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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

The President, Cr Moira Girando, welcomed those present and opened the meeting at 3.15pm.

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

Councillor M J Girando
Councillor J K Waite
Councillor M R Bothe
Councillor B A Jack
Councillor D B McTaggart
Councillor G George
Councillor A Williams

President
Deputy President

Mr S D Billingham
Mr D R Hadden
Mr K L Bean
Mrs G M Mackenzie

Acting Chief Executive Officer
Manager Regulatory Services
Principal Works Supervisor
Minutes Clerk

Leave of Absence/Apologies

Councillor BJ McDonald - Apology

Declarations of Interest

Councillor/Officer	Item	Interest	Nature
Cr M Girando	10.1.1	Impartial	Being that Cr Girando is the nominated person.

Visitors

Sandra Trenowden

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

Nil

4. PUBLIC QUESTION TIME:

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil

7. CONFIRMATION OF MINUTES:

7.1	ORDINARY MEETING HELD WEDNESDAY 17 MARCH 2010 AT THE LEEMAN ADMINISTRATION CENTRE, LEEMAN
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AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 th April 2010

COMMENT:

Nil

OFFICER RECOMMENDATION:

That the Minutes of the Ordinary Meeting held on Wednesday 17 March 2010 at the Leeman Administration Centre, Leeman be confirmed as a true and correct record.

RESOLUTION: 2010/046

Moved: Cr Waite

Seconded: Cr Bothe

That the Minutes of the Ordinary Meeting held on Wednesday 17 March 2010 at the Leeman Administration Centre, Leeman be confirmed as a true and correct record.

CARRIED 7/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:

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

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

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:

10. REPORTS:

10.1 CHIEF EXECUTIVE OFFICER:

10.1.1	2010 WA LOCAL GOVERNMENT ASSOCIATION HONOURS PROGRAM
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AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	06 April 2010
FILE	ADM0059

SUMMARY:

Council is being requested by WALGA to nominate persons for the 2010 WA Local Government Association Honours Program.

BACKGROUND:

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

There are five categories of awards in the 2010 Honours program. These include:

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

COMMENT:

The Honours Program is a way of recognising the outstanding achievements and contributions made by elected members and officers to their respective Council, Local Government and their communities. Nominations close at 5pm on Wednesday 19th May 2010 and no late nominations will be accepted.

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

Councillor Moira Girando meets the criteria for the following awards under the WALGA 2010 honours program.

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

Council's current policy only allows for nominations to be undertaken once the Councillor has retired from Local Government. Council can still nominate Cr Girando for these awards as Council can override the policy by resolution.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Council Policy 1.1.13 – Recognition of Councillors

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

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

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council nominate Cr Moira Girando for the Certificate of Appreciation and Long and Loyal Service Award Honours under the 2010 WA Local Government Association Honours Program.

Impartiality interest declared by Cr Girando who left the room at 3.20pm. Cr Waite then took the chair.

RESOLUTION: **2010/047**

Moved: Cr Bothe

Seconded: Cr Williams

That Council nominate Cr Moira Girando for the Certificate of Appreciation and Long and Loyal Service Award Honours under the 2010 WA Local Government Association Honours Program.

CARRIED 6/0

Cr Girando re-entered the meeting at 3.22pm and took the chair.

10.1.2	TOURISM WA - INCREASING LENGTH OF STAY AND VISITOR DISPERSAL AUSTRALIA CORAL COAST – VISITOR INFORMATION STRATEGY
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AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	06 April 2010
ATTACHMENT	
FILE	ADM0116

SUMMARY:

Council is being requested to contribute \$2,000 towards the total cost of \$350,000 as part of the implementation funding required for the promotional and marketing tools outlined in the strategy.

BACKGROUND:

Council has received the following correspondence from Tourism WA.

I am writing to you to provide an update of the above strategy, the final report of which is completed and attached for your consideration, it is a comprehensive and the steering committee believe excellently written document.

As a brief background to the development of the brief for the strategy, the need for a cohesive approach to signage throughout the region was identified in the Central Coast Strategic Tourism Planning Study as was the need for a co-operative promotion and marketing strategy for the region.

With the Indian Ocean Drive (IOD) likely to be completed late 2010, Tourism WA in partnership with other regional stakeholders identified the need to implement a plan to disperse visitors to smaller coastal communities along the IOD and to utilise the high traffic flow and convert some of those visitors to communities further north of the IOD.

Simply erecting "Welcome to" signs were not seen as motivational enough to perform this task and rather than try to randomly erect signs at various locations throughout the IOD a more targeted approach to increase dispersal was seen as a better option.

To develop this targeted approach stakeholders from across Australia's Coral Coast region and the Shire of Gingin and the Wheatbelt Development Commission in the Experience Perth region contributed funding (Appendix A) totalling \$46,000. This allowed for development of a brief and the subsequent appointment of a consultancy team to identify the best location, directional and motivational requirements, draft designs and engineering specifications for the varying level of signs identified.

Development of the report was overseen by a steering committee of representatives from the Shire of Dandaragan, Mid West Development Commission, Gascoyne Development Commission, Australia's Coral Coast and Tourism Western Australia.

Comprehensive meetings were conducted by the consultant with regional stakeholders and after a field trip through the region and points raised from the regional meetings, what originally commenced as a signage strategy developed into a more diverse project.

As mentioned the full report is attached but in a summary the strategy recommends an integrated approach using complimenting visitor information tools that will target visitors both in the planning stage and whilst in the region.

These promotional tools include a Tourism Map and Audio CD, Podcasts, iPhone Application and Signage – both motivational and directional, a detailed approach and rational for each tool is listed in the report.

This project is a major cross regional and multi partnered project, bringing benefits to a large number of communities from Seabird to Exmouth and with State Government, Industry and Local Government Authority support. It is hoped that another benefit this will show is leadership to the tourism industry, the use of cutting edge technology will be embraced by industry and the project will allow the developed relationships from this report to continue.

The total implementation cost of the project is \$350,000, a full budget of which is included in the report, a list of the required amounts from each funding partner is shown in Appendix B.

The project is now awaiting funding to allow for implementation, due to the timeline required for applying to the Regional Grant Scheme (RGS) administered by the Development Commissions an application had to be made before February 10th 2010.

The application has been made by Australia's Coral Coast to each of the Development Commissions, Wheatbelt, Mid West and Gascoyne RGS, for a total of \$60,000 each.

I am aware the Shire will soon commence 2010 / 2011 budget allocations, it is not expected that successful RGS applicants will be informed prior to Council approving budget items. Regardless of RGS funding status I am requesting Council include in the 2010 / 2011 budget the figure of \$2,000 for implementation of the *Increasing Length of Stay and Visitor Dispersal along the Indian Ocean Drive and in Australia's Coral Coast Project*.

If in the unfortunate event the current RGS applications are unsuccessful then another application will be made to Round 3, expected to be in late 2010, it will be vital to have council funding committed for this application for any further required funding request.

A recommendation from the report is for a working group to meet six monthly to identify any sign issues. As an ongoing maintenance program the Shire of Dandaragan will project manage and co-ordinate with other Local Government Authorities any sign damage or issues.

COMMENT:

The purpose of the strategy is to identify tools to increase visitor nights and expenditure in Australia's Coral Coast, aimed primarily at the self drive market already in the region.

The resulting marketing tools and strategies proposed aim to:

- Increase visitor numbers
- Extend length of stay
- Increase dispersal of visitors to tourist locations within the coral coast region, and
- Provide a cost effective framework for tourism alliances and partnerships in product development and co-ordinated marketing with in the Coral Coast region

The strategy will be a key document used to seek ongoing support from the project partners, and form the basis for applications for funding from State and Federal government programs for staged implementation of the project.

The 24 partners in the project are comprised of:

- 16 Local Government Authorities (includes Coorow)
- 3 Regional Development Commissions
- 3 Local Tourism associations
- Australia's Coral Coast+
- Tourism WA

The Strategy outlines integrated visitor information tools relevant to the market mix and specific opportunities of Australia's Coral Coast region self drive market.

The integrated visitor tools outlined in the strategy are:

- Touring Map and Audio
- Podcasts
- Signage
- iphone location Specific application.

1. Touring Map and Audio

The touring map will be A1 in size printed both sides on gloss stock and folded to DL. The 2007 ACCC map will be updated which will result in design savings for the map. The Audio will be a compact disc that can be played in the car audio system or a computer. The style and content of the CD is yet to be decided but should be informative and entertaining.

2. Podcasts

A podcast is a digital recording or an audio and or video broadcast made available on the internet.

3. Signage

Signage is proposed for the purpose of:

- Showcasing the attractions and diversity of the region
- Improving visitor's understanding of the region
- Directing visitors to the new Indian Ocean Drive through route

The signage scheme also aims to:

Be highly visible to the self drive market

Motivate stays at additional overnight destinations

- Influence route choices
- Promote other visitor information tools recognised in the strategy.

The Scheme proposes four types of signage:

Level 1 Signs – Welcoming visitors and create an awareness of the wide range of destinations.

Level 2 Signs - Delivering information about next night destinations.

Level 3 Signs – Standard Main Roads Signs to direct people onto the Indian Ocean Drive at both Ends

The total project cost shown in the report is \$350,275 and may be split over two stages. If it is undertaken in two stages there may be additional costs of \$9,000 due to inefficiencies of splitting some tasks over two stages.

The proposed funding implementation in the report is as follows.

Shire of Dandaragan	55,000
Shire of Gin-Gin	10,000
Shire of Coorow	2,000
Shire of Carnamah	2,000
Shire of Irwin	5,000
City Geraldton Greenough	20,000
Shire of Northampton	10,000
Shire of Shark Bay	10,000
Shire of Carnarvon	10,000
Shire of Exmouth	10,000
Mid West Development Commission	60,000
Gascoyne Development Commission	60,000
Wheat Belt Development Commission	60,000
Kalbarri Tourism Association	1,200
Shark Bay Tourism Association	1,200
Exmouth Visitor Centre	1,200
Turquoise Coast Tourism Association	1,200
Coral Bay Progress Association	1,200
Tourism WA	20,000
Australia Coral Coast (project Manager)	10,000
TOTAL	350,000

A full copy of the report is available.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

Council's Strategic Plan includes the following two goals:

GOAL 2 – SERVICES

SERVICES include:

- Address community aspirations by identifying services and responsibly setting priorities.
- Seek partnerships to equitably share the responsibility for provision.
- Provide access for all to facilities.

GOAL 4 – ECONOMY

ECONOMY includes:

- Maximising the opportunity from the tourism industry.
- Provide support for economic opportunities.
- Being proactive to responsibly support local business.
- Retaining and attracting industry, agencies and projects.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Council's contribution to the overall promotional and marketing tools outlined in the "Increasing length of stay and visitor dispersal in Australia's Coral Coast WA an integrated visitor information strategy" will be \$2,000

PUBLIC CONSULTATION:

No public consultation has been undertaken although the steering committee made up of representatives from the Shire of Dandaragan, Mid West Development Commission, Gascoyne Development Commission, Australia's Coral Coast and Tourism WA held comprehensive Meetings conducted by the Consultant Edge Tourism and Marketing with Regional Stakeholders.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council place an amount of \$2,000 in the 2010/2011 Budget Estimates for its contribution towards the promotional and marketing tools as outlined in the report prepared by Edge Tourism and Marketing titled "*Increasing length of stay and visitor dispersal in Australia's Coral Coast WA an integrated visitor information strategy*".

RESOLUTION:

2010/048

Moved: Cr Williams

Seconded: Cr McTaggart

That Council place an amount of \$2,000 in the 2010/2011 Budget Estimates for its contribution towards the promotional and marketing tools as outlined in the report prepared by Edge Tourism and Marketing titled "Increasing length of stay and visitor dispersal in Australia's Coral Coast WA an integrated visitor information strategy".

CARRIED 7/0

10.1.3	CENTRAL COAST SMALL BUSINESS CENTRE – FUNDING REQUEST
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AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	07 July 2010
ATTACHMENT	
FILE	ADM0164

SUMMARY:

The Small Business Enterprise Centre is again seeking financial support of \$2,500 in the 2010/11 Budget to assist in covering operating costs that continue to increase.

BACKGROUND:

Council receives this request annually, Council passed the following resolution at its Ordinary Meeting on the 16th July 2008

RESOLUTION: 2008-099

Moved: Cr Girando Seconded: Cr Waite

That Council withdraw funding to the Central Coast Small Business Enterprise Centre for 2008/09 financial year.

COMMENT:

The Central Coast Small Business Centre has forwarded the following letter to Council.

During the past twelve months the Small Business Centre Central Coastal (SBCCC) has provided support to clients in your area in the form of both client visits and client training. Our Annual Report for 2008-2009 is enclosed for your information.

The SBCCC continues to assist local businesses within your Shire by telephone, email and personal visits. Some of the services offered by the SBCCC include assistance with business and financial plans, advice on leasing and employment matters, new business start ups and training requirements.

The SBCCC is also able to offer business clients Small Business Smart Business training vouchers to assist them with costs incurred for training, seminars or conferences.

The opening of Indian Ocean Drive in December will bring added business opportunities which will increase the work load of the EO and to offset this the SBCCC will consider employing a part time field support officer to work in your area.

Changes to the lobster fishing industry have resulted in an added impost to small business operators, with the SBCCC now looking at working with the Small Business Development Corporation to work on a strategy to assist the affected businesses - once again some of this work could be carried out by a part time field support officer if funding was forthcoming.

The SBCCC is seeking financial support of \$2500 in the 2010-2011 Budget to assist to cover our operating costs which continue to increase, and to ensure training and programs can be accessible to the local business houses.

The SBCCC is very grateful for the assistance received from your staff over the past 12 months and take this opportunity to thank them for their ongoing assistance.

I do not believe anything has changed since Council's resolution of 16th July 2008 and believe Council should advise the Central Coast Small Business Centre that it withdrew the funding in 2008 and does not wish to fund the Central Coast Small Business Centre in the 2010/11 financial year.

STATUTORY ENVIRONMENT:

Local Government Act 1995

STRATEGIC IMPLICATIONS:

Services to Businesses in the Shire of Coorow

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Budget Allocation requested by the Central Coast Small Business Centre is \$2,500.

PUBLIC CONSULTATION:

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

That the Shire of Coorow advise the Central Coast Small Business Enterprise Centre that as Council withdrew its support in July 2009 Council will not provide a financial contribution of \$2,500 in the 2010/11 Budget.

RESOLUTION:

2010/049

Moved: Cr Williams

Seconded: Cr Waite

That the Shire of Coorow advise the Central Coast Small Business Enterprise Centre that as Council withdrew its support in July 2009 Council will not provide a financial contribution of \$2,500 in the 2010/11 Budget.

CARRIED 7/0

10.1.4 DIGITAL TELEVISION SERVICES

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	07 TH April 2010
ATTACHMENT	
FILE	ADM0117

SUMMARY:

The Federal Government has reached an agreement with all free to air Television Broadcasters which will ensure that communities that currently rely on analog self help transmission facilities for their television services will be able to access the same number of digital services that are available in Metropolitan Areas.

BACKGROUND:

Council has received the following letter from Senator the HON Stephen Conroy Minister for Broadband, Communications and the Digital Economy.

Options for receiving digital television at self-help re-transmission facilities

On 5 January 2010, I announced that Government had reached an agreement with all free to air television broadcasters which will ensure that communities that currently rely on analog self-help transmission facilities for their television services will be able to access the same number of digital services that are available in metropolitan areas.

On 12 January 2010 I wrote to all local Councils to advise them of the Government's announcement and indicated that I would write further to operators of self-help television re-transmission facilities about their options in regard to moving to digital television. Our records indicate that you are the licensee of a self-help re-transmission facility, and I am now writing to you to provide this further information.

The Government has agreed to fund a Direct-To-Home (DTH) satellite service to deliver free to air digital television to all Australians living in areas where there is inadequate or no coverage provided by terrestrial broadcasts, and to all viewers in remote areas of Australia.

As you may be aware, the Government introduced legislation into Parliament on 18 March 2010 to support the implementation of the satellite service.

The satellite service is good news for remote Australian viewers. For the first time, remote area viewers will be able to see the same number of channels as is provided by broadcasters in metropolitan and most regional areas of Australia.

The new satellite service will be provided by the current remote licence area broadcasters, WIN and Prime in Western Australia, and Southern Cross Media and Imparja in other areas of Australia. The satellite service will feature remote broadcaster channels carrying programs from the Seven, Nine and Ten networks in standard definition and high definition, the main national broadcaster channels ABC1 and SBS ONE, and the additional digital channels ABC2, ABC3, ABCHD, SBS TWO, ONE HD, GO! and 7TWO. A new ABC 24 hour news channel is expected to replace the current ABCHD service later this year. The satellite service will be funded by the Government, and after the switchover to digital television in 2013 is expected to replace the existing satellite Remote Area Broadcasting Service (RABS).

With the introduction of the satellite service, operators of self-help facilities in remote areas now have two options to receive free to air digital television.

All viewers in remote licence areas currently receiving the RABS service through a self-help re-transmission service will be eligible to migrate to the new satellite service. To receive the satellite service, households will need to install satellite reception equipment, including a dish and a digital set-top box. The costs of installation will vary depending on the viewer's location, the size of the satellite receiving dish required, and the characteristics of the viewer's home. The Government will provide a subsidy of \$400 to households who convert from remote self-help re-transmission services to the new digital DTH satellite service.

For viewers in indigenous self-help communities, the Government will provide an increased subsidy to assist with the cost of moving to the satellite service. The detail of the indigenous satellite subsidy is still being finalised, but will reflect the increased cost of providing DTH services in remote Indigenous communities.

The Government also recognises the unique circumstances affecting a number of indigenous communities served by self-help retransmission services, including that a number of these communities provide for transmission of local or community based content. There are a number of complex issues that need to be considered in transitioning indigenous communities and I will be giving careful consideration to these over the next few months. However, the Government-funded satellite service will be the primary means by which the Government will support access to digital television in remote Australia.

Should communities with self-help services elect not to take up the Government-funded DTH satellite service, they will have the option of converting existing self-help retransmission services to digital themselves. If your community wishes to explore this option, you will need to talk to the Australian Communications and Media Authority (ACMA) about the availability of suitable television spectrum and other technical matters. It is important to note that any communities electing to convert their self-help facilities themselves, rather than accessing the Government-funded satellite service, will need to do so at their own cost. You will also need to take account of the switchover date for your area (see below) as the site will need to be converted in advance of switchover.

Household Assistance Scheme

The Government is implementing the Household Assistance Scheme to provide assistance to vulnerable Australians in the move to digital television. A household will be eligible for the Household Assistance Scheme where they own a TV, live within the area switching over, and where one or more residents are in receipt of the maximum rate of the:

- Age Pension;
- Disability Support Pension;
- Carer Payment;
- Department of Veterans' Affairs (DVA) Service Pension or the DVA income-support supplement payment.

The scheme involves a government contractor visiting an eligible household to supply, install and demonstrate (at no cost to the householder) a high-definition set-top box – specifically chosen to ensure that it meets the needs of the elderly and people with a disability – and where eligible, conduct any necessary satellite dish and cabling work, if required. Households who are eligible will be contacted by the Government in advance of switchover in their area.

Switchover dates

The remote broadcaster licence areas of Western Australia, and Remote Central and Eastern Australia, will switchover to digital in the second half of 2013. The actual date at which switchover occurs within this period will depend on factors such as local conditions and community feedback, but will be published well in advance of switchover.

Thus there is still a period of time before communities have to reach final decisions on when and how to convert. Viewers in remote areas will be able to access the new satellite service well in advance of switchover. In the meantime, the current analog re-transmission arrangements can continue. Further information will be provided once the details of the service availability are finalised with the remote commercial broadcasters.

I understand that you currently operate self-help broadcasting facilities in the Coorow, Green Head and Leeman areas.

If you have any questions about the matters discussed in this letter, please contact Viewer Access and Transmission Planning, at the Digital Switchover Taskforce, on 1800 069 244 or by email at selfhelp@dbcde.gov.au

COMMENT:

It would appear from this letter that the best option for Council would be to close down its self help retransmission services it provides in each of the town sites of Coorow Leeman and Green Head as the Federal Government will be providing a subsidy of \$400 per household that are not eligible for the full cost under the Household Assistance Scheme as outlined in the Senator's letter to Council.

Council however does levy an annual TV service charge for the self help retransmission service and at the time of writing this report the amount held in the Reserve Account was \$24,2191.61 and there may be around \$3,500 to transfer into the fund at the end of June 2010.

When the new scheme is fully implemented Council would not need to charge this fee on each household within the Coorow Leeman and Green Head town sites and the balance of the fund would need to be redistributed by Council in accordance with the *Local Government Act 1995*.

STATUTORY ENVIRONMENT:

Local Government Act 1995

6.11. Reserve accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
 - (a) changes* the purpose of a reserve account; or
 - (b) uses* the money in a reserve account for another purpose,it must give one month's local public notice of the proposed change of purpose or proposed use.

* Absolute majority required.
- (3) A local government is not required to give local public notice under subsection (2) —
 - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or

- (b) in such other circumstances as are prescribed.
- (4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.
- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

17. Reserve accounts

- (1) A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.
- (2) In the accounts, annual budget and financial reports of the local government a reserve account is to be referred to —
 - (a) in the information required by regulations 27(g) and 38, by its full title; and
 - (b) otherwise, by its full title or by an abbreviation of that title.

[Regulation 17 amended in Gazette 20 Jun 1997 p. 2839.]

18. Circumstances in which local public notice not required for change of use of money in reserve account — s. 6.11(3)(b)

A local government is not required to give local public notice of a proposed change of use of money in a reserve account —

- (a) where the money is to be used to meet expenditure authorised by the mayor or president under section 6.8(1)(c); or
- (b) where the total amount to be so used does not exceed \$5 000 in a financial year.

STRATEGIC IMPLICATIONS:

A wider range of Television Services provided to the Shire of Coorow Town sites.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Council would no longer charge the TV Rebroadcast fee on each property within the Town sites of Coorow, Leeman and Green Head. The Annual fee charged for 2009/10 was \$30 per lot and \$15 for pensioners.

PUBLIC CONSULTATION:

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. undertake a comprehensive advertising campaign advising of the Federal Governments free to air digital retransmission schemes.
2. That council advise the Residents of Coorow, Leeman and Green Head that Council will be closing down its analog retransmission sites once the Federal Schemes are fully operational.

NOTE: *Council requested this matter lay on the table for further information*

10.1.5 COUNCILLORS CODE OF CONDUCT REVIEW

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 TH April 2010
ATTACHMENT	10.1.5 Code of Conduct
FILE	ADM0236

SUMMARY:

Council is being requested to adopt the Shire of Coorow Councillors Code of Conduct with no amendments after the Chief Executive Officers Review.

BACKGROUND:

Councils are required to review their code of conduct within 12 Months of an Ordinary Election. The Shire of Coorow Councillors Code of Conduct was last reviewed in 2007.

Council at that time adopted the new Code of Conduct based on the model code of conduct produced by the Western Australian Local Government Association. The Model Code of Conduct was drafted specifically to recognise legislative changes resulting from passing of the Local Government (rules of conduct) Regulations 2007.

COMMENT:

As the Shire of Coorow's Code of Conduct is based on the WALGA Model Code of Conduct and is relatively new there is no need for any changes or modifications to the Current Adopted Code of Conduct.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

PUBLIC CONSULTATION:

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council acknowledge the review of the Shire of Coorow Code of Conduct and that there have been no modifications or amendments required.

RESOLUTION: **2010/050**

Moved: Cr Williams

Seconded: Cr Bothe

That Council acknowledge the review of the Shire of Coorow Code of Conduct and adopt the Code of Conduct noting that there have been no modifications or amendments required.

CARRIED 7/0



SHIRE OF COOROW CODE OF CONDUCT FOR ELECTED MEMBERS

1. INTRODUCTION

- 1.1 This Code of Conduct provides Elected Members at the Shire of Coorow with consistent guidelines for an acceptable standard of professional conduct. The Code addresses the broader issue of ethical responsibility and encourages greater transparency and accountability in the affairs of Council.
- 1.2 The Code is complementary to the principals adopted in the Local Government Act 1995 and Regulations which incorporates four fundamental aims to result in:
 - better decision making by Council;
 - greater community participation in the decisions and affairs of Council;
 - greater accountability of Council to the community; and
 - more efficient and effective local government.

2. ROLES AND OBJECTIVES

- 2.1 A primary role of the Elected Members when acting as Council is to make decisions in the best interest of the community.
- 2.2 A primary role of all Elected Members shall be the achievement of the Council objectives contained in the Council Strategic Plan.
- 2.3 The focus of Elected Members when acting as Council shall be the effective translation of the community's needs and aspirations into an agreed direction and future for the Shire.
- 2.4 An Elected Member shall always act:
 - as a leader on issues of importance to the community;
 - honestly, impartially and with integrity in its dealings with all elements of the community;
 - responsibly by making decisions that are in the best interests of the wider community of the Shire of Coorow taking into account professional advice;
 - openly by encouraging the participation of residents in the opinion forming and decision making process of Council;
 - tolerantly by acknowledging the right of individuals both on Council and in the community, to hold differing opinions and to express those opinions;
 - independently and free of undue influences created by pecuniary interests and other conflicts of interest; and

- in an ethical and procedurally fair manner in all of its dealings.

3. CONDUCT

- 3.1 Elected Members shall not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

In addition, Elected Members shall ensure that information provided shall be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

- 3.2 Elected Members shall act and be seen to act;
- properly and in accordance with the requirements of the law and the terms of this Code;
 - as facilitators of community participation in Council processes;
 - in a non-partisan way by seeking solutions and making decisions that are in the best interests of the broader communities of the Shire of Coorow;
 - to represent the whole community first and the interests of pressure groups or individuals only in a context of the greater community good;
 - co-operatively with Council staff through appropriately defined communication channels;
 - to communicate and confirm Council decisions and policies in a positive and proactive manner in the community, regardless of the level of personal support for Council's collective decisions; and
 - to make no allegations which are improper or derogatory and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment.
- 3.3 Elected Members shall observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards and be frank and honest in their official dealing with staff.
- 3.4 Elected Members shall:
- be scrupulously honest in their use of Council's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
 - use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
 - not use the Local Government's resources (including the services of Council staff) for private purposes, unless properly authorised to do so.
- 3.5 Elected Members shall ensure that there is no actual or perceived conflict of interest or incompatibility between their personal (i.e. nonfinancial) interests and the impartial and independent fulfilment of their civic duties. Any such interests shall be disclosed immediately before the matter is discussed and noted in the minutes of any meeting attended by individuals in their capacity as an Elected Member of Council.

In addition, Elected Members who exercise a recruitment function shall make disclosure before dealing with relatives or close friends and shall disqualify themselves from dealing with those persons.

- 3.6 Elected Members shall not take advantage of their position to improperly influence other Elected Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- 3.7 Elected Members shall not accept a gift, other than a token gift, other than gifts valued at or below \$500, or moderate acts of hospitality, from a person who is undertaking, or is likely to undertake business:
- (a) that requires the person to obtain any authorisation from the local government;
 - (b) by way of contract between the person and the local government; or
 - (c) by way of providing any service to the local government.

Elected Members who accept a gift, benefit or reward valued at or below \$500 (excluding gifts defined by Council as exempt token gifts) from a person or organisation referred to in (a), (b) or (c) above are to provide the following details of the gift, in writing, to the Chief Executive Officer (CEO) as soon as practicable following the receipt of the gift:

- (a) the name(s) of the person(s) who gave and received the gift;
- (b) the date of receipt of the gift; and
- (c) a description and the estimated value of the gift.

Upon receipt of such details, the CEO shall ensure the details are recorded in a register to be kept for this purpose.

Token gifts need not be included in the Gift Register providing any such token gift does not exceed \$50 in value. Examples of token gifts are:

- a) trinket gifts of an insignificant nature, i.e. biros, key rings, coasters, etc;
- b) minor items of apparel, i.e. ties, hats, scarves, tee-shirts, etc;
- c) minor items of a promotional nature, i.e. diaries, mugs, posters, etc;
- d) provision of food and refreshments;
- e) goods and materials obtained by attendance at courses, conferences and seminars;
- f) attendance or participation at sporting, cultural, recreational events or facilities;
- g) gifts of a seasonal or personal nature, for example Easter eggs; and
- h) hospitality received as a result of attendance at, or involvement with another Local Government, or the state or federal government (or any other committee or group which council has endorsed Elected Members and Staff involvement with).

This clause does not apply to gifts received from a relative (as defined in section 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).

4. ADMINISTRATIVE COMPLIANCE

- 4.1 Elected Members shall ensure compliance with proper and reasonable administrative practices and conduct and professional and responsible management practices.
- 4.2 Elected Members are often asked to represent the Council on external organisations. Such positions should only be accepted within time and other constraints which do not adversely reflect on Council's commitment to that organisation and in doing so, Elected Members should fairly represent the

Council's position to the best of their abilities, as it is understood by them at that time.

- 4.3 All aspects of communication by Elected Members (verbal or written) involving Council activities, should reflect the status and objectives of Council and should be accurate, polite and professional.
- 4.4 Elected Members shall only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, processes or business of the Council in accordance with Council's policies.
- 4.5 Elected Members are expected to comply with neat and responsible dress standards at all times in their representation of Council.
- 4.6 When Elected Members are approached by members of the public to address an issue of individual concern on their behalf, the Elected Members:
 - Should ascertain if they have spoken to the relevant staff member and, if not, encourage the person(s) to do so, in the first instance;
 - Should, prior to meeting with the person(s) or prior to discussing the matter in further detail, obtain comment and any related information from the relevant staff member; and
 - Should provide a brief file note of the meeting (who with, time, date, topic and outcome only) for Council's records, if considered appropriate by the Elected Member.
- 4.7 Elected Members shall direct any inquiries for staff to meet proponents or ratepayers concerning any application, proposal or issue to the CEO or relevant Director. Elected Members shall not advocate on behalf of proponents/ratepayers in meetings where staff are in attendance.
- 4.8 Unless not practicable, Elected Members are only to approach and seek advice from staff by:
 - correspondence;
 - telephone;
 - fax;
 - email; or
 - appointment.
- 4.9 Any customer requests or enquiries made by Elected Members, must be lodged with the CEO for recording.
 - (a) Any requests or enquiries received by the CEO, shall be forwarded to the relevant Executive for dealing with through the Customer Request System.
 - (b) Elected Members shall be advised as soon as possible in writing by the responsible officer, of the progress, outcome or information related to the request or enquiry.
- 4.10 Elected Members shall refrain from contacting or dealing with any staff member on a matter in which they have an obligation to declare an interest, pursuant to the Local Government Act, 1995, or Council's Standing Orders unless approval to participate in the matter has been provided in accordance with sec. 5.69.
- 4.11 Elected Members shall refrain from directing, demanding or otherwise attempting to influence an officer to either provide information to which the member is not entitled, or to prepare a report or recommendation to Council in a particular way, to further the interests of the member or any other third party.

4.12 Unless not practicable, Elected Members shall only enter the staff work areas of the Administration Building after requesting and receiving approval from the CEO, a Director or relevant senior staff member.

4.13 Facilities provided for use by Elected Members within the Administration Building, shall only be available for the pursuit or conduct of Council business or interests.

5. MEDIA AND EXTERNAL COMMUNICATION

5.1 Unless acting in an authorised capacity as a Council spokesperson pursuant to the local Government Act, 1995:

- (a) Councillors shall not speak, attempt to speak or give the perception of speaking on behalf of the local government; and
- (b) Councillors should ensure that statements made to the media are identified as their opinions only and do not necessarily represent the position of Council.

6. COMPLIANCE WITH STANDING ORDERS

6.1 Elected Members shall ensure compliance with the requirements of Council's Standing Orders Local Law during Council and relevant Committee Meetings.

10.2 MANAGER REGULATORY SERVICES:

10.2.1 DISABLED SWING SEAT AT THE LEEMAN FORESHORE PLAYGROUND

AUTHOR	Dave Hadden
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	6 April 2010
ATTACHMENT	10.2.1 Disabled swing seat specifications and Quote
FILE	ADM0049

SUMMARY:

A request has been received from the Leeman Snag Island Coastal Kids Group to provide a disabled swing seat at the Leeman foreshore playground.

BACKGROUND:

The playground equipment at the Leeman foreshore will be replaced with new equipment shortly under the latest RLCIP funding approval. The existing swing set was not planned to be replaced. However the two seats have been removed due to their condition and do require replacement.

COMMENT:

The Play Group noticed the swing seats had been removed and have requested that one of the two seats be replaced with a disabled swing seat. Staff believes that a medium (teen) seat would best suit the purpose as it can be used by young children and young teens. The medium seat is currently priced at \$1,272.70 which includes a head rest, leg support and fixings.

STATUTORY ENVIRONMENT:

Council is expected to provide equal access to all of its facilities under the *Disability Discrimination Act*.

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

As the disabled swing seat is an unbudgeted item this request is tabled for Council approval

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

That Council authorise unbudgeted expenditure of \$1,272.70 to allow for the provision of one disabled swing seat at the Leeman Foreshore swing set.

RESOLUTION: **2010/051**

Moved: Cr Williams

Seconded: Cr George

That Council place an amount of \$1,500.00 in the 2010/11 Budget estimates to allow for the provision of one disabled swing seat at the Leeman Foreshore swing set.

CARRIED 7/0

The Resolution differed from the Officer's Recommendation as Council felt this could be dealt with in the 2010/2011 Budget estimates.

VESTIBULAR & SENSORY EQUIPMENT

TFH HIGH-BACKED SWING SEAT

The Full Support High-Backed Swings are available in three sizes. These seats come with a built-in posture for optimal positioning, a safety harness with snap buckles, and adjustable ropes for attachment to an indoor or outdoor swing frame. The small and medium swing seat can be fitted with the optional headrest to provide additional support. The seat back of the large swing is high enough to fully support most individuals' head and neck area. Rope is included with swing seat and the length can be adjusted to fit swing frames up to 3m high. Leg extension with straps add comfort and prevents legs from crossing. Swing seats are UV resistant and made from high-density polyethylene.



Child size Full Support Swing Seat with headrest.



Teen size Full Support Swing Seat.

**NEW
PRODUCTS**



Adult size Full Support Swing Seat with Pull Beam.

Multi-Sensory Environment (MSE)

We also supply sensory equipment. To obtain a quotation or for more information please call 021 9587 6766 or for MSE customers 021 9546 4044.



TFH SWING SEAT ACCESSORIES



Leg Supports add comfort and helps prevent legs from crossing.



Seat Liners add extra comfort. Liners are not waterproof.



Pull Beam allows self-propulsion with the arms.



Sun Shade easily clips onto the ropes of the swing frame.

Model No.	Item Size	Capacity	H x W x D (cm)
V8TSPS	Child (2) (up to 52cm)	kg	68 x 35 x 30
V8TTSS	Teen (4) (up to 61cm)	kg	69 x 45 x 34
V8TASS	Adult (1)	kg	81 x 61 x 39
V8TSPSS	Leg Support		24 x 43
V8TSHR	Headrest (child/teen)		
V8TTSPS	Seat Liner, child		
V8TTSS	Seat Liner, teen		
V8TASS	Seat Liner, adult		
V8TSSS	Sun Shade		
V8SSRS	Retraction Straps		
V8TWCS	Pull Beam		

M-3

FAS Therapeutic Equipment P/L

ABN:30 051 148 586 ACN: 051148586
P.O. Box 840, 6 Bate Drive, Braeside Vic
3195 Australia
Tel: 03-95876766 or 1300 303536 (local call)
Fax: 03-95876899

Quotation

Quote Number:
A14170

Quote Date:
6 Apr 2010

Page: 1

Quoted to:
DAVE HADDEN
LEEMAN WA, 6514

Ship to:
DAVE HADDEN
LEEMAN WA, 6514

Attention: **DAVE HADDEN**
Tel.: (08) 9953 1388
Fax.: (08) 9953 1377
Major Contact: DAVE HADDEN

Customer ID		Valid Thru	Payment Terms	Sales Rep	
QUOTE SM		6/5/10	Net 30 Days	SCOTT MORGAN	
Quantity	GST	Item	Description	Unit Price	Extension
1.00	10%	V8TTSS	TFH Swing Seats - Teenage	720.00	720.00
1.00	10%	V8TSHR	TFH Headrest	96.00	96.00
1.00	10%	V8TSPSS	TFH Leg Support	196.00	196.00
1.00	10%	X-FREIGHT	Freight & Handling for delivery to business address (recommended). FAS reserves right to charge re-delivery fee if no one there to accept delivery by courier.	145.00	145.00

Comments:

Taxable Subtotal:	1,157.00
Non-Taxable Subtotal:	0.00
GST Est.	115.70
Total	1,272.70

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2. We aim to offer best products, best service and best price!

For & on behalf of
FAS Therapeutic Equipment P/L

10.2.2	PROPOSED REZONING (SCHEME AMENDMENT No. 8) – LOT 8 SPAIN STREET COOROW
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AUTHOR	Simon Lancaster
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	6 April 2010
ATTACHMENT	10.2.2 Scheme Amendment No. 8 – Schedule of Submissions
FILE	Lot 8 Spain St Coorow

SUMMARY:

Council initiated an application to rezone Lot 8 Spain Street, Coorow from the ‘Private Clubs & Institutions’ zone to the ‘Residential R10’ zone at its 20 August 2008 meeting and the necessary advertising of the rezoning has been completed with no objections being received. The rezoning allows for the disposal of Lot 8 and its subsequent development for residential purposes. This report recommends support for the rezoning application.

BACKGROUND:

Lot 8 Spain Street is located at the northern end of the Coorow townsite with existing residences abutting to the south (side property boundary) and west (rear property boundary). A largely vacant parcel of land zoned ‘Place of Public Assembly–Church Site’ abuts Lot 8 to the north, and previous discussions have been held as to that site’s suitability for aged persons accommodation.

Lot 8 is a 1,158m² vacant parcel of land that previously housed the Coorow Scout Hall, this building was demolished in 2008 due to its advanced state of disrepair and the presence of asbestos that made the building unsuited for public use.

The Scout Association owned the property until 6 July 2005 when it was sold to the Shire of Coorow as the site was no longer required for community purposes and the building had fallen into a total state of disrepair. The Shire of Coorow resolved at its December 2004 meeting to:

- proceed with the transfer of ownership of Lot 8 to Council;
- investigate the demolition of the building, which given the advanced disrepair and asbestos cladding was unsuited for further community use, and the existence of other public buildings within the townsite that possessed greater facilities and capacity to meet community requirements; &
- investigate the change of zoning from ‘Private Clubs and Institutions’ to ‘Residential’ zoning under Council’s Town Planning Scheme No.2.

The Scout Hall building was subsequently demolished and Council formally resolved at its 20 August 2008 meeting to initiate the rezoning of Lot 8 Spain Street, Coorow to ‘Residential’ and dispose of the property.

Council resolved at its 9 December 2009 meeting to accept an offer for the purchase of Lot 8 Spain Street, and subsequently advertised the sale as per the requirements of the Local Government Act 1995. No submissions were received during the advertised disposal of Lot 8 Spain Street and Council resolved at its 17 February 2010 meeting to dispose of the property.

Figure 1 –Lot 8 Spain Street within the Coorow townsite



COMMENT:

Shire staff prepared the necessary Scheme Amendment No.8 documentation (a copy of which is available to Councillors upon request) and referred the rezoning application to the Environmental Protection Authority (EPA) on 4 January 2010, as is required by the Environmental Protection Act 1986. The EPA advised on 18 January 2010 that Scheme Amendment No.8 would not require assessment under the Environmental Protection Act and that it would not be providing any advice or recommendations on the application.

Scheme Amendment No.8 was publicly advertised in accordance with the provisions of the Planning & Development Act 2005 (inclusive of newspaper notice, sign on-site, letters being sent to the landowners of the 12 surrounding lots and 8 relevant government agencies) with advertising commencing on 5 February 2010 and concluding on 19 March 2010.

During the advertising period 4 submissions were received, all offering no objection to the application, with all of them being from government agencies.

A copy of the Scheme Amendment No.8 Schedule of Submissions that is required to be forwarded to the Western Australian Planning Commission (WAPC) is included as Attachment 10.2.2. The Schedule of Submission identifies the respondents and the nature of their submissions, and provides individual comment upon any raised issues. Copies of the received submissions can be provided to Councillors upon request.

The proposed rezoning of Lot 8 Spain Street, Coorow from the 'Private Clubs & Institutions' zone to the 'Residential R10' zone is consistent with the strategic intent and objectives for the Coorow townsite as laid out in the Shire of Coorow Local Planning Strategy.

The rezoning will assist in meeting demand for residential lots in the northern section of the Coorow townsite. The rezoning will allow for the development of a presently underutilised parcel of land that has water and power servicing, thereby enhancing and contributing to the growth of the Coorow townsite. The proposed R10 zoning is complementary to the existing neighbouring residences to the side and rear of Lot 8.

On this basis it is recommended that Scheme Amendment No.8, the rezoning of Lot 8 Spain Street, Coorow from the 'Private Clubs & Institutions' zone to the 'Residential R10' zone, be supported.

STATUTORY ENVIRONMENT:

Shire of Coorow Town Planning Scheme No.2 lists the objective for the 'Private Clubs & Institutions' zone that currently applies to Lot 8 Spain Street, Coorow as being:

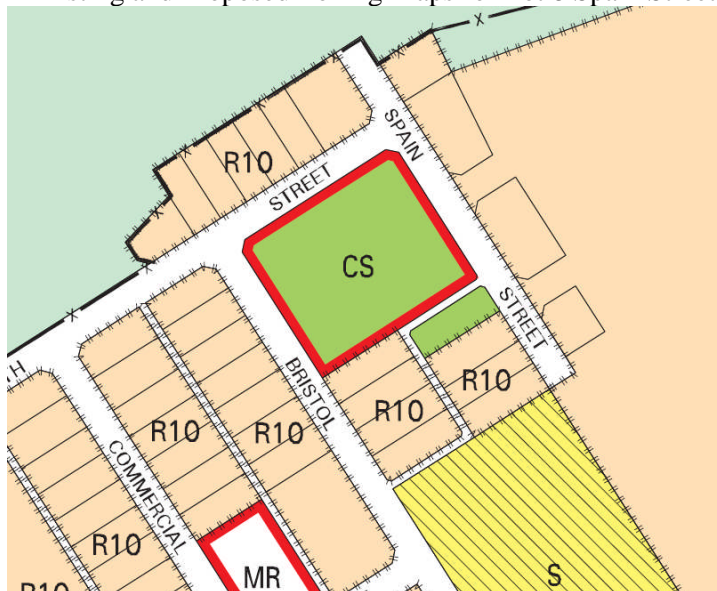
"To provide for development or establishment of uses to satisfy the general cultural, religious, education, health and recreational needs of the community."

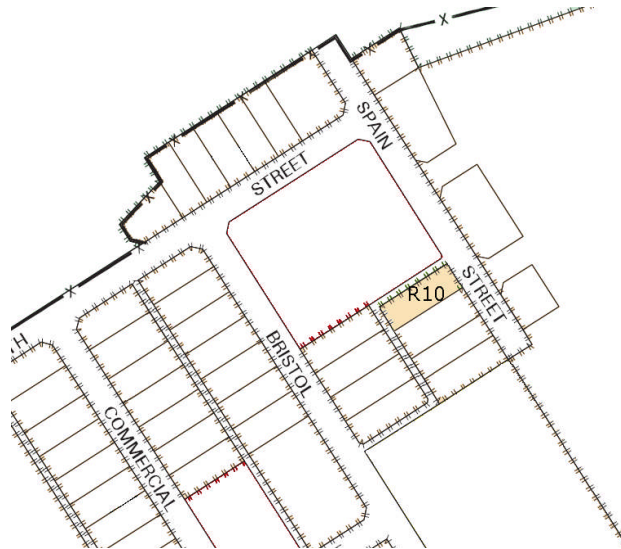
This zoning is no longer reflective of the use and requirement for the land and it is proposed that Lot 8 Spain Street, Coorow be rezoned to the Residential R10 zone, the objective for which reads:

"To provide for residential development at a range of densities with a variety of housing to meet the needs of different household types through the application of the Residential Planning Codes."

The 1,158m² area of Lot 8 meets with the minimum 1,000m² lot size requirement for R10 under the Residential Design Codes of Western Australia (2008) and is the same zoning as the adjoining established residential lots to the south (side boundary) and west (rear boundary).

Figure 2 –Existing and Proposed Zoning Maps for Lot 8 Spain Street, Coorow





LEGEND

	PUBLIC PURPOSES SCHOOL		SPECIAL USE MACHINERY REPAIRS
	RESIDENTIAL		RURAL
	PLACE OF PUBLIC ASSEMBLY CHURCH SITE		R CODES
	PRIVATE CLUBS & INSTITUTIONS		TOWNSITE -- LAND ACT

Initiation of a Scheme Amendment is undertaken by Council pursuant Section 75 of the Planning and Development Act 2005.

Pursuant to the Town Planning Regulations 1967, Council is required to forward a decision regarding the scheme amendment to the WAPC within 42 days of the close of the advertising period.

STRATEGIC IMPLICATIONS:

The Shire of Coorow Local Planning Strategy (2001) provides strategic guidance for the further development of the Shire and Section 4.2 of the Strategy notes for the Coorow townsite that:

“The residential uses on the eastern side of town are fairly constrained. There is however, scope to zone additional land for residential purposes on North Street, Spain Street and Main Street.”

The proposed rezoning of Lot 8 Spain Street accords with this strategic vision by enabling residential development to take place in the eastern side of the Coorow townsite.

The removal of the ‘Private Clubs & Institutions’ zoning from the Coorow zoning map will not disadvantage the range or availability of community activities within the townsite. The site has been surplus to community requirements for many years, evident in the disuse and disrepair of the Scout Hall building that used to exist upon Lot 8. Coorow is well serviced by community and recreational facilities and should the need arise for a community use similar to that once existent upon Lot 8 then there are a number of superior locations and buildings in Coorow that can be utilised.

Coorow currently possesses a town hall, library, primary school, and various club facilities for golf, tennis, football, cricket, hockey, lawn bowls, darts, netball and swimming all of which have premises that cater for the town's community and recreational requirements, and have capacity to accommodate expanded requirements in the future.

The community consultation outlined in Section 5.1.2 of the Local Planning Strategy identified the shortage of residential land as a community concern, and the opportunities for residential development in the eastern end of the Coorow townsite.

Scheme Amendment No.8 accords with the vision for the Coorow townsite listed under Section 5.1.3 of the Local Planning Strategy that requires 'more residential lots'.

The proposed R10 coding is appropriate as it reflects the existing zoning for the residential lots to the immediate south (side boundary) and west (rear boundary) of Lot 8 Spain Street. The proposed R10 coding also corresponds to Section 6.2.2 of the Local Planning Strategy that states:

"To retain the predominant low density character of the existing residential area."

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

In the event that the Minister of Planning gives final approval to Scheme Amendment No.8 the Shire of Coorow will be required to accept the cost of publishing the gazettal notice in the Government Gazette (estimated cost to be approximately \$400).

PUBLIC CONSULTATION:

Scheme Amendments are required to be advertised for a period of 42 days in accordance with the provisions of the Planning & Development Act 2005 and shall include placement of a newspaper notice, sign on-site, and letters being sent to the effected landowners and relevant government agencies. During the submission period, no objections were received from surrounding landowners and 4 submissions were received from government agencies all offering no objection.

The response received from the Heritage Council of WA's Mid West Regional Heritage Advisor noted that the Scout Hall had been demolished in 2008 and therefore no physical evidence of the site's former use remained. The submission noted that there may be opportunity for interpretation in the future.

The Shire of Coorow Municipal Inventory of Heritage Places lists the former Scout Hall that used to exist upon Lot 8 Spain Street, Coorow as Place No.7. The Inventory notes that the Scout Hall was a small rectangular hall dating from 1966 with asbestos walls and corrugated iron roof supported on iron stumps. The Inventory also noted that the building was 'not currently used' and 'has local social significance for its role in the recreational activities of the community'.

The Inventory assigned the management category of 'retain and conserve if possible' for Place No.7, however this did not prove to be a viable option. As has been stated previously, the Scout Hall has now been demolished due to the facility no longer being required by the community, the building's total state of disrepair, the presence of asbestos, and other community facilities elsewhere in the town making it extremely unlikely the site would be required again in the future.

Municipal Inventories are a list of places which in the opinion of the local Council are, or may become, of cultural heritage significance. Places entered in a Municipal Inventory do not have legal protection unless they are listed in a Town Planning Scheme or they are entered upon the State Register of Heritage Places, neither of which applies to Lot 8 Spain Street.

VOTING REQUIREMENT:

OFFICER RECOMMENDATION:

- 1 Determine the submissions as outlined in the ‘Schedule of Submissions’;
- 2 Pursuant to Section 5 of the Planning and Development Act 2005 adopt for final approval Scheme Amendment No.8 to Shire of Coorow Town Planning Scheme No.2, as follows:
 - (a) Rezoning Lot 8 Spain Street, Coorow from the ‘Private Clubs & Institutions’ zone to the ‘Residential R10’ zone; &
 - (b) Amending the Scheme Map accordingly.
- 3 Seek final approval of Scheme Amendment No.8 from the Minister of Planning.

Moved: Cr Waite

That Council:

- CARRIED 7/0***

Shire of Coorow Town Planning Scheme No.2 - Scheme Amendment No.8 Schedule of Submissions				
Submission No & Date Rec'd	Submitter & Affected Property	Nature of Submission	Comment	Recommendation
1 (1/2/10)	Westnet Energy (Level 6 12-14 The Esplanade PERTH WA 6000)	No objection to the proposal, no gas infrastructure within the Shire of Coorow.	No additional comment	Note submission
2 (4/2/10)	Western Power (Locked Bag 2520 PERTH WA 6001)	No objection to the proposal. Perth One Call Service must be contacted and location details of Western Power's underground cables be obtained prior to any excavations commencing. WorkSafe requirements must be observed when excavation work is undertaken in the vicinity of Western Power's assets. Western Power is obliged to point out that the cost of any changes to the existing power system if required will be the responsibility of the individual developer.	The comments of Western Power are more applicable to the development stage than the rezoning stage.	Note submission
3 (8/2/10)	Mid West Regional Advisor to the Heritage Council of WA (10 Rochester Drive MINDARIE WA 6030)	The Scout Hall was demolished in 2008 and therefore there is no physical evidence of the place and its former use. The place will be recorded in the Municipal Inventory of Heritage Places. There may be an opportunity for interpretation.	The entry for Lot 8 Spain Street, Coorow within the Shire of Coorow Municipal Inventory of Heritage Places will be updated during the next Inventory review to reflect the demolition of the Scout Hall.	Note submission and amend the entry for Place No.7 upon the Shire of Coorow Municipal Inventory of Heritage Places during the next Inventory review to read "Historic site without built features".
4 (25/2/10)	Telstra (Locked Bag 2525 PERTH WA 6001)	Telstra has no negative comment to make.	No additional comment	Note submission

10.2.3 LEEMAN AND GREEN HEAD PLANNING STRATEGY

AUTHOR	Simon Lancaster
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 April 2010
ATTACHMENT	Nil
FILE	ADM0337

SUMMARY:

The Shire of Coorow called for expressions of interest in undertaking the Leeman and Green Head Planning Strategy, and received eleven (11) submissions from consultancies. This report recommends that Urbis be appointed to undertake the Leeman and Green Head Planning Strategy.

BACKGROUND:

With the current 'sea-change' phenomenon being experienced by Australia's coastal towns and communities as well as increased visitation to the Mid West region generally, there is increasing interest and focus on Leeman and Green Head as a place to live, work and visit. Further, in anticipation of a number of significant infrastructure projects likely to take place in the region in coming years, including the completion of Indian Ocean Drive and increasing interest in the resource industry, there is a need to provide for continued expansion of both towns that have historically evolved as traditional coastal fishing villages. In this regard it is imperative that such growth is facilitated in an orderly and co-ordinated manner to ensure the character and appeal of both settlements is not eroded or compromised moving forward.

The aim of the Leeman and Green Head Planning Strategy is to establish a direction for future planning, development and management for both town sites.

Leeman and Green Head are now at a point where there is a genuine need for strategic planning to be instigated to guide future land-use and development for both areas. In particular this project needs to address:

- What are the overall vision/s for the Leeman and Green Head town sites looking forward 10 - 15 years;
- Where and how future urban growth should occur, and the constraints applicable to future land release;
- Where the most appropriate places for urban consolidation should occur to deliver a more integrated, sustainable and liveable urban environment for each town site;
- To what extent does land supply drive land values and, hence, development form;
- What scale and density of development (residential, commercial, tourist and industrial) is more likely to deliver a more sustainable economic benefits whilst enhancing, and not eroding, the quality of community well being, lifestyle and services.

The Shire of Coorow initiated the Leeman and Green Head Planning Strategy to explore and seek clarification and resolution of the following key issues:

General

- Review of relevant sections of the Shire of Coorow Local Planning Strategy (2001);
- Desired physical form, setting, character, and scale of development;
- Desired physical links and connections.

Land Use

- A land use structure/pattern for each of the study areas;
- Pattern and distribution of retail/commercial uses;
- Scope and level of mixed-use development, especially for short-stay accommodation and permanent residential living fronting the coastal foreshore;
- Scope, nature and type of infill development (green-field development may be constrained through native title factors, regard will need to be given for tenure issues, native title and areas of Department Indigenous Affairs significance);
- Scope for expansion and/or provision for community/civic facilities;
- Provision of aged care housing and health facilities;
- Existing utility infrastructure servicing and requirements for infrastructure upgrading to cater for growth;
- Future development and land use opportunities aligned along Indian Ocean Drive with the town site boundaries.

Movement Network

- Conceptual pedestrian links and pathways;
- Desired traffic movement patterns and strategic parking nodes, both within and external to the town centre.

Coastal Foreshore

- Scope/options for aquatic/maritime/recreational access, infrastructure, use, and activity;
- Town beach foreshore enhancements and areas for protection;
- Foreshore interface with key tourist sites, commercial town centre areas and mixed use development;
- Enhancement of public access and facilities;
- Boat access and landings.

Townscape

- Focus of town entry corridors/statements;
- Scope and identification of commercial node/s;
- Desired streetscapes and vistas;
- Desired landmarks and monuments;
- Public open space provision, extent and form.

Implementation of Outcomes

- Identify procedures, processes, mechanisms and funding opportunities etc required to deliver/implement desired outcomes on a realistic basis.

COMMENT:

Staff prepared the Leeman and Green Head Planning Strategy Project Brief with the purpose of:

- Inviting submissions from suitably qualified and experienced consultants to undertake the preparation of a planning strategy that covers the gazetted Leeman and Green Head town sites and adjacent lands, under the direction of a Project Steering Group;
- Detailing the scope of works, broad methodology, and expected outputs to be provided under contractual arrangement; and

- Detailing the extent of funding set aside for this study, as well as outline the project management and required submission content.

The Project Brief provided a suggested methodology for the undertaking of the project and asked that applicants include a more detailed methodology, including details and justification of any deviations from the suggested methodology. The suggested methodology contained the following headers, with details on what was expected of each provided within the Project Brief:

- Literature Review;
- Site Investigation;
- Public Consultation/Workshop;
- Outcomes Report;
- Draft Planning Strategy;
- Final Planning Strategy.

Consultants were also asked to provide a project timeline that demonstrated an ability to meet the dates stipulated within the project brief.

A copy of the Leeman and Green Head Planning Strategy Project Brief is available to Councillors upon request.

The call for expressions of interest commenced with the placement of a notice in the West Australian on 23 January 2010 and by the close of the submission period on 5 March 2010, eleven (11) submissions had been received.

A copy of any/all received expressions of interest is available to Councillors upon request.

The received submissions were assessed separately by the Shire's Chief Executive Officer, Manager of Regulatory Services and contracting planners using an evaluation criteria matrix to score and comment upon each of the expressions of interest. The matrix required the applicant to demonstrate the following:

- Experience and Qualifications;
- Proposed methodology and timetable;
- Demonstrated success with other similar projects;
- Demonstrated understanding of tasks and issues;
- Cost;
- Communication and presentation skills;
- Local knowledge and experience.

The Chief Executive Officer, Manager of Regulatory Services and contracting planners met on 24 March 2010 to discuss and compare their matrix findings. It emerged that all parties had independently scored Urbis highest, and after lengthy discussion and ringing of references the preferred consultant was invited to make a presentation.

On 1 April 2010, representatives of Urbis travelled to Leeman to meet with the Shire President, Deputy President, Shire Chief Executive Officer, Deputy Chief Executive Officer, Manager of Regulatory Services, and the Shire's contracting planners. Urbis made a presentation outlining their company profile, their proposed methodology and their experience on comparable projects, and were questioned on various matters including budget, the number of proposed visits, and aspects of their proposed consultation process.

On the basis of their received expression of interest and their subsequent presentation it is recommended that Urbis be appointed to undertake the Leeman and Green Head Planning Strategy. A copy of Urbis' expression of interest (and any other received expression of interest) is available to Councillors upon request.

STATUTORY ENVIRONMENT:

The Leeman and Green Head Planning Strategy would not be a statutory document in itself but would be a document referenced in deliberation (by the local government, state government and State Administrative Tribunal) upon future development, subdivision and rezoning applications. The Strategy would also be used in formulating a review of the Shire's Local Planning Strategy and Town Planning Scheme in the near future (the eventual scope and timeframe for which will be dependant upon the outcome of discussions with neighbouring Councils regarding structural reform).

STRATEGIC IMPLICATIONS:

The Shire of Coorow Local Planning Strategy (2001) provides strategic guidance for the further development of the Shire and Section 7.1 of the Strategy recommends that detailed structure planning for Leeman and Green Head be undertaken to improve some of the structural issues that have been identified.

The Leeman and Green Head Planning Strategy will involve the detailed study of these issues, the formulation of recommendations and preparation of an implementation plan to meet this recommendation of the Shire's Local Planning Strategy.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The Project Brief stated that the maximum budget for the engagement of consultants would be \$75,000, exclusive of GST, all received submissions did not exceed this amount, with the quoted amounts (all GST exclusive) listed below:

•	Greg Rowe & Associates	\$75,000
•	Hassell	\$75,000
•	Landvision	\$75,000
•	Ferart Edge Planning	\$74,100
•	Land Insights	\$73,940
•	Planwest	\$73,280
•	Hames Sharley	\$71,750
•	Urbis	\$69,880
•	Eaton & Passarelli	\$67,520
•	Geraldton Independent Planners	\$66,000
•	Urbanix	\$63,000

The Project Brief required that the consultant provide a fixed quote to cover all costs associated with completing the requirements of the Study as outlined in this brief, including travel and accommodation costs.

The Project Brief set the following payment schedule, unless otherwise negotiated between the consultant and the CEO:

- The sum of 20% of the contracted price shall be paid upon receipt of invoice at commencement following acceptance of the report framework;

- The sum of 30% of the contracted price shall be paid on receipt of invoice following submission and acceptance of the draft Leeman and Green Head Planning Strategy report and any modifications required thereto;
- A sum of 30% of the contracted price shall be paid on receipt of invoice after the final Leeman and Green Head Planning Strategy report has been submitted and accepted by the Working Group and any modifications required thereto.
- The final 20% shall be payable upon receipt of an invoice and only after the Leeman and Green Head Planning Strategy has been submitted for final consideration by and endorsed by the Shire Council.

The Shire of Coorow has set aside \$25,000 in its 2009/2010 budget towards the cost of the project, and has applied to the Mid West Development Commission for \$50,000 through the Royalties for Regions Mid West Regional Grants Scheme. The preferred consultant has estimated that the project will require 6 months, so in the event that the preferred consultant is advised of their appointment following the 21 April 2010 Council meeting, the project would not commence until the middle of the year. This will allow the Shire of Coorow to set aside in its 2010/2011 budget the required balance amount in the event that the grant application proves unsuccessful.

The Shire will also be responsible for assorted in-kind costs, such as use of its own facilities to hold workshops, promotion of the workshop dates to the community etc.

PUBLIC CONSULTATION:

It is proposed that a Project Steering Group, led by the Shire of Coorow, will be established to support and assist the appointed consultant and to establish a set of objectives for the project. This group would consist of representatives from the following groups:

- Shire of Coorow (Councillors and Staff);
- Mid West Development Commission;
- Department for Planning;
- Department of Environment and Conservation;
- LandCorp;
- Leeman and Green Head based community groups;
- Local Professional Fishing Associations;
- Main Roads WA;
- Indigenous/Native Title respondents; and
- Service Authorities (water, power and sewer).

It is proposed that representatives from the above would be invited to join the Steering Group, but in the event that they were not able to attend meetings the consultant would be able to contact them individually to ascertain their issues rather than delay the process.

The preferred consultant advises in Section 3.1.8 of their response to the Project Brief that:

“Our approach to stakeholder and community engagement is to:

- *Inform stakeholders and the community early in the process;*
- *Involve them in vision setting and issues identification;*
- *Engage them in the design of their community; and*
- *Feedback outcomes and results as soon as possible to maintain momentum.*

In order to develop an informed and robust planning strategy, community and stakeholder input is critical. Our approach to stakeholder consultation is based on an understanding of the community makeup (demographic), identification of key stakeholders and a range of targeted, constructive yet creative methods of consultation in order to get input at key stages of the process. The details of our approach will be

provided in the Stakeholder Engagement Strategy developed in Stage 1 and will be confirmed by the PMG.”

The preferred consultant continues in their expression of interest to note:

3.3 Stage 2: Community Workshops

The following is a broad outline of our approach to the community design workshop. This will be further refined based on the Stakeholder Engagement Strategy in consultation with the PMG and PSG.

Given it is only 14 kilometres between Leeman and Greenhead we see value in conducting a joint workshop so that planning for the two towns can be looked at strategically and holistically.

However should there be preference to undertake workshops in each of the towns (based on political or community sensitivities or social issues) this can be undertaken within the same timeframe and fee proposed.

The workshop will entail a series of distinct information and design sessions, facilitated by Urbis, where the community are informed and then involved at key intervals. The input and feedback from the community will be considered and developed by technical staff into draft options and concepts to inform the Strategy. A broad outline of the workshop sessions we propose are provided below and described in more detail on the following page:

- 1 Welcome, Introductions and Ice-breakers (Community and key stakeholders)*
- 2 Background and Context Presentation (Community and key stakeholders)
Why are we here today? What are the key issues and objectives?*
- 3 Vision and Values (Community and key stakeholders)
What do you love about living here? What are our strengths and valued assets? What future do you want for your town?*
- 4 Community Design Session (Community and key stakeholders)
If you were a town planner for a day, how would you like to see the town grow? What would you protect, enhance and change? What would be your priorities?*
- 5 Technical Design Session (Consultants, Shire Planners, CEO and PSG workshop key issues and prepare draft concepts/options)*
- 6 Feedback Session (Community and key stakeholders)
Do the draft concepts or options reflect the vision and objectives identified?
Do you have any further comments you would like to provide?*

The key elements of our approach are:

- Two day workshop held over a weekend to maximise community participation. This may be conducted as a large joint workshop in one location or two smaller workshops conducted in each town.*
- Preparation of a Background Paper to be distributed to workshop participants outlining the process undertaken to date, the findings, the proposed running schedule and outline of the workshop process.*

- *Urbis will be responsible for the design and content of the workshop, preparation of information provided on the day (background paper, agenda, plans) as well as the facilitation of the workshops themselves. The outline and proceedings of the workshop will be confirmed with the Project Management team and the PSG, prior to commencing.*
- *It is assumed that broad advertising of the workshops in community newspapers and the Shire's website will be undertaken by the Shire, with content provided by Urbis.*
- *Urbis will work with the PSG to identify key stakeholders that would need to be specifically invited to the workshops.*
- *The proposed fee for this stage assumes participation of up to 25 people per workshop if the workshops are held in two locations or up to 40 people if a single joint workshop is preferred. It is assumed that administrative support will be provided by the Shire. Should numbers be greater than this, we will discuss the additional resource requirements with the Shire.*

3.3.1 Background and Context Presentation

Urbis will deliver a presentation on the background to the project, project objectives/parameters and key issues. If required government agencies may provide brief presentations on particular issues/subject areas, including future needs and proposals in relation to transport

3.3.2 Vision and Values

The Vision and Values session will involve participants working in groups to identify what they love about the area, their aspirations for future development and what needs to be considered in future planning for the towns.

3.3.3 Community Design Session

During the community design session, participants in groups will be required to identify on maps and aerial photos area/places that they want to protect or enhance and areas that would be suitable for change (or development). A spectrum of hypothetical development/growth scenarios will be prepared by the Urbis team and feedback on these options will be sought.

3.3.4 Technical Design Session

Following the Community Design Session, the project team, relevant Shire officers, and representatives from government planning and infrastructure agencies will undertake a more rigorous planning and design session, based on the information and feedback from the community during the day.

Key aspects to be investigated include:

- *Location and direction of new urban growth/land release areas;*
- *Additional transport linkages and access improvements;*
- *Suitable locations for more intense residential development, as well as providing for a range of living choices;*
- *Preferred locations for tourism development;*
- *Locations for additional commercial and industrial development;*
- *Location and provision of community facilities;*
- *Streetscape and public realm improvements; and*
- *Open space provision/protection/rationalisation*

Based on our previous experience in similar workshops, this session is likely to be run as a small group exercise, with one group looking at the town in its entirety (land use and transport) and another group focussing in on key precincts/sites (e.g. Town

Centre, growth areas, foreshore area). The nature of this design session will be confirmed through the engagement strategy and dependant on number of attendees.

The outcome of this session will be draft concepts and options for the Strategy Plan.

3.3.5 Feedback Session

It is important that the outcomes of the technical design session are presented back to participants of the previous sessions and the broader community. We propose a more informal feedback session be undertaken on the following day in the format of an 'open house' session where the community can come and view the draft concepts and ask questions of project team members.

3.3.6 Outcomes Report and Second PSG Meeting

Urbis will consolidate the outcomes of the community workshops (including the draft concepts/options prepared during the Technical Design Sessions), background investigations, and opportunities and constraints analysis into a concise outcomes report as required in the Brief. The key findings will inform the development of the strategy."

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Thank all parties who expressed an interest in undertaking the Leeman and Green Head Planning Strategy;
2. Place an amount of \$75,000 in the 2010/11 Budget estimates for the Leeman and Green Head Planning Strategy;
3. Appoint Urbis to undertake the Leeman and Green Head Planning Strategy once the 2010/11 Budget has been adopted; and
4. Delegate authority to the Chief Executive Officer to set a commencement date for the Leeman and Green Head Planning Strategy.

RESOLUTION: **2010/053**

Moved: Cr Williams

Seconded: Cr McTaggart

That Council:

1. *Thank all parties who expressed an interest in undertaking the Leeman and Green Head Planning Strategy;*
2. *Place an amount of \$75,000 in the 2010/11 Budget estimates for the Leeman and Green Head Planning Strategy;*
3. *Appoint Urbis to undertake the Leeman and Green Head Planning Strategy once the 2010/11 Budget has been adopted; and*

4. *Delegate authority to the Chief Executive Officer to set a commencement date for the Leeman and Green Head Planning Strategy.*

***CARRIED 7/0
Absolute Majority***

10.2.4 LOCAL PLANNING POLICY – 6.6.8 OUTBUILDINGS

AUTHOR	Simon Lancaster & Kathryn Jackson
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	6 April 2010
ATTACHMENT	10.2.5 Policy Outbuildings
FILE	Policy Manual

SUMMARY:

Council resolved at its 17 March 2010 meeting to review Local Planning Policy 6.6.8 – Outbuildings. Shire staff prepared a revised Local Planning Policy 6.6.8 – Outbuildings and recommend commencement of its advertising.

BACKGROUND:

All Local Planning Policies are to be reviewed annually by the Chief Executive Officer and during the operation of Policy 6.6.8 – Outbuildings it has become apparent that some minor amendments to the Policy will improve its ability to meet the strategic direction of Council, and enable greater efficiency when dealing with applications, thereby providing an improved level of service to the community.

The purpose of this report is to present a draft update of Local Planning Policy 6.6.8 – Outbuildings for the Council's consideration under Section 2.4 of its Town Planning Scheme ('the Scheme').

A copy of the April 2010 draft version of Local Planning Policy 6.6.8 - Outbuildings has been included for Council's consideration as Attachment 10.2.5, the proposed modifications to the Policy are shown in red font to be of assistance.

COMMENT:

The operation of Local Planning Policy 6.6.8 – Outbuildings has revealed that there are two areas where the policy could be improved to meet with Council's direction and improve efficiency in dealing with applications:

- Currently the maximum outbuilding size permitted within residential zoned areas under Policy 6.6.8 is 90m², and it is recommended that the policy review increase this to 120m². The basis for this being that:
 - 120m² offers a storage area better able to meet the demands of residents without creating outbuildings of such an area that they dominate the lot and reduce the amenity of the surrounding area.
 -
 - Since the 'Outbuilding' Policy was last reviewed in September 2009 there have been four (4) outbuildings approved by Council in excess of the 90m² aggregate area:

○ Lot 631 Oceanview Drive, Green Head	99m ²	
○ Lot 393 Green Head Road, Green Head	288m ²	
○ Lot 348 Croft Court, Green Head		120m ²
○ Lot 349 Croft Court, Green Head		94.5m ²
- Currently the maximum outbuilding wall height permitted within residential zoned areas under Policy 6.6.8 is 3.6m, and it is recommended that the policy review increase this to 4m. The basis for this being that 4m offers improved clearance area to meet the demands of residents for items such as caravans and boats without creating outbuildings of such height that they are intrusive on the streetscape or reduce the amenity of neighbouring residents through their visual appearance bulk or shadow cast.

A review of recent Council approvals for outbuildings in excess of policy requirements bears out the proposed amendments, and the adoption of the updated policy would reflect the dimensions that Council has established as being acceptable in its residential zone, and streamline the development process for applicants.

By comparison, the following table compares maximum heights and aggregate areas for outbuildings as set by other Local Governments in the region.

MAXIMUM STANDARDS FOR R10 AND HIGHER DENSITY						
Local Government	Geraldton-Greenough	Northampton	Irwin	Dandaragan	Chapman Valley	Gingin
Wall Height	3m	3m	3m	3.6m	3m	3m
Apex Height	4.5m	4.5m	4m	4.5m	4m	4.2m
Aggregate Area	120m ²	120m ²	75m ²	80m ²	75m ²	90m ²

The above table demonstrates that an aggregate area of 120m² is an acceptable aggregate outbuilding area for this region's lifestyle requirements. The 4m wall height proposed to be adopted as part of this report does not appear to align with other authorities' standards, however it should be noted that Leeman and Green Head are coastal towns where there is a recognisable high ownership of boats for both recreational and business purposes.

The report recommends a simple maximum outbuilding area limit rather than restrictions based on the total built proportion of the lot area. Basing the permitted outbuilding size on the total built form of the lot would allow for different sized outbuildings on lots in a common suburb causing confusion and frustration for landowners as it appears to not give a clear indication of Council's requirements. Plot ratio as a means of outbuilding assessment would also allow for very large shed on lots with small residences which may not be considered desirable.

STATUTORY ENVIRONMENT:

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

Section 2.2 of the Scheme allows for Council to formulate, review or rescind Local Planning Policies:

“2.2 Local Planning Policies

The local government may prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area so as to apply –

- (a) generally or for a particular class or classes of matters; and*
- (b) throughout the Scheme area or in one or more parts of the Scheme area*

and may amend or add to or rescind the Policy.”

Sections 2.4.6 and 2.5 of the Scheme requires the Council to publish a notice of the proposed amendments to its Policy once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area giving details of the subject and nature of the amended Policy, where it may be inspected, in what form submissions may be made, and the date of the submission period (which shall not be less than 21 days). At the conclusion of the advertising period the Council is required to

review the amended Policy in the light of any submissions made, and may resolve to adopt the amended Policy with or without modification, or not proceed with the amended Policy.

STRATEGIC IMPLICATIONS:

For the most part local planning policies are formulated and aligned with a strategic planning direction as set by Council. The establishment of local planning policies aid in guiding the type and standard of development the Council views as appropriate within particular areas of the Shire. As previously mentioned, Policies also provide a consistent approach to approving land use and development. Therefore, as a general rule it is important the Council not waiver from an adopted policy position without specific justification being provided and planning merit being identified.

This report and the draft updated Policy highlight the importance of a continued review of Local Planning Policies to keep pace with current development trends, demands and Council expectations.

POLICY IMPLICATIONS:

It is suggested that the April 2010 version of Local Planning Policy 6.6.8 – Outbuildings be initiated by Council.

FINANCIAL IMPLICATIONS:

There is a cost for the preparation of subsequent advertising of Local Planning Policies which will be covered by the Councils existing Planning budget allocation.

PUBLIC CONSULTATION:

The Scheme requires the Council to publish a notice of a Local Planning Policy once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area giving details of the subject and nature of the amended Policy, where it may be inspected, in what form submissions may be made, and the date of the submission period (which shall not be less than 21 days).

VOTING REQUIREMENT:

Simple majority

OFFICER RECOMMENDATION:

That Council resolve to:

1. Adopt draft Local Planning Policy 6.6.8 – Outbuildings as a draft for public comment and advertise it for a period of 21 days pursuant to Sections 2.4.1 and 2.4.6 of the Shire of Coorow Town Planning Scheme No.2;
2. Should no written, author-identified objections be received during the 21 day advertising period, then adopt for final approval Local Planning Policy 6.6.8 – Outbuildings pursuant to Sections 2.4.2 and 2.4.6 of the Shire of Coorow Town Planning Scheme No.2 (thereby revoking Local Planning Policy 6.6.8 – Outbuildings as adopted by Council at its 16 September 2009 meeting pursuant to Section 2.5.a of the Scheme) and proceed to publish a notice to this effect in the local newspaper pursuant to Clause 2.4.3 the Shire of Coorow Town Planning Scheme No.2; and
3. Should there be any written, author-identified objections received during the advertising period, require staff to present to Council a further report.

Note: Council requested that this lay on the table until the Manager, Regulatory Services receives further information on this matter

RESOLUTION: **2010/054**

Moved: *Cr Bothe*

Seconded: *Cr George*

That item 10.2.4 Local Planning 6.6.8 Outbuildings be re-introduced for discussion due to the Manager, Regulatory Services getting the further information required.

CARRIED 7/0

RESOLUTION: **2010/055**

Moved: *Cr Bothe*

Seconded *Cr. George*

That Council resolve to:

1. *Adopt draft Local Planning Policy 6.6.8 – Outbuildings as a draft for public comment and advertise it for a period of 21 days pursuant to Sections 2.4.1 and 2.4.6 of the Shire of Coorow Town Planning Scheme No.2;*
2. *Should no written, author-identified objections be received during the 21 day advertising period, then adopt for final approval Local Planning Policy 6.6.8 – Outbuildings pursuant to Sections 2.4.2 and 2.4.6 of the Shire of Coorow Town Planning Scheme No.2 (thereby revoking Local Planning Policy 6.6.8 – Outbuildings as adopted by Council at its 16 September 2009 meeting pursuant to Section 2.5.a of the Scheme) and proceed to publish a notice to this effect in the local newspaper pursuant to Clause 2.4.3 the Shire of Coorow Town Planning Scheme No.2; and*
3. *Should there be any written, author-identified objections received during the advertising period, require staff to present to Council a further report.*

CARRIED 7/0

POLICY – HOUSING AND COMMUNITY AMENITIES

Sub Section: Town Planning and Regional Development

Policy Number: 6.6.8

Policy Subject: Outbuildings

Policy Statement: Pre-fabricated garden sheds, ‘cubby houses’, shade houses, kennels and other animal enclosures (such as aviaries) less than 9m² in total aggregate area and less than 2.1m in height (measured from natural ground level) are exempt from this policy.

1. Maximum standards for outbuildings are prescribed as follows:
 - a) Residential zoned land - **R10 and higher density - 120m² in area or 20% in aggregate of the site area, whichever is the lesser**, with a maximum wall height of **4m** and a total maximum height of 4.5m measured from natural ground level. (These area requirements do not override the open space requirements of Table 1 of the Residential Design Codes (2008) or any specific Scheme requirement);
 - b) **Residential zoned land – R5 and lower density - 180m² in area with a maximum wall height of 4m and a total maximum height of 5m measured from natural ground level. (These area requirements do not override the open space requirements of Table 1 of the Residential Design Codes (2008) or any specific Scheme requirement);**
 - c) Rural Residential zoned land - 200m² in aggregate area with a maximum wall height of 4.0m and a total maximum height of 6.5m measured from natural ground level;
 - d) Rural zoned land generally less than 20ha and adjacent to settlements or within a town site boundary - 240m² in aggregate area with a maximum wall height of 4.0m and a total maximum height of 6.5m measured from natural ground level;
 - e) Rural zoned land greater than 20ha and not adjacent to settlements or within a town site boundary are not limited by this policy.
 - f) Regardless of zoning, in the case of lots with the potential for further subdivision, outbuildings may be approved by the local government that meet the maximum standards **comparable to the size of the lot**. In considering applications of this type due regard will be given to the objectives of this policy, and in order to protect the future amenity of the lots once subdivided, the local government may impose a condition of approval requiring that a

legal agreement be lodged with the local government requiring that in the event of further subdivision of that property, the outbuilding must be removed or reduced in size to conform with this policy.

e.g. A lot zoned R10 that is 2,000m² in area may (subject to the provision of a legal agreement as outlined in part 'f' above) have an outbuilding of 180m² approved.

2. The erection of an outbuilding on vacant residential and rural residential zoned land shall not be approved unless ~~the following requirements have been satisfied:~~ the applicant or their builder has been issued with a Building Licence by the local government for the construction of a residence upon that lot, and the builder has commenced construction of the residence up to slab height or erection of the sub-floor structure.
3. Other than for general storage and/or agricultural purposes an outbuilding shall not be used for any residential habitation, commercial or industrial use without the prior approval of the local government.
4. The storage of any items in connection with a commercial or industrial operation (e.g. crays, building materials, etc) ~~upon residential or rural-residential zoned land~~, is considered contrary to the objectives of this policy and is therefore not considered sufficient justification for an increase in the maximum standards as prescribed in this Policy.
5. Regardless of zoning, on lots of 4ha or less, an outbuilding is to be located behind or to the side, but not forward of any existing dwelling on the lot unless the outbuilding is consistent in design and constructed in the same materials and colours as the dwelling.
6. All outbuildings proposed to be constructed in the South Bay subdivision are to be clad of non-reflective material as required under Statement 14 of Local Planning Policy 6.6.6.

Objectives: The Policy objectives are as follows:

- To allow for variation to the Residential Design Codes for Element 6.10 – Incidental development ~~requirements~~.
- To provide a clear definition of what constitutes an 'outbuilding'.
- To ensure that outbuildings are not used for residential habitation, commercial (other than agricultural) or industrial purposes.
- To limit the visual impact of outbuildings.
- To encourage the use of outbuilding materials and colours ~~that~~

compliment the landscape and amenity of the surrounding areas.

- To ensure that the outbuilding remains an ancillary use to the main dwelling or the principal land use on the property.

Definitions:

- Outbuilding – is defined in the Residential Design Codes of WA (2008) as: ‘an enclosed non-habitable structure that is detached from any dwelling’.
- Enclosed – means the enclosure of any side of an outbuilding, including the roof being clad with a non-permeable material. The use of permeable materials such as open lattice or shade cloth does not constitute an enclosed side. **For example:**
 - An enclosed side includes walls with a number of openings (windows etc.);
 - A shade sail is not considered an outbuilding;
 - An open sided, roofed patio completely detached from the dwelling is considered an outbuilding;
 - A non-enclosed addition to an existing outbuilding (veranda, patio or carport etc.) shall constitute an extension to that outbuilding.
- Non-habitable – means a Class 10 building as defined under the BCA.

Note: For a structure detached from the dwelling to be considered ‘habitable’ it must be built to a Class 1 standard as prescribed under the BCA (i.e. Must contain ablution, kitchen, laundry facilities etc.).

- Detached – means detached in the sense of ‘not belonging’, ‘standing apart’ or ‘not contiguous’ to another building and being of a ‘free standing’ nature.

Note: If a new structure is proposed to be connected to any part of an existing habitable building (i.e. via veranda, walkway, breezeway, carport, garage etc.) then for it NOT to be considered an outbuilding it must be constructed in the same materials and finish to the existing habitable building, and to the Class 1 building standards under the BCA. If not then the proposed structure shall be considered an ‘attached’ outbuilding.

Guidelines:

Any variation to any part of the above policy in relation to Residential zoned land will require consultation with affected landowners and/or occupiers and their written neighbour consent to these variations should preferably be given.

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning

approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

The Shire of Coorow Town Planning Scheme No.2, and the Residential Design Codes of Western Australia (2008)

Resolution No:

Resolution Date: 19 November 2008, 18 February 2009, 15 July 2009 and 16 September 2009.

Source: Shire of Chapman Valley Planning Department

Date of Review: June Annually

Review Responsibility: Chief Executive Officer

10.3 PRINCIPAL WORKS SUPERVISOR:

NO ITEMS

10.3.1

AUTHOR	Kelvin Bean
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	
FILE	
ATTACHMENT	

10.4 DEPUTY CHIEF EXECUTIVE OFFICER:

10.4.1 ACCOUNTS FOR PAYMENT

AUTHOR	Erika Clement
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	12 April 2010
ATTACHMENT	10.4.1 Accounts Due and Submitted To Council Meeting 21 April 2010

SUMMARY:

Council approval is required for payment of accounts made within the months of March 2010 and April 2010 and to approve payments of accounts due in April 2010.

COMMENT:

Approval is sought for the following list of payments of accounts made since Council's last meeting on 17 March 2010 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 21 April 2010.

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 sub 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;

STRATEGIC, POLICY & FINANCIAL IMPLICATIONS:

There is 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 21 April 2010 including:

1. Vouchers 18317 to 18344, 18386 to 18398, PR71010410 to PR72310310, DD 17/03/10 to DD 12/04/2010, EFT2571 to EFT2651, DCEO, CEO, MRS VISA CARDS totalling \$334,056.41 from Council's Municipal Fund
2. Vouchers 152 to 153 totalling \$223.84 from Council's Trust Fund

be authorised and passed for payment.

RESOLUTION: **2010/056**

Moved: Cr McTaggart

Seconded: Cr Jack

That payments listed at Attachment 10.4.1 Accounts Due and Submitted to Council Meeting on 21 April 2010 including:

3. *Vouchers 18317 to 18344, 18386 to 18398, PR71010410 to PR72310310, DD 17/03/10 to DD 12/04/2010, EFT2571 to EFT2651, DCEO, CEO, MRS VISA CARDS totalling \$334,056.41 from Council's Municipal Fund*
4. *Vouchers 152 to 153 totalling \$223.84 from Council's Trust Fund*

be authorised and passed for payment.

CARRIED 7/0

List of accounts due & submitted to committee 12/04/2010					
Chq/EFT	Date	Name	Description	TRUST	MUNI
152	12/04/2010	COOROW HOTEL	CATERING STAY ON YOUR FEET DAY 2010	\$ 193.00	
153	12/04/2010	COOROW HIGHWAY STORE	STAY ON YOUR FEET 2010	\$ 30.84	
EFT2571	09/03/2010	TOLL FAST	FREIGHT- COMPRESSOR GH BFB		\$ 33.41
EFT2572	09/03/2010	FIRE & EMERGENCY SERVICES AUTHORITY OF WA	ESL LEVY RETURN - FEBRUARY 2010		\$ 846.98
EFT2573	26/03/2010	AUSTRALIA POST-LPO	POSTAGE		\$ 244.46
EFT2574	26/03/2010	AVON WASTE	WASTE REMOVAL		\$ 9,931.08
EFT2575	26/03/2010	BOC GASES	GAS		\$ 165.77
EFT2576	26/03/2010	BEAN KJ	INTERNET - PWS		\$ 73.29
EFT2577	26/03/2010	COURIER AUSTRALIA	FREIGHT-PUREWATER,DEXION		\$ 121.05
EFT2578	26/03/2010	COVENTRY GROUP LTD	TAPE,BOLTS,HAND SCRUB, GLOBES, FUSES, WASHERS		\$ 1,994.38
EFT2579	26/03/2010	COOROW HIGHWAY STORE	REFRESHMENTS		\$ 35.95
EFT2580	26/03/2010	CUNNINGHAMS AG SERVICES	FILTERS - CW0013 BATTERIES, SHREDDER-VAC HOSE REEL ASSY		\$ 1,221.79
EFT2581	26/03/2010	COOROW AG PTY LTD	HARDWARE, DRILL, CEMENT		\$ 2,968.95
EFT2582	26/03/2010	CARNAMAH ENGINEERING	KEYWAY,DRILLING OF PLATE, BENDING OF METAL		\$ 904.20
EFT2583	26/03/2010	COUNTRY TIME CARAVANS	LATCH-WARRADARGE FIRE SHED		\$ 29.30
EFT2584	26/03/2010	FAMILY SHOPPING CENTRE	REFRESHMENTS		\$ 541.28
EFT2585	26/03/2010	FARMWORKS	POLY TEK SCREWS		\$ 123.45
EFT2586	26/03/2010	GH COUNTRY COURIERS	FREIGHT - COVENTRYS , PURCHERS		\$ 121.34
EFT2587	26/03/2010	GIRANDO MJ	SITTING & TRAVELLING FEES		\$ 1,537.75
EFT2588	26/03/2010	HALF WAY MILL ROADHOUSE	FUEL		\$ 616.00
EFT2589	26/03/2010	HARE & FORBES MACHINERY HOUSE	PIPE BENDER GIFT G DONEY		\$ 297.00
EFT2590	26/03/2010	KENWORTH DAF W.A.	AIR FILTER - CW005		\$ 488.58
EFT2591	26/03/2010	LEEMAN HARDWARE	HARDWARE,RETIC FITTINGS		\$ 1,857.09
EFT2592	26/03/2010	LEWIS TYRES PTY LTD	FIT & BALANCING TYRES - NEW TRAILER		\$ 88.00

EFT2593	26/03/2010	ML COMMUNICATIONS	PHONE RENTAL COAST & MEDICAL CENTRE		\$ 866.79
EFT2594	26/03/2010	MIDWEST CHEMICAL & PAPER	CLEANING SUPPLIES		\$ 379.34
EFT2595	26/03/2010	MERCURY FIRESAFETY PTY LTD	FIRE FIGHTING FOAM		\$ 5,985.48
EFT2596	26/03/2010	CRM & BG MALEY	GRAVEL - MARCHAGEE-BUNTINE ROAD		\$ 4,334.00
EFT2597	26/03/2010	OFFICEWORKS BUSINESS DIRECT	STATIONARY SUPPLIES		\$ 131.04
EFT2598	26/03/2010	PURCHER-INTERNATIONAL PTY LTD	SERVICE TO CW0010		\$ 5,597.71
EFT2599	26/03/2010	TIVELLA PTY LTD	BINDING OF MINUTES		\$ 165.00
EFT2600	26/03/2010	RICOH FINANCE	LEASE FOR PHOTOCOPIERS		\$ 663.49
EFT2601	26/03/2010	SNAG ISLAND ROADHOUSE	POSTAGE		\$ 44.90
EFT2602	26/03/2010	SEASIDE SUPPLIES	REFRESHMENTS		\$ 434.26
EFT2603	26/03/2010	STAR TRACK EXPRESS	FREIGHT- HERSEY, WESTRAC		\$ 120.66
EFT2604	26/03/2010	RELIANCE PETROLEUM	FUEL		\$ 17,310.56
EFT2605	26/03/2010	THREE SPRINGS SHIRE COUNCIL	CONTRIBUTION MEDICAL CENTRE - FEBRUARY 10		\$ 464.93
EFT2606	26/03/2010	TAFEWA CY O'CONNOR	TRAINING MUNICIPAL LAW - JOHN RICHARDSON		\$ 330.00
EFT2607	26/03/2010	WALTONS STORES	FUEL FILTER & SPARK PLUGS - CW0060		\$ 245.11
EFT2608	26/03/2010	WAITE JAN	SITTING & TRAVELLING FEES		\$ 315.56
EFT2609	26/03/2010	MIDWEST REGIONAL COUNCIL	WELL FUNDED TRAINING PROJECT		\$ 12,100.00
EFT2610	12/04/2010	AUSTRALIA POST-LPO	POSTAGE		\$ 91.58
EFT2611	12/04/2010	AVON WASTE	WASTE REMOVAL		\$ 11,540.45
EFT2612	12/04/2010	BUNNINGS BUILDING SUPPLIES PTY LTD	PLANTS- WAR MEMORIAL/LEEMAN REC CENTRE		\$ 64.94
EFT2613	12/04/2010	BOC GASES	GAS		\$ 315.08
EFT2614	12/04/2010	BEAN KJ	INTERNET PWS		\$ 69.95
EFT2615	12/04/2010	BROADWATER RESORT APARTMENTS	ACCOMODATION RO		\$ 410.00
EFT2616	12/04/2010	BENARA INDUSTRIES	PLANTS - LEEMAN PROGRESS ASSC		\$ 303.05
EFT2617	12/04/2010	COURIER AUSTRALIA	FREIGHT - CHADSON ENGINEERING , JASON SIGNS		\$ 149.83
EFT2618	12/04/2010	COVENTRY GROUP LTD	DEAD BLOW HAMMER		\$ 833.62

EFT2619	12/04/2010	COOROW HIGHWAY STORE	REFRESHMENTS		\$ 65.20
EFT2620	12/04/2010	CUNNINGHAMS AG SERVICES	HOSE REEL & NOZZLES CW0054		\$ 2,489.23
EFT2621	12/04/2010	COOROW HOTEL	ACCOMODATION BRENDA JOHNSON		\$ 88.00
EFT2622	12/04/2010	COOROW AG PTY LTD	HARDWARE,DRILL,PESTICIDE, CEMENT		\$ 1,679.02
EFT2623	12/04/2010	CONPLANT PTY LTD	O'RINGS,BEARINGS,BRAKE FLUID,SCREW, SEALS, R-BRAKE GEAR REAR		\$ 2,451.53
EFT2624	12/04/2010	FAMILY SHOPPING CENTRE	REFRESHMENTS		\$ 724.24
EFT2625	12/04/2010	GREEN HEAD PLUMBING & GAS	REPAIRS TO 123 COMMERCIAL ST		\$ 439.67
EFT2626	12/04/2010	GREEN HEAD GENERAL STORE	FUEL		\$ 1,226.76
EFT2627	12/04/2010	GREEN HEAD COMMUNITY CENTRE MANAGEMENT	CLEANING GREEN HEAD COMMUNITY CENTRE		\$ 100.00
EFT2628	12/04/2010	GRONOW'S MECHANAIR	AIR CONDITIONING REPIARS CW0016, CW0032, CW0013		\$ 951.52
EFT2629	12/04/2010	UHY HAINES NORTON	TRAINING MANAGEMENT ACCOUNT AND FINANCIAL REPORTING - DCEO/RO		\$ 2,409.00
EFT2630	12/04/2010	IFAP	OHS TRAINING COURSE		\$ 1,135.00
EFT2631	12/04/2010	JURIEN HARDWARE HOLDINGS	PLANTS - WAR MEMORIAL/ REC CENTRE		\$ 39.70
<i>EFT2632</i>	<i>12/04/2010</i>	<i>LANDMARK ENGINEERING & DESIGN</i>	<i>OUTDOOR FURNITURE LEEMAN PROGRESS ASSC</i>		<i>\$ 2,168.10</i>
EFT2633	12/04/2010	LGIS RISK MANAGEMENT	REGIONAL RISK CO-ORDINATOR FEES 01/01/10 - 30/06/10		\$ 3,840.10
EFT2634	12/04/2010	LEEMAN SNACK SHACK	REFRESHMENTS - COUNCIL MEETING		\$ 266.70
EFT2635	12/04/2010	ML COMMUNICATIONS	PHONE RENTAL COAST & MEDICAL CENTRE		\$ 321.25
EFT2636	12/04/2010	MERCURY FIRESAFETY PTY LTD	BLANK CAP CW0051		\$ 92.98
EFT2637	12/04/2010	MOORA GLASS SERVICE	REGLAZING 4 WINDOWS OLD CO-OP BUILDING		\$ 508.20
EFT2638	12/04/2010	MAGPIE SQUAWK	ADVERTISING STAY ON YOUR FEET 2008		\$ 40.00
EFT2639	12/04/2010	NET REGISTRY	DOMAIN NAME REGISTER		\$ 62.00

EFT2640	12/04/2010	OCEAN CENTRE HOTEL	ACCOMODATION CEO		\$ 199.00
EFT2641	12/04/2010	PURCHER-INTERNATIONAL PTY LTD	EXPANSION TANK CW0010		\$ 1,086.51
EFT2642	12/04/2010	QUANTOCK S & L ELECTRICS	AIR CONDITONING UNITS 1,2 AND 3 LEEMAN AGED UNITS		\$ 9,372.00
EFT2643	12/04/2010	RBC-RURAL	PHOTOCOPIER LEASE CHARGES		\$ 1,759.88
EFT2644	12/04/2010	JV & J READ	STORM DAMAGE REPAIRS GREEN HEAD & BOBCAT HIRE BABY BEACH LEEMAN		\$ 1,108.25
EFT2645	12/04/2010	SNAG ISLAND ROADHOUSE	POSTAGE		\$ 117.30
EFT2646	12/04/2010	STAR TRACK EXPRESS	FREIGHT - WA FIRE APPLIANCE, PERTH BRAKE CENTRE, CBA,FLEXIBLE DRIVE AGENICES,MAJOR MOTORS, MERCURY		\$ 307.75
EFT2647	12/04/2010	RELIANCE PETROLEUM	LIMSLIP 90 - CW003		\$ 239.93
EFT2648	12/04/2010	WINCHESTER INDUSTRIES	QUARTZ GREEN HEAD ENTRY STATEMENT		\$ 429.00
EFT2649	12/04/2010	WURTH AUSTRALIA PTY LTD	BOLTS,WASHERS,SCREWS,FUSES & CLIPS		\$ 217.46
EFT2650	12/04/2010	WA LIBRARY SUPPLIES	SCANNER		\$ 407.90
EFT2651	12/04/2010	MIDWEST REGIONAL COUNCIL	RECORDS MANAGEMENT - KEYWORD IMPLEMENTATION , RECORDS KEEPING PLAN		\$ 4,518.20
18317	12/03/2010	SHIRE OF COOROW	GIFT FOR STACEY DONOHUE		\$ 150.00
18318	15/03/2010	AUSTRALIAN TAXATION OFFICE	FEBRUARY BAS		\$ 14,714.00
18319	17/03/2010	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS		\$ 190.00
18320	22/03/2010	SHIRE OF COOROW	PETTY CASH COOROW		\$ 186.75
18321	12/04/2010	AUSTRALIAN COMMUNICATIONS AUTHORITY	BROADCAST LICENSING		\$ 303.00
18322	01/04/2010	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS		\$ 190.00
18323	01/04/2010	PAYROLL DEDUCTION - CSA	PAYROLL DEDUCTIONS		\$ 615.20
18324	12/04/2010	AMAZON SOILS & LANDSCAPING SUPPLIES	SANDGROPER MULCH		\$ 3,850.00
18325	12/04/2010	BLACKWOODS	KEVLAR GLOVES CW0016		\$ 97.90
18326	12/04/2010	COATES HIRE	HIRE OF RUBBER TYRE ROLLER		\$ 3,616.77

18327	12/04/2010	CRAKE FAMILY TRUST	FENCING AT COORW TIP,LEEMAN TIP & VERANDAH POSTS LEEMAN ADMIN		\$ 8,000.00
18328	12/04/2010	DEXION BALCATTA	FILES & RACKS FOR RECORDS SYSTEM		\$ 768.90
18329	12/04/2010	FLEXIBLE DRIVE AGENCIES	HAND BRAKE CABLE		\$ 242.00
18330	12/04/2010	INDIAN OCEAN HOTEL	ACCOMODATION RANGER		\$ 320.00
18331	12/04/2010	JURIEN ALLIED SERVICES	AIR CONDITIONING WARRADARGE FIRE SHED		\$ 3,520.00
18332	12/04/2010	LEEMAN FUEL & LIQUOR	FUEL		\$ 479.26
18333	12/04/2010	LANDGATE	VALUATION CHARGES		\$ 486.25
18334	12/04/2010	MADDINGTON RADIATOR SERVICE	CLEAN OUT TRACTOR RADIATOR CW 0033		\$ 110.00
18335	12/04/2010	MAJOR MOTORS PTY LTD	FILTERS CW0016		\$ 111.45
18336	12/04/2010	NOVUS GERALDTON	WINDSCREEN REPLACEMENT CW0010		\$ 1,639.00
18337	12/04/2010	PERTH BRAKE PARTS	WHEEL CYLINDER SLEEVE SETS CW0016		\$ 135.00
18338	12/04/2010	PERFECT COMPUTER SOLUTIONS	COMPUTER SUPPORT		\$ 3,225.00
18339	12/04/2010	SHIRE OF COOROW	PETTY CASH LEEMAN		\$ 144.20
18340	12/04/2010	SYNERGY	ELECTRCITY ACCOUNTS		\$ 10,054.45
18341	12/04/2010	STEWART & HEATON CLOTHING PTY LTD	BUSHFIRE BRIGADE UNIFORMS		\$ 615.16
18342	12/04/2010	TELSTRA	PHONE ACCOUNT		\$ 3,656.07
18343	12/04/2010	WATER CORPORATION	WATER ACCOUNT		\$ 1,715.35
18344	12/04/2010	THE GJ & DM WHITE FAMILY TRUST	LABOUR - WARRADARGE BUSHFIRE SHED		\$ 400.00
18386	12/03/2010	SHIRE OF COOROW	PETTY CASH LEEMAN		\$ 197.65
18387	26/03/2010	ARCUS AUSTRALIA PTY LTD	REPAIRS TO ICE MACHINE		\$ 650.88
18388	26/03/2010	GREEN HEAD CARAVAN PARK	GAS - CLIFF PARK		\$ 30.00
18389	26/03/2010	GARY GEORGE	SITTING & TRAVELLING FEES		\$ 172.84
18390	26/03/2010	JASON SIGNMAKERS	ROAD SIGNS		\$ 5,494.50
18391	26/03/2010	KAMALLA	FINAL PAYMENT - BENCHES,VERANDAH WARRADARGE FIRE SHED		\$ 1,100.00
18392	26/03/2010	LEEMAN FUEL & LIQUOR	FUEL & REFRESHMENTS		\$ 246.00

18393	26/03/2010	LANDGATE	TITLE SEARCHES MARCHE A279		\$ 54.00
18394	26/03/2010	SYNERGY	STREET LIGHTS		\$ 2,637.35
18395	26/03/2010	SHIRE OF CHAPMAN VALLEY	PLANNING SERVICES - FEBRUARY 10		\$ 879.90
18396	26/03/2010	TELSTRA	TELEPHONE ACCOUNT		\$ 2,026.70
18397	26/03/2010	TOTALLY WORKWEAR GERALDTON	BOOTS- PROTECTIVE WEAR		\$ 160.00
18398	26/03/2010	WA FIRE APPLIANCES	CIRCUIT BRAKERS ,STORZ BLANK CAPS		\$ 86.53
13100310	10/03/2010	BANKWEST	MASTERCARD DCEO		\$ 2,804.20
13100310	10/03/2010	BANKWEST	MASTERCARD CEO		\$ 1,721.78
13100310	10/03/2010	BANKWEST	MASTERCARD PWS		\$ 137.20
13100310	10/03/2010	BANKWEST	MASTERCARD MRS		\$ 90.40
71010410	01/04/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 36.60
71060410	06/04/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 3,382.70
71070410	07/04/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 288.00
71080410	08/04/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 21.00
71090310	09/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 10,521.30
71090410	09/04/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,281.40
71110310	11/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 2,101.85
71120310	12/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,156.25
71150310	15/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,164.90
71160310	16/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 304.70
71170310	17/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 262.80
71180310	18/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 83.45
71220310	22/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 120.45
71230310	23/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 337.75
71240310	24/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,382.55
71250310	25/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 371.25
71260310	26/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 869.10
71290310	29/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 249.30
71300310	30/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 2,444.10
71310310	31/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 944.60

72010410	01/04/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 419.60
72060410	06/04/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 989.55
72070410	07/04/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 210.35
72080410	08/04/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 589.70
72090410	09/04/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 745.90
72100310	10/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,747.55
72120310	12/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 353.05
72150310	15/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 588.55
72160310	16/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 399.90
72190310	19/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 141.55
72220310	22/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,405.30
72230310	23/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 826.65
72260310	26/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 2,220.50
72290310	29/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,991.00
72300310	30/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 339.30
72310310	31/03/2010	TRANSPORT DEPT OF	TRANS LICENSING		\$ 764.90
DDEBIT	17/03/2010	PAYROLL	PAYROLL		\$ 40,624.00
DDEBIT	31/03/2010	PAYROLL	PAYROLL		\$ 41,092.00
DDEBIT	01/04/2010	PAYROLL	PAYROLL		\$ 3,539.56
DDEBIT	12/04/2010	PAYROLL	PAYROLL		\$ 1,348.00
				\$ 223.84	\$ 334,056.41

10.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – MARCH 2010

AUTHOR	Stuart Billingham
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	2010
ATTACHMENT	10.4.2 Statement of Financial Activity to 31 March 2010
FILE	F8.09 – Finance – 2009/10

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.

BACKGROUND:

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 28 February 2010 is included at Attachment 10.4.2 for Councillor's information.

COMMENT:

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 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 -

10.4.3 SHIRE OF COOROW – 4 YEARLY FINANCIAL MANAGEMENT REVIEW

AUTHOR	Stuart Billingham
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8/02/10
ATTACHMENT	MWRC Minutes 3 Feb 2010
FILE	ADM0081

SUMMARY:

To seek Council approval for out of budget expenditure to undertake the 4 yearly Financial Management Review.

BACKGROUND:

The Shire of Coorow Chief Executive Officer is required to undertake a Financial Management Review at least every 4 years as required by Financial Management Regulation 5(2)(c) .

“5. Financial management duties of the CEO

(2) The CEO is to —

(c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.”

The review was last undertaken in 2007 and is now due.

COMMENT:

The Shire of Coorow has received a quote from its auditors UHY Haines Norton to undertake the Financial Management Review as part of the Shire of Coorow Interim Audit Process to be undertaken in June 2010.

STATUTORY ENVIRONMENT:

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

\$4,500 plus GST, plus reasonable out of pocket travel, accommodation and incidental expenses.

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

That Council approves out of budget expenditure of \$4,500 from General Ledger account 118220 Audit Fees for the costs of undertaking the 4 yearly Financial Management Review in June 2010.

RESOLUTION: **2010/**

Moved: *Cr George*

Seconded: *Cr*

That Council place an amount of \$4,500 in the 2010/11 Budget estimates from General Ledger account 118220 Audit Fees for the costs of undertaking the 4 yearly Financial Management Review in June 2010.

MOTION LAPSED FOR WANT OF A SECONDER

NOTE: *Council requested this matter to be left on the table for the DCEO to research further information as to when the last review was undertaken as Council felt this should be a Budget item.*

10.4.4 SHIRE OF COOROW – ESTABLISHMENT LEEMAN COMMERCIAL PARKING RESERVE

AUTHOR	Stuart Billingham
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	12/02/10
ATTACHMENT	Nil
FILE	ADM0252

SUMMARY:

To seek Council approval for the establishment of a new Reserve Fund named the Leeman Commercial Parking Reserve.

BACKGROUND:

The Shire of Coorow currently has a Green Head Commercial Parking Reserve established to be used for provision of commercial parking in Green Head.

The Shire of Coorow now requires the establishment of a Leeman Commercial Parking Reserve to quarantine contributions received from ToolTime in lieu of providing Commercial Parking.

The *Local Government Act 1995* section 6.11 covers 'Reserve accounts' and their creation:

'(1) where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.'

COMMENT:

The Shire of Coorow should establish a new Leeman commercial parking Reserve Fund to quarantine the contribution recently received from ToolTime in lieu of providing commercial parking in Leeman.

STATUTORY ENVIRONMENT:

Local Government Act 1995, Local Government (Financial Management) Regulations 1996, Town Planning Act 1928.

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Transfer of income from ToolTime in the Municipal Fund of \$22,843.76 excl GST into the Leeman Commercial Parking Reserve Fund.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATIONS:

1. That Council approves the creation of a new 'Leeman Commercial Parking Reserve'.
2. The purpose of the Leeman Commercial Parking Reserve funds is to set aside funds for providing Commercial Parking in Leeman in the future.

RESOLUTION: **2010/058**

Moved: Cr Williams

Seconded: Cr George

1. *That Council approves the creation of a new 'Leeman Commercial Parking Reserve'.*
2. *The purpose of the Leeman Commercial Parking Reserve funds is to set aside funds for providing Commercial Parking in Leeman in the future.*

CARRIED 7/0

10.4.5 ROYALTIES FOR REGIONS – ASSET MANAGEMENT PLAN AND FORWARD CAPITAL WORKS PLAN

AUTHOR	Stuart Billingham
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	12/02/10
ATTACHMENT	Letter from Director General – Department of Regional Development and Lands
FILE	ADM0322

SUMMARY:

To seek Council permission to apply for funding approval.

BACKGROUND:

The Shire of Coorow has received correspondence from the Director General of the Department of Regional Development and Lands, dated 30 March 2010, regarding the Country Local Government Fund 2009-10. (see copy of letter and guidelines submitted as a separate attachment)

Local Government Direct Allocation

(65% of \$638,166 = \$414,807.90)

“The Shire of Coorow is eligible to apply for up to \$35,000 towards the preparation of a forward capital works plan that relates to current or developing strategic and asset management plans.”

Regional Groupings of Local Governments

(35% of \$638,166 = \$223,358.10)

This section of the Country Local Government Fund in the Coorow Zone, is to be administered by the Midwest Development Commission with *“up to \$100,000 is being provided to each of the nine Regional Development Commissions (RDC’s) to support regional groupings of country local governments (groups) to identify, scope and plan priority regional infrastructure projects”*.

“Business Cases for priority infrastructure projects will be a pre-requisite for regional groups of country local governments to access 34% of the total funding available from the CLGF in 2010-11”

Voluntary Local Government Amalgamations

This section of the Country Local Government Fund is administered by the Department of Local Government. The Shires of Carnamah and Coorow recently received approval of \$50,000 to fund a project officer for the merger of the two shires.

COMMENT:

The Shire of Coorow currently has a Plan for the Future under review which sets out future capital expenditure for the next five (5) years. The Shire of Coorow Strategic Plan now several years out of date. Asset management plans are compulsory in most other Australian States, with Western Australia one of the last States to introduce compulsory Asset Management plans. The Shire of Coorow is now required by the Department Regional Development and Lands to compose a Asset Management Plan as a prerequisite to accessing the 2010/2011 Royalties for Regions Direct Allocation. In view of the merger discussions between the Shires of Carnamah and Coorow it is considered appropriate that the two Shires engage the same consultant to undertake the preparation of the two Shires Forward Capital Plans.

Local Government Act 1995, Local Government (Financial Management) Regulations 1996.

Nil

Nil

Royalties for Regions direct allocation 2010 2011

Simple Majority

That the Shire of Coorow prepares and submits a proposal to the Department of Regional Development and Lands for funding to develop a forward Capital Works Plan by the 30 April 2010 deadline.

Moved: Cr Waite

Seconded: Cr Bothe

That the Shire of Coorow prepares and submits a proposal to the Department of Regional Development and Lands for funding to develop a forward Capital Works Plan by the 30 April 2010 deadline.

CARRIED 7/0



Government of Western Australia
Department of Regional Development and Lands

Our ref: 731-08
Enquiries: Geoff Comben, ph 9217 1400

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

SHIRE OF COOROW	
RECEIVED	
1 APR 2010	
FILE	
CEO	
MA	
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MOD	
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TRANSIT	
RATES	

Dear Mr Hook

ROYALTIES FOR REGIONS – COUNTRY LOCAL GOVERNMENT FUND 2009-10.

I am pleased to inform you that funding under the Country Local Government Fund (CLGF) for 2009-10 is now available.

As indicated in the Minister for Regional Development's letter of 3 February 2010, CLGF funding for 2009-10 is to support the development of strategic plans, asset management plans, forward capital works plans and voluntary local government amalgamations.

Local Government Direct Allocations

The Shire of Coorow is eligible to receive up to \$35,000 towards the preparation of a forward capital works plan that relates to current or developing strategic and asset management plans. The Department of Regional Development and Lands (RDL) will be managing this component of the CLGF.

In order to receive these funds, the Shire of Coorow is required to submit a proposal on how it will expend the funds in accordance with the enclosed guidelines. Proposals are due by **30 April 2010** in order for the funds to be released this financial year.

Professional support will be provided by RDL through an expert panel to assist country local governments to develop forward their capital works plans. If the Shire of Coorow already has a forward capital works plan, this can be submitted. If deemed acceptable by RDL then the 2009-10 funds can be used for planning towards specific projects from the forward capital works plan.

A forward capital works plan will be a pre-requisite for the Shire of Coorow to access its allocation from 65% of the total funds available from the CLGF in 2010-11. Further details can be found in the enclosed guidelines.

Level 10 Dumas House 2 Havelock Street, West Perth Western Australia 6005 PO Box 1143, West Perth Western Australia 6872
Telephone: (08) 9217 1400 Facsimile: (08) 9226 4050 Freecall: 1800 620 511 (Country only)
Email: info@rdl.wa.gov.au Website: www.rdl.wa.gov.au
wa.gov.au

IFM105 ADM0322

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ROYALTIES FOR REGIONS COUNTRY LOCAL GOVERNMENT FUND

Guidelines 2009-10 Planning Component for Country Local Governments

OBJECTIVES

The primary objective of the Royalties for Regions' Country Local Government Fund (CLGF) is to address infrastructure backlogs across the Western Australian country local government sector.

The CLGF aims to:

- address infrastructure backlogs and support capacity building; and
- improve the financial sustainability of country local governments in Western Australia through improved asset management.

The Department of Regional Development and Lands (RDL) has overall responsibility for administering CLGF.

Up to \$10 million is allocated in 2009-10 to support capacity building and improved planning through:

1. Country local governments – up to \$35 000 provided to each country local government to access expertise to develop a forward capital works plan that is consistent with strategic plans and asset management plans. **Provision of adequate forward capital works plans, informed by strategic and asset management plans, is a prerequisite to access individual local government allocations from the CLGF in 2010-11.**
2. Regional Development Commissions – up to \$100 000 provided through each Regional Development Commission to support regional groups of country local governments in the nine regions to identify, scope and plan regional infrastructure priorities. **Provision of adequate business cases for each regional priority infrastructure project put forward is a prerequisite to access the regional component of CLGF in 2010-11.**
3. Department of Local Government (DLG) –
 - \$2.475 million to deliver complementary capacity building initiatives with a particular focus on strategic and asset management planning
 - Up to \$2.5 million to assist those local government groups who have formalised their position and wish to proceed to amalgamation by investing in, for example, common operating systems and infrastructure.

2010-11 – Funding will be provided to individual country local governments and groups of country local governments for infrastructure asset renewal and/or infrastructure asset creation. Funding to individual country local governments is equivalent to 65 per cent of total available funds allocated in the 2010-11 financial year to CLGF. Funding to regional groups of country local governments is equivalent to 35 per cent of total available funds allocated in the 2010-11 financial year to CLGF, with allocations to go to regionally significant infrastructure asset renewal and/or infrastructure asset creation.

Funding will become available in the first quarter 2010-11, subject to further requirements detailed below. Further guidelines in relation to the 2010-11 funding will be released in the near future.

WHAT CAN BE FUNDED

Individual Country Local Governments

In 2009-10 individual country local governments can access up to \$35 000 as a contribution for consultancy and in-house services to develop a forward capital works plan consistent with a template provided by RDL.

Eligible activities can include consultancies, in-house staff costs and facilitation expenses. Reasonable disbursements for travel and accommodation can be included within the cost of consultancies. Country local governments may also choose to allocate the funding between a mix of external and in-house resources. The intention is that some of the funding may contribute to local government staff acquiring skills to support future planning processes.

Plans should as a minimum address the issues raised in the template to be provided by RDL.

While the available funding may not cover the full cost of the planning process, country local governments should be prepared to make a contribution towards the completion of forward capital works plans.

RDL and DLG will jointly establish a panel of suitably qualified experts to assist each country local government access consultancy services. Alternatively, country local governments may utilise consultants from other panels or direct funding towards in-house staff time for those staff directly involved in this planning process.

The forward capital works plan will demonstrate how it is linked to and consistent with developing and/or ongoing strategic and asset management plans, and identify current and future funding sources, including but not limited to CLGF. The plan will need to include strategies to manage the risk regarding the unpredictability of future funding sources for infrastructure.

A copy of the forward capital works plan must be submitted to RDL for assessment by 31 December 2010. It is anticipated that assessment will be undertaken by an independent third party who will review and analyse forward capital works plans prior to allocation of 2010-11 CLGF. If a country local government chooses to use the funding for in-house services only and the plan is assessed as requiring further work, RDL may direct the local government to amend the plan at the local government's own cost.

RDL envisages that some country local governments will have in place acceptable forward capital works plans that meet the requirements of the template and guidelines. These local governments will have the option of submitting existing, up-to-date forward capital works plans (that are consistent with updated strategic and asset management plans) for assessment. If these are considered adequate by RDL, then country local governments may not need to access the 2009-10 planning grants.

Country local governments not anticipating using any or all of the 2009-10 CLGF funding for forward capital works planning may, subject to RDL approval, commit the funding to other local government infrastructure planning initiatives, such as developing business cases for planned, future infrastructure projects.

The attached template provides an expectation of the minimum that country local governments would be expected to address in their forward capital works plans.

Regional Groups of Country Local Governments

In 2009-10 funding will also be provided to Regional Development Commissions (RDCs) to support regional groups of country local governments to identify and prepare business cases for larger scale infrastructure projects that leverage funding and clearly demonstrate wider community benefits across their region (for example infrastructure developments that attract industry, such as upgrades to ports, roads, rail, communications, power etc). Regional groups of local governments will be required to submit business cases for identified priority projects to access regional group funding in 2010-11.

RDCs will work closely with regional groups of country local governments to undertake planning processes (for example planning workshops and forums) and develop business cases for priority regional infrastructure projects. RDCs will be supported to do this through funding of \$100 000 per region.

Those local governments that have already agreed to voluntarily amalgamate will also be considered a regional group for this purpose.

A copy of the business case must be submitted to RDL for assessment by 31 December 2010. It is anticipated that assessment will be undertaken by an independent third party who will review and analyse business cases prior to allocation of 2010-11 CLGF funding.

WHAT CANNOT BE FUNDED

The 2009-10 grant funds cannot be applied to expenditure on infrastructure items. CLGF planning component funds are not to be used for purchasing plant and equipment, employing local government staff other than those directly involved in the CLGF planning process, retiring debt or any other organisation requirements that fall outside the above purpose.

CONDITIONS AND OBLIGATIONS

Country local governments accessing up to \$35 000 in planning funds are required to provide a written proposal for the use of the funding by 30 April 2010 prior to entering into a Financial Assistance Agreement with RDL. Country local governments must receive the funds from RDL by 30 June 2009.

The process will be for country local governments to:

1. Download the Financial Assistance Agreement (FAA) template from the Royalties for Regions website (www.royaltiesforregions.wa.gov.au)
2. Complete Schedule 4 (the proposal) and other relevant sections of the FAA
3. Sign and return the FAA (including the completed Schedule 4) to RDL as a hard copy by 30 April 2010.
4. RDL will consider the FAA and either approve it or negotiate any changes directly with the local government if required.

Once the proposal has been approved the Agreement will be signed by the Director General of RDL and grant payment will be processed.

Proposals for other than forward capital works planning should be discussed with the CLGF contact officer in RDL in the first instance, as approval will be required prior to these being submitted.

If in-house resources are to be utilised, the proposal needs to detail the cost of eligible staff participation; with the information provided to include staff member name and position, i.e. hourly rate multiplied by hours contributed, and the training outcomes to be achieved.

Documentation required for auditing purposes for this 2009-10 allocation of CLGF includes, in addition to a copy of the completed forward capital works plan, copies of actual receipts and invoices relating to the eligible expenditure on consultancies. Where in-house costs are being claimed as eligible expenditure, actual timesheets consistent with the original proposal must be provided.

Recipients need to be aware that RDL will undertake sample audits to assess the application of the funds against the broad aims of the CLGF.

CLGF Year 1 Acquittals

Completion of final acquittal reports for the previous 2008-09 Year 1 CLGF is not required to access the 2009-10 funding. However, recipients should continue to action the completion of 2008-09 projects through the standard CLGF Final Acquittal Form available from the RDL website. Final

acquittal reports for the 2008-09 allocations are required by 30 June 2010. Access to CLGF 2010-11 funds is conditional on the completion of the 2008-09 acquittal reports.

Funding payments in future years, including 2010-11, may not be made until a satisfactorily final acquittal of 2009-10 CLGF has been received by RDL. Should recipients not adhere to these conditions they may be excluded from future distributions of CLGF and their notional entitlement may be distributed to other recipients.

Acknowledgment of Royalties for Regions Funding

Recipients are required to acknowledge the funding is from Royalties for Regions on Information associated with the provision of funds, including correspondence and promotional material.

Recipients will also permit RDL to refer to the project in promoting the CLGF, Royalties for Regions or other similar funding arrangements in articles, publications and public forums.

TAX INFORMATION

The Department of Regional Development and Lands is registered for GST and has been issued with Australian Business Number (ABN) 28 807 221 246. RDL regards financial assistance under the CLGF as payment for a supply. GST-registered financial assistance recipients will therefore be liable for GST in connection with the financial assistance.

For GST-registered financial assistance recipients, RDL will increase the financial assistance by the amount of GST payable. GST-registered financial assistance recipients must provide the Office of Shared Services (OSS) with a tax invoice for the GST inclusive value of the financial assistance unless RDL and the recipient have agreed in writing to the issue of a Recipient Created Tax Invoice.

Payment will not be made until the recipient is registered as a supplier with OSS and OSS receive a tax invoice or an agreement to issue a Recipient Created Tax Invoice. The recipient acknowledges that the financial assistance provided is consideration for a supply to RDL and that the GST component will be included in the applicant's next Business Activity Statement lodged with the Australian Taxation Office.

For applicant not registered for GST, RDL will *not* include GST. Nor will it reimburse an unregistered financial assistance recipient for GST paid or payable to a third party. Unregistered financial assistance recipients must provide OSS with an invoice for the amount of the grant.

FREEDOM OF INFORMATION ACT

Recipients are informed that RDL is subject to the *WA Freedom of Information Act*, which provides a general right of access to records held by State Government agencies and local government authorities.

Recipients should also be aware that information pertaining to the receipt of State Government financial assistance will be tabled in the Western Australian Parliament. This information could include the name of recipients, the amount of the assistance, the name of the project/activity and, possibly, a brief description thereof. This could result in requests for more detail to be released publicly.

Should you require any further information in relation to this issue, please contact RDL's Freedom of Information Coordinator on (08) 9217 1400.

PAYMENT DETAILS

Allocations will be made by grant payment for actual consultancy and in-house staff expenses incurred in relation to planning following the signing of a Financial Assistance Agreement, up to the maximum amounts available. Payments will be made no later than 30 June 2010.

Method of Payment

The Department of Regional Development and Lands is responsible for the administration of the CLGF. Please be aware RDL now operates under a Whole of Government shared corporate services environment. Through this arrangement, payments will be undertaken by the OSS, a business unit of the Department of Treasury and Finance.

Upon receipt of the required documentation, RDL will raise a requisition and will issue recipients with a purchase order. Tax invoices for these funds will then need to be submitted directly to OSS, quoting the purchase order number. The payment of this grant will be made direct to you from OSS and not from RDL, within 30 days of receipt of invoice.

For further information regarding these new payment arrangements please visit the OSS website <http://www.oss.wa.gov.au> and review information about how the new arrangement will affect the local government by clicking on the Suppliers Corner.

Should the organisation not be registered as a supplier with OSS please complete the Supplier Creation Form found on the OSS website. Should you need to contact OSS, details are as follows:

Mason Bird Building
303 Sevenoaks Street
PO Box 591
CANNINGTON WA 6987
Customer Service Centre: 1300 345 677
Fax: 9258 0303
Email: business@oss.wa.gov.au

Supplier Creation Forms can also be obtained by contacting RDL on the details below. Please note that organisations will not be able to receive funding until they are registered with OSS.

Please refer to the RDL website www.royaltiesforregions.wa.gov.au for further information.

CONTACT DETAILS

- For enquiries concerning grants for forward capital works plans, contact the Department of Regional Development and Lands on telephone 9217 1400 or freecall 1800 620 511 or email clgf@rdl.wa.gov.au
- For enquiries concerning regional group project planning, contact your local Regional Development Commission.
- For enquiries concerning strategic planning, asset management planning, other capacity building initiatives and funding for voluntary amalgamation, contact the Department of Local Government on 9217 1500.

Regional Development Commission contact details:

Gascoyne Development Commission Carnarvon 9941 1803	Mid West Development Commission Geraldton 9921 0702
Goldfields - Esperance Development Commission Kalgoorlie 9080 5000	Peel Development Commission Mandurah 9535 0000
Great Southern Development Commission Albany 9842 4888	Pilbara Development Commission Port Hedland 9173 8400
Kimberley Development Commission Kununurra 9168 1044	South West Development Commission Bunbury 9792 2000
	Wheatbelt Development Commission Northam 9622 7222

Page 5 of 5

The meeting adjourned at 4.20pm

The meeting resumed at 4.28pm

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

Nil

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

12.1 LATE AGENDA ITEM – APPROVAL TO CONSIDER

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	16 April 2010
FILE	ADM0250

SUMMARY

Council is requested to accept a Late Agenda item requesting if Council wishes to be part of a formulation of a Country Shire Council Association.

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 appears to be no implications in this regard.

OFFICER RECOMMENDATION:

That Council accept the Late Agenda item requesting if Council wishes to be part of a formulation of a Country Shire Council Association.

RESOLUTION: **2010/060**

Moved: *Cr Williams*

Seconded: *Cr McTaggart*

That Council accept the Late Agenda item requesting if Council wishes to be part of a formulation of a Country Shire Council Association.

CARRIED 7/0

12.2	WESTERN AUSTRALIAN COUNTRY SHIRE COUNCILS REPRESENTATION
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AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 th April 2010
FILE	ADM0250

SUMMARY:

Council is being requested if it wishes to be part of the formulation of a Country Shire Councils Association.

BACKGROUND:

Council has received the following letter from Fitzgerald Strategies.

A number of our client Councils have commented on the perceived lack of representation of country Shires in respect of issues relevant to rural local government. Several have commented that they would prefer to see an association representing rural interests, whether in conjunction with or independent from the existing representational structures.

We have even been asked by a few clients to canvas the thoughts of country Shires to gauge the level of enthusiasm for the formation of such an organisation. To this end, we propose to visit as many country Shires as we can to discuss an outline proposal with a view to facilitating the formation of an organisation if there is sufficient support for the proposal.

We would like to meet with your Shire President, the Deputy President and CEO to make a brief presentation to gauge your interest.

If you would be interested, please complete the enclosed "Expression of Interest" form and return it to us by email to mike@fitzgeraldstrategies.com or fax to 0892562261 as soon as possible.

We look forward to meeting with you on this subject in the very near future.

COMMENT:

This is going back to the old CSCA that was merged into the Western Australian Municipal Association and then into Western Australian Local Government Association as it is today.

To add another tier of representation for Local Government will create another hierarchy that in my view is not required. The Western Australian Local Government Association currently undertakes all the lobbying and provides a number of services to Councils such as insurance etc.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

No Strategic Implications

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

PUBLIC CONSULTATION:

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council advise Fitzgerald Strategies that the Shire of Coorow does not wish to be part of forming a new representative association for country shires in WA.

RESOLUTION:

Moved: Cr Williams

Seconded: Cr Girando

That Council advise Fitzgerald Strategies that the Shire of Coorow does not wish to be part of forming a new representative association for country shires in WA.

AMENDMENT:

2010/061

Moved: Cr George

Seconded: Cr McTaggart

1. *That Council advise Fitzgerald Strategies that the Shire of Coorow does not wish to be part of forming a new representative association for country shires in WA.*
2. *That Council request Fitzgerald Strategies to advise Council of the issues from which the suggestion of forming a new Association arose.*

CARRIED 7/0

The Amendment then became the substantive Motion

CARRIED 7/0

13. MATTERS BEHIND CLOSED DOORS:

Nil

14. DATE OF NEXT MEETING:

14.1	PRE-BUDGET COMMUNITY FORUM
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14.1	ORDINARY MEETING OF COUNCIL
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Wednesday 19 May 2010 at the Coorow District Hall, Coorow from 3pm

15. CLOSURE:

There being no further business, the President, Cr Girando, closed the meeting at 4.40pm.