 Reserves, Green Head

SUMMARY:

Council to consider installing power to Cliff Park, Green Head.

BACKGROUND:

Late last year a war memorial at Cliff Park, Green Head was erected. This development did not include the installation of power at Cliff Park.

The garden area has been redeveloped over the past few years and is not currently reticulated.

COMMENT:

There is no power at Cliff Park and for the park to be better utilised power will need to be installed. The installation of power would allow for the installation of lighting, reticulation, power points and an electric barbecue just to name a few. While no formal planning has taken place with the park I believe that these are the most immediate requirements.

A quote has been received from Western Power to extend power underneath Ocean View Drive to the corner of Cliff Park at a cost of \$8,250 (GST Inclusive). This quote expires 60 calendar days from the 19 December 2007. Council would be required to cut the road, dig the trench and reinstate bitumen at an internal cost of \$2,500.

Preliminary discussions with electrician Mr Joe Drummond and he has estimated a cost of \$7,000 for the installation of 4 lights, power point and switchboard. Mr Drummond estimates in the past have proved to be very reliable.

Reticulation for Cliff Park is estimated to be \$5,000.

Cliff Park Power	Estimated Cost
Western Power Works	8,250
Council road reinstatement	2,500
Electrical contractor	7,000
Reticulation	5,000
Total	\$ 22,750

Council has made no provision in the 2007/08 Budget for these works at Cliff Park and to date staff have not identified budget savings to include this project. Due to additional planning being required for this project staff recommend that these works be subject to

a further report to Council and for the project to be considered during Council's 2008/09 Budget deliberations.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government;
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

STRATEGIC IMPLICATIONS

Goal 2 – Services

Recreational Space

- Beaches and public open space - Maintain and enhance recreational space.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Council has no provision for this project in the 2007/08 budget. Council may wish to make this project a priority for Council's 2008/09 Budget.

VOTING REQUIREMENTS:

Absolute Majority is required if Council is to authorise out of budget expenditure.

OFFICER RECOMMENDATION:

That Council:

1. carries out further planning on installing power at Cliff Park with a further report to Council; and
2. consider this project during Council's 2008/09 Budget deliberations.

RESOLUTION: **2008-015**

Moved: Girando

Seconded: George

That Council defer this item at the March 2008 Ordinary Meeting pending further investigations by Council Staff.

CARRIED 7/0

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

11.1 WALL OF REMEMBRANCE – GREEN HEAD WAR MEMORIAL, CLIFF PARK

AUTHOR	Allan Williams
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	4 February 2008
ATTACHMENT	11.1 Proposed layout of Wall of Remembrance

SUMMARY:

Council is to consider the feasibility of a Wall of Remembrance at the Cliff Park War Memorial.

BACKGROUND:

Council will recall that a War Memorial at Cliff Park, Green Head was officially opened on Sunday 11 November 2007.

COUNCILLOR COMMENT:

At the unveiling of the Green Head War Memorial at Cliff Park, Green Head, a community member mentioned that a Plaque of Remembrance should be placed near the War Memorial.

After discussions with other residents attending the opening, it was decided to get permission from Council to build a Wall of Remembrance (the Wall) between the Memorial and South Bay. Included at Attachment 11.1 is a sketch of the proposed layout and photograph of the area.

STAFF COMMENT:

As there is currently no cemetery at Green Head or Leeman this may be a way of allowing local residents to be remembered by the community and their families.

Council pPolicy 7.3.6 allows the placement of memorials on Local Government Property with Council Approval.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

SERVICES

Ensure the community has access to quality facilities and services to allow a safe and vibrant lifestyle.

INFRASTRUCTURE

Introduce, maintain and upgrade assets and infrastructure which meet community needs through a timely and cost effective process.

In having Council input into the construction of the Wall, Council would have control of the design, building and future use of the site.

POLICY IMPLICATIONS:

Policy 7.3.6 – Memorials on Local Government Property

MEMORIAL PLAQUES

The installation or erection of memorial plaques on Local Government Property is not supported unless it is to be located upon a suitable piece of donated furniture that is donated (eg park seat, table setting or the like). The plaque is to be located upon the donated furniture. The furniture is to be of a type and style approved by Council and the donor is to meet all costs associated with its purchase, delivery and installation.

The sighting of donated memorial furniture will be as approved by Council.

The inscription plaque shall be no greater than 100mm x 100mm and be made of brass or bronze

PERMISSION FOR MEMORIAL PLAQUES

No memorials are to be erected on Council property without approval.

Any memorials that are erected without approval will be removed without reference to the person erecting the memorial.

FINANCIAL IMPLICATIONS:

A local resident with brick laying skills has volunteered his services to supervise the construction of the Wall with other volunteers to help; therefore the labour would be of nil cost to Council.

PUBLIC CONSULTATION:

None has been undertaken at this stage.

VOTING REQUIREMENTS:

Simple Majority.

RESOLUTION COUNCILLOR RECOMMENDATION:

That Council:

That Council:

1. That Council allow the of construction of a Wall of Remembrance at the Cliff Park War Memorial, Green Head; and
2. TtThat a plan for the construction be drawn up and presented to Council for authorization prior to the wall being erected.

RESOLUTION: 2008-016

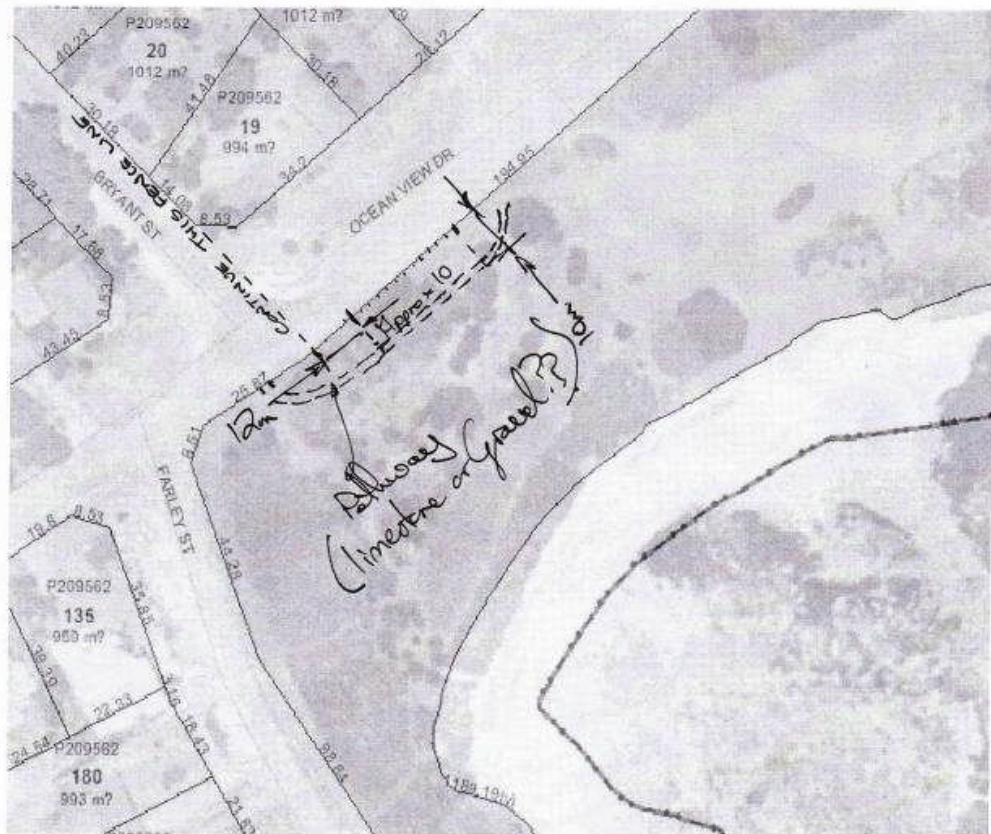
Moved: Williams

Seconded: Waite

That Council:

1. *approve, in principal, the construction of a Wall of Remembrance at the Cliff Park War Memorial, Green Head;*
2. *request a plan for the construction be drawn up and presented to Council for authorization prior to the wall being erected; and*
3. *develop a policy, with community consultation, determining for whom a memorial plaque may be attached to the wall.*

CARRIED 7/0



Establish 12m setback from NE Side of Bryant.

Parking 8.3m deep from Bitumen Edge (90°)
 Allway to 10m this would allow limestone or gravel path to follow route roughly as shown.

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

Nil at this time.

Mrs Sandra Trenowden and Mr Ken Trenowden left the meeting at 3.50pm.

12.1 LATE ITEMS – APPROVAL TO CONSIDER

AUTHOR

Mark Hook

DISCLOSURE OF INTEREST

Nil

DATE OF REPORT

20 February 2008

FILE:

SUMMARY:

Council is requested to consider a Late Agenda Items to authorise the signing of the Deed of Settlement for the termination of Councils Manager Community Development.

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.

10.7 Council (or Committee) to Meet Behind Closed Doors - Effect of Motion

- (1) Subject to any deferral under clause 3.7 or other decision of the Council or committee, this motion, if carried, causes the general public and any officer or employee the Council or committee determines, to leave the room.
- (2) While a decision made under this clause is in force the operation of clause 9.5 limiting the number of speeches a member of the Council may make, is suspended unless the Council decides otherwise.
- (3) Upon the public again being admitted to the meeting the person presiding, unless the Council or committee decides otherwise, is to cause the motions passed by the Council or committee whilst it was proceeding behind closed doors to be read out including the vote of a member or members to be recorded in the minutes under section 5.21 of the Act.

- (4) A person who is a Council member, a committee member, or an employee is not to publish, or make public any of the discussion taking place on a matter discussed behind closed doors, but this prohibition does not extend to the actual decision made as a result of such discussion and other information properly recorded in the minutes. Penalty \$5,000

FINANCIAL, POLICY AND STRATEGIC IMPLICATIONS:

There appear to be no implications in this regard.

OFFICER RECOMMENDATION 1:

That the Late Agenda Item, to authorise the signing of the Deed of Settlement for the termination of Councils Manager Community Development be raised without notice and decided by the meeting.

RESOLUTION: **2008-017**

Moved: George **Seconded:** Waite

That the Late Agenda Item, to authorise the signing of the Deed of Settlement for the termination of Councils Manager Community Development be raised without notice and decided by the meeting.

CARRIED 7/0

OFFICER RECOMMENDATION 2:

That Council Meet behind closed doors.

RESOLUTION: **2008-018**

Moved: Waite **Seconded:** George

That Council Meet behind closed doors.

CARRIED 7/0

13. MATTERS BEHIND CLOSED DOORS:

13.1 DEED OF SETTLEMENT – MANAGER COMMUNITY DEVELOPMENT
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AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil.
DATE OF REPORT	20 February 2008
FILE	

SUMMARY:

Council is to authorise the signing of the Deed of Settlement for the termination of Councils Manager Community Development.

BACKGROUND:

As Councillors are aware, the Chief Executive Officer commenced the process of terminating the contract of Council's Manager Community Development. Under the Local Government Act Section 5.37 (2), Council must agree with the termination of contract for any Senior Employees.

COMMENT:

Under Council's contract with the Manager Community Development, Council must give three months notice of termination of employment.

Included at Confidential Attachment 13.2 is the Deed of Settlement between Council and the Manager Community Development for Councillors information.

STATUTORY ENVIRONMENT:

Local Government Act 5.37 (2)
Senior Employees

FINANCIAL IMPLICATIONS:

As per Confidential Attachment 13.2.

POLICY IMPLICATION:

Nil.

STRATEGIC IMPLICATIONS:

Nil.

PUBLIC CONSULTATION:

None required.

VOTING REQUIREMENTS:

Absolute Majority.

OFFICER RECOMMENDATIONS:

That Council terminate the employment of Mr John Randall, Manager Community Development effective Wednesday 20 February 2008 and authorise the Chief Executive Officer to sign the Deed of Settlement as included at Confidential Attachment 13.2.

RESOLUTION: 2008-019

Moved: Waite **Seconded:** George

That Council come out of the meeting behind closed doors.

CARRIED 7/0

RESOLUTION: 2008-020

Moved: George **Seconded:** Williams

That Council terminate the employment of Mr John Randall, Manager Community Development effective Wednesday 20 February 2008 and authorise the Chief Executive Officer to sign the Deed of Settlement as included at Confidential Attachment 13.2.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

14. DATE OF NEXT MEETING:

14.1 PUBLIC COUNCIL FORUM

2.00pm Wednesday 19 March 2008 at the Coorow District Hall, Coorow.

14.2 ORDINARY MEETING OF COUNCIL

3.00 pm Wednesday 19 March 2008 at the Coorow District Hall, Coorow.

15. CLOSURE:

There being no further business the President, Cr Girando closed the meeting at 4.01pm.

These Minutes, consisting of pages 1 to 144 were confirmed by Council in Resolution No.2008-022, as a true and correct record on 19 March 2008.

Presiding Member:_____