



# **Minutes**

## **Ordinary Council**

## **Meeting**

# **14 December 2016**

Held at the Coorow District Hall



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Signed on behalf of Council

**Peter Crispin**  
**Chief Executive Officer**

# Minutes

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:.....	4
2.	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE PREVIOUSLY APPROVED .....	4
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:.....	4
4.	PUBLIC QUESTION TIME: .....	4
5.	APPLICATIONS FOR LEAVE OF ABSENCE:.....	4
6.	DECLARATION OF INTEREST: .....	5
7.	PETITIONS/DEPUTATIONS/PRESENTATIONS: .....	5
8.	CONFIRMATION OF MINUTES:.....	5
8.1	ORDINARY MEETING HELD WEDNESDAY 16 NOVEMBER 2016 AT THE LEEMAN RECREATION CENTRE .....	5
9.	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:.....	5
10.	MATTERS FOR WHICH MEETING MAY BE CLOSED:.....	5
11.	REPORTS: .....	6
11.1	CHIEF EXECUTIVE OFFICER: .....	6
11.1.1	REVIEW OF RENT CHARGED FOR 5 TUART STREET, LEEMAN .....	6
11.1.2	REVIEW OF POLICIES – MEMBER OF COUNCIL .....	8
11.1.3	QUANDONG & MORRISON PLACE, LEEMAN, CUD-DE-SACS .....	10
11.2	MANAGER REGULATORY SERVICES:.....	12
11.2.1	PROPOSED SHORT STAY ACCOMMODATION – 4 (LOT 177) BIERMAN STREET, GREEN HEAD .....	12
11.2.2	PROPOSED SHORT STAY ACCOMODATION – 9 (LOT 40) COMMERCIAL STREET, COOROW .....	23
11.3	MANAGER OF WORKS AND SERVICES: .....	35
11.4	DEPUTY CHIEF EXECUTIVE OFFICER: .....	35
11.4.1	ACCOUNTS FOR PAYMENT .....	35
11.4.2	MONTHLY STATEMENT OF FINANCIAL ACTIVITY – NOVEMBER 2016.....	44
11.4.3	REQUEST FOR CONTRIBUTION TO JOINT SCHOOLS EXCURSION.....	47
12.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN: .....	48
13.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION: .....	49
13.1	COOROW SWIMMING POOL OPENING HOURS .....	49
14.	MATTERS BEHIND CLOSED DOORS:.....	54
14.1	PREMIER'S AUSTRALIA DAY ACTIVE CITIZENSHIP AWARDS .....	55
15.	DATE OF NEXT MEETING: .....	55
15.1	ORDINARY MEETING OF COUNCIL.....	55
16.	CLOSURE: .....	55

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

The President Cr Moira Girando, welcomed those present and opened the Meeting at 5.05 pm.

2. **RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Councillor M J Girando  
Councillor B A Jack  
Councillor M R Bothe  
Councillor R J Clement  
Councillor E M Cullen  
Councillor V R Oakes  
Councillor G C Sims

President  
Deputy President

Mr P J Crispin  
Mrs L J Parola  
Mr T B Brandy  
Mr K Bean

Chief Executive Officer  
Deputy Chief Executive Officer  
Manager Regulatory Services  
Manager of Works & Services

**Leave of Absence**  
Cr D A Rackemann

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

Nil

4. **PUBLIC QUESTION TIME:**

Nil

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

**RESOLUTION:**                      2016/133A

**Moved: Cr Clement**

**Seconded: Cr Jack**

The following Councillors Leave of Absence from Council Meetings and Duties be approved:

- Cr Cullen – 8 January to 24 January 2017 and 30 March to 4 April 2017
- Cr Sims – 24 December 2016 to 13 January 2017

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

**6. DECLARATION OF INTEREST:**

Nil

**7. PETITIONS/DEPUTATIONS/PRESENTATIONS:**

Nil

**8. CONFIRMATION OF MINUTES:**

8.1	ORDINARY MEETING HELD WEDNESDAY 16 NOVEMBER 2016 AT THE LEEMAN RECREATION CENTRE
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AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	2 December 2016

**COMMENT:**

Nil

**OFFICER RECOMMENDATION/ RESOLUTION:** 2016/133

***Moved: Cr Oakes***

***Seconded: Cr Sims***

***That the Minutes of the Ordinary Meeting held on Wednesday 16 November 2016 be confirmed as a true and correct record.***

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

**9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:**

Thanked all Councillors and staff for this years work. This has been her 15<sup>th</sup> budget and was the easiest she has done. The Councillors make her role as President easy.

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

Item 14.1 – Premier's Australia Day Active Citizenship Awards

## 11. REPORTS:

### 11.1 CHIEF EXECUTIVE OFFICER:

#### 11.1.1 REVIEW OF RENT CHARGED FOR 5 TUART STREET, LEEMAN

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	5 December 2016
<b>ATTACHMENT</b>	Confidential Emails and Extract from Lease Agreement (Under Separate Cover)
<b>FILE</b>	A823

#### **SUMMARY:**

**To consider the request from Government Regional Officers Housing (GROH) to reduce the amount of rent charged for 5 Tuart Street, Leeman.**

#### **BACKGROUND:**

The Shire owned property at 5 Tuart Street, Leeman, is currently rented to GROH for the purpose of housing a Police Officer.

The current agreement includes a rental income of \$350 per week for this property. Under the terms of the lease, GROH have requested that the rent be reduced by \$50 per week, down to \$300 per week. GROH have stated that they are basing this figure on the advice of their valuer, but declined to provide any evidence citing confidentiality as a reason.

The real estate company who look after the rental on behalf of the Shire (Ray White Jurien Bay) have suggested a compromise rent based on their experience as discussed in the attached confidential emails.

Should GROH and the Shire not be able to reach agreement, the lease agreement provides that an independent valuer would be engaged (with the professional fees being split 50/50) whose decision would be final. It is estimated that this could cost around \$3,500 based on previous valuations that the Shire has requested.

#### **COMMENT:**

The Shire has previously set the weekly rent charge in the adopted Fees & Charges. This is currently set at \$350 per week for all houses in Leeman that are rented to private people/entities. Council would need to change this if they are willing to negotiate any reduction.

Council need to consider if they are willing to compromise, or potentially, have the fee set by an independent valuer.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995  
Residential Tenancies Act 1987

**STRATEGIC IMPLICATIONS:**

This property had originally been flagged for sale, but is currently leased to GROH for housing of a Police Officer.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Reducing the current rent by \$50 per week will reduce total income by \$600 in a full year.

**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION/RESOLUTION:**

**2016/134**

**Moved: Cr Bothe**

**Seconded: Cr Cullen**

**That:**

- 1) the Schedule of Fees and Charges be amended to state that houses rented to Government Regional Officers Housing (GROH) will be set by lease/rental agreement; and**
- 2) the Chief Executive Officer be delegated authority to negotiate a reduced rent for 5 Tuart Street, Leeman, aiming to reach the best financial outcome for the Shire.**

**CARRIED 7/0  
Absolute Majority**

## 11.1.2 REVIEW OF POLICIES – MEMBER OF COUNCIL

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	6 December 2016
<b>FILE</b>	ADM0437
<b>ATTACHMENT</b>	Policies for Review (1.1.1 to 1.1.16 & 1.2.1)

### **SUMMARY:**

**To review and consider the policies set for Members of Council.**

### **BACKGROUND:**

Under section 2.7 of the Local Government Act 2016, Council has adopted a number of policies to govern the local government's affairs. It is good practice to continually review the existing policies in view of changing legislation and requirements. As the policy manual is a very large document, it is proposed to review the existing policies section by section (in manageable amounts that Council can give due consideration). The Members of Council section is being reviewed in this item, consisting of existing items:

- 1.1.1 Matters to be discussed at Council Meetings/Tabling of Reports
- 1.1.2 Press Statements/Media Interviews
- 1.1.3 Councillor's Requests and Work Requests
- 1.1.4 Attendance at Local Government Week
- 1.1.5 Citizenship Ceremonies
- 1.1.6 Members Attendance at Conferences, Seminars, Training and Induction Courses
- 1.1.7 deleted
- 1.1.8 Members Meeting Fees and Allowances
- 1.1.9 deleted
- 1.1.10 Resource Sharing
- 1.1.11 Deadline for Council Agenda
- 1.1.12 Complaints Handling
- 1.1.13 Recognition for Councillors
- 1.1.14 Refreshments
- 1.1.15 Councillor's Equipment
- 1.1.16 Honorary Freeman of the Municipality
- 1.1.17 Invitations – Social Functions
- 1.1.18 Council Meetings
- 1.2.1 Use of Council Administration Facilities

### **COMMENT:**

With the commencement of the Auditor General conducting audits on local governments from 2017, there will be a greater emphasis on adherence to adopted policies. It is proposed that the deleted items be removed and the remaining policies renumbered, resulting in the replacement policies being numbered 1.1.1 to 1.1.16 and 1.2.1.

### **STATUTORY ENVIRONMENT:**

Local Government Act 1995



**STRATEGIC IMPLICATIONS:**

Good policies provide guidance to staff to achieve the outcomes required by Council in a more timely fashion.

**POLICY IMPLICATIONS:**

Reviewed policies will replace existing policies 1.1.1 to 1.1.18 and 1.2.1

**FINANCIAL IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That the attached policies 1.1.1 to 1.1.16 and 1.2.1 (as reviewed) be adopted as ongoing policies of Council for the Members of Council section.

**RESOLUTION:**

**2016/135**

***Moved: Cr Sims***

***Seconded: Cr Jack***

***That the attached policies 1.1.1 to 1.1.16 and 1.2.1 (as reviewed) be adopted as ongoing policies of Council for the Members of Council section, subject to the following amendment:***

***Policy 1.1.4 – Guidelines be amended by changing “Observers – two (2) Councillors” to “Observers - any other interested Councillors as well as the Chief Executive Officer”.***

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

### 11.1.3 QUANDONG & MORRISON PLACE, LEEMAN, CUD-DE-SACS

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	6 December 2016
<b>FILE</b>	ADM0208, R119
<b>ATTACHMENT</b>	11.1.3 Confidential Community Responses & Matrix

#### **SUMMARY:**

**To consider community feedback on the options for Quandong and Morrison Places in Leeman and determine future works.**

#### **BACKGROUND:**

The 2016/17 Adopted Budget contains funding of \$102,517 for works in Quandong Place, Leeman including drainage and kerbing. The Acting Manager Works and Services raised with Council the possibility of connecting the two cul-de-sacs together to make a through road. Council requested that community consultation be undertaken with rate payers in the area to see if there is any support for this option.

As well as being advertised in the local Snag Island News, a letter was sent to 73 properties in the area (as shown on the attached map) plus the Leeman Primary School, St John Ambulance and local Police. It should be noted that of the 73 properties sent individual letters, only 20 were local Leeman addresses. Comments/feedback will be received until 9 December 2016. Up until the writing of this agenda item, 10 responses have been received, with 7 (70%) not wanting the road to be made a through road (see attached map for response matrix).

#### **COMMENT:**

Community responses have raised many issues not previously considered if the road was to be made a through road. These include:

- Walkway between the cul-de-sacs is currently a reserve and would need to be changed to allow any road works
- Street lights would need to be provided
- Street numbering would become a problem

When considering these and the low level of support for the connecting the cul-de-sacs, this report recommends that the cul-de-sacs be retained and the current funding for Quandong Place be used to ensure that the cul-de-sac is wide enough for the rubbish truck to safely turn around without damaging the road surface. Funding should also enable kerbing and some footpaths to be completed.

#### **STATUTORY ENVIRONMENT:**

Local Government Act 1995

**STRATEGIC IMPLICATIONS:**

The responses certainly perceive that property values are higher in cul-de-sacs and this could be difficult to evaluate. This should be considered in future road and subdivision planning.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION / RESOLUTION:**

**2016/136**

***Moved: Cr Cullen***

***Seconded: Cr Bothe***

***That the 2016/17 Budgeted expenditure for Quandong Place, Leeman, be spent on constructing the cul-de-sac, kerbing and footpaths as funding permits.***

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

## 11.2 MANAGER REGULATORY SERVICES:

### 11.2.1 PROPOSED SHORT STAY ACCOMMODATION – 4 (LOT 177) BIERMAN STREET, GREEN HEAD

<b>AUTHOR</b>	Simon Lancaster
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	2 December 2016
<b>ATTACHMENT</b>	11.2.1
<b>FILE</b>	A724

#### **SUMMARY:**

Council is in receipt of an application to operate a Short Stay Accommodation (Holiday Home) from 4 (Lot 177) Bierman Street, Green Head. The application has been advertised for public comment and this report recommends conditional approval.

#### **BACKGROUND:**

4 (Lot 177) Bierman Street, Green Head is an 1,012m<sup>2</sup> property located on the east side of Bierman Street. The applicant is seeking approval to use the two storey, three bedroom, two bathroom residence for short stay (holiday home) accommodation purposes. The applicant's submitted information has been included as **Attachment 11.2.1**.

**Figure 1 – Location Plan for 4 (Lot 177) Bierman Street, Green Head**

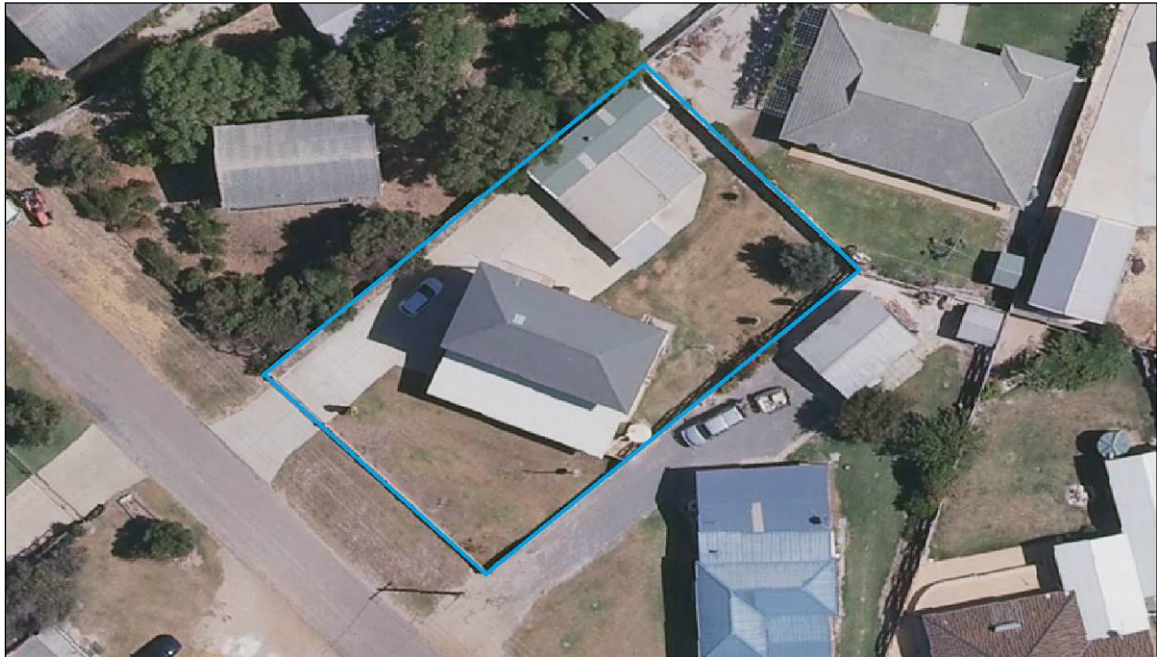


**COMMENT:**

The proposal is supported at an officer level as it is generally considered:

- the use is primarily 'residential' in nature (i.e. dwelling used for habitation);
- the development would not cause an inconsistency in the existing streetscape as the use of the dwelling for short stay accommodation will not require any changes to the external appearance of the building;
- the application is considered to meet the objectives and requirements of the 'Short Stay Accommodation' Local Planning Policy;
- should issues of concern arise during future operation of the development (e.g. noise, nuisance and parking) there is the ability for this to be addressed through the imposition of conditions, and the requirement for the building to be inspected by the Shire;
- Council has the ability to set condition that the approval is subject to review in the event of complaint being received concerning the operation of the development.

**Figure 2 – Aerial Photograph of 4 (Lot 177) Bierman Street, Green Head**





**Figure 3 – View looking north-east from Bierman Street towards Lot 177**



**STATUTORY ENVIRONMENT:**

4 (Lot 177) Bierman Street, Green Head is zoned 'Residential R12.5' under Shire of Coorow Local Planning Scheme No.3 ('the Scheme').

**Figure 4 – Extract from Shire of Coorow Local Planning Scheme No.3 Map**



'Short Stay Accommodation' is listed as an 'A' use within the Residential zone, this being a land use that must be advertised for comment prior to Council's determination.

Schedule 1 of Scheme No.3 defines 'Short Stay Accommodation' as being:

*“means a building, or group of buildings forming a complex, designed for the accommodation of short-stay guests and which provides on-site facilities for the convenience of guests and for management of the development, where occupation by any person is limited to a maximum of three months in any 12-month period and excludes those uses more specifically defined elsewhere.”*

The *Health Act 1911* states that any building used for the accommodation of more than 6 persons is considered a lodging house:

*“lodging-house means any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than 6 persons, exclusive of the family of the keeper thereof, for hire or reward...”*

As per this definition the proposed short stay accommodation would be required to comply with the requirements of the *Health Act 1911* in regards to maximum occupancy based on available floor area and facilities.

The Shire of Coorow Local Law for Overcrowding is also required to be adhered to which calculates maximum occupancy based on the size of each habitable room in which people will be sleeping and this is considered through site inspection by the Shire’s Manager of Regulatory Services.

#### **STRATEGIC IMPLICATIONS:**

Section 4.1.5 of the Leeman and Green Head Townsite Local Planning Strategy identifies that:

*“Tourism will play a significant and increasingly important role in the future of Green Head. Green Head is well placed in that it can act as a destination that is close to the services located in Jurien Bay and is set in a particularly tranquil environment. Consequently, a mixture of well-located accommodation should be provided in Green Head.”*

The Shire has previously approved the following short stay accommodation applications:

(20 August 2014 Council meeting)

- 20 Thomas Street, Leeman
- 16 Bonham Street, Leeman
- 2 Craike Way, Green Head
- 3 Battersby Road, Green Head
- 23 McGilp Street, Green Head
- 32 Worthington Street, Green Head
- 36 Craike Way, Green Head
- 44 Worthington Street, Green Head
- 102 Ocean View Drive, Green Head

(17 September 2014 Council meeting)

- 1 Banksia Close, Leeman
- 4 Bonham Street, Leeman
- 6 Morcombe Road, Leeman

- 10 Thomas Street, Leeman
- 17 Agonis Street, Leeman
- 34 Bonham Street, Leeman
- 5A Hutchcraft Court, Green Head
- 10 Hodgson Parkway, Green Head

(15 October 2014 Council meeting)

- 32 Illyarrie Street, Leeman
- 15 Worthington Street, Green Head
- 26 McGilp Street, Green Head
- 50 Hunter Crescent, Green Head

(16 September 2015 Council meeting)

- 4 Battersby Road, Green Head

(16 December 2015 Council meeting)

- 24 Worthington Street, Green Head

(10 February 2016 Council meeting)

- 18 Rudduck Street, Leeman

(20 April 2016 Council meeting)

- 17 Worthington Street, Green Head

(21 September 2016 Council meeting)

- 22 Illyarrie Street, Leeman

### **POLICY IMPLICATIONS:**

Council adopted the 'Short Stay Accommodation' Local Planning Policy at its 19 May 2010, and most recently reviewed the policy at its 21 September 2016 meeting. The policy is intended to guide the assessment of applications and assist in the ongoing use and management of such developments.

The Policy has the following objectives:

- “• To establish clear guidelines whereby Short Stay Accommodation can be permitted and controlled in residential areas.
- To recognise the increasing market demand for holiday accommodation and to provide operators and other stakeholders with clarity on the issues that the local government wishes to address.
- To encourage Short Stay Accommodation in residential dwellings in appropriate zones and locations.
- To ensure the proponent addresses relevant issues and suitably manages the use on an ongoing basis.
- To ensure that these types of uses do not compromise the amenity of residential areas or nearby residents.
- To promote the retention of a predominant residential character whilst augmenting tourism within the region.”



The Policy also notes that:

*“Matters to be considered in assessing, determining and renewing applications include:*

- effective on-going management;*
- appropriate location and compatibility with adjoining/nearby uses;*
- access and car parking; &*
- signage.”*

It is considered that the application would meet with the requirements of the Shire’s ‘Short Stay Accommodation’ Local Planning Policy.

#### **FINANCIAL IMPLICATIONS:**

Applications for ‘Short Stay Accommodation’ are charged an application fee of \$222 under the Shire’s adopted Fee Schedule to cover the cost incurred in the initial Shire inspection of the property. Approved ‘Short Stay Accommodation’ developments are charged an annual renewal fee of \$73 to cover Shire costs in relation to ongoing inspection, with the Shire’s Local Planning Policy noting that:

- “(a) All applications will have a common expiry date of 30 June with approved sites automatically invoiced for payment of the required renewal fee. It is the responsibility of the applicant to notify the local government should the use of ‘Short Term Accommodation’ cease.*
- (b) Should it be demonstrated that the establishment is not being appropriately managed and matters are not quickly rectified, the local government may not issue planning approval renewal for the on-going operation of the use.*
- (c) Authority is delegated to the Chief Executive Officer for the annual renewal of approvals provided there have been no written, author-identified complaints received during the preceding 12 month period, and there has been no change in the circumstances under which the previous approval was granted.”*

#### **PUBLIC CONSULTATION:**

Section 9.4 of Scheme No.3 requires that ‘Short Stay Accommodation’ being an ‘A’ use in the ‘Residential’ zone must be advertised for public comment for a period of no less than 14 days.

The application was advertised for public comment from 10 November 2016 until 2 December 2016 with the following actions being undertaken inviting comment:

- Placement of an advisory sign on-site; &
- Direct notification being sent to the 9 surrounding landowners.

At the conclusion of the advertising period, 3 submissions had been received, 2 in support of the application and 1 indifferent to the application.

A copy of the received submissions can be provided to Councillors upon request.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION / RESOLUTION:**

2016/137

**Moved: Cr Bothe**

**Seconded: Cr Cullen**

***That Council resolve to grant formal planning consent for short stay accommodation upon 4 (Lot 177) Bierman Street, Green Head subject to compliance with the following:***

***Conditions***

- 1 The development shall be in accordance with the attached approved plan dated 14 December 2016 and subject to any modifications required as a consequence of any conditions of this approval. The endorsed plan shall not be modified or altered without the prior written approval of the local government.***
- 2 The approval is valid for a period of 1 year after which time the application shall be considered by the Shire CEO (under the delegated authority of Council) as to any impacts arising from the operation of the development in its determination on whether to grant any extension to the approval period.***
- 3 The approval is issued only to the landowner making initial application and is not transferable to any other person or to any other land parcel. Should there be a change of land ownership in respect of which this planning approval is issued this approval shall no longer be valid.***
- 4 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.***
- 5 The applicant shall, prior to commencement of the development, submit (and subsequently adhere to) a Management Plan, that meets the requirements of the local government.***
- 6 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product, vehicle parking and manoeuvring or otherwise.***
- 7 All parking of vehicles such as boats and trailers associated with the guests shall be provided for within the property boundary and the street verge area shall be kept free of such vehicles.***
- 8 The short stay accommodation is limited to the maximum number of bedrooms and guests as determined by Shire of Coorow Local Law – Overcrowding.***

- 9 ***The short stay accommodation is not to be occupied by single or multiple tenants for a period of greater than 3 months at any one time.***
- 10 ***This planning approval does not extend to signage for the development, for which a separate application will be required.***
- 11 ***Prior to commencement of the proposed use, the property is required to be inspected by the local government to ensure compliance with relevant health and building legislation and standards.***

**Notes**

- a) ***In relation to condition 5 the Management Plan (based on the Shire template) shall outline how the site will be managed, to address matters including:***
  - ***managing noise impacts of visitors;***
  - ***outlining how the premises will be managed on a day-to-day basis (including how keys are made available, providing on-site assistance and confirming arrangements for cleaning/waste management); &***
  - ***relevant site specific matters including car and trailer parking, fire management/emergency response plans for visitors and managing risks for visitors.***
- b) ***In relation to condition 6, the landowner is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the Management Plan.***
- c) ***In relation to Condition 11 the applicant is advised that they are required to liaise with the Shire's Manager Regulatory Services for the undertaking of the necessary property inspection.***
- d) ***The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the following where required, Building Code of Australia, Building Regulations 2012 and Health Act 1911. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.***
- e) ***Should the applicant be aggrieved by the decision of the Council (in part or whole) there is a right pursuant to the Planning and Development Act 2005 to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of the decision.***

**CARRIED 7/0  
Simple Majority**

**SHORT STAY ACCOMMODATION MANAGEMENT STATEMENT**Name of Business: JURIE BAYVIEW REALTY

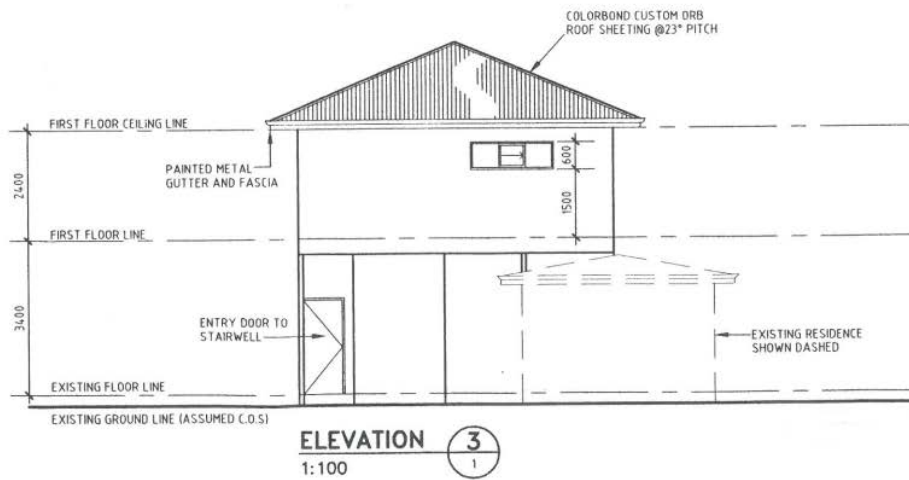
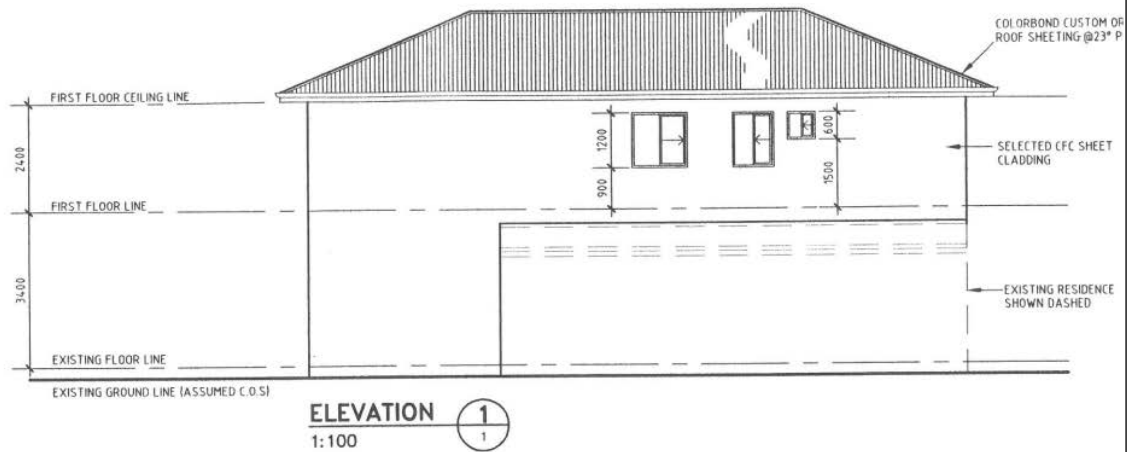
Property Address: \_\_\_\_\_

Property Manager: Name IAN KELLY Contact No. 96522055Email JURIEBAYVIEWREALTY@BIGPOND.COMMaximum occupancy: 6Bedding configuration: 2x QUEEN, 2x SINGLES**FACILITIES & CARPARKING**4 UNDER COVER4 OPEN**DAY TO DAY MANAGEMENT**

(outlining how the premises will be managed on a day-to-day basis, including how keys are accessed for entry, providing on-site assistance, cleaning &amp; waste management)

JURIE BAYVIEW REALTY MANAGE EXISTING HOLIDAYRESIDENTS IN LEMMON & GREENHILL.Master keys are kept in office.Local services provided in front of door &maintain property.Inspected on a weekly basis.Any pest complaint from bay half available 24/7**FIRE & EMERGENCY MANAGEMENT**Smoke alarms fitted**NUISANCE, NOISE & COMPLAINT MANAGEMENT**as above contact available 24/7







**Councillor Sims declared a proximity interest in this matter as he owns an adjoining property and left the meeting at 5.26 pm**

**11.2.2 PROPOSED SHORT STAY ACCOMODATION – 9 (LOT 40) COMMERCIAL STREET, COOROW**

<b>AUTHOR</b>	Simon Lancaster
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	2 December 2016
<b>ATTACHMENT</b>	11.2.2
<b>FILE</b>	A100

**SUMMARY:**

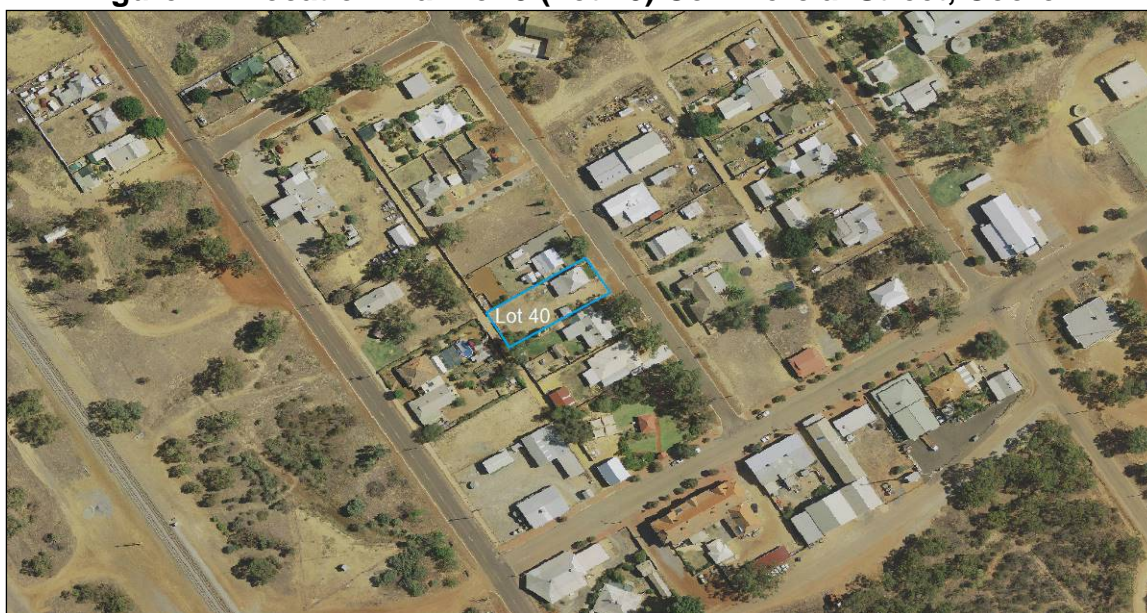
Council is in receipt of an application to continue to operate a Short Stay Accommodation (Holiday Home) from 9 (Lot 40) Commercial Street, Coorow. The application has been advertised for public comment and this report recommends conditional approval.

**BACKGROUND:**

9 (Lot 40) Commercial Street, Coorow is a 1,012m<sup>2</sup> property containing Lavender Cottage, which presently operates as a short stay accommodation. The applicant is seeking to formalise this use, and this represents an opportunity to ensure that the operation is compliant with the standard conditions applied to short stay accommodation elsewhere in the Shire.

Lavender Cottage is a single storey, two bedroom, one bathroom residence. The applicant's submitted information has been included as **Attachment 11.2.2**.

**Figure 1 – Location Plan for 9 (Lot 40) Commercial Street, Coorow**



**COMMENT:**

The proposal is supported at an officer level as it is generally considered:

- the use is primarily 'residential' in nature (i.e. dwelling used for habitation);
- the development would not cause an inconsistency in the existing streetscape as the use of the dwelling for short stay accommodation will not require any changes to the external appearance of the building;
- the application is considered to meet the objectives and requirements of the 'Short Stay Accommodation' Local Planning Policy;
- the short stay accommodation use has operated from Lavender Cottage for a number of years without complaint having being received by the Shire and in the event that issues of concern should arise during future operation of the development (e.g. noise, nuisance and parking) there is the ability for this to be addressed through the imposition of conditions, and the requirement for the building to be inspected by the Shire;
- Council has the ability to set condition that the approval is subject to review in the event of complaint being received concerning the operation of the development.

**Figure 2 – Aerial Photograph of 9 (Lot 40) Commercial Street, Coorow**





**Figure 3 – View looking west from Commercial Street towards Lavender Cottage**



**Figure 4 – View looking north-west from Commercial Street towards Lavender Cottage**



### STATUTORY ENVIRONMENT:

9 (Lot 40) Commercial Street, Coorow is zoned 'Residential R10' under Shire of Coorow Local Planning Scheme No.3 ('the Scheme').

**Figure 5 – Extract from Shire of Coorow Local Planning Scheme No.3 Map**



'Short Stay Accommodation' is listed as an 'A' use within the Residential zone, this being a land use that must be advertised for comment prior to Council's determination.

Schedule 1 of Scheme No.3 defines 'Short Stay Accommodation' as being:

*"means a building, or group of buildings forming a complex, designed for the accommodation of short-stay guests and which provides on-site facilities for the convenience of guests and for management of the development, where occupation by any person is limited to a maximum of three months in any 12-month period and excludes those uses more specifically defined elsewhere."*

The *Health Act 1911* states that any building used for the accommodation of more than 6 persons is considered a lodging house:

*"lodging-house means any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than 6 persons, exclusive of the family of the keeper thereof, for hire or reward..."*

As per this definition the proposed short stay accommodation would be required to comply with the requirements of the *Health Act 1911* in regards to maximum occupancy based on available floor area and facilities.

The Shire of Coorow Local Law for Overcrowding is also required to be adhered to which calculates maximum occupancy based on the size of each habitable room in



which people will be sleeping and this is considered through site inspection by the Shire's Manager of Regulatory Services.

**STRATEGIC IMPLICATIONS:**

Section 3.0 of the Coorow Townsite Local Planning Strategy notes that:

*“Coorow will grow at a sustainable and moderate pace, with some new land required, and some land uses needing to evolve as the town repositions itself. While Coorow has more than adequate supplies of zoned residential land, a greater emphasis on accommodating tourism, workers accommodation and industrial land uses is required. Efforts to accommodate residential development are targeted through developing existing land zoned for that purpose.”*

Section 3.7 of the Coorow Townsite Local Planning Strategy further identifies that:

*“Tourism will play a growing role in the economic development of Coorow, and the provision of an appropriate supply of a diversity of accommodation types and tourist activities is crucial in this regard. Tourism is required to diversify the economic profile of Coorow, providing new employment opportunities and sustaining existing and future businesses.*

The Shire has previously approved the following short stay accommodation applications:

(20 August 2014 Council meeting)

- 20 Thomas Street, Leeman
- 16 Bonham Street, Leeman
- 2 Craike Way, Green Head
- 3 Battersby Road, Green Head
- 23 McGilp Street, Green Head
- 32 Worthington Street, Green Head
- 36 Craike Way, Green Head
- 44 Worthington Street, Green Head
- 102 Ocean View Drive, Green Head

(17 September 2014 Council meeting)

- 1 Banksia Close, Leeman
- 4 Bonham Street, Leeman
- 6 Morcombe Road, Leeman
- 10 Thomas Street, Leeman
- 17 Agonis Street, Leeman
- 34 Bonham Street, Leeman
- 5A Hutchcraft Court, Green Head
- 10 Hodgson Parkway, Green Head

(15 October 2014 Council meeting)

- 32 Illyarrie Street, Leeman
- 15 Worthington Street, Green Head
- 26 McGilp Street, Green Head
- 50 Hunter Crescent, Green Head

(16 September 2015 Council meeting)

- 4 Battersby Road, Green Head

(16 December 2015 Council meeting)

- 24 Worthington Street, Green Head

(10 February 2016 Council meeting)

- 18 Rudduck Street, Leeman

(20 April 2016 Council meeting)

- 17 Worthington Street, Green Head

(21 September 2016 Council meeting)

- 22 Illyarrie Street, Leeman

Lavender Cottage is not listed in the Shire of Coorow Heritage Inventory (2015).

#### **POLICY IMPLICATIONS:**

Council adopted the 'Short Stay Accommodation' Local Planning Policy at its Meeting on 19 May 2010, and most recently reviewed the policy at its 21 September 2016 meeting. The policy is intended to guide the assessment of applications and assist in the ongoing use and management of such developments.

The Policy has the following objectives:

- “• To establish clear guidelines whereby Short Stay Accommodation can be permitted and controlled in residential areas.
- To recognise the increasing market demand for holiday accommodation and to provide operators and other stakeholders with clarity on the issues that the local government wishes to address.
- To encourage Short Stay Accommodation in residential dwellings in appropriate zones and locations.
- To ensure the proponent addresses relevant issues and suitably manages the use on an ongoing basis.
- To ensure that these types of uses do not compromise the amenity of residential areas or nearby residents.
- To promote the retention of a predominant residential character whilst augmenting tourism within the region.”

The Policy also notes that:

*“Matters to be considered in assessing, determining and renewing applications include:*

- effective on-going management;*
- appropriate location and compatibility with adjoining/nearby uses;*
- access and car parking; &*
- signage.”*

It is considered that the application would meet with the requirements of the Shire’s ‘Short Stay Accommodation’ Local Planning Policy.

#### **FINANCIAL IMPLICATIONS:**

Applications for ‘Short Stay Accommodation’ are charged an application fee of \$222 under the Shire’s adopted Fee Schedule to cover the cost incurred in the initial Shire inspection of the property. Approved ‘Short Stay Accommodation’ developments are charged an annual renewal fee of \$73 to cover Shire costs in relation to ongoing inspection, with the Shire’s Local Planning Policy noting that:

- “(a) All applications will have a common expiry date of 30 June with approved sites automatically invoiced for payment of the required renewal fee. It is the responsibility of the applicant to notify the local government should the use of ‘Short Term Accommodation’ cease.*
- (b) Should it be demonstrated that the establishment is not being appropriately managed and matters are not quickly rectified, the local government may not issue planning approval renewal for the on-going operation of the use.*
- (c) Authority is delegated to the Chief Executive Officer for the annual renewal of approvals provided there have been no written, author-identified complaints received during the preceding 12 month period, and there has been no change in the circumstances under which the previous approval was granted.”*

#### **PUBLIC CONSULTATION:**

Section 9.4 of Scheme No.3 requires that ‘Short Stay Accommodation’ being an ‘A’ use in the ‘Residential’ zone must be advertised for public comment for a period of no less than 14 days.

The application was advertised for public comment from 10 November 2016 until 2 December 2016 with the following actions being undertaken inviting comment:

- Placement of an advisory sign on-site; &
- Direct notification being sent to the 7 surrounding landowners.

At the conclusion of the advertising period, no objections to the development had been received.

**VOTING REQUIREMENT:**  
Simple Majority

**OFFICER RECOMMENDATION / RESOLUTION**

2016/138

**Moved: Cr Bothe**

**Seconded: Cr Clement**

***That Council resolve to grant formal planning consent for short stay accommodation upon 9 (Lot 40) Commercial Street, Coorow subject to compliance with the following:***

**Conditions**

- 1 The development shall be in accordance with the attached approved plan dated 14 December 2016 and subject to any modifications required as a consequence of any conditions of this approval. The endorsed plan shall not be modified or altered without the prior written approval of the local government.***
- 2 The approval is valid for a period of 1 year after which time the application shall be considered by the Shire CEO (under the delegated authority of Council) as to any impacts arising from the operation of the development in its determination on whether to grant any extension to the approval period.***
- 3 The approval is issued only to the landowner making initial application and is not transferable to any other person or to any other land parcel. Should there be a change of land ownership in respect of which this planning approval is issued this approval shall no longer be valid.***
- 4 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.***
- 5 The applicant shall, prior to commencement of the development, submit (and subsequently adhere to) a Management Plan, that meets the requirements of the local government.***
- 6 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product, vehicle parking and manoeuvring or otherwise.***
- 7 All parking of vehicles such as boats and trailers associated with the guests shall be provided for within the property boundary and the street verge area shall be kept free of such vehicles.***
- 8 The short stay accommodation is limited to the maximum number of bedrooms and guests as determined by Shire of Coorow Local Law – Overcrowding.***

- 9 *The short stay accommodation is not to be occupied by single or multiple tenants for a period of greater than 3 months at any one time.*
- 10 *This planning approval does not extend to signage for the development, for which a separate application will be required.*
- 11 *Prior to commencement of the proposed use, the property is required to be inspected by the local government to ensure compliance with relevant health and building legislation and standards.*

#### **Notes**

- a) *In relation to condition 5 the Management Plan (based on the Shire template) shall outline how the site will be managed, to address matters including:*
  - *managing noise impacts of visitors;*
  - *outlining how the premises will be managed on a day-to-day basis (including how keys are made available, providing on-site assistance and confirming arrangements for cleaning/waste management); &*
  - *relevant site specific matters including car and trailer parking, fire management/emergency response plans for visitors and managing risks for visitors.*
- b) *In relation to condition 6, the landowner is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the Management Plan.*
- c) *In relation to Condition 11 the applicant is advised that they are required to liaise with the Shire's Manager Regulatory Services for the undertaking of the necessary property inspection.*
- d) *The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the following where required, Building Code of Australia, Building Regulations 2012 and Health Act 1911. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.*
- e) *Should the applicant be aggrieved by the decision of the Council (in part or whole) there is a right pursuant to the Planning and Development Act 2005 to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of the decision.*

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

## SHORT STAY ACCOMMODATION MANAGEMENT STATEMENT

Name of Business: Lavender Cottage  
 Property Address: 9 Commercial St, Coorow .WA 6515  
 Property Manager: Name Deborah Moley Contact No. 0424 518 266  
 Email delo@westnet.com.au.  
 Maximum occupancy: 5  
 Bedding configuration: 1 Queen, 1 sofa bed, 2 single

## FACILITIES &amp; CARPARKING

2 Bedroom cottage.  
Full kitchen, laundry & bathroom facilities  
Front veranda & rear deck / shade  
Car & truck parking available in driveway & rear yard

## DAY TO DAY MANAGEMENT

(outlining how the premises will be managed on a day-to-day basis, including how keys are accessed for entry, providing on-site assistance, cleaning & waste management)

Managed daily by Coorow CRC  
Bookings taken by Coorow CRC  
Key accessed by PIN lock box - changed regularly &  
provided to clients via text, email or in person.  
Cleaning by owner  
Waste management by regular bin collection & owner

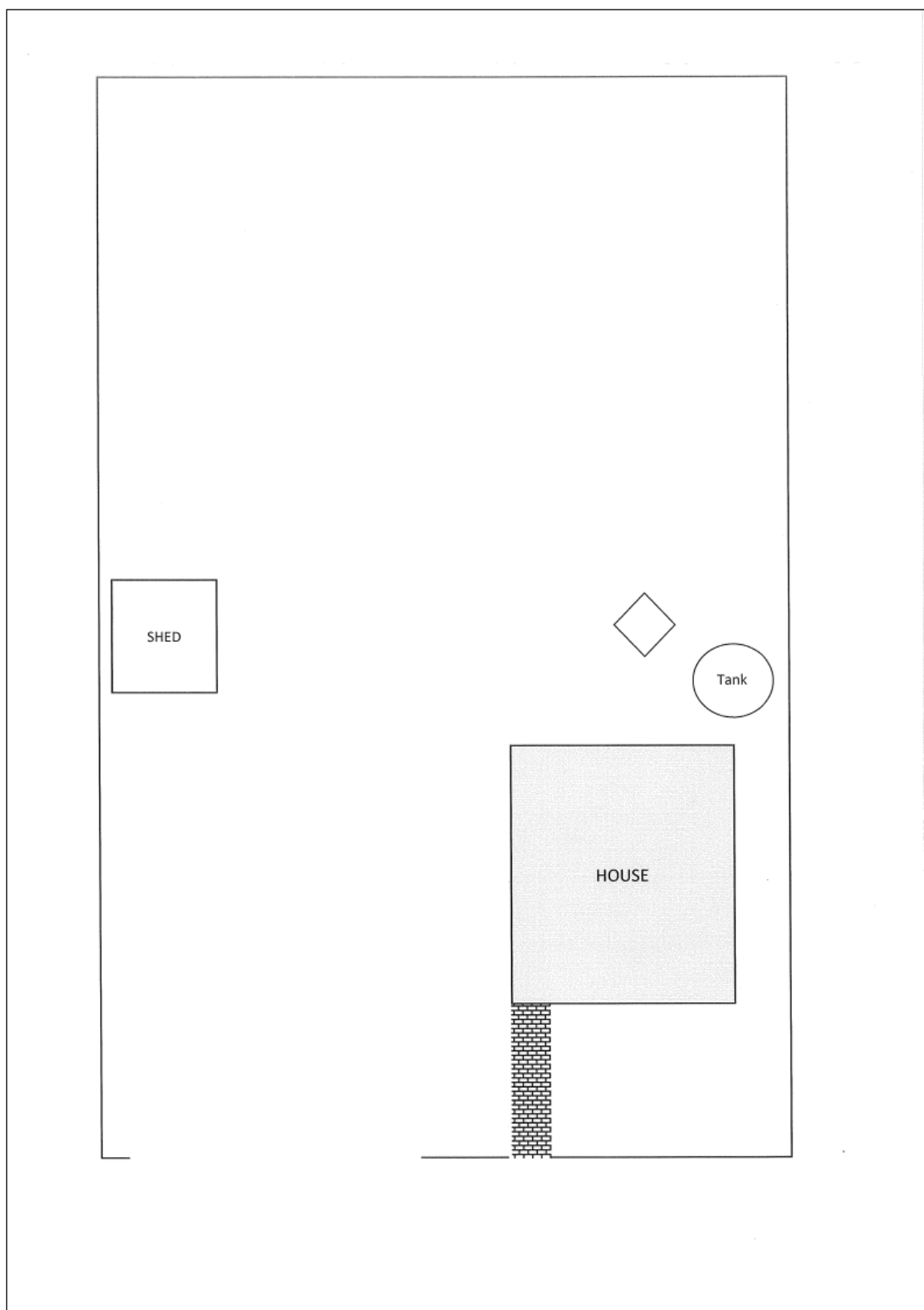
## FIRE &amp; EMERGENCY MANAGEMENT

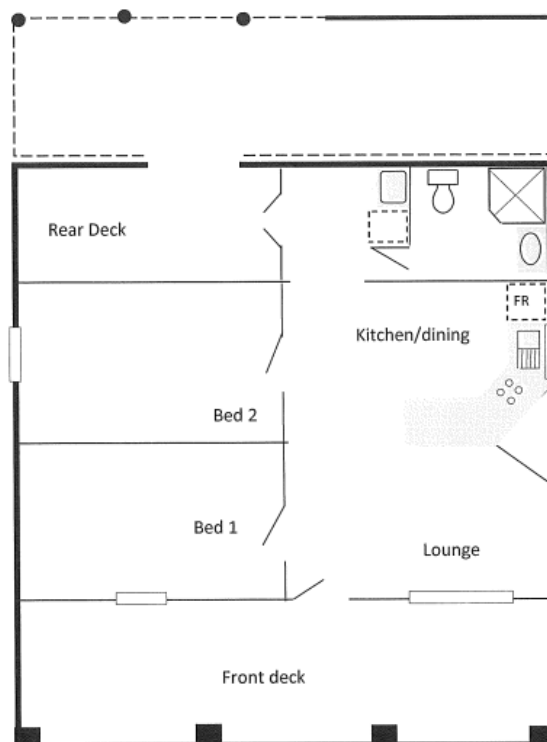
Fire alarms installed (Hard wired)  
Emergency numbers provided in room.  
Torch provided, Candles provided.

## NUISANCE, NOISE &amp; COMPLAINT MANAGEMENT

Neighbours have been asked to contact owner if issues  
or CRC.  
Owner lives closeby & can respond in a timely manner.







***Councillor Sims returned to the meeting at 5.27 pm***

### **11.3 MANAGER OF WORKS AND SERVICES:**

Nil

### **11.4 DEPUTY CHIEF EXECUTIVE OFFICER:**

#### **11.4.1 ACCOUNTS FOR PAYMENT**

<b>AUTHOR</b>	Erika Clement
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	2 December 2016

#### **SUMMARY:**

**Council approval is required for payment of accounts made within the month November 2016 and to approve payments of accounts due in December 2016.**

#### **COMMENT:**

Approval is sought for the following list of payments of accounts made since Council's last meeting on 16 November 2016 and of accounts that are now due.

#### **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 authorisation in that month —
    - (i) the payee's name;
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction;and
  - (b) the date of the meeting of the council to which the list is to be presented.

- (3) A list prepared under subregulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

*[Regulation 13 inserted in Gazette 20 Jun 1997 p. 2838-9; amended in Gazette 31 Mar 2005 p. 1048.]*

# **STRATEGIC, POLICY & FINANCIAL IMPLICATIONS:**

There is no financial policy or strategic implications regarding this matter.

## **VOTING REQUIREMENT:**

Simple Majority

## **OFFICER RECOMMENDATION / RESOLUTION:**

**2016/139**

**Moved: Cr Jack**

**Seconded: Cr Oakes**

***That payments listed in 11.4.1 Accounts Due and Submitted to Council up to 2 December 2016 including:***

## **MUNICIPAL FUND**

<b>Cheque</b>	<b>19996 - 20004</b>	<b>\$ 13,621.07</b>
<b>Collection</b>	<b>71081116 - 72301116</b>	<b>\$ 25,367.80</b>
<b>Summaries</b>		
<b>Payroll DD's</b>	<b>16/11/2016 – 30/11/2016</b>	<b>\$ 117,421.00</b>
<b>EFTS</b>	<b>10780 - 10880</b>	<b>\$ 234,951.25</b>
<b>Superannuation</b>	<b>16/11/2016 – 30/11/2016</b>	<b>\$ 32,453.99</b>
<b>Credit Card</b>	<b>13091116</b>	<b>\$ 2,712.30</b>
<b>Totalling</b>		<b><u>\$ 426,527.41</u></b>

## **TRUST FUND**

<b>EFTS</b>	<b>10781</b>	<b>\$ 500.00</b>
<b>Totalling:</b>		<b><u>\$ 500.00</u></b>

***be noted.***

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

## List of Accounts Due & Submitted to Council 02/12/2016

<u>Chq/EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Trust</u>	<u>Muni</u>
EFT10781	10/11/2016	PLUNKETT HOMES	REFUND OF KERBING BOND	\$ 500.00	
			<b><u>TOTAL TRUST PAYMENTS</u></b>	<b>\$ 500.00</b>	
EFT10780	08/11/2016	DFES	ESL OCTOBER 2016		\$ 4,409.35
EFT10782	11/11/2016	AUSTRALIA POST-LPO	POSTAGE OCTOBER 2016		\$ 159.06
EFT10783	11/11/2016	AVON WASTE	WASTE REMOVAL SERVICE OCTOBER 2016		\$ 24,668.16
EFT10784	11/11/2016	BOQ ASSET FINANCE & LEASING PTY LIMITED	PHOTO COPIER LEASE TO 27/12/2016		\$ 732.60
EFT10785	11/11/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	STORAGE CONTAINERS		\$ 87.80
EFT10786	11/11/2016	BOC GASES	GAS BOTTLE RENTAL OCTOBER 2016		\$ 114.87
EFT10787	11/11/2016	BEAN KL	REIMBURSEMENT ELECTRICITY TO 12/10/2016		\$ 683.73
EFT10788	11/11/2016	COURIER AUSTRALIA	FREIGHT X WESTRAC, T-QUIP, MIDLAND MOWER		\$ 188.70
EFT10789	11/11/2016	CUNNINGHAMS AG SERVICES	HYDR. HOSE, SPRAY PUMP, RIBBED CABLE HOSE		\$ 634.36
EFT10790	11/11/2016	COOROW COMMUNITY CHRISTMAS TREE	DONATION - COOROW CHRISTMAS TREE 2016		\$ 500.00
EFT10791	11/11/2016	COASTAL MOBILE AUTO REPAIRS	80,000KMS SERVICE - CW00		\$ 1,218.91
EFT10792	11/11/2016	CARNAMAH TYRE SALES	REPAIR & FIT TYRES - CW009, CW007		\$ 407.00
EFT10793	11/11/2016	FAMILY SHOPPING CENTRE	REFRESHMENTS, HOUSEHOLD GAS, CLEANING MATERIAL, STATIONARY		\$ 353.98
EFT10794	11/11/2016	GARRARDS PTY LTD	THERMAL FOGGER, 1LTR AQUA K"		\$ 14,749.96
EFT10795	11/11/2016	GREEN HEAD MEN'S SHED	ABLUTION BLOCK CLEANING OCTOBER 2016		\$ 1,320.00
EFT10796	11/11/2016	GRAY DOMESTIC & COMMERCIAL SERVICES	REPAIRS & MAINTENANCE - LOT 11 SPAIN STR, LOT 103 BRISTOL STR, CARAVAN PARK		\$ 1,960.00
EFT10797	11/11/2016	MOORE STEPHENS (UHY HAINES NORTON)	FINAL AUDIT SERVICE - FY 15/16		\$ 14,718.00
EFT10798	11/11/2016	JURIEN HOME TIMBER & HARDWARE	CARBON BRUSHES - HITACHI DRILL		\$ 13.90
EFT10799	11/11/2016	JURIEN CONCRETE SERVICE	CONCRETE SLABS - MILLIGAN ISLAND		\$ 11,998.01
EFT10800	11/11/2016	JOE CROSSLEY ENGINEERING PTY LTD	LOADING RAMPS		\$ 2,178.00
EFT10801	11/11/2016	KLEENHEAT GAS	LPG BULK, FACILITY FEE		\$ 538.74

EFT10802	11/11/2016	LEWIS MOTORS	FILTERS FOR SERVICE - CW002		\$ 235.93
EFT10803	11/11/2016	LEEMAN POST AND FUEL	POSTAGE OCTOBER 2016		\$ 230.39
EFT10804	11/11/2016	LEEMAN PLUMBING & EXCAVATION	PLUMBING REPAIRS - COOROW CARAVAN PARK		\$ 411.40
EFT10805	11/11/2016	MICHAEL THOMAS LEAHY	1150 CUBIC METERS GRAVEL		\$ 3,450.00
EFT10806	11/11/2016	BRIAN LIEBECK	PROTECTIVE CLOTHING (3 X PANTS)		\$ 129.00
EFT10807	11/11/2016	MIDLAND MOWERS	CATCHER BAG - TORO MOWER		\$ 69.00
EFT10808	11/11/2016	MOORA HARDWARE	RETICULATION PARTS - CW AGED ACCOM. UNITS		\$ 50.75
EFT10809	11/11/2016	MCINTOSH & SON	GASKETS, INDICATOR, FILTERS - CW0027		\$ 654.32
EFT10810	11/11/2016	MOMAR AUSTRALIA PTY LTD	CLEANING MATERIAL		\$ 4,180.28
EFT10811	11/11/2016	DR ALASTAIR MACKENDRICK	MEDICAL REPORT - R. WALDRON (HEARING)		\$ 275.00
EFT10812	11/11/2016	MAIN STREET HARDWARE COOROW	HOSE X 30M		\$ 464.34
EFT10813	11/11/2016	THE MURRAY HOTEL PTY LTD	MEALS & ACCOMMODATION - WALGA SUPERVISOR COURSE 1-2.11.16 - L/H CW & LE		\$ 618.00
EFT10814	11/11/2016	DUNCAN WILLIAM MACKAY	CROSSOVER SUBSIDY - 66 OCEANVIEW DRIVE		\$ 500.00
EFT10815	11/11/2016	OEM GROUP PTY LTD	PRESSURE CLEANER, LANCE PIPE, BRASS NIPPLE, ROTATING NOZZLE		\$ 3,041.39
EFT10816	11/11/2016	PUREWATER POOL SERVICES	SERVICE - AUTO DOSING CONTROLLER		\$ 3,288.23
EFT10817	11/11/2016	SIGMA CHEMICALS	PHOTOMETER STRIPS		\$ 176.00
EFT10818	11/11/2016	SEASIDE SUPPLIES	REFRESHMENTS, PAPER TOWEL		\$ 14.59
EFT10819	11/11/2016	STAR TRACK EXPRESS	FREIGHT X PORTABLE COOLING		\$ 614.48
EFT10820	11/11/2016	SPIDERWEB PLUMBING & GAS	PLUMBING REPAIRS - LE OFFICE, UNIT 4 MORCOMBE RD, LE REC CENTRE		\$ 416.73
EFT10821	11/11/2016	TRUCKLINE	HUB CAPS, AXEL LOCK TAB		\$ 173.71
EFT10822	11/11/2016	TOTAL EDEN	DAVEY PUMP		\$ 1,192.53
EFT10823	11/11/2016	T-QUIP	CASTOR WHEELS, BEARING SET, SPACER, BOLTS, NUTS - TORO MOWERS		\$ 3,133.60
EFT10824	11/11/2016	TUSS GROUP (TUSS CONCRETE)	2 X LEACHING TANKS, 4 X 900MM PIPES		\$ 4,588.32
EFT10825	11/11/2016	THREE SPRINGS FAMILY PRACTICE	FEE FOR SERVICE RENDERED - 12/10/2016		\$ 1,320.00
EFT10826	11/11/2016	TRANSPLAN PTY LTD	COASTAL TRAILS MASTER PLAN DEVELOPMENT - MILESTONE 2 - COMPLETION OF 2ND FIELDTRIP		\$ 9,108.00
EFT10827	11/11/2016	WESTRAC EQUIPMENT	RIPPER BOOT, RETAINERS, PINS		\$ 826.27

EFT10828	11/11/2016	WALLACES NEWS & DRAPERY	UNIFORMS - OUTSIDE STAFF		\$ 5,697.00
EFT10829	11/11/2016	WEST AUSTRALIAN NEWSPAPERS LIMITED	ADVERTISING 05/10/16, 12/10/16 - LOCAL PLANNING POLICY REVIEW		\$ 407.68
EFT10830	11/11/2016	PACIFIC BRANDS - WORKWEAR GROUP	UNIFORMS - CSO CW (LIEBECK)		\$ 313.60
EFT10831	18/11/2016	NEXT POWER	CLAIM # 2 - 50 x 260w SUNTECH POLY PANELS, 10KW FRONIUS SYMO INVERTER - CW OFFICE		\$ 14,700.45
EFT10832	25/11/2016	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	BROADCASTING LICENCE RENEWAL TO 27/11/2017 - CW & GH		\$ 86.00
EFT10833	25/11/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		\$ 52.70
EFT10834	25/11/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	WATER FITTINGS, DRILL BITS, BATTERIES, STORAGE CONTAINERS		\$ 854.77
EFT10835	25/11/2016	BEAN KL	PHONE ACCOUNT 16/12/15-15/01/16		\$ 209.85
EFT10836	25/11/2016	BOLTS-R-US	SCREWS, HEX NUTS, WASHERS		\$ 619.15
EFT10837	25/11/2016	COOROW COMMUNITY RESOURCE CENTRE	AFTERNOON TEA - COUNCIL MEETING 19/10/16		\$ 88.00
EFT10838	25/11/2016	COURIER AUSTRALIA	FREIGHT X WESTRAC		\$ 118.67
EFT10839	25/11/2016	COVS	FILTERS, HOSES, CLAMPS, CLEARANCE LIGHTS, SIDE MARKERS		\$ 503.55
EFT10840	25/11/2016	COASTAL MOBILE AUTO REPAIRS	70,000KMS SERVICE - CW0050		\$ 320.66
EFT10841	25/11/2016	CARNAMAH TYRE SALES	2 X TYRE - CW0023		\$ 2,322.60
EFT10842	25/11/2016	CAMBERT PROPERTY MAINTENANCE	REMOVE & ERECT FENCE, LAY LIMESTONE BLOCKS- 16 A&B BRAND STR.		\$ 13,010.00
EFT10843	25/11/2016	DERRICK'S AUTO-AG	HYDRAULIC ADAPTOR, COUPLING, AIR HOSE		\$ 199.71
EFT10844	25/11/2016	FRANK GILMOUR PEST CONTROL	ANNUAL PEST MANAGEMENT		\$ 2,627.00
EFT10845	25/11/2016	FRAN'S KITCHEN	COUNCIL MEETING DINNER - 16/11/2016		\$ 324.00
EFT10846	25/11/2016	FIVE STAR BUSINESS MACHINES	PHOTO COPIER METER PLAN CHARGES - LE		\$ 1,062.47
EFT10847	25/11/2016	GREEN HEAD PLUMBING & GAS	SUPPLY & FIT DUMP POINT - GH COMM. CENTRE		\$ 2,039.31
EFT10848	25/11/2016	GH COUNTRY COURIERS	FREIGHT X WESTRAC		\$ 87.47
EFT10849	25/11/2016	GERALDTON MOWER & REPAIRS	CLUTCH/DRIVE CABLE - LAWN MOWER		\$ 47.40
EFT10850	25/11/2016	GIRANDO SJ& MJ	RENEW CEILING - SWIMMING POOL		\$ 4,430.80
EFT10851	25/11/2016	GREAT SOUTHERN FUELS	DIESEL (1)		\$ 32,980.47
EFT10852	25/11/2016	HERSEY JR & A PTY LTD	HATS, GLOVES, SUNGLASSES, INSECT REPELLENT, DUST MASKS, SUNSCREEN, CUTTING DISCS		\$ 973.64
EFT10853	25/11/2016	HITACHI CONST MACHINERY	SEALS, UNIVERSAL JOINT, SCREWS - CW0012		\$ 436.73

		(AUST) P/L			
EFT10854	25/11/2016	JURIEN BAY CONCRETE & EARTHWORKS PTY LTD	MACHINERY SHED CONCRETE FLOOR - GH GOLF CLUB		\$ 4,494.60
EFT10855	25/11/2016	LEEMAN HARDWARE	CHLORINE, 2 X MAKITA DRILL & DRILL BITS, BATTERY CHARGERS, KEY CUTS, WATER FITTINGS, PAINTING EQUIPMENT & PAINT		\$ 1,358.32
EFT10856	25/11/2016	LEWIS MOTORS	FILTERS, BELTS - CW0043		\$ 375.90
EFT10857	25/11/2016	LEEMAN & GREEN HEAD COMMUNITY RESOURCE CENTRE	ANNUAL DONATION - LE CHRISTMAS TREE FUNCTION		\$ 1,000.00
EFT10858	25/11/2016	LEEMAN PLUMBING & EXCAVATION	ANNUAL MAINTENANCE - BACK FLOW PREVENTION DEVICE - CW DEPOT		\$ 506.00
EFT10859	25/11/2016	ML COMMUNICATIONS	PHONE SYSTEM RENTAL - LEEMAN		\$ 321.25
EFT10860	25/11/2016	EDITH MCMASTER	CATERING FOR 2016 REMEMBRANCE DAY CEREMONY AT CLIFF PARK, 40-50 PEOPLE		\$ 250.00
EFT10861	25/11/2016	MACH 1 AUTO ONE GERALDTON	TAIL LIGHTS, EXHAUST CLAMPS, FLASHING LIGHTS, GLOBES		\$ 603.56
EFT10862	25/11/2016	MIDWEST AERO MEDICAL	PROFESSIONAL SERVICE - DR. BRIANNA MANLEY 27/10/2016 LEEMAN		\$ 500.00
EFT10863	25/11/2016	NOVUS GERALDTON	SUPPLY & FIT WINDSCREEN - CW3505		\$ 554.05
EFT10864	25/11/2016	NORTHERN COUNTRY ZONE OF WALGA	ANNUAL SUBSCRIPTION TO 30/06/2017		\$ 1,700.00
EFT10865	25/11/2016	NORTH MIDLANDS MOTORS	WHEEL ALIGNMENT - CW0023		\$ 148.50
EFT10866	25/11/2016	PURCHER-INTERNATIONAL PTY LTD	EXHAUST CLAMPS & PIPE, AIR FILTER HOUSING STRAP - CW004		\$ 108.50
EFT10867	25/11/2016	PAPER PLUS OFFICE NATIONAL	LABELLING TAPE, LAMINATING POUCHES		\$ 135.80
EFT10868	25/11/2016	LEANNE PAROLA	REIMBURSEMENT- STORAGE CONTAINERS- EVACUATION KITS		\$ 102.01
EFT10869	25/11/2016	SIGMA CHEMICALS	CHLORINE: 4 X 200LTR		\$ 829.20
EFT10870	25/11/2016	STAR TRACK EXPRESS	FREIGHT X TRUCKLINE		\$ 43.94
EFT10871	25/11/2016	SPIDERWEB PLUMBING & GAS	PLUMBING REPAIRS - CW CARAVAN PARK, 45 BRISTOL ST, LE SHIRE OFFICE		\$ 2,677.63
EFT10872	25/11/2016	TRUCKLINE	BREAK SHOES, ROLLER TRITS, HUB GASKET, HUB SEAL, RETAINER KIT		\$ 576.24
EFT10873	25/11/2016	TOTAL EDEN	RETICULATION PARTS - 5 TUART STREET		\$ 3,040.69
EFT10874	25/11/2016	T-QUIP	AIR FILTER - TORO MOWER		\$ 182.55



EFT10875	25/11/2016	THREE SPRINGS FAMILY PRACTICE	FEE FOR SERVICE RENDERED - 16/11/2016		\$ 1,310.00
EFT10876	25/11/2016	WCC ELECTRICAL & AIR CONDITIONING	POWER FAULT - CW DEPOT OFFICE		\$ 527.78
EFT10877	25/11/2016	AFGRI EQUIPMENT PTY LTD	FILTERS - CW0025		\$ 293.12
EFT10878	25/11/2016	WESTRAC EQUIPMENT	CUTTING BLADES - CW007, CW3456		\$ 5,638.85
EFT10879	25/11/2016	PACIFIC BRANDS - WORKWEAR GROUP	UNIFORM - CDO (JACK)		\$ 1,616.69
EFT10880	25/11/2016	WA CARAVAN & CAMPING	ADVERTISEMENT AND EDITORIAL IN WA CARAVAN & CAMPING MAGAZINE		\$ 745.00
			<b>TOTAL EFT PAYMENTS</b>		<b>\$ 234,951.25</b>
19996	11/11/2016	SHIRE OF COOROW	PETTY CASH LEEMAN - KEY CUT, TEA, BISCUITS, COFFEE, WATER, CAT REGO REFUND		\$ 152.10
19997	11/11/2016	SYNERGY	ELECTRICITY ACCOUNT T O 01/11/2016		\$ 4,344.85
19998	11/11/2016	TELSTRA	PHONE ACCOUNT TO 02/11/2016		\$ 2,830.15
19999	11/11/2016	WATER CORPORATION	WATER ACCOUNT TO 21/10/2016		\$ 4,033.11
20000	17/11/2016	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS		\$ 140.00
20001	25/11/2016	CITY OF GREATER GERALDTON	ACTIVITY PLAN 16/17 - CW LIBRARY VISIT - 20/10/16		\$ 228.00
20002	25/11/2016	SYNERGY	ELECTRICITY ACCOUNT TO 15/11/2016		\$ 1,559.80
20003	25/11/2016	TELSTRA	WARRADARGE VOLUNTEER BUSHFIRE BRIGADE PHONE ACCOUNT TO 11/11/2016		\$ 203.06
20004	30/11/2016	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS		\$ 130.00
			<b>TOTAL CHEQUE PAYMENTS</b>		<b>\$ 13,621.07</b>
DD24720.1	16/11/2016	WA SUPER PAYROLL DEDUCTION	PAYROLL DEDUCTIONS		\$ 14,519.08
DD24720.2	16/11/2016	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 358.73
DD24720.3	16/11/2016	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS		\$ 152.95
DD24720.4	16/11/2016	ULTIMATE SUPER AND PENSION SERVICE	PAYROLL DEDUCTIONS		\$ 1,329.24
DD24720.5	16/11/2016	SHOALWATER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS		\$ 159.60
DD24720.6	16/11/2016	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 208.89
DD24776.1	30/11/2016	WA SUPER PAYROLL DEDUCTION	PAYROLL DEDUCTIONS		\$ 13,585.20
DD24776.2	30/11/2016	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 462.52
DD24776.3	30/11/2016	ULTIMATE SUPER AND PENSION	PAYROLL DEDUCTIONS		\$ 1,329.24

		SERVICE			
DD24776.4	30/11/2016	SHOALWATER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS		\$ 139.65
DD24776.5	30/11/2016	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 208.89
			<b><u>TOTAL SUPERANNUATION PAYMENTS</u></b>		<b>\$ 32,453.99</b>
13091116	09/11/2016	BANKWEST	MASTERCARD - CEO		\$ 1,070.60
13091116	09/11/2016	BANKWEST	MASTERCARD - DCEO		\$ 1,297.15
13091116	09/11/2016	BANKWEST	MASTERCARD - MWS		\$ 29.95
13091116	09/11/2016	BANKWEST	MASTERCARD - MRS		\$ 215.60
13091116	09/11/2016	BANKWEST	MASTERCARDS - YEARLY FACILITY FEE		\$ 99.00
			<b><u>TOTAL CREDIT CARD PAYMENTS</u></b>		<b>\$ 2,712.30</b>
71081116	08/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 500.50
71091116	09/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 132.00
71101116	10/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 2,952.65
71111116	11/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 655.35
71141116	14/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 53.10
71161116	16/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,802.95
71171116	17/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 891.95
71181116	18/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,918.40
71211116	21/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,799.45
71221116	22/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 361.30
71231116	23/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 118.35
71241116	24/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 114.30
71251116	25/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 621.55
71281116	28/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 236.15
71291116	29/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 973.40
71301116	30/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,337.50
72011216	01/12/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 750.90
72071116	07/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 790.95
72081116	08/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 377.90
72091116	09/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 662.95
72101116	10/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 195.20

72111116	11/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 462.00
72141116	14/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,476.35
72151116	15/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 223.40
72161116	16/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 16.60
72171116	17/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 2,467.80
72211116	21/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 41.80
72221116	22/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 57.65
72231116	23/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 94.40
72241116	24/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 454.20
72251116	25/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 710.20
72281116	28/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 788.30
72291116	29/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 661.20
72301116	30/11/2016	TRANSPORT DEPT OF	TRANS LICENSING		\$ 667.10
			<b><u>TOTAL LICENSING PAYMENTS</u></b>		<b>\$ 25,367.80</b>
DDEBIT	16/11/2016	PAYROLL	PAYROLL		\$ 61,255.00
DDEBIT	30/11/2016	PAYROLL	PAYROLL		\$ 56,166.00
			<b><u>TOTAL PAYROLL PAYMENTS</u></b>		<b>\$ 117,421.00</b>
			<b><u>TOTAL PAYMENTS</u></b>	<b>\$ 500.00</b>	<b>\$ 426,527.41</b>

#### 11.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – NOVEMBER 2016

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	5 December 2016
<b>ATTACHMENT</b>	11.4.2.1 - Statement of Financial Activity for November 2016
<b>FILE</b>	ADM 0426 – Finance – 2016/17

#### **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 and Cash Flow Graph. A copy of the Statement of Financial Activity for the month ended 30 November 2016 is included at Attachment 11.4.2 for Councillors' 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
  - 4(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) A4 statement of financial activity, and the accompanying documents referred to in sub regulation (2), is 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 / RESOLUTION:**

**2016/140**

**Moved: Cr Sims**

**Seconded: Cr Cullen**

***That Council accepts the Monthly Statement of Financial Activity as included at Attachment 11.4.2 for the period ended 30 November 2016 as prepared and presented by the Deputy Chief Executive Officer.***

**CARRIED 7/0  
Simple Majority**

### 11.4.3 REQUEST FOR CONTRIBUTION TO JOINT SCHOOLS EXCURSION

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	28 November 2016
<b>FILE</b>	ADM0218
<b>ATTACHMENT</b>	Nil

#### **SUMMARY:**

**The Leeman Primary School has requested that Council increase the level of assistance budgeted for in 2016/2017 to facilitate a joint school excursion with Coorow Primary School.**

#### **COMMENT:**

Council considered a request by the Coorow Primary School at its Ordinary Meeting held 21 October 2015 to make a contribution towards the hire of a bus for Coorow Primary School students to travel to the Leeman Primary School to learn about the coastal part of the Shire.

It was proposed that the Leeman students would travel to Coorow to learn about living in an inland farming town the following year. The estimated cost of hiring a bus and driver for each day is \$800.

Council agreed to make a contribution of \$400 towards the bus hire. The 2016/2017 budget includes an amount of \$400 for this purpose within the Donations and Grants budget.

The Principal of the Leeman Primary School has now advised that the Leeman Primary School will be visiting the Coorow Primary School in 2017 and have requested the Shire consider further support for the planned visit from Coorow Primary School to Leeman.

They are proposing to organise a barbeque at the Leeman foreshore and undertake some fishing off the local beach, and advise that the cost of organising fishing equipment to share and food for approximately 60 students would be prohibitive. They are therefore requesting a further donation of \$500.

#### **STATUTORY ENVIRONMENT:**

There are no statutory implications.

#### **STRATEGIC IMPLICATIONS:**

This request is broadly supportive of the following aspiration and strategies within the Shire of Coorow Community Strategic Plan:

#### **Aspiration - A Sense of Community**

*We belong to a cohesive, connected community. There is a strong sense of community pride and identity.*



*Strategies –*

- *Encourage increased town site interaction through sport and cultural events*
- *Improve services and facilities that actively support youth, disability and seniors in the region*

**POLICY IMPLICATIONS:**

There is no policy in this regard.

**FINANCIAL IMPLICATIONS:**

The 2016/2017 Donations and Grants budget totals \$22,150 and includes the original request for \$400 from the Coorow Primary School. The budget includes a provision of \$5,000 for ad hoc requests, subject to Council resolution.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION / RESOLUTION:**

**2016/141**

***Moved: Cr Oakes***

***Seconded: Cr Cullen***

***That a contribution of \$500 be made to the Leeman Primary School towards the costs of the proposed visit by the Coorow Primary School in 2017.***

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

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

Nil

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

**RESOLUTION:**

**2016/142**

**Moved: Cr Bothe**

**Seconded: Cr Cullen**

***That one (1) item of late business be accepted as follows:***

**13.1.2 Coorow Swimming Pool Opening Hours**

**CARRIED 7/0  
Simple Majority**

**13.1 COOROW SWIMMING POOL OPENING HOURS**

**AUTHOR** Leanne Parola  
**DISCLOSURE OF INTEREST** Nil  
**DATE OF REPORT** 9 December 2016  
**ATTACHMENT** Nil  
**FILE** ADM0013

**SUMMARY:**

**That Council consider a request from the Swimming Pool Manager to amend the Coorow Swimming Pool Opening Hours.**

**COMMENT:**

The Coorow Swimming Pool opened for the 2016/2017 season on 22 October 2016, with the same opening hours as the previous year, being 11 am to 6 pm, Tuesday to Sunday.

To ensure that the usage of the pool is maximised, a survey was included in the Magpie Squawk seeking input from the community as to the times/days that they would prefer to utilise the swimming pool. A copy of the survey was also available at the Coorow Administration Centre and Family Shopping Centre and on the Shire of Coorow website.

24 surveys were returned with the following table indicating the survey results for preferred opening hours:

	<b>Week days</b>	<b>Week ends</b>	<b>Both/ Not Ticked</b>	<b>Total</b>
6 am to 7 am	3	1	4	8
7 am to 8 am	2	1	2	5
8 am to 9 am			1	1
9 am to 10 am			2	2
10 am to 11 am		1	2	3
11 am to 12 noon		1	3	4

12 noon to 1 pm		2	1	3
1 pm to 2 pm	1	1	1	3
2 pm to 3 pm	1	2	5	7
3 pm to 4 pm	2	4	5	10
4 pm to 5 pm	2	5	8	14
5 pm to 6 pm	2	5	9	15
6 pm to 7 pm	4	4	12	19

### Comparison of Opening Hours

	Previous Hours	Trial Week Day Hours	Trial Weekend/ PHol Hours	Moora Week Days	Moora Sat	Moora Sun	Daily Week days	Dally Weekend/ Phols	Carnamah Week Days	Carnamah Weekends	Eneabba Week Days	Eneabba Weekend
6 am to 7 am												
7 am to 8 am							to 7.30					
8 am to 9 am												
9 am to 10 am												
10 am to 11 am												
11 am to 12 noon												
12 noon to 1 pm												
1 pm to 2 pm												
2 pm to 3 pm							from 2.30					
3 pm to 4 pm												
4 pm to 5 pm												
5 pm to 6 pm												
6 pm to 7 pm												
	7 hours	7 hours	7 hours	8 hours	9 hours	4 hours	8 hours	8 hours	7 hours	7 hours	8 hours	5 hours
		42	hrs/week	45	hrs/week		48	hrs/week	42	hrs/week	42	hrs/week

Comments made by survey respondents were:

- *Early mornings during the week would be great for working people!*
- *If the pool is open from 6 pm -7 pm Feb & March a lot more people will go because it is not school holidays*
- *Thank you so much for the opportunity to comment on pool opening hours. Towards the end of last season I was feeling very frustrated with the management of the Coorow pool and was wondering if the pool was there for the use of the local residents. Apart from the closing at 6pm on days when it was over 40 degrees and the pool was packed at closing time there were other times when I went and it was shut due to low patronage or staff training but this had not been advertised in the Squawk or town notice boards. I would like to suggest that any pool notices come from the Shire, on Shire letterhead or contain the Shire logo so that it is more official and that it doesn't look like they have come from the Manager herself. This makes everything more accountable. At the end of last season I was seriously thinking of not buying another season pass but I am willing to purchase one as it seems that this year patrons are being consulted. I appreciate that it is hard to find managers and that split shifts are a pain but it would be great if the pool could be open early, closed during the middle part of the day when kids are at school and it is the hottest part of the day and then open after school and into the early evening to take into account workers and make the most of our balmy summer nights.*
- *Thank you for giving pool patrons the opportunity to comment and I am hoping that our suggestions are taken on board and trialled at reasonable times of the season (not when everyone is away in January and/ or on holidays).*
- *The pool always used to be open public holidays too as the kids weren't at school and there were usually extras in town. When did that change? Who made that decision?*
- *Hours to suit farming people*
- *Swim Club & after school during week. After 3 at weekends - either Sat or Sun, not both*
- *Need this in Coorow for the community, especially the children*
- *Probably would be helpful if the pool manager was more accommodating. Less defensive*
- *Suggest changing 12-7 pm for February/March or after school resumes. Not needed during January as so many people are away*

At the Ordinary Meeting held 16 November 2016, Council resolved to trial the following hours until the February 2017 Council Meeting:

- Tuesday to Friday – 6 am to 8 am and 2 pm to 7 pm
- Saturday, Sunday and Public Holidays – 12 noon to 7 pm

The new pool hours have been in operation for less than three weeks, with the attached attendances having been recorded. In the 16 full days the pool has been opening with the trial hours, there have been a total of 27 attendees in the morning on weekdays, 115 for swimming lessons, 239 between 2 and 5 pm and 40 between 5 and 7 pm. Eight out of 15 days there has been swimmer/s at the pool after 6 pm.

The Swimming Pool Manager has requested that Council consider amending the trial hours during the week to move the 2 to 7 pm time slot to 1 to 6 pm.

#### **STATUTORY ENVIRONMENT:**

There are no statutory implications

#### **POLICY IMPLICATIONS:**

Policy 7.2.1 – Operational Hours Variation

**FINANCIAL IMPLICATIONS:**

The 2016/2017 includes an amount of \$157,438 to run the pool (excludes depreciation), with income of \$5,600 from Season Passes and Casual Admissions.

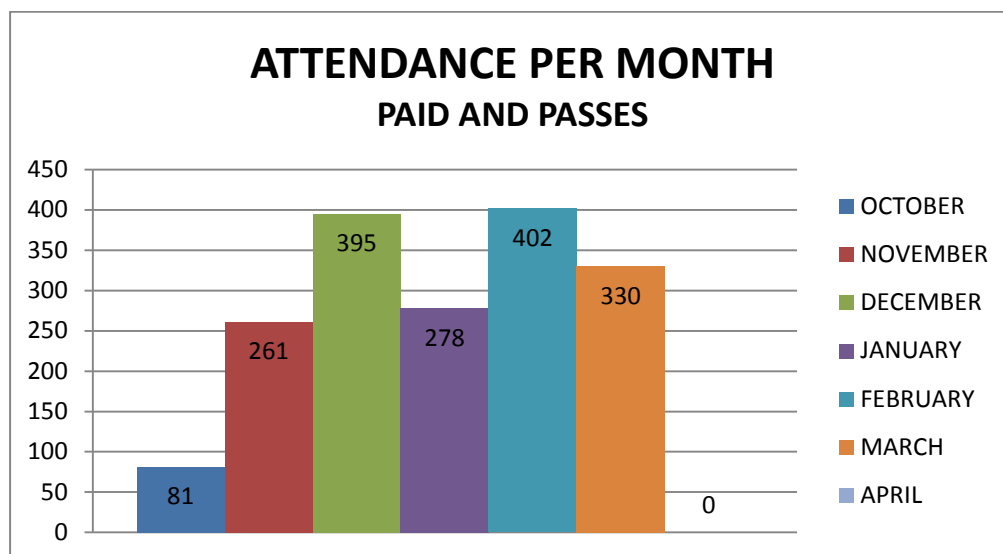
The Shire budgets for a full time swimming pool manager, with a total opening hours of 42 hours per week over summer. If the hours worked by the Swimming Pool Manager do not change, there will be no impact on the cost of operation, but there may be an increase in income if more people utilise the pool.

**STRATEGIC IMPLICATIONS:**

The Strategic Community Plan includes the objective of “Our communities have active and healthy lifestyles” and a strategy to “Facilitate healthy lifestyles within the community through recreation facilities and programs”.

One of the Service Measures within the Corporate Business Plan is the “Average number of people entering the swimming pool area, per day, November to March” with a desired trend of “Increasing”.

In 2015/2016, the average number of people entering the swimming pool area, per day, November to March, was only 11. It is hoped that by adjusting the pool hours to suit the majority of people interested in utilising it, usage will be increased. The following graph shows the number of attendees by month for 2015/2016:



There were a total of 1,747 attendances at the pool, resulting in an operating cost of \$90 per person/per visit.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION**

- 1) That the following opening hours continue to be trialled until the February 2017 Council Meeting.
  - o Tuesday to Friday – 6 am to 8 am and 2 pm to 7 pm
  - o Saturday, Sunday and Public Holidays – 12 noon to 7 pm
- 2) That if there are no patrons at the pool after 6.00 pm on a weekday, the Swimming Pool Manager be authorised to close the pool early.

**RESOLUTION:**

**2016/143**

***Moved: Cr Clement***

***Seconded: Cr Jack***

**That the following opening hours continue to be trialled until the February 2017 Council Meeting.**

- **Tuesday to Friday – 6 am to 8 am and 2 pm to 7 pm**
- **Saturday, Sunday and Public Holidays – 12 noon to 7 pm**

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

***Council were concerned people may come after 6 pm to find the pool was closed contrary to previous advertising, and also want the trial to be for a reasonable period with the same hours.***

**14. MATTERS BEHIND CLOSED DOORS:**

**RESOLUTION:**

**2016/144**

***Moved: Cr Oakes***

***Seconded: Cr Sims***

***That the meeting be closed to the public to consider items 14.1***

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



