



Minutes

Ordinary Meeting
20 April 2011

Green Head
Community
Hall



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Signed on behalf of Council

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):

[illegible]

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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.

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

The President Cr Moira Girando, welcomed those present and opened the Meeting at 3.00 pm

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

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

President
Deputy President

Mr M J Hook
Mr S D Billingham
Mr D R Hadden
Mrs B Johnson

Chief Executive Officer
Deputy Chief Executive Officer
Manager Regulatory Services
Minutes Clerk

Leave of Absence/Apologies

Principal Works Supervisor Mr K Bean on Annual Leave
Cr B McDonald

Declarations of Interest

Councillor/Officer	Item	Interest	Nature
Mr S Billingham	10.1.9	Indirect Financial	Wife Rebecca works for the Coorow Resource Centre
Mr S Billingham	10.1.12	Indirect Financial	Part of Officer contract of Employment
Mr D Hadden	10.2.2	Impartiality	Being the Tenant of Tuart St property
Mr M Hook	10.1.12	Impartiality	Being the Author of the Agenda item

Visitors

Mrs Pat Williams
Mrs Sandra Trenowdin
Mrs Colleen Jeffries

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

Nil

4. PUBLIC QUESTION TIME:

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil

7. CONFIRMATION OF MINUTES:

7.1 ORDINARY MEETING HELD WEDNESDAY 16 MARCH 2011 AT THE LEEMAN ADMINISTRATION CENTRE

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	22 March 2011

COMMENT:

Nil

OFFICER RECOMMENDATION:

That the Minutes of Meeting held on Wednesday 16 March 2011 be confirmed as a true and correct record.

RESOLUTION: *2011/034*

Moved: Cr Williams

Seconded: Cr George

That the Minutes of Meeting held on Wednesday 16 March 2011 be confirmed as a true and correct record.

*CARRIED 7/0
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.

9. MATTERS FOR WHICH MEETING MAY BE CLOSED:

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

Items for which the meeting will be closed include:

Nil

10. REPORTS:

10.1 CHIEF EXECUTIVE OFFICER:

10.1.1 WALGA ANNUAL GENERAL MEETING - VOTING DELEGATES

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	22 March 2011
FILE	ADM0059

SUMMARY:

Council is being requested to appoint its Voting Delegates for the WALGA Annual General Meeting being held of Sunday 7 August 2011.

BACKGROUND:

The 2011 Annual General Meeting for the WA Local Government Association is being held during the Local Government Convention on Sunday 7 August 2011 at the Perth Convention and Exhibition Centre.

Pursuant to the WALGA Constitution, all Member Councils are entitled to be represented by two (2) voting delegates. Voting Delegates may be either Elected Members or Serving Officers. Member Councils seeking to exercise their voting entitlements must ensure that their voting delegates are appropriately registered.

Voting Delegates must be registered by the Chief Executive Officer by faxing a completed nomination form to the WA Local Government Association by Monday, 14 July 2011. In the event that a Voting Delegate is unable to attend, provision is made for Proxy Delegates to be registered on the attached fax back. Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or Serving Officers.

COMMENT:

Council's Voting Delegates to the Annual General Meeting of WALGA are normally the President and Deputy President.

The following Councillors have advised they will be attending Local Government Week,

- Cr Girando
- Cr Waite
- Cr McDonald

Bookings have been made at the Mercure Hotel for four person's, Councillor's need to advise if they will be attending Local Government Week.

STATUTORY ENVIRONMENT:

WALGA AGM Standing Orders

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

1.1.4

Policy Statement: **Attendance at Local Government Week**

Policy: That Council provide within each Financial Year Budget for the cost of Council Delegates to attend Local Government Week with first preferences being given to NCZ of WALGA Delegates.

Objectives: To recognise the importance of providing Councillors with the opportunity to meet fellow Councillors from other Local Authorities and to participate in a state wide forum on issues relevant to Local Government.

Guidelines:

- 1) In relation to bookings to the Conference, the following shall apply:
 - NCZ OF WALGA Delegates - two (2) as appointed by Council
 - Observers - two (2) Councillors and the Chief Executive Officer
- 2) That all accommodation and incidental expenses of partners accompanying Councillors and Staff Members be met by Councillors or Staff Members
- 3) Bookings to the Conference/Hotel shall be made as soon as notice is given of the venue/Conference in order to avoid problems with accommodation

FINANCIAL IMPLICATIONS:

Part of Conference Registrations

PUBLIC CONSULTATION:

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

- That Cr Girando, Cr Waite, Cr McDonald and the Chief Executive Officer attend Local Government Week.
- That Council nominate the Shire President and Deputy Shire President as Voting Delegates to the Western Australian Local Government AGM being held on Sunday 7 August 2011

RESOLUTION:

2011/035

Moved: Cr Bothe

Seconded: Cr McTaggart

- *That Cr Girando, Cr Waite, Cr McDonald and Cr Williams the Chief Executive Officer attend Local Government Week.*
- *That Council nominate the Shire President and Deputy Shire President as Voting Delegates to the Western Australian Local Government AGM being held on Sunday 7 August 2011*

CARRIED 7/0
Absolute Majority

Council's resolution differed from the Officers recommendation as Cr Williams was added as an observer to attend Local Government Week.

10.1.2	PROPOSED SHIRE OF COOROW STANDING ORDERS LOCAL LAW 2011
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AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	31 March 2011
ATTACHMENT	10.1.2 (under separate cover)
FILE	ADM0077

SUMMARY:

The purpose of this report is to:

1. Consider the submissions (if any) received on the proposed *Shire of Coorow Standing Orders Local Law 2010* and determine if any drafting amendment(s) are required to the Local Law as a result of the submissions received;
2. Give notice of the purpose and effect of the *Shire of Coorow Standing Orders Local Law 2011*;
3. make the *Shire of Coorow Standing Orders Local Law 2011*, incorporating all amendments;
4. authorise the gazettal of the Local Law in the *Government Gazette*;
5. give local public notice (after gazettal) of the date the *Shire of Coorow Standing Orders Local Law 2011* will come into effect; and
6. authorise the affixing of the Common Seal to the Local Law.

BACKGROUND:

At its Ordinary Meeting of 17 November 2010, Council resolved to commence the process to make a Shire of Coorow Standing Orders Local Law.

The procedure for making Local Laws requires Council to advertise state-wide, advising of its intention to make a Local Law, and invite submissions to be made on the proposed Local Law for a six-week period. At the closure of the submission period, Council is to consider all submissions before making a Local Law.

An advertisement was placed in the West Australian with the public consultation period for the proposed *Shire of Coorow Standing Orders Local Law 2010* closing on 3 February 2011. At the closure of the submission period, only one submission from the Department of Local Government was received.

COMMENT:

The Department of Local Government raised six key items of concern relating to the drafting of clauses, along with a number of formatting and terminology changes. The key items are addressed in the Table below.

Clause No.	Heading	Proposed Amendment	Officer/Consultant Comment
1.3	Content and Intent	The Department suggests that this heading be changed to "Purpose and effect" and reflect the wording used in the Council report relating to the Purpose and Effect of the local law.	Agreed. This clause has now been retitled and the wording changed to reflect the purpose and effect utilised in the Council Agenda Report. This is not considered a significant change to the intent or context of the local law.
1.5	Interpretation	The Department has	Agreed. Clause 1.5 has been

		suggested that the definition “standing orders” be included	amended to reflect this change. This is not considered a significant change to the intent or context of the local law.
General	The use of the term Standing Orders	The Department has advised that the use of the term “Standing Orders” when referring to the local law should be replaced with the term “local law”.	Agreed. The following clauses have been amended in this manner- (a) 2.1(3); (b) 5.4(4)(a); (c) 6.17(6)(a); (d) 9.7; (e) 10.2(1)(a) and (2); (f) 16.2; (g) 18.3(1)(a) and (b); (h) 19.7(2).
General	Boxed notes through-out local law	The Department has suggested the deletion of boxed notes.	Agreed. Boxed notes through-out the local law have been deleted for the gazette copy of the local law.
General	References to written legislation	The Department has advised that the references to written legislation are to be amended so they read “the Act, Regulations and this local law”.	Agreed. All references of this nature have been amended through-out the local law. This is not considered a significant change to the intent or context of the local law.

Other drafting changes identified that will assist in better clarity and understanding of the Standing Orders Local Law are detailed in the table below.

Clause No.	Heading	Proposed Amendment	Officer/Consultant Comment
1.5	Interpretation	Amend to include the following definitions- (a) Deputation; (b) Implement; (c) Revocation motion; (d) Rules of Conduct Regulations.	The inclusion of these definitions will provide greater clarity and understanding of the terms used in the local law.
3.3	Convening Council Meetings	Amend heading and subclause (1) to read “Convening ordinary and special Council meetings”.	Improves clarity that the clause applies to ordinary and special meetings of Council.
3.4	Convening Committee meetings	Amend- (a) Heading to “Convening ordinary and special Committee meetings”; and (b) Subclause (1) by replacing “call” with “convene an ordinary”, and adding the requirement for 72 hour’s notice of the date, time and place of the meeting. (c) Insert new subclause (2) relating to special committee	(a) Improves clarity of the clauses intent. (b) Improves clause clarity and reflects terminology in the Act. (c) Improves clarity by detailing process relating to special

		meetings; and (d) Insert new subclause (3) requiring the notices to be given to all council members.	committee meetings. (d) Provides direction that notice is to be given to all councillors, even when it is a committee meeting.
Part 4 Division 1	Who Presides	Retitled to “Presiding Member”	Title better reflects the content of the Division.
4.1	Who presides	Retitled to “Who presides at Council meetings”.	Greater clarity as to intent of clause.
	Various	The word “act” is replaced with the word “preside” or “presides”, as the context requires.	Reflects the terminology utilised in the Local Government Act.
4.4	Election of Presiding Members of Committees	Deletion of “and their deputies”.	Deputies is dealt with in clause 4.5 of the local law.
4.12	Procedure where Quorum not present during a meeting	(a) In subclause (2), deletion of the word “some” and insert “a”, and delete “or” and insert “and”. (b) Insert new subclause (3) to record names of those who have spoken on the subject.	(a) Greater clarity in clause – “adjourn meeting to a future time and date”. (b) Intent is to record the name of those members who have already spoken on the matter, and not permitting them to speak again unless the Council suspends standing orders and permits them to speak again.
4.14	Debate on motion to be resumed	Insert- (1) Where the debate on any motion is interrupted at a Council or Committee meeting which is adjourned under clause 4.12, that debate is to be resumed at the next meeting at the point where it was so interrupted. (2) Where the interruption in subclause (1) occurs at an ordinary meeting the resumption is to be at the next ordinary meeting unless a special meeting is called earlier for the purpose. (3) Where the interruption in subclause (1) is at a special meeting, the resumption is to be at the next special meeting called to consider the same business or at the next ordinary meeting if it occurs before a special meeting can be called.	New clause that provides direction on the resumption of debate on a subject where the meeting has been adjourned for lack of a quorum.

5.1	Business to be specified	<p>(a) Title amended to include the words “in agenda”.</p> <p>(b) Subclause (1) amended to include “or a committee” after “Council”, and to add “except matters which the Act or this local law permit to be dealt with without notice”.</p> <p>(c) Subclause (4) - delete “then” and “(item 10).”</p>	<p>(a) Title better reflects intent of clause.</p> <p>(b) Ensures application of clause also applies to a Committee, and ensures compliance with Act in relation to business that can be transacted.</p> <p>(c) Word not required, and Reports may not be Item 10 on the Agenda.</p>
5.2	Order of business	Subclauses (1), (92) and (3) amended to include “or a committee” after “Council”.	Ensures application of clause also applies to a Committee.
6.2	Meetings not open to the public	Title amended to “Procedure to close meetings to the public	Better reflects the context and intent of the clause.
6.16	Recording of proceedings	(2) If the Presiding Member or CEO gives permission under subclause (1), he or she is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.	
Part 7	New Part inserted - Disclosures of Interest	<p>New Part and clauses inserted-</p> <p>7.1 Disclosure of financial and proximity interests</p> <p>Disclosure of direct and indirect financial interests and proximity interests at meetings is dealt with in the Act.</p> <p>7.2 Disclosure of impartiality interests</p> <p>The disclosure of impartiality interests at meetings is dealt with in the Rules of Conduct Regulations.</p> <p>7.3 Ongoing disclosure required</p> <p>The obligation to disclose an interest under this Part applies in regard to each meeting at which the matter the subject of the interest arises.</p> <p>7.4 Approval by Minister to be recorded</p> <p>If the Minister approves of the participation in a meeting of a disclosing member, the condition</p>	Greater clarity in relation to the different disclosures of interest that need to be made, when they are to be made and ongoing obligations of members.

		of the approval are to be recorded in the minutes of the meeting and the register of financial interests.	
9.2	Respect to Presiding Member	Deleted.	Clauses 9.3, 9.4 and 9.15 deal with matters covered by this clause.
9.15	Adverse reflection	Title amended to “No adverse reflection”.	Better reflects the context and intent of the clause.
11.2	Motions to be supported	Title amended to “Motions to be seconded”.	Better reflects the context and intent of the clause.
11.3	Unopposed business	Title amended to “Unopposed motions”.	Better reflects the context and intent of the clause.
11.4	Only one substantive motion at a time	Clause deleted and replaced with- The Council or a Committee- (a) is not to accept a substantive motion while another substantive motion is being debated; and (b) is not to consider more than one substantive motion at any time.	Wording of the new clause is much easier to understanding.
11.16	Right of reply	Subclause (4) (a) - delete “question” and insert “motion”.	The more modern term “motion” is utilised through-out the local law, giving greater consistency in terminology.
Part 12	Disclosure of Interests	Delete	Now covered under Part 7.
12.1	Permissible procedural motions	Insert- (d) that the motion be deferred; (e) that the motion lie on the table. In (f) delete “question” and insert “motion.	Provides for the application of two procedural motions not in the draft local law advertised. The more modern term “motion” is utilised through-out the local law, giving greater consistency in terminology.
12.2	No debate	Title amended to “No debate on procedural motions”	Better reflects the context and intent of the clause.
New Part 13	Effect of Procedural Motions	New clauses 13.1 to 13.9 inserted.	Provides an explanation of the effect of each procedural motion.
14.1	Question – when put	(a) Title amended to “Motion – when put”. (b) Delete “question” and insert “motion” in clauses (1) and (2).	The more modern term “motion” is utilised through-out the local law, giving greater consistency in terminology.
14.4	Method of taking vote	Delete “question” and insert “motion” in clauses (1) (a) and (b).	The more modern term “motion” is utilised through-out the local law, giving greater consistency in terminology.
Part 18	Suspension of Standing	Title amended to “Procedural Matters”	Better reflects the context and intent of this Part.

	Orders		
18.3	Cases not provided for in Standing orders	Delete.	Already dealt with in clause 18.2.
19.7	Electors Meetings	Amended to- (1) The requirements for electors' meetings are dealt with in the Act and the Regulations. (2) The Presiding Member is to apply the standing orders, in so far as is practicable, to any meeting of electors, but where there is any inconsistency between the provisions of this local law and the provisions of the Act, the latter prevails.	Wording aligns with the requirements, context and intent of the Act.
19.8	Participation of non-electors.	Title amended to "Restriction on speaking at elector's meetings".	Better reflects the context and intent of this clause.
19.9	Voting at elector's meetings	Title amended to "Restriction on voting at elector's meetings".	Better reflects the context and intent of this clause.
22.1	Shire's Common Seal	Title amended to "Custody and use of the Common Seal	Better reflects the context and intent of this clause.

A comprehensive review of the Local Law has been conducted and all suggested formatting and punctuation changes by the Department of Local Government have been made.

The proposed amendments, whilst numerous, are considered minor in nature and will not result in a Local Law significantly different from that proposed.

Upon adoption of the Local Law, Council is required to publish the adopted Local Law in the *Government Gazette*. Following its publication, a notice is to be published in a local newspaper circulating the district, advertising the date the Local Law is effective from.

The Shire is also required to complete an Explanatory Memoranda and submit it along with a copy of the published Local Law (gazettal copy) to the Joint Standing Committee on Delegated Legislation for scrutiny.

The purpose of this Local Law is to provide Rules and Guidelines which apply to the conduct of Meetings of the Council and its Committees and to Meetings of Electors.

The effect of this Local Law is that all Meetings are to be conducted in accordance with the Act, the Regulations and these Standing Orders.

STATUTORY ENVIRONMENT:

Section 3.12 of the *Local Government Act* states –

3.12. Procedure for making local laws

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*

- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
 - (a) *give State-wide public notice stating that —*
 - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice;*
 - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
 - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*
 - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
 - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (3a) *A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.*
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.*

** Absolute majority required.*
- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
 - (a) *stating the title of the local law;*
 - (b) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
 - (c) *advising that copies of the local law may be inspected or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section —*

making *in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

STRATEGIC IMPLICATIONS:

Up to date and relevant Local Laws are an important cornerstone of good governance. Local Government has a statutory and moral obligation to ensure that the regulation of local matters is conducted in a fair, efficient and reasonable manner.

POLICY IMPLICATIONS:

The introduction of the new Local Law may require Council to consider adopting new policies relating to the administrative matters, such as Public Question Time, Deputations, and Council Briefings etc.

It is recommended that the Policies (if required) be formulated after the Local Law has been gazetted.

FINANCIAL IMPLICATIONS:

The financial cost of gazettal of the Local Law, and placing state and local public notices, to be funded from general revenue.

PUBLIC CONSULTATION:

Public consultation is an essential component of the Local Law making process, providing the Community with the opportunity to have input into the making of local regulation. Consultation with the Community is also a Legislative requirement, as it is part of the section 3.12 law making process.

A 42 day public consultation period has been conducted, in accordance with section 3.12 of the *Local Government Act 1995*.

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

That Council:

1. note the submission from the Department of Local Government in relation to the Proposed *Shire of Coorow Standing Orders Local Law 2010*;
2. resolves to adopt the *Shire of Coorow Standing Orders Local Law 2011*, as amended per Attachment 1, in accordance with section 3.12 of the *Local Government Act 1995*-
 - (a) the purpose of which is to provide Rules and Guidelines which apply to the conduct of Meetings of the Council and its Committees, and to Meetings of electors; and
 - (b) the effect being that all meetings are to be conducted in accordance with the Act, the Regulations and the Standing Orders.
3. publish the *Shire of Coorow Standing Orders Local Law 2011*, as per (2) above, in the Government Gazette and provide copies of the Local Law to the Minister for Local Government.
4. forward a copy of the gazetted Local Law, explanatory memoranda and associated documentation to the Joint Standing Committee on Delegated Legislation for review.
5. after gazettal of the Local Law, provide local public notice of the date the Local Law takes effect.
6. authorise the affixing of the Common Seal to the *Shire of Coorow Standing Orders Local Law 2011*.

RESOLUTION:

2011/036

Moved: Cr Williams

Seconded: Cr Bothe

That Council:

1. *note the submission from the Department of Local Government in relation to the Proposed Shire of Coorow Standing Orders Local Law 2010;*
2. *resolves to adopt the Shire of Coorow Standing Orders Local Law 2011, as amended per Attachment 1, in accordance with section 3.12 of the Local Government Act 1995-*
 - (a) the purpose of which is to provide Rules and Guidelines which apply to the conduct of Meetings of the Council and its Committees, and to Meetings of electors; and*
 - (b) the effect being that all meetings are to be conducted in accordance with the Act, the Regulations and the Standing Orders.*
3. *publish the Shire of Coorow Standing Orders Local Law 2011, as per (2) above, in the Government Gazette and provide copies of the Local Law to the Minister for Local Government.*
4. *forward a copy of the gazetted Local Law, explanatory memoranda and associated documentation to the Joint Standing Committee on Delegated Legislation for review.*
5. *after gazettal of the Local Law, provide local public notice of the date the Local Law takes effect.*
6. *authorise the affixing of the Common Seal to the Shire of Coorow Standing Orders Local Law 2011.*

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

10.1.3 GEOGRAPHIC NAMES COMMITTEE – NAMING SKATE PARK LEEMAN

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	25 March 2011
ATTACHMENT	Nil
FILE	ADM0243

SUMMARY:

Council is being requested to recommend to the Geographic Names Committee, naming the Leeman Skate Park as the “LEE GILMORE MEMORIAL BICYCLE SKATE PARK”.

BACKGROUND:

Council has received a letter from the Leeman Ratepayers and Progress Association requesting if the existing skate park located at Thomas Street Leeman could be named after the late Mr Lee Gilmore.

COMMENT:

The area in question is shown in red on the following map.



Council can forward the name Lee Gilmore to the Geographical Names Committee to name the portion of Recreation Reserve 32639 Pioneer Park marked above in red as the “LEE GILMORE MEMORIAL BICYCLE SKATE PARK”

Council currently has the following list of names authorized by the Geographical Names Committee for use by the Shire of Coorow for naming Roads, Parks and Reserves in the Shire of Coorow.

FULL NAME	ORIGIN TEXT
Maxwell	Gordon Maxwell came to Green Head in the mid 70's and was one of the first residents in the town.
Folland	Mr Stanley Lorraine (Stan) & Mrs Susannah Kate (Susie) Folland, their son Gilbert Ridgway and daughter Annie Morcombe (Nance) arrived at "Enfield Park" a virgin block in Waddy Forest on the 6th April 1925, from Ceduna South Aust. Stan was a keen rifle shooter and instrumental in forming & becoming President of the Coorow Rifle Club. Susie was a founder of CWA in Coorow & Nance was Foundation secretary. Gilbert's wife Fay (m.1934) was also a CWA member. The family were very involved in the Agric. shows - exhibiting horses (owned a Clydesdale Stud), sheep, poultry, produce & cooking. Gilbert was a member of Toc H & in WW2 took part in Voluntary Defence Co. operations in Coorow Observation Post. Gilbert & Nance were involved in the formation of Waddy Forest Tennis Club, Gilbert was Captain for many years, and He was also a keen Cricket & football player and later became patron of the Coorow Football Club. Later took up golf & both he and his wife Fay were foundation members of the Coorow Bowling Club. Gilbert was also a member of the Masonic Lodge, firstly in Carnamah & then in the newly formed Coorow Lodge. Gilbert & Fay had 3 daughters - Kath, Ruth and Maxine. Gilbert continued farming at "Enfield Park" for 60yrs until his death in January 1985. His daughter Kathleen, her husband Jim Ovens and their son Bruce are continuing on the family farming business of "Enfield Park".
Carruthers	Stirling Carruthers was one of a family group who visited Green Head in 1966 to spend the Easter weekend and returned for the first auction of land in 1968 Passed away in 1990.
Doney	James Horace Doney 17.2.1910 - 26.2.2000. He settled in Coorow in 1939 as manager of the local co-op. He bought a garage business in 1941 and ran 2 school buses. He started a machinery business in 1943. He was actively involved in the community in a wide number of areas.
O'Callaghan	Michael William (Bill) O'Callaghan (1905 - 1985) came to Coorow in 1928. He worked as a Head Ganger for the Midland Railway Company and then a grader operator for the Carnamah Roads Board. After studying surveying Bill became the Roads Board Surveyor and was instrumental in forming the Parks and Gardens Union for his fellow workers. As well as a competent sportsman, he was an active and caring member of the community and was a regular financial contributor to sporting, charity and church groups throughout his life.
Halden	Named after Leslie Charles (Les) Halden, born 15th August 1923, died 4th June 2000. Les served as a Councillor for the Green Head Ward for the Shire of Coorow from 1975 to 1978. Retiring to Green Head in 1983 he ran his own charter bus service catering for the locals with a monthly shopping service to Geraldton and twice weekly trips to Perth. He was actively involved in the Green Bowling and Sporting Clubs and the Green Head Ratepayers and Progress Association.
Thomson	In 1956 the late Mr Gordon Thomson was granted a conditional purchase of a block 18 miles from Midlands Road. The family owned the land until 1976. Mr Thomson was the first President of the Shire of Coorow.

Of the names listed above already approved by the Geographical Names Committee none are ex Leeman residents and so this should allow for the use of the name Lee Gilmour for the naming of the Leeman Bicycle Skate Park area.

The Leeman Ratepayers and Progress Association have received a letter from Mrs Andrea Gilmore (the wife of the late Mr Lee Gilmore) advising of her approval to use the name Lee Gilmore for naming of the Leeman Bicycle Skate Park area.

In the letter from Mrs Gilmore it states "we will always have a special bond with the town and with your request, to which I happily give my approval."

STRATEGIC ENVIRONMENT:
Geographical Names Committee

Naming of Parks and Reserves - General Guidelines

- Priority will be given to the naming of parks and reserves after an adjacent street or feature to maximise the identification of that park or reserve with an area. The 'road type' is not to be included as part of the name. 'Reserve' is only to be used as part of the name if the whole of the area to be named is reserved under the *Land Administration Act 1997* and therefore has a reserve number.
- Names that commemorate or may be construed to commemorate living persons will not be considered for parks or reserves over 1ha.
- Proposals to name parks or reserves should include evidence of strong community support for the name. This support can be ascertained by some of the following:-
 - Advertising proposals to name parks and reserves in local papers, inviting comments.
 - Advertising proposals to name parks and reserves in local libraries.
 - Erection of signs on the park or reserve, advising of the proposed name.
 - Advising residents in the area surrounding the park or reserve of the proposed name in writing.
 - Advising local progress associations of proposed names and requesting their comments.
- For personal names, the person being honoured by the naming should have either had a direct long-term association with the area, or have made a significant contribution to the area of the proposed park or reserve, or the State. Association or contribution can include:-
 - Two or more terms of office on a local government council.
 - Twenty or more years' association with a local community group or service club. Actions by an individual to protect, restore, enhance or maintain an area that produces substantial long-term improvements for the community or area.
- Service to the community or organisation must have been voluntary.
- Given names may be included as part of the naming proposal, and given and surname combinations are acceptable.
- Death and former ownership of land are not acceptable reasons for proposing a name, unless previous criteria apply.

Naming of Parks and Reserves under 1ha

1. The approval of the Minister for Land Information is not required, but LAND GATE must be advised of all names assigned.
2. The names of living persons are acceptable except for those persons holding any form of public office.
3. The general guidelines listed above shall apply for the naming of such parks and reserves.

Naming of Ovals, Pavilions, etc.

1. Components of reserves (e.g. pavilions, ovals, gardens, etc.) may be named in honour of living community members who have contributed towards the establishment of the particular feature or towards the community in general.
2. The approval of the Minister for Land Information is not required for such names when the park or reserve has already been named as a whole. LAND GATE should be informed of the name if it is to be included on maps

Renaming of Parks and Reserves

1. Names chosen for parks and reserves are expected to be permanent, and renaming is discouraged. If renaming is proposed because of some exceptional circumstance, the general guidelines will apply.
2. Evidence of substantial community support for a change of name must be provided.

A full copy of the guidelines can be downloaded from the Land Gate website <http://www.landgate.wa.gov.au>

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

PUBLIC CONSULTATION:

Letter from the Leeman Ratepayers and Progress Association.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Forward the name LEE GILMORE to the Geographic Names Committee to be included on the Reserved Name Index.
2. Request the use of the name Lee Gilmore to name the area of portion of Reserve 32639 Pioneer Park vested with the Shire of Coorow and known as the Leeman Bicycle and Skate Park as the "LEE GILMORE MEMORIAL BICYCLE SKATE PARK".

RESOLUTION:

2011/037

Moved: Cr George

Seconded: Cr Williams

That Council:

- 1. Forward the name LEE GILMORE to the Geographic Names Committee to be included on the Reserved Name Index.*
- 2. Request the use of the name Lee Gilmore to name the area of portion of Reserve 32639 Pioneer Park vested with the Shire of Coorow and known as the Leeman Bicycle and Skate Park as the "LEE GILMORE MEMORIAL BICYCLE SKATE PARK".*

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

10.1.4	NORTHERN COUNTRY ZONE WALGA – UPGRADING OF STATE BARRIER FENCE NORTHERN SECTION
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AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	5 April 2011
ATTACHMENT	Nil
FILE	ADM0205

SUMMARY:

Council is being requested to contribute to the upgrade of the No 3 State Barrier Fence.

BACKGROUND:

Council received the following letter from the Northern Country Zone WALGA on the 29th March 2011:

No 3 STATE BARRIER FENCE

Member Councils of the Northern Country Zone of the Western Australian Local Government Association have for many years supported the maintenance and upgrading of the No 3 State barrier fence. (See map attached.)

This fence currently helps to protect the majority of our farm lands in Western Australia from the disastrous effect that the encroachment of migrating emus from the pastoral regions.

The fence is currently constructed to Emu Proof standard and the proposed works are to upgrade the fence to wild dog standard with the inclusion of a lap wire which will help to prevent Kangaroos from burrowing under the fence and allowing dogs to enter these protected areas through these holes. The project involves 572kms of upgraded fencing and the budgeted cost is approximately \$460,000.00, (\$800 per kilometre), which includes grading.

Successful negotiations with the State Government have resulted in the State supplying the fencing materials through the Royalties for Regions and the Department of Regional development for this work. The State expects the responsibility for the upgrading of this section of fence to be carried out by other interests, eg Farmers, Local Governments etc.

The purpose of this letter is to advise you of this project, and to seek a financial contribution towards the cost of the upgrading work on this important barrier, built many years to protect our agricultural industry.

We ask that this project be included in your regions CLGF Regional Projects component from Royalties for Regions funding.

If every rural local authority in Western Australia were to contribute \$3,000, there would be sufficient pledges to complete this project. If funds are not available in your 2010/11 budget for a financial contribution at present, please include a contribution to this project, for consideration in your 2011/12 budget and or in your CLGF Regional projects funding for 2011/12.

We look forward to your positive response. Please contact me if you require further information.

The No 3 State Barrier Fence is currently constructed to an emu proof standard and serves in preventing emus migrating into the agricultural area and causing significant damage to crops.

There is a proposal, which is supported by the Northern Country Zone of WALGA, for the fence to be upgraded to prevent wild dogs from accessing the agricultural area and wreaking havoc on stock, as has happened in the pastoral areas of the State. Stock losses due to wild dogs have been so significant that many pastoral stations are unable to carry sheep any longer.

There is little doubt that wild dogs will continue to migrate southwards unless a barrier fence prevents them from doing so.

The project entails the upgrade of 572 kilometres of the No 3 State Barrier Fence at a cost of \$460,000. The State Government has agreed to meet the cost of fencing materials.

The Northern Country Zone of WALGA has written to all rural Local Governments in Western Australia suggesting that if all Shires contributed \$3000, then the required funds would be raised.

COMMENT:

The northern and eastern agricultural regions will be the next in the State to bear the brunt of the impact of wild dogs as they move south from the pastoral regions. While the proposal has significant merit for the Shires, and their respective landholders in the northern and eastern agricultural regions, it is expected that some rural Shires in the southern part of the State will not contribute to the fence upgrade because they are geographically far removed from the current impact of wild dogs and may not realise that in the medium to long term, unless the dogs are stopped, they too will be affected.

Hopefully the pastoral Shires already affected and who have also been asked for a contribution will contribute. It will be a challenge to raise the necessary contributory funding for this project and it may well be that those Shires that choose to participate may be required to fund more than the indicative \$3000 suggested.

Council resolved at the 16th February 2011 Ordinary Meeting of Council the following:

RESOLUTION: 2011/005

Moved: Cr George

Seconded: Cr McTaggart

That the Shire of Coorow advise the Northern Country Zone of the Western Australian Local Government Association that Council is unable to commit any of its Regional Component of the Country Local Government Fund to the upgrade of the Northern Section of the State Barrier Fence as Council has already committed their total allocation of Regional component of the Country Government Local Fund as per Resolution 2010/224.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

Fits with in GOAL 5 ENVIRONMENT

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS:

	BUDGET	ACTUAL
North Midlands Ag Society	\$150	
Coorow Primary School	\$100	
Leeman Primary School	\$100	\$100
Leeman Playgroup	\$500	
Midwest Group Affiliated Ag Societies	\$150	\$150
Volunteers Week Function	\$2,000	\$819.55
Coorow Xmas Party and Business Sun downer	\$100	\$100
Christmas Lights Prizes \$100 x 3 Towns	\$300	\$200
Aust Day Coorow	\$200	\$181.82
Aust Day Leeman	\$200	\$200
Aust Day Green Head	\$200	
RSL Quiet Lion Tour	\$400	\$400
Jurien Bay Youth Care District Council	\$500	
Coorow Seniors Expo	\$200	
Coastal Seniors trip to Mt Lesiuer	\$100	\$120.58
Leeman Progress Association-Citizen of the Year Function	\$200	
Green Head Anzac Day Service	\$300	
Leeman Anzac Day Service	\$300	\$300
Leeman Volunteer Search and Sea Rescue Group Naiad Boat	\$20,000	\$20,000
St John Ambulance - Leeman	\$0	
St John Ambulance - Coorow	\$0	
TOTAL	\$26,000	\$22,571.95
Other	\$10,000	
E Muller		\$400
JB District High School		\$400
Coorow Xmas Tree		\$1,000
Coorow Community Resource Centre Railway Station		\$2,000
Green Head Bush Fire Brigade Santa 2010		\$200
Coorow Town Park Flag Pole		\$200
Green Head Community Association – Exercise Bikes		\$500
Lord Mayors Fund		\$1,500
J Griffiths		\$120
PCYC – Razzamatazz Tickets		\$150
TOTAL	\$10,000	\$6,470
TOTAL	\$36,000	\$29,041.95

Balance left from other in the donations account if Council Donates the \$3,000 would be \$3,958.05

PUBLIC CONSULTATION:

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council support the Northern Country Zone of WALGA in this project with a contribution of \$3,000.00 from Councils donations account for 2010/11 on the condition that all of the other Local Governments in the Northern Country Zone of WALGA contribute the same or more.

RESOLUTION:

2011/038

Moved: Cr Girando

Seconded: Cr Bothe

That Council support the Northern Country Zone of WALGA in this project with a contribution of \$3,000.00 from Councils donations account for 2010/11

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

Council's resolution differed from the Officers recommendation as Council felt the contribution was a reasonable amount and did not need to have a condition of other local governments providing funding.

10.1.5 AUSTRALIAN RURAL ROAD GROUP - MEMBERSHIP

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	5 April 2011
ATTACHMENT	10.1.5 Going Nowhere: The rural local road crisis: its national significance and proposed reforms Report.(under separate cover)
FILE	ADM0331

SUMMARY:

Council is being requested to become a member of the Australian Rural Road Group to promote the allocation of additional Federal Government funding towards rural local roads.

BACKGROUND:

Council has received correspondence from the Australian Rural Road Group Incorporated (ARRG) requesting Council to become a member of the ARRG at a cost of \$100 per year.

ARRG are also requesting an additional amount of \$900 from member Councils to support further research to the *Going Nowhere: The rural local road crisis: its national significance and proposed reforms* Report with a more detailed cost-benefit economic analysis of the issue.

COMMENT:

The ARRG is a group of Local Government Councils from across Australia who met in Canberra in April 2010, to discuss solutions to the difficulties Local Government faces in providing a viable and sustainable rural road network meeting the requirements of a modern supply chain capable of delivering product to ports and supermarkets.

The original meeting was organised by Gwydir Shire Council and Moree Plains Shire Council, and was attended by representatives from Local Governments across Australia.

There were (18) eighteen Councils that attended the meeting. There were letters of support from many other Local Government areas indicating that while they were unable to attend the initial meeting they were keen to be involved over the longer term. Councils at the meeting agreed to go forward and form an Association called the Australian Rural Road Group Incorporated.

The ARRG is an alliance of productive Rural Local Governments seeking reform to rural local road infrastructure. The current ARRG membership is 114 Rural Local Government areas that each produced annual agricultural product of over \$100 million for the 2006 census year.

The current WA member Councils are:

1. DANDARAGAN
2. GINGIN
3. DALWALLINU
4. MOUNT MARSHALL
5. ESPERANCE
6. RAVENSTHORPE
7. LAKE GRACE

The ARRG strongly believes that rural local roads must be identified as an integral component of the entire agricultural supply chain and therefore is an essential part of Australia's strategic transport infrastructure.

The objectives of the ARRG are as follows:

- To secure new, ongoing Government funding for the local rural road network which is essential, to support sustainable agriculture production for Australia.
- To collate and disseminate data that will assist the agriculturally productive Local Government areas in Australia to obtain funding for their local rural roads networks.
- To work cooperatively with both Industry and Community bodies that recognise and support the importance of the local road network to the Australian Economy and lifestyle

Initially the ARRG was focussing on rural areas that were highly productive with over \$100 million of agricultural production in any one year. This group of Councils was designed to give a focus to their cause and to highlight the economic importance of the rural local road network but as they researched the issues involved the social importance of the rural local road network as a good quality rural local road network also plays a vital role in the social wellbeing of the Community allowing safe access to Schools and travel in general.

The ARRG have engaged a consultant to prepare and research for presentations to State and Federal Government Ministers in seeking additional Local Road network funding. Presentations have already been made direct to a number of State and Federal Government Ministers.

All Councils are starting to feel the pressure of inadequate funding to meet the extensive range of Councils obligations to its residents as income from rates is not a sustainable method and simply is not sufficient to continue to meet Council funding needs for its local rural road network.

Council is being invited to join the ARRG to support the ARRG objectives. The annual fee is \$100 but they are also requesting an additional \$900 extra voluntary contribution from member Councils to support the *Going Nowhere: The rural local road crisis: its national significance and proposed reforms* report with a more detailed cost benefit economic analysis of issues faced in rural areas.

Council's membership will help give the ARRG further pull and legitimacy with the Federal Government as they push the case for more funding to rural local road networks.

Local rural roads are the first and last mile of the logistics network that underpins Australia's entire agriculture sector. Local rural roads are also vital social infrastructure, linking widely dispersed rural and remote Communities with essential services and sustaining Community interactions. Putting direct productivity considerations aside, rural Communities simply can't function as communities without safe and efficient rural road assets.

Investing in roads is an investment in productivity and social benefit. Sensible investment in productive road infrastructure lowers transport costs, which are a major input cost to business.

In 1994, analysis revealed that an additional \$12 billion invested in Australia's road infrastructure over a decade would increase economic output by \$6.7 billion in each year, creating an additional 9,250 jobs and increasing the nation's exports by \$3.6 billion. More recently, the Productivity Commission found that a 5% increase in Australia's road and rail productivity would add \$3.1 billion to gross domestic product.

The ARRG Website is <http://austwideruralroadsgroup.com> if you wish to look at their material and research documents.

It may be better to become a member of the ARRG first and see how they are operating prior to Council committing to the requested \$900 extra voluntary contribution from member Councils to support the *Going Nowhere: The rural local road crisis: its national significance and proposed reforms* report with a more detailed cost benefit economic analysis of issues faced in rural areas.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

There are no Strategic Plan Goals that this would fit under

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Council has allocated an amount in its 2010/11 budget for subscriptions and to date has expended \$15,003.94 from this account leaving an amount of \$1,846.06 unspent.

There is money left in Councils donations account of \$3,958.05 if Council wished to make the voluntary contribution of \$900 to assist the work of the Rural Road Group as requested.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council become a member of the Australian Rural Road Group at an annual subscription rate of \$100

RESOLUTION:

2011/039

Moved: Cr Bothe

Seconded: Cr Williams

That Council become a member of the Australian Rural Road Group at an annual subscription rate of \$100

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

10.1.6 POLICY MANUAL REVIEW 2011

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	5 April 2011
ATTACHMENT	10.1.6 Shire of Coorow Policy Manual (under separate cover)
FILE	ADM0437

SUMMARY:

Council is to consider the adoption of the reviewed and updated Policy Manual.

BACKGROUND:

The Shire of Coorow Policy Manual has been reviewed by Executive staff and there appears to be no changes to be made to the Policy Manual. There have been a couple of Policies added through the year.

COMMENT:

Councillors are provided with a copy of the current Policy Manual under separate cover as Attachment 10.1.6.

STATUTORY ENVIRONMENT:

Shire of Coorow Policy Manual
Councillors Manual
Local Government Act 1995

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

As above

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

That Council adopt the updated Policy Manual as included at Attachment 10.1.6

RESOLUTION:

2011/040

Moved: Cr Williams

Seconded: Cr Jack

That Council adopt the updated Policy Manual as included at Attachment 10.1.6

CARRIED 7/0
Absolute Majority

10.1.7 COOROW – WESFARMERS CO-OP BUILDING

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 April 2011
ATTACHMENT	10.1.7 (under separate cover)
FILE	ADM0320

SUMMARY:

Council is being requested to make a decision on the old Coorow Wesfarmers Co-op Building.

BACKGROUND:

The Chief Executive Officer has been requested to put forward an agenda item for the April meeting of Council outlining the future of the Wesfarmers Co-Op building in Coorow.

Council at an ordinary meeting of Council held on the 18th April 2007 discussed the following Agenda item and passed the Resolutions within these Minutes.

10.1.1 OLD WESFARMERS BUILDING, LOT 44 COMMERCIAL STREET

AUTHOR	Dacre Alcock
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	10 April 2007
ATTACHMENT	10.1.1 Summary of public submissions
FILE	T14.2 – Townscape - Coorow

SUMMARY:

Council is to consider public submissions on the future of the old Wesfarmers building at Lot 44 Commercial Street, Coorow.

BACKGROUND:

The old Wesfarmers building is located on Lot 44 Commercial Street, Coorow.

At the May 2006 Ordinary Meeting, Council, as part of resolution 2006-076, resolved to move to finalise the ownership of Lot 44 with Coorow Community Land Inc. (CCLI), prior to further investment on the site of the Town Park.

At the August 2006 Ordinary Meeting, Council resolved to make the following offer to CCLI:

RESOLUTION: 2006-166

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

That Council offer to Coorow Community Land Incorporated that Council will:

- 1. will accept transfer of the ownership of Lot 44 Commercial Street, Coorow from Coorow Community Land Incorporated;*
- 2. initiate a Town Planning Scheme amendment to change the coding of Lots 43 and 44 Commercial Street Coorow from Commercial Zone to Parks and Recreation Reserve;*

3. *continue to accept responsibility for development and maintenance of the Coorow Town Park;*
4. *enter into a lease with Coorow Community Land Incorporated for the old Wesfarmers Shop and its immediate surrounds for a peppercorn rental; and*
5. *accept the costs of land transfer, amendment to Council's Town Planning Scheme and preparation of a lease of the old Wesfarmers Shop.*

CARRIED 7/0

Council received the following correspondence from CCLI agreeing to transfer Lot 44 to Council:

I apologise for the late reply to your request for CCLI's comment on the Council wanting to amalgamate Lot 44 that is being developed into a garden park, to combine with the lot that the Council owns. The Committee of the CCLI agreed to the proposal to let the Council take ownership of Lot 44 to make it easier to manage.

The committee also discussed the old Wesfarmers building and came to the decision that we would not use the building.

So in concluding if the Council can keep in mind that the CCLI brought Lot 44 for \$6,000 (This \$6,000 could be seen as CCLI's contribution to the proposed toilet block for the Town Park therefore money won't be exchanged and CCLI will have made a significant contribution to another town facility).

At the February 2007 Ordinary Meeting, Council resolved to make the following offer to CCLI:

*RESOLUTION: 2007-005
Moved: Waite Seconded: McDonald
That Council:*

1. *transfer of the ownership of Lot 44 Commercial Street, Coorow from Coorow Community Land Incorporated to Council;*
2. *initiate a Town Planning Scheme amendment to change the coding of Lots 43 and 44 Commercial Street Coorow from Commercial Zone to Parks and Recreation Reserve;*
3. *advise the Coorow community of Council's preference to demolish the old Wesfarmers building on Lot 44 Commercial Street, and seek any submissions from the community; and*
4. *accept that the transfer of Lot 44 to Council represents a Coorow Community Land Inc contribution of \$6,000 to future works at the Town Park.*

CARRIED 6/2

Council has started the process to transfer the ownership of Lot 44 Commercial Street, Coorow from Coorow Community Land Incorporated to Council.

Recently, community members carried out a busy bee on the old Wesfarmers building. The floor has been cleaned of rubble and broken glass, a hole in the floorboards has been covered by Masonite, a broken window has also been boarded up and the doors secured by a padlock. The reticulation system controller is still inadequately housed and connected to power by an extension lead that is looped through ceiling beams to the opposite corner to a power point.

COMMENT:

Council has received nine submissions on the future of the Old Wesfarmers Building situated at Lot 44 Commercial Street, Coorow. A summary of submission received are included at Attachment 10.1.1 for Councillor's Information.

All submissions supported the preservation of the old Wesfarmers building.

The submissions suggested varied uses for the building, such as a museum, tourism and heritage display, Coorow Heritage Group building, youth centre, cultural centre and a meeting room.

The submissions also pointed out the historical significance of the building. The building was constructed in 1928 for the North Midlands Cooperative. The building has had many uses in the past including the Red Cross, RSL women's auxiliary, CWA, R & I bank agency and as an Op Shop.

Two submissions suggested Council should apply for a Conservation of Cultural Heritage grant from the Lotteries Commission to fund the preservation of this building. Ms Tanya Henkel (Regional Heritage Advisor of the Midwest Region for the Heritage Council of WA) has indicated that the building in question should be eligible for this funding and grant funding up to 100% is available.

A petition with 47 signatures was received supporting the preservation of the old Wesfarmers building.

Council has the following options to consider:

1. Demolish the old Wesfarmers building.

At the February 2007 Ordinary Meeting, Council resolution 2007-005 stated Council's preference to demolishing the building.

2. Restore the old Wesfarmers building for a particular purpose, such as a historical display, tourism display, Coorow Heritage group building, youth centre, cultural centre or meeting room.

The restoration of this building needs to be driven by the Coorow community members that want this building restored. It shouldn't be left solely to Council.

A committee would need to be formed at a public meeting, consisting of community members/groups and Council representatives. This committee's role would be to obtain grant funding and facilitate the future use and restoration of this building.

The restoration of this building would need to be funded 100% through grant funding and community contributions, as Council has other higher building priorities that require Council's limited resources. It would be imprudent of Council to spend Council funds on this building when there are other Council buildings, which have a much higher priority than the old Wesfarmers building.

3. Lease the building to a community group such as the Coorow Heritage Group.

Council could lease this building to a community group such as the Coorow Heritage Group to restore and use the building as it sees fit. Council may need to assist any group that leases the building in obtaining grant funding in restoring this building. Council would need to resolve electrical issues as the power for the reticulation and the reticulation control box are housed in that building.

4. Leave the building in its present state.

The building has been given a tidy up and made more secure by a recent busy bee. However the reticulation system is still inadequately housed and connected to the power supply by an extension lead that is looped through ceiling beams to the opposite corner to a power point and is unsafe. The Masonite that is covering the hole in the floorboards and the broken window are only temporary measures and will need to be addressed at some point in the future.

These maintenance issues will need to be resolved by Council due to safety concerns if the building is left in its present state.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

Retention or refurbishment of this dilapidated building would not be a viable option, unless funded by 100% grant funding as Council does not have the recourses in the immediate future to put to such a project. Council will need to do some electrical works on the site to safely house the reticulation control equipment.

POLICY IMPLICATIONS:

Nil at this time

FINANCIAL IMPLICATIONS:

Council will incur some maintenance costs regardless of what happens to the building. Council will need to do some electrical works on the site to safely house the reticulation control equipment.

There is no other expected increase in income or expenditure related to this matter, Council currently pays all the power and water costs for the Town Park. Council does not rate Lot 44 Commercial Street, Coorow, given that the current use of land is for a nonprofit, community benefit purpose.

PUBLIC CONSULTATION:

Council has advertised for public comment on the future of the old Wesfarmers building. Submissions closed on Thursday 5 April 2007. Council received nine submissions.

Councillors may wish to inspect the building during or prior to the April Ordinary Meeting of Council.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

- 1. advertises a public meeting to form an Old Wesfarmers Building Restoration Committee for the purpose of obtaining grant funding, facilitating the future use and restoration of this building;*
- 2. advises submission respondents of Council's intention; and*
- 3. will not provide any cash funding to this project.*

The summary of the nine submissions received in 2007 are as follows.

**Wesfarmers/Co-op Building, Main Street, Coorow
Summary of Submissions Received.**

Name	Nature of Submission	Key Points
Ross Read	Support for preservation	<ul style="list-style-type: none">• a lot of history and memories• no ideas for future uses• oldest commercial building in Coorow
Betty Waldeck	Support for preservation	<ul style="list-style-type: none">• use as a Heritage Museum for Coorow• memories for lots of Coorow residents, past and present• historical building
Jeanie Crago	Support for preservation	<ul style="list-style-type: none">• historical value• community consultation on future works
Baxter and Pat Bothe	Support for preservation	<ul style="list-style-type: none">• historical value to town and surrounding districts
Peter Hilfers	Support for preservation	<ul style="list-style-type: none">• restore to old status as Wesfarmers building in 1928• agricultural museum
Gerard O'Callaghan	Support for preservation	<ul style="list-style-type: none">• historical value• uses – tourist centre; youth centre; cultural centre; meeting centre; gym; Shire Council Board Room.

Jayne Cullen	Support for preservation	<ul style="list-style-type: none"> • place of interest for tourists • Coorow heritage committee relocate building • what will replace the building?
Amanda Hannington – Coorow Heritage Committee	Support for preservation	<ul style="list-style-type: none"> • historically significant • possible uses – historical displays, tourist displays, community uses • funding through Lotteries Commission – conservation of cultural heritage • heritage committee will work with Council and other interested parties to restore and maintain.
Kath Ovens	Support for preservation	<ul style="list-style-type: none"> • restore to original state • historical value • lotteries commission grant • tourist and local attraction with town park • historical photographic display • could be used for craft and market days, cake and other small community events.
Various	Support for preservation	<ul style="list-style-type: none"> • 47 signatures of people who wish to see the Old Wesfarmers Building preserved.

Council in August 2009 utilised the services of Laura Gray a Conservation Consultant to prepare a Conservation Management Plan for the co-op building in August 2009 a copy of the conservation plan is attached as attachment 10.1.7.

COMMENT:

The Conservation plan has a number of recommendations and these are as extracted from the Conservation Plan:

16.0 CONSERVATION PROCEDURES

The following list of physical action needs to be undertaken to ensure the stability of the fabric is maintained and its significance conserved.

This list is priorities as a guide to breaking the works into a logical sequence, as it is envisaged that these works will need to be phased over a period of time.

It is reasonable to expect that, during the course of carrying out the works, further conservation works will be found to be necessary.

The following definitions from the Burra Charter have been used to describe the required work.

- | | |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintenance: | means the continuous protective repair of the fabric, contents and setting of the place, and is to be distinguished from repair. Repair involves restoration and reconstruction and it should be treated accordingly. |
| Preservation: | means maintaining the fabric of a place in its existing state and retarding deterioration. |
| Restoration: | means returning the existing fabric of a place to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material. |
| Reconstruction: | means returning a place as nearly as possible to a known earlier state and is distinguished by the introduction of materials (new or old) into the fabric. This is not to be confused with either recreation or conjectural reconstruction. |

16.1 Immediate action

There are a number of urgent works required. They are addressed in the following list, in a general order of priority.

- All timber elements including the entire timber sub structure; stumps, floor sub structure, floor, and all other timber framework, should be thoroughly investigated and fully treated for termite control prior to any works taking place on the site.
- Undertake any works deemed necessary in response to recommendations arising from the thorough termite investigation.
- Ensure that all elements of the place are structurally adequate.
- Restump and replace subfloor structural timbers as required.
- Inspect the roof structures, ensure timber structures are in sound condition.

- Reconstruct timber structural elements, beams and joists, and roof battens as required.
- Restore external timber elements associated with the roof.
- Reroof the main building with short sheets (minimum one overlap) of 'galvabond'. All flashings, trims and box gutters to be galvanised materials compatible with the roof material.
- Install original profile gutters and round galvanised downpipes. Ensure that all downpipes discharge into a rainwater tank, or into a closed drainage system.
- Install an agricultural drain in close proximity (2 metres or so from the building) across the rear of the building to divert runoff from the rear of the site.
- Check the current perimeter drainage to ensure the correct gradients are in place and the water is discharged away from the building.
- Restore the shopfront in its entirety; retain maximum original fabric: timber framing, shop front glazing and front doors, panel across above shopfront windows, and sign board

16.2 Medium term action

- Restore floor.
- Undertake paint scraps to determine the original colour scheme.
- Select colour schemes with reference to the original colours, in consultation with a conservation professional.
- Restore and prepare painted surfaces and timber frames and details. Paint in a colour scheme as evidenced by original or existing colours (similar).

16.3 Long term action

- Take opportunities to interpret the places to provide information, understanding and appreciation for visitors.

To undertake the immediate action as listed above would be a considerable sum of money. The amount required could be funded via Lotteries West Heritage grants through the Coorow Heritage Group of which they were advised of back in 2009 by the current Chief Executive Officer.

Council does still have a number of options for this building and some of these are the same as in 2007.

The options are:

1. Demolish the old Wesfarmers building.
2. Restore the old Wesfarmers building for a particular purpose, such as a historical display, tourism display, Coorow Heritage group building, youth centre, cultural centre or meeting room.
3. Lease the building to a community group such as the Coorow Heritage Group.
4. Leave the building in its present state.

The Coorow Heritage would be the best suited local Community group to apply for the necessary funds through the Lotteries West Heritage grants schemes to undertake the restorations works outlined in the Conservation Plan.

It has been some four years since the Conservation Plan was undertaken and no action has been undertaken by the Community or Council. If this building is an essential part of Coorow then some consideration needs to be given to either undertake the restoration works as outlined within the Conservation Plan or have the building demolished as it is starting to become a hazard within the Coorow Town Park.

There is still the occasional vandalism happening at the building and Council has had to repair the glass windows a number of times this year.

The following is an extract from Councils Municipal Heritage Inventory regarding the Co-Op building in Coorow:

SHIRE OF COOROW MUNICIPAL INVENTORY

Assessment Date: 17/11/1995

HCWA No:

Place No: 13

PLACE DETAILS

Name: Wesfarmers Building

Former or Other Names:

Type of Place: Shop

Address/Location: Main Street

Map Reference: Coorow Townsite

Area of Site:

PHOTOGRAPH

Date: 17/11/1995

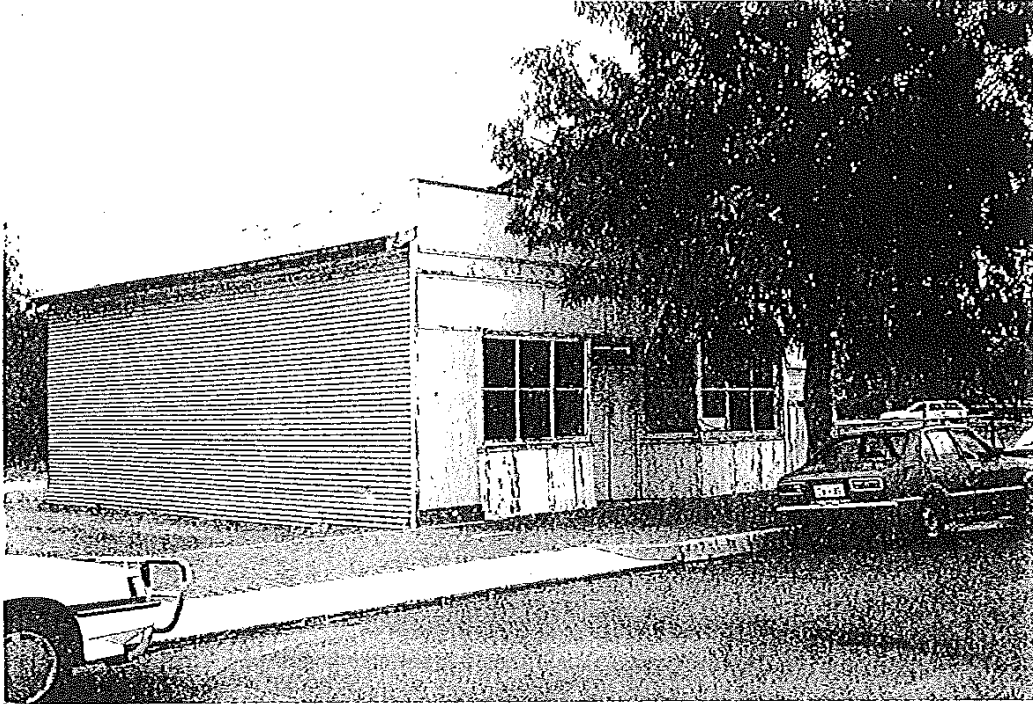


Photo Source: *MidWest Heritage Incorporated.*

OWNERSHIP AND OTHER SITE DETAILS

Owner Name: WJ & MJ Brassington
Address: c/- Post Office Coorow 6515
C/T: Vol/Folio:
Diagram/Plan:
Vesting:
Occupied: No
Public Access: No

Phone:
Facsimile:
Lot/Loc: Lot 44
Reserve No:
Purpose:
Occupier:
Lease Details:

DATES

Construction Date:
Source Details:

Estimated/Known:

HISTORIC THEME

3. Occupations - Commercial Enterprises

USE(S) OF THE PLACE

Original Use: General Store

Later & Current Use: General Store

ARCHITECT/DESIGNER/BUILDER

Architect:

Designer/Builder:

DESCRIPTION

Construction Materials:

Walls: Corrugated iron

Roof: Corrugated iron

Modifications:

Condition: Poor

Integrity: High

Description: A small rectangular timber framed building, roofed and clad with corrugated iron. The wall cladding has been fixed horizontally. The street facade has central double entry doors with large shop windows each side. Below the windows, vertical timber matchboard cladding is used. A vent covered by an iron awning is positioned above the doorway.

STATEMENT OF SIGNIFICANCE

The Wesfarmers building contributes significantly to the streetscape of the main street, given its scale, construction materials, condition and location. Further the shop has serviced the Coorow community for many years.

MANAGEMENT CATEGORY

High level of protection appropriate; provide maximum protection under the town planning scheme to conserve the significance of the place.

SUPPORTING INFORMATION

STATUTORY ENVIRONMENT:

Heritage of Western Australia Act 1990

45. Local government inventories

- (1) A local government shall compile and maintain an inventory of buildings within its district which in its opinion are, or may become, of cultural heritage significance.
- (2) The inventory required by subsection (1) shall be compiled no later than 4 years from the commencement of this Act and shall be —
 - (a) updated annually; and
 - (b) reviewed every 4 years after compilation.
- (3) A local government shall provide the Council with a copy of the inventory compiled pursuant to this section.
- (4) A local government shall ensure that the inventory required by this section is compiled with proper public consultation.

[Section 45 amended by No. 14 of 1996 s. 4.]

STRATEGIC IMPLICATIONS:

Fits within the following Strategic goals of Councils Strategic Plan

GOAL 1 - LEADERSHIP

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

- Providing effective leadership to ensure the important decisions are made.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

PUBLIC CONSULTATION:

Consultation was undertaken in 2007 on this issue but there has been no Community consultation on the current agenda item.

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

1. That Council advise the Coorow Heritage Group that unless the Coorow Heritage Group receives funding within twelve months from 20th April 2011 to undertake the immediate action as outlined with in the Conservation Management Plan, Council will reconsider the removal of the old Wesfarmers building from the Town Park area.
2. That Council request the Coorow Heritage to provide Council with an overall schedule of proposed works to fully restore the Wesfarmers Co-op Building within a five year period.

RESOLUTION:

2011/041

Moved: Cr Waite

Seconded: Cr Bothe

1. *That Council advise the Coorow Heritage Group that unless the Coorow Heritage Group receives funding Prior to 30 June 2012 to undertake the immediate action as outlined with in the Conservation Management Plan, Council will reconsider the removal of the old Wesfarmers building from the Town Park area.*
2. *That Council request the Coorow Heritage to provide Council with an overall schedule of proposed works to fully restore the Wesfarmers Co-op Building within a five year period from 30 June 2012.*

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

Council's resolution differed from the Officers recommendation as Council felt the time should start at the beginning of the financial year.

10.1.8 MID WEST REGIONAL GRANT SCHEME

AUTHOR Mark Hook
DISCLOSURE OF INTEREST Nil
DATE OF REPORT 7 April 2011
FILE ADM0322

SUMMARY:

Council is being requested to commit an additional \$27,000 to the upgrade of Telstra's ADSL for Coorow and Leeman.

BACKGROUND:

Council resolved to list the upgrade of the ADSL in Leeman as part of its Royalties for Regions Regional component and set aside an amount of \$23,000.

Mr Mark Canny has been working on a joint application to the Mid-West Development Commission under the Mid-West Regional Grant Scheme to cover the overall costs of the upgrades. Due to the number of applications being received under this program and the fact that Council's application missed the deadline of 4.30pm, Mark has advised that he is making a case for the project to be funded through the Mid-West Development Commission board strategic funding program.

Council is requested to consider supporting a joint application, with the Mid West Development Commission (MWDC) and a number of neighbouring Shires, for funding for the upgrade of various Telstra sites, including Leeman and Coorow, to ADSL 2+ for internet services. If the application is successful the approximate cost to Council would be \$50,000 and would be payable in the 2011/12 financial year.

COMMENT:

The proposal would see a number of exchanges in the region upgraded to ADSL 2+ with the cost being shared equally between the participating Shires and the Mid-West Development Commission. The estimated cost for the new installation at Leeman and the Coorow upgrade is \$50,000 to be funded as per the following table.

Location	Proposed	Approx. Cost	CLGF	Other Funds	Shire
Coorow	Upgrade from ADSL to new ADSL 2+ infrastructure	50,000	11,500	25,000	13,500
Leeman	New Install ADSL 2+ infrastructure	50,000	11,500	25,000	13,500
Total		\$100,000	\$23,000	\$50,000	\$27,000

Mark has advised that Telstra will not be able to install ADSL at Green Head as part of this program due to the major infrastructure upgrades required at the Exchange.

The Leeman and Coorow exchanges are not being listed for upgrades in the foreseeable future unless Telstra receives external funding to help offset their costs due to the low population. Again, because of population numbers, the new National Broadband Network is unlikely to be of direct benefit to Leeman in the foreseeable future.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

The provision of high speed internet would benefit the business and residential population of Leeman and Coorow.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

2011/12 Budget Allocation of \$27,000

PUBLIC CONSULTATION:

Consultation has been held with Mr Mark Canny of the Mid-West Development Commission

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council place an amount of \$27,000 in the 2011/12 Budget Allocation toward the cost of the new installation of ADSL 2+ at Leeman and the upgrade to ADSL 2+ at Coorow.

RESOLUTION:

2011/042

Moved: Cr Waite

Seconded: Cr McTaggart

That Council place an amount of \$27,000 in the 2011/12 Budget estimates toward the cost of the new installation of ADSL 2+ at Leeman and the upgrade to ADSL 2+ at Coorow.

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

The Deputy Chief Executive Officer Mr Stuart Billingham declared an Indirect Financial Interest as his wife is employed at the Coorow Resource Centre and left the room at 3.27pm./

10.1.9 CONTRACT GRANTS OFFICER

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 April
ATTACHMENT	10.1.9.1 Application Murray Brown 10.1.9.2 Application Coorow Community Resource Centre 10.1.9.3 Application Peter Whale
FILE	ADM0061

SUMMARY

Council is being requested to enter into a fixed amount contract of \$10,920 (GST Exclusive) with the Coorow Community Resource Centre for the provision of a Grants Officer for two days a week for a period of six months.

BACKGROUND:

Council passed the following resolution at its Ordinary Meeting of Council on the 16th February 2011.

RESOLUTION:

2011/002

Moved: Cr George

Seconded: Cr Williams

That the Chief Executive Officer advertise for a Grants Officer for an initial six months contract period.

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

The Chief Executive placed the following advertisement in the local papers as per Council's Resolution 2011/2.

Attached to this report is the position description and selection criterion that was sent to all those applicants that requested a copy.

GRANTS OFFICER

The Shire of Coorow is currently seeking an enthusiastic and suitably experienced person to provide the service of a Grants Officer, two days a week for a period of six months under a fixed contract.

The successful person will be responsible for the identification and sourcing of external funds ensuring the Shire's process for accessing, managing and acquitting project grants is effective.

The ideal candidate will possess previous relevant experience in grant management including submission, administration and acquittal of funding applications as well as liaising with Government Departments and Community Groups.

The person should possess excellent written and verbal communication skills, be computer literate and be able to demonstrate their ability to perform effectively as part of a small team.

A Position Description and Selection Criteria are available by contacting the Shire of Coorow on 9952 0100 Coorow or 9953 1388 Leeman or, to discuss the vacancy, call the Chief Executive Officer, Mr. Mark Hook on 9953 1388.

Applications detailing full contract costs previous experience, qualifications and recent referees should be forwarded to:

*The CEO
Shire of Coorow
PO Box 42
Coorow WA 6515*

by Friday 25 March 2011

Council by the 25th March 2011 had received the following three applications.

	Name	Address
1	Mr Murray Brown	7 Dominican Place PORT DENISON WA 6525
2	Coorow Community Resource Centre	Cnr Main and Bristol Street COOROW WA 6515
3	Peter Whale	P O Box 91 THREE SPRINGS WA 6519

COMMENT:

Attached under separate cover are the three applications received marked as.

1. Murray Brown – Attachment 10.1.9.1
2. Coorow Community Resource Centre 10.1.9.2
3. Peter Whale 10.1.9.3

Following is a brief matrix of the received applications.

	Name	Amount	Comments
1	Mr Murray Brown	\$65 per hour or \$250 per day plus \$100 per week for overnight stay = \$14,400	Based on two days per week over a six months period. Travel has been estimated by the CEO at 180 kms per trip

		Plus 30cents per Km travelling to and from Port Denison per week = \$4,320 Estimated total cost \$18,720	four times per month over a six month period. Does not advise if this is GST exempt or not
2	Coorow Community Resource Centre	10,920 GST exclusive	Fees and charges are based on approximately 2 days per week over a six month period including travel, telephone and consumables.
3	Peter Whale	No figures provided	Non-Compliant no amounts included. Appears to be a job application not a contract rate.

Both of the applications are compliant and are of a good standard.

Based on the two compliant applications received the Chief Executive Officer is recommending that Council appoint the Coorow Community Resource Centre under a fixed amount and fixed term contract to provide a Grants Officer for two days a week over a six month period at a fixed cost of \$10,920 gst exclusive commencing from the 1st May 2011 and finishing on the 31st October 2011

STATUTORY ENVIRONMENT:

Local Government Act 1995

STRATEGIC IMPLICATIONS:

Fits within the following strategic plan goals:

GOAL 1 - LEADERSHIP

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

GOAL 2 - SERVICES

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

GOAL 4 - ECONOMY

Support and promote a resilient local economy.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The first two months will be \$3,640 allocated from the savings in the 2010/11 budget from the employment of an apprentice mechanic against a qualified mechanic as allowed for in the 2010/11 budget estimates.

The balance of the four months will be allowed for in the 2011/12 budget estimates as a carryover from the 2010/11 budget savings as above.

PUBLIC CONSULTATION:

Contract was advertised in the local papers

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council appoint the Coorow Community Resource Centre under a fixed amount and term contract to provide a grants officer for two days a week over a six month period at a fixed cost of \$10,920 GST exclusive commencing from the 1st May 2011 and finishing on the 31st October 2011.

RESOLUTION:

2011/043

Moved: Cr Bothe

Seconded: Cr Waite

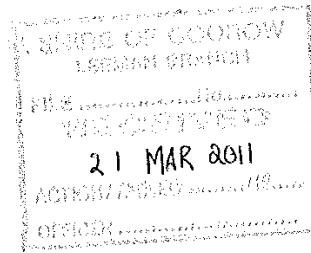
That Council appoint the Coorow Community Resource Centre under a fixed amount and term contract to provide a grants officer for two days a week over a six month period at a fixed cost of \$10,920 GST exclusive commencing from the 1st May 2011 and finishing on the 31st October 2011.

***CARRIED 5/2
Simple Majority***

The Deputy Chief Executive Officer Mr Stuart Billingham re-entered the Meeting at 3.35pm

CONFIDENTIAL

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



Dear Mark

VACANCY: GRANTS OFFICER

Attached hereto is information in support of my application for the position of Grants Officer with the Shire of Coorow. This information includes:

- A. Resume
- B. Statements and information addressing the Position Requirements.

I also nominate referees to support my application:-

- 1. Ms Tanya Browning – DCEO Shire of Leonora (Recently elected to LGMA Board) 08 90376044 or 0429 376 044.
- 2. Mr Peter Crawford – DCEO Shire of Laverton 08 90311202

For more local referees you are welcome to contact (I have not contacted them to ask them to be referees but I am confident they would support this application):

Mrs Robyn Parsons – Former Shire President Shire of Irwin 08 99 271300
Mr John Collingwood – Shire President Shire of Chapman Valley 08 99 233224

As mentioned in the attached, I have considerable previous experience in the role of Grants Officer, and would welcome the opportunity to devote two days per week to this position. I have also conducted a number of "Grant Writing Workshops" for both Council staff and local residents at one of the Shires I have worked for.

As you would be aware my present work commitments are as part time Executive Officer of both the Murchison and Northern Country Zones of WALGA. I am now very keen to work closer to home.

Fee Proposal

I propose to work the Tuesday and Wednesday each week, usually staying overnight in Leeman on the Tuesday. This avoids Monday public holidays and will fit in with my other work commitments.

My fees for this work are set at a low \$65.00 per hour or \$520.00 per day, plus \$100.00 per week for one overnight stay in the Shire each week, and travel to and from Dongara in my own motor vehicle at 30 cents per kilometre each way.

Travel within the Shire on official duties can be in my own vehicle at 50% normal travel rates or in a Council vehicle at no cost. I will travel to Leeman in my own time so that the eight working hours per day charged, are work hours, not travelling.

(Normally my fees for short term consulting work are between \$75.00 to \$85.00 per hour plus travel and accommodation.)

I am available to commence work on two weeks notice.

You can be sure that I will be a loyal and dedicated officer who will carry out duties allocated to me in a competent and professional manner.

Please contact me should you require any further information.

Yours sincerely

Murray Brown
7 Dominican Close
PORT DENISON WA 6525
0429 088 122
99 272788

POSITION REQUIREMENTS

Information provided in addressing the Position Requirements.

12.1 Previous relevant experience in grant management including the submission, administration and acquittal of funding applications

My resume provides some information of my experience with grant management, submission writing and grant acquittal. This type of work has been my responsibility at many Shires where I have been CEO, prior to my retirement.

At the Shire of Irwin my sole role (20 hours per week) was the preparation and submission of various grant applications for the Council and also to assist various community groups with their applications. During this period I became very successful as the details in my resume indicate. This success was not only for the Irwin Shire but also at other Shires that I have carried out projects for. (See Resume)

12.2 Ability to develop, implement and review relevant workplace policies and procedures.

I can develop, implement and review various relevant workplace policies and procedures and would be happy to train another more permanent full time employee on some of the basics of this type of work.

I could prepare and develop various grant application procedures and policies, however due to the continually changing conditions and requirements relating to grants, such tasks could be obsolete in a short time due to change of Government/ Policy.

12.3 Well developed organisational and administrative skills, with a proven ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet strict deadlines and outcomes.

My 42 years in the Local Government industry has taught me the importance of being organised and being able to prioritise multiple projects, coordinate conflicting priorities and to meet strict deadlines. This is necessary for many local government functions including Council agendas, minutes and follow up action arising from Council meetings.

The closing date for the various grant application's, sometimes set the deadline and priorities for the various grant applications being prepared. A simple diary system can be implemented to ensure that grant acquittals are carried out properly and on time.

12.4 Well developed interpersonal, facilitation and negotiation skills with the ability to communicate with a wide range of people and groups and establish and maintain effective work partnerships.

I was for a number of years a member of the Merredin and then Willetton Rostrum Clubs. My participation at these clubs helped me improve my public speaking and presentation skills.

During the many years I was a Chief Executive Officer at various Shires, I was required to negotiate various matters, particularly with Mining Companies, relating to the provision by them of assistance with the provision of various community services and facilities. Kununurra, Laverton and Mount Magnet were examples.

Whilst I was employed by the Department of Local Government, some of my duties there included the presentation of two day workshops at various locations in the State, on the "New Local Government Act". These were interesting and challenging times for Local Government, both Elected Members and Staff.

12.5 Proven analytical and problem solving skills with the ability to think strategically and exercise initiative and good judgement when required.

I submit that my extensive experience as a Chief Executive Officer supports my claim that I have good initiative and a good judgement in addressing various problems.

12.6 Well developed written communication skills, including the ability to conduct research and write clear and concise reports.

I believe that my previous local government experience, including my successful completion of numerous grant applications, particular in recent years, demonstrates and supports my claim that I have good written communication skills, including the ability to conduct research and write clear and concise reports.

My period of service with the Department of Local Government required me to conduct various investigations relating to complaints about the conduct of Councils, elected members and or staff, and to prepare reports and letters on behalf of the Minister for Local Government.

12.7 Ability to work effectively both as a member of a team and autonomously, working under minimal supervision.

My previous experience in various local governments throughout this State has demonstrated that I can work well as part of a team and or autonomously as the case required.

Throughout my career I have strongly preached loyalty within the "team" and at all times been very loyal to my senior officers.

12.8 Ability to utilise personal computer applications and in particular, the Microsoft Office suite of products (ie Microsoft Word, Excel, Outlook) at an advanced level.

At home we have and use Microsoft Word, Outlook and Excel. Although not an expert, I manage to get by using these systems.

12.9 Possession of, or the ability to acquire, a current motor vehicle driver's license.

I possess a current motor vehicle driver's license which will expire on 21 April 2013. License number 1329837 Class HR.

12.10 Possession of, or the ability to acquire a satisfactory Police Clearance Certificate (Dated within the last 12 months).

I will have no trouble obtaining a satisfactory Police Clearance Certificate.

DESIRABLE

12.11 Knowledge of available grants and in particular those relevant to Local Government.

I believe that I have a good knowledge of available grants that are relevant to community groups and to Local Government. There are three main sources for information relating to the availability of grants. These sources are:

1. Newspapers – Advertisements paid for by various departments and agencies.
2. Websites – Various Government Agencies, including the Department of Local Government and WALGA .
3. Letters/Circulars received through the Council mail system.

12.12 Possession of or progress towards a relevant qualification.

At present I am not studying towards any relevant qualification that would benefit my skills to complete this work.

INTRODUCING: **MURRAY BROWN**

CONTACT DETAILS: 7 Dominican Close
PORT DENISON WA 6525

08 99272788
0429 088 122
Email: murdi@westnet.com.au

DRIVERS LICENSE: 1329837 Class HR

HEALTH: Excellent

DATE OF BIRTH: 28th November 1946 (64)

MARITAL STATUS: Married

I hold an ABN 53 327 147 912

EDUCATION AND TRAINING:

Junior Certificate – 6 subjects including Maths, English and Bookkeeping.

Railway Examinations: Station Accounting
Time Keeping and preparation of Time sheets
Pay Officers Exam

Australian Army: First Class Certificate of Education

Local Government: I hold the Municipal Clerks Certificate of Qualification,
having completed the required subjects under what was
known as the “Diploma of Local Government – Shire
Clerk”

Scholarships: During my local government career I have been
awarded three scholarships (Sponsored by
WALGA/LGMA) to enable me to attend various full
time training courses.

1975 – 2 week Senior Management Course at AIM.

1978 – 13 week Senior Management Course at
Canberra College of Advanced Education.

1985 - 2 week Management Course at Canberra College
of Advanced Education.

Other: I have taken every opportunity to keep up and
participate in all training related activities that
contribute to a better knowledge and understanding on
issues relating to my local government career.

MEMBERSHIPS: I am a “Fellow” member of the Local Government
Managers Association.

**SUMMARY OF LOCAL GOVERNMENT CAREER – Murray Brown
1969 to 2006**

1969 – 1971	Assistant Shire Clerk	Shire of Nungarin
1972/73	Shire Clerk	Shire of Murchison
1973	Assistant Shire Clerk	Shire of Gnowangerup
1974-1980	Shire Clerk	Shire of Nungarin
1980-1984	Shire Clerk	Shire of Wyndham East Kimberley
1985	Shire Clerk	Shire of Shark Bay
1986-1989	Shire Clerk	Shire of Wyndham East Kimberley
1989- 1994	Shire Clerk	Shire of Mt Marshall
1995 – 1996	Senior Liaison Officer	Department of Local Government #
1997 – 2000	Chief Executive Officer	Shire of Jerramungup
2000- 2005	Chief Executive Officer	Shire of Laverton
2005/06	Chief Executive Officer	Shire of Mount Magnet

From the information above, it can be seen that I have been employed on two occasions, by the same Shires twice. (Nungarin and Wyndham –East Kimberley)

My duties with the Department of Local Government included:-

Investigation of complaints about local governments on behalf of the Minister for Local Government.

Completion of various audit and compliance checks of selected local governments.

Conduct CEO Support Programs

Conduct various training sessions for elected members and staff of numerous local governments, on the provisions of the “New Local Government Act”1995.

Provide advice and assistance to Council staff and elected members.

POST RETIREMENT ACTIVITIES – MURRAY BROWN

Murray retired from the position of Chief Executive Officer Shire of Mount Magnet on 28th May 2006, aged 59.

Shire of Irwin July 2006 to March 2008

Employed by Shire of Irwin for 20 hours per week, preparing various grant applications (Also prepared the Shire of Irwin Community Security Plan).

44 Grant applications prepared
23 Grant applications successful
13 Grant applications unsuccessful
8 Grant applications – Decisions were pending at time of leaving.

The successful grant applications totalled about **\$3,000,000.**

Australian Bureau of Statistics

I was employed as a census collector for the 2006 census and worked in the area to the South of the Irwin Shire.

Shire of Dundas 7th April 2008 to 4th July 2008

Employed as Acting Deputy Chief Executive Officer.

Various duties including:

4 Grant Applications- 3 Successful \$130,000
Reviewed and Updated Council's Policy Manual
Reviewed and updated Council's Delegation Register
Review of Local Laws
Adopting new Local Laws
Prepared various submissions for Council.
Drafted Minutes of Ordinary Council meetings
Prepared various correspondence
Prepared a list of Statutory Compliance Dates
Conducted Councillor Training Session
Conducted a Grant Writing Workshop for local community members.
Other duties associated with the position of Deputy CEO.

Various Consultancies

1. Department of Agriculture and Food

I was engaged in November 2006 for a period of three months at 30 hours per week, to carry out a compliance audit on numerous matters that were raised by State and Federal Funding Agencies. These matters related to the management and performance of the Northern Agricultural Catchments Council.

I also provided assistance and guidance to their senior management staff.

2. Murchison Zone of WALGA – July 2007 till present

Appointed as Executive officer

The major duties of this position include the preparation of agendas and minutes for their two all day meetings per year. Liaise with the Zone President and member CEOS. Also arrange for guest speakers, liaise with various Government Agencies, manage the Zone finances, arrange catering and complete all correspondence.

3. Shire of Menzies (2007/2008)

Prepared Shire of Menzies Community Security and Crime Prevention Plan
Prepared Shire of Menzies Plan for the Future
Prepared four Grant Applications(All successful).

Lottery West	\$50,000
Office of Crime Prevention	\$20,000
Health way	\$48,000
PAT Taskforce – Be Active	\$49,500
	\$ 167,500

4. Shire of Moora (2008)

Updated Council's Policy Manual
Updated Council's Delegations Register

5. Shire of Meekatharra

I completed Council's Statutory Compliance Return for 2007 and 2009.
I completed other Administrative tasks whilst there.

6. Mid West Regional Council

Carrying out duties of Chief Executive Officer, although Ian Fitzgerald was appointed to this acting role! Resigned from this position!

Period of Service: 17th October 2008 to 4th December 2008!

7. Shire of Dundas

Completion of Statutory Compliance Return and two days Councillor Training during January 2009.

Completion of Statutory Compliance Return and 1.5 days Councillor Training during February 2010.

Completion of Statutory Compliance Return and 1.5 days Councillor Training during February 2011.

Completed a “Grant Writing Workshop” for Shire’s Youth Worker and DCEO in January 2011.

8. Shire of Laverton

I was employed by the Shire of Laverton from February to July 2009 and my role was to provide administrative assistance to this Shire. During this period I carried out a variety of mainly administrative tasks.

Some of the duties I completed were:

Annual Statutory Compliance Return

“Plan for the Future”

Review of Policy Manual/ Delegation Register/Code of Conduct.

Numerous day to day projects.

9. Shire of Meekatharra

I have been employed by the Shire of Meekatharra from August 2009 until March 2010 (two weeks on /one week off) My prime duties here have been planning and implementing the numerous capital works projects that this Council is involved in 2009/10(obtaining quotes, preparing tender specifications, advertising etc.)

I have also prepared a “draft” 10 Year Future Financial Plan for this Council.

10. Shire of Coolgardie

In January/ February 2010 I completed the 2009 Statutory Compliance Return for the Shire of Coolgardie.

11. Shire of Meekatharra

I carried out the role of Acting CEO of Meekatharra for four weeks in August 2010.

12. Shire of Chapman Valley

Appointed as Acting Chief Executive Officer of the Shire of Chapman Valley from 30th August 2010 until 6th December 2010.

13. Northern Country Zone of WALGA

Appointed Part Time Executive Officer in July 2010.

Other Career Highlights

At the 2008 annual Conference of the Local Government Managers Association I was awarded the LGMA Meritorious Award for 2008. Hereunder are the speech notes made on presentation of that award!

MERITORIOUS AWARD

MURRAY BROWN

Murray first came to notice in the Local Government industry when he commenced as Assistant Shire Clerk at the Shire of Nungarin in September 1967. Over the next 40 years Murray worked as the Shire Clerk or CEO for some 10 Local Governments, all in rural Western Australia.

These ranged in location from Wyndham-East Kimberley where he spent some 8 years in two periods in the 1980's through 4 wheat belt local governments and other more remote local governments like Murchison, Shark Bay, Laverton and Mount Magnet.

Murray's only break from the bush was in the mid-90's when he worked for the Department of Local Government for about 18 months as a Senior Liaison Officer. He, along with John Gilfellon, gave those officers in the Department a real taste of what it was like to have had some real experience of Local Government.

But, Murray could only take so much of the metropolitan scene and he soon headed off to be CEO at Jerramungup.

During all these excursions we must not forget his partner Dianne. Thank you Dianne for your contribution to the industry.

Let us now look at the man behind the scenes, the man behind the casual, laid back, happy go lucky persona that is Murray Brown – the man behind that character that always had a can of coke for morning tea (and for lunch and afternoon tea for that matter).

Murray, it would be interesting to try and measure the caffeine you have consumed over the years through those cans of coke. It really is a wonder you ever slept at all.

But, behind this persona is a man who was a very successful Shire Clerk and CEO in those areas where the CEO is expected to know about and have a handle on everything the Shire does.

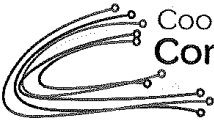
Murray's peers were always envious of his ability to find and win grants for his Local Government. He was forever quietly telling them about some obscure grant program he had found and the funds he had won for his Local Government.

The over-riding impression that Murray left on his peers from surrounding Local Governments and the officers who worked with him was his generosity in giving time, assistance and support to people who had just entered the industry. He would travel hundreds of kilometres to visit a newly appointed CEO and give him help, support and advice. Murray worked very hard to make sure CEO's and other staff from Local Governments in his region got together regularly so that they knew each other and would support each other in difficult times.

He would always challenge officers in his operation to achieve more but he was only too willing to help them achieve their goals. There are many officers in the industry that commenced their careers working with Murray. They all respect him enormously for the support and assistance he gave them.

Murray, you have always been a great supporter of LGMA and a great servant of the Local Government industry and I have great pleasure tonight in awarding you the LGMA Meritorious Award.

ADM0061 JCR112470

	Coorow Community Resource Centre <i>Your local connection</i>	Cnr Main & Bristol Streets (PO Box 123) COOROW WA 6515
Ph: (08) 9952 1266	coorow@crc.net.au	Fax: (08) 9952 1277

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

18 March 2011

Dear Mark

RE: SHIRE OF COOROW GRANTS AND FUNDING OFFICER


On behalf of the Coorow Community Resource Centre, please find an application for the Grants and Funding Officer position as advertised by the Shire of Coorow. I have four years of Local Government experience as Customer Service Officer and Executive Assistant, successful completion of Certificate IV Local Government Administration and a very broad knowledge of the Shire of Coorow demographics and varying needs. Staff and Committee members at the Coorow Community Resource Centre have had extensive experience in sourcing and acquitting Grant and Funding Applications and have a good understanding of private and government funding sources.

Attached is the Selection Criteria, Qualification and Relevant Experience, Statement of Fees and Charges and brief information about the Coorow Community Resource Centre.

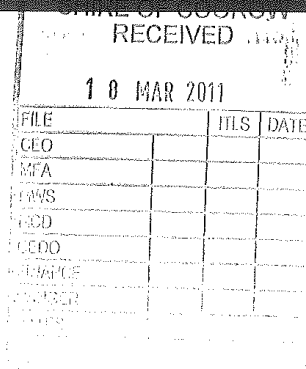
The Coorow Community Resource Centre is committed to maintaining and providing services and facilities to the Coorow Community and surrounding districts. We have dedicated staff and committee members that will be able to provide the Shire of Coorow, and the communities within the shire, with a professional and efficient service.

Should you require any further information regarding this application, please do not hesitate to contact me on (08) 9952 1266 or email coorowcrc@westnet.com.au.

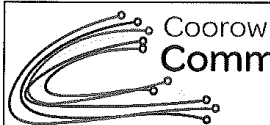
Kind Regards



Stacey Donohue
 Community Resource Manager



FILE	FILE	FILE	FILE
GEO			
MFA			
PLNS			
ECOD			
CEOD			
FINANCE			
CHIEF			
ADMIN			
LEGAL			



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APPLICATION FOR GRANTS AND FUNDING OFFICER

COOROW COMMUNITY RESOURCE CENTRE

SELECTION CRITERIA/POSITION REQUIREMENTS

Previous relevant experience in grant management including the submission, administration and acquittal of funding applications.

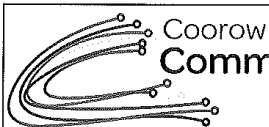
The Coorow Community Resource Centre (CRC) has the experienced personnel to prepare submissions, funding applications and reports and acquit submissions within the specified time frame.

Previous applications from 2010-2011 include seven (7) successful Grant Applications and acquittals to the Department of Regional Development and Lands (RDL) Community Resource Network for various projects at the Coorow Community Resource Centre as well as the Marchagee Hall Relocation Grant (Mid West Development Commission, Shire of Coorow, RDL, Marchagee Catchment Group).

The Coorow CRC was successful in obtaining funding from Lotterywest, Dept. Local Government and Regional Development for the renovation and upgrade of the Coorow District Hall for colocation of community services.

Ability to develop, implement and review relevant workplace policies and procedures.

As part of the Funding Agreement with RDL, the Coorow CRC has developed and implemented policies and procedures to enhance the running of the CRC and to comply with funding and acquittal guidelines. Policies and Procedures are reviewed by committee and staff annually or on an as need basis. These policies and procedures include, but are not limited to, Succession Planning, Risk Management, Occupational Health and Safety and Financial Management.



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APPLICATION FOR GRANTS AND FUNDING OFFICER

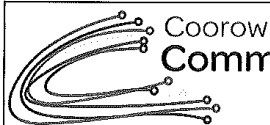
COOROW COMMUNITY RESOURCE CENTRE

SELECTION CRITERIA/POSITION REQUIREMENTS

Well developed organisational and administrative skills, with a proven ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet strict deadlines and achieve outcomes.

The Coorow CRC has a strong team that are well organised and are committed to successfully continuing their involvement with local, state and federal agencies and departments. As a result of both organisational and time management skills, the Coorow CRC actively seeks local, state and federal contributions and articles for the local community newsletter the 'Magpie Squawk', which is typed, collated, printed and circulated within a period of three days. The Squawk is published weekly with community volunteers submitting articles and information. Whilst completing the Squawk weekly the staff and committee at the CRC have completed grant funding submissions, coordinated functions and training and attracted new services to the town (ie. Bendigo Bank Agency).

The Coorow CRC manages and maintains bookings for the professional meeting rooms, training room and Coorow Hall, and are able to meet varying requirements for meetings and functions ie. Openings, setting up, etc. All projects undertaken by the Coorow CRC have been completed according to the funding requirements and acquitted in a timely manner.



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APPLICATION FOR GRANTS AND FUNDING OFFICER

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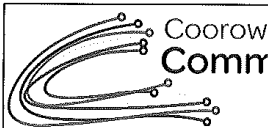
SELECTION CRITERIA/POSITION REQUIREMENTS

Well developed interpersonal, facilitation and negotiation skills with the ability to communicate with a wide range of people and groups and establish and maintain effective work partnerships.

The Coorow CRC staff and committee members (and previously as the Coorow Telecentre) has had extensive experience with facilitation of projects, negotiation with all levels of government agencies and has established a good rapport with local community members. Current partnerships with the Coorow CRC are Centrelink, Medicare, NGALA and the Department of Agriculture and Food.

Recently the Coorow CRC submitted a grant on behalf of the Green Head Community Association for the provision of security lighting at Cliff Park War Memorial, Green Head.

Our staff and committee have an extensive knowledge of the Shire of Coorow and are aware of the differing needs of the inland and coastal communities and feel that we are able to accommodate these differences and seek appropriate funding where available. We have established relationships with key stakeholders, community and sporting groups in each of the towns and locations within the Shire of Coorow.



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APPLICATION FOR GRANTS AND FUNDING OFFICER

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SELECTION CRITERIA/POSITION REQUIREMENTS

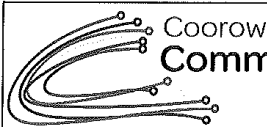
Proven analytical and problem solving skills with the ability to think strategically and exercise initiative and good judgement when required.

The Coorow CRC staff and committee has a broad understanding of the differing work cultures and enterprises within the Shire of Coorow, the CRC have established contacts in Coorow, Leeman and Green Head who are able to input information and identify changes in community and business requirements, chart demographic changes to areas and are able to work in partnership with those communities to identify funding opportunities.

The Coorow CRC also has a good working relationship with the staff and Councillors at the Shire of Coorow.

Not only will input be sought from Coorow, Leeman and Green Head, it will also be sought from the localities of Gunyidi, Marchagee, Waddy Forest, Eganu and Warradarge, thus covering the needs of all residents and ratepayers within the Shire of Coorow. CRC staff would then be able to actively seek the best funding and infrastructure support available with a thorough search of funding sources/grants available from both private and government services.

The staff and committee were the driving force behind the successful community project that provided the Marchagee Community with a meeting hall. The building was donated to the Coorow CRC from Westnet Rail, however it had to be relocated to another site. The CRC instigated community consultation with the Marchagee Community and identified the need for a meeting/function facility within the locality of Marchagee. After identifying a site with the assistance of local community members and the Shire of Coorow, funding was successfully obtained from four different agencies at all levels of Government. The CRC project managed the relocation and establishment of the Marchagee Hall which has been used a number of times by various groups since its relocation.



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APPLICATION FOR GRANTS AND FUNDING OFFICER

COOROW COMMUNITY RESOURCE CENTRE

SELECTION CRITERIA/POSITION REQUIREMENTS

Well developed written communication skills, including the ability to conduct research and write clear and concise reports.

Coorow CRC staff and support personnel have extensive communication experience, both written and oral, over a wide range of community commercial and statutory authority representatives.

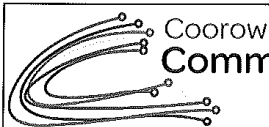
CRC staff also have extensive experience with research and reporting tasks. As part of the restructuring and rebranding of the Telecentre Network to the Community Resource Centre Network, the Coorow CRC have had to research and develop an extensive Business Plan and submit this to RDL and have received very good feedback on the reports. Staff and Committee also have experience with Local Government report writing and notes and ministerials regarding Telecentre openings etc.

Ability to work effectively both as a member of a team and autonomously, working under minimal supervision.

The staff and management committee at the Coorow CRC work effectively as a team to set and achieve strategic goals and ensure that the CRC continues to meet the ever changing needs of our community.

Each of the staff members at the Coorow CRC has the ability to manage a wide ranging workload effectively with minimal supervision and also work extremely well together as a team to work towards achieving common goals.

One example of this would be the implementation and establishment of Tourism promotions and activities including Coorow souvenirs design and printing (individual staff members) and the establishment of the Coorow Tourism Committee (staff and committee).



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**APPLICATION FOR GRANTS AND FUNDING OFFICER
COOROW COMMUNITY RESOURCE CENTRE
SELECTION CRITERIA/POSITION REQUIREMENTS**

Ability to utilise personal computer applications and in particular the Microsoft Office suite of products (ie. Microsoft Word, Excel, Outlook) at an advanced level.

Microsoft Office Professional 2010 is used throughout the Coorow CRC and all staff are very familiar with the programs contained within. In 2009 a Microsoft Publisher Basics Training was developed and run at the Coorow CRC (then Telecentre) with 10 community members attending, which received positive feedback.

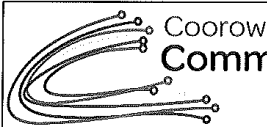
In 2011 CRC Staff prepared training manuals and conducted Computer Basics, Microsoft Word 2010 Tips and Tricks and All About Outlook training for the Shire of Coorow Councillors. Coorow CRC staff are responsible for the design and implementation of the CRC website and have been approached by local businesses to establish and maintain websites for them.

Possession of, or ability to acquire, a current motor vehicle drivers licence.

All staff and committee members have a current Western Australian Motor Vehicle Licence. Some of our staff and committee hold higher classes of licence also.

Possession of, or the ability to acquire, a satisfactory Police Clearance Certificate (dated within the last twelve months).

CRC staff and committee are all able to obtain a Police Clearance Certificate. As a requirement of the Bendigo Bank Agency located at the CRC, staff were required to complete a National Police Clearance before being able to access the Bendigo Bank ADS system (these Police Clearances were obtained in March 2010). The CRC will obtain any clearances/licences as needed.



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SELECTION CRITERIA/POSITION REQUIREMENTS

DESIRABLE

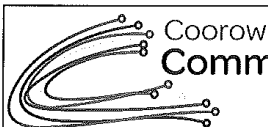
Knowledge of available grants and in particular those relevant to Local Government.

Over the past few years the Coorow CRC has successfully obtained funding for projects through various sources and has passed information on to interested community groups regarding grants and funding.

Staff at the CRC are familiar with the various private and government funding agencies and are always actively seeking new funding opportunities. Staff and Committee have well established relationships with funding bodies such as Lotterywest, Mid West Development Commission, FRRR and are aware of the websites and publications that list grant and funding bodies that can assist communities and local government.

Possession of, or progress towards, a relevant qualification.

Currently two staff members have commenced a Certificate IV in Training and Assessment to accommodate for the lack of Trainers and Assessors in not only the Shire of Coorow, but the Mid West District as a whole. One staff member has recently completed Certificate IV in Local Government Administration which covers everything from Council Policies and Procedures, Managing Finances within a Budget and the Statutory Requirements of Council reports. Further Local Government qualifications are outlined in the Applicant Qualifications in this application and include: WALGA Letter and Report Writing, Agenda and Minutes and Executive Assistant training; SynergySoft Accounting Package modules and outlines relevant Local Government experience.



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APPLICANT QUALIFICATIONS

Name: Stacey Donohue (on behalf of the Coorow Community Resource Centre)

Relevant Employment History:

2006-2010

Shire of Coorow - Customer Service Officer

Executive Assistant - providing Executive support to the CEO, DCEO and other executive staff as required. Including incoming and outgoing correspondence; meeting organisation, liaising with various Government Departments to organise deputations, meetings etc.

Minutes Clerk - preparation, collation and distribution of Agendas and Minutes. Taking of live minutes at Council meetings. Organising Council functions.

Mid West Regional Council - accounts and payroll (MYOB), bank reconciliations, monthly statements of financial activity, budget preparation.

Customer Service - TRELIS Licensing, SynergySoft Receipting, Mapping and Dog Modules, AMLIB Library Software, general enquiries, rates enquiries, BankWest Agent involving withdrawals, deposits and end of day cash reconciliation.

2010

Coorow Community Resource Centre - Community Development Manager

Preparation, editing, collation and distribution of local newspaper 'Magpie Squawk'. Accounts receivable and payable (MYOB). Organising and presenting community training courses - Microsoft Word, Publisher, Computer Basics, Email. Customer service. Management of corporate function centre. Preparing and acquitting funding submissions to various government agencies (including Dept. Regional Development and Lands, Dept. Veteran Affairs). Bendigo Bank Agency. Tourism promotion.

Relevant Qualifications:

Certificate IV Local Government Administration

Certificate II Information Technology

Certificate II Tourism

WALGA Executive Assistant Workshop

WALGA Effective Letter and Report Writing

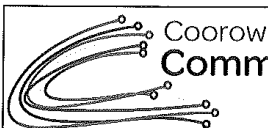
WALGA Agenda and Minutes

SynergySoft Payroll and Mapping modules

Commenced Certificate IV Training and Assessment

Proficient at:

MYOB, Microsoft Office Suite, Email and web based communications, PDF Conversion programs.



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APPLICANT QUALIFICATIONS

Name: Deborah Lowden (on behalf of the Coorow Community Resource Centre)

Relevant Employment History:

1997 - 2001 Leeman Telecentre - Coordinator

Managed day to day operations of the Telecentre including managing staff and volunteers, funding reporting to the Telecentre Support Branch and various government departments.

Successfully applied for \$840,000 from Lotterywest, Dept. Local Government and Regional Development and the Dept. Transport and Regional Services for a purpose built collocated facility (Leeman Telecentre)

1998 - 2001 WA Community Builders - Cluster Facilitator

Facilitated North West Community Builders Cluster

Provided training and development opportunities to regional communities

Managed training providers and workshop presentations

2001 - 2005 WA Telecentre Support Branch - Regional Coordinator

Regional Coordinator for the Midwest, Northern Wheatbelt and Goldfields 2001-2005

Organising regional workshops encompassing centres from the Midwest and Northern Wheatbelt to assist coordinators, staff and management committees with the effective running of their Telecentres.

Ensuring Telecentres met all Governance and Funding requirements

Assisting Telecentres with grant writing and acquittals.

Reporting to the Dept. Local Government and Regional Development on the management, requirements and regional issues.

Implementing various Training opportunities via videoconferencing

Liaised with local and regional stakeholders and all levels of Government

Assisting Lotterywest, the Department of Education and Training and DLGRD with the processing and assessment of grant applications from the region.

Relevant Qualifications and Experience

Certificate IV Business (Small Business Management) Partial Completion

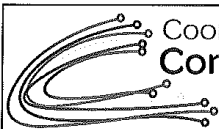
Successfully applied for funding for the Leeman Recreation Centre, Playground at Back Beach Leeman and Leeman Skate Park

Volunteer Committee Member and Chairperson Coorow Community Resource Centre (2005-Present)

Local Small Business Owner (Gift Shop and Accommodation)

Coordinated Dry Seasons functions (Blue Moon, Celebrating our Community)

Successful grant funding & project management of 'Women's Forum' and 'Chat Forums' in Coorow



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Fax: (08) 9952 1277

**APPLICANT QUALIFICATIONS
COOROW COMMUNITY RESOURCE CENTRE
STAFF AND COMMITTEE OVERVIEW**

CHAIRPERSON - Deborah Maley

See attached Relevant Qualifications

TREASURER - Graeme Maley

Graeme is a Shareholder of the Coorow Seedworks and has been involved in the establishment and development of this local business and is also a farmer at Marchagee. He is President of the Australian Field Crops Association and the secretary of Dancoor (the management committee of the Dandaragan Coorow Bendigo Bank Branch and Agency)

SECRETARY - Julia O'Callaghan

Julia is involved in the Coorow Primary School P & C. She is a partner in a farming business at Marchagee. Julia is a very active member of the Coorow Community.

COMMITTEE

Wayne Coughlan - works as a machinery salesman for a local agricultural company Cunninghams.

Greg Waite - actively involved in the Coorow Branch of the St Johns Ambulance Service. Farmer from Waddi.

STAFF

STACEY DONOHUE - Community Development Manager

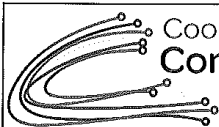
See attached Relevant Qualifications

EDWARD (TED) JACK - Information Technology Administrator

Diploma Business Administration and Management, Certificate III Information Technology, IT Support to local residents and business, internal IT support—networking, trouble shooting, server etc.

REBECCA BILLINGHAM - Customer Service Officer

Bec is on the Coorow Primary School Board and is the Coorow P & C Uniform Co-ordinator. Bec is an active member of the Coorow Community.



Coorow

Community Resource Centre

Your local connection

Cnr Main & Bristol Streets

(PO Box 123)

COOROW WA 6515

Ph: (08) 9952 1266

coorow@crc.net.au

Fax: (08) 9952 1277

STATEMENT OF FEES AND CHARGES

Shire of Coorow Grants and Funding Officer	
Fees and charges are based on approximately 2 days per week over a 6 month period. Including travel, telephone and consumables.	
Total (GST Exclusive)	\$ 10,920
GST	\$ 1,092
TOTAL (GST Inclusive)	\$ 12,012

The Coorow Community Resource Centre will utilise the experience and knowledge of all our Staff and Committee to provide the Shire of Coorow with a professional, efficient service. We propose to have our Chairperson and Community Development Manager as the 'face' of the Grants and Funding Officer, these two will actively seek out grants, go out into the communities and discuss their needs with them and submit and acquit the grant applications.

If successful, we propose to meet with key stakeholders in each community at the earliest convenience (ie. Green Head Community Association Meetings, Leeman Ratepayers and Progress Association Meeting, Coorow Townscape Meeting etc.) to gather information and to 'meet and greet'. This is included as part of our Statement of Fees and Charges.

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

Dear Mark,

I would like to apply for the position of Grants Officer as advertised recently in the Coorow Squawk.

Over the last several years in my work with the Department of Agriculture and Food I have been actively engaged in applying for grants through various Commonwealth and State government funding bodies, particularly those relevant to Landcare / Natural Resource Management. This has firstly involved keeping informed of those grants on offer (particularly via Internet databases) and applying in a timely manner. Secondly I have developed considerable skill in drafting applications both as part of a team and on an individual basis. My work has included day to day grant management / administration, outcome focus and the acquittal report writing. During the life of the projects I have consulted frequently with landholders, contractors, Shire Councils, NGO's and State Government departments.

In the course of my work I have developed competent computer skills and have frequently used the Microsoft Office suite of programs (particularly Word and Excel). I would value working in a small team environment and look forward to experiencing Local Government at first hand.

I appreciate your consideration of my application.

Yours sincerely,

Peter Whale

NB - Referees: Dr. Paul Findlater and Dr. Paul Blackwell - both at the Dept. of Agriculture and Food, Geraldton (08 9956855)

- Attached: Resume of Employment and Qualifications

RESUME Peter Whale 2011

1970 – 1982	State Secondary School teaching Metropolitan and Country
1983 – 1984	Agriculture Protection board Esperance – Protection Officer
1985 – 1991	Dept. of Agriculture Bridgetown – Land Conservation Officer
1992 – 1994	Farm Planning Consultant Private Sector
1995 – 2010	Dept. of Agriculture and Food Three Springs – Land Conservation / Technical Officer (including 18 month secondment to Yarra Yarra Catchment Management Group as Senior Natural Resource Management Officer)

STUDY / QUALIFICATIONS

Leaving Certificate	1966
Secondary Teachers certificate	1973
B.A. – University W.A.	4 subjects 1967-1969
B.A. (Social Science) Curtin University	Advanced Standing (1972 – 85 External) (2 Final Year Units to complete)

10.1.10 COOROW – BMX BIKE TRACK

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 April 2011
FILE	ADM0066

SUMMARY

Council is being requested to place an amount in the 2011/12 works program for the construction of a BMX Bike Track at Maley Park Coorow.

BACKGROUND:

The following Agenda item was presented to the October 2010 Council Meeting.

10.1.11 BMX BIKE TRACK- COOROW

<i>AUTHOR</i>	<i>Mark Hook</i>
<i>DISCLOSURE OF INTEREST</i>	<i>Nil</i>
<i>DATE OF REPORT</i>	<i>8 October 2010</i>
<i>ATTACHMENT</i>	<i>Nil</i>
<i>FILE</i>	<i>ADM0183</i>

SUMMARY:

Council is being requested to construct a BMX Bike Track in Coorow.

BACKGROUND:

Cr Bruce Jack has requested the Chief Executive Officer to prepare a report for Council on the construction of a small BMX Track at the back of the Coorow District Hall.

COMMENT:

The Chief Executive Officer has contacted Council's Insurance LGIS and they have advised the following in relation to BMX Bike Tracks:

- Councils current public liability would cover new Bike Track*
- Councils public liability premium would only have a small increase*
- BMX Track once constructed would need the appropriate signage*
- LGIS would supply a plan and maintenance schedule for BMX Bike Tracks to comply with appropriate standards.*

The area Councillor Jack is looking at for the proposed BMX Bike Track is at the back of the hall as per the following picture.



The provision for a BMX Track in Coorow has merit and fits within Councils Strategic Plan of providing Recreation Services for the Community.

The area that Councillor Jack is looking at for the BMX Track is in the main area of the Coorow town site and is adjoining the school grounds and was a playground area until the playground equipment was removed and could be suitable for a small BMX Track.

Council does need to look at the amount of noise that may emanate from the area being used as a BMX Bike Track.

Council would not have to clear the trees in the area as the BMX Bike Track should fit around the existing trees.

As this project has not been previously discussed and it is not in any of Councils Forward Plans it may be pertinent for the proposed BMX Bike Track Project to be put out for public comment.

Council has previously placed all this type of infrastructure at Maley Park where there is currently a skate park and all the other Recreational Facilities.

STATUTORY ENVIRONMENT:

Local Government Act 1995

STRATEGIC IMPLICATIONS:

Fits within the following areas of Councils Strategic Plan:

GOAL 2 - SERVICES

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

GOAL 2 STRATEGIES

Recreation and Leisure

- *Access to facilities and programs*
- *Maintain and enhance community recreation facilities.*
- *Provide recreational programs.*
- *To have inclusive access to all recreation facilities.*

Recreational Space

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

GOAL 3 - INFRASTRUCTURE

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

- *Recreation*
- *Develop a recreation facilities plan*
- *Maintain and upgrade recreation facilities.*

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

There would be some minor costs as there would be advertising costs. The small construction costs would be taken from the existing budget allocations under Maley Park Oval Maintenance as Councils works force could under the take construction of the BMX Bike Track.

PUBLIC CONSULTATION:

There has been no public consultation taken on this matter

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

- 1. That the Shire of Coorow place in its 2010/11 works program the construction of a BMX Bike Track under Coorow Parks and Reserves 2010/11 budget allocation.*
- 2. That the Shire of Coorow advertises the placement of the construction of a BMX Bike Track in Coorow and request submissions on the best place for the BMX Bike Track.*

RESOLUTION:

2010/176

Moved: Cr Bothe

Seconded: Cr Waite

COMMENT:

The following advertisement was placed in the local papers requesting comment from the Community in relation to the placement of the proposed BMX Bike Track.

BMX
Bike Track

PUBLIC COMMENT

Council is seeking public comment on a proposed site for a small BMX Bike Track to be constructed within the town site of Coorow.

Council is requesting submissions as to the best location for the BMX Bike Track.

Proposed Sites include:

- Maley Park
- Coorow District Hall

All comments must be in writing addressed to:

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

By 4pm, Monday 11 April 2011.

Council has received seven written submissions including one from the children at the Coorow Primary School with 19 signatures. This has been taken into account with the overall figures being.

Maley Park as the preferred site	9
Coorow District Hall as the Preferred Site	7
Total	16

The general comments on the Bike Track at Maley Park are:

- The track would look unsightly in Town
- Taking up the parking at the Town Hall
- Maley Park already has similar uses

The general comments on the Bike Track at the Coorow District Hall are:

- Closer to help if there is an accident.
- Children would use it more often
- Closer to home

All submissions received believe there is a need for a small BMX Bike Track in Coorow.

Council did receive one verbal submission stating that there already is a semi constructed Bike Track at the bush at the back of Market Street (Cunningham's Machinery).

This area would need a considerable amount of clearing before it could be used for a BMX Bike Track as it is overgrown and the tree limbs are rather low and would cause injuries.

One of the issues that has not been raised in the public submissions for the BMX Bike Track to be placed in close proximity to the Coorow District Hall is that the Coorow District Hall is leased to the Coorow Community Resource Centre which hires out the Hall for meetings and conferences. To have a BMX Bike Track so close to this type of facility in the views of the Officer writing this Report, could cause a major noise issue for the Coorow Community Resource Centre.

The area at Maley Park is a large area and the construction of a BMX Bike Track would not be hard to undertake and would not be a large expense and would be a better option and during the summer months it could be controlled by the Swimming Pool Manager if there is an emergency such as the current case with the Skate Park.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

Fits within the following Strategic goals of Councils Strategic Plan:

GOAL 1 - LEADERSHIP

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

GOAL 2 - SERVICES

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

GOAL 3 - INFRASTRUCTURE

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

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Costs would be included in the 2011/12 Budget expense under Parks and Gardens

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council include the construction of a small BMX Bike Track at Maley Park Coorow in the 2011/12 works program.

RESOLUTION:

2011/044

Moved: Cr Waite

Seconded: Cr Williams

That Council include the construction of a small BMX Bike Track at Maley Park Coorow in the 2011/12 budget estimates

CARRIED 7/0
Simple Majority

Council's resolution differed from the Officers recommendation as Council felt that it should be included in the budget estimates for 2011/12 and not the works program to allow it to go through the full budget process.

10.1.11 GREEN HEAD SPORTING CLUB KITCHEN UPGRADE

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	12 April 2011
FILE	ADM0139*1
ATTACHMENT	10.1.11

SUMMARY

Council has received correspondence from the Green Head Sporting Club Inc requesting Council to consider funding the kitchen upgrade, rear extension to Clubroom and provide a third Ladies Toilet and Disabled Toilet upgrade.

BACKGROUND:

Council was initially requested to provide assistance to the Club towards upgrading the kitchen facilities to enable the Club, to cater from the kitchen for its functions and for the Community. Council currently has \$20,000.00 budgeted towards the kitchen upgrade. The Sporting Club has now decided that, it would like to upgrade the Ladies Toilet, Disabled Toilet and carry out a small extension for use as a store room in addition to the kitchen upgrade.

COMMENT:

The Sporting Club is requesting Council to either partially, or fully, fund the proposed upgrades and extension to the existing Clubroom. Two options are open to Council to progress this matter.

Option One

A grant application to the Community Sporting Recreation Facilities Fund (CSRFF)

Option Two

Listing it as Royalties for Regions project for 2011/12.

Both options will require plans to be prepared, to enable costings to be carried out to support either application. Staff believe the best option is to make application to the CSRFF for funding to carry out the proposed upgrades. CSRFF funding is usually provided on a one third basis if approved with applications closing mid to end of September. Working drawings of the extension and internal upgrades will need to be produced to support the CSRFF application and to enable Council to carry out a costing to determine the cost of the project for the grant submission.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

If Council supports a CSRFF application it will need to budget one third of the cost of the project as Councils contribution. A further budget allocation will need to be included for consideration to have plans and working drawings completed to enable accurate costing to be carried out and to support the application to CSRFF.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Advise the Green Head Sporting Club that Council will manage the complete project with funds through the CSRFF which, if approved, is usually funded on a one third basis.
2. Request staff to include an allocation in the 2011/12 budget allocations to have a set of full working plans and drawings to enable accurate costing of the proposal for the CSRFF grant application.
3. That an indicative amount of \$180,000 be placed in the 2011/12 Budget estimates for consideration of the upgrade of the Green Head Sporting Club under the CSRFF grant scheme based on one third Council, one third Green Head Sporting Club and one third CSRFF.

RESOLUTION:

2011/045

Moved: Cr George

Seconded: Cr Williams

That Council:

- 1. Advise the Green Head Sporting Club that Council will manage the complete project with funds through the CSRFF which, if approved, is usually funded on a one third basis.***
- 2. Request staff to include an allocation in the 2011/12 budget allocations to have a set of full working plans and drawings to enable accurate costing of the proposal for the CSRFF grant application.***
- 3. That an indicative Project amount of \$180,000 be placed in the 2011/12 Budget estimates for consideration of the upgrade of the Green Head Sporting Club under the CSRFF grant scheme based on one third Council, one third Green Head Sporting Club and one third CSRFF.***

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

Council's resolution differed from the Officers recommendation with a minor amendment of the word project being added.

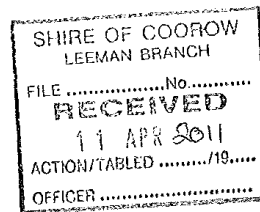
GREEN HEAD SPORTING CLUB Inc

COPY

c/o Post Office
GREENHEAD WA 6514

11 April 2011

Chief Executive Officer
Shire of Coorow
c/o Post Office
LEEMAN WA 6514



Dear Sir,

2011 / 12 BUDGET SUBMISSION

When deliberations are made on proposals for inclusion in the 2011/12 Budget, the Green Head Sporting Club Inc would appreciate consideration being given to the funding, or substantial part-funding, of planned upgrades at its premises.

The Club has been advised by your Environmental Health Officer that the existing kitchen is sub-standard and needs work to meet regulatory requirements for food handling. Rather than simply do the bare minimum to comply with those requirements, members have proposed that the opportunity be taken to –

- substantially upgrade and enlarge the kitchen, to ensure its capability and practicability to cater for large sporting events and functions;
- enclose an existing unused covered area at the rear of the building to provide storage for equipment, and perhaps a future secure liquor lock-up area and office facility;
- install another WC in the ladies toilets (making 3 units, in accordance with the building capacity requirements);
- bring the existing disabled toilet up to standard.

As you would know, the existing building began life as a machinery shed back in the 1970s, and has been added to and altered over all those years to provide a club house, with the intent that one day a new building would be erected. For many previous years surplus revenue was accumulated to a Reserve Fund (currently \$140,000) for this purpose. With falling patronage and an ageing membership, no payment to the Reserve has been possible for the past 5 years. The Club hopes to embark on a membership drive this year.

While it is recognised that the Reserve Fund would be insufficient to construct a new clubhouse, even with grant assistance, the Management Committee of the Club is reluctant to use a large portion of the Reserve for the upgrades proposed, hence this submission. In future years increased membership might make a new building viable and it would be a shame if the Reserve Fund had been fully expended on renovating the existing old building.

.2.

On the other hand, it is the current and past members who contributed to the Reserve and they perhaps deserve to derive some benefit for their efforts.

It is noted that the Council has recently supported great improvements to recreational facilities in Leeman and Coorow; it is also noted that the only financial support the Green Head club receives from Council is building insurance.

Current Green Head residents (many of whom do not use and have never used the Leeman Recreation centre) have for some years been contributing to those facilities by way of a levy on annual rates. Cr Williams indicated recently that the building is close to being paid for.

The Green Head Sporting Club is the primary recreation facility for Green Head residents. Perhaps the levy could be continued after Leeman has finished, and those funds applied to Green Head. The Sporting Club recognises that both the golf club and darts club are currently utilised by some Leeman residents.

The Club appreciates the general assistance and attendance of EHO Dave Hadden at meetings with the builders who have quoted on various proposed works. These quotes are wildly disparate, but have been predicated on different requirements.

Quote 1 – Mark Chamberlain

- | | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| (a) | Upgrade kitchen to Class 1 standard, including removal and replacement of dividing wall, painting, wall and floor tiling, relocate window, install ceiling, all plumbing required, full stainless steel benches and cabinetry, all new appliances, freight, removal of waste | \$97,000.00 |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|

Quote does not include - **electrical works**

- | | | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| (b) | Rear unused area – all plumbing, remove existing paving replace with concrete slab, enclose walls, install ceiling, install window and two sets of doors, insulation, removal of waste materials | \$23,886.00 |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|

Quote does not include - **electrical works**

- | | | |
|-----|--------------------------------------------------|------------|
| (c) | Provide third ladies WC, upgrade disabled toilet | \$4,960.00 |
|-----|--------------------------------------------------|------------|

Quote 2 – Leeman Hardware

- | | | |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| (a) | Partial upgrade of kitchen, remove existing wall, install ceiling, remove old tiles / retile walls and floor, patch and paint, provide aluminium cove | \$28,325.00 |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|

.3.

Quote does not include –
electrical work
plumbing
appliances and fittings
benches and cabinetry
replacement of existing wall
removal of waste materials

(b) and (c) as per original brief have not been quoted on by this builder.

Note: Apart from some in-kind works by the club, all the items not costed or included in this quote will have to be funded separately by the Club. In other words the actual cost to the club in accepting this quote is unknown at this stage.

The Sporting Club Management Committee is of the opinion that one way to attract new members, and satisfy the current members, is to provide pleasant and functional facilities. While the "old shed" has served the members well for many years, it scarcely compares with recreational facilities provided in the other towns. Upgrading what we have should stave off the inevitable request for new premises for some time, but funding the upgrade is difficult.

Would the Council please consider providing funding totally, or substantially, to either –

- implement the 4 dot points mentioned (that is – kitchen; store area; ladies toilet; disabled toilet; or
- implement the kitchen upgrade only

Portion of the Club's Building Reserve might be used in conjunction with any Shire funding forthcoming.

Thank you in anticipation of your favourable consideration,

Yours faithfully,


.....
PRESIDENT
MANAGEMENT COMMITTEE

Original

LEEMAN HARDWARE
LOT 41 NAIRN ST
LEEMAN 6514
PH: 9953 1076
FAX: 9953 1076
47039008923

QUOTATION

13

Date 31.3.11

From _____

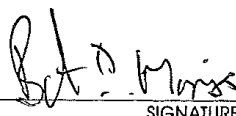
To Greenhead sporting club

We have pleasure in submitting the following Quotation for your consideration:

Kitchen up grade :-		
Remove tiles from walls & floor		
Remove Brickwall Put in a LVL		
Beam to support roof, Frame up for new		
ceiling, Gyproch new ceiling & cornice,		
Patch and paint whole ceiling & cornices		
Gyproch New wall that club is building		
& cornice, in kitchen Area only.		
As walls are painted we will use		
a product called ultrabond its a 2 part		
mix to paint over walls so tiles will		
stick properly, Flush around window beams		
to make a nice flat surfaces		
patch walls where needed & floor		
tile walls & floor with a Aluminium		
cove at bottom of walls & floor, Refit bottom		
of severy & Paint.		
Wall tiles size 400 x 250mm		
Floor tiles size 300 x 300mm Non slip vitreified		
Grout will not be ^{EPoxy} Gyproch will be Normal grout with an additive		
Sub Total Materials & Labour	25,750	—
+ 10% GST	2575	—
Total	\$28,325	

This Quotation is valid until:

31.4.11


SIGNATURE

10.1.12SHIRE OF COOROW – MOTOR VEHICLE USAGE AND POLICY REVIEW

AUTHOR	Mark Hook
DISCLOSURE OF INTEREST	All Executive Staff as they all have private use of a Council vehicle
DATE OF REPORT	12 April 2011
ATTACHMENT	Shire of Coorow Vehicle Usage Policy 2.1.6
FILE	ADM0027,ADM0437

SUMMARY:

To present to Council a review of “Staff Vehicle Usage”, privileges and a review of Councils ‘Vehicle Usage Policy 2.1.6’.

BACKGROUND:

Council has requested the Chief Executive Officer undertake a full review of Council Staff usage privileges of Council vehicles and Councils ‘Vehicle Usage Policy 2.1.6’. Where a conflict occurs between the Officers Contract and Council’s Policy the Officers contract under contract law prevails as it is an individual contract between Council and the Employee which always overrides a Council Policy.

WALGA Work Place Solutions have given the Chief Executive Officer the following advice in relation to staff that have use of Council vehicles:

“I can confirm that as the vehicle usage has been offered as a contractual entitlement, regardless of council policy, this will need to be complied with or the Shire of Coorow will be denying employees a contractual benefit and breaching the terms of their employment contract. Both of these employees will be able to seek rectification through the Courts or applicable commissions. The only way the contracts could be varied are by the implied or express consent of the employees or by providing the employee an equivalent entitlement (eg cashing out the vehicle) but if the equivalent entitlement is not agreed to this could cause problems as they could argue the alternative is not equivalent in value. Unfortunately as the CEO contractually agreed, in the role of CEO, to provide these entitlements this will continue to need to be honoured unless the agreement can be changed as described above.”

Chief Executive Officer-Mark Hook (Toyota Land Cruiser)

Conditions of usage of Toyota Land Cruiser CW00 set out in CEO Contract.

Clause - 12.3.1 The Local Government shall provide unlimited private use of a motor vehicle in accordance with policy as at the date of signing this contract, equivalent in value to a Toyota Land Cruiser GXL Wagon, for the use of the Chief Executive Officer.

Clause - 12.3.2 The Local Government shall be responsible for all running costs of the motor vehicle including, but not limited to all registration, insurance, fuel and maintenance costs of the motor vehicle.

Clause - 12.3.4 Unlimited private use entitles the Chief Executive Officer and a driver designated by the Chief Executive Officer to use the motor vehicle for both business and private purposes in Western Australia.

Clause 12.3.5 The CEO shall contribute \$39.00 per week towards the cost of private use of the motor vehicle.

Conditions of usage of CW00 by CEO set out in Council Policy 2.1.6

- *Chief Executive Officer – as per negotiated contract
- *Employee to contribute to fuel costs for all private use
- *Employees to contribute \$39 per week contribution to the cost of maintenance of vehicles.

Deputy Chief Executive Officer-Stuart Billingham (Ford Territory)

Conditions of usage of CW000 set out in DCEO Contract

Clause - 12.3.1 The Local Government shall provide unlimited private use of a motor vehicle in accordance with policy as at the date of signing this contract, equivalency to a Holden Commodore Berlina Sedan, for the use of the Deputy Chief Executive Officer.

Clause - 12.3.2 The Local Government shall be responsible for all running costs of the motor vehicle including, but not limited to all registration, insurance, fuel and maintenance costs of the motor vehicle.

Clause - 12.3.4 Unlimited private use entitles the Deputy Chief Executive Officer and a driver designated by the Deputy Chief Executive Officer to use the motor vehicle for both business and private purposes in Western Australia.

Clause - 12.3.5 The DCEO shall contribute \$39.00 per week towards the cost of private use of the motor vehicle.

Conditions of usage of CW000 by DCEO set out in Council Policy 2.1.6

- *Deputy Chief Executive Officer – as per negotiated contract
- *Employee to contribute to fuel costs for all private use
- *Employees to contribute \$39 per week contribution to the cost of maintenance of vehicles.

Manager Regulatory Services-Dave Hadden (Ford Ranger 4X4 Dual Cab)

Conditions of usage of CW001 set out in MRS Contract

Clause - 12.3.1 The Local Government shall provide unlimited private use of a motor vehicle in accordance with policy as at the date of signing this contract, equivalent to a Holden Commodore Berlina Sedan, for the use of the Manager Regulatory Services.

Clause - 12.3.2 The Local Government shall be responsible for all running costs of the motor vehicle including, but not limited to all registration, insurance, fuel and maintenance costs of the motor vehicle.

Clause - 12.3.4 Unlimited private use entitles the Manager Regulatory Services and a driver designated by the Manager Regulatory Services to use the motor vehicle for both business and private purposes in Western Australia.

Clause - 12.3.5 The MRS shall contribute \$39.00 per week towards the cost of private use of the motor vehicle.

Conditions of usage of CW001 by MRS set out in Council Policy 2.1.6

- *Manager Regulatory Services – as per negotiated contract
- *Employee to contribute to fuel costs for all private use
- *Employees to contribute \$39 per week contribution to the cost of maintenance of vehicles.

Principal Works Supervisor-Kelvin Bean (Car Fringe Benefit)

Conditions of usage of CW002 set out in PWS Contract

Clause - 12.3.1 The Local Government shall provide unlimited private use of a motor vehicle in accordance with policy as at the date of signing this contract, to a suitable four wheel drive, for the use of the Principal Works Supervisor.

Clause - 12.3.2 The Local Government shall be responsible for all running costs of the motor vehicle including, but not limited to all registration, insurance, fuel and maintenance costs of the motor vehicle.

Clause - 12.3.4 Unlimited private use entitles the Principal Works Supervisor and a driver designated by the Principal Works Supervisor to use the motor vehicle for both business and private purposes in Western Australia.

Clause - 12.3.5 Fuel Expense on Recreation Leave and personal use outside Shire payable by Officer

Clause - 12.3.6 The Principal Works Supervisor shall contribute \$39.00 per week towards the cost of private use of the motor vehicle.

Conditions of usage of CW002 by PWS set out in Council Policy

*Principal Works Supervisor – as per negotiated contract

*Employee to contribute to fuel costs for all private use

*Employees to contribute \$39 per week contribution to the cost of maintenance of vehicles.

Mechanic – John Cortese (Toyota Land Cruiser 4X4 tray top utility)

2010/11 Salary and Wages Review – Private Use 2002 to 2009, 2010 Full Private Use

Conditions of usage of CW0014 by Mechanic as set out in Council Policy 2.1.6

Mechanic – Council business plus work and return

Ranger – John Richardson (Ford Ranger 4X4 Dual Cab Utility)

2010/11 Salary and Wages Review – Commuting Use Only

Conditions of usage of CW0050 by Ranger as set out in Council Policy 2.1.6

Ranger – Council business plus work and return

Coastal Leading Hand-Gary Roberts (Ford Ranger 4X4 Dual Cab Utility)

2010/11 Performance Review – Private Use of vehicle allowed within the State under the 26th Parallel.

NB: Historical Agreement 2008 between previous Manager of Works Mr Peter Gillis and Employee, as part of performance review.

Conditions of usage of CW008 by Coastal Works Supervisor as set out in Council Policy 2.1.6

Construction Leading Hand-Robin Broun (Ford Ranger GXL 4X4 Dual Cab Utility)

2010/11 Salary and Wage Review – Commuting Use

Conditions of usage of CW003 by Leading Hand as set out in Council Policy 2.1.6

Leading Hand – Council business plus work and return

All other Staff

No Council vehicle provided other than the use of Executive Staff vehicles during work hours.

COMMENT:

This Agenda item is submitted to present to Council a review of the Officer's Vehicle Usage privileges and to seek approval to amend the Shire of Coorow policy 2.1.6 'Vehicle Usage'. Due to the various conflicting matters in Officer Contracts and the Council Policy it is recommended that Council Policy 2.1.6 be amended accordingly to overcome these conflicting issues. Furthermore, the Shire of Coorow should be mindful of the Taxation implication with regard to Fringe Benefits tax arising from Employee's private usage of a Council vehicle.

Fringe Benefits Tax implications

There are two (2) categories of FBT implication for private use of motor vehicles.

1. 'Car' Fringe Benefit
2. 'Residual' Fringe Benefit

'Car' Fringe Benefit is all motor vehicles except those prescribed as exempt vehicles.

Exempt vehicles such as utilities designed with a carrying capacity one tonne or greater or a vehicle designed for a primary purpose other than carrying passengers do not meet the criteria of a car under s7 of the FBTA 1986. As such these vehicles do not give rise to a 'Car' fringe benefit. However the private use of these exempt vehicles can still give rise to a 'Residual' Fringe Benefit under division 12 of the FBTA. Unlike Car fringe benefits, Residual Fringe Benefits do not accrue for basic commuter use, however other private use may lead to a residual fringe benefit arising.

To avoid confusion with regard to the terminology for vehicle usage it is recommended that the following definitions be used for future contracts and policies:

Definitions of Vehicle Usage

- Unlimited Private Use: Unlimited Private use within the State of Western Australia unless otherwise stated in Officer's Contract.
- Limited Private Use: Limited Private use, maximum private usage once per fortnight within permitted area bounded by towns of Geraldton (North), Jurien Bay (South) and Moora (East).
- Restricted Private Use: Restricted Private use, maximum private usage of one minor trip per annum by prior agreement with Functional Manager.

- Commuting Use: Travel on Council Business and Private usage from home to work and return only.

Currently the Mechanic has unlimited private use in the State of WA, and the Coastal Leading Hand has unlimited private use under the 26th parallel in the State of WA granted as part of their annual salary reviews and these are unable to be removed without a renegotiation with the Staff members concerned.

If Council accepts the comments above, Council's Policy 2.1.6 should be amended to read as follows:

POLICY - GENERAL STAFF

Sub Section: Staff General

Policy Number: 2.1.6

Policy Subject: Vehicle Usage

Policy Statement: Council vehicles to be used as follows:

****Chief Executive Officer - as per negotiated contract**

****Deputy Chief Executive Officer - as per negotiated contract**

****Manager Regulatory Services – as per negotiated contract**

****Principal Works Supervisor – as per negotiated contract**

#Construction Leading Hand – Commuting Use ~~Council business plus to work and return~~

#Mechanic – Limited Private Use ~~Council business plus to work and return~~

#Ranger – Commuting Use ~~Council business plus to work and return~~

#Coastal Works Supervisor – Commuting Use ~~Council business plus to work and return~~

#Employees to contribute to fuel costs for all private use

****Employees to contribute \$39 per week contribution to the cost of maintenance of vehicles as per Officer contracts.**

Objectives: To provide the Chief Executive Officer with parameters to offer employees as part of their salary package.

Guidelines: Definitions of Vehicle Usage for future contracts and policies.

- **Unlimited Private Use:** Unlimited Private use within the State of Western Australia unless otherwise stated in Officer's Contract.

- **Limited Private Use:** Limited Private use, maximum private usage once per fortnight within permitted area bounded by towns of Geraldton (North), Jurien Bay (South) and Moora (East).
- **Restricted Private Use:** Restricted Private use, maximum private usage of one minor trip per annum by prior agreement with Functional Manager.
- **Commuting Use:** Travel on Council Business and Private usage from home to work and return only.

STATUTORY ENVIROMENT:

Local Government Act 1995

5.41. Functions of CEO

The CEO's functions are to —

- advise the council in relation to the functions of a local government under this Act and other written laws;
- ensure that advice and information is available to the council so that informed decisions can be made;
- cause council decisions to be implemented;
- manage the day to day operations of the local government;
- liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;
- speak on behalf of the local government if the mayor or president agrees;
- be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
- ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

5.70. Employees to disclose interests relating to advice or reports

- In this section —

employee includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

- An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.
- An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest.

Penalty: \$10,000 or imprisonment for 2 years.

Fringe Benefits Tax Assessment Act 1986 (FBTAA)

STRATEGIC IMPLICATIONS:

Long Term Financial Management and Taxation minimisation planning

POLICY IMPLICATIONS:

Shire of Coorow Policy Manual, Executive Officer Contracts, Officer Performance Reviews, Annual Budget - Salary and Wage Review

Policy 2.1.6 impacted on with the proposed changes

FINANCIAL IMPLICATIONS:

Fringe Benefits Tax Liability

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATIONS:

1. That Council adopt the following Definitions of Vehicle Usage for future contracts and policies.

- **Unlimited Private Use:** Unlimited Private use within the State of Western Australia unless otherwise stated in Officer's Contract.
- **Limited Private Use:** Limited Private use, maximum private usage once per fortnight within permitted area bounded by towns of Geraldton (North), Jurien Bay (South) and Moora (East).
- **Restricted Private Use:** Restricted Private use, maximum private usage of one minor trip per annum by prior agreement with Functional Manager.
- **Commuting Use:** Travel on Council Business and Private usage from home to work and return only.

2. That Council Policy 2.1.6 'Vehicle Usage' be amended to read as:

POLICY - GENERAL STAFF

Sub Section: Staff General

Policy Number: 2.1.6

Policy Subject: Vehicle Usage

Policy Statement: Council vehicles to be used as follows:

****Chief Executive Officer - as per negotiated contract**

****Deputy Chief Executive Officer - as per negotiated contract**

****Manager Regulatory Services – as per negotiated contract**

****Principal Works Supervisor – as per negotiated contract**

#Construction Leading Hand –Commuting Use

#Mechanic – Limited Private Use

#Ranger – Commuting Use

#Coastal Works Supervisor – Commuting Use

#Employees to contribute to fuel costs for all private use

****Employees to contribute \$39 per week contribution to the cost of maintenance of vehicles**

Objectives: To provide the Chief Executive Officer with parameters to offer employees as part of their salary package.

Guidelines: Definitions of Vehicle Usage for future contracts and policies.

- **Unlimited Private Use:** Unlimited Private use within the State of Western Australia unless otherwise stated in Officer's Contract.
- **Limited Private Use:** Limited Private use, maximum private usage once per fortnight within permitted area bounded by towns of Geraldton (North), Jurien Bay (South) and Moora (East).
- **Restricted Private Use:** Restricted Private use, maximum private usage of one minor trip per annum by prior agreement with Functional Manager.
- **Commuting Use:** Travel on Council Business and Private usage from home to work and return only.

Resolution No: Full Council, 2009-176

Resolution Date: 17 June 1997, 20 June 2000, 18 June 2002, 21 October 2009

Source: Council

Date of Review: May annually

Review Responsibility: Council

Bothe left the room at 4.27
Bothe returned at 4.28

RESOLUTION:

2011/046

Moved: Cr Jack

Seconded: Cr Bothe

3. *That Council adopt the following Definitions of Vehicle Usage for future contracts and policies.*

- **Unlimited Private Use:** *Unlimited Private use within the State of Western Australia unless otherwise stated in Officer's Contract.*
- **Limited Private Use:** *Limited Private use, maximum private usage once per fortnight within permitted area bounded by towns of Geraldton (North), Jurien Bay (South) and Dalwallinu (East).*
- **Restricted Private Use:** *Restricted Private use, maximum private usage of one minor trip per annum by prior agreement with Functional Manager.*
- **Commuting Use:** *Travel on Council Business and Private usage from home to work and return only.*

4. *That Council Policy 2.1.6 'Vehicle Usage' be amended to read as:*

POLICY - GENERAL STAFF

Sub Section: *Staff General*

Policy Number: *2.1.6*

Policy Subject: *Vehicle Usage*

Policy Statement: *Council vehicles to be used as follows:*

***Chief Executive Officer - as per negotiated contract*

***Deputy Chief Executive Officer - as per negotiated contract*

***Manager Regulatory Services – as per negotiated contract*

***Principal Works Supervisor – as per negotiated contract*

#Construction Leading Hand –Commuting Use

#Mechanic – Commuting Use

#Ranger – Commuting Use

#Coastal Works Supervisor – Commuting Use

#Employees to contribute to fuel costs for all private use

***Employees to contribute \$39 per week contribution to the cost of maintenance of vehicles*

Objectives: To provide the Chief Executive Officer with parameters to offer employees as part of their salary package.

Guidelines: Definitions of Vehicle Usage for future contracts and policies.

- **Unlimited Private Use:** Unlimited Private use within the State of Western Australia unless otherwise stated in Officer's Contract.
- **Limited Private Use:** Limited Private use, maximum private usage once per fortnight within permitted area bounded by towns of Geraldton (North), Jurien Bay (South) and Dalwallinu (East).
- **Restricted Private Use:** Restricted Private use, maximum private usage of one minor trip per annum by prior agreement with Functional Manager.
- **Commuting Use:** Travel on Council Business and Private usage from home to work and return only.

Resolution No: Full Council, 2009-176

Resolution Date: 17 June 1997, 20 June 2000, 18 June 2002, 21 October 2009

Source: Council

Date of Review: May annually

Review Responsibility: Council

CARRIED 7/0
Absolute Majority

Council's resolution differed from the Officers recommendation as they believed the mechanic in future should not be given private use of the vehicle and it should be commuting use and the definition of limited private use should be Dalwallinu not Moora.

10.2 MANAGER REGULATORY SERVICES:

10.2.1 LEEMAN RATEPAYERS AND PROGRESS ASSOCIATION

AUTHOR	Dave Hadden
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	6 April 2011
ATTACHMENT	10.2.1 Letter received from the Association
FILE	ADM0167

SUMMARY:

The Leeman Ratepayer and Progress Association Incorporated have written to Council seeking permission to undertake a number of improvements around Leeman.

BACKGROUND:

The Leeman Ratepayers and Progress Association Inc would like to undertake the following improvements at the Associations costs ie:

- Planting a communal Christmas tree (Norfolk Pine) alongside Gecko Hill, south of the Foreshore ablution block.
- Render the outside walls of the Foreshore ablution block with a crème render while painting the interior walls crème.
- Use mosaics of ocean creatures created by the Leeman Primary School Art Program to adorn the exterior walls of the ablution block subject to authorising individual mosaics, and
- Install pine bollards, with attached marine style rope, around the Entry Statements to finish them off.

COMMENT:

Council staff do not have any issues with the proposed improvements subject to Council authorising the individual mosaics prior to fixing to external ablution walls, and all improvements being carried out at the Leeman Ratepayers and Progress Association Inc cost.

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

All improvement works to be carried out at the Leeman Ratepayers & Progress Associations cost.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council approve the following improvement works to be carried out by the Leeman Ratepayers and Progress Association Inc ie:

- Planting a communal Christmas Tree (Norfolk Pine) alongside Gecko Hill, south of the Foreshore ablution block;
- Render the outside walls of the Foreshore ablution block with a crème render while painting the internal walls crème.
- Use mosaics of ocean creatures created by the Leeman Primary School Art Program to adorn the exterior walls of the ablution block subject to Council authorising individual mosaics, and
- Install pine bollards, with attached marine style rope, around the Entry Statements.

RESOLUTION:**2011/047*****Moved: Cr Bothe******Seconded: Cr Williams***

That Council approve the following improvement works to be carried out by the Leeman Ratepayers and Progress Association Inc ie:

- *Planting a communal Christmas Tree (species and placement of) subject to Council approval*
- *Render the outside walls of the Foreshore ablution block with a crème render while painting the internal walls crème.*
- *Use mosaics of ocean creatures created by the Leeman Primary School Art Program to adorn the exterior walls of the ablution block subject to Council authorising individual mosaics, and*
- *Install pine bollards, with attached marine style rope, around the Entry Statements.*

CARRIED 7/0
Simple Majority

Council's resolution differed from the Officers recommendation as Council felt that a Norfolk Pine may not be the right species of tree and Council wished to know the exact location of the proposed Christmas tree prior to any approvals.

The President adjourned the Meeting at 4.44pm
The President reconvened the Meeting at 4.48pm

4/4/11

TO
SHIRE OF COOROW (LEEMAN)

* LEEMAN

* THE PROGRESS AND RATEPAYERS ASSOCIATION WOULD LIKE TO PLANT A COMMUNAL CHRISTMAS TREE AT THE BARBACUE AREA THOMAS STREET LEEMAN. POSITION WOULD BE TO THE SOUTH OF THE TOILET BLOCK NEAR GECKO HILL. A NORFOLK PINE IS WHAT WE HAD IN MIND.

* WE WOULD ALSO LIKE PERMISSION TO GET A QUOTE TO CEMENT CREME RENDER THE PUBLIC TOILET BLOCK THOMAS ST LEEMAN. WE WOULD LIKE TO PAINT THE INSIDE CREME AND RENDER THE OUTSIDE. LEEMAN PRIMARY SCHOOL ART PROGRAM WOULD THEN LIKE TO MOSAIC OCEAN CREATURES ONTO BOARDS WHICH WOULD BE BOLTED ON THE OUTSIDE WALLS OF TOILET BLOCK

* ENTRANCE STATEMENTS LEEMAN. PINE BOLLARDS WOULD BE A GREAT IDEA AROUND THE BASE OF OUR ENTRANCE STATEMENTS ALONG WITH ROPE INBETWEEN BOLLARDS TO FINISH THEM OFF.



Thankyou
President LRPA
[Signature]

Mr Dave Hadden declared an Impartiality Interest being the occupant of the property.

10.2.2 SHIRE OF COOROW COASTAL HOUSING NEEDS

AUTHOR	Dave Hadden
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 April 2011
ATTACHMENT	NIL
FILE	A823

SUMMARY:

Staff are seeking approval to include costings for budget consideration to sell Lot 520 Tuart Street, Leeman and purchase a more suitable Executive style transportable dwelling to place on Lot 626, 18 Morcombe Road Leeman, as replacement and upgrade of the existing property.

BACKGROUND:

The existing dwelling located on Lot 520, 5 Tuart Street, Leeman is a three bedroom, one bathroom residence which, due to building design, is not suitable as an Executive residence.

COMMENT:

Staff are hopeful that the sale price of Lot 520, 5 Tuart Street would fund a more suitable Executive style residence on Lot 620, 18 Morcombe Road.

Lot 620, 18 Morcombe Road Leeman is vested with Council for the purpose of "Shire Housing". Therefore a transportable residence would be a more sensible choice of building than a conventional slab on ground construction.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The sale value of Lot 520, 5 Tuart Street Leeman would determine if the upgrade is feasible. Replacement of this residence will result in savings in the area of asset management.

PUBLIC CONSULTATION:

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council, authorise the inclusion of costings for budget consideration (2011/12) to sell Lot 520, 5 Tuart Street, Leeman and purchase a more suitable Executive style transportable dwelling to place on Lot 626, 18 Morcombe Road, Leeman.

RESOLUTION:

2011/048

Moved: Cr George

Seconded: Cr Williams

That Council, authorise the inclusion of costings for budget consideration (2011/12) to sell Lot 520, 5 Tuart Street, Leeman and purchase of a more suitable Executive style transportable dwelling to place on Lot 626, 18 Morcombe Road, Leeman.

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

10.2.3 COASTAL REFUSE SITE

AUTHOR	Dave Hadden
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	6 April 2011
ATTACHMENT	NIL
FILE	R40671

SUMMARY:

Staff are becoming concerned with the uncontrolled disposal of rubbish at the Coastal Tip Site, which is resulting in cost increases maintaining the refuse site in accordance with Licence Conditions.

BACKGROUND:

Staff have improved signage at the tip site entry along with signage at the disposal cells.

A number of advice notes have been advertised in the Snag Island News advising tip users to separate waste and dispose in the correct cells to help minimise costs.

COMMENT:

In order to reduce costs, and better control disposal habits at the coastal tip site, Council may need to consider manning the site during open days. Employing a Tip Attendant at present would be out of the question. However, Council may be able to offer recycling rights to an operator to man the site and collect tipping fees.

The Attendant would be expected to direct users to the correct disposal cells for waste being deposited. Controlling indiscriminate dumping at the site, while collecting disposal fees, should reduce management costs associated with Licence condition compliance.

To effectively man the refuse site the operator would need to be in attendance a minimum of 30 hours spread over seven days. Council would also need to advertise the change to a manned refuse site while also cancelling all current key-holders, and changing locks at the tip entries.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

By manning the refuse site and collecting fees in accordance with Councils Schedule of Fees management costs at the refuse site should be reduced.

PUBLIC CONSULTATION:

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council authorise staff to advertise a contract for the manning of Council's Waste Facility at Leeman, with the contract allowing for total recycling rights.

RESOLUTION:

2011/049

Moved: Cr Girando

Seconded: Cr George

That Council authorise staff to advertise a contract for the manning of Council's Waste Facility at Leeman, with the contract allowing for total recycling rights.

CARRIED 7/0
Simple Majority

10.2.4 DEVELOPMENT ASSESSMENTS PANELS – GOVERNMENT MEMBER NOMINATIONS

AUTHOR	Simon Lancaster
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 April 2011
ATTACHMENT	10.2.4.1 & 10.2.4.2 (under separate cover)
FILE	ADM0338

SUMMARY / BACKGROUND:

The Department of Planning have written to Local Governments seeking nominations for 2 Development Assessment Panel ('DAP') members and 2 alternate members (4 in total).

COMMENT:

On 24 March 2011 the Planning and Development (Development Assessment Panels) Regulations 2011 ('the Regulations') commenced operation. On 2 May 2011 the Ministerial Order formally creating the 15 DAP's across the State will be gazetted.

The DAP proposed for the Mid West (representing Carnamah, Chapman Valley, Coorow, Cue, Geraldton-Greenough, Irwin, Meekatharra, Mingenew, Morawa, Mount Magnet, Mullewa, Murchison, Northampton, Perenjori, Sandstone, Three Springs, Wiluna and Yalgoo) would consist of 5 members:

- Chairperson (a specialist member);
- 2 specialist members;
- 2 Local Government representatives from the relevant Local Government;
- 1 specialist member proxy*;
- 1 Local Government proxy from each Local Government*.

(* the proxies will only be used when there is failure to reach a quorum)

A copy of the Planning Bulletin providing background information pertaining to DAPs has been included as **Attachment 1** to this report, and the FAQ booklet prepared on DAPs has been included as **Attachment 2**.

Specialist DAP members were expected to be appointed on 4 April 2011. At the time of writing the identity of the specialist members for the Mid West DAP is unknown.

Local Governments have until 13 June 2011 to submit, to the Minister for Planning, nominations for 2 DAP members and 2 alternate members. In the event that a Local Government does not provide the requisite nomination by the deadline the Minister is empowered to nominate replacements from eligible voters in the district to which the DAP is established.

The period of appointment for all DAP members will be 2 years. After the 2 year term has come to an end, the Minister will ask the relevant Local Government to provide nominations for its 2 Local Government members (and 2 alternate members). The same individuals can be re-nominated by the Local Government, however, the Regulations require the nomination process to occur every 2 years.

All DAP members, except those not entitled to receive sitting fees, will be paid sitting fees on a sessional basis. The presiding member will be paid \$500 per session, and all other members will be paid \$400 per session. Schedule 2 of the Regulations that outlines the Fees for DAP members has been included as **Attachment 3** for Council's information. A complete copy of the Regulations can be provided to any interested Councillors upon request.

The Regulations provide that travelling costs that DAP members incur when attending meetings are to be paid to all DAP members, including accommodation and airfares. These costs are to be paid as set out in the current Public Sector Commissioner's Circular on this matter (*2009/20 Reimbursement of Travel Expenses for Members of Government Boards and Committees*). For the avoidance of doubt, all DAP members, including those not entitled to be paid sitting fees, will be entitled for reimbursement for these out-of-pocket expenses.

It is anticipated that the Minister and Cabinet would formally approve the Local Government DAP nominations on or around 15 June 2011.

The Regulations prevent a DAP member from attending a meeting without first completing mandatory training (any DAP member who successfully completes the training is entitled to payment of \$400 from the Department of Planning). DAP training is anticipated to commence from early May with priority given to areas that are likely to experience a high volume of DAP applications.

DAPs will technically commence operation on 1 July 2011, although the first meeting date is subject to receipt of applications requiring determination that meet the DAP threshold.

It is proposed that DAPs would operate as follows:

- meetings will be conducted in a place open to the public;
- a person who has made a submission during the advertising period will be permitted to make a presentation to the DAP;
- in some circumstances, the public may be excluded from a meeting where the application contains commercial information of a confidential nature or information about the personal affairs of a person;
- Code of Conduct will be in place for DAP Members to adhere to;
- a record of meetings and voting outcomes by individual DAP members will be kept and made available to the public via websites;
- annual report will be required by the Department for Planning;
- professional staff from the relevant Local Government will prepare a report and recommendation on the development application for the DAPs consideration in making its determination;
- the planning officer will be required to attend the DAP to present the application and provide clarity on the assessment report;
- secretariat support for the DAP will be provided by the relevant Local Governments on a six monthly rotational basis;
- these duties will include preparing agendas, advertising meetings, organising meetings, taking minutes and publicising meeting outcomes;
- the Chairperson's sessional sitting fee will be higher than the other members to reflect the responsibilities of this role;
- a quorum for the DAPs is proposed to be three members which will be comprised of at least the Chair, 1 Local Government member and 1 independent specialist member; and

- meeting frequency is proposed to be determined by the individual DAP, meeting frequency will be based on the number of applications submitted for consideration.

STATUTORY ENVIRONMENT:

DAP members will be bound by similar requirements regarding their conduct as Local Government Councillors, for example:

- all DAP members will be required to declare any direct or indirect pecuniary interest in a matter, before the meeting on that application commences;
- DAP members will not be permitted to disclose or make improper use of information that they acquire during their time as a member;
- DAP members will be prevented from accepting "prohibited" gifts in all circumstances, and will be permitted to accept other types of gifts ("notifiable" gifts) as long as they notify the Department of Planning;
- Members will be required to comply with the DAP Code of Conduct developed by the Department of Planning, and
- No DAP member will be permitted to make a statement regarding the competence or honesty of a Local Government employee or public sector employee.

STRATEGIC IMPLICATIONS:

It is alleged by the State Government that DAPs will provide the following:

"Development assessment panels are a mix of independent experts and elected representatives, created to be the decision making body for development applications. These panels will have the power to determine applications for development approval, instead of the relevant decision making authority, for development of a certain class and value. The objectives of the proposed development assessment panel model are to:

- *streamline the determination process for particular types of development applications, by eliminating the requirement for dual approval under both the local and region schemes;*
- *involve independent technical experts in the determination process;*
- *encourage an appropriate balance between independent professional advice and local representation in decision-making for significant projects; and*
- *reduce the number of complex development applications being determined by local governments, to allow local governments to focus their resources on strategic planning."*

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Regulation 8(1) (b) of the Planning and Development (Development Assessment Panels) Regulations 2011 requires that any application that is required to be assessed by a DAP cannot be determined by the Local Government, this will take effect from 1 July 2011. Local Governments charge an application fee under Regulation 48A, although they will not be the determining body for DAP applications, as it will be the responsibility of the Local

Government to undertake the assessment of the application. The Local Government application fee cannot exceed that prescribed by Schedule 2 of the Regulations.

Applicants will be required to make payment of a DAP fee in addition to the Local Government Application Fee.

The financial threshold for activating a DAP is when the estimated cost of development is \$7 million or more (except for the City of Perth where it is \$15million). Applicants have the option of requesting that a DAP assess the application where the total development value is between \$3million and \$7million (between \$10million and \$15million in the City of Perth). Local Governments have the option of delegating applications for developments of any value to a DAP for determination if they so choose.

PUBLIC CONSULTATION:

The Planning and Development (Development Assessment Panels) Regulations 2011 were formulated with the assistance of a working group comprising representatives from WALGA, the Property Council and the Planning Institute of Western Australia. The introduction of DAPs was opposed by the Shire of Coorow and many other Local Governments as it is considered that they will:

- slow the planning system in Western Australia;
- be less democratic than the current Local Government process;
- be more open to corruption than the current Local Government system;
- lead to expensive and unworkable outcomes;
- not lead to better informed decision making;
- add financial burden to Local Governments;
- lead to increased fees and charges for landowners and developers;
- make the response to appeal process unworkable;
- disadvantage the region,; and
- reduce local input and representation.

The performance of DAPs is an issue that the Shire of Coorow should monitor and take issue through WALGA with if dissatisfied after an initial 'trial' period.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council submit to the Minister of Planning the following Local Government nominations to serve upon a Development Assessment Panel:

Councillor _____ (member); and
Councillor _____ (member).

Councillor _____ (alternate member/proxy); and
Councillor _____ (alternate member/proxy).

RESOLUTION:

2011/050

Moved: Cr Williams

Seconded: Cr McTaggart

That Council submit to the Minister of Planning the following Local Government nominations to serve upon a Development Assessment Panel:

*Councillor Waite (member); and
Councillor McDonald (member)*

*Councillor Jack (alternate member/proxy); and
Councillor Bothe (alternate member/proxy)*

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

10.2.5	WAPC DRAFT STATE PLANNING POLICY 2.5 – LAND USE PLANNING IN RURAL AREAS, AND WAPC DRAFT DEVELOPMENT CONTROL POLICY 3.4 – SUBDIVISION OF RURAL LAND
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AUTHOR	Simon Lancaster
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 April 2011
ATTACHMENT	10.2.5.1 & 10.2.5.2 (under separate cover)
FILE	ADM0038

SUMMARY / BACKGROUND:

The Western Australian Planning Commission (‘WAPC’) has released for comment two revised draft rural planning policies. This report recommends that Council write to the Western Australian Local Government Association and WAPC submitting its comments upon draft Development Control Policy 3.4.

COMMENT:

The WAPC have released the following draft Policies for public comment:

- State Planning Policy 2.5 – Land Use Planning in Rural Areas; &
- Development Control Policy 3.4 - Subdivision of Rural Land.

A copy of draft State Planning Policy 2.5 and draft Development Control Policy 3.4 have been included as Attachments 10.2.5.1 and 10.2.5.2 respectively with this report, for Council’s information.

State Planning Policy 2.5 – Land Use Planning in Rural Areas

Draft State Planning Policy 2.5 recognises that the WAPC’s decisions will be guided by the need to provide economic opportunities for regional communities and to protect the State’s primary production and natural resource assets. To achieve this Section 5.2 of the Policy notes that:

- The WAPC will continue to promote rural zones in Local Planning Schemes as highly flexible zones that cater for a wide range of land uses that can support primary production, tourism and environmental and cultural pursuits;
- The differing needs of the various regions are recognised by the WAPC, and regional variations may be considered where they meet the stated objectives of this policy and are supported in planning strategies endorsed by the WAPC; and
- If there is no WAPC endorsed Planning Strategy justifying variations then Policy 2.5 shall prevail.

Draft Policy 2.5 makes comment upon mining activity upon rural land noting that the provisions of the Mining Act 1978 require the Minister for Mines to have regard for, but not be bound by, the advice of the WAPC and the provisions of the Local Planning Scheme in the assessment (and granting) of approval for mining activity.

Draft Policy 2.5 also makes comment upon Tree Farming, offering support as a means of diversifying rural economies and providing environmental benefit. The policy recognises Tree Farming as a permitted use upon rural land but that it should not generally be supported upon land identified as priority agriculture. Draft Policy 2.5 recognises that Local Governments may wish to manage the location and extent of Tree Farming which the Shire of Coorow has elected to do through its adoption of Local Planning Policy 6.6.13 'Agro-Forestry, Plantations & Tree Crops' at its 17 June 2009 meeting of Council.

Draft Rural Policy 2.5 recognises that there is a demand for rural living precincts, particularly in peri-urban locations. However, the policy balances this by stating that rural living precincts must be carefully planned, as they are not an efficient means of housing people, consume and sterilise rural land and may have unintended social, environmental, servicing or management impacts. Section 6 of draft Policy 2.5 defines 'rural living' as being:

"A land use zone where residential is the predominant land use, generally characterised by large lots in the order of 1 to 40ha in a peri-urban location. Although primary production may occur on some rural living properties it is usually for hobby farming or incidental income purposes. In terms of land use zones this includes, but is not limited to, special residential, rural living, rural retreat, rural residential, special rural, rural smallholdings, and landscape protection zones. This also includes subdivision of rural land into smaller landholdings e.g. a boundary realignment which results in lots of a size where residential is the predominant land use. Rural living is not considered a rural or agricultural land use, as defined by the Planning and Development Act 2005."

Section 5.4 of draft Policy 2.5 applies the following measures for WAPC decision making on rural living:

- the precinct should be adjacent to existing urban areas and have access to services, facilities and amenities;
- the precinct will not conflict or reduce the primary production potential of adjoining land;
- the extent of proposed settlement is guided by existing land supply and take-up and population projections;
- the precinct is part of a settlement hierarchy established in a WAPC endorsed Planning Strategy;
- areas required for urban expansion are to be avoided;
- the precinct is serviced by a reticulated domestic water supply provided by a licensed water service provider, including water for fire-fighting (this aspect is discussed in detail in the Officer comments pertaining to draft Policy 3.4 below);
- for proposals with 10 lots or less, and where a reticulated supply is not available, the WAPC may consider an alternative domestic water supply, which includes water for firefighting, where the supply is demonstrated and sustainable and supported by water and health agencies;
- the precinct can be supplied with electricity and community facilities and this has been demonstrated;
- the development area is predominantly cleared of remnant vegetation or the loss of remnant vegetation through clearing for building envelopes, bushfire protection and fencing is minimised and environmental assets are not compromised;

- it will promote good environmental and landscape outcomes and soil and water management are addressed, which may include rehabilitation as appropriate;
- the land is capable of supporting the development of housing;
- the land is not subject to a buffer from an adjoining rural land use;
- it can be demonstrated that bushfire risks are not extreme, and can be minimised and managed without adversely affecting the natural environment; and
- rural land is considered to have productive value for a wide range of existing and future rural land uses, therefore, rural living proposals on rural land shall not be supported where they conflict with the objectives of draft Policy 2.5 or unless they meet the criteria listed.

Development Control Policy 3.4 - Subdivision of Rural Land

The principles and objectives underlining the review of Development Control Policy 3.4 are considered meritorious as the Policy seeks to avoid ad-hoc subdivision for rural living to protect priority agricultural land, promote sustainable settlement practices, and minimise land use conflicts that compromise rural land uses.

The issue that may be of concern, however, to Council is draft Policy 3.4's direction under Section 3.2 that the WAPC will require connection to reticulated water for rural living (1-40ha) development.

Section 3.3(a) of draft Policy 3.4 proposes that a Council seeking to introduce rural living areas into its Local Planning Scheme or Local Planning Strategy would be required to consider the ability of land to be connected to a reticulated water supply.

Section 3.3(b) of draft Policy 3.4 proposes that where rural living areas have already been identified in an existing Local Planning Scheme and a reticulated water supply is not available then an alternative sustainable water supply for domestic and fire fighting purposes may be considered subject to:

- “● *The reliability of alternative water supplies in different localities is to be confirmed by the applicant using suitable investigation and licences and available models, which may include historic and projected rainfall quantity and variability, groundwater or surface water availability and quality and formal advice from agencies or organisations responsible to the Minister for Water Resources.*
- *The provision of domestic water via roof collection and a rainwater tank as a sole alternative water supply is not considered a viable option in areas with a rainfall of less than 550mm per year.*
- *For areas with greater than 550mm per annum rainfall, the likely variability of rainfall events must be considered.*
- *Where rainfall is the sole source of domestic water, applications must demonstrate appropriate arrangements to service the proposal should rainfall not be sufficient to provide a drinking water supply. This may include an allocation of non-reticulated scheme water from a licensed water service provider, if scheme water is the only alternative source.*

- *The WAPC will place memorials on title to advise prospective owners of a potential shortfall in domestic water supply where necessary.*
- *In regard to future rainfall and impacts arising from climate change, the WAPC will be guided by projected rainfall patterns developed by the Bureau of Meteorology and the Commonwealth Scientific and Industrial Research Organisation. The Department of Water will provide advice on the likely impacts of future water availability.”*

The above dot points would require that a Hydrogeological Report must be provided in any applications for rural living rezoning/subdivision showing evidence that rural living lots can be sustained where rainfall is less than 550mm per year. The Bureau of Meteorology records for the Shire of Coorow are as follows:

Location	Mean Rainfall (mm)	Records commenced
Coorow	385.6	1912
Leeman	580.2	1983
Green Head	no station present	N/A

From previous experience the Hydrogeological Report might demonstrate that domestic water provision via roof collection and a rainwater tank (of a required capacity) in conjunction with groundwater data might be capable of supporting only very limited ‘rural’ activity upon rural living lots.

Appendix 2 of draft Policy 3.4 provides a formula that would guide the WAPC in considering proposals for water supply from rainwater:

Collection area (m²) = average household water consumption (l) ÷ (0.85 x (local rainfall – 24mm))

Note:

- 0.85 is used to represent an 85% efficiency collection calculation i.e. a minimum of 85% of the water will be collected (a greater efficiency rate may be accepted if it can be demonstrated through design); and
- 24mm is the anticipated loss through absorption and wetting of materials based on 2mm a month.

Sections 4.2 through 5.5 of draft Policy 3.4 stipulate that the WAPC may consider rural subdivision in the following circumstances:

- realign lot boundaries with no increase in the number of lots;
- allow for the efficient provision of utilities and infrastructure and/or for access to natural resources;
- create lots which are consistent with the size of lots used for farming in the locality, and greater than 100ha in size, and allow for continued broad acre farming (where local conditions require subdivision of smaller land parcels, this should be provided for in a WAPC endorsed Planning Strategy);

- The existing physical division of a lot by a significant natural or constructed feature may be formalised through subdivision (a significant physical division would include, but not be limited to, a controlled access highway or a river, and therefore not generally include minor barriers such as rural roads or creeks that are commonly crossed for farm management purposes);
- New lots for existing or proposed specific non-rural land uses such as recreation facilities, public utilities and quarries or uses ancillary to the rural use of the land such as abattoirs and processing works may be created through subdivision;
- Lots may be created to facilitate the conservation of a Heritage building or place provided that:
 - (a) the building, object or place is listed in the State Register of Heritage Places, the Aboriginal Sites Register, the Heritage List in the Local Planning Scheme, or has been assessed by a recognised Heritage consultant as warranting heritage protection;
 - (b) the subdivision is supported by the Local Government;
 - (c) the Local Government, and landowner enter into a legal agreement, binding on successive owners in title, to ensure the conservation of the heritage place and to limit the use of the newly created lot and place, and
 - (d) the allotment is of sufficient size to contain its own impacts and will not adversely affect the operation of neighbouring uses.
- Conservation Lot (the creation of more than one Conservation Lot is deemed by the WAPC to be inconsistent with the objectives of the policy) may be created to preserve significant environmental features and remnant vegetation provided that:
 - (a) the vegetation has been identified and agreed as worthy of protection in an approved strategy, catchment plan, or a specific assessment carried out by an appropriate expert on behalf of the sub-divider in accordance with the principles for clearing native vegetation contained in Schedule 5 of the Environmental Protection Act 1986;
 - (b) the application includes advice from the Department of Environment and Conservation, National Trust of Australia (WA) or another relevant agency endorsing the suitability of the new lot for the intended purpose of retaining environmental values including:
 - the adequacy of the lot size proposed (if it is less than 40 ha) to retain the conservation value in perpetuity, and
 - in-principle agreement to administer the necessary conservation covenant;
 - (c) generally at least 85% of the area of the conservation lot has high environmental values or is covered by native or regenerated vegetation and/or wetland;
 - (d) the proposed conservation lot has an appropriate shape having regard for the native vegetation, natural features, bush fire management, water resources, property management and existing or proposed structures;
 - (e) a conservation covenant in perpetuity with the Department of Environment and Conservation, the National Trust of Australia (WA) or an alternative authority acceptable to the WAPC is registered on the Certificate of Title as a condition of subdivision for the proposed Conservation Lot and that Covenant includes provisions that:

- prohibit further clearing (other than for necessary land management requirements);
 - clearly delineate a building envelope and/or building exclusion area also shown on the subdivision plan;
 - prohibit stocking outside any existing cleared area;
 - retains, where practical, native or regenerated vegetation as an integral part of sustainable primary production, provided that this does not result in the division of significant native vegetation in order to include a portion of that vegetation within the agricultural lot; and
 - bushfire risk can be managed in accordance with WAPC guidelines.
- (f) the balance lot is suitable for the continuation of the rural land use.
- In the Wheat belt Agricultural policy area (of which the Shire of Coorow forms part) Homestead Lots may be created to enable an existing house on a rural lot to continue to be occupied (when they are no longer used in a farming operation) provided that:
 - the population in the local government area is declining or relatively static according to the Australian Bureau of Statistics;
 - the Homestead Lot has an area between 1-4 ha, or up to 20ha to respond to the landform and include features such as existing outbuildings or water sources;
 - there is an adequate water supply for domestic, land management and fire management purposes;
 - the homestead lot fronts a constructed public road;
 - the homestead lot contains an existing residence;
 - a homestead lot has not been excised from the farm in the past;
 - any dwelling on the balance lot has a demonstrated water supply, and
 - the balance lot is suitable for the continuation of the rural land use and greater than 100ha, unless otherwise provided for in an endorsed Local Planning Strategy.
 - Subdivision of land for the purposes of carbon sequestration may be considered provided:
 - a carbon covenant is in place to secure the carbon for a period of greater than 50 years, and
 - the average annual rainfall is lower than 400mm.
 - other unusual or unanticipated purposes which, in the opinion of the WAPC, do not conflict with policy and are necessary in the public interest.

STATUTORY ENVIRONMENT:

State Planning Policies are prepared and adopted by the WAPC under statutory procedures set out in part 3 of the Planning and Development Act 2005. The process of preparing a State Planning Policy also includes public consultation and consideration by the Minister of Planning and the Governor. The WAPC and Local Governments must have 'due regard' to the provisions of State Planning Policies when preparing or amending Local Planning Schemes and when making decisions on planning matters. The State Administrative Tribunal is also required to take account of State Planning Policies when determining appeals.

The WAPC's Development Control Policies sit within a structure which is established under the State Planning Strategy and Statement of Planning Policy No.1 State Planning Framework.

It is proposed that draft Development Control Policy 3.4 would be used by the WAPC as the basis for determining applications for the subdivision of rural land.

STRATEGIC IMPLICATIONS:

The objectives of draft Policy 3.4 may be considered to align with Section 7.2 of the Shire of Coorow (Local Planning Strategy) which states:

“The Shire should avoid subdividing productive agricultural land for small rural lots (hobby farms). This form of ‘lifestyle’ rural residential should be investigated in the existing town sites to help build up the town population.”

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

PUBLIC CONSULTATION:

The WAPC have made draft State Planning Policy 2.5 and draft Development Control Policy 3.4 available for public comment from 2 March 2011 until 27 May 2011.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council write to the Western Australian Planning Commission and the Western Australian Local Government Association advising that it has concerns with draft Development Control Policy 3.4 - Subdivision of Rural Land in relation to the following matters:

- a) Section 3.2(b) dot point 2 of Development Control Policy 3.4 - Subdivision of Rural Land.

It is considered that this section could be interpreted and applied without regard for other criteria within the Policy and should be re-worded, to provide greater clarity and assurance, to read as follows:

“The provision of domestic water via roof collection and a rainwater tank as a sole alternative water supply is not considered a viable option in areas with a rainfall of less than 550mm per year. Applications in such instances are required to be accompanied by a suitably qualified hydrogeological report demonstrating that sufficient groundwater (or other acceptable sources) of water supply are available in sufficient quantities to sustain rural living, and regard for the criteria listed in the previous dot point.”

- b) Section 3.3 f) of Development Control Policy 3.4 - Subdivision of Rural Land

It is considered that this section can be interpreted, and applied as requiring, that on-site waste disposal must be installed at the time of subdivision. To provide greater clarity and assurance it is suggested that the section should be re-worded to read as follows:

- “f) suitable on-site waste disposal (this would most likely take the form of notification upon title advising of Department of Health requirements that would be a requirement at a development stage).”

RESOLUTION:

2011/051

Moved: Cr George

Seconded: Cr Williams

That Council write to the Western Australian Planning Commission and the Western Australian Local Government Association advising that it has concerns with draft Development Control Policy 3.4 - Subdivision of Rural Land in relation to the following matters:

- a) *Section 3.2(b) dot point 2 of Development Control Policy 3.4 - Subdivision of Rural Land.*

It is considered that this section could be interpreted and applied without regard for other criteria within the Policy and should be re-worded, to provide greater clarity and assurance, to read as follows:

“The provision of domestic water via roof collection and a rainwater tank as a sole alternative water supply is not considered a viable option in areas with a rainfall of less than 550mm per year. Applications in such instances are required to be accompanied by a suitably qualified hydrogeological report demonstrating that sufficient groundwater (or other acceptable sources) of water supply are available in sufficient quantities to sustain rural living, and regard for the criteria listed in the previous dot point.”

- b) *Section 3.3 f) of Development Control Policy 3.4 - Subdivision of Rural Land*

It is considered that this section can be interpreted, and applied as requiring, that on-site waste disposal must be installed at the time of subdivision. To provide greater clarity and assurance it is suggested that the section should be re-worded to read as follows:

- “f) suitable on-site waste disposal (this would most likely take the form of notification upon title advising of Department of Health requirements that would be a requirement at a development stage).”

**CARRIED 7/0
Simple Majority**

10.3 PRINCIPAL WORKS SUPERVISOR:

10.3.1 NIL

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

SUMMARY

COMMENT:

STATUTORY ENVIRONMENT:

STRATEGIC IMPLICATIONS:

POLICY IMPLICATIONS:

FINANCIAL IMPLICATIONS:

VOTING REQUIREMENTS:

OFFICER RECOMMENDATION:

RESOLUTION: 2011/

Moved: Cr

Seconded: Cr

***CARRIED /
Majority***

10.4 DEPUTY CHIEF EXECUTIVE OFFICER:

10.4.1 ACCOUNTS FOR PAYMENT

AUTHOR	Erika Clement
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8.4.2011
ATTACHMENT	10.4.1 Accounts Due and Submitted To Council Meeting
FILE	

SUMMARY:

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

COMMENT:

Approval is sought for the following list of payments of accounts made since Council's last meeting on 16 March 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 20 April 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.

Simple Majority

That payments listed at Attachment 10.4.1 Accounts Due and Submitted to Council Meeting on 20th April 2011 including:

Cheques	18634-18651, 18847-18859,
Collection Summaries	PR71010411 to PR72300311,
Payroll DD	16/03/2011 to 29/03/2011,
EFT	3480 - 3594
Credit Cards	13100311
Totalling	\$524483.47

Cheques	174
Totalling	\$100.00

be authorised and passed for payment.

2011/052

Seconded: Cr Jack

That payments listed at Attachment 10.4.1 Accounts Due and Submitted to Council Meeting on 20th April 2011 including:

<i>Cheques</i>	18634-18651, 18847-18859,
<i>Collection Summaries</i>	PR71010411 to PR72300311,
<i>Payroll DD</i>	16/03/2011 to 29/03/2011,
<i>EFT</i>	3480 - 3594
<i>Credit Cards</i>	13100311
<i>Totalling</i>	\$524483.47

<i>Cheques</i>	174
<i>Totalling</i>	\$100.00

be authorised and passed for payment.

CARRIED 7/0
Simple Majority

List of accounts due & submitted to committee 8.4.11

Chq/EFT	Date	Name	Description	Trust	Muni
174	28/03/2011	GERALDTON FISHERMAN'S CO-OP LTD	REFUND FOR KEY BOND DEPOSIT	\$ 100.00	
EFT3480	28/03/2011	FIRE & EMERGENCY SERVICES AUTHORITY OF WA	ESL LEVY RETURN FEBRUARY 2011		\$ 2,499.72
EFT3481	29/03/2011	BBC ENTERTAINMENT	ENTERTAINMENT DRY SEASONS ENTERTAINMENT 9.4.2011		\$ 5,610.00
EFT3482	05/04/2011	LEADING EDGE COMPUTERS	SETTING UP LEEMAN OFFICE ROUTER		\$ 2,685.35
EFT3483	05/04/2011	AUSTRALIA POST-LPO	POSTAGE		\$ 320.76
EFT3484	05/04/2011	AVON WASTE	WASTE REMOVAL		\$ 10,213.52
EFT3485	05/04/2011	AECOM	PROFESSIONAL FEES 18.02.11 - 4.3.11		\$ 13,722.50
EFT3486	05/04/2011	BOC GASES	GAS		\$ 369.35
EFT3487	05/04/2011	BEAN KJ	INTERNET PWS		\$ 69.95
EFT3488	05/04/2011	STUART BILLINGHAM	REIMBURSEMENT FOR WESTERN POWER OUTAGE		\$ 80.00
EFT3489	05/04/2011	COOROW COMMUNITY RESOURCE CENTRE	COUNCILLOR COMPUTER TRAINING		\$ 1,023.00
EFT3490	05/04/2011	COURIER AUSTRALIA	FREIGHT - JASON SIGNS, CHADSON ENGINEERING		\$ 157.01
EFT3491	05/04/2011	COVENTRY GROUP LTD	FIRST AID KIT, SPILLFIX, SPARK PLUGS, GREASE GUNS, BEARING GREASE, DEGREASER		\$ 1,798.80
EFT3492	05/04/2011	CUNNINGHAMS AG SERVICES	TENSIONER & BELT, BATTERY, CABLES, FILTERS, TYRE DRILL		\$ 2,006.34
EFT3493	05/04/2011	COOROW HOTEL	REFRESHMENTS MAIN ROADS MEETING		\$ 253.00
EFT3494	05/04/2011	CHEFMASTER	ORANGE LITTER BAGS		\$ 492.80
EFT3495	05/04/2011	CRAKE FAMILY TRUST	FENCING LEEMAN TIP SITE		\$ 5,890.00
EFT3496	05/04/2011	CAMPERVAN AND MOTORHOME CLUB OF AUSTRALIA LTD	DUMP POINT SIGNS		\$ 240.00
EFT3497	05/04/2011	DAVE GOODBODY MAINTENANCE SERVICES	BUILDING REPAIRS 19 NORTH ST		\$ 1,120.00
EFT3498	05/04/2011	DEPARTMENT OF TREASURY & FINANCE - SHARED SERVICES	TPS2 GOVERNMENT GAZETTE ADVERTISING		\$ 63.50
EFT3499	05/04/2011	M.DEMARTINI DESIGN & DRAFTING	PRELIMINARY DESIGN CONCEPT LEEMAN ADMIN BUILDING		\$ 3,300.00
EFT3500	05/04/2011	ERICH'S MECHANICAL SERVICES	REVERSING BUZZER CW0085		\$ 57.20

EFT3501	05/04/2011	FAMILY SHOPPING CENTRE	MILK, WATER, CLEANING SUPPLIES, PACKING TAPE		\$ 279.28
EFT3502	05/04/2011	FARMWORKS	DYMARK PAINT		\$ 63.00
EFT3503	05/04/2011	GREEN HEAD BUSHFIRE BRIGADE	REIMBURSEMENT GHFBF MM ELECTRICAL, JURIE HARDWARE, SAFETYQUIP		\$ 160.70
EFT3504	05/04/2011	GH COUNTRY COURIERS	FREIGHT - COVENTRY'S		\$ 69.59
EFT3505	05/04/2011	GERALDTON MOWER & REPAIRS	MUFFLER, GASKET - STILH CHAINSAW		\$ 95.40
EFT3506	05/04/2011	GREEN HEAD COMMUNITY CENTRE MANAGEMENT	CLEANING GREEN HEAD COMMUNITY CENTRE		\$ 112.50
EFT3507	05/04/2011	GIRANDO MJ	SITTING & TRAVELLING FEES		\$ 2,879.75
EFT3508	05/04/2011	GREENFIELD TECHNICAL SERVICES CONSULTING ENGINEERS	ENGINEERING CONSULTANT PEN ROAD INTERSECTION BLACK SPOT		\$ 748.00
EFT3509	05/04/2011	GREENWAY ENTERPRISES	SOIL WETTER		\$ 185.90
EFT3510	05/04/2011	EMMA GLADMAN	REIMBURSEMENT - REFRESHMENTS & TAXI		\$ 55.70
EFT3511	05/04/2011	UHY HAINES NORTON	MANAGEMENT ACCOUNTING & FINANCIAL REPORTING WORKSHOP DCEO		\$ 3,465.00
EFT3512	05/04/2011	HERSEY JR & A PTY LTD	PROTECTIVE CLOTHING		\$ 517.27
EFT3513	05/04/2011	HITACHI CONST MACHINERY (AUST) P/L	REPAIRS TO ENGINE FAULT CW009		\$ 1,160.90
EFT3514	05/04/2011	HALF WAY MILL ROADHOUSE	FUEL		\$ 818.00
EFT3515	05/04/2011	HILLS FIRE EQUIPMENT	FIRE EXTINGUISHERS CW006 & CW008		\$ 396.00
EFT3516	05/04/2011	JASON SIGNMAKERS	SIGNS BLACK SPOT ROAD SIGNS		\$ 1,156.10
EFT3517	05/04/2011	JOSCO SURFACE FINISHING PRODUCTS PTY LTD	ROAD BROOMS		\$ 1,191.30
EFT3518	05/04/2011	JULIE ANNE BLOM	REFRESHMENTS COUNCIL MEETING 16.3.11		\$ 304.50
EFT3519	05/04/2011	JURIE AUTO ELECTRICS	REPAIR PUMP MOTOR & LIGHTS CW0055		\$ 107.00
EFT3520	05/04/2011	KLEENHEAT GAS	GAS MALEY PARK		\$ 311.14
EFT3521	05/04/2011	KENWORTH DAF W.A.	TRIMMING SECTION CW005		\$ 936.29
EFT3522	05/04/2011	LEEMAN HARDWARE	HAND HELD SPOT LIGHT		\$ 176.00
EFT3523	05/04/2011	LEEMAN & GREEN HEAD COMMUNITY RESOURCE CENTRE	ANNUAL CONTRIBUTION TO SNAG ISLAND NEWS		\$ 4,950.00
EFT3524	05/04/2011	LANDMARK	ROUND TROUGH - TYRE CHANGING		\$ 366.91
EFT3525	05/04/2011	LEEMAN COUNTRY & SPORTING CLUB INC	GAS - LEEMAN REC CENTRE		\$ 995.75
EFT3526	05/04/2011	LANDGATE	VALUATION CHARGES		\$ 139.37
EFT3527	05/04/2011	LGIS RISK MANAGEMENT	REGIONAL RISK CO-ORDINATOR 1/01/2011 - 30/06/11		\$ 3,993.00
EFT3528	05/04/2011	ABNOTE AUSTRALASIA PTY LTD	BAR CODES - BORROWERS - LIBRARY		\$ 261.80

EFT3529	05/04/2011	LEEMAN SNACK SHACK	REFRESHMENTS - URBIS MEETING		\$ 175.50
EFT3530	05/04/2011	ML COMMUNICATIONS	CORDLESS PHONE		\$ 731.19
EFT3531	05/04/2011	MIDWEST CHEMICAL & PAPER	GARBAGE BAGS		\$ 62.99
EFT3532	05/04/2011	MIDWEST AUTO GROUP	SERVICE TO CW000		\$ 302.23
EFT3533	05/04/2011	MIDLAND MOWERS	LAWN EDGER		\$ 1,312.50
EFT3534	05/04/2011	MIDALIA STEEL PTY LTD	METAL		\$ 339.42
EFT3535	05/04/2011	MIDVALE DISCOUNT TYRES	TYRES CW006 & CW032		\$ 1,150.00
EFT3536	05/04/2011	MARTINS TRAILER PARTS PTY LTD	AXLE & BEARING KITS CW0048		\$ 195.15
EFT3537	05/04/2011	NEAT N' TRIM UNIFORMS PTY LTD	UNIFORMS RO		\$ 460.71
EFT3538	05/04/2011	O'CALLAGHAN PTY LTD	TYRES - FITTING & BALANCING		\$ 187.00
EFT3539	05/04/2011	TIVELLA PTY LTD	BINDING OF COUNCIL MINUTES		\$ 162.80
EFT3540	05/04/2011	PCYC	DONATION PCYC SPONSORSHIP		\$ 150.00
EFT3541	05/04/2011	LEONIE JOY QUANTOCK	REIMBURSEMENT - REFRESHMENTS & PARKING TRAINING COURSE		\$ 68.90
EFT3542	05/04/2011	RBC-RURAL	METERPLAN CHARGES PHOTOCOPIERS		\$ 1,103.49
EFT3543	05/04/2011	RUMBOLD FORD	FILTERS CW0017		\$ 464.65
EFT3544	05/04/2011	RICOH FINANCE	PHOTOCOPIER LEASE CHARGES		\$ 663.49
EFT3545	05/04/2011	SNAG ISLAND ROADHOUSE	POSTAGE		\$ 97.72
EFT3546	05/04/2011	SEASIDE SUPPLIES	MILK, SUGAR, WATER ,DOG FOOD		\$ 118.69
EFT3547	05/04/2011	STAR TRACK EXPRESS	FREIGHT - WESTRAC,HERSEY		\$ 313.14
EFT3548	05/04/2011	RELIANCE PETROLEUM	FUEL		\$ 13,150.22
EFT3549	05/04/2011	SGS AUSTRALIA PTY LTD	ASBESTOS ID BUILDING MATERIALS		\$ 235.40
EFT3550	05/04/2011	TUDOR HOUSE	BANNER FOR BANNERS IN THE TERRACE		\$ 112.20
EFT3551	05/04/2011	TRUCKLINE	BRAKE SHOES CW0020		\$ 515.06
EFT3552	05/04/2011	THREE SPRINGS SHIRE COUNCIL	CONTRIBUTION MEDICAL CENTRE DECEMBER 2010 & JANUARY 2011		\$ 2,442.04
EFT3553	05/04/2011	URBIS	LEEMAN GREEN HEAD PLANNING STRATEGY STAGE 2		\$ 23,964.52
EFT3554	05/04/2011	VAC INDUSTRIES	MIG WIRE, CUTTING DISC & GRINDING DISCS, BLADES, REPAIRS TO MAKITA JIGSAW		\$ 1,015.47
EFT3555	05/04/2011	WATTLEUP TRACTORS	NEW DASH CW0025		\$ 2,137.25
EFT3556	05/04/2011	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	LOCAL GOVERNMENT DIRECTORIES		\$ 510.50
EFT3557	05/04/2011	WALTONS STORES	HYGARD OIL		\$ 161.25
EFT3558	05/04/2011	WESTRAC EQUIPMENT	CUTTING EDGES CW007		\$ 6,279.44
EFT3559	05/04/2011	WINCHESTER INDUSTRIES	METAL DUST		\$ 6,468.55

EFT3560	05/04/2011	WILLIAMS AK & P	TRAVELLING FEES		\$ 288.33
EFT3561	05/04/2011	WAITE JAN	SITTING & TRAVELLING FEES		\$ 658.28
EFT3562	05/04/2011	W A TREASURY CORPORATION	REPAYMENT LOAN#69		\$ 20,812.60
EFT3563	05/04/2011	WORLDWIDE TYRE SUPPLIES	TYRE REPAIRS CW0012		\$ 84.00
EFT3564	08/04/2011	AUSTRALIA POST-LPO	POSTAGE		\$ 118.09
EFT3565	08/04/2011	AVON WASTE	WASTE REMOVAL		\$ 10,935.60
EFT3566	08/04/2011	AMPAC DEBT RECOVERY	DEBT RECOVERY CHARGES		\$ 12,183.09
EFT3567	08/04/2011	BOC GASES	GAS		\$ 212.34
EFT3568	08/04/2011	BBC ENTERTAINMENT	ENTERTAINMENT DRY SEASON EVENT		\$ 2,200.00
EFT3569	08/04/2011	COOROW HIGHWAY STORE	CLEANING MATERIALS		\$ 4.85
EFT3570	08/04/2011	COOROW AG PTY LTD	DRILL, LADDER, ANTENNA BASES, CHLORINE, NUTS & BOLTS, GLOBES		\$ 1,809.48
EFT3571	08/04/2011	DERRICK'S AUTO-AG	RATCHET STRAP		\$ 99.00
EFT3572	08/04/2011	FAMILY SHOPPING CENTRE	MILK, REFRESHMENTS, COFFEE		\$ 179.95
EFT3573	08/04/2011	FARMWORKS	COUPLINGS, THREAD TAPE, PVC ELBOW		\$ 20.45
EFT3574	08/04/2011	GREEN HEAD PLUMBING & GAS	REPAIRS TO TOILETS DYNAMITE BAY & MORPHETT PARK TOILETS		\$ 389.69
EFT3575	08/04/2011	GH COUNTRY COURIERS	FREIGHT - COVENTRY'S		\$ 25.87
EFT3576	08/04/2011	GREEN HEAD GENERAL STORE	FUEL,POSTAGE,WATER		\$ 203.19
EFT3577	08/04/2011	GREEN HEAD COMMUNITY CENTRE MANAGEMENT	ELECTRICITY		\$ 902.43
EFT3578	08/04/2011	GERALDTON NEWSPAPERS LIMITED	ADVERTISING GRANTS OFFICER		\$ 237.60
EFT3579	08/04/2011	GUARDIAN PRINT GERALDTON	PRE START CHECK LIST BOOKS		\$ 1,400.00
EFT3580	08/04/2011	IT VISION	CENTRAL RECORDS TRAINING AO		\$ 968.00
EFT3581	08/04/2011	LANDMARK	WATER TANK		\$ 9,082.70
EFT3582	08/04/2011	LANDGATE	VALUATION CHARGES		\$ 166.97
EFT3583	08/04/2011	MIDALIA STEEL PTY LTD	METAL FOR SIGNS		\$ 34.08
EFT3584	08/04/2011	MOORA TYRES	FORKLIFT TYRE & TUBE		\$ 42.00
EFT3585	08/04/2011	NORTHERN COUNTRY ZONE OF WALGA	NORTHERN COUNTRY ZONE ANNUAL SUBSCRIPTION		\$ 1,500.00
EFT3586	08/04/2011	RNR CONTRACTING PTY LTD	BITUMEN COOROW LATHAM ROAD		\$ 25,440.53
EFT3587	08/04/2011	RBC-RURAL	SERVICE TO PHOTOCOPIER		\$ 137.50
EFT3588	08/04/2011	RUMBOLD FORD	GLOBE FOR HEADLIGHT		\$ 11.00
EFT3589	08/04/2011	SNAG ISLAND ROADHOUSE	POSTAGE		\$ 128.65
EFT3590	08/04/2011	STAR TRACK EXPRESS	FREIGHT - HITACHI		\$ 29.02
EFT3591	08/04/2011	TOTAL EDEN	SOLENOIDS		\$ 59.40

EFT3592	08/04/2011	T-QUIP	COVERS, PINS,WASHER,BLADES,V-BELT - TORO MOWER		\$ 522.60
EFT3593	08/04/2011	URBIS	LEEMAN GREEN HEAD PLANNING STRATEGY STAGE 2		\$ 7,410.26
EFT3594	08/04/2011	W A TREASURY CORPORATION	REPAYMENT LOAN#81A		\$ 7,959.93
18634	09/03/2011	RUMBOLD FORD	PURCHASE OF FORD RANGER		\$ 14,905.00
18635	16/03/2011	RUMBOLD FORD	PURCHASE FORD RANGER XL DUAL CAB		\$ 17,460.00
18636	16/03/2011	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS		\$ 190.00
18637	05/04/2011	AUSTRALIAN COMMUNICATIONS AUTHORITY	BROADCASTING LICENSE		\$ 114.00
18638	05/04/2011	CANNING BRIDGE AUTO LODGE	ACCOMMODATION COOROW CSO		\$ 306.00
18639	05/04/2011	GARY GEORGE	SITTING & TRAVELLING FEES		\$ 190.98
18640	05/04/2011	BRUCE ANDREW JACK	SITTING FEES		\$ 60.00
18641	05/04/2011	LEEMAN FUEL & LIQUOR	FUEL		\$ 574.92
18642	05/04/2011	LEEMAN MEMORIAL GROUP	DONATION TO ANZAC DAY SERVICE LEEMAN		\$ 300.00
18643	05/04/2011	MCDONALD BJ	SITTING & TRAVELLING FEES		\$ 387.40
18644	05/04/2011	MAJOR MOTORS PTY LTD	POWER SWITCH WINDOW CW006		\$ 114.36
18645	05/04/2011	MOORA HEALTH CENTRE	PRE PLACEMENT MEDICAL - CLEANER		\$ 66.00
18646	05/04/2011	MOORA TYRES	VAL REDUCER & TUBE CW0011		\$ 242.00
18647	05/04/2011	SHIRE OF COOROW	PETTY CASH LEEMAN		\$ 164.20
18648	05/04/2011	SHIRE OF CARNAMAH	TRUCK HIRE		\$ 4,570.40
18649	05/04/2011	TELSTRA	PHONE ACCOUNT		\$ 5,066.81
18650	05/04/2011	WATER CORPORATION	WATER ACCOUNTS		\$ 34,246.65
18651	05/04/2011	WOOLF INVESTMENT NOMINEES PTY LTD	REIMBURSEMENT OVERPAYMENT SUNDRY DEBTOR		\$ 250.00
18847	01/04/2011	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS		\$ 190.00
18848	01/04/2011	PAYROLL DEDUCTION - CSA	PAYROLL DEDUCTIONS		\$ 27.60
18849	01/04/2011	TWUSUPER	SUPERANNUATION CONTRIBUTIONS		\$ 375.36
18850	01/04/2011	PAYROLL DEDUCTION - SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 31,682.32
18851	01/04/2011	WESTSCHEME	SUPERANNUATION CONTRIBUTIONS		\$ 263.41
18852	08/04/2011	AUSTRALIAN COMMUNICATIONS AUTHORITY	APPARATUS LICENSE FEE RENEWAL		\$ 198.00
18853	08/04/2011	DEPARTMENT OF TRANSPORT	ANNUAL JETTY LICENSE DEE STREET LM1895		\$ 32.65
18854	08/04/2011	MAJOR MOTORS PTY LTD	TIE ROD CW006		\$ 230.36
18855	08/04/2011	ROBINSONS WELDING PTY LTD	REPAIRS TO DAF TRUCK FUEL TANK		\$ 337.37
18856	08/04/2011	RYDGES PERTH	ACCOMMODATION TRAINING COURSE FO & AO		\$ 824.00

18857	08/04/2011	SYNERGY	ELECTRICITY		\$ 13,765.20
18858	08/04/2011	TELSTRA	TELEPHONE ACCOUNTS		\$ 1,528.97
18859	08/04/2011	AUSTRALIAN TAXATION OFFICE	BAS MARCH 2011		\$ 20,627.00
13100311	30/03/2011	BANKWEST	MASTERCARD DCEO		\$ 1,943.38
13100311	30/03/2011	BANKWEST	MASTERCARD CEO		\$ 1,119.45
13100311	30/03/2011	BANKWEST	MASTERCARD MRS		\$ 448.98
13100311	30/03/2011	BANKWEST	MASTERCARD PWS		\$ 484.75
71010411	01/04/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,590.25
71040411	04/04/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,943.20
71050411	05/04/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 507.75
71070411	07/04/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 663.15
71090311	09/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 642.80
71100311	10/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 149.75
71140311	14/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 556.50
71150311	15/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 948.75
71160311	16/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,085.55
71170311	17/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 272.65
71180311	18/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 644.25
71210311	21/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 72.80
71230311	23/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 402.05
71250311	25/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 2,024.30
71280311	28/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 374.00
71290311	29/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 388.25
71300311	30/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 17.60
71310311	31/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 369.60
72010411	01/04/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 5,440.45
72040411	04/04/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 20.50
72050411	05/04/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 8.90
72060411	06/04/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 275.00
72070411	07/04/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 183.50
72080311	10/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,679.55
72110311	11/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 560.90
72140311	14/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 267.30
72150311	15/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 664.80
72160311	16/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,273.15

72170311	17/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,260.40
72180311	18/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,648.50
72210311	21/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,284.80
72220311	22/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 556.10
72230311	23/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 48.00
72240311	24/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 524.30
72250311	25/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 106.60
72280311	28/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 175.20
72300311	30/03/2011	TRANSPORT DEPT OF	TRANS LICENSING		\$ 80.90
DDEBIT	16/03/2011	PAYROLL	PAYROLL		\$ 47,459.00
DDEBIT	29/03/2011	PAYROLL	PAYROLL		\$ 45,847.00
				\$ 100.00	\$ 524,483.47

10.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – MARCH 2010

AUTHOR	Stuart Billingham
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	6 April 2011
ATTACHMENT	10.4.2 Statement of Financial Activity for March 2011
FILE	ADM 0426 – Finance – 2010/11

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 months ended 31 March 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 March 2011 as prepared and presented by the Deputy Chief Executive Officer.

RESOLUTION:

2011/053

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 March 2011 as prepared and presented by the Deputy Chief Executive Officer.

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

10.4.3 SHIRE OF COOROW – 2010 COMPLIANCE AUDIT RETURN

AUTHOR	Stuart Billingham
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	25 March 2011
ATTACHMENT	10.4.3 2010 Compliance Audit Report (under separate cover)
FILE	ADM0081

SUMMARY:

To present Council with the 2010 Compliance Audit Return.

BACKGROUND:

Under the Local Government Audit Regulations 1996 Local Government is required to carry out a Compliance Audit for the period 1st January 2010 to 31st December 2010. The certified return needs to be submitted to the Director General, Department of Local Government by 31st March 2010.

This matter should have been presented to Council, at its March 2011 Meeting. Internal procedures have been updated to ensure this deadline is met in future years. Requests to the Department of Local Government, for an extension of time, not forthcoming as this is a statutory deadline under the *Local Government Act 1995*.

The Compliance Audit return must be:

1. presented to Council at a meeting of the Council
2. adopted by the Council, and
3. recorded in the Minutes of the Meeting at which it is adopted.

A copy of the Return is submitted for Councillors' perusal, comment and adoption by Council before 31st March 2011. It is necessary for the Shire President and Chief Executive Officer to sign off on the Return.

COMMENT:

No sections in the report were responded to in the negative and therefore no items are required to be brought to Council's attention.

STATUTORY ENVIRONMENT:

Local Government Act 1995 and Local Government (Audit) Regulations 1996

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That:

1. the Report of the DCEO dated 25 March 2011 be received,
2. the 2010 Compliance Audit Return as submitted as separate Attachment 10.4.3 to the report of the DCEO dated 25 March 2010 be adopted,
3. the adoption of the 2010 Compliance Audit Return be recorded in the Minutes of Council, and
4. the Chief Executive Officer and the Shire President be authorised to sign/certify the 2010 Compliance Audit Return.

RESOLUTION:

2011/054

Moved: Cr Bothe

Seconded: Cr Waite

That:

1. *the Report of the DCEO dated 25 March 2011 be received,*
2. *the 2010 Compliance Audit Return as submitted as separate Attachment 10.4.3 to the report of the DCEO dated 25 March 2010 be adopted,*
3. *the adoption of the 2010 Compliance Audit Return be recorded in the Minutes of Council, and*
4. *the Chief Executive Officer and the Shire President be authorised to sign/certify the 2010 Compliance Audit Return.*

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

10.4.4	ROYALTIES FOR REGIONS - COUNTRY LOCAL GOVERNMENT FUND ASSISTANCE AGREEMENT
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AUTHOR	Stuart Billingham
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	25 March 2011
ATTACHMENT	10.4.4 Shire of Coorow Financial Assistance Agreement 2010/2011 (under separate cover)
FILE	ADM0322

SUMMARY:

To request Councils approval to affix the Common Seal on the 2010/2011 Royalties for Regions Financial Country Local Government Fund (Local component) Assistance Agreement (FAA), (please refer to FAA document submitted as a separate Attachment 10.4.4).

BACKGROUND:

The Shire of Coorow has received correspondence dated 23 March 2011 that it's 2008/2009 Country Local Government Fund (CLGF) has been completed, audited and approved and signed off by the Department of Regional Development and Lands. (See copy of letter Attached 10.4.4.1).

The Shire of Coorow has also received correspondence dated 23 March 2011 that it's Forward Capital Works Plan has been approved and signed off by the Department of Regional Development and Lands. (See copy of letter attached).

From the date the FAA is signed, the Shire will have six months to commence all projects and up to 2 years to complete all the projects. Project expected deadlines are included on pages 21 and 22 of the FAA.

COMMENT:

This item is submitted to Council to seek approval to attach the Shire of Coorow's Common Seal on the Agreement as required by clause 16.1 of the Shire of Coorow Standing Order Local Law 1999

STATUTORY ENVIRONMENT:

Shire of Coorow Standing Order Local Law 1999 - Clause 16.1, Local Government Act 1995

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Shire of Coorow Standing Order Local Law 1999
Shire of Coorow Forward Capital Works Plan
Shire of Coorow Plan for the Future
Shire of Coorow 2011/12 Draft Budget

FINANCIAL IMPLICATIONS:

The Shire of Coorow 2010/11 Budget has made provision for the 2010 - 2011 Royalties for Regions CLGF Income and Expenditure.

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

That Council authorises the Chief Executive Officer and Shire President to affix the Shire of Coorow Common Seal to the Royalties for Regions, Country Local Government Fund 2010 2011, and Financial Assistance Agreement. (As Attached)

RESOLUTION:

2011/055

Moved: Cr Williams

Seconded: Cr Waite

That Council endorse the actions of the Chief Executive Officer and Shire President affixing the Shire of Coorow Common Seal to the Royalties for Regions, Country Local Government Fund 2010 2011, and Financial Assistance Agreement. (As Attached)

CARRIED 7/0
Absolute Majority



Government of Western Australia
Department of Regional Development and Lands



ROYALTIES
FOR REGIONS

Our ref: 731-08 E1114224
Enquiries: Lisa Cinanni ph: 9217 1481

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

Dear Mr Hook

**ROYALTIES FOR REGIONS – COUNTRY LOCAL GOVERNMENT FUND (CLGF)
Financial Assistance Agreement (FAA), Shire of Coorow**

I am writing to advise you that the Shire of Coorow's Forward Capital Works Plan (FCWP) was received 4 January 2011. The FCWP was assessed by the Department of Regional Development and Lands (RDL) and found to meet the requirements of the Country Local Government Fund (CLGF) guidelines. The Shire has also fully acquitted its 2008-09 CLGF allocation.

As both of these funding requirements have been met, the next stage in the progression of the Shire's 2010-11 CLGF allocation is the development of a Financial Assistance Agreement (FAA). The FAA outlines the conditions of the funding and the obligations of the Shire and RDL.

The Shire is to review and complete the FAA where necessary. In particular, the Shire will need to complete Schedule 4 of the FAA, which details the project(s) to be funded. These project(s) must have been identified in the Shire's FCWP.

For further inquiries relating to the above please contact Ms Lisa Cinanni on 9217 1481 or Freecall 1800 620 511 or email: lisa.cinanni@rdl.wa.gov.au.

Yours sincerely

Linda Leonard
MANAGER, REPORTING AND EVALUATION

23 March 2011

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

RD/000000



Government of Western Australia
Department of Regional Development and Lands

Our ref: 731-08, E1114148
Enquiries: Angela Harrison, ph 9217 1696

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

Dear Mr Hook

COUNTRY LOCAL GOVERNMENT FUND 2008-09

Thank you for your submission of the Shire of Coorow's (Shire) final acquittal for its 2008-09 Country Local Government Fund (CLGF) allocation.

I acknowledge that the Shire's 2008-09 CLGF allocation of \$638,166 was spent accordingly:

- Coorow Administration Centre - \$20,000
- Entry Statements - \$60,013.77
- Green Head Cul-de-Sacs - \$49,809.86
- Green Head Road - \$100,000
- Leeman Rec Centre Toilets - \$36,158.46
- Maley Park Function Centre - \$89,583.66
- South Bay Cliff Park, Green Head - \$36,748.82
- Spencer St, Leeman - \$32,705.18
- Sports Club, Green Head - \$65,340
- Thomas St & Bonham St, Leeman - \$115,306.25
- Warradarge Mill Comm Meet Rooms - \$20,000
- Winchester Cemetery - \$12,500

The submission of the audited Statement of Income and Expenditure together with the Final Acquittal Report form and photographs completes the Shire's obligations in relation to this grant.

The Shire is reminded that it is a requirement under the CLGF 2008-09 guidelines that: *Recipients are required to acknowledge the funding is from Royalties for Regions on information and signage associated with the provision of funds, including correspondence and promotional material.*

I am pleased that the Royalties for Regions, Country Local Government Fund was able to support the development of worthwhile infrastructure projects in the Shire of Coorow.

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

1072063

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

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

13. MATTERS BEHIND CLOSED DOORS:

14. DATE OF NEXT MEETING:

14.1 ORDINARY MEETING OF COUNCIL

Ordinary Meeting Wednesday 18 May 2011 at the Coorow District Hall from 3pm

15. CLOSURE:

There being no further business the President, Cr Moira Girando closed the meeting at 5.16pm