



**Minutes**  
**(Unconfirmed)**  
**Ordinary Meeting**  
**November 2011**  
held at the  
Leeman  
Administration  
Centre



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Signed on behalf of Council

A handwritten signature in blue ink, appearing to read "Mark J Hook".

**Mark J Hook**  
**Chief Executive Officer**

**SHIRE OF COOROW  
QUESTIONS FROM THE PUBLIC**

**Any member of the public wishing to participate in Public Question Time during Council or Committee meetings is welcome to do so, however, Council requires your name, address and written questions to be provided to the meeting secretary.**

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**MEETING/DATE:** \_\_\_\_\_

**NAME OF ORGANISATION REPRESENTING (if applicable):**  
\_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Minutes of Ordinary Meeting to be held Wednesday 16 November 2011**      **Page 3**  
**Note: These Minutes are yet to be confirmed**

## **SHIRE OF COOROW QUESTIONS FROM THE PUBLIC**

The Shire of Coorow welcomes community participation during public question time. The following is a summary of procedure and a guide to completion of the required form.

- a. The person asking the question is to give their name and address prior to asking the question.
- b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
- c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
- d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
- e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.
- f. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).
- g. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
- h. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
- i. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
- j. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
- k. To enable all members of the public a fair and equitable opportunity to participate in Public Question Time, each person shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
- l. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
- m. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.
- n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

# Minutes

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**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:**

The President Cr Damien Rackemann, welcomed those present and opened the Meeting at 3.04 pm

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

Councillor DA Rackemann

Councillor A Williams

Councillor G George

Councillor B A Jack

Councillor B J McDonald (from 3.19pm)

Councillor D B McTaggart

Councillor J K Waite

President

Deputy President

Mr M J Hook

Mr S D Billingham

Mr D R Hadden

Mr K Bean

Mrs B A Johnson

Chief Executive Officer

Deputy Chief Executive Officer

Manager Regulatory Services

Principal Works Supervisor

Minutes Clerk

**Leave of Absence/Apologies**

Cr M R Bothe

**Declarations of Interest**

Councillor/Officer	Item	Interest	Nature
Cr George	10.2.2	Direct Financial	President of the Men's Shed
Cr Williams	10.2.2	Impartiality	Member of the Men's Shed

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:**

**4. PUBLIC QUESTION TIME:**

**5. APPLICATIONS FOR LEAVE OF ABSENCE:**

**6. PETITIONS/DEPUTATIONS/PRESENTATIONS:**

**7. CONFIRMATION OF MINUTES:**

**7.1 ORDINARY MEETING HELD WEDNESDAY 19 OCTOBER 2011 AT THE COOROW DISTRICT HALL**

<b>AUTHOR</b>	Mark Hook
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	1 November 2011

**COMMENT:**

Nil

**OFFICER RECOMMENDATION:**

That the Minutes of the Ordinary Meeting held on Wednesday 19 October 2011 be confirmed as a true and correct record.

**RESOLUTION:**                **2011/190**

**Moved: Cr Waite                                Seconded: Cr Williams**

*That the Minutes of the Ordinary Meeting held on Wednesday 19 October 2011 be confirmed with the following amendments.*

*Page 21*

*Resolution 2011/173 Cr D Rackemann be inserted as a Proxy Member/Delegate, Coorow Townscape Committee.*

*Page 61*

*Resolution 2011/183 to read as follows*

*That Council:*

- Request Staff to advise the Department of Environment and Conservation that Council wishes to cancel the 19 November 1996 original land swap agreement and further 20 February 2011 amendment to the agreement pertaining to Reserve 40544 only, and*
- Further advise the Department of Environment and Conservation that Council still supports the taking of Reserves 970 , 22523 and access track subject to Reserve 970 (Little Three Springs) remaining accessible to the public from Cockleshell Gully Road in the future.*

*Page 66 Delete: Cr McDonald re-entered the room at 4.58*

*Refer to October 2011 Minutes.*

***CARRIED 6/0  
Simple Majority***

**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.

Nil

**9. MATTERS FOR WHICH MEETING MAY BE CLOSED:**

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

Items for which the meeting will be closed include:

Item 10.1.3 – Advertise Position Deputy Chief Executive Officer.



## **10. REPORTS:**

### **10.1 CHIEF EXECUTIVE OFFICER:**

#### **10.1.1 HONORARY FREEMAN OF MUNICIPALITY**

<b>AUTHOR</b>	Mark Hook
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	1 November 2011
<b>ATTACHMENT</b>	Nil
<b>FILE</b>	ADM0001

#### **SUMMARY:**

**Report recommends Council confer the title of Honorary Freeman of the Municipality on Mrs Moira Girando in recognition of outstanding service to the Shire of Coorow, and a function be held to commemorate the conferral.**

#### **BACKGROUND:**

The title of Honorary Freeman of the Municipality is conferred upon a person for distinguished service to the Shire.

#### **COMMENT:**

The Local Government Act defines no criteria for conferring Freemanship. It is suggested that in order to have this recognition, the achievements of the person should be of lasting and enduring contribution or significance.

Mrs Moira Girando served the Shire of Coorow as Councillor from 1997 through to her retirement in September 2011, some 14 years.

Mrs Girando was elected to the Eganu Ward in 1997. In 2003 was elected President, and held the position until retirement. During these years as President Cr Girando played a leading role in a number of areas including representing Council as

Chair North Midlands Sub Regional Road Group 1998 to 2011  
Delegate to Mid- West RRG 1998 – 2011, Deputy Chair since 2009  
Member Shire of Coorow Building Management Committee  
Member Shire of Coorow Audit Committee  
Member of Carnamah Coorow Coastal Planning Committee  
Member & Chair of North Midlands Medical Practice Management Committee 1997 to 2010  
Delegate to North Midlands VROC from 1998 (since wind up)  
Delegate to Northern Country Zone WALGA 1998 to 2011  
Chair Northern Country Zone WALGA 2010  
Deputy Chair Wildflower Country Regional Council 2006/2008 now known as Mid- West Regional Council  
Delegate to Mid -West Regional Council 2006 to 2011  
Deputy Country Member Local Government Advisory Board 2006 to 2011  
Inaugural Deputy Elected Member of Standards Panel (Retired 2008)  
Act as Mentor to several newer Local Government Shire Presidents  
WALGA State Councillor 2010

The initiatives undertaken by Mrs Girando have had a lasting impact on the Shire, which will continue to be felt for many years.

**STATUTORY ENVIRONMENT:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

In the event that a retiring Councillor has performed exceptional service on behalf of the municipality which is significantly beyond that normally associated with a Councillors day to day duties, the Council may, at its discretion, by resolution, grant the title of “Honorary Freeman of the Municipality”.

**FINANCIAL IMPLICATIONS:**

Nil

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

That

1. the title “Honorary Freeman of The Municipality” be conferred upon Mrs Moira Girando in recognition of outstanding service rendered by her to the Shire of Coorow; and
2. a function be held to commemorate the conferral of Honorary Freeman of the Municipality upon Mrs Moira Girando.

**RESOLUTION:**

**2011/191**

***Moved: Cr Waite***

***Seconded: Cr McTaggart***

***That***

1. *the title “Honorary Freeman of The Municipality” be conferred upon Mrs Moira Girando in recognition of outstanding service rendered by her to the Shire of Coorow; and*
2. *a function be held to commemorate the conferral of Honorary Freeman of the Municipality upon Mrs Moira Girando.*

***CARRIED 6/0***  
***Simple Majority***

## 10.1.2 ROYALTIES FOR REGIONS COUNTRY LOCAL GOVERNMENT FUNDS (CLGF) - PROJECT ALLOCATIONS

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	31 October 2011
ATTACHMENT	Nil
FILE	ADM0322

### SUMMARY:

**The Shire of Carnamah has requested that the Shire of Coorow consider an amendment to the Royalties for Regions Country Local Government Fund Regional Component for 2011/12 as submitted to Council in December 2010.**

### BACKGROUND:

Country local governments in Western Australia have the opportunity to access funding via the State Governments Royalties for Regions Program initiative. This program is comprised of two components with one component allocated to individual local governments to utilise at their discretion (within guideline parameters) and the other to be allocated to projects that benefit the region.

The Shire of Carnamah has requested that the Shire of Coorow consider an amendment to the Royalties for Regions Country Local Government Fund Regional Component for 2011/12

The Regional Component of the Royalties for Regions Country Local Government Fund was discussed at the 15<sup>th</sup> December 2010 Ordinary Meeting of Council where the following resolution was passed.

RESOLUTION: 2010/224

*Moved: Cr Williams*

*Seconded: Cr McDonald*

*That for the purpose of the regional allocation component (CLGF) of the Royalties for Regions funding program, the Shires of Coorow and Carnamah be considered a "region."*

*That the list of capital projects for funding through this component be endorsed as per the following:*

#### 2010/11:

- Coorow ADSL (Asymmetric Digital Subscriber Line) \$23,000.
- Coorow –Tourist Information Bays Indian Ocean Drive \$100,000
- Carnamah ADSL - \$23,000.
- Carnamah upgrade of Parker Street CBH access road - \$286,727.

*Total 2010/11 CLGF allocation \$432,727*

### 2011/12

- Coorow – Upgrade/Construction of Ocean View Drive -\$341,768
- Carnamah – 2 aged persons units in Carnamah \$276,414 (Balance to be made up from other funding sources).

*Total 2011/12 CLGF allocation = \$618,182*

### 2012/13

- Coorow – Dee Street Boat Ramp - \$618,182

*Total 2012/13 CLGF allocation = \$618,182*

### 2013/14

- Carnamah Lakes Lookout Development - \$153,524
- Carnamah Caravan Park Extension - \$367,000
- Carnamah Projects to be confirmed - \$299,099
- Coorow Projects to be confirmed - \$416,741

*Total 2013/14 CLGF allocation = \$1,236,363*

### *SUMMARY*

<i>CLGF funding allocated within Coorow Shire</i>	<i>\$1,499,691</i>
<i>CLGF funding allocated within Carnamah Shire</i>	<i>\$1,405,764</i>
<i>Total CLGF funding for region</i>	<i>\$2,905,455</i>

*CARRIED 7/0*

The requested amendment fits within the general guideline of the Royalties for Regions Country Local Government Fund and should have no effect on other projects. It is the Chief Executives Officers view that the request should be supported by Council.

Due to the resolution amending a previous resolution this matter will require an absolute majority of Council.

There is no legal or financial consequence of carrying the amended motion.

### **STATUTORY ENVIRONMENT:**

#### **17.2 Limitations on powers to revoke or change decisions**

- (1) Subject to subclause (2), the Council or a Committee is not to consider a motion to revoke or change a decision-
  - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 17.3 to implement the decision; or
  - (b) where the decision is procedural in its form or effect.

- (2) The Council or a Committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

- Guidelines & Parameters – 2011/12 Royalties for Regions Country Local Government Fund
- Shire of Coorow Capital Works Plan
- Shire of Coorow Plan for the Future 2010/11 to 2014/15

**STRATEGIC IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Budgetary provision for projects funded by the CLGF included in 2011/12 Budget

**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That for the purpose of the regional allocation component (CLGF) of the Royalties for Regions funding program, the Shires of Coorow and Carnamah be considered a “region.”

That the list of capital projects for funding through this component be endorsed as per the following:

**2010/11:**

- Coorow ADSL (Asymmetric Digital Subscriber Line) \$23,000.
- Coorow – Tourist Information Bay’s \$100,000
- Carnamah ADSL - \$23,000.
- Carnamah upgrade of Parker Street CBH access road - \$286,727.

**Total 2010/11 CLGF allocation \$432,727**

**2011/12**

- Coorow – Upgrade/construction of Ocean View Drive -\$341,768
- Carnamah – Staff Housing in Carnamah \$276,414 (Balance to be made up from other funding sources).

**Total 2011/12 CLGF allocation = \$618,182**

**2012/13**

- Coorow – Dee Street Boat Ramp - \$618,182

**Total 2012/13 CLGF allocation = \$618,182**

2013/14

- Carnamah Lakes Lookout Development - \$153,524



**Total 2013/14 CLGF allocation = \$1,236,363**

## SUMMARY

<b><i>CLGF funding allocated within Coorow Shire</i></b>	<b><i>\$1,499,691</i></b>
<b><i>CLGF funding allocated within Carnamah Shire</i></b>	<b><i>\$1,405,764</i></b>
<b><i>Total CLGF funding for region</i></b>	<b><i>\$2,905,455</i></b>

***CARRIED 6/0***  
***Absolute Majority***

*Councillor George recommended that Council go behind closed doors for Item 10.1.3*

**RESOLUTION:** **2011/193**

*Moved: Cr Waite* *Seconded: Cr Williams*

*That Council go behind closed doors for Item 10.1.3 Advertise Position – Deputy Chief Executive Office*

***CARRIED 6/0***  
***Simple Majority***

**Mr Stuart Billingham, Mr Dave Hadden, Mr Kelvin Bean and Mrs Brenda Johnson left the room at 3.17.**

**Cr B McDonald joined the meeting at 3.19pm**

### 10.1.3 ADVERTISE POSITION – DEPUTY CHIEF EXECUTIVE OFFICER

<b>AUTHOR</b>	Mark Hook
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	1 November 2011
<b>ATTACHMENT</b>	10.1.3.1
<b>FILE</b>	ADM0217

**VOTING REQUIREMENT:**  
Simple Majority

**OFFICER RECOMMENDATION:**

That Council advertise the position of Deputy Chief Executive Officer with the package between \$132,927 and \$143,096 with the contract arrangements as per Attachment 10.1.3.

**RESOLUTION:** **2011/194**

*Moved: Cr Waite* *Seconded: Cr McDonald*

*That Council advertise the position of Deputy Chief Executive Officer with the package between \$132,927 and \$143,096 with the contract arrangements as per Attachment 10.1.3.*

**CARRIED 7/0**  
**Simple Majority**

**RESOLUTION:** **2011/195**

*Moved: Cr George* *Seconded: Cr McDonald*

*That the CEO send the Contract and Job Specifications to WALGA for review and report to Councillor by email for ratification.*

**CARRIED 7/0**  
**Simple Majority**

**RESOLUTION:** **2011/196**

*Moved: Cr Waite* *Seconded: Cr Williams*

*That Council come from behind closed doors.*

**CARRIED 7/0**  
**Simple Majority**

**Mr Stuart Billingham, Mr Dave Hadden, Mr Kelvin Bean and Mrs Brenda Johnson re-entered the room at 3.53pm.**



#### 10.1.4 DONATION COOROW P&C

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	3 November 2011
ATTACHMENT	Nil
FILE	ADM0051

#### **SUMMARY:**

**Council is being requested to support the Coorow P&C with a donation of \$1,000 as a contribution towards the purchase of laptops computers.**

#### **BACKGROUND:**

Council has received the following letter from the President of the Coorow P&C Mrs Juliet McDonald.

### **RE: OCCASSIONAL FUNDING FOR GROUPS**

*It was recently brought to the attention of the P&C that the shire had put aside some money within the budget to assist with occasional funding.*

*Previous to this year the school was able to do LOTE (Language Other Than English) with a visiting Japanese teacher who supported LOTE over 4 schools. Last year both LOTE teachers left the Region and the Dept. of Education was only to replace 2 teachers with one travelling to 8 schools over a 2 week period. This was not sustainable and we decided to look into better educational methods.*

*With the arrival of our new Acting Principal in Ms Ryanin Bryce, some considerable effort has been put into resourcing LOTE for the students.*

*SIDE which supports School of the Air learning is able to support us with LOTE as they do with isolated and remote students. The staff feel that there are many educational benefits to this program and support it fully.*

*We have the video conference equipment and electronic whiteboards in the new Art/Music room but lack the laptop computers necessary to allow a maximum of 10 students at a time to complete LOTE studies through SIDE. Through prudent financial management the school is able to fund the majority of the \$15,000 necessary to purchase the 10 laptops. The P&C will assist with a contribution of \$3,000.*

*We would like to ask the shire if they would support the purchase of this new equipment with a one off donation of \$1,000.*

**COMMENT:**

The Coorow Parents and Citizens Association are a community based body and the one off donation of \$1,000 would assist in the purchase of 10 laptops computers for the LOTE studies through SIDE. It is recommended by the Chief Executive Officer that this funding request be supported.

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION**

That Council support the Coorow P&C with a donation of \$1,000 towards the purchase of computers for the LOTE program at the Coorow Primary School.

**RESOLUTION:**

*2011/197*

*Moved: Cr George*

*Seconded: Cr Waite*

*That Council support the Coorow P&C with a donation of \$1,000 towards the purchase of computers for the LOTE program at the Coorow Primary School.*

***CARRIED 7/0***  
***Simple Majority***

## 10.2 MANAGER REGULATORY SERVICES:

### 10.2.1 DEED OF RENEWAL AND VARIATION OF MEMORANDUM OF UNDERSTANDING IN RELATION TO GREEN HEAD CMTS

<b>AUTHOR</b>	Dave Hadden
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	1 November 2011
<b>ATTACHMENT</b>	10.2.1.1
<b>FILE</b>	ADM0239/ICR113881

#### **SUMMARY:**

**Council is being requested to renew an existing Lease with Telstra Corporation Limited and slightly vary the Memorandum of Understanding relating to Part Lot 709 (on Deposited Plan 219608) Greenhead Road, Green Head.**

#### **COMMENT:**

The original Lease commenced on the 1 July 2011 with an agreed term of (10) ten years. Telstra wishes to renew the Lease for a further (10) ten years with some minor variations to the Memorandum of Understanding Attachment 10.2.1.1.

Council Staff does not have any concerns regarding the variations to the Memorandum of Understanding. If Council renews the Lease the new term will be 1 July 2011 and expiring 30 June 2021.

#### **STATUTORY ENVIRONMENT:**

*Local Government Act 1995*

*Land Administration Act*

*Standing Orders Local Law 2011*

*Part 16- Common Seal*

##### *16.1 The Council's Common Seal*

*(1) The CEO is to have charge of the common seal of the Local Government, and is responsible for the safe custody and proper use of it.*

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

*(3) The common seal of the local government is to be affixed to any local law which is made by the local government.*

*(4) Any person who uses the common seal of the Local Government or a replica thereof without authority commits an offence.*

*Penalty \$1,000*

**POLICY IMPLICATIONS:**

Nil

**PUBLIC CONSULTATION:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION**

- 1 That the Shire of Coorow approve the renewal of existing Lease and variation of the Memorandum of Understanding relating to Part Lot 709 (on Deposited Plan 219608) Greenhead Road, Green Head.
- 2 That Council authorise the placing of the Common Seal on the document to renew the Lease and vary the Memorandum of Understanding relating to Part Lot 709 (on Deposited Plan 219608) Greenhead Road, Green Head and give authority to the Shire President and Chief Executive Officer to sign the necessary documentation.

**RESOLUTION:**

**2011/198**

***Moved: Cr Williams***

***Seconded: Cr McDonald***

- 1 That the Shire of Coorow approve the renewal of existing Lease and variation of the Memorandum of Understanding relating to Part Lot 709 (on Deposited Plan 219608) Greenhead Road, Green Head.*
- 2 That Council authorise the placing of the Common Seal on the document to renew the Lease and vary the Memorandum of Understanding relating to Part Lot 709 (on Deposited Plan 219608) Greenhead Road, Green Head and give authority to the Shire President and Chief Executive Officer to sign the necessary documentation.*

***CARRIED 7/0  
Simple Majority***

ADM0239 ICR113868



Australian Government Solicitor

**DEED**

DEED OF RENEWAL AND VARIATION OF MEMORANDUM OF  
UNDERSTANDING IN RELATION TO GREENHEAD CMTS

JDE 31572400

SHIRE OF COOROW

TELSTRA CORPORATION LIMITED  
ACN 051 775 556

Level 19, Exchange Plaza  
2 The Esplanade, Perth WA 6000  
GPO Box U1994, Perth WA 6845  
Contact: James Harris  
T (08) 9268 1108 F (08) 9268 1771  
E james.harris@ags.gov.au

File reference: 11055438

**DEED**

**DEED OF RENEWAL AND VARIATION OF MEMORANDUM OF UNDERSTANDING  
IN RELATION TO GREEN HEAD CMTS JDE 31572400**

**Date**

This Deed is dated the 2011.

**Parties**

This Deed is made between and binds the following parties:

1. **SHIRE OF COOROW** of Post Office Box 42 Coorow, Western Australia (the Shire); and
2. The Party specified in the Schedule (Telstra).

**Recitals**

- A. By the Memorandum of Understanding Telstra is entitled to occupy the Premises subject to the terms of the Memorandum of Understanding.
- B. The Memorandum of Understanding gives Telstra the right to renew the Memorandum of Understanding for the Further Term.
- C. At the request of Telstra the Shire has agreed to renew the Memorandum of Understanding for the Further Term upon the terms and conditions contained in this Deed.
- D. At the request of Telstra the Shire has agreed to vary the terms of the Memorandum of Understanding upon the terms and conditions contained in this Deed.

**Operative provisions**

In consideration of the mutual promises contained in this document, the parties to this Deed agree as follows:

**1. Interpretation**

**1.1. Definitions**

- 1.1.1. Unless the contrary intention appears a term in bold type has the meaning shown opposite it:

**Deed** this deed;  
**Effective Date** the date specified in the Schedule;

**6.1 How to give a notice**

A notice, consent or other communication under this Memorandum of Understanding is only effective if it is:

- (a) in writing, signed by or on behalf of the person giving it;
- (b) addressed to the person to whom it is to be given; and
- (c) either:
  - (i) delivered or sent by pre paid mail (by airmail, if the addressee is overseas) to that person's address; or
  - (ii) sent by fax to that person's fax number and the machine from which it is sent produces a report that states that it was sent in full.

**6.2 When a notice is given**

A notice, consent or other communication that complies with this clause is regarded as given and received:

- (a) if it is delivered or sent by fax:
  - (i) by 5.00 pm (local time in the place of receipt) on a Business Day on that day; or
  - (ii) after 5.00 pm (local time in the place of receipt) on a Business Day, or on a day that is not a Business Day on the next Business Day; and
- (b) if it is sent by mail:
  - (i) within Australia 3 Business Days after posting; or
  - (ii) to or from a place outside Australia 7 Business Days after posting.

**SCHEDULE**

**A. Telstra**

Telstra Corporation Limited ACN 051 775 556

**Address:** Director, Telstra Property  
c/- Jones Lang LaSalle  
Level 34, 242 Exhibition Street  
MELBOURNE VIC 3000  
**Attention:** Property Management Director  
**Ph:** As notified by Telstra to the Shire from time to time  
**Fax:** 03 9639 9314

**B. Further Term**

Ten (10) years commencing on 1 July 2011 and expiring 30 June 2021.

**C. Premises**

The land described in the Memorandum of Understanding as the "Premises" being an area of approximately 0.75 square meters, being part of the building hatched on the plan attached to the Memorandum of Understanding and situated at Green Head Road, Green Head, Western Australia (together with the other rights referred to), being part of the land in Lot 709 on Deposited Plan 219608 being the whole of the land contained in Crown Land Title Volume LR3109 Folio 756.

**D. Memorandum of Understanding**

1. Deed of Memorandum of Understanding dated 14 May 2002 made between the Shire and Telstra

**E. Effective Date**

1 July 2011.



Cr George declared a Direct Interest left the room at 3.59pm  
Cr Williams declared a Impartiality Interest and left the room at 4.00pm

**RESOLUTION:**

**2011/199**

***Moved: Cr Rackemann***

***Seconded: Cr Waite***

*Council requested Cr Williams re-join the meeting to answer any questions Council might ask.*

***CARRIED 5/0***  
***Simple Majority***

Cr Williams re-entered the room at 4.01pm.

## 10.2.2 GREEN HEAD MEN'S SHED – REQUEST FOR DONATION

<b>AUTHOR</b>	Dave Hadden
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	3 November 2011
<b>ATTACHMENT</b>	10.2.2.1
<b>FILE</b>	ADM0051

### **SUMMARY:**

**Council has previously determined to allow a Men's Shed to be developed on Reserve 41662 Lot 709 Green Head Road Green Head. Council is being requested by the Green Head Men's Shed to match a donation of \$5,063 from the Green Head Community Association towards the cost of constructing the shed footings and slab. The Men's Shed will be contributing \$5,063 to achieve the \$15,190.00 required to lay the concrete footings and slab.**

### **COMMENT:**

The Men's Shed proposes to repay both Council and the Green Head Community Association their donation amounts once the grant is approved and money's received. Council will need to treat this application as a donation in case the grant application does not receive approval. Grant monies cannot be approved retrospectively for work completed on projects prior to grant approval. The Men's Shed wish to commence construction of the shed prior to grant approval in the interest of safety as there are materials stored at the site which would be dangerous to children should they play around the stored materials. Also the Men's Shed hope to engage the builder who disassembled the shed at the mine site to re-erect the shed at the Green Head Road site before he completes contract work locally and leaves Green Head. Initial discussions between staff and the Men's Shed prior to the building licence being issued resolved that the original roof sheeting could be reused at Lot 709 Green Head Road while new wall sheeting would need to be used to clad the walls. The provision for new wall sheeting to be used was specified after taking account of Section 5.13 Town Planning Scheme No 2 (General Appearance of Buildings). Council Staff were concerned that by allowing the reuse of the existing wall sheeting Council would be creating a precedent for future applications.

Staff are also concerned that if the donation is approved the footings and slab will proceed followed possibly by the shed frame which will then have to be clad with sheeting once the grant is approved. If the grant does not receive approval Council will end up with a partly constructed shed that will require completion or removal at a later date.

### **STATUTORY ENVIRONMENT:**

Nil

**STRATEGIC IMPLICATIONS:**

Fits within the following area of Councils strategic plan:

**GOAL 2 - SERVICES**

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

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Balance left in the donations account (0212) if Council approves the \$5,063.00 donation will be \$5,696.09.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council

- not approve a donation of \$5063.00 to the Green Head Men's Shed towards the cost of laying the shed footings and slab at Reserve 41662 Lot 709 Green Head Road Green Head due to the grant moneys not being able to be retrospectively approved, and
- advise the Green Head Men's Shed that the original roof sheeting is approved for reuse at the Johns Street site, however, the wall cladding requires new sheeting to be used.

**RESOLUTION:**

**2011/200**

***Moved: Cr Waite***

***Seconded: Cr Jack***

*That Council*

- *not approve a donation of \$5063.00 to the Green Head Men's Shed towards the cost of laying the shed footings and slab at Reserve 41662 Lot 709 Green Head Road Green Head due to the grant moneys not being able to be retrospectively approved, and*
- *advise the Green Head Men's Shed that the original roof sheeting is approved for reuse at the Johns Street site, however, the wall cladding requires new sheeting to be used.*

***CARRIED 6/0  
Simple Majority***

***Cr George re-entered the room at 4.03pm.***

***The President read out aloud the Resolution.***

**PROPOSAL TO AMALGAMATE MONEY TO TAKE ADVANTAGE OF AN OFFER TO HAVE THE GREEN HEAD MEN'S SHED ERECTED BY A SHED BUILDER WHILE HE IS IN THE DISTRICT.**

The GH Men's Shed have had an offer to erect the Iluka donated shed by a professional at no cost except for the concrete and associated concrete materials which will cost \$15,190.0, plus GST.

The men's shed have asked for a grant through the Coorow CRC and the Shire, however this grant will not come through for a few months. To overcome the time frame problem the Men's Shed would like to ask for a loan from the Green Head Community Association Inc and the Shire of Coorow of \$5063.00 each which they would repay when the grant comes through. The Men's Shed would also put in \$5063.00 to make the \$15,190.00 needed to complete the floor and footings for the shed so the shed can then be erected by the professional shed builder. Once the shed is built and the grant comes through the money will be repaid to the lenders including the Men's Shed.

As an explanation, the associated concrete materials involved would be the concrete mesh, mesh chairs and the footing cages and mesh.

The reason for trying to complete the erection of the shed is in the interest of safety as there are materials stored at the site which would be dangerous to children should they wander and play on the shed materials.

Attached is a breakdown of the concrete costs

# WINCHESTER INDUSTRIES

**PO Box 70 Carnamah WA 6517**

Leeman	Tel 99531794	Fax 99531795
Quarry	Tel 99511135	Fax 99511109
Jurien	Tel 96521967	Fax 96521968

**To:** Shire of Coorow  
**Attention:** Allan Williams  
**Date:** 24 November 2011  
**Subject:** Quotation  
**From:** Russell Crouch

Thank you for the opportunity to provide this quotation for the following:

- **Site: Greenhead**
- **Job Description: Men's shed**  
To supply and lay concrete, using F62 mesh plastic and bar chairs  
**\$15,190 + GST**

**Concrete Supply \$8,316 + GST**

**Bobcat extra**

Quote net total:..... \$  
+ GST:..... \$  
Quotation Total =..... \$

This Quotation shall remain valid for 30 days

Please telephone me on 9652 1967 or 0429 204 392 if you have any questions regarding this quotation.

Regards,

***Russell Crouch***

Manager - Jurien Bay office.

## 10.2.3 LOCAL PLANNING POLICY 6.6.6 – SOUTH BAY DEVELOPMENT GUIDELINES

<b>AUTHOR</b>	Simon Lancaster & Kathryn Jackson
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	3 November 2011
<b>ATTACHMENT</b>	10.2.3.1 & 10.2.3.2
<b>FILE</b>	Policy Manual ADM0473

### **SUMMARY:**

**Shire staff in liaison with LandCorp the developer of the South Bay Estate, have prepared a revised Local Planning Policy 6.6.6 – South Bay Development Guidelines in order to update the policy to reflect current trends and standards. It is recommended that the Policy be initiated for the purpose of advertising.**

### **BACKGROUND:**

All Local Planning Policies are to be reviewed annually by the Chief Executive Officer and during the operation of Policy 6.6.6 – South Bay Development Guidelines 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 6.6.6 – South Bay Development Guidelines for the Council's consideration under Section 2.4 of its Town Planning Scheme ('the Scheme').

A copy of the current adopted Policy has been included as Attachment 10.2.3.1 to this report. The November 2011 draft version of Local Planning Policy 6.6.6 – South Bay Development Guidelines has been included for Council's consideration as Attachment 10.2.3.2. The proposed modifications to the Policy are shown in yellow to be of assistance.

### **COMMENT:**

The operation of Local Planning Policy 6.6.6 – South Bay Development Guidelines 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:

- Some minor textual changes to update the wording and provide clarification to conditions; &
- Alter the acceptable roof pitch from 15 degrees to 9 degrees to reflect previous decisions by LandCorp and the Council to approve dwellings within the South Bay Estate with reduced roof pitches.

On multiple occasions, development applications have been received for the South Bay Estate that did not comply with the 15 degree minimum roof pitch as prescribed by the Policy. In the assessment of these applications the Shire liaised with the developer (LandCorp) who confirmed their support for the Council determining applications outside of the prescribed guidelines provided proper and orderly planning principles were being applied and adhered too. Therefore, on this understanding and particularly in relation to the streetscape presentation,

appropriateness of design, and the more innovative use of lower pitch skillion and/or curved roof structures of today, it was approved in each instance by Council that the variations be supported.

The approval of these buildings has now set a precedent of 'acceptable' development for the area and it is therefore felt that the Policy should be amended to reflect this change.

#### **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 November 2011 version of Local Planning Policy 6.6.6 – South Bay Development Guidelines 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.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION**

That Council resolve to:

1. Adopt draft Local Planning Policy 6.6.6 – South Bay Development Guidelines 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 6.6.6 – South Bay Development Guidelines 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 6.6.6 – South Bay Development Guidelines as adopted by Council at its 16 December 2005 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.

**RESOLUTION:**

**2011/201**

**Moved: Cr McDonald**

**Seconded: Cr Williams**

*That Council resolve to:*

- 1. Adopt draft Local Planning Policy 6.6.6 – South Bay Development Guidelines 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 6.6.6 – South Bay Development Guidelines 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 6.6.6 – South Bay Development Guidelines as adopted by Council at its 16 December 2005 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  
Simple Majority***

**POLICY – HOUSING AND COMMUNITY AMENITIES**

Sub Section:	Town Planning and Regional Development
Policy Number:	6.6.6
Policy Subject:	<b>South Bay Development Guidelines</b>
Policy Statement:	<ol style="list-style-type: none"> <li>1. Dwellings located on Lots 626 to 639 Ocean View Drive are to incorporate masonry as a major component in the external finish of the building and any new buildings are to be designed to complement the buildings already constructed in this area.</li> <li>2. No second-hand transportable dwellings will be permitted.</li> <li>3. Buildings are to be generally designed to complement existing development and enhance the overall streetscape.</li> <li>4. The minimum area of dwellings is to be 100m<sup>2</sup> (measured on the exterior face of external walls), exclusive of carports, garages, verandahs, and the like.</li> <li>5. A Building Licence will not be issued for any Outbuilding, or other stand alone ancillary structure, until the main dwelling reached the stage of lockup.</li> <li>6. Where a lot fronts two streets, or a street and POS, the house is to be designed to address both street frontages, or the POS and the Street.</li> <li>7. Lots 750, 749, 745, 744, 726, 727, 728 are to have the boundary that adjoins the POS treated as the primary street frontage for the purposes of the R-codes, and consequently the boundaries of lots 750, 744, 728, and 726, that adjoin streets, are to be treated as secondary street frontages for the purposes of the R-codes.</li> <li>8. Houses on blocks that adjoin POS are to be orientated to have a main living area overlooking the POS.</li> <li>9. Dwellings entrances, letterboxes and garages/carports are to address the primary street.</li> </ol>

10. Roofs shall be tiled or colourbond metal deck or equivalent. The use of zincalume or like finish on roofs is not permitted.
11. No dwelling shall be constructed with a roof pitch of less than 15 degrees.
12. The roofs of all houses shall incorporate architectural features such as eaves and overhangs or where appropriate verandahs.
13. Ancillary structures, when constructed in or near the frontage of a block, shall be of a design and made of materials that complement the streetscape, whether they be appended to or constructed separate from the house on the block.
14. Where sheds and the like are constructed behind a house they shall be clad in colourbond or in a material with a similar finish, unless the total area of the building is less than 9m<sup>2</sup> and less than 2.1m in height.
15. Fencing in the primary frontage of any lot will generally be required to be open aspect fencing unless it can be demonstrated that the use of an alternative type will not reduce the open aspect of the streetscape.
16. Where Open aspect fencing has been constructed as part of the Sub-division it will be required that this not be altered. Should it be that private space is required by the house occupant it shall be obtained by the erection of buildings or other screening (such as lattice) setback at least 1.5m from the open aspect fencing. The property owner will maintain landscaping between the open aspect fencing and the screening.
17. Solid fencing consisting of bare Zincalume metal, bare galvanised metal or unpainted hardi-fence or the like shall not be used.
18. Driveways within properties and the street crossover are to be constructed of the same material, unless construction is interrupted to maintain an existing public path.

19. Watertanks and clothes drying areas shall be positioned to the rear of properties or behind privacy screen fencing.
20. Stormwater runoff from roofs and paved areas is to be contained within the boundaries of each property.

Policy Objective: To provide development guidelines for the South Bay Development Area that are aimed to guide development to maintain an open streetscape and prevent development that is not considered to be in the general interest of the community.

Guidelines:

Resolution No: Full Council – 2006-216

Resolution Date: 16 December 2005

Source: Manager Community Development

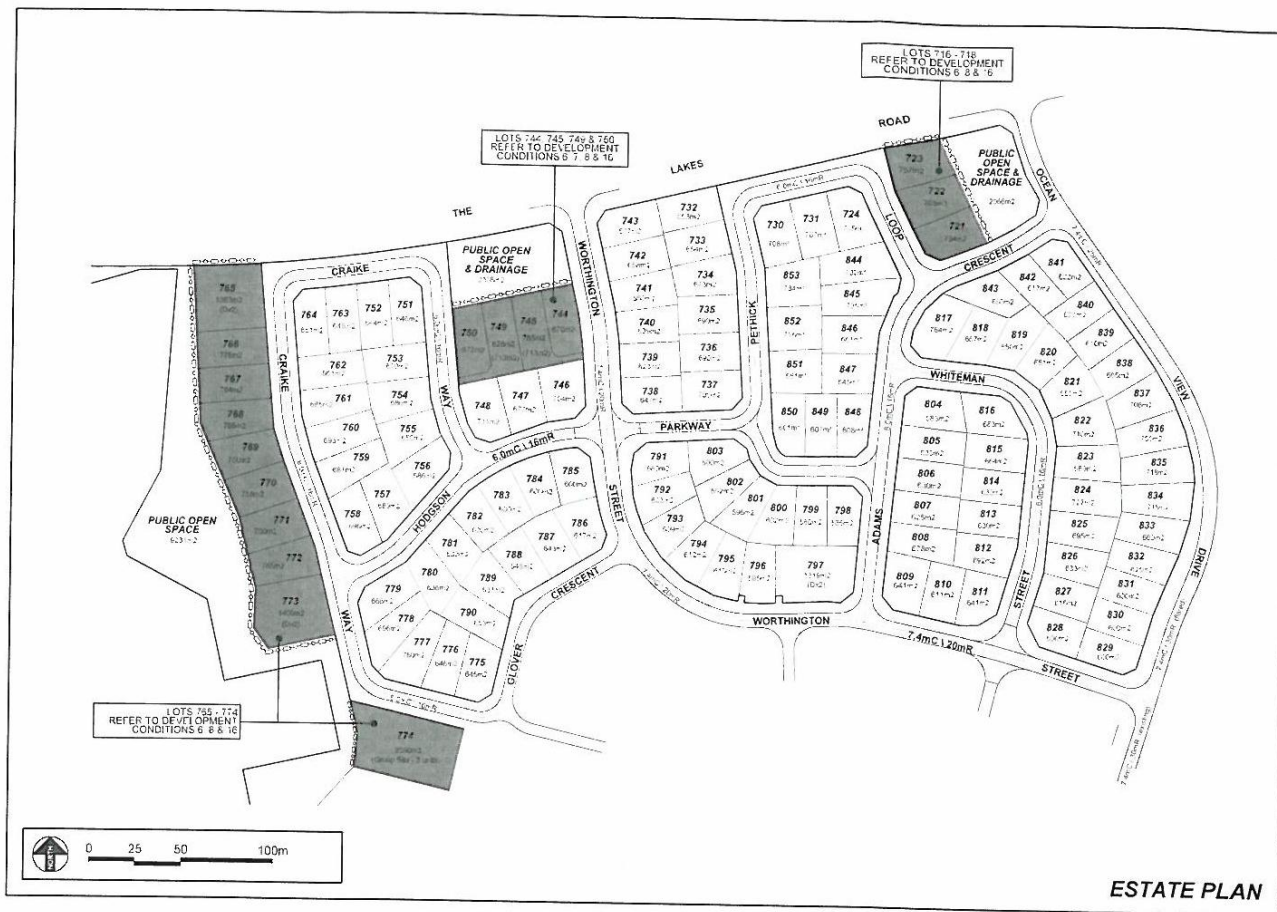
Date of Review: June Annually

Review Responsibility: Chief Executive Officer

**POLICY – HOUSING AND COMMUNITY AMENITIES**

Sub Section:	Town Planning and Regional Development
Policy Number:	6.6.6
Policy Subject:	<b>South Bay Development Guidelines</b>
Policy Statement:	See Attachment A
Policy Objective:	To provide development guidelines for the South Bay Development Area that are aimed to guide development to maintain an open streetscape and prevent development that is not considered to be in the general interest of the community.
Resolution No:	*****
Resolution Date:	*****
Source:	Manager Community Development
Date of Review:	June Annually
Review Responsibility:	Chief Executive Officer





#### Development Guidelines.

To provide development guidelines for the Southbay Development area that are aimed to guide development to maintain an open streetscape and prevent development that is not considered to be in the general interest of the community.

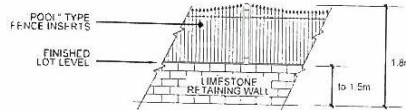
The design requirements of the R-codes apply in all respects except where modification is indicated below.

The Residential Density applied to the area is R15.

The Application of the Town Planning Scheme and the R-Codes restricts the height of buildings to no more than 8m in height, with walls not to exceed 8m in height for normal roof design or 7m in height for concealed roofs. These levels apply from the established ground level.

The Council also has planning policy that has application to the Southbay Area. The objective of this policy is to provide development guidelines with the aim of maintaining an open streetscape and preventing development that is not in the general interest in the community. Clauses that are specific to this land release are as follows:

1. No second-hand transportable dwellings will be permitted.
2. Buildings are to be generally designed to complement existing development and enhance the overall streetscape.
3. The minimum area of dwellings is to be 100m<sup>2</sup> (measured on the exterior face of external walls) exclusive of carports, garages, verandas, and the like.
4. A Development Approval will not be issued for any outbuilding or other stand alone ancillary structure until the main dwelling has reached the stage of lookup. (Exception will be granted where the outbuilding or ancillary structure is a masonry structure constructed concurrently with a masonry residence).
5. Where a lot fronts two streets, or a street and POS, the house is to be designed to address both street frontages, or the POS and the street.
6. Lots 744, 745, 749 & 750 are to have the boundary that adjoins the POS treated as the primary street frontage for the purposes of the R-Codes, and consequently the boundaries of lots 744 & 750 that adjoin streets are to be treated as secondary street frontages for the purposes of the R-Codes.
7. Houses on blocks that adjoin POS are to be orientated to have a main living area overlooking the POS.
8. Dwellings entrances, letterboxes and garages/carports are to address the primary street.
9. Roofs shall be tiled or colorbond metal deck or equivalent. The use of zincalume or like finish on roofs is not permitted.
10. No dwelling shall be constructed with a roof pitch of less than 9 degrees.
11. The roofs of all houses shall incorporate architectural features such as eaves and overhangs or where appropriate, verandas.
12. Ancillary structures, when visible from a public street, shall be designed and constructed in the same or complementary materials as the dwelling, whether they be appended to or constructed separate from the house on the block.



TYPICAL VISUALLY PERMEABLE FENCING  
(Show indicative only - N.T.S.)

13. Where sheds and the like are constructed behind a house and are not generally visible from a public street they shall be clad in colorbond or in a material with a similar finish to colorbond, unless the total area of the building is less than 8m<sup>2</sup> and less than 2.1m in height.
14. Fencing in the primary frontage of any lot will generally be required to be visually permeable fencing unless it can be demonstrated that the use of an alternative type will not reduce the passive surveillance of the streetscape.
15. Where open aspect fencing has been constructed as part of the subdivision it shall not be altered. Should it be that private space is required by the house occupant it shall be obtained by the erection of buildings or other screening (such as lattice) setback at least 1.5m from the open aspect fencing. The property owner will maintain landscaping between the open aspect fencing and the screening.
16. Solid fencing consisting of bare Zincalume metal, bare galvanised metal or unpainted hardifence or the like shall not be used.
17. Driveways within properties and the street crossover are to be constructed of the same material, unless construction is interrupted to maintain an existing public path.
18. Water tanks and clothes drying areas shall be positioned to the rear of properties or behind privacy screen fencing.
19. Stormwater runoff from roofs and paved areas is to be contained within the boundaries of each property.

Approved By:

Signature of Council

Date

Signed by Purchaser

Date

Signed by Purchaser

Date

### SOUTHBAY DEVELOPMENT GUIDELINES

Greenhead

Accuracy 40.4m Projection NAD83

All buildings, landscaping, roof treatments are indicative only. Areas and dimensions shown are subject to final survey calculations. All easements are shown for illustrative purposes only, and are subject to detailed engineering design.

#### LEGEND

Visually Permeable Fencing  
P.O.S. Lots

Scale of Drawing: N.T.S. @ A3  
18 October 2011  
30/04/2011  
DATE  
PLAN No  
REVISION  
N.T. PLANNER  
L.W. DRAWN  
CHECKED

RPS

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<b>10.2.4 LOCAL PLANNING POLICY 6.6.17 – THOMAS STREET DEVELOPMENT GUIDELINES</b>
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<b>AUTHOR</b>	Simon Lancaster & Kathryn Jackson
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	3 November 2011
<b>ATTACHMENT</b>	10.2.4.1 & 10.2.4.2
<b>FILE</b>	Policy Manual ADM0437

**SUMMARY:**

**Shire staff in liaison with LandCorp, the developer of the Thomas Street subdivision, have revised the Thomas Street Detailed Area Plan and associated development guidelines in order that it may be adopted as a Local Planning Policy. It is recommended that the Policy be initiated for the purpose of advertising.**

**BACKGROUND:**

The purpose of this report is to present a draft Local Planning Policy 6.6.17 – Thomas Street Development Guidelines for Council’s consideration under Section 2.4 of its Town Planning Scheme (‘the Scheme’).

The November 2011 draft version of Local Planning Policy 6.6.17 – Thomas Street Development Guidelines has been included for Council’s consideration as Attachment 10.2.4.1. The previous (February 2008) Development Guidelines have been included as Attachment 10.2.4.2

**COMMENT:**

The Thomas Street Detailed Area Plan has been in operation since their adoption at the 20 February 2008 Council meeting.

Recently, when queries were received from a ‘potential’ purchaser into the Thomas Street Subdivision, it became apparent that there were a number of contradictory and unsuited clauses to the Development Guidelines. The revised Development Guidelines removed previous clauses pertaining to courtyards, energy efficiency, and roof pitch that have been superseded.

It is considered that the adoption of the Thomas Street Detailed Area Plan as a Local Planning Policy will assist in the administration of the guidelines and cause the provisions to be more transparent and readily available to the public.

**STATUTORY IMPLICATIONS:**

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 –*

- (c) generally or for a particular class or classes of matters; and*
- (d) 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 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 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 Policy in the light of any submissions made, and may resolve to adopt the Policy with or without modification, or not proceed with the 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 related 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 draft Local Planning Policy 6.6.17 – Thomas Street Development Guidelines 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 Council’s existing Planning budget allocation.

**PUBLIC CONSULTATION:**

LandCorp remain the owner of all affected Thomas Street lots and have been consulted and expressed satisfaction with the revised Development Guidelines.



The Scheme requires 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 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 6.6.17 – Thomas Street Development Guidelines 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 6.6.17 – Thomas Street Development Guidelines pursuant to Sections 2.4.2 and 2.4.6 of the Shire of Coorow Town Planning Scheme No.2 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.

**RESOLUTION:**

**2011/202**

***Moved: Cr Williams***

***Seconded: Cr McTaggart***

1. *Adopt draft Local Planning Policy 6.6.17 – Thomas Street Development Guidelines 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 6.6.17 – Thomas Street Development Guidelines pursuant to Sections 2.4.2 and 2.4.6 of the Shire of Coorow Town Planning Scheme No.2 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***  
***Simple Majority***

**POLICY – HOUSING AND COMMUNITY AMENITIES**

Sub Section:	Town Planning and Regional Development
Policy Number:	6.6.17
Policy Subject:	<b>Thomas Street Development Guidelines</b>
Policy Statement:	See Attachment A
Policy Objective:	To provide development guidelines for the South Bay Development Area that are aimed to guide development to maintain an open streetscape and prevent development that is not considered to be in the general interest of the community.
Resolution No:	*****
Resolution Date:	*****
Source:	Manager Community Development
Date of Review:	June Annually
Review Responsibility:	Chief Executive Officer



<p><b>AIM</b></p> <p>The primary aim of the DAP is to provide guidance in the design and construction of single residences, except on Lots 709 and 712, which will ensure the dwellings address and overlook local access roads, creating a high quality residential development.</p>	<p><b>GENERAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>- All development is to be constructed having regard to the location of the following nominated design elements within the DAP: <ul style="list-style-type: none"> <li>a) Water/Power service locations;</li> <li>b) Garages/carports;</li> <li>c) Outdoor living areas;</li> <li>d) Zero setback walls; and</li> <li>e) Two storey exclusion zones.</li> </ul> </li> </ul>
<p><b>SPECIFIC DESIGN ELEMENTS</b></p> <p><b>Housing Density.</b></p> <ul style="list-style-type: none"> <li>- The Residential Density Code that applies to the DAP area is R50.</li> <li>- The maximum number of dwellings to be developed on Lots 709 and 712 is not to exceed 2. The development of single dwellings is not precluded by this DAP. However, the development of single dwellings is not precluded by this DAP.</li> <li>- In the event that an application for approval to commence development is proposed for grouped dwelling development on Lots 701-704, 708, 713 and 717-720 a new DAP (hereinafter referred to as a Grouped Dwelling DAP) will be required to be developed and approved by the Council.</li> <li>- Any Grouped Dwelling DAP will need to give consideration to state arrangement or development scheme with adjoining lots to coordinate development around a shared (common property) access driveway.</li> <li>- Any single lot setback wall servicing each lot, and to preserve solar access and overshadowing, shall be constructed to the satisfaction of the Council.</li> <li>- It is proposed for any of the following lots, the pairing of these lots would be desirable to facilitate the development of a shared access driveway: Lots 701 &amp; 702, 703 &amp; 704, 708 &amp; 709, 712 &amp; 713, 717 &amp; 718, 719 &amp; 720.</li> </ul> <p><b>Streetscape.</b></p> <ul style="list-style-type: none"> <li>- No fencing shall be permitted within 4.0 metres of the primary street boundary.</li> </ul> <p><b>Boundary Setbacks.</b></p> <ul style="list-style-type: none"> <li>- For adjoining Thomas Street, a minimum front boundary setback of 4.0 metres will apply to garages, carports and garages. Averaging will not be permitted for these lots.</li> <li>- Unless otherwise provided by the DAP, a minimum side boundary setback of 1.5 metres shall apply.</li> <li>- In the event that an application for approval to commence development is proposed for grouped dwelling development on Lots 701-704, 708, 713 and 717-720 a new DAP (hereinafter referred to as a Grouped Dwelling DAP) will be required to be developed and approved by the Council.</li> <li>- Nil setback walls above a single-storey height will not be generally permitted unless illustrated in the DAP. Where zero setback wall areas are illustrated in the DAP, the walls shall be permitted to be constructed to a maximum height of 6 metres.</li> </ul> <p><b>Open Space.</b></p> <ul style="list-style-type: none"> <li>- Outdoor living areas for both private open space are to be provided in the locations nominated in the DAP.</li> </ul> <p><b>Access and Car Parking.</b></p> <ul style="list-style-type: none"> <li>- Large vehicles such as caravans or boat trailers will need to be completely contained within the curtilage of each lot.</li> <li>- PARKING OF BOAT TRAILERS OR CARAVANS WITHIN THE ABUTTING STREETS WILL NOT BE PERMITTED.</li> </ul>	<p><b>Building Height.</b></p> <ul style="list-style-type: none"> <li>- Building heights shall be in accordance with the R-Codes, except where illustrated within the DAP. In these nominated areas, building heights will be determined by the R-Codes and the DAP may be approved by the Shire of Goonow.</li> </ul> <p><b>Other Requirements.</b></p> <ul style="list-style-type: none"> <li>1) Air conditioning and transportable dwellings will be permitted.</li> <li>2) Air conditioning systems shall be installed in the street and positioned to minimise noise impacts in neighbouring residences. Roof mounted units must also be below the roof ridge and where possible be of similar colour to the roof.</li> <li>3) Buildings are to be generally designed to complement existing buildings in the area.</li> <li>4) The minimum area of dwellings is to be 100m<sup>2</sup> (measured from the exterior face of external walls), exclusive of carports, garages, verandas, and the like.</li> <li>5) A Development Approval will not be issued for any outbuildings or shed structures until the main dwelling reached 'lock-up' stage.</li> <li>6) Dwellings on corner lots shall be designed to address both street frontages.</li> <li>7) Dwellings entrances, letterboxes and garages/carports are to address the primary street.</li> <li>8) A minimum roof pitch of 9 degrees shall apply to all dwellings.</li> <li>9) All structures, except for carports and garages shall not be visible from the street.</li> <li>10) Side/rear fencing shall not exceed 1.8 metres in height, except where fencing abuts outdoor living areas. In which case fencing may be constructed to a maximum height of 2.4m providing that any portion of the fence above a height of 1.8 metres as measured from natural ground level is not visible from the street.</li> <li>11) Water tanks, clothes drying areas and the like shall not be visible from the street (this does not include solar panels).</li> <li>12) Stormwater runoff from dwellings and paved areas shall be contained within the boundaries of each property.</li> <li>13) Where a property is being in close proximity to the coast, metallic building materials shall be avoided. Corrosion resistant materials, e.g. steel, aluminium, stainless steel, etc. will require higher standards of corrosion protection i.e. galvanising and the like.</li> <li>14) Rubbish bins for Lots 707-714 are to be wheeled out to Thomas Street in the location illustrated in the DAP for Council collection.</li> </ul>

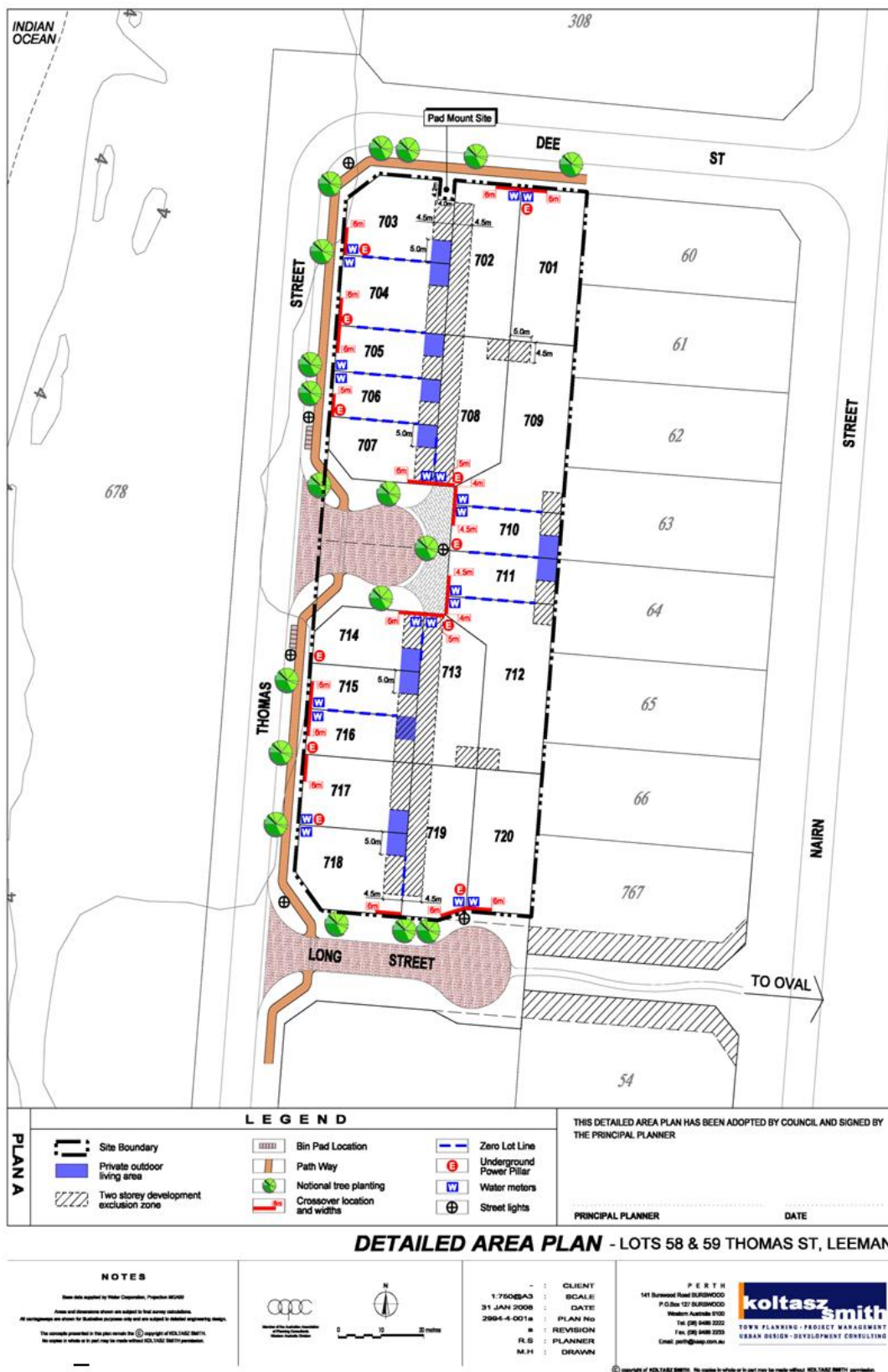
## DETAILED AREA PLAN Lots 58 & 59 Thomas Street, LEEMAN

**RPS**

RPS Environment and Planning Pty Ltd  
ACN 105 680 977  
ABN 45 105 680 977  
PO Box 465 Subiaco WA 6004  
Subiaco Street  
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Shire of Goonow : CLIENT  
11/00/0A3 : SCALE  
19 October 2011 : DATE  
30354-002.dgn : PLAN No  
- : REVISION  
N.T. : PLANNER  
L.W. : DRAWN  
- : CHECKED





<p><b>Aim</b></p> <p>The primary aim of the DAP is to provide guidance in the design and construction of single residences, except on Lots 709 and 712, which will ensure the dwellings address and overlook local access roads, creating a high quality residential development.</p> <p><b>General Requirements</b></p> <p>All development is to be constructed having regard to the location of the following nominated design elements within the DAP:</p> <ul style="list-style-type: none"> <li>a) Water/power service locations;</li> <li>b) Garages/carports;</li> <li>c) Outdoor living areas;</li> <li>d) Zero setback walls; and</li> <li>e) Two storey exclusion zones.</li> </ul> <p>The provisions of the R-Codes shall prevail for other design elements not referred to within the DAP.</p> <p>Minor variations to the DAP and the R-Codes may be approved by the Shire of <del>Coorow</del>. <b>Specific</b></p> <p><b>Design Elements</b></p> <p><b>Housing Density</b></p> <p>The Residential Density Code that applies to the DAP area is R50.</p> <p>With the exception of Lots 709 and 712, grouped dwelling development is not endorsed by this DAP. However, the development of single dwellings is not precluded for Lots 709 or 712.</p> <p>In the event that an application for approval to commence development is proposed for grouped dwelling development on Lots 701 – 704, 708, 713 and 717 to 720, a new DAP (hereinafter referred to as a Grouped Dwelling DAP) will need to be submitted to the Shire of Coorow for consideration and approval together with such an application for development approval.</p> <p>Any Grouped Dwelling DAP will need to give consideration to a 'development scheme' with adjoining lots to coordinate development around a shared (common property) access driveway rather than a single battle leg servicing each lot, and to preserve solar access to outdoor living areas. In the event that a Grouped Dwelling DAP is proposed for any of the following lots, the pairing of these lots would be desirable to facilitate the development of a shared access driveway: Lots 701 &amp; 702, 703 &amp; 704, 708 &amp; 709, 712 &amp; 713, 717 &amp; 718, 719 &amp; 720.</p> <p><b>Streetscape</b></p> <p>No fencing shall be permitted within 4.0 metres of the street boundary, except where front courtyard areas are nominated within the DAP. Where front courtyard areas are nominated, fencing shall not exceed 1.8 metres in height. Such fencing should be visually permeable and constructed of materials which are complementary to the materials utilised in the construction of the residence. Front fencing shall be approved by the Shire of <del>Coorow</del> prior to installation.</p> <p><b>Boundary Setbacks</b></p> <p>For lots fronting Thomas Street, a minimum front boundary setback of 4.0 metres will apply to dwellings, and a minimum front boundary setback of 4.5 metres will apply to garages. Averaging will not be permitted to front setbacks for these lots.</p> <p>Unless otherwise provided by the DAP, a minimum side boundary setback of 1.5 metres shall apply for all walls.</p> <p>A reduced minimum side boundary setback of 1.0 metre may be applied at the discretion of the Shire of <del>Coorow</del> in the case of walls no greater than 6 metres in length which do not contain major openings.</p>	<p>Zero setback walls will not be generally permitted unless illustrated in the DAP. Where zero setback wall areas are illustrated in the DAP, these walls shall be permitted to be constructed to a maximum height of 6 metres.</p> <p><b>Open Space</b></p> <p>Outdoor living areas for both private open space and front courtyard areas are to be provided in the locations nominated in the DAP. The area comprised within the nominated front courtyard areas are to be provided in addition to the minimum outdoor living area space prescribed by the R-Codes.</p> <p><b>Access and Car Parking</b></p> <p>Garages/carports shall be provided in the location nominated in the DAP.</p> <p>Large vehicles such as caravans or boat trailers will need to be completely contained within the curtilage of each lot PARKING OF BOAT TRAILERS OR CARAVANS WITHIN THE ADJUTING STREETS WILL NOT BE PERMITTED.</p> <p><b>Building Height</b></p> <p>Building heights shall be in accordance with the R-Codes, except where illustrated within the DAP. In these nominated areas, building heights will be restricted to single storey height limits as prescribed by the R-Codes to maximise solar access to outdoor living areas and habitable room windows.</p> <p><b>Other Requirements</b></p> <ol style="list-style-type: none"> <li>1. No second-hand transportable dwellings will be permitted.</li> <li>2. Air-Conditioners or cooling units must be screened from the street and positioned to minimise noise impacts in neighbouring residences. Roof mounted units must also be below the roof ridge and where possible be of similar colour to the roof.</li> <li>2. Buildings are to be generally designed to complement existing development and enhance the overall streetscape.</li> <li>3. The minimum area of dwellings is to be 100m<sup>2</sup> (measured from the exterior face of external walls), exclusive of carports, garages, verandas, and the like.</li> <li>4. A Building Licence will not be issued for any outbuildings or ancillary structures until the main dwelling reached 'lock-up' stage.</li> <li>5. Dwellings on corner lots shall be designed to address both street frontages.</li> <li>6. Dwellings entrances, letterboxes and garages/carports are to address the primary street.</li> <li>7. A minimum roof pitch of 15 degrees shall apply to all dwellings.</li> <li>8. All dwellings shall be constructed with eaves, verandas, or other architectural features which provide for an overhang for the purposes of thermal/energy efficiency i.e. development will not be permitted with flush eaves/fascias.</li> <li>9. Ancillary structures, except for carports and garages shall not be visible from the street.</li> <li>10. Side/rear fencing shall not exceed 1.8 metres in height, except where fencing abuts outdoor living areas, in which case fencing may be constructed to a maximum height of 2.4m providing that any portion of the fence above a height of 1.8 metres as measured from natural ground level is constructed of permeable lattice like material.</li> <li>11. Water tanks, clothes drying areas and the like shall not be visible from the street.</li> <li>12. Stormwater runoff from dwellings and paved areas shall be contained within the boundaries of each property.</li> <li>13. Due to the DAP area being in close proximity to the coast, metallic building materials such as concrete reinforcement, wall framing, roof sheeting, fasteners etc will require higher standards of corrosion protection i.e. galvanising and the like.</li> <li>14. Rubbish bins for Lots 707 - 714 are to be wheeled out to Thomas Street in the location illustrated in the DAP For Council collection.</li> </ol>
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10.2.5	REQUEST FOR REPLACEMENT OF DAMAGED FENCING SHEETS – LOT 98 NAIRN STREET LEEMAN
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<b>AUTHOR</b>	Dave Hadden
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	7 November 2011
<b>ATTACHMENT</b>	10.2.5.1
<b>FILE</b>	A592

**SUMMARY:**

**Council is being requested to replace six damaged metal fencing sheets along the South boundary of Lot 98 Nairn Street Leeman. This boundary fence separates a public access way from the land owner's property.**

**BACKGROUND**

Council has received a letter from Mr Tom Mason (Attachment 10.2.5.1) of Lot 98 Nairn Street Leeman requesting assistance to repair his damaged fence caused by vandalism.

**COMMENT:**

Unfortunately, damage has been caused to the metal fence from the access way side. Fencing sheets have been damaged with some graffiti occurring also. The land owner has been removing the graffiti himself, as it has been occurring and is now requesting Council to replace the damaged metal sheeting.

Council is exempt from the requirements of the *Dividing Fences Act* relating to public land (reserve) which the public access way is. If the land was owned in title Council is required to comply with the *Dividing Fence Act* and share the cost of fence repairs.

If Council were to authorise repairs to this fence it would be creating a precedent for future requests of the same nature.

**STATUTORY ENVIRONMENT:**

As the public access way is reserve land, Council is not bound by the *Dividing Fence Act* to share the cost of repairs to the fence.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

If Council were to approve repairs to the fence the cost to do so would be \$355.00.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council request staff to advise the applicant that Council is unable to provide assistance to repair/replace damaged fencing sheeting along the Southern boundary of Lot 98, Nairn Street Leeman.

**RESOLUTION:**

**2011/203**

***Moved: Cr Williams***

***Seconded: Cr McTaggart***

*That Council request staff to advise the applicant that Council is unable to provide assistance to repair/replace damaged fencing sheeting along the Southern boundary of Lot 98, Nairn Street Leeman.*

***CARRIED 7/0  
Simple Majority***

	P.O. Box 58
7 NOV 2011	LEE MAN 6514
	4 <sup>TH</sup> NOVEMBER 11
	0428506198

Dear Sir / Madam,

My name is Tom Mason I own a property (house) at 18 Nairn Street Seaman (Lot No 98) next to a walkway which connects Nairn Street with Bonham St. On or before Saturday 29<sup>th</sup> October 2011 attempts were made to push two metal panels of my colour bond fence in towards my property causing kinks in the panels.

On 1<sup>st</sup> November attempts was made again to cause malicious damage to two more of my colour bond panels by pushing them in towards my yard this time they were successful with one. This was done between two identical tag drawings except with one had a arrow directing to the damage. A total of 4 panels were damaged, approximate size 1780 mm x 790 mm wide. I have made temporary repairs to make my fence secure. This walkway attracts graffiti which has been reported in the past verbally to your administration staff, all the rude and tag drawings was cleaned up by myself. As I am a pensioner I am requesting the council to repair the damaged panels. A report of this malicious damage has been given to Seaman Police NO 011 111 065 187 646. Concerned Ratepayer

T.G. Mason



<b>10.2.6</b>	<b>LEEMAN RATEPAYERS &amp; PROGRESS ASSOCIATION – COMMUNAL CHRISTMAS TREE</b>
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<b>AUTHOR</b>	Dave Hadden
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	9 November 2011
<b>ATTACHMENT</b>	
<b>FILE</b>	ADM0167

**SUMMARY:**

**Council at its 20 April 2011 Council Meeting resolved to allow the Leeman Ratepayers and Progress Association Inc to plant a Communal Christmas Tree at the Leeman foreshore, subject to the species and placement being approved by Council.**

**COMMENT:**

The Leeman Ratepayers and Progress Association have unfortunately purchased a \$800.00 five metre high Norfolk Pine tree and wish to plant it in the vicinity of Gecko Patch Hill. The Leeman Ratepayers and Progress Association have researched the best species for the location and have been advised that the Norfolk Pine is the most suitable species for the foreshore location.

**STATUTORY IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION**

That Council advise the Leeman Ratepayers and Progress Association that it has approval to plant a Norfolk Pine Tree as a Communal Christmas Tree south of the Leeman foreshore ablution block at the base of Gecko Patch Hill as authorised by Councils Manager of Regulatory Services.

**RESOLUTION:**

**2011/204**

***Moved: Cr Williams***

***Seconded: Cr George***

*That Council advise the Leeman Ratepayers and Progress Association that it has approval to plant a Norfolk Pine Tree as a Communal Christmas Tree south of the Leeman foreshore ablution block at the base of Gecko Patch Hill as authorised by Councils Manager of Regulatory Services.*

***CARRIED 7/0  
Simple Majority***

## **10.3 PRINCIPAL WORKS SUPERVISOR:**

### **10.3.1 DISPOSAL OF CW 0054 WATER TANKER**

<b>AUTHOR</b>	Kelvin Bean
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	4 November 2011
<b>FILE</b>	ADM0389
<b>ATTACHMENT</b>	Nil

#### **SUMMARY:**

**Council Staff are requesting Councils approval to dispose of the water tanker CW 0054 as scrap metal.**

#### **BACKGROUND:**

During the budget deliberations the Principal Works Supervisor advised Council that the old water tanker CW 0054 had reached its serviceable life and needs replacing with a suitable flat top trailer with two water tanks. Council therefore placed an amount of \$72,100 in the 2011/12 budget to purchase a suitable replacement.

#### **COMMENT:**

Under a separate agenda item the Principal Works Supervisor is recommending the purchase of the flat top trailer and water tanks as per Council 2011/12 Budget.

The CW 0054 unit has been stripped of the motor and battery sprays and has been put to use on the fibreglass water tank. As the trailer has two new axles, they would be removed and kept in stock as spare axle assembly's to be used for other trailers.

Due to the deterioration of the Shires water tanker CW 0054, it is advisable to dispose of this unit by way of tender for scrap metal. The tanker is currently un-roadworthy and is of no further use to the Shire. The tanker has extensive damage and needs major repairs and rewiring.

Council staff believes the best option is to sell the water tanker as scrap metal keeping all the necessary and reliable parts for future use.

#### **STATUTORY ENVIRONMENT:**

Nil

#### **STRATEGIC IMPLICATIONS:**

Nil

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

Amount received from sale of unit as scrap metal

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

1. That Council give Staff the authority to dispose of Water Tanker CW 0054 by way of tender for scrap metal and remove it from Councils Asset Register.
2. That the amount received from the unit as sale of scrap be placed in Councils plant reserve.

**RESOLUTION:**

**2011/205**

***Moved: Cr George***

***Seconded: Cr Waite***

- 1. That Council give Staff the authority to dispose of Water Tanker CW 0054 by way of tender and remove it from Councils Asset Register.*
- 2. That the amount received from the sale be placed in Councils plant reserve.*

***CARRIED 7/0  
Simple Majority***

***Councils Resolution differed from the Officers Recommendation as Council felt the wording scrap metal be removed.***

### 10.3.2 DISPOSAL OF THE HOWARD PORTER SLASHER

<b>AUTHOR</b>	Kelvin Bean
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	4 November 2011
<b>ATTACHMENT</b>	Nil
<b>FILE</b>	ADM0126

#### **SUMMARY:**

Council Staff are requesting Councils approval to dispose of the old Howard Porter Slasher and remove it from Councils Asset Register.

#### **BACK GROUND.**

During the budget deliberations the Principal Works Supervisor advised Council that the Howard Porter Slasher needed replacing as it has reached its serviceable life and needs replacing with a suitable replacement slasher.

Council therefore placed an amount of \$6,800 in the 2011/12 budget to purchase a suitable replacement for the Howard Porter Slasher.

#### **COMMENT:**

The gearbox on the Howard Porter slasher has broken down completely the body is in a poor state with welded patches on top of welded patches. Due to this, the centre structure of the slasher has been severely weakened and if it was to be repaired with a new gearbox and mounted on to the frame there is a strong possibility that the gearbox would tear off the top of the slasher. Council staff deems this to be a high safety risk factor and recommend disposing of this unit as scrap metal.

#### **STATUTORY ENVIRONMENT:**

*Occupational health, safety and welfare act 1984.*

#### **STRATEGIC IMPLICATIONS:**

Nil

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

Amount received from sale of scrap

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

1. That Council give Staff the authority to dispose of the Howard Porter Slasher by way of tender for scrap metal and remove it from Councils asset Register.
2. That the amount received from the unit as sale of scrap be placed in Councils plant reserve.

**RESOLUTION:**

**2011/206**

***Moved: Cr Jack***

***Seconded: Cr George***

1. *That Council give Staff the authority to dispose of the Howard Porter Slasher by way of tender and remove it from Councils asset Register.*
2. *That the amount received from the sale be placed in Councils plant reserve.*

***CARRIED 7/0  
Simple Majority***

***Councils Resolution differed from the Officers Recommendation as Council felt the wording scrap metal be removed***

### 10.3.3 SKID STEER LOADER (BOBCAT) PURCHASE

<b>AUTHOR</b>	Kelvin Bean
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	4 November 2011
<b>ATTACHMENTS</b>	10.3.3.1
<b>FILE</b>	ADM0481

#### **SUMMARY:**

**Council Staff are seeking Councils approval to purchase a Caterpillar 226B3 Skid Steer Loader (Bobcat) and attachments.**

#### **COMMENT:**

The Shires Mechanic, John Cortese and I went to Perth looking at the options available for a Skid Steer Loader; we looked at a Caterpillar 226B3 and a John Deere 318D. We had previously made arrangements with Earthwest Hyundai, however the dealer was not available at the time, but we did look at a Hyundai HSL850 – 7. After looking at these machines it was decided that the Caterpillar 226B3 and John Deere 318D were the preferred options.

#### John Deere 318D

The John Deere 318D Skid Steer Loader (Bobcat) has removable sides which makes the back bonnet very flexible, which, staff believe would make the Bobcat very rattly. It also has a manual release bucket and not a quick release bucket. The electrics and computers are mounted under the cab and exposed to the dirt and dust.

Amount Budgeted	\$90,000
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Quoted Price	\$66,409.23
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#### Caterpillar 226B3

The Caterpillar 226B3 Skid Steer Loader (Bobcat) has the electrics and computer etc mounted inside the cabin and out of the dust. There was significant difference in cabin space with the 226B3 having a larger cabin, it has a solid bonnet but still easy to work on. It has a quick release for the bucket which makes for easy operation for one person to change the attachments. The attachments are all genuine Caterpillar parts and the dealer has a 10% discount on all attachments.

Amount Budgeted	\$90,000
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Quoted Price	\$74,878.44
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#### **STATUTORY IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

There will be no financial implications as the Caterpillar 226B3 Skid Steer Loader (Bobcat) and trailer comes within the 2011/12 budget amount of \$90,000.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council purchase the Caterpillar 226B3 Skid Steer Loader (Bobcat) for an amount of \$58,000 and purchase the attachments from Westrac parts department for the amount of \$16,878.44 giving a total price of \$74,878.44

**RESOLUTION:**

**2011/207**

***Moved: Cr Williams***

***Seconded: Cr Waite***

*That Council purchase the Caterpillar 226B3 Skid Steer Loader (Bobcat) for an amount of \$58,000 and purchase the attachments from Westrac parts department for the amount of \$16,878.44 giving a total price of \$74,878.44*

***CARRIED 7/0  
Simple Majority***



SKID STEER LOADER SPECIFICATIONS & COSTINGS						
Standard Equipment	Westrac 226B 3AC		Hitachi 318D John Deere		Earthwest HSL850-7A A/C Hyundai	
Engine	57 HP Caterpillar C2.2		58 HP John Deere power tech E4024HT		75.3 HP Kubota V3300DI	
Rated speed RPM	2,600		2,300		2,400	
Cooling	Water		Water		Water	
Tires	10-16.5, 8 ply		10-16.5, 8 ply		12-16.5, 12 ply	
Hydraulics pump flow	61 Ltres		68 Ltres		67 Ltres	
DIMENSIONS						
Length with bucket	3,233 mm		3,360 mm		3,470 mm	
Width less bucket	1,522 mm		1,610 mm		1,830 mm	
Height to top cab	1,950 mm		1,980 mm		2,000 mm	
Wheel base	986 mm		1,070 mm		1,100 mm	
Ground clearance	195 mm		217 mm		205 mm	
Max dump height	2,169 mm		2,380 mm		2,410 mm	
Bucket width					1,894 mm	
Fuel capacity	58 Ltres		70 Ltres		83 Ltres	
Hyd reservoir capacity	55 Ltres				57 Ltres	
Electrical system	12 volt system		12 volt system		12 volt system	
Fire Extinguisher	No		No		Yes	
Window Tint	Yes		No		Yes	
UHF Radio	Yes		Yes		No	
AM/PM radio	Yes		Yes		No	
Rotating Beacon	Yes		Yes		Yes	
Battery Isolator	Yes		Yes		Yes	
Canvas Seat Cover	Yes		Yes		Yes	
Multi Purpose Bucket 4in 1	no	GST	Yes	GST	Yes	GST
Total	\$ 58,000.00	\$ 5,800.00	\$ 53,000.00	\$ 5,300.00	\$ 52,900.49	\$ 5,290.05

Optional Extras						
Multi Purpose Bucket 4in 1	\$ 3,887.00	\$ 388.70				
Auger + 152mm bit	\$ 4,160.00	\$ 416.00	\$ 3,103.34	\$ 301.34	\$ 3,225.00	\$ 322.50
Sweeper Broom	\$ 7,034.00	\$ 703.40	\$ 6,173.33	\$ 617.33	\$ 7,287.00	\$ 728.70
Pallet Forks	\$ 1,797.44	\$ 179.74	\$ 1,565.56	\$ 156.56	\$ 1,136.00	\$ 113.60
Fire Extinguisher	\$ -	\$ -	\$ 267.00	\$ 26.70	\$ -	\$ -
Parts Manual	\$ -	\$ -	\$ 600.00	\$ 60.00	\$ -	\$ -
Tinted Windows	\$ -	\$ -	\$ 600.00	\$ 60.00	\$ -	\$ -
Workshop Manual	\$ -	\$ -	\$ 600.00	\$ 60.00	\$ -	\$ -
AM/PM radio	\$ -	\$ -	\$ 500.00	\$ 50.00	\$ 405.00	\$ 40.50
Total	\$ 16,878.44	\$ 1,687.84	\$ 13,409.23	\$ 1,221.93	\$ 12,053.00	\$ 1,205.30
	\$ 74,878.44	\$ 7,487.84	\$ 66,409.23	\$ 6,521.93	\$ 64,953.49	\$ 6,495.35

### 10.3.4 PURCHASE FLAT TOP TRAILER

<b>AUTHOR</b>	Kelvin Bean
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	4 November 2011
<b>ATTACHMENT</b>	10.3.4.1
<b>FILE</b>	ADM0481

#### **SUMMARY:**

**Staff are requesting Councils approval to purchase a flat top trailer to be used as a water tank and for moving pipes, head walls and other materials.**

#### **COMMENT:**

The Shires Mechanic, John Cortese and I went to Perth looking at flat top trailers, after looking at the following trailers.

##### Park Motor Body Builder

All the wiring was encased in steel pipe and the tie down rails were set back so the fork lift would not damage it.

Amount Budgeted	\$72,100
Quoted Price	1. \$66,500 2. \$60,000

##### Hoylake Transport Equipment

The trailer made was in China with different quality steel, so if it was damaged it would make it hard to match the steel.

Amount Budgeted	\$72,100
Quoted Price	1. \$65,500, 2. \$56,500

##### Howard Porter Trailers

The wiring was exposed and running down the sides with cable ties attaching it to the body, the toolbox was small and light which didn't meet our requirements for storing water tank fittings.

Amount Budgeted	\$72,100
Quoted Price	\$53,850

After the inspections the preferred option is the trailer from Park Motor Body Builders.

**STATUTORY ENVIRONMENT:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

There will be no financial implications as trailer and skid come within 2011/12 budget

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council purchase the 45ft flat top trailer from Park Motor Body Builders for the amount of \$60,000 + GST

**RESOLUTION:**

**2011/208**

***Moved: Cr Williams***

***Seconded: Cr Waite***

*That Council purchase the 45ft flat top trailer from Park Motor Body Builders for the amount of \$60,000 + GST*

***CARRIED 7/0  
Simple Majority***

FLAT TOP TRAILER SPECIFICATIONS & COSTINGS					
	Park Motor Body Builders	Park Motor Body Builders	Howard Porter	Hoylake Transport Equipment	Hoylake Transport Equipment
	\$66500 Ex Gst	\$60,000 Ex Gst	\$53,850 Ex Gst	\$65,500 Ex Gst	Chinese Frame \$56,500 Ex Gst
Sub frame	Pre-Fabricated I beams	Pre-Fabricated I beams	Fabricated beams	Fabricated I beams	Fabricated I beams
Floor	3mm	3mm	3mm steel checker plate	3mm steel checker plate	3mm steel checker plate
Twist locks	3 sets	3 sets	3 sets	3 sets	3 sets
Cross bearers	100mm RSJ	100mm RSJ	100mm RSJ	102mm x 45 RSJ	102mm x 45 RSJ
Stringers	100mm RSJ at 600mm centres	100mm RSJ at 600mm centres	RHS stringers running along length of trailer	RHS stringers running along length of trailer	RHS stringers running along length of trailer
Coamings	125 x 75 RHS including load rack pockets	125 x 75 RHS including load rack pockets	Laser cut flat plate raised 25mm	4 x2 RSC coaming with approx 20mm drop	4 x2 RSC coaming with approx 20mm drop
Rope Rails	25 nb rope rails	25 nb rope rails	25mm steel pipe full length of each side	25mm steel pipe on end of each cross member	25mm steel pipe on end of each cross member
Skid plate			10mm steel plate with appropriate reinforcing	12mm steel plate with appropriate reinforcing	12mm steel plate with appropriate reinforcing
King Pin	90mm bolt in	90mm bolt in	Removable type 50mm or 90mm	2 position 90mm bolt in	2 position 90mm bolt in
Landing Legs	Two speed with flat foot pads	Two speed with flat foot pads	Two speed manual wind down from drivers side	Holland two speed single side winding 22,000 kg	Holland two speed single side winding 22,000 kg
Spare Tyre Carrier	Dual type	Dual type	Standard dual	Standard dual	Standard dual
Load Rack	Front & rear load racks	Front & rear load racks	one to front	Front & rear load racks	Front & rear load racks
Tool Box	2x1200mm long mounted to LHS	2x1200mm long mounted to LHS	one x 1000mm long	2 x standard size fitted lockable	2 x standard size fitted lockable
Water Tank	60 Litre and soap dispenser	60 Litre and soap dispenser	60 L Plastic	60 L Plastic	60 L Plastic
Suspension	K-Hitch Tri-axle 8 leaf springs	K-Hitch Tri-axle 8 leaf springs	Tri over slung mechanical 8 leaf springs	9'-1" ROR tri axle cast suspension with 8 leaf springs	9'-1" ROR tri axle cast suspension with 8 leaf springs
Axles	K-Hitch 20 with spider hubs	K-Hitch 20 with spider hubs	K-Hitch 20"x5" Drum Brakes, 10stud 285 PCD	BPW 20' axles complete with spoke hubs	BPW 20' axles complete with spoke hubs
Wheels	13 x 8.25	13 x 8.25	12 x8.25 x 22.5 10 stud 285 steel tubeless	13 x 8.25 x 22.5 tubeless rims	13 x 8.25 x 22.5 tubeless rims
Tyres	13 x 22.5 11R Tubeless	13 x 22.5 11R Tubeless	12 x 11R22.5"	13 x 11R x 22.5 tubeless	13 x 11R x 22.5 tubeless
Brake Kits	ABC Tri-axle kit inc yard release to ADR 38-2	ABC Tri-axle kit inc yard release to ADR 38-2	Tri Axle road train ket with yard release	Each axle is fitted with ABC-CAM brakes	Each axle is fitted with ABC-CAM brakes
Road train	50mm ringfeder mount only and air/electrics to rear	50mm ringfeder mount only and air/electrics to rear	Tow hitch cross member with air and electrics to	50mm ringfeder to rear with air and light lines	50mm ringfeder to rear with air and light lines

			rear		
Mudguards	PBB mudflap rubbers	PBB mudflap rubbers	Aluminium Qtr guards to front and rear of tri group	no	no
Electrics	LED lights	LED lights	Hella Led lights	6mm wiring loom with 5 side clearance lights LED	6mm wiring loom with 5 side clearance lights LED
Paint	Primed and painted in 2-pack finish	Primed and painted in 2-pack finish	Primed and painted in 2-pack finish	Unit to fleet colour in enamel	Unit to fleet colour in enamel
Signage	Yes	Yes	Necessary maintenance, safety and ADR signs/labels	yes	yes
Licensing	not includes in price	not includes in price	Costs are not includes	including license	including license
Delivery	TBC	1 week	3 week	5 week	3 week

Park Motor Body Builders	\$ 66,500.00	\$ 6,650.00	TBC
Park Motor Body Builders	\$ 60,000.00	\$ 6,000.00	in stock
Howard Porter	\$ 53,850.00	\$ 5,385.00	3 week
Hoylake Transport Equipment TBC	\$ 65,500.00	\$ 6,650.00	5 week
Hoylake Transport Equipment	\$ 56,500.00	\$ 5,650.00	Chinese Frame 3 week

## **10.4 DEPUTY CHIEF EXECUTIVE OFFICER:**

### **10.4.1 ACCOUNTS FOR PAYMENT**

<b>AUTHOR</b>	Erika Clement
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	9 November 2011
<b>ATTACHMENT</b>	10.4.1 Accounts Due and Submitted To Council Meeting 9 November 11
<b>FILE</b>	

#### **SUMMARY:**

**Council approval is required for payment of accounts made within the months of October 2011 and November 2011 and to approve payments of accounts due in November 2011.**

#### **COMMENT:**

Approval is sought for the following list of payments of accounts made since Council's last meeting on 19th October 2011 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 16 November 2011.

#### **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 16<sup>th</sup> November 2011 including:

**MUNICIPAL FUND**

Cheques	18827, 18830-18940
Collection Summaries	PR71011111 to PR72311011,
Payroll DD	12/10/2011 to 09/11/2011,
EFT	4111-4162
Totalling	\$539,892.30

be authorised and passed for payment.

**RESOLUTION:**

**2011/209**

***Moved: Cr Mctaggart***

***Seconded: Cr Williams***

*That payments listed at Attachment 10.4.1 Accounts Due and Submitted to Council Meeting on 16<sup>th</sup> November 2011 including:*

**MUNICIPAL FUND**

<i>Cheques</i>	<i>18827, 18830-18940</i>
<i>Collection Summaries</i>	<i>PR71011111 to PR72311011,</i>
<i>Payroll DD</i>	<i>12/10/2011 to 09/11/2011,</i>
<i>EFT</i>	<i>4111-4162</i>
<i>Totalling</i>	<i>\$539,892.30</i>

*be authorised and passed for payment.*

***CARRIED 7/0***  
***Simple Majority***



**List of Accounts Due & Submitted to Council 9.11.2011**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Muni</b>
EFT4111	24/10/2011	BINDOON TRACTORS	PURCHASE KUBOTA	\$ 27,761.80
EFT4112	01/11/2011	LEADING EDGE COMPUTERS	SUPPLY USB EXTENSION CABLES	\$ 17.90
EFT4113	01/11/2011	COOROW COMMUNITY RESOURCE CENTRE	14 X 2011 PHONE BOOKS	\$ 105.00
EFT4114	01/11/2011	COURIER AUSTRALIA	TONER FROM RBC FREIGHT	\$ 17.88
EFT4115	01/11/2011	COVS	AIR COMPRESSOR 35.4CFM 3CYL 3 PHASE 5.5KW ELECTRIC MOTOR	\$ 3,249.64
EFT4116	01/11/2011	CHAMBERLAIN DESIGN HOMES	CONSTRUCT DISABLED UNISEX TOILET BLOCK	\$ 55,387.00
EFT4117	01/11/2011	CJD EQUIPMENT PTY LTD	REPAIR WARNING LIGHTS AND REPLACE WINDSCREEN AND REVERSE ALARM	\$ 1,889.25
EFT4118	01/11/2011	CHUBB FIRE	PROTEK 360 P/GRIP 25MM 150-360AP	\$ 673.20
EFT4119	01/11/2011	CUNNINGHAMS AG SERVICES	1 LINK .325 CHAIN	\$ 87.30
EFT4120	01/11/2011	COOROW AG PTY LTD	HOSE - 32MM CLEAR BRAIDED	\$ 236.67
EFT4121	01/11/2011	DAVE GOODBODY MAINTENANCE SERVICES	PAINTING TILING, REPAIR DOOR LOCK CLOSERS, SKYLIGHTS, AIRCONDITIONERS AND NUMBERS ON SIDE OF POOL	\$ 2,930.00
EFT4122	01/11/2011	FRANK GILMOUR PEST CONTROL	CARRY OUT TERMITE TREATMENT	\$ 7,757.00
EFT4123	01/11/2011	GREEN HEAD PLUMBING & GAS	SUPPLY SHOWER SCREEN, FRAME & GLASS BLOCKS FOR POOL MANAGER HOUSE	\$ 1,714.57
EFT4124	01/11/2011	GREEN HEAD BUSHFIRE BRIGADE	PRESCRIBED BURNS X 2 AT GREEN HEAD TOWN SITE AS PER FESA JOB # 1515	\$ 350.00
EFT4125	01/11/2011	GH COUNTRY COURIERS	FREIGHT PADLOCKS & KEYS FROM GERALDTON LOCK AND KEY	\$ 25.87
EFT4126	01/11/2011	GERALDTON LOCK & KEY SPECIALISTS	PADLOCKS AND KEYS	\$ 2,919.84
EFT4127	01/11/2011	GPR TRUCK SALES & SERVICE	CARRIED OUT FRONT END ALIGNMENT AND WHEEL BALANCE TO STOP VIBRATION OR WOBBLE.	\$ 293.15
EFT4128	01/11/2011	GREENFIELD TECHNICAL SERVICES CONSULTING ENGINEERS	PROVISION OF PROFESSIONAL SERVICES AS ENGINEERING CONSULTANT BLACK SPOT SUBMISSION - SOUTH ST/CBH ACCESS	\$ 7,431.60
EFT4129	01/11/2011	UHY HAINES NORTON	FINAL AUDIT 2011 FEES	\$ 6,017.00
EFT4130	01/11/2011	HALF WAY MILL ROADHOUSE	DIESEL FOR FIRE FIGHTING VEHICLES	\$ 380.20
EFT4131	01/11/2011	IT VISION	ANNUAL LICENCE FEE AND USER LICENCE FEE	\$ 24,348.50

EFT4132	01/11/2011	JASON SIGNMAKERS	ROLLED FRAME SIGNS MALEY PARK RECREATION CENTRE, COOROW GOLF CLUB, SWIMMING POOL, CARAVAN PARK, RV GREY & BLACK WATER DISPOSAL	\$ 1,221.00
EFT4133	01/11/2011	LEEMAN HARDWARE	SUPPLY & REPLACE DOOR CLOSER TO FRONT SECURITY DOOR, SUPPLY & FIT PRIVACY SET TO TOILET DOOR AND SUPPLY & FIT 9/1-2 POLY CARB SHEETS TO SIDE OF CARPORT - REMOVE OLD SHEETS AND TAKE TO TIP	\$ 2,158.84
EFT4134	01/11/2011	LOCAL GOVERNMENT MANAGERS AUSTRALIA	2011 LGMA ANNUAL STATE CONFERENCE REGISTRATION - MARK HOOK	\$ 2,235.00
EFT4135	01/11/2011	LEISURE INSTITUTE OF WA AQUATICS (INC)	2011 COUNTRY POOL MANAGERS SEMINAR NON LIWA MEMBER DELEGATE GARY NICHOLSON HELD IN PERENJORI 19/10/2011	\$ 80.00
EFT4136	01/11/2011	LANDGATE	VALUATION CHARGES	\$ 346.41
EFT4137	01/11/2011	LGIS RISK MANAGEMENT	REGIONAL CO-ORDINATOR FEES FOR THE PERIOD 01/07/11 TO 31/12/11 AS PER AGREEMENT	\$ 4,132.70
EFT4138	01/11/2011	LGIS INSURANCE BROKING	RENEWAL OF BUSH FIRE INSURANCE	\$ 3,486.66
<i>EFT4139</i>	<i>01/11/2011</i>	<i>ML COMMUNICATIONS</i>	<i>TRAVEL TO GREEN HEAD SITE AND CHECK TV TRANSMISSION SITE, FOUND DAMAGE TO ANTENNA AND TRANSMISSION GEAR DUE TO SEVERE OVERVOLTAGE. ORDERED NEW TRANSMITTERS AND POWER SUPPLIES. FITTED NEW CTV TRANSMITTERS AND REPAIRED RADIO TRANSMITTERS</i>	<i>\$ 31,943.53</i>
EFT4140	01/11/2011	MIDLAND MOWERS	HD AIR FLOW BLADES AND BLADE BOLT & NUT SET	\$ 144.00
EFT4141	01/11/2011	MIDALIA STEEL PTY LTD	HANDY MESH 25 X25X2.5 2400 X 3000 MM GALV	\$ 181.47
EFT4142	01/11/2011	MIDVALE DISCOUNT TYRES	TRIANGLE 23.5R25	\$ 19,800.00
EFT4143	01/11/2011	MCINTOSH & SON	KEY STEEL 6MM X 6MM	\$ 7.62
EFT4144	01/11/2011	MOORA TYRES	FIT & BALANCE IT WELL RIM	\$ 33.00
EFT4145	01/11/2011	NORTH MIDLANDS SEPTIC SERVICE	PUMP OUT SEPTIC TANKS AT MENS SHED GREENHEAD	\$ 650.00
EFT4146	01/11/2011	O'CALLAGHAN PTY LTD	SUPPLY, FIT, BALANCE & ALIGN TYRES	\$ 2,175.05
EFT4147	01/11/2011	PURCHER-INTERNATIONAL PTY LTD	CARRY OUT ANNUAL CHECK OVER AND REPAIRS TO IVECO CW004 - REPAIR AS REQUIRED	\$ 9,028.65

EFT4148	01/11/2011	PAPER PLUS OFFICE NATIONAL	19MM FOLD BACK CLIPS, CELCO LETTER CLIP, FELLOWES SCREEN WIPE, REFLEX BLUE, SELF ADHESIVE NOTES 75X75 & 40X50, POST IT POP UP, POSIT PAGE MARKERS, MARBIG S/STEEL RULER, SPIRAX 550 TELEPHONE MESSAGE BOOK, MAGAZINE STAND	\$ 214.94
EFT4149	01/11/2011	PEDDERS SUSPENSION	FRONT WHEEL ALIGNMENT	\$ 77.00
EFT4150	01/11/2011	RICOH FINANCE	LEASE FOR PHOTOCOPIERS	\$ 1,990.47
EFT4151	01/11/2011	RURAL HEALTH WEST	MIDWEST PRIMARY CARE PROJECT BUSINESS PLAN	\$ 3,482.19
EFT4152	01/11/2011	STAR TRACK EXPRESS	FREIGHT FROM WESTRAC	\$ 22.51
EFT4153	01/11/2011	RELIANCE PETROLEUM	DIESEL FOR LEEMAN	\$ 5,764.00
EFT4154	01/11/2011	SATELLITE TELEVISION & RADIO AUSTRALIA	DEPOSIT FOR SBSFM LICENSING AND INSTALLATION AT COOROW	\$ 20,020.00
EFT4155	01/11/2011	THE PAPER COMPANY OF AUSTRALIA	A480 TUDOR WHITE & A380 AUSTRALIAN GREEN & GOLD	\$ 937.04
EFT4156	01/11/2011	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WORKPLACE SOLUTIONS	\$ 2,278.00
EFT4157	01/11/2011	WESTRAC EQUIPMENT	BATTERY ALTERNATOR G CORE CHARGE	\$ 2,846.87
EFT4158	01/11/2011	WINCHESTER INDUSTRIES	LEACH DRAINS AND ENDS	\$ 15,896.10
EFT4159	01/11/2011	WATERMAN IRRIGATION	2ND 50% PAYMENT FOR SUPPLY AND INSTALLATION OF 3 STANDPIPES CONTROLLERS FOR COOROW, LEEMAN AND GREENHEAD DEPOTS	\$ 17,479.00
EFT4160	09/11/2011	AUSTRALIA POST-LPO	POSTAGE	\$ 60.82
EFT4161	09/11/2011	FAMILY SHOPPING CENTRE	MILK, COFFEE, REFRESHMENTS-COUNCIL MEETING , REFRESHMENTS - SEND OFFS, STATIONARY, GAS	\$ 1,986.57
EFT4162	09/11/2011	MRGTV	RUSSELL GOODRICK'S BEST COUNTRY TOWNS PROMOTION	\$ 6,050.00
18827	19/10/2011	ZURICH AUSTRALIAN INSURANCE LTD	INSURANCE EXCESS	\$ 300.00
18830	01/11/2011	CROFT BA & SD	CLEAN TOPSOIL FROM SHIRE HOUSE AND LEVEL SAND PAD	\$ 594.00
18831	01/11/2011	SYNERGY	ELECTRICITY	\$ 6,625.50
18832	01/11/2011	SHARED SERVICES CENTRE-STATE LIBRARY OF WA	8 x GIFT BOOKS FOR THE BETTER BEGINNINGS 2011/2012 FINANCIAL YEAR	\$ 44.00
18833	01/11/2011	TELSTRA	TELEPHONE	\$ 3,582.21
18938	13/10/2011	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS	\$ 200.00
18939	21/10/2011	AUSTRALIAN TAXATION OFFICE	BAS SEPTEMBER 2011	\$ 28,804.00
18940	21/10/2011	COOROW TOURISM COMMITTEE	DONATION TO TOURISM COMMITTEE	\$ 2,000.00

13100811	11/10/2011	BANKWEST	MASTERCARD PWS	\$ 989.82
13100812	12/10/2011	BANKWEST	MASTERCARD CEO	\$ 814.20
13100813	13/10/2011	BANKWEST	MASTERCARD DCEO	\$ 521.56
13100814	14/10/2011	BANKWEST	MASTERCARD MRS	\$ 226.10
13120711	11/10/2011	BANKWEST	MASTERCARD DCEO	\$ 3,202.27
13120712	12/10/2011	BANKWEST	MASTERCARD CEO	\$ 218.95
13120713	13/10/2011	BANKWEST	MASTERCARD PWS	\$ 1,045.20
13120714	14/10/2011	BANKWEST	MASTERCARD MRS	\$ 923.13
71011111	01/11/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 145.85
71021111	02/11/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 566.70
71031111	03/11/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 20.90
71041111	04/11/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,508.60
71071011	07/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,363.95
71071111	07/11/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,247.15
71081111	08/11/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 712.50
71101011	10/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 199.55
71121011	11/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 8,005.60
71131011	13/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 88.70
71141011	14/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 526.85
71171011	17/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 766.10
71181011	18/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,459.50
71191011	19/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 617.60
71201011	20/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 569.45
71211011	21/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,285.10
71241011	24/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,604.55
71251011	25/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 359.15
71271011	27/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,175.50
72011111	01/11/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,357.55
72021111	02/11/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 651.35
72031111	03/11/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,560.15
72041111	04/11/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 428.55
72071011	07/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,067.05
72071111	07/11/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 24.00
72081111	08/11/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 632.80

72101011	10/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 852.45
72111011	11/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 269.10
72121011	12/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 365.60
72131011	13/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,100.85
72141011	14/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 759.10
72171011	17/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 15.00
72191011	19/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 104.65
72201011	20/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 784.60
72211011	21/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 621.70
72241011	24/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 36.60
72261011	26/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 165.65
72311011	21/10/2011	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,072.50
DDEBIT	12/10/2011	PAYROLL	PAYROLL	\$ 49,618.00
DDEBIT	26/10/2011	PAYROLL	PAYROLL	\$ 50,307.00
DDEBIT	09/11/2011	PAYROLL	PAYROLL	\$ 52,461.00
				<b>\$539,892.30</b>

## 10.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – OCTOBER 2011

<b>AUTHOR</b>	Stuart Billingham
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	7 November 2011
<b>ATTACHMENT</b>	10.4.2 Statement of Financial Activity for October 2011
	Under separate cover
<b>FILE</b>	ADM 0426 – Finance – 2011/12

### **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 31 October 2011 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 -*
- (a) *according to nature and type classification;*

- (b) *by program; or*
- (c) *by business unit.*

*(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be -*

*(a) presented to the council -*

*(i) at the next ordinary meeting of the council following the end of the month to which the statement relates; or*

*(ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and*

*(b) recorded in the minutes of the meeting at which it is presented.*

*(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.*

**STRATEGIC IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**PUBLIC CONSULTATION:**

Not required

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council accepts the Monthly Statement of Financial Activity as included at Attachment 10.4.2 for the periods ended 31 October 2011 as prepared and presented by the Deputy Chief Executive Officer.

**RESOLUTION:**

**2011/210**

***Moved: Cr Williams***

***Seconded: Cr McTaggart***

*That Council accepts the Monthly Statement of Financial Activity as included at Attachment 10.4.2 for the periods ended 31 October 2011 as prepared and presented by the Deputy Chief Executive Officer.*

***CARRIED 7/0***  
***Simple Majority***

#### 10.4.3 SHIRE OF COOROW – ANNUAL REPORT FINANCIAL YEAR ENDING 30 JUNE 2011

<b>AUTHOR</b>	Stuart Billingham
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	1 November 2011
<b>ATTACHMENT</b>	10.4.3.1 & 10.4.3.2 under separate cover
<b>FILE</b>	ADM0150 & ADM0303

#### **SUMMARY:**

**To present Council with the Audited Annual Financial Report, Auditors Report and Management Report for the Financial Year ending 30 June 2011.**

#### **BACKGROUND:**

Section 7.9 of the *Local Government Act 1995* requires an audit to be undertaken and that the Audit when completed, must be submitted to the President, the Chief Executive Officer of the Local Government and the Minister.

It is a requirement that the Annual Audit be completed by the 31<sup>st</sup> December 2011 following the close of the financial year. The final Audit was commenced by UHY Haines Norton on Tuesday the 16<sup>th</sup> and Wednesday the 17<sup>th</sup> of August 2011. The final Audit Report and Management letter has been completed and received by the Shire President and Chief Executive Officer. The Auditor's report and Management report to be submitted to the Shire of Coorow Audit Committee for further consideration. (See copy of Audit and Management reports attached for councillors information only).

#### **COMMENT:**

The Annual Report for 2010/11 has now been completed Attachment 10.4.3.1 (Please refer to copy of Annual Report tabled at the Meeting) and will be available to the Public and Electors at the Annual Electors Meeting.

No statutory non-compliance matters were raised in the Auditor's report. It is pleasing to report that no other qualifications or matters indicating adverse trends were raised in the audit report by the Auditor Mr Greg Godwin. Nor were there any other matters raised requiring the Chief Executive Officer's attention.

Council to hold its Annual Electors Meeting on Wednesday 16<sup>th</sup> November 2011 at 7.30pm as advertised. NB: The Annual Electors meeting to be held no more than fifty six (56) days after acceptance of annual report

#### **STATUTORY IMPLICATIONS:**

Nil

#### **STRATEGIC IMPLICATIONS:**

Nil



**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION**

1. That Council receives the Shire of Coorow Annual Report for the Financial Year ended 30th June 2011.
2. That Council holds its Annual Electors Meeting in the Shire of Coorow Leeman Administration Centre on Wednesday 16<sup>th</sup> November 2011 at 7.30pm.
3. That Council endorse the actions of the Chief Executive Officer, in submitting the Shire of Coorow Annual Report to the Executive Director of the Department of Local Government within 30 days of his receipt of the auditor's report, as required by *Local Government (Financial Management) Regulation 51(2)*.

**RESOLUTION:**

**2011/211**

***Moved: Cr Williams***

***Seconded: Cr McTaggart***

1. *That Council receives the Shire of Coorow Annual Report for the Financial Year ended 30th June 2011.*
2. *That Council holds its Annual Electors Meeting in the Shire of Coorow Leeman Administration Centre on Wednesday 16<sup>th</sup> November 2011 at 7.30pm.*
3. *That Council endorse the actions of the Chief Executive Officer, in submitting the Shire of Coorow Annual Report to the Executive Director of the Department of Local Government within 30 days of his receipt of the auditor's report, as required by Local Government (Financial Management) Regulation 51(2).*

***CARRIED 7/0  
Simple Majority***

ADM0081 ICR113837



SHIRE OF COOROW RECEIVED		
11 OCT 2011		
FILE	ITLS	DATE
CEO		
MFA		
MVS		
MCD		
CEO		
FINANCE		
RANGER		
RATES		

5 October 2011

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

Dear Mark

**AUDIT OF SHIRE OF COOROW  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2011**

We advise that we have completed the audit of your Shire for the year ended 30<sup>th</sup> June 2011 and enclose our Audit Report and a copy of the Management Report.

A copy of the Audit Report and Management Report has also been sent directly to the President as is required by the Act.

We would like to take this opportunity to thank you and your staff for the assistance provided during the audit.

Please contact us if you have any queries.

Yours sincerely

GREG GODWIN  
PARTNER

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5 October 2011

The Shire President  
Shire of Coorow  
PO Box 42  
COOROW WA 6515

Dear Cr Girando

**MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2011**

We advise that we have completed our audit procedures for the year ended 30 June 2011 and enclose our Audit Report.

We are required under the Local Government Audit Regulations to report certain compliance matters in our audit report. Other matters which arise during the course of our audit that we wish to bring to Council's attention are raised in this management report.

It should be appreciated that our audit procedures are designed primarily to enable us to form an opinion on the financial statements and therefore may not bring to light all weaknesses in systems and procedures which may exist. However, we aim to use our knowledge of the Shire's organisation gained during our work to make comments and suggestions which, we hope, will be useful to you.

**Comments on Ratio**

**Outstanding Rates Ratio**

This ratio helps determine the effectiveness of the Shires rate collection procedures. Ideally, this ratio should be below 0.05 at 30 June in any given year.

The ratio has moved from 0.059 at 30 June 2010 to 0.069 at 30 June 2011.

Whilst staff have noted the increase is largely due to 2010/2011 rates raised on long outstanding rates debtors already handed over to a collection agent, we recommend this matter be closely monitored.

We noted no other matters we wish to draw to Council's attention.

**Uncorrected Misstatement**

We advise we have informed Shire management there were no uncorrected misstatements above \$3,000 noted by us during the course of our audit.

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We take this opportunity to thank the Deputy Chief Executive Officer and all staff for the assistance provided during the audit.

Should you wish to discuss any matter relating to the audit or any other matter, please do not hesitate to contact us.

Yours faithfully



GREG GODWIN  
PARTNER

Encl

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**INDEPENDENT AUDITOR'S REPORT  
TO THE ELECTORS OF THE SHIRE OF COOROW**

*Report on the Financial Report*

We have audited the accompanying financial report of the Shire of Coorow, which comprises the statement of financial position as at 30 June 2011, statement of comprehensive income by nature or type, statement of comprehensive income by program, statement of changes in equity, statement of cash flows and the rate setting statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the statement by Chief Executive Officer.

*Management's Responsibility for the Financial Report*

Management is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended) and for such internal control as Council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

*Auditor's Responsibility*

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Council, as well as evaluating the overall presentation of the financial report.

We believe the audit evidence we obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Auditor's Opinion*

In our opinion, the financial report of the Shire of Coorow is in accordance with the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended), including:

- a giving a true and fair view of the Shire's financial position as at 30 June 2011 and of its performance for the year ended on that date; and
- b. complying with Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

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**INDEPENDENT AUDITOR'S REPORT  
TO THE ELECTORS OF THE SHIRE OF COOROW (Continued)**

*Statutory Compliance*

During the course of our audit we became aware of the following instance where the Shire did not comply with the Local Government (Financial Management) Regulations 1996 (as amended).

*Statement of Financial Activity*

Review of the monthly statements of financial activity noted they and the accompanying documents have not been recorded in the minutes of the ordinary meetings at which they were presented for July 2010 through to February 2011 as required by Financial Management Regulation 34(4)(b).

*Report on Other Legal and Regulatory Requirements*

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- a) There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.
- b) Except as detailed above, no other matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law were noted during the course of our audit.
- c) All necessary information and explanations were obtained by us.
- d) All audit procedures were satisfactorily completed in conducting our audit.

  
UHY HAINES NORTON  
CHARTERED ACCOUNTANTS

Date: 5 October 2011  
Perth, WA

  
GREG GODWIN  
PARTNER

#### 10.4.4 SHIRE OF COOROW – INTEGRATED STRATEGIC PLANNING

<b>AUTHOR</b>	Stuart Billingham
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	9 November 2011
<b>ATTACHMENT</b>	Nil
<b>FILE</b>	ADM

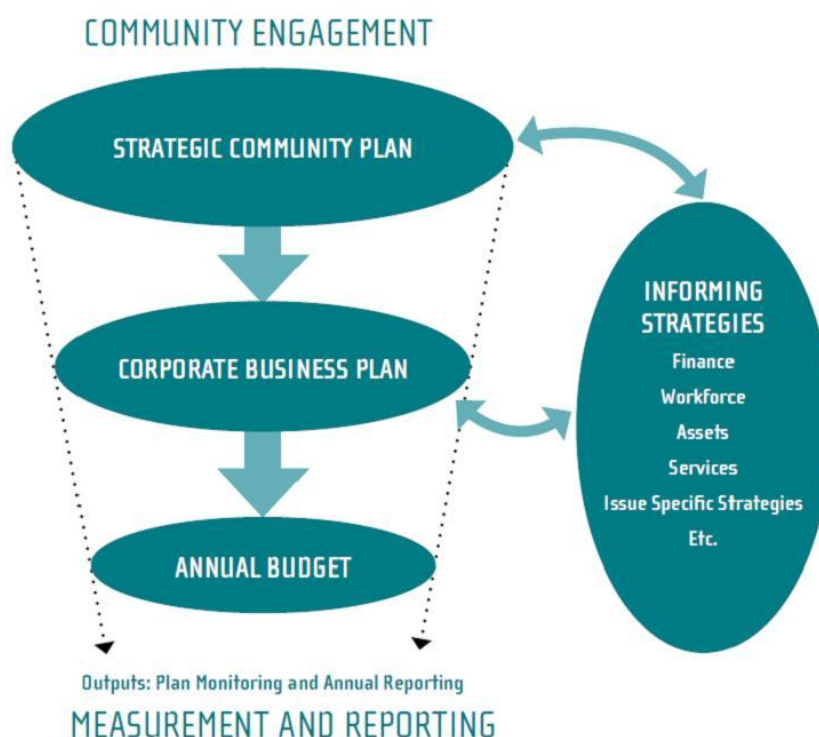
#### SUMMARY:

To request Council's appointment of consultants to undertake the preparation of the following:

- Community Strategic Plan
- Long Term Financial Plan
- Asset Management Plan

#### BACKGROUND:

##### WA Framework for Integrated Planning and Reporting



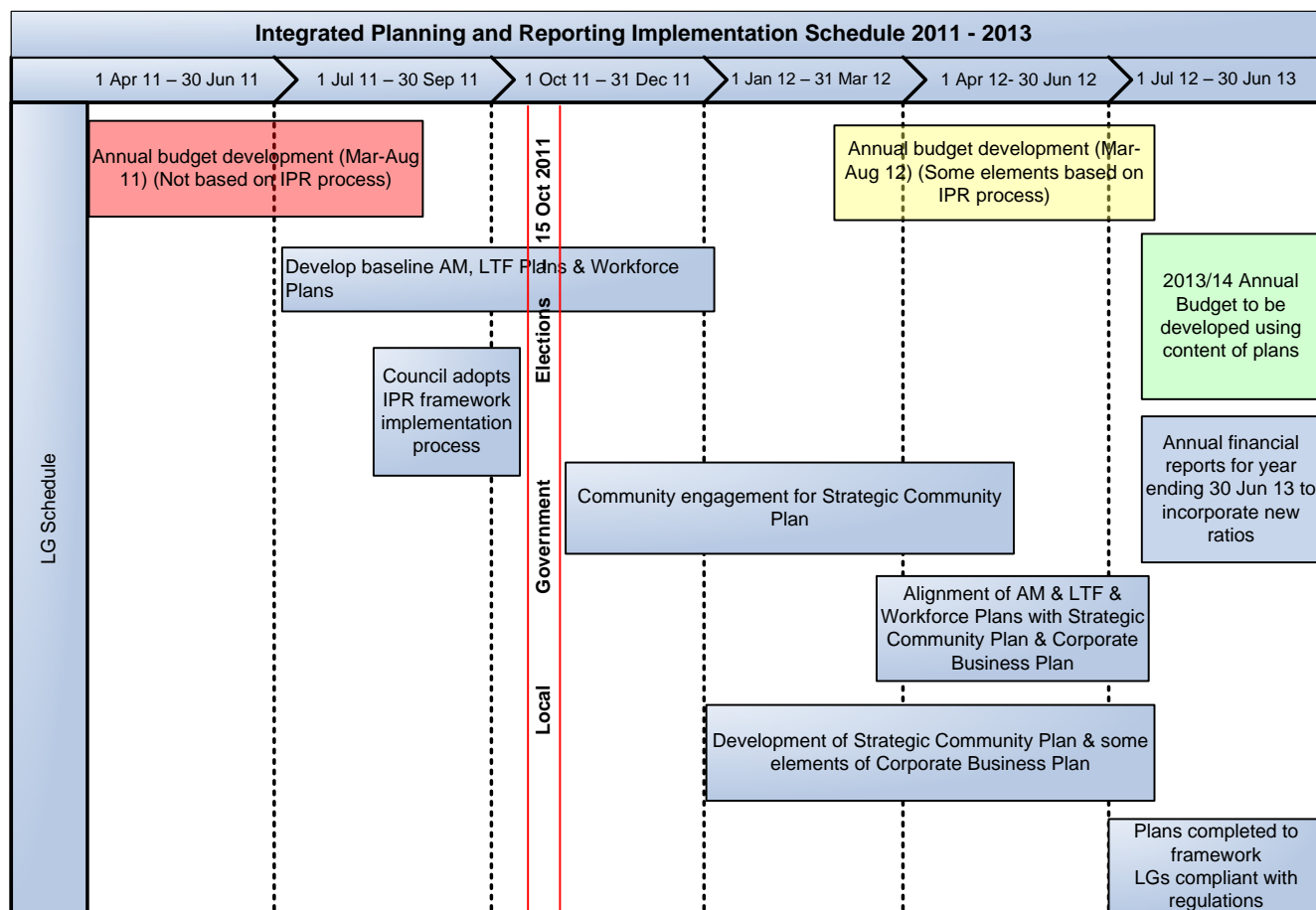
- A “plan for the future” - S5.56(1) of the *Local Government Act (1995)*
- Regulations on how to achieve this will be made under S5.56(2):
  - That Local Governments develop a Strategic Community Plan that links community aspirations with the Council's long term strategy.
  - That the local government has a corporate business plan linking to long term financial planning that integrates asset management, workforce planning and specific council plans (Informing Strategies) with the strategic plan.

- Regulation changes are expected to be gazetted in July 2011 with full compliance required by 30 June 2013
- The DLG is developing an Advisory Standard for compliance and performance monitoring relating to IPR. It will detail:
  - what a local government will be expected to include in its plan for the future in order to achieve compliance with the new regulations (see next slide)
  - what a local government will need to show in order to achieve an intermediate or advanced standard of planning maturity
  - how the Department will monitor compliance and measure performance
- The Advisory Standard will be released during September 2011
- Local Government performance in strategic planning will be measured against 3 standards (basic, intermediate, advanced) – these will inform DLG performance indicators
- Local Governments will be expected to move from basic to more advanced integrated planning over time



Element		Draft Compliance Requirements
1	Strategic Community Plan	<ul style="list-style-type: none"> <li>▪ Minimum ten year timeframe</li> <li>▪ States community aspirations, vision and objectives</li> <li>▪ Developed with community input</li> <li>▪ Minor review by Council every two years</li> <li>▪ Major review by Council with renewed visioning every four years</li> <li>▪ Adopted or modified through an absolute majority of Council</li> </ul>
2	Corporate Business Plan	<ul style="list-style-type: none"> <li>▪ Four year plan</li> <li>▪ Plan identifies and prioritises the principal strategies and activities Council will undertake in response to the aspirations and objectives stated in the Strategic Community Plan</li> <li>▪ States the services, operations and projects that a local government will deliver over the period of the plan, the method for delivering these and the associated cost.</li> <li>▪ References resourcing considerations such as assets and workforce</li> <li>▪ Reviewed annually by Council</li> <li>▪ Adopted or modified by an absolute majority of Council</li> </ul>
3	Reporting	<ul style="list-style-type: none"> <li>▪ Notice given to public when a plan for the future has been adopted or modified</li> <li>▪ Local Government reports in its Annual Report any changes to its Strategic Community Plan and any significant changes to its Corporate Business Plan.</li> </ul>

Example of proposed timetable.



### Community Strategic Plan

The Shire of Coorow has received \$45,000 excluding gst from the Department of Local Government for Strategic Planning Capacity building Program for the following:

- The development and implementation of a Strategic Community Plan.
- The development of an action plan to link to the Strategic Community Plan with a Corporate Business Plan and Annual Budget
- To train Staff and Councillors in Integrated Strategic Planning

### Long Term Financial Plan

The Shire of Coorow has received \$25,000 excluding gst from the Department of Local Government for Long Term Financial Planning Capacity Building for the following:

- To engage the services of professional financial planning consultants and/or
- To employ temporary staff to assist with the development and implementation of a long term financial plan
- To train staff and councillors in long term financial planning.

## Asset Management Plan

The Shire of Coorow has received \$80,000 excluding gst from the Department of Local Government for Asset Management Capacity Building for the following:

- Implement a recognised specialist asset management improvement program
- Engage the services of a professional asset management consultant to develop an Asset Management Plan
- To employ and train temporary staff in asset management

### **COMMENT:**

<b>Consultant</b>	<b>Community Strategic Plan</b>	<b>Long Term Financial Plan</b>	<b>Asset Management Plan</b>
	<b>\$ excl gst</b>	<b>\$ excl gst</b>	<b>\$ excl gst</b>
<b>Budget</b>	<b>45,000</b>	<b>25,000</b>	<b>80,000</b>
Cardno	44,945	24,885	79,254
Morrison Low	43,750	30,300	66,000
OPUS	N/A	N/A	64,000
UHY Haines Norton	N/A	22,300	N/A
CT Management Group	45,000	22,000	46,824+11,010+4,545 =62,379

### **STATUTORY ENVIRONMENT:**

*Local Government Act 1995*

### **STRATEGIC IMPLICATIONS:**

Integrated Strategic Planning

### **POLICY IMPLICATIONS:**

Local Government Reform Program Strategic Planning Improvement 2009-2011 Funding Guidelines.

### **FINANCIAL IMPLICATIONS:**

The Shire of Coorow 2011/12 Budget has made provision for both the Long Term Financial Plan \$25,000 Plan and Asset Management Plan \$80,000.

The 2011/12 Budget has made no allowance for the Department of Local Government Grant received of \$45,000 or the corresponding expenditure of \$45,000 for a consultant to prepare the Community Strategic Plan.

**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council appoint:

- Morrison Low Consultants to prepare the Community Strategic Plan for \$43,750 excl gst.
- UHY Haines Norton to prepare the Long Term Financial Plan for \$22,300 excl gst
- OPUS Consultants to prepare the Shire of Coorow Asset Management Plan for \$64,000

**RESOLUTION:**

**2011/212**

***Moved: Cr Waite***

***Seconded: Cr Williams***

*That Council appoint:*

- *Morrison Low Consultants to prepare the Community Strategic Plan for \$43,750 excl gst.*
- *UHY Haines Norton to prepare the Long Term Financial Plan for \$22,300 excl gst*
- *OPUS Consultants to prepare the Shire of Coorow Asset Management Plan for \$64,000*

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

***Cr McTaggart left the room at 4.41pm***

***Cr McTaggart re-entered the room at 4.42***

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

I Allan Williams wish to move the following motion:

Notice of Motion: which due notice has been given.

That the Council and staff of the Shire of Coorow, in conjunction with both the CRC s investigate the possibilities of obtaining information covering the history of the region that the shire now sits in and the history of the Shire's three towns.

The outcome and findings from the investigations then be used to apply for financial assistance to collate the data which will form the basis of a published document for the future.

That the findings should be completed so as the results can be used to be included in the 2012/2013 budget.

**RESOLUTION:**

**2011/213**

***Moved: Cr Williams***

***Seconded: Cr Jack***

That the Council and staff of the Shire of Coorow, in conjunction with both the CRC s investigate the possibilities of obtaining information covering the history of the region that the shire now sits in and the history of the Shire's three towns.

The outcome and findings from the investigations then be used to apply for financial assistance to collate the data which will form the basis of a published document for the future.

That the findings should be completed so as the results can be used to be included in the 2012/2013 budget.

***CARRIED 7/0  
Simple Majority***

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

The President briefed Council on the outcome of the meeting with the Shire of Carnamah.

### **13. MATTERS BEHIND CLOSED DOORS:**

#### **10.1.3 ADVERTISE POSITION – DEPUTY CHIEF EXECUTIVE OFFICER**

For ease of reading Item 10.1.3 Advertise Position – Deputy Chief Executive Officer has been left in chronological order.

### **14. DATE OF NEXT MEETING:**

#### **14.1 ORDINARY MEETING OF COUNCIL**

**Ordinary Meeting** Wednesday 14 December 2011 at the Coorow District Hall from 3.00pm

### **15. CLOSURE:**

There being no further business the President Cr Damien Rackemann closed the Meeting at 4.59pm