



# **Minutes Ordinary Council Meeting**

## **19 July 2017**

Held at the Coorow District Hall



## **DISCLAIMER**

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Signed on behalf of Council

A handwritten signature in black ink, appearing to read "Peter Crispin".

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

# Minutes

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

The President Cr Moira J Girando, welcomed those present and opened the Meeting at 5.12 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 D A Rackemann  
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

Mr Mike Wall (until 5.24pm)

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

Nil

4. **PUBLIC QUESTION TIME:**

Nil

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

The following Councillor/s requested Leave of Absence from Council Meetings and Duties:

- Councillor Oakes from 21 to 30 August 2017
- Councillor Rackemann from 20 to 26 July and 3 to 9 August 2017

**RESOLUTION:**                      **2017/086A**

**Moved: Cr Bothe                      Seconded: Cr Cullen**

***That the following application for Leave of Absence from Council Meetings and Duties be approved:***

- ***Councillor Oakes from 21 to 30 August 2017***
- ***Councillor Rackemann from 20 to 26 July and 3 to 9 August 2017***

***CARRIED 8/0  
Simple Majority***

**6.      DECLARATION OF INTEREST:**

Nil

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

Nil

**8.      CONFIRMATION OF MINUTES:**

**8.1      ORDINARY MEETING HELD WEDNESDAY 21 JUNE 2017 AT THE  
LEEMAN RECREATION CENTRE**

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	3 June 2017

**COMMENT:**  
Nil

**OFFICER RECOMMENDATION:**

That the Minutes of the Ordinary Meeting held on Wednesday 21 June 2017 be confirmed as a true and correct record.

**RESOLUTION:**                      **2017/086**

**Moved: Cr Cullen                      Seconded: Cr Rackemann**

***That the Minutes of the Ordinary Meeting held on Wednesday 21 June 2017 be confirmed as a true and correct record.***

***CARRIED 8/0  
Simple Majority***

**8.2 SPECIAL MEETING HELD MONDAY 3 JULY 2017 AT THE COOROW DISTRICT HALL**

**AUTHOR** Peter Crispin  
**DISCLOSURE OF INTEREST** Nil  
**DATE OF REPORT** 3 June 2017

**COMMENT:**

Nil

**OFFICER RECOMMENDATION:**

That the Minutes of the Special Meeting held on Monday 3 July 2017 be confirmed as a true and correct record.

**RESOLUTION:** 2017/087

**Moved:** Cr Rackemann

**Seconded:** Cr Jack

*That the Minutes of the Special Meeting held on Monday 3 July 2017 be confirmed as a true and correct record.*

**CARRIED 8/0**  
**Simple Majority**

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

Nil

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

Nil

*The President Cr M Girando changed the order of business to address item 11.2.1 Proposed Feedlot – Lot 10840 Coorow-Greenhead Rd Warradarge.*

**PLEASE NOTE:** *That Item 11.2.1 remains in numerical order for ease of recording of the minutes.*

## 11. REPORTS:

### 11.1 CHIEF EXECUTIVE OFFICER:

#### 11.1.1 CHANGES TO PERMISSION TO COLLECT NATIVE PLANT FRUIT FROM LAND WITHIN THE SHIRE OF COOROW

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	10 July 2017
ATTACHMENT	Email
FILE	ADM0109 – Environmental Management – collection of seeds

#### SUMMARY:

To consider a request from Tim Gilbertson to engage a local community group to assist in the collection of native plant fruit from reserves and other areas managed by the Shire of Coorow for a five year period beginning June 2017.

#### BACKGROUND:

At the meeting held 21 May 2017, Council resolved:

#### **OFFICER RECOMMENDATION/RESOLUTION: 2017/057**

***Moved: Cr Sims***

***Seconded: Cr Bothe***

***That Mr Tim Gilbertson be granted permission to collect quandong fruit from plants within reserves and other areas managed by the Shire of Coorow subject to the following conditions:***

- 1. Permission is for a twelve month trial period commencing 1 June 2017;***
- 2. Collecting fruit is only to be undertaken by Mr Tim Gilbertson and he will need to be licensed according to the Wildlife Conservation Act (1950) and abide by the condition of the license;***
- 3. A high visibility safety vest needs to be worn at all times;***
- 4. Any stationary vehicles are to use revolving amber flashing lights;***
- 5. Appropriate hygiene measures be followed at all times to prevent the spread of plant disease and weeds;***
- 6. All care be taken to avoid the disturbance of fauna habitat;***
- 7. All care be taken to avoid any disturbance that may lead to soil degradation;***
- 8. No more than 20% of the fruit can be taken on any individual plant;***
- 9. No fruit to be taken from plants that are in an area affected by fire in the last 8 years; and***
- 10. No work to commence in Shire reserves until the Shire has received a current Certificate for Public Liability Insurance.***

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

Mr Tim Gilbertson has now written to the Shire requesting that he be able to engage a local community group to help with the harvest due to the short picking period.

Mr Gilbertson has stated that this will provide the local community group with some funds that they will be able to use on local projects.

**COMMENT:**

The Chief Executive Officer has spoken again spoken to the Department of Parks and Wildlife who have indicated that there should be no problem with allowing this request, provided that there is compliance with the same two conditions suggested by them as follows:

1. No more than 20% of the fruit can be taken on any individual plant
2. No fruit to be taken from plants that are in an area affected by fire in the last 8 years.

It is recommended that condition 2 be changed as follows:

2. Collecting fruit is only to be undertaken by Mr Tim Gilbertson, or local community members engaged by him, and he will need to be licensed according to the Wildlife Conservation Act (1950) and abide by the condition of the license.

**STATUTORY ENVIRONMENT:**

Wildlife Conservation Act 1950

**STRATEGIC IMPLICATIONS:**

The taking of fruit needs to be balanced with the future environmental impact of the continued reproduction of the plants.

**POLICY IMPLICATIONS:**

Policy 8.1.1 – Transport/Engineering – Management of Road Reserves

**FINANCIAL IMPLICATIONS:**

Nil



**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION/RESOLUTION:**

**2017/089**

***Moved: Cr Rackemann***

***Seconded: Cr Oakes***

***That the permission granted to Mr Tim Gilbertson to collect Quandong fruit from plants within reserves and other areas managed by the Shire of Coorow be modified by changing condition 2 to:***

- 2. Collecting fruit is only to be undertaken by Mr Tim Gilbertson, or local community members engaged by him and he will need to be licensed according to the Wildlife Conservation Act (1950) and abide by the condition of the license.***

***CARRIED 8/0  
Absolute Majority***

## Peter Crispin

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**From:** timgilbertson <tim.gilbertson@yahoo.com>  
**Sent:** Tuesday, 20 June 2017 12:33 PM  
**To:** Peter Crispin  
**Subject:** quondongs and green head coast care

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Peter,

at the present, the quondong market and harvest appears to be full steam ahead, there seems to be a prolific harvest within Coorow shire, in particular, in and around the town site of Green head.

i can pre-empt a situation in which if locals see me harvesting in this precinct some enquiries may be coming your way. my thoughts are rather, than leave this valuable fruit to drop on the ground, i could ask a community group to harvest and semi process the fresh for sale to the buyer that i will be dealing with.

Oren Berek the owner of ROOGENICS, has made it very clear that all his suppliers have to be attached to a genuine conservation project.

A neat solution for all concerned would be if the Greenhead coast care group was agreeable to conducting some harvest within the town site, i could finish the processing for them, sell it under my picking licence, they would have a easy source of money. The three bays walk certainly qualifies as a genuine conservation project. Oren would have a Flag Ship project to attach to his promotional material, and the fruit would not just fall on the ground to rot. There would only be winners all round.

This idea would have to be run past councillors for their approval, and the coast care group (i haven't raised the topic with them yet ).

Having assessed most of the trees in the area now, i would suggest that somewhere around 100 kg of dried product would be available, this would have a value of approx' \$6000/\$9000 depending on grading.

i know that the coast care group don't run an account, and some other arrangements will need to be made for fund transfers, however the harvest period is very short, only weeks, and only happens once a year.

fund raising is always an issue, but if this wild harvest does prove the potential that it is indicating it could be a little bit of easy money for this particular group.

this year there are some well advanced trees so i would expect to begin picking around the end of August. i will wait on your feed back before suggesting the idea to GCC.

Regards Tim Gilbertson

### 11.1.2 REVIEW OF POLICIES – COUNCIL STAFF

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	10 July 2017
<b>ATTACHMENT</b>	Policies for Review (2.1.1 to 2.1.34)
<b>FILE</b>	ADM0437

#### **SUMMARY:**

**To review and consider the policies set for Council Staff.**

#### **BACKGROUND:**

Under section 2.7 of the Local Government Act 1995, 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 Council Staff section is being reviewed in this item, consisting of existing items:

- 2.1.1 deleted
- 2.1.2 deleted
- 2.1.3 Telephone Rental and Calls
- 2.1.4 Appointment and Termination of Staff
- 2.1.5 deleted
- 2.1.6 Vehicle Usage
- 2.1.7 Employee Removal Expenses
- 2.1.8 Equal Employment Opportunity Policy Statement
- 2.1.9 Occupational Health and Safety
- 2.1.10 Attendance at Local Government Managers Australia Annual Conference
- 2.1.11 Severance Pay and Redundancy Policy
- 2.1.12 deleted
- 2.1.13 deleted
- 2.1.14 Gratuity Payments
- 2.1.15 Acting Chief Executive Officer
- 2.1.16 Accrual of Long Service Leave and Annual Leave
- 2.1.17 Alcohol and Drugs in the Workplace
- 2.1.18 Electronic Email/Internet
- 2.1.19 Bullying and Harassment
- 2.1.20 Farewell Gifts to Staff
- 2.1.21 Personal Leave during Annual Leave
- 2.1.22 Hours of Operation – Administration Offices and Staff
- 2.1.23 Rostered Days Off – Inside Staff
- 2.1.24 Rostered Days Off – Outside Staff
- 2.1.25 Public Holidays In-Lieu
- 2.1.26 Staff Personal Use of Council Plant
- 2.1.27 Closure of Administration Offices during the Christmas/New Year Period

- 2.1.28 Superannuation
- 2.1.29 Staff Uniforms (Administration Staff)
- 2.1.30 Staff Uniforms (Outside Staff)
- 2.1.31 Integrated Workforce Planning and Management Policy
- 2.1.32 Staff-Provided Housing Allowance
- 2.1.33 Staff Training and Development
- 2.1.34 Army Reservists and Local Emergency Service Volunteers

**COMMENT:**

It is proposed to delete further policies for the following reasons:

- 2.1.4 Appointment and Termination of Staff  
The appointment of staff is covered by sections 5.37(2) and 5.41(g) of the Local Government Act 1995 and Delegation 2.1.1 and is therefore redundant
- 2.1.10 Attendance at Local Government Managers Australia Annual Conference  
This is covered in the development of the annual budget which allows flexibility for staff development
- 2.1.15 Acting Chief Executive Officer  
This is covered by Delegation 2.1.3 and is therefore redundant

With the commencement of the Auditor General conducting audits on local governments from 2018, 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 2.1.1 to 2.1.26.

**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 2.1.1 to 2.1.34

**FINANCIAL IMPLICATIONS:**

Nil

**PUBLIC CONSULTATION:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION/RESOLUTION:**

**2017/090**

***Moved: Cr Bothe***

***Seconded: Cr Rackemann***

***That the attached policies 2.1.1 to 2.1.26 (as reviewed) be adopted as ongoing policies of Council in the Council Staff section.***

***CARRIED 8/0  
Simple Majority***



# Policy Manual

# **POLICY MANUAL**

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#### **2.1 General**

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- 2.1.2 Private Use of Shire Vehicles
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- 2.1.4 Equal Employment Opportunity Policy Statement
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- 2.1.25 Staff Training and Development
- 2.1.26 Army Reservists and Local Emergency Service Volunteers

## **POLICY – GENERAL STAFF**

Sub Section: Staff General

Policy Number: 2.1.1

**Policy Subject: Telephone Rental and Calls**

Policy: That no fixed line telephone will be subsidised by the Shire for any employee (unless part of a contract).

Mobile telephones will be provided to Shire staff where there is a deemed need, and following approval by the Chief Executive Officer.

Objective: To ensure the telecommunications costs are controlled whilst ensuring that the Shire still meets its operational needs.

Guidelines: The Chief Executive Officer is to be satisfied that the staff member needs access to a mobile telephone to carry out their duties before approving any request from Managers and staff.

**Existing arrangements with employees will remain and conditions will revert to this policy as new appointments are made.**

First Adopted: 17 June 1997

Last review: 19 July 2017, 2017-xxx



## **POLICY - GENERAL STAFF**

Sub Section: Staff General

Policy Number: 2.1.2

**Policy Subject: Private Use of Shire Vehicles**

Policy Statement: Shire vehicles private usage is to be as follows:

Chief Executive Officer	- as per negotiated contract
Deputy Chief Executive Officer	- as per negotiated contract
Manager Regulatory Services	- as per negotiated contract
Manager Works and Services	- as per negotiated contract

Leading Hand/Works Supervisor	- Restricted Private Use
Mechanic	- Restricted Private Use
Ranger	- Commuting Use
Coastal Works Supervisor	- Restricted Private Use

Gardener/Grader Drivers/etc (if a vehicle is required due to being on call)	- Commuting Use
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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 Supervisor/Manager.
- **Commuting Use:** Travel on Council Business and Private usage from home to work and return only.

**Existing arrangements with employees will remain and conditions will revert to this policy as new appointments are made.**

First Adopted: 17 June 1997

Last review: 19 July 2017, 2017-xxx

## **POLICY - GENERAL STAFF**

Sub Section: Staff General

Policy Number: 2.1.3

**Policy Subject: Employee Removal Expenses**

Policy Statement: Relocation expenses for Staff are paid subject to the appointee obtaining three independent quotes.

Objectives: To assist in the recruitment of suitably qualified staff.

Guidelines: An upper limit of \$5,000 (total) is set, but this is subject to negotiation with the Shire for particular applicants. The Chief Executive Officer has the authority to lift the total limit if the three quotations are all above \$5,000.

The Shire, on presentation of an original invoice or receipt from the employee, will reimburse the employee on the following basis:-

- 50% of the removal expenses after 6 months service
- 50% of the removal expenses after completion of 12 months service

If the employee leaves the employ of Council prior to the completion of twelve (12) months service, the employee shall reimburse 100% of the cost to Council.

If the employee leaves the employ of Council prior to the completion of two years' service, the employee shall reimburse 50% of the cost to Council.

First Adopted: 26 July 1994

Last review: 19 July 2017, 2017-xxx

## **POLICY - COUNCIL STAFF**

Sub Section: Staff General

Policy Number: 2.1.4

**Policy Subject: Equal Employment Opportunity Policy Statement**

Policy Statement: Equal Employment Opportunity is the operation of non-discriminatory personnel policies and practices. It involves giving all individuals in the workplace the opportunity to compete equally for jobs and have equal access to training and promotion at all levels, limited only by their skills, knowledge, experience and qualifications.

The Shire of Coorow recognises its legal obligations under the *Equal Opportunity Act 1984* and actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, and religious or political convictions.

All employment training with Council is directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the requirements for such training.

All promotional policies and opportunities with the Council is directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within the Shire is directed toward providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

The Shire of Coorow does not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

Objectives: The equal employment opportunity goals of the Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

Guidelines:

First Adopted: 16 May 1989

Last review: 19 July 2017, 2017-xxx

## **POLICY - COUNCIL STAFF**

Sub Section: Staff General

Policy Number: 2.1.5

**Policy Subject: Occupational Health and Safety**

Policy Statement: It is the policy of the Shire of Coorow to promote and maintain the highest degree of health, safety and well-being of all staff by aiming to:

- prevent accidents and ill-health caused by working conditions
- protect staff from any health hazard which may arise out of their work or the conditions in which it is carried out
- place and maintain staff in an occupational environment designed to satisfy their needs for health, safety and well-being at work

Objectives: To establish and maintaining work practices which are safe and minimise risk to health.

To make all levels of management and supervisory staff be responsible and accountable for minimising the potential for occupational injury to and illness of staff within their area.

To provide training, placing and supervising to all staff to enable the safe performance of duties.

To develop and implement preventative strategies which include workplace and job design, the identification of hazards in the workplace and taking of appropriate remedial action to control the hazards.

Guidelines:

First Adopted: 16 May 1989

Last review: 19 July 2017, 2017-xxx

## **POLICY - COUNCIL STAFF**

Sub Section: Staff General

Policy Number: 2.1.6

**Policy Subject: Severance Pay and Redundancy Policy**

**Policy Statement:** Section 5.50 of the Local Government Act 1995 requires the formulation of a staff severance pay policy and cause local public notice to be given in relation to that policy. Any severance payments made to terminating staff in accordance with awards, contract of employment or the adopted severance pay policy do not have to be notified. Severance payments additional to this must be posted on notice boards for a minimum of seven (7) days at the Shire office and library and advertised in a local newspaper.

This severance pay policy incorporates a separate redundancy policy.

**Objectives:** The purpose of this Policy is to set down the maximum severance payable to terminating employees for the purpose of section 5.50 (1) of the Local Government Act 1995 (the "Act"). Note, however, that these severance payments may be exceeded in accordance with clause 6 at the discretion of Council.

The need for a redundancy policy arises because of changes and challenges faced by Local Government as follows:

- a) "Hilmer", the National Competition Policy, accountability for delivery, cost efficient services demanded by electors, competitive tendering and contracting-out.
- b) New trends in WA Local Government requiring a re-evaluation of existing structures and services, and ways and means of reacting to demands from the State Government and the electors.
- c) The possibility of future amalgamation of Local Governments, splits of existing large Local Governments and changes in boundaries.

**Guidelines: Severance Pay Policy**

- 1. A terminating employee is entitled to severance pay and benefits in accordance with:
  - a) any federal or state award or industrial agreement applicable to that employee
  - b) any applicable provisions within the employee's contract of employment
  - c) any applicable award or order made by a federal or state industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal,

- subject to any right of appeal
- d) where Council so agrees, any recommendation made by a federal or state Industrial Commissioner arising from the circumstances of that employee being specifically brought before that Commissioner
2. Where a dismissed employee has taken or is proposing to take litigation for alleged unfair dismissal, Council may decide to settle to avoid expensive litigation.

Matters to be taken into consideration by Council as to whether it will seek a settlement and if so, the extent of any financial offers may include:

- the strength of the respective cases in any litigation
  - the cost of legal advocacy and support
  - the cost of witnesses
  - the cost of travel and accommodation in running the case
  - the cost of having staff tied-up in the preparation and hearing of the case
  - the disruption to operations
3. Redundancy benefits shall be made pursuant to Council's Redundancy Policy. This does not preclude Council from agreeing to a higher severance benefit where clauses 1 and 2 apply.

Redundancy benefits are:

- a) a maximum period of notice possible but in any event no less than four (4) weeks or payment in lieu of notice to a maximum of four (4) weeks
- b) payment of two (2) weeks' pay
- c) plus two (2) weeks' pay for each completed year of service with the local government
- d) the maximum payable under (b) and (c) shall be twenty six (26) weeks' pay
- e) where an employee has been employed with the Local Government for a minimum of five (5) years, pro rata long service leave shall be provided if the employee is not otherwise entitled to pro rata long service leave under the Local Government (Long Service Leave) Regulations
- f) all other pro rata entitlements payable under the appropriate award or agreement to a terminating employee
- g) where the employee was originally engaged from a distant location, reasonable relocation assistance may be provided to the place of engagement or another place (at a cost no more than relocation to original point of hire). Relocation assistance will be at Council's discretion and considered according to circumstances
- h) where the circumstances of a retrenched employee are such that it will be extremely difficult for that employee to find another job, Council may exercise its discretion to provide additional benefits to such employees. In this event details

of the total redundancy package for such an employee shall be published in accordance with section 5.50(2) of the Act.

4. Council may decide to settle in a situation where an employee, due to illness or impairment is unable to perform his/her job and there has been mutual agreement that employment must end.

Matters to be taken into consideration by Council in determining the extent of any financial offers may include:

- the length of service
  - the conscientiousness of the employee over the past employment
  - the value of the employee's service having regard to position(s) held and the regard given by Council to the employee's contribution
  - the length of time to retirement
  - the personal circumstances of the employee including family responsibility, future employment prospects and alternative sources of income
  - possible exposure to litigation if the employee was dismissed having regard to obligations of Council under the State Equal Opportunity Act 1984, the Commonwealth Disability Discrimination Act 1992 and the Commonwealth Fair Work Act 2009
5. The term "weeks' pay" means the normal weekly salary or wage payable to the employee including any penalty rates normally paid but excluding overtime or intermittent payments. The term also includes salary or wages specifically sacrificed for additional non-award benefits but does not include the value of any non-award benefit normally provided for the employee's position (such as a vehicle in the case of a senior position, the normal superannuation provided to all employees etc.).
  6. Nothing in this Policy prevents Council from determining that in special circumstances, terminating employees may be paid additional monies or provided additional benefits where justified. If Council so determines, details of the severance pay and benefits shall be published in accordance with section 5.50(2) of the Act.

## **Redundancy Policy**

### **1 COMMISSION TCR STANDARD**

The Commission's standard award minimum is the so-called "TCR" standard arising from the Full Bench Termination, Change and Redundancy Decisions. Some organisations have recently chosen to apply higher benefits which have been included in some enterprise agreements. Nevertheless

the appropriate award provisions will continue to apply and this policy is to be read in conjunction with those provisions contained within the Local Government Industry Award and the National Employment Standards

## 2 CONSULTATION

- a) the Local Government will consult with employees likely to be affected by any proposed change as to the need for and/or reason for the change and no definite decision will be made until this process has been followed
- b) where an employer has made a definite decision that the employer no longer wishes the job the employee has been doing to be done by anyone, and this is not due to the ordinary and customary turnover of labour and that decision may lead to the termination of employment, the employers shall hold discussions with the employees directly affected and with their union or unions if applicable
- c) the discussions shall take place as soon as practicable after the employer has made a definite decision which will invoke the provisions of paragraph (b) hereof, and shall cover, inter alia, any reasons for the proposed terminations, measures to avoid or minimise the terminations and measures to mitigate any adverse effects of any termination on the employees concerned
- d) for the purposes of the discussion the employer shall as soon as practicable provide in writing to the employees concerned and their union(s) if applicable, all relevant information about the proposed terminations including the reasons for the proposed terminations, the number and categories of employees likely to be affected and the number of workers normally employed and the period over which the terminations are likely to be carried out. Provided that any employer shall, not be required to disclose confidential information, the disclosure of which would be inimical to the employer's interests.

## 3 TRANSFERS WITHIN THE ORGANISATION

- a) wherever possible and practical, appropriate employees should be offered a transfer to other positions within the enterprise and also offered the necessary and reasonable training to effect a successful transition
- b) where an employee is transferred to other duties for the purpose of avoiding retrenchment and those duties attract a lesser rate of pay than the incumbents previous position, the Local Government will make up the



difference between the two rates of pay for a period of twelve (12) months or two (2) years in the case of employees covered by clause 5 below). After this time, the lesser rate will apply.

#### 4 SEVERANCE BENEFITS

Where a position has been made redundant and a suitable transfer has not been possible, an employee may be retrenched on the following basis:

- a) a maximum period of notice possible but in any event no less than four (4) weeks or payment in lieu of notice to a maximum of four (4) weeks
- b) payment of two (2) weeks' pay
- c) plus two (2) weeks' pay for each completed year of service with the local government
- d) the maximum payable under b) and c) shall be twenty six (26) weeks' pay provided that the severance payments shall not exceed the amount which the employee would have earned if employment with the employer had proceeded to the employee's normal retirement date
- e) where an employee has been employed with the Local Government for a minimum of five (5) years, pro rata long service leave shall be provided if the employee is not otherwise entitled to pro rata long service leave under the Local Government Long Service Leave Regulations
- f) all other pro rata entitlements payable under the appropriate award or agreement to a terminating employee will be paid
- g) during the notice period the employee shall be allowed reasonable time off from the job without loss of pay to attend employment interviews or other similar activities to assist the employee find employment
- h) where the employee was originally engaged from a distant location, reasonable relocation assistance may be provided to the place of engagement or another place (at a cost no more than relocation to original point of hire). Relocation assistance will be at Council's discretion and considered according to circumstances
- i) where the circumstances of a retrenched employee are such that it will be extremely difficult for that employee to find another job, Council may exercise its discretion to

provide additional benefits to such employees. In this event, details of the total redundancy package for such an employee shall be published in accordance with section 5.50(2) of the Local Government Act 1995

- j) the term "weekly pay" means the normal weekly salary or wage payable to the employee including any penalty rates normally paid by excluding overtime or intermittent payments. The term also includes salary or wages specifically sacrificed for additional non-award benefits but does not include the value of any non-award benefit normally provided for the employee's position (such as a vehicle in the case of a senior position, the normal superannuation contribution provided to all employees etc.).

## 5 LOCAL GOVERNMENT BOUNDARY CHANGES, AMALGAMATIONS AND BREAK-UPS

- a) where a restructuring of Local Government Boundaries (such as a break up of a Local Government or an amalgamation of Local Governments) results in a surplus of employees, Schedule 2.1 clause 11(4) of the Local Government Act 1995 provides for two (2) years guaranteed employment except where employer and employee are able to agree to a mutually acceptable severance package
- b) clauses 2 and 3 above will apply. If a transfer is arranged, the "no-reduction" provision in clause 3(b) will apply for two (2) years
- c) where a transfer is not possible, retrenchment will be offered on the basis of clause 4 above. Additional benefits may be offered in accordance with clause 4(i) in an endeavour to reach a mutually acceptable severance package
- d) if agreement on a severance package is not possible, the employee will be offered work for two (2) years on conditions no less favourable than the existing contract of employment
- e) at any time during the two (2) years additional employment the Local Government and employee may re-open negotiations in an endeavour to reach an agreement on a mutually acceptable severance package
- f) where an employee remains in employment for two years pursuant to schedule 2.1 of the Local Government Act and is then made redundant, there will be no entitlement to the redundancy benefits provided in clause 4. Redundancy benefits in accordance with the

appropriate award will still apply

## 6 COUNSELLING

- a) Counselling by a professional counselling service shall be available for any employee who has been or is to be retrenched
- b) in appropriate circumstances an outplacement service may also be offered. In this event no payment in lieu of such service will be made

## 7 TERMINATION DURING NOTICE

An employee who has been given notice of retrenchment in accordance with clause 4 may terminate during the period of notice and shall be entitled to same benefits and payments as if he/she had remained until the expiry of the notice. Provided that in such circumstances, the employee shall not be entitled to payments in lieu of notice

## 8 ALTERNATIVE WORK

- a) should the Local Government have made suitable arrangements for alternative employment and the employee is not consequently unduly prejudiced, the additional benefits over and above the appropriate award arising from this Policy shall not apply
- b) in addition the Local Government may make application to the Commission to have the award severance pay prescription varied in the case of such an employee according to the particular circumstances

## 9 EXCLUSIONS

- a) benefits provided under this Policy which go beyond the appropriate award shall not apply where employment is terminated as a consequence of conduct that justifies instant dismissal, including malingering, inefficiency or neglect of duty
- b) this Policy does not apply in the case of casual or temporary employees who were engaged for a specific time period or for a specific reason or specific task, project or program
- b) this Policy also does not apply to an employee engaged on a fixed term contract where the term of the contract expires

First Adopted: 22 July 1997  
Last review: 19 July 2017, 2017-xxx

**POLICY - GENERAL STAFF**

Sub Section: Staff General

Policy Number: 2.1.7

**Policy Subject: Gratuity Payments**

Policy Statement: Council will not consider the payment of a gratuity to any employee leaving the service of the Shire.

Objectives: To clearly state Council's stance that they believe that no gratuity payments should be paid to employees.

Guidelines:

First Adopted: 21 October 2009, 2009-176

Last review: 19 July 2017, 2017-xxx

## **POLICY - GENERAL STAFF**

Sub Section: Staff General

Policy Number: 2.1.8

**Policy Subject: Accrual of Long Service Leave and Annual Leave**

**Policy Statement:** To provide clear parameters in relation to taking Long Service and Annual Leave, with the aim of ensuring that employees do take leave as it falls due, at a time in which the taking of leave does not unreasonably affect the operation of the Shire.

**Objectives:** To ensure that leave entitlements are taken within a reasonable time span and that the leave liability owed by the Shire is contained.

**Guidelines:**

- 1 Leave shall be taken in full within the twelve (12) month period immediately following the anniversary date upon which the leave becomes due. Such leave shall be taken by mutual agreement having regard to the Shire's operational requirements. Failing agreement as to the taking of leave the Chief Executive Officer shall have the right to direct the officer to take leave.
- 2 Leave shall be taken in accordance with award and legislative provisions and staff are encouraged to take leave in not more than two (2) periods.
- 3 The Chief Executive Officer may upon written application allow Leave to be deferred for a period not exceeding three (3) years.
- 4 Leave shall be taken at a time convenient to both the Shire and the employee and shall be subject to prior written approval by their Supervisor.
- 5 Annual Leave may be taken in advance without leave loading being applied at the discretion of the Chief Executive Officer or his authorised representative. Leave loading will be paid to the employee on the annual leave anniversary date.
- 6 Where Long Service Leave has been deferred to meet the convenience of the Shire (in writing), the rate of pay shall be the rate applicable at the time the leave is taken or at termination of employment.
- 7 Where Long Service Leave has been deferred to meet the convenience of the employee, the rate of pay shall be the rate applicable six (6) months after the leave became due, unless otherwise agreed in writing.

- 8 The Shire will maintain a leave reserve fund to manage the expected payments in future years.

First Adopted: 15 September 2004, 2004-152

Last review: 19 July 2017, 2017-xxx

## **POLICY - GENERAL STAFF**

Sub Section: Council Staff

Policy no: 2.1.9

**Policy Subject: Alcohol and Drugs in the Workplace**

Policy Statement: 1. To provide guidance to Management, Councillors, Employees, Contractors and Volunteers as to the procedures and consequences arising from the use and impact of alcohol and other drugs within the Shire of Coorow workplace.

2. This policy applies to all Shire of Coorow employees including Councillors, contractors, consultants & volunteers.

Objectives: 1. The Shire of Coorow is committed to providing a safe, healthy and productive working environment for all staff. The Shire recognises that employees affected by alcohol and other drugs may present a hazard in the workplace, causing injury to themselves and others. Co-workers may also be placed in difficult situations, expected to cover for unsafe work practices or faced with reporting a fellow employee.

Alcohol and other drugs can cause a range of problems for employers. In some cases, their use may lead to loss of life, injury, damage to plant or equipment and negative publicity for business and can have serious adverse effects on the safety of staff, contractors, and visitors and on the reputation of the Shire.

2. The Occupational Safety and Health Act 1984 imposes on all employers a general duty of care to their employees. Although the provisions of the Act do not explicitly refer to alcohol and drugs, it is implied that the Shire must minimise employees' exposure to any hazards or incidences in the workplace that may be caused by an intoxicated or drug affected employee.

3. The Occupational Safety and Health Act 1984 also imposes on employees a general duty of care in the workplace, This specifically means that employees must act responsibly at all times and not expose themselves or others to safety risks due to impairment caused by alcohol or drugs. This includes not undertaking work if they believe they are impaired, and reporting to management if they believe another employee, or anyone in the workplace, is affected and creating a workplace hazard.

4. The Shire considers it improper for staff or Councillors to conduct business in the Shire environment when impaired from the use of alcohol or other drugs. This includes while operating Shire plant and equipment, whilst driving a Shire vehicle, on Shire property, whilst representing the Shire

elsewhere, and whilst attending events organised by the Shire but not on Shire property.

5. Official and unofficial Shire functions provide an opportunity for the Shire to host special events for promotional, public relations or social purposes. Provision of alcohol is an acceptable beverage that adds to the congenial atmosphere of the occasion provided that in its consumption the legal blood alcohol levels are maintained. Managing the amount of alcohol consumed at such functions is the joint responsibility of the Shire and each individual.
6. Illegal drugs and substances are forbidden in the Shire environment. This includes possession, use and distribution of illegal drugs and substances. Actions to be taken against persons may include but is not restricted to disciplinary action. Where appropriate, Police involvement will be sought.
7. Some medications prescribed by doctors, or available over the counter, may affect a person's ability to work safely.
8. Staff have a responsibility to advise their Manager or Supervisor of any medication they are taking which may impact on their ability to safely perform their job. This is particularly relevant in high risk working areas such as if the employee is operating machinery, driving a vehicle, performing complex decision making tasks or any work that requires the ability to react to sudden changes.
9. Employees taking medication should find out how it affects them by consulting their doctor. During this consultation employees should explain their work duties to the doctor in order to determine if their ability to work safely will be affected by the medication. It may be appropriate for the employee to provide verification as to the side effects of the medication, such as a medical certificate to their Manager, particularly where the medication is to be taken over an extended period of time.
10. If the staff member is unable to perform his/her usual work tasks safely they are to discuss with their Manager who can then assess the risk involved and either provide alternative duties or instruct the employee to take leave for the period of the medication.

Strategy:

1. A number of strategies can be taken to minimise the risk of alcohol and drug related harm at such functions including:
  - Providing low alcohol beer and non-alcoholic drinks;
  - Providing a choice of beverages;
  - Limiting the amount of alcohol that is available to a reasonable amount per person.
  - Serving food at functions;



- Ensuring employees who drink excessively and display other forms of inappropriate behaviour are advised their behaviour is not acceptable; and
- Hosting family friendly functions or activity based functions.

Organisers of events should also encourage staff to arrange alternative transport prior to the function, to minimise the risk of driving under the influence of alcohol.

2. Persons who are identified as having a drug related problem shall be recommended to seek drug awareness counselling from a recognised drug counselling agency.

Guidelines:

- > Occupational Safety and Health Act 1984
- > Occupational Safety and Health Regulations 1996
- > Guidance Note – Alcohol & Other Drugs at the Workplace
- > Misuse of Drugs Act 1981
- > Road Traffic Act 1974
- > Public Sector Management Act 1994
- > Workers' Compensation and Rehabilitation Act 1981

Shire Environment

This includes Shire of Coorow property and any official venue the Shire of Coorow may use for a Shire of Coorow sponsored function or event.

Other Drugs

For the purposes of this policy other drugs may include, but is not limited to:

- Cannabis
- Opiate analgesics, such as heroin, pethidine or methadone
- Stimulants
- Amphetamines
- Cocaine
- Hallucinogens
- Designer drugs such as ecstasy
- Medications - prescribed or over the counter
- Inhalants such as petrol, glue or solvents.

This policy does not cover nicotine in the Shire of Coorow environment.

1. Prevention Strategies

The main focus of prevention strategies will be to disseminate information and increase the "awareness" of alcohol and other drugs. Staff awareness of Shire Drug and Alcohol Policies shall be raised in the Staff Induction Manual.

- 1.2 Provision of staff training including:

- Information regarding different drugs, their dangers as well as the effects they might have on performance and safety.

- How to recognise staff or contractors with symptoms of impairment from the use of alcohol or other drugs;
- Developing techniques for intervention for instances of impairment due to the use of alcohol or other drugs; and
- Medial risk assessment.

## 2. Intervention Strategies

### 2.1 Intervention strategies shall include:

- Offering assistance to staff through referral to professional community based rehabilitation services and health treatment services for those with problems.
- Encouraging staff to assist in maintaining a drug free Shire environment.
- Informing staff of their responsibility to report to their Manager or Supervisor if they suspect another staff member, or a visitor to the Shire is under the influence of alcohol or other drugs and is posing a risk to others.

## 3. Procedures for Staff

### 3.1 The following guidelines are to be followed when approaching a person suspected to be impaired by alcohol or other drugs:

- Be brief, firm and calm. Use the affected person's name and repeat your message;
- Do not argue or debate, simply repeat your message;
- Make suitable arrangements to ensure the impaired person gets home safely; and
- Try to persuade the person not to drive his or her own vehicle.

### 3.2 If a staff member suspects another member of staff is impaired at work, he/she should contact the person's Manager/Supervisor to advise them of the situation. The staff member should not approach the impaired person directly unless an immediate risk is apparent.

### 3.3 Any drug or alcohol related incidents including the consequences of such incidents are to be treated with the utmost confidentiality with only the necessary staff being informed i.e. Manager and/or CEO.

### 3.4 Where a Manager/Supervisor suspects a staff member is impaired or has received a report from another member of staff they must:

- Take the staff member aside into a confidential office environment;
- Query the staff member to ascertain if he/she is impaired and if so what is contributing to their condition;
- If the staff member provides a reasonable explanation and is not considered to be a risk to either themselves or others allow the staff member to return to work.

- If the staff member does not provide a reasonable explanation and/or presents a risk to either themselves or others advise the staff member that they are to leave Shire property, offering the staff member alternatives to driving their own vehicle such as calling next of kin, a family member or friend. The staff member is also to be advised to report to their Manager's office the following morning.

3.5 If the person is aggressive, or demonstrates unpredictable behaviour, more than one person should be involved in the initial approach. This should be kept as confidential as possible, quietly assertive without aggression, being argumentative or threatening. If the staff member becomes increasing aggressive:

- Evacuate all surrounding people at risk from the location of the impaired person or isolate the impaired person.
- Contact the Manager or Supervisor to provide immediate assistance; and
- Manager/Supervisor or Manager to take appropriate action. For example, try to calm the staff member, call the Police, Ambulance etc.

3.6 The next working day following the incident the staff member is to report directly to their Manager's office for a meeting to discuss the incident. The Manager should discuss the following:

- That the behaviour was inappropriate and why;
- Give the employee an opportunity to discuss any issues or responds to allegations;
- The consequences of further breach of policy;
- That the employee will be required to take leave until a medical certificate is presented that they are fit to return to work (the cost of the medical visit is to be at the employee's expense); and
- The support/counselling services available.

Immediately following the meeting the Manager must write a file note outlining what was discussed in the meeting and forward the documentation to the relevant Manager or CEO to be placed on the employees Personal File.

If the employee has requested counselling the Manager is to request that the CEO processes the request and organises an appointment.

Further breaches of policy are to be dealt with in accordance with 3.7 of this policy document.

### 3.7 Consequences of Policy Breach

#### 3.7.1 First Offence:

- The employee will be immediately suspended from duty without pay if found unfit to work.
- The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- The employee will be counselled by their supervisor that will focus on;
  - i. the unacceptability of the employee's behaviour
  - ii. the risk that such behaviour creates for the safety of the individual and other employees or members of the public
  - iii. the employee's responsibility to demonstrate that the problem is being effectively addressed;
  - iv. that any future breach of the policy will result in second offence or instant dismissal.
  - v. Written confirmation of the verbal discussions will be provided following the counselling which constitutes a written warning to the employee.
- The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance problem is the responsibility of the employee and cannot be made mandatory. However, refusal to accept counselling may result in instant dismissal on a second offence. The Shire of Coorow will insist that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.

#### 3.7.2 Second Offence:

- The employee will be immediately suspended from duty without pay if found unfit for work.
- The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- The employee will be counselled by their supervisor that will focus on;
  - i. the unacceptability of the employee's behaviour
  - ii. the risk that such behaviour creates for the safety of the individual and other employees or members of the public
  - iii. the employee's responsibility to demonstrate that the problem is being effectively addressed;

- iv. that any future breach of the policy will result in instant dismissal.
  - v. Written confirmation of the verbal discussions will be provided following the counselling which constitutes a written warning to the employee.
- Counselling will be offered, refer to First Offence (v), if counselling was not used in the first offence.
  - The employee will be instantly dismissed without notice if found to decline the offer to an EAP on second offence.
  - The employee will be submitted [fortnightly or randomly] for alcohol and / or drug screening for the period of [two months] paid by the Shire of Coorow. If tests confirm positive, instant dismissal will follow. If the employee refuses to comply, instant dismissal will follow.

#### 3.7.3 Third Offence:

- The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- The employee will be immediately dismissed from duty without notice.

3.8 In addition to the above procedures any staff member involved in an incident or accident involving another member of staff who is suspected of being under the influence of alcohol or other drugs at the time of the incident may, at the Shire's discretion, be required to undergo a Drug or Alcohol test and disciplinary action may be taken.

3.9 Council reserves the right to deal with any breach of its drug and alcohol policy relating to staff in accordance with the "Fitness for Work" procedure issued by Council's insurer. This includes the right to summarily dismiss an employee for any breach of this policy that is considered serious.

First Adopted: 20 October 2004, 2004-169

Last review: 19 July 2017, 2017-xxx

## **FITNESS FOR WORK PROCEDURE**



### **PURPOSE**

The Shire of Coorow is committed to the safety and health of its employees and has a duty of care under the Occupational Safety and Health Act 1984 to provide a safe working environment. The Shire of Coorow also recognises that this duty is incumbent on all employees and extends to co-workers and individuals alike in order to prevent their safety and health from being jeopardised through an act or omission of an employee who is unfit for work.

### **SCOPE**

For the purpose of meeting our duty of care, employees who attend work under the influence of, in possession of or found to be cultivating, selling or supplying drugs and / or alcohol, or being in any other way impaired for work, will not be tolerated by the Shire of Coorow. In order to ensure that this duty is fulfilled, the Shire of Coorow has implemented this procedure in the interests of occupational safety and health.

Those who are suspected or found to be under the influence of drugs or alcohol at work will be submitted for a drug and alcohol test. If the test proves positive, the employee will subsequently be stood down from work without pay.

Those who fail to follow this procedure will be appropriately counselled and depending on the severity of their actions, may also stand the consequence of suspension without pay or instant dismissal.

### **RESPONSIBILITIES**

It is the responsibility of the direct supervisor or manager to detect if an employee is displaying signs of impaired work performance.

It is the responsibility of employees to ensure they do not attend work in a manner which will affect their work performance that could endanger work colleagues, members of the public or cause damage to council equipment.

The Shire of Coorow believes that the health and wellbeing of an employee is of great importance to the organisation. An employee assistance program will be offered in order to support the effected employee.

All matters pertaining to fitness for work will be treated with the utmost confidentiality and any employee of the Shire of Coorow who is interested in receiving counselling services should seek approval from their Manager.

### **Definitions**

For the purpose of this policy and procedure, the abuse of alcohol and/or other drugs includes:

- Impaired Work Performance - sudden or gradual deterioration in a person's ability to function appropriately at work.
- Unfit for Work – being impaired for work and therefore unable to perform duties in a safe manner.
- Use – eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.

- Misuse – inappropriate use of a substance on the Shire of Coorow premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.
- Alcohol – Any beverage containing alcohol.
- Drugs – Amphetamines, Cannabinoids THC, Opiates, Barbiturates, Cocaine, methadone, Benzodiazepines, Alcohol and other narcotics, prescription drugs and non-prescription drugs.
- Substance – any drug that may have adverse effects causing impaired work performance.
- Fatigue – The inability to perform work effectively or safely due to lack of sleep. Or the adverse effects of medication, alcohol, drugs and/or other substances (including, “hangovers” and/or “come downs”).
- Fit for Work – not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.

## **APPLICATION**

### **Alcohol**

Being under the influence of alcohol will not be permitted whilst working on the premise or property of the Shire of Coorow. Employees who commence work whilst under the influence of alcohol including, working under the adverse effects of alcohol, will be stood down from their duties and taken to the nearest approved medical centre for a blood alcohol test. If a blood alcohol level is deemed to be 0.05 and over, employees will be sent home without pay for the remainder of the day. As the employee will be over the legal limit to drive, alternative transport will be required.

If the blood alcohol level is under 0.05, employees will be prohibited to operate machinery, plant or equipment until a blood alcohol content of 0.00 is reached. Sedentary duties will be offered until then.

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has properly approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people’s safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of the Shire of Coorow that employees make alternative arrangements to get home. The Shire of Coorow accepts no responsibility for employees during travel to and from the function.

## **Drugs and Prescription Medication**

### ***Illicit Drugs and Other Substances***

Illicit drugs and other substances are strictly prohibited by the Shire of Coorow. Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire of Coorow property or premise will result in disciplinary action and possibly instant dismissal.

If suspected of the above, an employee must undergo a drug screen (paid by the Shire of Coorow).

Refusal to a drug screen may result in instant dismissal.

If the drug screen proves positive results on the first offence, the employee will receive a written warning.

If an employee is found to give a positive result on the second offence, they will receive a second written warning. On the second offence, the employee must agree to be submitted for consequent drug testing (every fortnight or at random) for a (two month) period. The employee will be instantly dismissed if a subsequent test is undertaken with a positive result.

Any third offence will also result in instant dismissal.

### ***Prescription and Other Medication***

It is an employee's responsibility to inform their supervisor of any medication they are taking. It is also a requirement of employees to advise their supervisor of any adverse effects that may occur whilst taking such medication, including the amount of times at which the medication is taken per day. This information is to be recorded on their personnel file for reference in the event of an emergency. It is also necessary for the employer to record any known allergic reactions to any medication an employee may have (i.e. penicillin).

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturer's recommendations.

Failure to follow these requirements will result in disciplinary action, or instant dismissal.

### **Fatigue**

Fatigue can be the result of many different situations. Due to this, this procedure will directly reflect the implications of fatigue through the following external triggers (but are not limited to):

- Lack of sleep
- Voluntary Work
- External work commitments

In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, actions may be impaired through lack of concentration and poor judgement, therefore increasing the potential to cause injury or harm to themselves, personnel or members of the public.

It is the Shire of Coorow procedure to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside of their employment with the Shire of Coorow. Depending on the circumstances, the Shire of Coorow may agree to come to a compromise with the employee to ensure there is equilibrium between regular hours worked at the Shire of Coorow sleep/rest and additional hours worked elsewhere (including paid and voluntary work). If the employee reneges on this agreement, disciplinary action will result.

If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen will be required. If positive, disciplinary action will result.



In circumstances where the employee is unfit to remain at work as to the judgement of their employer, the employee will be stood down from work without pay for the remainder of the day.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Shire of Coorow understands employees may be experiencing difficulties external to work that may influence their behaviour and health whilst at work. To assist with the recovery of the employee, the Shire of Coorow has in place a confidential employee assistance program. For the purpose of this procedure, this program may be offered to first offence employees through ratification of the CEO. Otherwise this program will be offered on the second affirmed screening. The Shire of Coorow will offer a total of 3 counselling sessions, if further sessions are required, approval is to be deemed by the CEO.

If an EAP is offered as a result of a first offence and the employee declines the offer, they risk the consequence of instant dismissal on second offence.

Employees who have not failed to meet the guidelines of this procedure and feel an EAP would benefit them due to personal circumstances may utilise these services on ratification of the CEO. Such employees do not contravene the guidelines of this procedure if they volunteer for the EAP service.

### **DISCIPLINARY ACTION**

If this procedure is in anyway contravened by an employee the following will result.

#### **General Guidelines**

Any employee who tests positive to an alcohol breath screen or urine screen will be stood down from their work and will not be permitted to resume work until such time as they have proven they are fit for work. Any person who is found to be significantly fatigued will also be stood down from work without pay until such time as they have proven they are fit for work.

#### **First Offence:**

- (i) The employee will be immediately suspended from duty without pay if found unfit to work.
- (ii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- (iii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (iv) The employee will be counselled by their supervisor that will focus on;
  - a. the unacceptability of the employee's behaviour
  - b. the risk that such behaviour creates for the safety of the individual and other employees or members of the public
  - c. the employee's responsibility to demonstrate that the problem is being effectively addressed;
  - d. that any future breach of the policy will result in second offence or instant dismissal.
- (v) The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance problem is the responsibility of the employee and cannot be made mandatory. However, refusal to accept counselling may result in instant dismissal on second offence. The Shire of Coorow will insist that the employee

provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.

**Second Offence:**

- (i) The employee will be immediately suspended from duty without pay if found unfit for work.
- (ii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (iii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- (iv) The employee will be counselled by their supervisor that will focus on;
  - a. the unacceptability of the employee's behaviour
  - b. the risk that such behaviour creates for the safety of the individual and other employees or members of the public
  - c. the employee's responsibility to demonstrate that the problem is being effectively addressed;
  - d. that any future breach of the policy will result in instant dismissal.
- (vii) Counselling will be offered, refer to *First Offence (v)*, if counselling was not used in the first offence.
- (vi) The employee will be instantly dismissed without notice if found to decline the offer to an EAP on second offence.
- (viii) The employee will be submitted [fortnightly or randomly] for alcohol and/or drug screening for the period of [two months] paid by the Shire of Coorow. If tests confirm positive, instant dismissal will follow. If the employee refuses to comply, instant dismissal will follow.

**Third Offence:**

- (i) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (ii) The employee will be immediately dismissed from duty without notice.

**Instant Dismissal:**

The following are guidelines to circumstances that will result in dismissal without notice:

- (i) Any attempt to falsify the drug and alcohol screen
- (ii) Cultivating, selling or supplying drugs and/or other substances
- (iii) Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period.
- (iv) Unlawful behaviour.

**OTHER**

If an employee is found to be heavily intoxicated, above the legal limit to drive, or extremely fatigued and they are to be sent home without pay, it is a requirement of the supervisors to:

- a) contact the employee's next of kin to arrange pick up.
- b) If next of kin is unable to be contacted or unable to take employee home, a cab voucher must be used. The employee is to be advised that their vehicle must be collected that day.

**REFERENCE**

- Occupational Safety and Health Act 1984;
- Occupational Safety and Health Regulations 1996, and 2005 amendments;
- ISO 31000 Risk Management – Principles and guidelines

## **POLICY – STAFF GENERAL**

Sub Section: Staff General

Policy Number: 2.1.10

**Policy Subject: Electronic Email/Internet**

Policy Statement: To provide clear parameters in relation to the use of electronic email and internet usage.

Objectives: To provide the Shire of Coorow's employees with up to date communications/information systems to enable them to perform their duties in the most efficient and effective manner. To reduce the amount of paper sourced information retained. As part of the Employment Enhancement Package to provide employees facilities to access the internet for non-work related reasons. To ensure the Shire of Coorow complies with both common law and legislative guidelines pertaining to the use of electronic information systems and that employees use electronic information systems appropriately.

Guidelines:

1. The Shire of Coorow reserves the right to review, audit, intercept, access and disclose all information conveyed through email or internet (in accordance with the Privacy Act 1988).
  - 1.1 The Shire of Coorow as part of its Employment Enhancement Program will provide employees with internet access for non-work related use.
  - 1.2 Employees may access the internet before or after work hours and during lunch and other breaks.
2. Electronic traffic of an offensive nature will not be tolerated and the initiator or employee found passing on, storing or down loading in any way, such material will be subject to disciplinary action and or termination.
3. Access to inappropriate/offensive internet sites is prohibited. The initiator or employee found passing on, storing or down loading material in any way from such sites will be subject to disciplinary action and/or termination.
  - 3.1 Inappropriate or offensive material may contain communication, drawings, video footage, photographs, cartoons, power point presentations, etc, of the following:
    - (a) Defamatory material.
    - (b) Obscene or offensive material.
    - (c) Material that could be construed as harassing.
    - (d) Racially motivated material.
    - (e) Sexually explicit/pornographic material.

(f) Material containing horror or gruesome material.

4. Employees are obligated to report any communication within the workplace they believe may constitute inappropriate and/or unacceptable use of email/internet. It is also the responsibility of the employee to delete immediately (without down loading or saving in any way) from their mail box, any material which may be offensive or contain communications, drawings, video footage, photographs or cartoons, as described in 3 above, and take all reasonable steps to prevent such material from being sent again, ie contact the sender and ask that they refrain from sending such material. Should these actions fail to prevent such material being sent, it is the responsibility of the employee to seek assistance from their Manager/Supervisor.
5. Employees may not access another employee's emails without that employee's permission to do so unless authorised by the Chief Executive Officer.
6. Material contained within the email system remains the property of The Shire of Coorow.
7. The Shire of Coorow does not guarantee the confidentiality of its email system, and it may not be regarded as totally secure.
8. The Shire of Coorow authorises access to the internet for employees who are required to use the service as part of the duties of their position.
9. Employees are required to regularly clean out electronic mail boxes.
10. It is acknowledged that electronic email is a standard form of communication. As such, The Shire of Coorow requires employees to limit personal use of email to a minimum.
11. An employee found abusing the use of email systems by either sending or receiving excessive and or inappropriate traffic will be subject to disciplinary action and or termination. Where receiving is a concern, employees must be able to demonstrate that they have made significant attempts to prevent such traffic.
12. An employee who is found to be forwarding or saving to the network, disc, or other devices, internal or external attachments that are not work related will be subject to disciplinary action and/or termination.

First Adopted: 16 April 2008, 2004-041

Last review: 19 July 2017, 2017-xxx

## **POLICY – STAFF GENERAL**

Sub Section: Staff General

Policy Number: 2.1.11

**Policy Subject: Bullying & Harassment**

**Policy Statement:** To ensure that all elected members and staff are aware of what constitutes bullying, harassment and discrimination. It is to also provide guidance on these matters and to ensure that consistent and effective steps are taken to manage any issues that may arise. This policy applies to all elected members and staff.

**Objectives:** Council strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Council, has a right to do so in an environment which is free from bullying and harassment, and Council is committed to providing such an environment.

Council considers bullying and harassment to be an unacceptable form of behaviour which will not be tolerated and recognises that sexual harassment is unlawful.

**Definitions:** Bullying is defined as the repeated less favourable treatment of an individual by another or others in the work place, which may be considered unreasonable and inappropriate. Instances of bullying include, but are not limited to, verbal harassment, physical assault and manipulation. The following examples may constitute bullying:

- Abusive language directed at a person;
- Constant humiliation;
- Overloading an employee with work and setting impossible deadlines;
- Practical joking;
- Unexplained criticism and insults;
- Isolating or ignoring an employee.

Harassment is defined as unwelcome behaviour that offends, intimidates or embarrasses an individual. Harassment includes, but is not limited to, sexual harassment, racial harassment and harassment on the grounds of disability. The following examples may constitute harassment:

- Unwelcomed physical conduct;
- Gestures of a sexual nature;
- Intrusive enquiries into a person's personal life;
- Uninvited or unwelcomed jokes of a sexual nature and/or sexist undertones;
- Offensive telephone calls, emails and/or notes.

Discrimination is defined as any practice that makes distinctions between individuals or groups of individuals on unlawful grounds so as to treat some less favourably than others. Discrimination

includes, but is not limited to, gender discrimination, racial discrimination and discrimination on the basis of a disability.

Sexual harassment is any conduct of a sexual and/or sexist nature (whether physical, verbal or non-verbal) which is unwelcome and unsolicited and rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute sexual harassment when they are considered offensive to an employee, elected member or member of the general public:

- Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching.
- Subtle or explicit demands for sexual activities or molestation.
- Intrusive enquiries into a person's private life.
- Uninvited and unwelcome jokes that have a sexual and/or sexist undertone.
- Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive material.

Guidelines:

Council recognises that bullying and harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. Council is therefore committed to any action which ensures the absence of bullying and harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

- Any complaints of bullying or harassment made against another person associated with the Council will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.
- Any person making a claim of bullying or harassment will be protected at all times. No transferring of staff or face-to-face meetings between the complainant and the person whose behaviour has been found to be unwelcome will occur without the prior consent of both parties.
- An employee whose health or work performance has been affected by bullying or harassment will not have their employment status or conditions disadvantaged in any way.
- A formal complaints/grievance procedure is attached to this Policy and will be utilised to effectively resolve complaints of bullying or harassment.

All complaints of sexual harassment will be treated confidentially and resolved promptly. Wherever possible, the handling of complaints and resolution of such will take place at the workplace where they occurred.

Care will be taken throughout the investigation to ensure that neither

the complainant nor the alleged harasser are victimised.

It is recognised that cases of sexual harassment may occur between supervisor and employee and as such, alternative methods of raising complaints are provided for by this procedure. Procedure:

- a) A complaint of bullying or harassment may be lodged with any of the following persons:
  - Senior Managers or Chief Executive Officer (involving staff)
  - President (involving elected members and Chief Executive Officer)
- b) A person receiving a complaint of bullying or harassment will
  - Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be referred to a more senior level of management;
  - Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure;
  - Prepare a confidential report for the Chief Executive Officer or President on the nature of the complaint and ensure follow-up reports are provided until the matter is resolved;
  - Ensure no information regarding the complaint is discussed outside this procedure;
  - In a case where a union shop steward receives the complaint the Chief Executive Officer or President is to be advised of the details of the complaint.
- c) The person handling the complaint, whether it is the person who received the complaint or another appointed senior person will, with the approval of the complainant
  - As soon as possible, but within 48 hours, advise the alleged harasser of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour;
  - Discuss the allegations with the supervisor of the alleged harasser
  - Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard;
  - Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.
- d) If it is not possible to resolve the complaint simply by discussion with the complainant and the alleged harasser:-
  - The matter will be investigated and where the complainant or the alleged harasser is a member of a Union, the Union will be party to the investigation.
  - All documentation relating to the complaint will remain confidential and will not be produced or made available for



inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.

- e) During the period of the investigation of a case of serious bullying or harassment:
  - If requested by either party or by management, alternative working arrangements may be made.
- f) If, following investigation and resolution, a complaint is judged to have foundation:
  - Appropriate remedial action will be taken including where appropriate disciplinary / counselling action appropriate to the circumstances and/or seriousness of the matter.
  - A record of the detail of the disciplinary action will be placed on the employee's personnel file.
- g) If, following investigation, a complaint is judged to have no foundation:
  - The complainant will be counselled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.
  - Continued reference to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.

First Adopted: 28 July 2010, 2010-115

Last review: 19 July 2017, 2017-xxx

## **POLICY – COUNCIL STAFF**

Sub Section: Staff General

Policy Number: 2.1.12

Policy Subject: **Farewell Gifts to Staff**

Policy Statement: The policy sets out guidelines with regard to farewell gifts the Shire of Coorow can confer on an employee who retires or resigns from full time or permanent part-time employment.

Objectives:

Guidelines: Employees who have completed more than three years' service may receive a gift up to the value of \$150. The Chief Executive Officer has the sole discretion to determine whether a Council function will be held for any employee who resigns, retires or is made redundant.

In the case of employees terminated due to dismissal, no payment is to be made.

First Adopted: 16 May 2012, 2012-056

Last review: 19 July 2017, 2017-xxx

## **POLICY - GENERAL STAFF**

Sub Section: Staff General

Policy Number: 2.1.13

Policy Subject: **Personal Leave during Annual Leave**

Policy Statement: That Council reimburse annual leave to an employee who is required to take personal leave during a period of annual leave, subject to meeting the following criteria:-

- Production of a medical certificate.
- The period of personal leave being of five working days in duration or longer.

Objectives: To ensure that an employee is not disadvantaged in encountering unforeseen circumstances during periods of annual leave.

Guidelines: The CEO is to be satisfied that the employee has had a period of “other” leave during the period of annual leave.

First Adopted: 19 September 2012, 2012-123

Last review: 19 July 2017, 2017-xxx

## **POLICY - GENERAL STAFF**

Sub Section: Staff General

Policy Number: 2.1.14

**Policy Subject: Hours of Operation – Administration Offices & Staff**

Policy Statement: That Council sets the following as the hours of operation for its Coorow and Leeman Administration Offices and Staff on normal working days:-

- Office Opening Hours 8.00 am to 4.00 pm
- Staff Working Hours 8.00 am to 4.30 pm  
(30 minute lunch break)

Objectives: To ensure the efficient and effective operations of the Administration Offices and suitable staffing levels being maintained.

Guidelines: The CEO is charged with the responsibility to ensure the Administration Offices are open to the public in accordance with this policy.

First Adopted: 19 September 2012, 2012-124

Last review: 19 July 2017, 2017-xxx

## **POLICY - GENERAL STAFF**

Sub Section: Staff General

Policy Number: 2.1.15

**Policy Subject: Rostered Days Off - Inside Staff**

Policy Statement: The inside staff hours are to operate from 8.00 am to 4.30 pm with a 30 minute lunch break, 5 days per week however, staff members may work flexible hours, subject to the agreement of their supervisor/manager.

This allows the employee to accrue one RDO each 20 working days and enables the employee one working day off, to be taken by mutual agreement with the employee and supervisor/manager, subject to workload.

All inside staff members, excluding Senior Officers on individual contracts are permitted to participate in the RDO scheme.

Objectives: To allow a Rostered Day Off (RDO) to accrue for (inside) office staff every twenty (20) working days whilst ensuring that this system is managed to minimise the accrual of days.

Guidelines: No more than three (3) Rostered Days Off may be accrued by an individual in accordance with this policy, unless previously authorised by the Chief Executive Officer.

First Adopted: 19 September 2012, 2012-125

Last review: 19 July 2017, 2017-xxx

## **POLICY - GENERAL STAFF**

Sub Section: Staff General

Policy Number: 2.1.16

**Policy Subject: Rostered Days Off - Outside Staff**

Policy Statement: The outside staff hours are to operate on a nine (9) day fortnight on the following fortnightly basis:-

8 days @ 8.5 hours

1 day @ 8.0 hours

1 day RDO

Hours are generally from 7.00 am to 4.00 pm with a 30 minute lunch break, 5 days per week however, staff members may work flexible hours, subject to the agreement of their supervisor/manager.

This allows the employee to accrue one RDO each 10 working days and enables the employee one working day off, to be taken by mutual agreement with the employee and supervisor/manager, subject to workload.

All outside staff members, excluding Senior Officers on individual contracts are permitted to participate in the RDO scheme.

Objectives: To allow a Rostered Day Off (RDO) to accrue for outside staff every ten (10) working days whilst ensuring that this system is managed to minimise the accrual of days.

Guidelines: No more than three (3) Rostered Days Off may be accrued by an individual in accordance with this policy, unless previously authorised by the Chief Executive Officer.

First Adopted: 19 September 2012, 2012-125

Last review: 19 July 2017, 2017-xxx

## **POLICY - GENERAL STAFF**

Sub Section: Staff General

Policy Number: 2.1.17

**Policy Subject: Public Holidays In-Lieu**

Policy Statement: That Council employees be entitled to two additional days off each year to be taken as follows:-

- One day as part of the Christmas/New Year period.
- One day as part of Easter break.

Should work rosters not allow the above to occur, the additional day must be taken within a fortnight of it falling due.

Objectives: To facilitate the provision under superseded Awards whereby employees received two (2) Public Holidays In-Lieu in addition to State and National Public Holidays.

To ensure that all employees receive the same entitlements in relation to the two additional days, no matter the length of service at the Shire of Coorow.

Guidelines: The CEO is charged with the responsibility to ensure that Council's works program and services are maintained at an acceptable standard, in accordance with this policy.

First Adopted: 19 September 2012, 2012-127

Last review: 19 July 2017, 2017-xxx

## **POLICY - COUNCIL STAFF**

Sub Section: Staff General

Policy Number: 2.1.18

**Policy Subject: Personal Use of Shire Plant by Staff**

Policy Statement: That Council provides the use of some items of Shire plant to its staff at a nominal hire charge subject to the staff member being qualified to use the plant item and acknowledging that the private use of the plant is exclusively for personal use on their own property within the Shire of Coorow.

Objectives: To recognise that Shire employees, as operators and guardians of the items of plant, will treat the plant with the necessary care in line with the trust placed upon them by Council in affording the opportunity to use Shire plant at a nominal hire charge.

Guidelines: Shire staff must obtain the consent of the Manager Works and Services or the Chief Executive Officer prior to using any item of plant for personal use in their own time.

Council reserves the right to determine which items of plant are to be made available to staff at a nominal hire charge as part of the annual budget process.

The use of Shire plant by staff is for personal use on their own personal properties within the Shire of Coorow and not for any other purpose.

First Adopted: 17 October 2012, 2012-139

Last review: 19 July 2017, 2017-xxx



## **POLICY - COUNCIL STAFF**

Sub Section:	Staff General
Policy Number:	2.1.19
Policy Subject:	<b>Closure of Administration Offices during the Christmas/New Year Period</b>
Policy Statement:	That Council provides guidelines to the Chief Executive Officer in the closure of Administration, Library and Works Depot facilities across the Christmas and New Year holiday period.
Objectives:	To assist with the efficient and effective management of the Shire's Administration Offices (including Libraries) and Works Depots during the Festive Season holiday period ensuring that patrons receive sufficient notification of the closures.
Guidelines:	<p>The Administration Offices (including Libraries) and Works Depots will be closed for business from 4pm on the last working day before Christmas and re-open on the second working day following New Year's Day.</p> <p>The Chief Executive Officer will have discretion to vary the times of closure so that the period may include up to one day prior to Christmas Day and up to two days after New Year's Day, but not exceeding a total of eight consecutive working days inclusive of public holidays, excluding weekends.</p> <p>Provided:</p> <ul style="list-style-type: none"><li>• Staff use Annual Leave, Time in Lieu or Rostered Days Off to account for those days not designated as public holidays.</li><li>• Staff emergency contact details are made available to the public.</li><li>• The closures are advertised locally via newspaper and public notice board.</li></ul> <p>Council may receive a report from the Chief Executive Officer no later than the Ordinary meeting in October each year advising of the details of the forthcoming Christmas and New Year closure period.</p>
First Adopted:	17 October 2012, 2012-140
Last review:	19 July 2017, 2017-xxx

## **POLICY - COUNCIL STAFF**

Sub Section: Staff General

Policy Number: 2.1.20

**Policy Subject: Superannuation**

Policy Statement: That Council meets its obligations relating to the Superannuation Guarantee Charge (SGC) as well as contributing matching amounts to an employee's superannuation funds subject to the employee making their own contributions.

Objectives: To encourage and promote the benefits of superannuation to all Shire employees.

Guidelines: The Shire will contribute 9.5% of ordinary time earnings and allowances as its Superannuation Guarantee Contributions (SGC) in accordance with legislative requirements.

This is to increase each year effective from 1 July 2021 to reach a total of 12% as determined by Federal Government Policy and Budget changes.

The Shire will continue to contribute matching funds, on a dollar for dollar basis of up to 6% of ordinary time earnings and allowances subject to the employee making their own personal contributions.

This policy does not apply to employees whose contract of employment stipulates otherwise.

First Adopted: 20 February 2013, 2013-005

Last review: 19 July 2017, 2017-xxx

## **POLICY - COUNCIL STAFF**

Sub Section: Staff General

Policy Number: 2.1.21

**Policy Subject: Staff Uniforms (Administration Staff)**

Policy Statement: That the Shire provides an annual allowance to all permanent administration staff to ensure uniformity in attire within the Shire working environment.

Objectives: To ensure that all administration staff wear attire that projects a positive business-like image for the Shire of Coorow that meets the requirements of the Australian Taxation Office in relation to "Uniforms".

Guidelines: Council will provide an annual allowance of \$750 for each permanent member of the administration staff.

Executive members of staff may vary any uniform allowance as part of their contract negotiations.

The allowance may only be spent on a uniform that complies with the definition of "Uniform" as set under Australian Taxation Office Guidelines.

Staff may wear "Non-Uniform" attire to work provided that it conforms to "proper business attire" in the opinion of the Chief Executive Officer.

First Adopted: 20 February 2013, 2013-007

Last review: 19 July 2017, 2017-xxx

## **POLICY - COUNCIL STAFF**

Sub Section: Staff General

Policy Number: 2.1.22

**Policy Subject: Staff Uniforms (Outside Staff)**

**Policy Statement:** To ensure that the Shire provides its Outside Workforce with clothing (including footwear) that is suitable for an outside working environment while conforming to the requirements of the Occupation Safety and Health Act 1984, other legislative requirements, Standards and Award provisions.

**Objectives:** To recognise that the Shire has a basic responsibility as an employer to ensure that its Outside Workforce are provided with the correct Personal Protection Equipment (PPE), including work wear to undertake their various duties in a safe environment.

**Guidelines:** Where the Shire issues protective clothing, all such clothing shall be in accordance with Occupational Safety and Health guidelines and requirements. Cloth sunhats, where worn, shall be equipped with non-removable neck flap, although Council preference is for broad brim hats for all employees.

Council shall make available to all staff broad spectrum sunscreen lotion with a minimum rating of 30+. Sunscreen should be applied before the commencement of work and at regular intervals throughout the day according to the manufacturer's directions.

All permanent employees shall be issued with protective clothing and equipment, including tinted safety glasses to reduce glare and UV rays, as required by the relevant legislation and Award.

Safety boots will be replaced when worn out (cease to be protective). Council preference is that boots are purchased from local businesses, although it will allow a choice from the Shire's preferred Workwear Catalogue. New employees will be issued with safety boots on commencement.

New employees shall be issued with the Shire's wet weather jacket (Manager Works and Services to order this).

New employees, after completion of their probationary period and other employees annually, shall be issued with the following:

- Four shirts and
- Four pants or shorts or
- Four sets of overalls or a combination

Where overalls are worn by employees engaged in spraying

insecticides and/or poisons, such overalls shall be cleaned by the employer. Employees shall be responsible for the safekeeping, care and maintenance of all protective clothing and equipment, including laundering of clothing. Where protective clothing or equipment is lost or damaged due to negligence by an employee, it shall be replaced by that employee.

All employees, including temporary and casual staff, shall have the following items available for their use on an "as needs" basis: helmets, goggles, gloves, earmuffs or earplugs, sunscreen, Insect repellent, wet-weather protection, rubber boots, respirators, safety hats, and safety vests. These items are for all employees' use and are to be returned to the Works Depot when not required. Disposable items will be binned.

If staff require additional protective clothing over and above that listed, the employee is to present the worn out clothing to the Manager Works and Services, and request replacement.

All contractors commissioned by the Shire of Coorow shall comply with all Occupational Safety and Health guidelines and staff employed by those contractors must be provided with the required protective clothing and equipment.

First Adopted: 20 February 2103, 2013-008

Last review: 19 July 2017, 2017-xxx

## **7.17 PERSONAL PROTECTION EQUIPMENT AND CLOTHING (PPE) PROCEDURE**



### **PURPOSE**

The Shire of Coorow is committed, where practicable, to reducing risks in the first instance by means other than protective clothing and equipment (PPE). Where the provision of PPE is deemed appropriate, the Shire of Coorow is committed to ensuring that all personal protective clothing or equipment complies with the requirements of the appropriate Standards.

### **SCOPE**

This procedure applies to whole of organisation where it is appropriate.

### **RESPONSIBILITIES**

#### **Supervisor**

Where PPE is used in the workplace, Supervisors must ensure that:

- employees are instructed in relation to the correct fitting, use, selection, testing, maintenance and storage of the clothing or equipment;
- employees are informed of the limitations in the use of the clothing or equipment;
- the clothing or equipment is maintained in good working order;
- the clothing or equipment is replaced when it no longer provides the level of protection required to protect the wearer or user against the particular hazard;
- the area of the workplace at which the clothing or equipment is required is identified by signs in accordance with the AS 1319: 1994 Safety Signs for the Occupational Environment (e.g. a sign may be required in the welding bay denoting the type of PPE which is required); and
- all repairs to PPE are to be carried out by a competent person, and are to be conducted in according to specifications of the manufacturer.

#### **Employees**

Persons to whom PPE is provided or made available at the workplace:

- must use the PPE in the manner in which he/she has been properly instructed to use it;
- must not misuse or damage the PPE; and must, as soon as practicable after becoming aware of any damage/malfunction/need to clean or sterilise, advise the Supervisor of the details surrounding the damage, malfunction or need to clean/sterilise.

Under Section 20(2)(c) of the OS&H Act 1984, an employee who "misuses or damages any equipment provided in the interests of safety or health" commits an offence. Shire of Coorow employees who misuse or damage PPE will face disciplinary action that may result in dismissal.

The Shire of Coorow will replace any items deemed unserviceable due to normal wear and tear at no cost to the employee.

## APPLICATION

### CLOTHING RECOMMENDATION – STANDARD DRESS

Shire of Coorow recommends that outdoor employees wear long sleeved shirts and trousers. However, to help alleviate the adverse effects of hot weather, outdoor employees may elect to wear long shorts and short-sleeved shirts. The minimum clothing requirement for outdoor employees shall be long shorts i.e. to just above the knee and sleeved shirts.

This basic dress code will apply all year round. Exemptions may apply based upon written medical advice.

It is recommended that, except for the months of May, June, July and August, a broad brimmed (8cm to 14cm) hat **should** be worn. Other types of hats may be substituted so long as they provide good protection to the face, ears and neck. This may include a peak cap with non-detachable neck flap. Baseball type caps with no ear or neck protection are not recommended.

Hats, long and short sleeved shirts, shorts and trousers appropriate for the nature of work will be supplied by Shire of Coorow. Wherever practicable, the Ultra-violet Protection Factor (UPF) of clothing fabric will be 50+ or better.

An "outdoor employee" for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight for more than 1 hour/day on a cumulative basis.

Where there is an obvious risk of immediate physical damage to the skin, the option to wear long shorts in certain areas will not apply to:-

- persons performing welding or mechanical repairs/maintenance
- operators of brush cutters, concrete/bitumen saws and chainsaws
- people handling bitumen
- people who handle chemicals i.e. pesticides and herbicides.

These workers **must wear** trousers and long sleeve shirts or overalls.

### USE OF SUNSCREEN

All outdoor workers will be supplied with sunscreen cream which should be applied to their uncovered skin in accordance with the manufacturer's directions. Information, instruction and supervision will be provided in the use of sunscreens. In particular, this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and shall be at least the SPF 30+ Broad Spectrum type.

It is recommended that sunscreen be used on the face, neck and ears all year round. This practice is particularly important for people working in the north of WA.

Exemptions may apply based on written medical advice.

### OTHER PEOPLE WHO WORK OUTDOORS

It is recommended that all persons who work in direct sunlight for more than thirty (30) minutes (but less than one (1) hour) per day on a daily basis wear a broad brimmed hat (or equivalent) and sunscreen, both of which Shire of Coorow will supply.

### HIGH VISIBILITY CLOTHING

Because of the requirement for Shire of Coorow workers to be easily seen by vehicle users,

high visibility clothing (either high visibility shirt, jumper, jacket or vest) of some description must be worn by workers while within the road reserve or near vehicle access ways.

Should over garments (e.g. jumpers and parkers) be needed, then a high visibility vest must be worn over them.

### **SUPPLY AND USE OF SUN GLASSES**

All staff working outdoors shall, when practicable, wear general purpose sun protection glasses which comply with AS1337: 1992 – Eye Protection for Industrial Application, and AS1067: 1990 – Combination Safety/Sun Glasses, as appropriate. These will be made available to relevant staff as part of the standard personnel protective equipment issue.

### **PRESCRIPTION SAFETY GLASSES**

Some visually impaired outside staff may require prescription safety glasses. The Shire of Coorow will reimburse employees for the cost of these glasses in accordance with an Optometrist's prescription and at the discretion of the Manager, Works and Services, up to a prescribed amount listed below or 50% of the cost, whichever is the lesser:

- Single vision \$130
- Multi-focal \$180

Prescription safety glasses must meet the requirements of Australian Standard AS1337, with a minimum level of protection of medium impact resistance. Subsequent issues of these glasses will be on an as-needed basis when fair wear and tear is shown.

### **ADMINISTRATIVE AND OTHER CONTROLS**

While these guidelines are essentially about the type of garments worn, the implications to the wearer with respect to comfort and overheating problems require consideration.

The key factors which may promote bodily overheating problems are the:

- ambient and radiant temperature;
- extent of air movement (wind);
- pace and physical demand of work;
- adequacy of water replacement required by sweating;
- humidity;
- person's clothing.

Some steps which may be taken include:

- Having ample supplies of fresh cool water.
- Exploiting the use of natural shade.
- The erection of temporary shade where practicable.
- Rescheduling of particularly heavy work outside the period 10.00am to 2.00pm where practicable.
- Consideration of **temporary** cessation from physically demanding work for the time when severe heat related conditions are experienced.

It is readily apparent that heavy work in particularly hot weather is not efficient work, without frequent stops, at least for drinks and possibly self-dousing with water.

### **REFERENCE**

- Occupational Safety and Health Act 1984, and 2005 amendments
- Occupational Safety and Health Regulations 1996, and 2005 amendments



## **POLICY - COUNCIL STAFF**

Sub Section: Staff General

Policy Number: 2.1.23

**Policy Subject: Integrated Workforce Planning and Management Policy**

**Policy Statement:** To demonstrate that the Shire of Coorow is committed to ensuring that strategic, operational and legislative objectives are met by effective workforce planning and resourcing to demonstrate compliance with the Integrated Planning requirements of Section 5.56(2) of the Local Government Act 1995.

**Objectives:** Workforce planning is a continuous process of shaping the workforce to ensure it is capable of delivering organisational objectives into the future. It provides the framework for assessing the demand and supply of the workforce and aims to have the right people in the right place at the right time to affect the delivery of organisational goals, resourced through effective long term financial and business plans.

**Guidelines:** The Shire of Coorow considers workforce planning to be an essential management function in its operations. It recognises that the achievement of all goals and objectives is reliant on the appropriate capacity, skills, knowledge of its workforce. Council is committed to resourcing workforce requirements through its integrated planning processes as outlined in its Work Force Plan. Council also recognises that the responsibility for managing people lies with the person who has the executive responsibility for the objectives of the service/activity/function of their division. The Shire will ensure the Workforce Plan addresses current and future best practice human resource management practices that include:

- Effective and efficient recruitment and retention
- Role and responsibility definition and appropriate performance management
- Support and encouragement for staff to perform
- Staff training and development
- Legislative compliance
- Staff health and wellbeing (OSH)
- Flexibility in employment and work practices to meet organisational and employee needs

### **Responsibilities**

- Executive, managers and supervisors have the responsibility and accountability for ensuring that all staff are managed appropriately within their own work areas
- In each of these areas, current and future demand and supply should be assessed as part of the annual and strategic planning cycles

- All managers will ensure effective setting of KPIs and performance criteria for their staff that will meet relevant organisational objectives
- Staff appraisals will incorporate training and development plans to ensure the current and future skills and knowledge needs are met wherever practicable, with gaps and omissions reported to the CEO or other designated officer for inclusion in the Workforce Planning process
- The corporate services team will collect and monitor relevant workforce data and statistics
- The relevant organisational planning and performance monitoring personnel will research all relevant workforce data, demographics and trends as part of the integrated planning cycle
- All Elected Members and Officers involved in organisational, operational or project planning will ensure that workforce implications are considered and included in all strategic or operational plans

#### Monitor and Review

The Shire will implement a robust reporting and recording system that will be regularly monitored to ensure human resource supply and demand management is appropriately implemented and sustained across the organisation and there is ongoing identification of issues and trends.

Workforce planning key performance indicators (KPIs), relating to both organisational and personal performance will be developed, implemented and monitored by the Shire's Executive and Council as appropriate and reported as required, being mindful of human resource management confidentiality requirements.

First Adopted: 19 June 2013, 2013-067

Last review: 19 July 2017, 2017-xxx

## **POLICY – COUNCIL STAFF**

Sub Section: Staff General

Policy Number: 2.1.24

**Policy Subject: Staff-Provided Housing Allowance**

Policy Statement: This policy sets out guidelines and conditions applicable to the payment of an allowance to staff that provide their own accommodation.

Objectives: The Shire does not provide accommodation for all employees. For those staff who supply their own accommodation requirements, an allowance will be paid each week as part of their employment package. At some future point Council may chose to divest itself from the provision of any staff housing.

Guidelines: For full-time employees, the weekly allowance shall be \$120.

Permanent Part-Time Staff will be paid a pro-rata allowance.

This allowance if not payable to Casual staff.

This allowance is not payable to staff/partners/family members who occupy a Shire subsidised dwelling.

The parity between the weekly subsidised rent payable by Shire staff and the weekly housing allowance shall be no less than \$50.

The allowance shall be subject to review as part of the annual budget process.

First Adopted: 16 September 2015, 2015-096

Last review: 19 July 2017, 2017-xxx

## **POLICY – COUNCIL STAFF**

Sub Section: Staff General

Policy Number: 2.1.25

**Policy Subject: Staff Training and Development**

Policy Statement: The Shire of Coorow is committed to developing a highly skilled and flexible workforce. Council is committed to providing training and development opportunities and ensuring fair access for all staff to these opportunities.

Objectives: To ensure consistency in the level of support and opportunities for training and development for all employees.

To assist employees in developing knowledge and skills relating to their current roles and future career paths.

Policy: Employees are encouraged to be involved in the Performance Management Review process where training and development plans are established at the commencement of a review period.

Providing development opportunities such as working in other positions “acting” rotation and multi-skilling are to be encouraged to develop skills, knowledge and flexibility.

The Shire of Coorow is committed to removing barriers to utilise skills acquired in accordance with the Individual Training and Development Plans.

The Shire of Coorow shall allow employees to attend course requirements, on or off the job, during ordinary working hours where training is undertaken as part of the Training Plan resulting from the Performance Management review discussions. Training attended must be critical to Council activities and not solely personal development. Training attended should develop skills and knowledge that can be used in the workplace.

The Shire of Coorow shall pay course fees associated with structured training programs but shall not pay fees if the employee is repeating a subject or section of the course/program. Course/training costs shall not be paid for personal development, if not work related.

The Shire of Coorow shall either provide transport or reimburse travel expenses incurred. Travel time involved cannot be claimed if such hours of travelling fall outside their standard spread of hours. Reasonable other expenses shall be paid including books, accommodation and meals.

Up to four hours leave with pay each week may be granted or alternatively block release and additional day/hours to an

aggregate equivalent in a year will be approved. If time exceeds four hours then flex time or leave without pay is applicable.

An application for the purpose of attending a certified course or tertiary qualification must directly relate to the present occupation of the employee.

If employees cease to attend earlier than the predetermined length of the course, they will reimburse the Shire of Coorow for expenditure incurred on course fees and materials to that point.

The granting of study leave does not confer a right upon the employee to reimbursement of fees or any other forms of education assistance.

Council employees who are undertaking approved course and are required to pay admission/administration or HECS fees up front may apply for financial assistance. Each application for educational assistance shall be considered in relation to impact upon the work environment and available funds.

The Shire will support the resourcing of individual training and development plans and ensure staff are trained, educated and developed to do their jobs in a proper, responsible manner.

The Shire of Coorow will encourage employees to gain formal educational qualifications or upgrade those existing. Participation in training will be encouraged and time allowed for attendance and paid study leave.

Given that Council has a limited budget for training and development, the following provide some alternative avenues available for training costs:

- Utilise training programs available through funding bodies.
- Utilise low cost/free training offered by organisations such as the Western Australian Local Government Association
- Run in-house training utilising expertise within the organisation and existing training resources. Many organisations will provide speakers free of charge, and
- Share training sessions with other organisations to reduce the cost of training.

First Adopted: 10 February 2016, 2016-012

Last review: 19 July 2017, 2017-xxx

## **POLICY – COUNCIL STAFF**

Sub Section:	Council Staff – Staff General
Policy Number:	2.1.26
<b>Policy Subject:</b>	<b>Army Reservists and Local Emergency Service Volunteers</b>
Policy Statement:	To maintain the salaries or wages of any of its' employees who are engaged on armed services reserve duties or who are members of local emergency service organizations and are called upon to perform duties during working hours.
Objectives:	<p>To formalise Council's support for the Army Reservists and Local Emergency Services Volunteers.</p> <p>Council considers that this policy will provide clear guidance for army reservists and volunteers who are called for emergency service duties.</p>
Guidelines:	Staff members involved with Reserve Units or Local Emergency Services organisations must make written notification to the Chief Executive Officer, through their supervisor, for recognition of involvement.
First Adopted:	18 May 2016, 2016-049
Last review:	19 July 2017, 2017-xxx

### 11.1.3 2017/18 FIRE BREAK NOTICE

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	5 July 2017
<b>FILE</b>	ADM0306
<b>ATTACHMENT</b>	Draft 2017/2017 Firebreak Notice

#### **SUMMARY:**

**For Council to consider adopting the attached Fire Break Notice for the 2017/18 Bush Fire Season.**

#### **BACKGROUND:**

In August each year, the Bushfire Advisory Committee meets to recommend appointment of Bush Fire Control Officers and discuss prohibited and restricted burning times. Council makes appointments and resolutions which include recommendations from the Bush Fire Advisory Committee.

#### **COMMENT:**

As the Shire of Coorow Annual Bush Fire Advisory Committee (BFAC) is not scheduled to meet until Friday 28 July 2017, it is requested that Council adopt the 2017/18 Fire Break Notice to allow for the annual dispatch of rates notices in July 2017 as well as thorough advertising prior to the commencement of the 2017/18 Fire Season.

There have been no significant changes from the last two Fire Break Orders and it is proposed to retain the separation on times between the coastal region and the rest of the Shire.

#### **STATUTORY ENVIRONMENT:**

*Bush Fires Act (1954) Various sections including:*

- 17. Prohibited burning times may be declared by Minister*
- 18. Restricted burning times may be declared by Authority*
- 33. Local government may require occupier of land to plough or clear firebreak*

#### **STRATEGIC IMPLICATIONS:**

Nil

#### **POLICY IMPLICATIONS:**

Council Policies:

Part 4 – Law, Order & Public Safety – Fire Prevention

4.1.2 Bush Fire Advisory Committee

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That the 2017/18 Fire Break Notice (as attached) be adopted and the Bush Fire Advisory Committee be advised of the decision

**RESOLUTION:**

**2017/091**

**Moved: Cr Bothe**

**Seconded: Cr Rackemann**

***That the 2017/18 Fire Break Notice (as attached) be adopted, subject to 29 March being changed to 14 March where it appears, and the Bush Fire Advisory Committee be advised of the decision.***

**CARRIED 8/0  
Simple Majority**

*Note: The open burning season was moved forward two weeks to bring it into line with the Shire of Carnamah.*





# SHIRE OF COOROW



## BUSH FIRES ACT 1954 (AS AMENDED) SHIRE OF COOROW—FIREBREAK ORDER

### RESTRICTED BURNING TIMES

Burning permits required from:

#### **COASTAL—(From Coast East to Mudge-Willcocks Road)**

16 September 2017 to 31 October 2017  
& 15 February 2018 to 14 March 2018

#### **DISTRICT—(Remainder)**

16 September 2017 to 14 October 2017  
& 15 February 2018 to 14 March 2018

### PROHIBITED BURNING PERIOD

#### **COASTAL—(From Coast East to Mudge-Willcocks Road)**

1 November 2017 to 14 February 2018

#### **DISTRICT—(Remainder)**

15 October 2017 to 14 February 2018

**The purpose of a firebreak is to stop a fire spreading, to allow entry for fighting vehicles and to provide a break from which back burning can take place to control a fire.**

## **FIREBREAKS MUST BE INSTALLED AND MAINTAINED CLEAR OF FLAMMABLE MATERIAL FROM 31 OCTOBER UP TO AND INCLUDING 14 MARCH**

### **FIREBREAKS**

Pursuant to the powers in section 33 of the Bush Fires Act, you are hereby required on or before the 31 October 2017 to plough, scarify, cultivate or otherwise clear and thereafter keep clear of all flammable material until 14 March 2018 firebreaks (of not less than two (2) metres in width) in the following dimensions on the land owned or occupied by you.

### **RURAL LAND**

Firebreaks of not less than two (2) metres in width immediately inside and along the whole of the external boundaries of the property or properties owned or occupied by you. In addition, where buildings or haystacks are situated on the property, additional firebreaks if not less than 3.5 metres in width must be provided within 100 metres of the perimeter of such buildings or haystacks, in such manner as to completely encircle the buildings, haystacks or fuel pump.

### **TOWNSITE LAND**

Coorow, Leeman and Green Head, all town site lots must be cleared or slashed to a maximum height of 10cm (not ploughed or rotary hoed) by 31 October 2017.

(For the purpose of this notice, trees, shrubs and plants in established gardens do not constitute inflammable material).

### **FUEL DUMPS AND/OR DEPOTS**

All grass and inflammable material is to be cleared from areas where fuel is stored and such areas are to be maintained free of grass and similar inflammable material until 14 March 2018.

### **HARVESTING AND STRAW RAKING, BAILING AND CHAINING OPERATIONS**

A person shall not operate any harvesting machine or header or undertake straw raking, bailing or chaining activities in any crop or paddock during the restricted and prohibited period unless a readily mobile fire fighting unit containing a minimum of 400 litres of water capacity powered by an engine driven pump is in attendance in or adjacent to the entrance of the paddock being harvested, raked, baled or chained.

### PENALTIES

- Failure to maintain a firebreak as per firebreak order—\$250
- Offence relating to lighting a fire in the open air—\$250
- Setting fire to the bush during a prohibited burning time—\$250
- Failure of occupier to extinguish a bush fire—\$250
- Operation of machinery during movement ban—\$250
- Refusal to state name and abode or stating false name and abode—\$100
- Failure to procure a permit to burn—\$100

**Major offences result in Court action with fines from \$500 to \$10,000 or imprisonment for five years.**



*The Fire Danger Index is based on wind, temperature and humidity ratings for the day across the district area*

The Shire of Coorow would like everyone to be aware that if you need to report a fire you should call '000'. The appropriate local emergency services personnel will then be contacted to take necessary action. Shire staff and Bushfire volunteers should not be contacted for reporting a fire.

Thank you for your support in this matter.



# SHIRE OF COOROW



## WHEN AND HOW TO BURN

### **BARBECUES AND INCINERATORS**

Gas and electric barbecues are permitted at any time. Solid fuel barbecue and incinerators are PROHIBITED on days of VERY HIGH to CATASTROPHIC FIRE DANGER.

### **APPROVED INCINERATOR**

The incinerator is to be constructed of steel, brick or a combination of these materials. Every incinerator shall be constructed or covered to prevent the emission of sparks or burning material.

### **ADVICE AVAILABLE**

Further advice on how to protect your home, when and how to burn off is available from the Shire Office or your local Bush Fire Control Officer. If you have any questions contact them.

### PERMITS

#### **HOW TO OBTAIN PERMITS**

Burning permits can be obtained from the Shire Office or from your local Permit Issuing Officer if you live in other areas of the Shire. When applying for a permit you will need to provide the Lot/Location Number and Street Name of the property for which the permit is to apply.

#### **WHEN TO OBTAIN PERMITS**

Permits are required for burning of bush and grass at any time between 16 September and 14 October and 15 February and 14 March in all areas.

### CONTRACTORS

Please find below a list of local contractors that may be available for Earthmoving, Lawn mowing and Firebreak work.

<u>J V &amp; J READ</u>	9953 1858 / 0427 440 525
<u>AUSSIE TREE SERVICES</u>	9964 2200 / 0428 382 800
<u>NORM JUST</u>	9953 1107 / 0427 736066
<u>A COASTAL CUT</u>	0429 107 272/0429 107 274
<u>DIRECT CONTRACTING</u>	0438 566 579 / 0418 934 287

## GENERAL PROVISIONS

- The term 'flammable material' for the purpose of this notice includes bush (as defined in the Bush Fires Act 1954), timber, boxes, cartons, paper, and the like inflammable materials, rubbish and any combustible matter, but does not include buildings, green standing trees and bushes or growing bushes or plants in gardens or lawns.
- If it is considered to be impractical for any reason to provide firebreaks in the position or adhere to the provisions required by this notice, the written approval of a Bush Fire Control Officer must be obtained to prepare such firebreaks in an alternative position.
- If permission is not granted by a duly authorised officer you shall comply with the requirements of this order.
- A 'Harvest and vehicle movement ban' includes the movement of vehicles in paddocks, except vehicles carrying water to stock and inspecting water supplies to stock.
- Harvesting is not permitted on Christmas Day and New Years Day. Harvesting is permitted on all Sundays and other public holidays except where harvesting or movement of vehicles ban has been imposed due to extreme weather conditions.
- The penalty for failing to comply with this notice is a fine not exceeding \$1,000, and a person in default will also be liable, whether prosecuted or not, to pay the direct costs of performing the work specified in this notice if it is not carried out by the owner and/or occupier by the date required in this notice.
- Council may, in default of compliance of this order, enter upon the land and perform the requisite works and the owner or occupier shall be responsible for the costs performing such works.
- Rural landowners who burn stubble and/or clover are reminded of their responsibilities concerning brigade and neighbouring property owner notification.

## **BUSHFIRE PERSONEL** (subject to change)

**Chief Bush Fire Control Officer**

**James Raffan**

**Deputy Chief Bush Fire Control Officer (West)**

**Ben Plozza**

**Deputy Chief Bush Fire Control Officer (East)**

**Kelvin Bean**



### FIRE CONTROL OFFICERS

### FIRE PERMIT OFFICERS

<b>Kyle Pollitt</b>	<b>Dennis Martin</b>
<b>Kelvin Bean</b>	<b>Graeme Maley</b>
<b>Rob Clement</b>	<b>James Raffan</b>
<b>Ian Hunt</b>	<b>Geoff Hortin</b>
<b>Sam Dell 'Agostino</b>	<b>Peter Crispin</b>
<b>Ian Falconer</b>	<b>Ben Plozza</b>

<b>Kelvin Bean</b>	<b>Dennis Martin</b>
<b>Rob Clement</b>	<b>James Raffan</b>
<b>Ian Hunt</b>	<b>John Richardson</b>
<b>Sam Dell 'Agostino</b>	<b>Peter Crispin</b>
<b>Ian Falconer</b>	

**Harvest Ban Officer – Western Sector**

**James Raffan**

**Ian Falconer**

**Harvest Ban Officer – Eastern Sector**

**Kelvin Bean**

**Ian Hunt**

**Special Permit Giving Burning Officers**

**Ian Falconer**

President, Cr M J Girando

## **11.2 MANAGER REGULATORY SERVICES:**

### **11.2.1 PROPOSED FEEDLOT – LOT 10804 COOROW-GREENHEAD RD WARRADARGE**

<b>AUTHOR</b>	Simon Lancaster
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	7 July 2017
<b>FILE</b>	A263
<b>ATTACHMENT</b>	11.2.1(a), 11.2.1(b) & 11.2.1(c) provided as separate attachments

#### **SUMMARY:**

**Council gave conditional approval for a 3,000 head cattle feedlot to operate from Lot 10804 Coorow-Green Head Road, Warradarge at its 15 February 2017 meeting. The applicant subsequently sought Council's consideration for an amendment to the application to allow for expansion to 12,000 head. Council resolved at its 19 April 2017 meeting that the amended application should be re-advertised. The submissions received during the second consultation period are now presented to Council for its consideration and this report recommends conditional approval of the application.**

#### **BACKGROUND:**

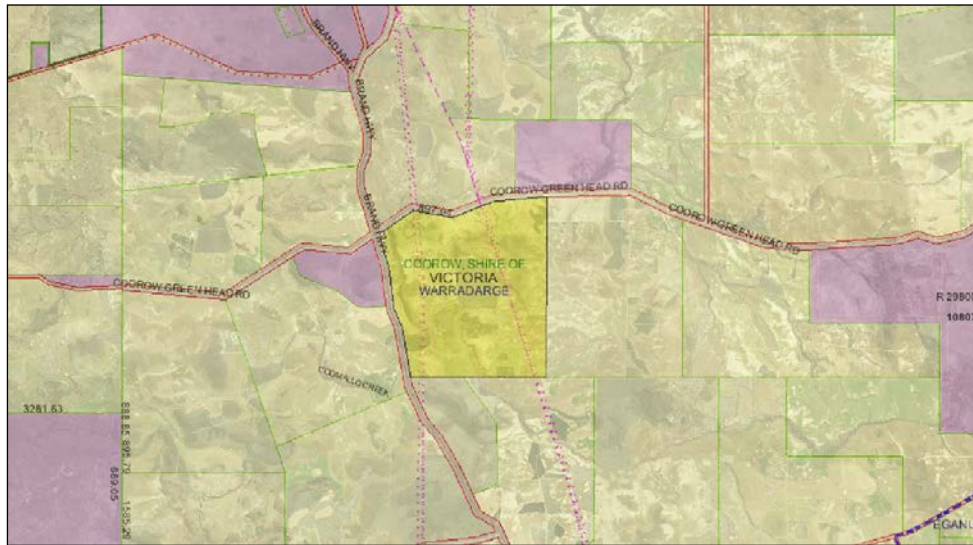
Lot 10804 'Erim Downs' is an undulating 1,969.8ha farming property located south-east of the Brand Highway and Coorow-Green Head intersection.

Lot 10804 is bordered to the west by the Brand Highway (4.19km frontage) and to the north by Coorow-Green Head Road (4.09km frontage).

The property is predominantly cleared, with pockets of remnant vegetation on hilltops and along watercourses. The property contains a residence in the south-west corner that has driveway access onto the Brand Highway.



**Figure 1 - Location Plan for Lot 10804 Coorow-Green Head Road, Warradarge**



The Dampier to Bunbury Natural Gas Pipeline and the 330Kv powerline, and their accompanying easements, run north-south through Lot 10804.

**Figure 2 – Aerial Photograph of Lot 10804 Coorow-Green Head Road, Warradarge**



**COMMENT:**

Council granted conditional approval at its 15 February 2017 meeting to an application establish a 3,000 head live export cattle depot in the north-eastern corner of Lot 10804, comprising 20 (4,500m<sup>2</sup>) pens capable of holding 150 cattle in each pen (30m<sup>2</sup> per head). The pens would be serviced by bore-fed sprinkler system to suppress dust,

and lined with clay to a depth of 0.03m to prevent seepage of effluent into the superficial aquifer.

It was also proposed to site worker accommodation to the east of the feedlot. The feedlot was anticipated to employ 4 permanent workers, and casual workers as required. The feedlot would have indirect benefits to the local economy also through its demand for feed and fodder.

A clay-lined holding pond was proposed to be developed to the north of the feedlot area to capture and store run-off, where following summer evaporation the residual effluent would be spread over the 1,600ha pasture area upon Lot 10804.

The proposed feedlot would not require clearing of native vegetation.

The development would be accessed off the Coorow-Green Head Road, approximately 3km east of the Brand Highway intersection. Vehicle movements were anticipated to be 8 livestock road train movements per week, and 3 grain/fodder heavy vehicle movements per week.

The applicant then sought Council's consideration for the amendment of the application to enable 12,000 head cattle to be kept at the feedlot, as follows:

*nothing had change from the original approval we got approve by the shire (same site same entrance same size of the site) the only thing that we ask the shire to amend is the caring capacity to 12,000 head.*

*The industry standard is 9sqm per head as CC, we are planning on giving extra 1sqm per head witch make it 10sqm a head.*

*The benefit for the local community is that we will create extra job for the local people and will purchase larger quantity of feed from the local producer (hay, grain etc).*

*We lodge our application to the Environment department for this plans and its look like we going to be approve by the end of the week.*

*Attached is the feedlot layout.*

*The pens size are 60m by 50m (3,000m2)  
20 pens in each side total of 40 pens."*

Council resolved at its 19 April 2017 meeting as follows:

*"1) That Council advise the applicant that:*

- A. Council requires the applicant's submission of a Management Plan based upon the 'Guidelines for the Environmental Management of Beef Cattle Feedlots in Western Australia' and the 'National Guidelines for Beef Cattle Feedlots in Australia' (as was outlined in condition 9 of Council's approval dated 15 February*

*2017 for a 3,000 head cattle feedlot) to be able to make assessment of the revised application seeking to establish a 12,000 head cattle feedlot upon Lot 10804 Coorow-Green Head Road, Warradarge.*

*B. Upon receipt of the Management Plan (as outlined in Part 1) that it be advertised for comment for a period of 30 days to the surrounding landowners and relevant government agencies, and at the conclusion of the advertising period, the Management Plan and any received submissions be returned to Council for further consideration.*

*2) Council notes that a substantial amount of work has been undertaken on site without the necessary approvals being in place.”*

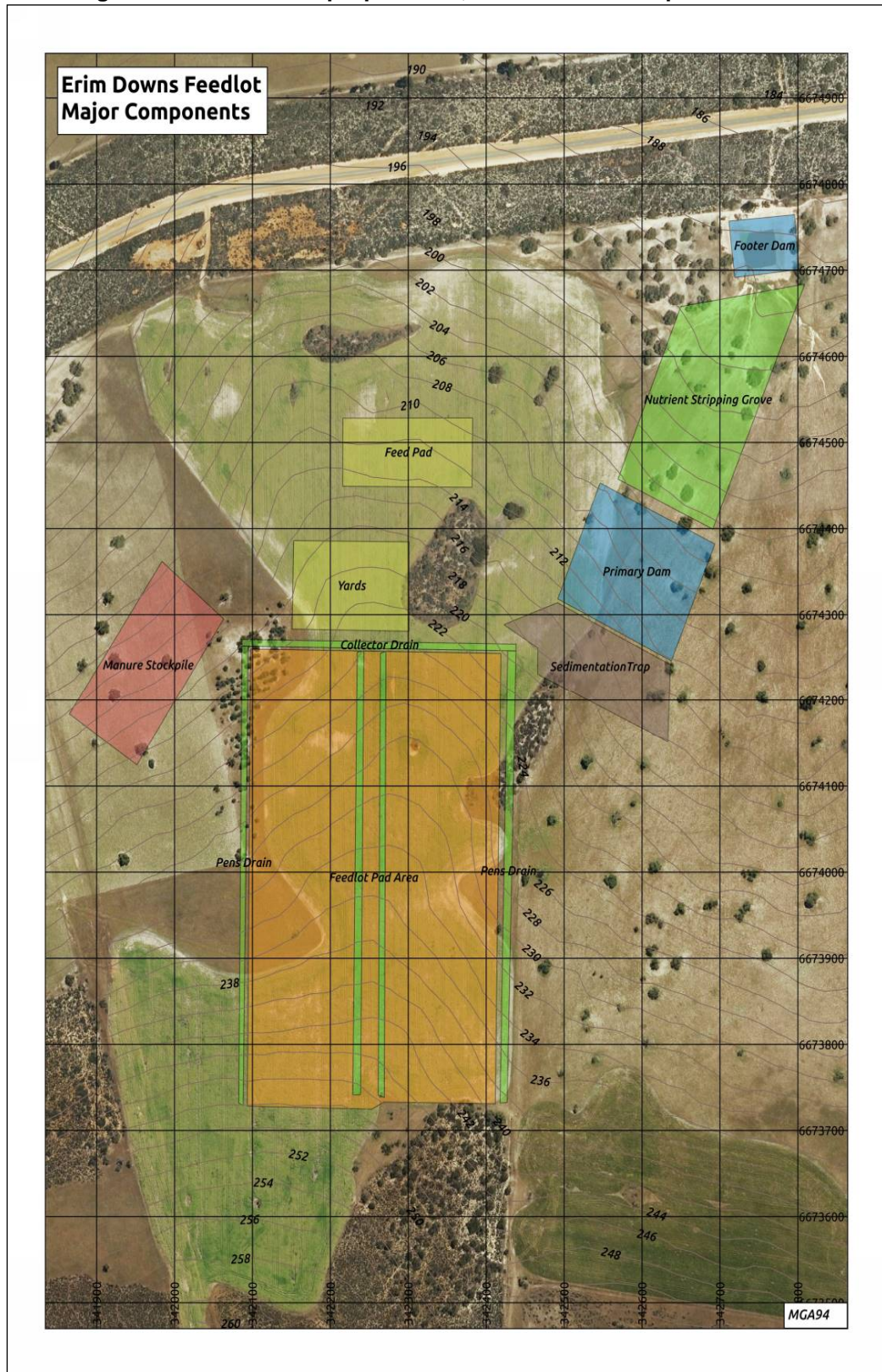
The applicant provided further information and a copy of this been included as **Attachment 11.2.1(a)**.

The further information was provided to surrounding landowners and government agencies for comment and the outcomes of the re-advertising period are discussed in the Public Consultation section of this report.

A copy of the applicant's originally submitted information was previously provided as **Attachment 11.2.1(a)** with the 15 February 2017 Council Agenda and again as **Attachment 11.2.7(b)** with the 19 April 2017 Council Agenda.



Figure 3 – Site Plan for proposed 12,000 head feedlot upon Lot 10804





**Figure 4 – View over feedlot site looking north**



**Figure 5 – View over feedlot site looking east**





**Figure 6 – View from access point looking east along Coorow-Green Head Road**



**Figure 7 – View from access point looking west along Coorow-Green Head Road**



## **STATUTORY ENVIRONMENT:**

Lot 10804 Coorow-Green Head Road, Warradarge is zoned 'Rural' under Shire of Coorow Local Planning Scheme No.3 ('the Scheme').

Section 4.2.7 of the Scheme lists the objective of the 'Rural' zone as being:

*"The objective of the Rural Zone is to provide for a range of rural pursuits such as broadacre and diversified farming which are compatible with the capability of the land and retain the rural character and amenity of the locality."*

The proposed development of a feedlot would meet the land use definition of 'Animal Husbandry-Intensive'. Schedule 1 of the Scheme defines 'Animal Husbandry-Intensive' as

*"means premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) and other livestock in feedlots".*

'Animal Husbandry-Intensive' is listed in Table 1 of the Scheme within the 'Rural' zone as a use that must be advertised prior to being considered by Council.

Portions of Section 10.2 'Matters to be considered by local government' of the Scheme may be considered relevant to this application:

*"10.2 The local government in considering an application for planning approval is to have due regard to such of the following matters as are in the opinion of the local government relevant to the use or development the subject of the application:...*

- (a) The aims and provision of the Scheme;*
- ...(e) any relevant policy or strategy of the Commission and any relevant policy adopted by the Government of the State;...*
- ...(i) the compatibility of a use or development with its setting;...*
- ... (l) the likely effect of the proposal on the natural environment and any means that are proposed to protect or to mitigate impacts on the natural environment;*
- (m) whether the land to which the application relates is unsuitable for the proposal by reason of it being, or being likely to be, subject to flooding, tidal inundation, subsidence, landslip, bush fire or any other risk;*
- (n) the preservation of the amenity of the locality;*
- (o) the relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal;*
- (p) whether the proposed means of access to and egress from the site are adequate and whether adequate provision has been made for the loading, unloading, manoeuvring and parking of vehicles;*

- (q) *the amount of traffic likely to be generated by the proposal, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;...*
- ... (v) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (w) *whether the proposal is likely to cause soil erosion or land degradation;...*
- ...(y) *any relevant submissions received on the application;*
- (z) *any other planning consideration the local government considers relevant."*

In addition to the approval of Council, the applicant is required to separately obtain a works approval from the Department of Environment Regulation as the feedlot is proposed to exceed 500 head. The Department of Environment Regulation have advised that application has been received for a licence under Division 3 Part V of the *Environmental Protection Act 1986*, and that their determination remains pending.

The 'Guidance for the assessment of environmental factors – separation distances between industrial and sensitive land uses' (2005) prepared by the Environmental Protection Authority lists noise, dust and odour as potential impacts arising from animal feedlots and prescribes a buffer distance of 1-2km dependent upon the size of the operation. Excluding the proposed worker accommodation, the feedlot development would be located approximately 2.2km south-east of the nearest residence.

#### **STRATEGIC IMPLICATIONS:**

The Shire of Coorow Local Planning Strategy (2015) identifies a role for the Shire in leveraging agricultural diversification opportunities through promoting and accommodating such uses in the Rural zone where there are acceptable impacts.

Section 5.5 of the Strategy notes that the Shire's economy and employment continue to be underpinned by agriculture, and an application for a feedlot, with its creation of additional jobs, and demand for feed from the surrounding district can be viewed as contributing to this economy:

*"The Shire's economic base remains firmly centred on agriculture according to the ABS, with almost a third of all employed people in the Shire involved with sheep, beef cattle and grain farming compared to approximately 1% of peoples in Western Australia. The broader category of agriculture, forestry, and fishing employs over half of the workforce in the Shire.*

*Beyond this industry, employment industries are much less concentrated – with those in school education and local government administration the next major categories of 6-8% each. Despite the area's reputation as a cray fishing hub, less than 5% of employed people identified fishing as their industry of employment, with similar amounts (4%) in metal ore mining.*

*The rock lobster and fishing industry was previously a major employment generator; however this has been significantly pared back over the previous decade due to substantially reduced catch limits and tighter licensing arrangements. Similarly, mining and related industries have suffered in the Shire due to the effective closure of the Eneabba sand mines.*

*In addition to these industries, it is clear a number of people are employed in tourism and hospitality related tasks, such as managing accommodation or working in the limited retail/service offerings in the Shire or operating tours.*

*While slightly less than a third of people identified their employment industry as sheep, beef or grain, it is likely that this industry is indirectly responsible for a much higher proportion of employment in the Shire. Other industries such as construction, retail trade, education, and transport also contribute to the employment profile of the Shire."*

The 'Guidelines for the Environmental Management of Beef Cattle Feedlots in Western Australia' (2004) was prepared jointly by the Department of Agriculture & Food, and the Department of Environment Regulation to provide guidance on management of feedlot operations. The Guidelines identify that disposal of nutrient rich wastewater, odour, dust, noise and insects can be the potential problems that need to be addressed through appropriate siting and management.

The Guidelines make the following observations relevant to odour and dust:

#### *4.6 Odour Control*

*Odour can be a major problem with cattle feedlots if appropriate control measures are not undertaken. Odours are produced by feedlots through decomposition of manure and spilt feedstuffs. They are particularly noticeable where waste is stored before treatment or where treatment systems become overloaded. The proximity of cattle feedlots to urban areas (especially upwind), the number of cattle, climatic conditions and the management of waste products are factors that influence the production of unpleasant odours and the likelihood of complaints.*

*The following techniques should be considered to reduce odour problems:*

- maintain low stocking densities especially in high rainfall areas;*
- clean pens regularly to avoid excessive accumulation of manure in feedlot pens;*
- maintain cleanliness in feeding facilities and avoid accumulation of spilt feed and manure around feed and water troughs and under fencelines;*
- spread manure as often as practicable after collection;*
- spread manure evenly in a pre-planned manner avoiding patchy distribution on pasture or cropland;*
- incorporate manure into soil on cropping areas as soon as practicable after application;*

- *apply manure early in the day (i.e. late morning) when air is warming and rising and diluting odours, rather than late in the day when air is settling, cooling and concentrating odours;*
- *spread manure on a cool day when odour production is lower; and*
- *spread all the manure in as short a time as possible.*

*Whenever possible, avoid spreading manure on the weekends or holidays particularly on sites with holiday-makers nearby. Spread manure on still days when wind will not carry odours or manure particles into public places, roads or neighbouring land.*

#### **4.7 Dust Control**

*Feedlots with cattle at low stocking densities can become very dusty during summer and cause a nuisance to neighbouring properties. In addition, stock trucks entering and leaving the feedlot, especially early in the morning or late at night, can annoy nearby residents and cause dust problems on unsealed roads.*

*The following techniques should be considered to reduce dust problems:*

- *maintain pen surfaces to remove loose manure build up;*
- *encourage development of a hard surfaced feedlot pad;*
- *water internal roads and other trafficked areas within the confines of the feedlot as required;*
- *use soil amendment, water sprays or water cannons for dust control in pens;*
- *maintain grass cover where possible around the feedlot site; and*
- *plant trees as windbreaks in appropriate positions to reduce impact of prevailing winds.”*

The ‘National Guidelines for Beef Cattle Feedlots in Australia’ (2012) was prepared by Meat & Livestock Australia in association with the Australian Lot Feeder’s Association and the Feedlot Industry Accreditation Committee.

The National Guidelines provides further comment upon the issue of amenity impacts (particularly in relation to air quality), water management (within Appendix A of the National Guidelines), measurement of buffer distances (Appendix B of the National Guidelines) and waste management (Appendices C, D & E of the National Guidelines).

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

The Shire charged a fee of \$1,600 under its adopted Planning Service Fee Schedule for the assessment of the original application.



### **PUBLIC CONSULTATION:**

The original 3,000 head cattle feedlot application was advertised for public comment from 19 December 2016 until 20 January 2017 with the following actions being undertaken inviting comment:

- placement of an advisory sign on-site;
- direct notification being sent to the 9 landowners within 5km of the proposed feedlot location;
- direct notification being sent to Alinta Energy, ATCO Gas, Dampier Bunbury Natural Gas Pipeline, Department of Aboriginal Affairs, Department of Agriculture & Food, Department of Environment Regulation, Department of Fire & Emergency Services, Department of Health, Department of Lands, Department of Parks & Wildlife, Department of Water, Main Roads WA, Telstra, Water Corporation and Western Power;
- information relating to the proposal was made available for viewing at the Leeman Shire office.

At the conclusion of the original advertising period 11 submissions had been received, with 3 of these from neighbouring landowners and 8 from government agencies, none of which were in objection to the proposal. A copy of the received submissions were provided to Councillors as an attachment to the 15 February 2017 Council Agenda.

The revised 12,000 head cattle feedlot application was advertised for public comment from 30 May 2017 to 30 June 2017 with the same consultation measures being undertaken as in the first advertising period.

At the conclusion of the second advertising period 13 submissions had been received, with 3 of these from neighbouring landowners and 10 from government agencies, none of which were in objection to the proposal, although 2 of the landowners did raise some concerns with the management of emissions from the development and potential impacts to the road network. A copy of the received submissions are provided as **Attachment 11.2.1(b)**.

A Schedule of Submissions that identifies the respondents, the nature of their submissions, and provides individual comment upon the raised issues, has been provided as **Attachment 11.2.1(c)**.

Council may at this juncture consider a range of options, including the following:

- approve the amended application subject to the original conditions of approval;
- approve the amended application subject to expanded conditions of approval (this is the option pursued in the officer recommendation, with an addition relating to the requirement for an annual payment from the feedlot operator in the event that Coorow-Green Head Road is impacted by the vehicle movements associated with the development);
- refuse the amended application;
- request that the applicant submit further information prior to Council making its determination.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION/RESOLUTION:**

2017/088

**Moved: Cr Bothe**

**Seconded: Cr Jack**

***That formal planning consent be granted for the operation of a 12,000 head feedlot upon Lot 10804 Coorow-Green Head Road, Warradarge subject to compliance with the following:***

**Conditions:**

- 1 Development shall be in accordance with the attached approved plan(s) dated 19 July 2017 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.***
- 2 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.***
- 3 The development must access Coorow-Green Head Road at a vehicle crossover/access-point that is required to be located, constructed and maintained to the approval of the local government, with all costs met by the applicant.***
- 4 The design, construction, drainage and maintenance of the internal roads, vehicle manoeuvring and parking areas associated with the development shall be to the approval of the local government, with all costs met by the applicant.***
- 5 The applicant is responsible to ensure that no parking of vehicles associated with the development occurs within a public carriageway, including the road verge.***
- 6 The installation of warning/safety signage in the vicinity of the access point onto Coorow-Green Head Road during times of operation shall be to the approval of the local government.***
- 7 Repairing of any damage to Coorow-Green Head Road including the surface is required by reason of use of the road in connection with the development to the approval of the local government with all costs met by the applicant.***
- 8 The activities upon Lot 10804 shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, insect production, vibration, waste product, water or otherwise.***

- 9 The applicant shall, prior to commencement of the development, submit (and subsequently adhere to) a Management Plan, in accordance with the 'Guidelines for the Environmental Management of Beef Cattle Feedlots in Western Australia (2004)' and the 'National Guidelines for Beef Cattle Feedlots in Australia' (2012) to the approval of the Local Government.**
- 10 The development must be designed, constructed and operated to ensure that it is capable of retaining and managing stormwater runoff within the property boundaries, and not discharge stormwater or waste into the watercourse network, in accordance with the Stormwater Management Manual for WA, to the approval of the Local Government (this will be to a minimum requirement that development is able to manage/contain a 1 in 100 year stormwater/flood average recurrence interval event).**
- 11 The installation and maintenance of landscaping about the development to the approval of the local government, including a four row buffer of trees between the development and the roadside boundary.**
- 12 No remnant vegetation shall be removed as a result of this development (including access to the development) without the prior necessary approvals having been obtained from relevant state government agencies.**
- 13 No development (including access to the development) shall occur in vicinity to, or within, the Dampier to Bunbury Natural Gas Pipeline easement or power easements, without the prior necessary approvals having been obtained from relevant state government agencies.**

**Notes:**

- (a) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.**
- (b) The Shire understands that in addition to the approval of Council, the applicant is required to separately obtain a works approval from the Department of Environment Regulation under Division 3 Part V of the Environmental Protection Act 1986. The development shall not commence operation until such time as the necessary Department of Environment Regulation approvals have been obtained by the applicant.**
- (c) In relation to condition 3 the applicant is required to contact the Shire's Manager of Works & Services to confirm the Shire's minimum requirements for crossover and access upgrading, and these are to be completed to the satisfaction of the Shire prior to commencement of feedlot operations.**



- (d) *In relation to condition 7 in the event that the Shire identifies that Coorow-Green Head Road is subject to undue wear, then the applicant is required to contribute to the maintenance and upgrading of Coorow-Green Head Road by way of an annual payment to the Shire based on the number of 'loaded' truck movements.*
- (e) *In relation to condition 9 the applicant/landowner is advised that the Management Plan (which at the outset is considered to be as per the information provided by the applicant to accompany the development application) shall outline how the site will be managed. The applicant/landowner is thereafter to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a 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.*
- (f) *The applicant/landowner is further advised that the Management Plan should display appropriate regard for the following Department of Water 'Water Quality Protection Notes:*  
*WQPN10 - Contaminant spills - emergency response;*  
*WQPN22 - Irrigation with nutrient-rich wastewater;*  
*WQPN27 - Liners for containing pollutants, using engineered soils;*  
*WQPN30 - Groundwater monitoring bores;*  
*WQPN33 - Nutrient and irrigation management plans;*  
*WQPN39 - Ponds for stabilising organic matter;*  
*WQPN52 - Stormwater management at industrial sites;*  
*WQPN56 - Tanks for above ground chemical storage.*  
*These WQPN's are available online at DoW's website.*
- (g) *In relation to condition 12 the applicant is advised that in the event that the proposed development requires the clearing of remnant vegetation the Department of Parks & Wildlife will require that a flora survey be carried out over areas of remnant native vegetation within the development area or likely to be impacted by the development to determine the presence/absence of threatened species (noting that the listed threatened species *Eucalyptus subarea* and *Eucalyptus johnsoniana* and the priority species *Calectasia browneana* are recorded as present on Lot 10804). The survey should be conducted in accordance with the Environmental Protection Authority's Guidance Statement 51 'Terrestrial Flora and Vegetation Surveys for Environmental Impact Assessment in Western Australia'.*
- (h) *The applicant is further advised that the presence of any listed threatened species likely to be disturbed by the proposed development will require that the proponent submit to the Department of Parks & Wildlife, and have approved by the Minister for the Environment, an 'Application for a Permit to Take Declared Rare Flora' pursuant to Section 23F of the Wildlife Conservation Act 1950.*

- (i) In relation to condition 13 the applicant is advised that any development in vicinity to, or within, the Dampier to Bunbury Natural Gas Pipeline easement, including vehicle crossings, or fencing, will need to be assessed by Dampier to Bunbury Natural Gas Pipeline (WA) Nominees Pty Ltd and approved by the Department of Lands. The cost of any additional protection measures identified will be at the cost of the applicant. The applicant is further advised that all personnel who will be working on the site must attend a DBNGP Safety Awareness Presentation.**
- (j) In relation to condition 13 the applicant is advised that any development, including vehicle crossings, or fencing, in vicinity to power infrastructure and easements must be conducted in a safe manner at all times and in accordance with all applicable legal and safety requirements (including the 'duty of care' under the laws of negligence, WorkSafe requirements and guidelines, occupational health and safety legislation, Australian Standards and Western Power policies and procedures). Western Power provides services that may assist persons planning to build or work within high risk areas near transmission or communication assets. These services can be found by visiting the transmission and communication assets, working near electricity, and dial before you dig sections of the Western Power website.**
- (k) If an applicant is aggrieved by this determination 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 determination.**

**CARRIED 8/0  
Simple Majority**

**Mr Wall left the meeting at 5.24 pm**

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

<b>11.3.1 NIL</b>
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## **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>	23 June 2017

#### **SUMMARY:**

**Council approval is required for payment of accounts made within the month June 2017 to approve payments of accounts due in July 2017.**

#### **COMMENT:**

Approval is sought for the following list of payments of accounts made since Council's last meeting on 21<sup>st</sup> of June 2017 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:**

**2017/092**

**Moved: Cr Jack**

**Seconded: Cr Rackemann**

***That payment listed in 11.4.1 Accounts Due and Submitted to Council up to 7<sup>th</sup> of July 2017 including:***

**MUNICIPAL FUND**

<b>Cheque</b>	<b>2007 - 20089</b>	<b>\$ 95,684.87</b>
<b>Collection</b>	<b>71030717 - 72300617</b>	<b>\$ 80,050.25</b>
<b>Summaries</b>		
<b>Payroll DD's</b>	<b>14/06/2017 – 28/06/2017</b>	<b>\$ 112,100.00</b>
<b>EFTS</b>	<b>11555 - 11664</b>	<b>\$ 400,416.04</b>
<b>Superannuation</b>	<b>14/06/2017 – 28/06/2017</b>	<b>\$ 30,184.94</b>
<b>Credit Card</b>	<b>13090617</b>	<b>\$ 2,562.45</b>
<b>Totalling</b>		<b>\$ 720,998.55</b>

**TRUST FUND**

<b>EFTS</b>	<b>NA</b>	<b>\$ 0.00</b>
<b>Totalling:</b>		<b>\$ 0.00</b>

***be endorsed.***

***CARRIED 8/0  
Simple Majority***

### List of Accounts Due & Submitted to Council 07/07/2017

Chq/EFT	Date	Name	Description	Muni
EFT11555	23/06/2017	LEADING EDGE COMPUTERS	TROUBLESHOOTING - INTERNET DOWN, CONFIGURING SATELLITE & FIREWALL- CW OFFICE	\$ 2,414.00
EFT11556	23/06/2017	AVON WASTE	WASTE REMOVAL - MAY 2017	\$ 30,118.52
EFT11557	23/06/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 52.70
EFT11558	23/06/2017	BRIDGESTONE TYRE CENTRE	ASSTD VALVES	\$ 308.00
EFT11559	23/06/2017	MICHAEL BOTHE	COUNCIL MEETING FEES APR-JUN 17, COMM. ALLOWANCE	\$ 750.00
EFT11560	23/06/2017	TUTT BRYANT EQUIPMENT	ASSTD FILTERS - CW3316	\$ 631.74
EFT11561	23/06/2017	COURIER AUSTRALIA	FREIGHT X LIBRARY, WESTRAC, WACKER NEWSON, ADVANCED NETTING, TUTT BRYAN, AUSLEC	\$ 317.29
EFT11562	23/06/2017	ROBERT JOHN CLEMENT	COUNCIL MEETING FEES APR-JUN 17, COMM. ALLOWANCE	\$ 750.00
EFT11563	23/06/2017	EMMA CULLEN	COUNCIL MEETING FEES MAY-JUN 17, COMM. ALLOWANCE	\$ 550.00
EFT11564	23/06/2017	COOROW COMMUNITY LAND (INC)	LUNCH - LGIS RISK MANAGEMENT WORKSHOP	\$ 180.00
EFT11565	23/06/2017	CARNAMAH FAMILY MEDICAL PRACTICE	FEE FOR SERVICE RENDERED - 03/05,10/05,17/05,24/05	\$ 2,090.00
EFT11566	23/06/2017	EASIFLEET	NOVATED LEASE - MRS	\$ 455.84
EFT11567	23/06/2017	LUKE HEGARTY (EGANU PASTORAL)	240 CUBIC METRES GRAVEL- WINCHESTER SOUTH RD	\$ 720.01
EFT11568	23/06/2017	FIVE STAR BUSINESS MACHINES	PHOTOCOPIER METER PLAN CHARGES - LE	\$ 641.30
EFT11569	23/06/2017	FUEL DISTRIBUTORS	DIESEL (2)	\$ 8,518.21
EFT11570	23/06/2017	GIRANDO MJ	COUNCIL MEETING FEES APR - MAY 17, COMMUNICATION ALLOWANCE, PRESIDENT ALLOWANCE, TRAVEL 2514KMS	\$ 5,510.17
EFT11571	23/06/2017	HITACHI CONST MACHINERY (AUST) P/L	HYDRAULIC HOSE - CW0014	\$ 224.44
EFT11572	23/06/2017	HALF WAY MILL ROADHOUSE	DIESEL & ULP - CW0042	\$ 533.50
EFT11573	23/06/2017	IT VISION	IT VISION USER GROUP CONFERENCE - SEP 17 - SFO	\$ 175.12
EFT11574	23/06/2017	BRUCE ANDREW JACK	COUNCIL MEETING FEES APR - JUN 17, COMMUNICATION ALLOWANCE, DEPUTY PRESIDENT ALLOWANCE	\$ 1,375.00
EFT11575	23/06/2017	LEEMAN HARDWARE	TOILET SEATS - PUBLIC TOILETS	\$ 109.95
EFT11576	23/06/2017	LEEMAN SENIORS	FUEL AND BUS HIRE - APRIL 17	\$ 282.95
EFT11577	23/06/2017	LEEMAN & GH COMM. RESOURCE CEN.	ANNUAL CONTRIBUTION - SNAG ISLAND NEWS 2017	\$ 4,950.00
EFT11578	23/06/2017	LOCAL GOV. SUPERVISORS ASSN	REGISTRATION-LGSA CONF. & EXHIBITION 17-MWS	\$ 929.50
EFT11579	23/06/2017	LEEMAN COUNTRY & SPORTING CLUB INC	GAS METER READING 20/06/17	\$ 54.87
EFT11580	23/06/2017	LEISURE INSTITUTE OF WA AQUATICS	LIWA AQUATICS MEMBERSHIP,CONFERENCE,SEMINAR 17/18	\$ 375.00
EFT11581	23/06/2017	LEEMAN POST AND FUEL	POSTAGE - MAY 17	\$ 122.90
EFT11582	23/06/2017	LEEMAN FISH AND CHIPS	LUNCH - COUNCIL MEETING 21/06/17	\$ 117.00
EFT11583	23/06/2017	LEEMAN PLUMBING & EXCAVATION	PLUMBING REPAIRS - LOT 520 TUART ST	\$ 292.83

EFT11584	23/06/2017	ML COMMUNICATIONS	PHONE SYSTEM RENTAL - LE	\$ 321.25
EFT11585	23/06/2017	MACH 1 AUTO ONE GERALDTON	FUEL HOSE - MOWER, FLOOR MATS - CW008	\$ 44.84
EFT11586	23/06/2017	OFFICEWORKS BUSINESS DIRECT	5 X 8GB THUMB DRIVES	\$ 40.90
EFT11587	23/06/2017	O'CALLAGHAN PTY LTD	60,000KMS SERVICE-CW000,TYRES-CW0023,TYRES-CW0053	\$ 2,226.90
EFT11588	23/06/2017	VICTOR ROY OAKES	COUNCIL MEETING FEES APR&JUN 17, COMM. ALLOWANCE	\$ 550.00
EFT11589	23/06/2017	GEOFFREY ALLEN PERRY	REIMBURSEMENT - HIGH RISK LICENCE (WL1181007)	\$ 47.00
EFT11590	23/06/2017	PARWOOD CONTRACTING	RECLADDING GARDENERS SHED - MALEY PARK	\$ 11,690.80
EFT11591	23/06/2017	DAMIEN ANDREW RACKEMANN	COUNCIL MEETING FEES APR&JUN 17, COMM. ALLOWANCE	\$ 550.00
EFT11592	23/06/2017	RYLAN PTY LTD	KERBING - BOTHE ST	\$ 6,881.60
EFT11593	23/06/2017	STATE LIBRARY OF WESTERN AUSTRALIA	LOST ITEMS 2017 - LE LIBRARY	\$ 177.10
EFT11594	23/06/2017	SHEFFIELD WIRE PRODUCTS	5 X CAT TRAPS	\$ 624.00
EFT11595	23/06/2017	SHADBOLT ELECTRICAL	REPLACE TANK FLOATS,CONTROL BOX&SEWER PUMP - LE REC CEN.	\$ 9,215.50
EFT11596	23/06/2017	GUY CHARLES SIMS	COUNCIL MEETING FEES APR-JUN 17, COMM. ALLOWANCE	\$ 750.00
EFT11597	23/06/2017	TUDOR HOUSE	BANNER ON THE TERRACE	\$ 411.40
EFT11598	23/06/2017	CODY THORNE	17HRS LABOUR - MALEY PARK WHITE ELEPHANT RECLADDING, BLOCK PAVING AROUND ELECTRICAL DOME - 16A BRAND ST	\$ 627.00
EFT11599	23/06/2017	AFGRI EQUIPMENT PTY LTD	SUPPLY & FIT BEARINGS TO DIFF PINION - CW007	\$ 582.11
EFT11600	23/06/2017	WESTRAC EQUIPMENT	ASSTD FILTERS, TRANSITION OIL - CW0013	\$ 3,648.58
EFT11601	23/06/2017	W A TREASURY CORPORATION	LOAN NO. 79 INTEREST PAYMENT - EMPLOYEE HOUSING	\$ 12,280.04
EFT11602	23/06/2017	WA RANGERS ASSOCIATION	2017 PROFESSIONAL DEVELOPMENT CONFERENCE AND DINNER - RANGER (RICHARDSON)	\$ 700.00
EFT11603	23/06/2017	PACIFIC BRANDS - WORKWEAR GROUP	UNIFORM - CO (HIRT)	\$ 343.40
EFT11604	23/06/2017	WACKER NEUSON	ASSTD FILTERS, SERVICE KIT	\$ 249.65
EFT11605	29/06/2017	JURIEN SIGNS	DEPOSIT 50% -ENTRY&INTERPRETIVE SIGNS-MILLIGAN ISL.	\$ 6,855.00
EFT11606	30/06/2017	BUILDING COMMISSION	BRB LEVY JUNE 17	\$ 516.70
EFT11607	30/06/2017	SHIRE OF COOROW	BRB COMMISSION JUNE 2017	\$ 45.00
EFT11609	30/06/2017	GREEN HEAD COM. & RATEPAYERS ASS.	EOFY - NUMBER PLATE PURCHASES 16/17	\$ 100.00
EFT11610	30/06/2017	LEEMAN & GREEN HEAD COMMUNITY RESOURCE CENTRE	REIMBURSEMENT - SUPPLY & INSTALL FENCE AND GATES (TOTAL INVOICE \$7465)	\$ 3,732.50
EFT11611	07/07/2017	LEADING EDGE COMPUTERS	3 X COMPUTER KEYBOARDS	\$ 417.00
EFT11612	07/07/2017	AUSTRALIA POST-LPO	POSTAGE - JUNE 17	\$ 95.80
EFT11613	07/07/2017	AUSTRAL MERCANTILE COLLECTIONS	LEGAL CHARGES - OVERDUE RATES	\$ 1,694.55
EFT11614	07/07/2017	AUSTRALIA'S CORAL COAST	INDIAN OCEAN DRIVE PHOTOSHOOT	\$ 2,000.00
EFT11615	07/07/2017	GRIFFIN VALUATIONS	LAND,BUILDING & OTHER INFRASTR. ASSETS VALUATION-FINAL	\$ 9,197.78
EFT11616	07/07/2017	BOQ ASSET FINANCE & LEASING	PHOTO COPIER LEASE TO 22/06/2017	\$ 1,262.64

EFT11617	07/07/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 52.70
EFT11618	07/07/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	BROOMS, POLY JOINERS, SECATEURS, FOLDING SAWS	\$ 267.40
EFT11619	07/07/2017	BOC GASES	ANNUAL SERVICE CHARGE - DISSOLVED ACETYLENE	\$ 242.74
EFT11620	07/07/2017	BEAN KL	REIMBURSEMENT - ELECTRICITY 13/04/17 - 16/06/17	\$ 740.61
EFT11621	07/07/2017	BRIDGESTONE TYRE CENTRE	BATTERY - CW006	\$ 358.00
EFT11622	07/07/2017	TUTT BRYANT EQUIPMENT	REAR WIPER SWITCH - CW3316	\$ 50.88
EFT11623	07/07/2017	COOROW COMMUNITY RESOURCE CEN.	BALANCE OF DRD GRANT	\$ 17,248.77
EFT11624	07/07/2017	COURIER AUSTRALIA	FREIGHT X LIBRARY,WESTRAC,TUDOR HOUSE,TUTT BRYANT	\$ 66.78
EFT11625	07/07/2017	COVS	RIDGID CHAIN	\$ 266.20
EFT11626	07/07/2017	CARNAMAH TYRE SALES	TYRE REPAIR - CW0012	\$ 181.50
EFT11627	07/07/2017	COOROW COMMUNITY LAND (INC)	LUNCH - LGIS RISK MANAGEM. WORKSHOP (2ND MEETING) - 22/06/17	\$ 180.00
EFT11628	07/07/2017	KJ DONEY & CO (SERVICES)	FUEL PUMP REPAIRS - CW004	\$ 429.00
EFT11629	07/07/2017	DG CARPENTRY	REPAIR TRIP HAZARD AT HALL ENTRANCE -GH COMM. CEN.	\$ 469.70
EFT11630	07/07/2017	DYNAMITE BAY TAKEAWAYS	SANDWICHES - GH STRATEGIC PLAN WORKSHOP 04/06/17	\$ 126.00
EFT11631	07/07/2017	EASIFLEET	NOVATED LEASE - MRS	\$ 455.84
EFT11632	07/07/2017	FRAN'S KITCHEN	DINNER - COUNCIL MEETING 21/06/17	\$ 299.00
EFT11633	07/07/2017	GREEN HEAD GENERAL STORE	DIESEL - CW0055	\$ 80.00
EFT11634	07/07/2017	GREEN HEAD MEN'S SHED	ABLUTION BLOCK CLEANING - JUNE 17	\$ 990.00
EFT11635	07/07/2017	HITACHI CONST MACHINERY (AUST) P/L	HYDRAULIC HOSES - CW0014	\$ 718.78
EFT11636	07/07/2017	IT VISION	ANNUAL LICENCE FEE - IT VISION SOFTWARE SYSTEM & SYNERGY SOFT DATABASE 17/18	\$ 34,710.50
EFT11637	07/07/2017	JURIEN BAY CONCRETE & EARTHWORKS	CONSTRUCTION FOOTPATHS-COMMERCIAL & BOTHE ST	\$ 101,597.10
EFT11638	07/07/2017	EF JUST & CO	897 CUBIC METRES GRAVEL - BUNTINE/MARCHAGEE RD	\$ 2,691.00
EFT11639	07/07/2017	TED JACK	REIMBURSEMENT-ACCOMMODATION-DEMC COURSE	\$ 150.00
EFT11640	07/07/2017	LEEMAN COUNTRY & SPORTING CLUB INC	REFRESHMENTS - COUNCIL MEETING 21/06/17	\$ 259.50
EFT11641	07/07/2017	LEEMAN FISH AND CHIPS	SANDWICHES-LE STRATEGIC PLAN WORKSHOP 04/06/17	\$ 72.00
EFT11642	07/07/2017	MIDWEST CHEMICAL & PAPER	25LTR BLEACH - LE OFFICE	\$ 63.16
EFT11643	07/07/2017	METTAM'S MUFFLER MIDLAND	EXHAUST - CW3494	\$ 125.00
EFT11644	07/07/2017	MARTINS TRAILER PARTS PTY LTD	PIPE JOINER - CW0048	\$ 11.29
EFT11645	07/07/2017	METAL ARTWORK CREATIONS	NAME BADGE - ADMINISTRATION OFFICER (MANUAL)	\$ 14.30
EFT11646	07/07/2017	RD MANUEL	949 CUBIC METRES GRAVEL - GUNYIDI/WUBIN RD	\$ 2,847.00
EFT11647	07/07/2017	MAIN STREET HARDWARE COOROW	PATIO TUBE, NON SLIP PAINT, MODWOOD - CW CARAVAN PARK, SWIMMING POOL, HALL	\$ 3,334.04
EFT11648	07/07/2017	MIDWEST AERO MEDICAL	PROFESSIONAL SERVICE - DR. ANTHONY RENGEL 15/06/17	\$ 500.00
EFT11649	07/07/2017	MASTERPLAN	GREEN HEAD AND LEEMAN INDUSTRIAL LAND SUPPLY - (STAGE 1 30.05.17 - 29.06.17)	\$ 15,000.00

EFT11650	07/07/2017	LEANNE PAROLA	INTERNET 15/05/17 - 14/06/17	\$ 139.90
EFT11651	07/07/2017	PEMCO DIESEL	FINAL PAYMENT - REPAIR TRAVEL PUMP, TRAVEL MOTORS AND CHARGE PRESSURE PUMP ON BOMAG ROLLER	\$ 25,735.99
EFT11652	07/07/2017	RUMBOLD FORD	FORDPX MKII RANGER - CW0017	\$ 28,912.60
EFT11653	07/07/2017	RAMM SOFTWARE PTY	ANNUAL FEE - RAMM LICENCE AGREEMENT, SOFTWARE SUPPORT & MAINTENANCE - 01/07/17 - 30/06/18	\$ 6,553.98
EFT11654	07/07/2017	SUNNY SIGN COMPANY PTY LTD	3 X NO CAMPING SIGNS, 1 X BIRD MIGRATORY SIGN	\$ 103.29
EFT11655	07/07/2017	STAR TRACK EXPRESS	FREIGHT X WESTRAC	\$ 149.08
EFT11656	07/07/2017	SHIRE OF CHAPMAN VALLEY	PLANNING SERVICES APRIL TO JUNE 2017	\$ 4,950.22
EFT11657	07/07/2017	STATEWIDE BEARINGS	SPEEDY SLEEVES - SLASHER	\$ 111.10
EFT11658	07/07/2017	R & J HAULAGE PTY LTD	CAR PARK REPAIRS - DYNAMITE BAY	\$ 3,976.50
EFT11659	07/07/2017	SPIDERWEB PLUMBING & GAS	REPAIRS TO WASHING MACHINE TAPS - 29 NAIRN ST	\$ 321.75
EFT11660	07/07/2017	TOTALLY WORKWEAR GERALDTON	1 X SAFETY BOOTS - LE OUTSIDE CREW	\$ 157.50
EFT11661	07/07/2017	CODY THORNE	20HRS LABOUR - PAINTING - CW SWIMMING POOL	\$ 1,320.00
EFT11662	07/07/2017	WESTRAC EQUIPMENT	ALTERNATOR/CORE CHARGER, BATTERY - CW007	\$ 1,667.16
EFT11663	07/07/2017	WA RANGERS ASSOCIATION	MEMBERSHIP - WA RANGERS ASSOCIATION	\$ 120.00
EFT11664	07/07/2017	PACIFIC BRANDS - WORKWEAR GROUP	UNIFORM - PA (JOHNSON)	\$ 168.30
			<b><u>TOTAL EFT PAYMENTS</u></b>	<b>\$ 400,416.04</b>
20076	14/06/2017	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS	\$ 130.00
20077	15/06/2017	TELSTRA	PHONE ACCOUNTS TO 02/06/17	\$ 3,277.10
20078	23/06/2017	SYNERGY	ELECTRICITY ACCOUNT TO 14/06/17	\$ 7,181.75
20079	23/06/2017	TELSTRA	WARRADARGE VOLUNTEER BUSHFIRE BRIGADE PHONE ACCOUNT TO 11/06/17	\$ 38.28
20080	23/06/2017	WATER CORPORATION	WATER ACCOUNT TO 16/06/2017	\$ 26,473.46
20081	28/06/2017	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS	\$ 130.00
20082	30/06/2017	SHIRE OF COOROW	PETTY CASH LEEMAN - TISSUES, COFFEE, RUBBISHBAGS, BISCUITS, WATER, ROLLER DOOR ROLLERS	\$ 129.35
20083	03/07/2017	SHIRE OF COOROW	PLANT LICENCES 17/18	\$ 47,356.25
20087	07/07/2017	SYNERGY	ELECTRICITY ACCOUNT TO 20/07/17	\$ 901.70
20088	07/07/2017	TELSTRA	BUSHFIRE SMS PHONE ACCOUNT TO 22/06/17	\$ 20.00
20089	07/07/2017	WATER CORPORATION	WATER ACCOUNT TO 27/06/17	\$ 10,046.98
			<b><u>TOTAL CHEQUE PAYMENTS</u></b>	<b>\$ 95,684.87</b>
DD25467.1	14/06/2017	WA SUPER	SUPERANNUATION CONTRIBUTION	\$ 12,537.28
DD25467.2	14/06/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTION	\$ 491.17
DD25467.3	14/06/2017	ULTIMATE SUPER AND PENSION SERVICE	SUPERANNUATION CONTRIBUTION	\$ 1,329.24
DD25467.4	14/06/2017	SHOALWATER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTION	\$ 110.48



DD25467.5	14/06/2017	PRIME SUPER	SUPERANNUATION CONTRIBUTION	\$ 208.89
DD25518.1	28/06/2017	WA SUPER	SUPERANNUATION CONTRIBUTION	\$ 12,622.96
DD25518.2	28/06/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTION	\$ 551.94
DD25518.3	28/06/2017	ULTIMATE SUPER AND PENSION SERVICE	SUPERANNUATION CONTRIBUTION	\$ 1,329.24
DD25518.4	28/06/2017	SHOALWATER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTION	\$ 106.40
DD25518.5	28/06/2017	PRIME SUPER	SUPERANNUATION CONTRIBUTION	\$ 208.89
DD25536.1	28/06/2017	WA SUPER	SUPERANNUATION CONTRIBUTION	\$ 688.45
			<b>TOTAL SUPERANNUATION PAYMENTS</b>	<b>\$ 30,184.94</b>
13090617	09/06/2017	BANKWEST	MASTERCARD - CEO	\$ 1,165.44
13090617	09/06/2017	BANKWEST	MASTERCARD - DCEO	\$ 703.40
13090617	09/06/2017	BANKWEST	MASTERCARD - MWS	\$ 568.61
13090617	09/06/2017	BANKWEST	MASTERCARD - MRS	\$ 125.00
			<b>TOTAL CREDIT CARD PAYMENTS</b>	<b>\$ 2,562.45</b>
71030717	03/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 48,080.30
71040717	04/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,235.10
71090617	09/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 271.05
71120617	12/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 5,359.45
71130617	13/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 132.00
71140617	14/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,188.00
71160617	16/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 381.60
71190617	19/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 318.10
71210617	21/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,280.15
71220617	22/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 4,308.40
71230617	23/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 34.10
71260617	26/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 378.95
71270617	27/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 139.85
71280617	28/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 800.40
71290617	29/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,597.00
72120617	12/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 707.25
72130617	13/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,519.10
72140617	14/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 728.95
72150617	15/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,031.50
72160617	16/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 455.85
72190617	19/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 133.10
72200617	20/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,234.90
72220617	22/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 60.30

72230617	23/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 415.90
72260617	26/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,072.40
72270617	27/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 67.10
72290617	29/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,873.85
72300617	30/06/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,245.60
			<b><u>TOTAL LICENSING PAYMENTS</u></b>	<b>\$ 80,050.25</b>
DDEBIT	14/06/2017	PAYROLL	PAYROLL	\$ 55,721.00
DDEBIT	28/06/2017	PAYROLL	PAYROLL	\$ 56,379.00
			<b><u>TOTAL PAYROLL PAYMENTS</u></b>	<b>\$ 112,100.00</b>
			<b><u>TOTAL PAYMENTS</u></b>	<b>\$ 720,998.55</b>

## **Credit Card Payment summary**

Credit card payments made  
between

11/05/2017 - 09/06/2017

<b>CEO</b>			
GM Cabs	Taxi Fare - Local Gov Prof Conference (Hobart)		55.06
CombinedYellow	Taxi Fare - Local Gov Prof Conference (Hobart)		45.84
HGC Hobart	Accommodation - Local Gov Prof Conference (Hobart)	\$	1,064.54
		<b>\$</b>	<b>1,165.44</b>
<b>DCEO</b>			
Agrmry Mytopia Ebay	Deep Fryer	\$	169.00
Rhodeside Lodge	Accommodation - Mechanic (Hydraulic Course)	\$	350.00
City of Perth	Parking - Moore Stephens EOFY workshop	\$	18.00
Poonchi Pty Lyt	Breakfast - Moore Stephens EOFY workshop	\$	44.40
WA Police	Firearm Licence (Licence#09990666)	\$	122.00
		<b>\$</b>	<b>703.40</b>
<b>MWS</b>			
IINET	Internet Set-up Fee & May Data	\$	153.67
IINET	June Data	\$	54.99
Westnet	Shire Web page Hosting 17/18 & GH Library Internet	\$	359.95
		<b>\$</b>	<b>568.61</b>
<b>MRS</b>			
Telstra	Internet	\$	125.00
		<b>\$</b>	<b>125.00</b>
Total Credit Card Payment		<b>\$</b>	<b>2,562.45</b>

#### 11.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – JUNE 2017

AUTHOR	Erika Clement
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 July 2017
ATTACHMENT	11.4.2.1 - Statement of Financial Activity for June 2017
FILE	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 June 2017 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:**

**2017/093**

**Moved: Cr Oakes**

**Seconded: Cr Sims**

***That Council accepts the Monthly Statement of Financial Activity as included at Attachment 11.4.2 for the period ended 30 June 2017.***

***CARRIED 8/0  
Simple Majority***

**SHIRE OF COOROW**  
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

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**SHIRE OF COOROW**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Nature or Type)**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	
<b>Operating Revenues</b>		\$	\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	8	1,764,213	1,735,485	1,735,485	2,647,678	912,193	53%	▲
Profit on Asset Disposal	11	71,896	75,222	75,222	11,981	(63,241)		
Fees and Charges		511,351	527,041	527,041	563,205	36,164	7%	
Interest Earnings		80,408	87,908	87,908	103,369	15,461	18%	▲
Other Revenue		515,050	462,705	462,705	16,264	(446,441)	(96%)	▼
<b>Total (Excluding Rates)</b>		<b>2,942,918</b>	<b>2,888,361</b>	<b>2,888,361</b>	<b>3,342,497</b>	<b>454,136</b>		
<b>Operating Expense</b>								
Employee Costs		(1,479,515)	(1,489,620)	(1,489,620)	(1,207,443)	282,177	19%	▼
Materials and Contracts		(2,221,643)	(2,080,349)	(2,080,349)	(1,541,003)	539,346	26%	▼
Utilities Charges		(253,260)	(241,760)	(241,760)	(275,117)	(33,357)	(14%)	▲
Depreciation (Non-Current Assets)		(6,674,647)	(6,674,647)	(6,674,647)	(6,054,281)	620,366	9%	
Interest Expenses	13	(16,427)	(16,427)	(16,427)	(15,375)	1,052	6%	
Insurance Expenses		(204,716)	(207,235)	(207,235)	(207,187)	48	0%	
Loss on Asset Disposal	11	0	(7,378)	(7,378)	(62,390)	(55,012)		
Other Expenditure		(105,863)	(105,863)	(105,863)	(133,685)	(27,822)	(26%)	▲
<b>Total</b>		<b>(10,956,071)</b>	<b>(10,823,279)</b>	<b>(10,823,279)</b>	<b>(9,496,481)</b>	<b>1,326,798</b>		
<b>Funding Balance Adjustment</b>								
Add Back Depreciation		6,674,647	6,674,647	6,674,647	6,054,281	(620,366)	(9%)	
(Profit)/Loss on Asset Disposal	11	(71,896)	(67,844)	(67,844)	50,409	118,253		
Movement in Employee Benefits Prov (NC)		(38,919)	(38,919)	(38,919)	0	38,919	(100%)	
Movement in Deferred Pensioner Rates (NC)		0	0	0	17,668	17,668	100%	▲
Movement in Leave Reserve		0	0	0	(22,211)	(22,211)	100%	
Adjust Rounding		0	0	0	5	5	(100%)	
<b>Net Operating (Ex. Rates)</b>		<b>(1,449,321)</b>	<b>(1,367,034)</b>	<b>(1,367,034)</b>	<b>(53,832)</b>	<b>1,313,203</b>		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions	8	2,146,927	2,602,392	2,602,392	2,611,632	9,240	0%	
Proceeds from Disposal of Assets	11	463,472	411,702	411,702	377,249	(34,453)	(8%)	
Transfer from Restricted Cash (Unspent Grants)		191,899	103,543	103,543	103,543	0	0%	
Transfer from Reserves	10	465,502	559,695	559,695	550,134	(9,561)	(2%)	
<b>Total</b>		<b>3,267,800</b>	<b>3,677,332</b>	<b>3,677,332</b>	<b>3,642,558</b>	<b>(34,774)</b>		
<b>Capital Expenses</b>								
Land Held for Resale	11	0	0	0	0	0		
Buildings	11	(271,930)	(323,634)	(323,634)	(213,869)	109,765	34%	▼
Plant and Equipment	11	(1,167,880)	(1,775,645)	(1,775,645)	(1,907,673)	(132,028)	(7%)	
Tools	11	(23,480)	(31,860)	(31,860)	(31,853)	7	0%	
Furniture and Equipment	11	(37,000)	(4,967)	(4,967)	(4,967)	0	0%	
Infrastructure Assets - Roads	11	(2,247,381)	(2,318,329)	(2,363,180)	(1,945,421)	417,759	18%	▼
Infrastructure Assets - Footpaths	11	(142,597)	(142,597)	(142,597)	(99,426)	43,171	30%	▼
Infrastructure Assets - Other	11	(1,096,346)	(959,677)	(959,677)	(507,202)	452,475	47%	▼
Repayment of Debentures	13	(131,618)	(131,618)	(131,622)	(131,613)	9	0%	
Transfer to Reserves	10	(114,980)	(206,980)	(206,984)	(62,295)	144,689	232%	▼
<b>Total</b>		<b>(5,233,211)</b>	<b>(5,895,307)</b>	<b>(5,940,166)</b>	<b>(4,904,319)</b>	<b>1,035,847</b>		
<b>Net Capital</b>		<b>(1,965,412)</b>	<b>(2,217,975)</b>	<b>(2,262,834)</b>	<b>(1,261,761)</b>	<b>1,001,073</b>		
<b>Total Net Operating + Capital</b>		<b>(3,414,732)</b>	<b>(3,585,009)</b>	<b>(3,629,868)</b>	<b>(1,315,593)</b>	<b>2,314,275</b>		
Rate Revenue		2,883,197	3,013,693	3,013,693	2,988,358	(25,335)	(1%)	
Opening Funding Surplus(Deficit)		531,535	571,316	571,316	571,316	0	0%	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(0)</b>	<b>0</b>	<b>(44,859)</b>	<b>2,244,081</b>	<b>2,288,940</b>		

**SHIRE OF COOROW**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300% 4	Var. 5
<b>Operating Revenues</b>		\$	\$	\$	\$	\$	%	
Governance		27,250	25,608	25,608	27,056	1,448	6%	
General Purpose Funding		1,483,253	1,492,753	1,492,753	2,232,472	739,719	50%	▲
Law, Order and Public Safety		486,072	925,711	925,711	1,147,145	221,434	24%	▲
Health		3,250	3,750	3,750	3,194	(556)	(15%)	
Education and Welfare		32,280	32,280	32,280	30,230	(2,050)	(6%)	
Housing		154,045	156,705	156,705	87,435	(69,270)	(44%)	▼
Community Amenities		327,110	320,850	320,850	363,527	42,677	13%	▲
Recreation and Culture		543,001	491,736	491,736	71,286	(420,450)	(86%)	▼
Transport		1,487,263	1,490,589	1,490,589	1,386,640	(103,949)	(7%)	
Economic Services		431,021	433,671	433,671	441,283	7,612	2%	
Other Property and Services		115,300	117,100	117,100	163,861	46,761	40%	▲
<b>Total (Excluding Rates)</b>		<b>5,089,845</b>	<b>5,490,753</b>	<b>5,490,753</b>	<b>5,954,129</b>	<b>463,376</b>		
<b>Operating Expense</b>								
Governance		(574,503)	(583,493)	(583,493)	(549,228)	34,265	6%	
General Purpose Funding		(272,412)	(272,412)	(272,412)	(272,622)	(210)	(0%)	
Law, Order and Public Safety		(416,299)	(414,299)	(414,299)	(478,244)	(63,945)	(15%)	▲
Health		(178,824)	(169,933)	(169,933)	(136,362)	33,571	20%	▼
Education and Welfare		(114,064)	(114,064)	(114,064)	(98,441)	15,623	14%	▼
Housing		(14,822)	(2,322)	(2,322)	(71,452)	(69,130)	(2977%)	▲
Community Amenities		(906,228)	(884,228)	(884,228)	(701,722)	182,506	21%	▼
Recreation and Culture		(1,743,769)	(1,681,969)	(1,681,969)	(1,717,214)	(35,244)	(2%)	
Transport		(6,113,169)	(6,068,981)	(6,068,981)	(5,332,799)	736,182	12%	▼
Economic Services		(227,058)	(235,949)	(235,949)	(221,534)	14,415	6%	
Other Property and Services		(394,923)	(395,629)	(395,629)	83,136	478,765	121%	▼
<b>Total</b>		<b>(10,956,071)</b>	<b>(10,823,279)</b>	<b>(10,823,279)</b>	<b>(9,496,482)</b>	<b>1,326,798</b>		
<b>Funding Balance Adjustment</b>								
Add back Depreciation		6,674,647	6,674,647	6,674,647	6,054,281	(620,366)	(9%)	
Adjust (Profit)/Loss on Asset Disposal	10	(71,896)	(67,844)	(67,844)	50,409	118,253	(174%)	
Adjust Employee Benefits Provision (Non-Current)		(38,919)	(38,919)	(38,919)	0	38,919	(100%)	
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	17,668	17,668	100%	▲
Movement in Leave Reserve (Added Back)		0	0	0	(22,211)	(22,211)	100%	
Adjustments in Faixed Assets		0	0	0	0	0		
Adjust Rounding		0	0	0	5	5		
<b>Net Operating (Ex. Rates)</b>		<b>697,606</b>	<b>1,235,358</b>	<b>1,235,358</b>	<b>2,557,800</b>	<b>1,288,066</b>		
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	11	463,472	411,702	411,702	377,249	(34,453)	(8%)	
Proceeds from New Debentures	12	0	0	0	0	0		
Proceeds from Trust Account		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Restricted Cash (Unspent Grants)		191,899	103,543	103,543	103,543	0	0%	
Transfer from Reserves	10	465,502	559,695	559,695	550,134	(9,561)	(2%)	
<b>Total</b>		<b>1,120,873</b>	<b>1,074,940</b>	<b>1,074,940</b>	<b>1,030,926</b>	<b>(44,014)</b>		
<b>Capital Expenses</b>								
Land Held for Resale	11	0	0	0	0	0		
Buildings	11	(271,930)	(323,634)	(323,634)	(213,869)	109,765	34%	▼
Plant and Equipment	11	(1,167,880)	(1,775,645)	(1,775,645)	(1,907,673)	(132,028)	(7%)	
Tools	11	(23,480)	(31,860)	(31,860)	(31,853)	7	0%	
Furniture and Equipment	11	(37,000)	(4,967)	(4,967)	(4,967)	0	0%	
Land	11	0	0	0	0	0		
Non-Freehold Shire Land	11	0	0	0	0	0		
Infrastructure Assets - Roads	11	(2,247,381)	(2,318,329)	(2,363,180)	(1,945,421)	417,759	18%	▼
Infrastructure Assets - Footpaths	11	(142,597)	(142,597)	(142,597)	(99,426)	43,171	30%	▼
Infrastructure Assets - Drainage	11	0	0	0	0	0		
Infrastructure Assets - Other	11	(1,096,346)	(959,677)	(959,677)	(507,202)	452,475	47%	▼
Repayment of Debentures	13	(131,618)	(131,618)	(131,622)	(131,613)	9	0%	
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(114,980)	(206,980)	(206,984)	(62,295)	144,689	232%	▼
<b>Total</b>		<b>(5,233,211)</b>	<b>(5,895,307)</b>	<b>(5,940,166)</b>	<b>(4,904,319)</b>	<b>1,035,847</b>		
<b>Net Capital</b>		<b>(4,112,339)</b>	<b>(4,820,367)</b>	<b>(4,865,226)</b>	<b>(3,873,393)</b>	<b>991,833</b>		
<b>Total Net Operating + Capital</b>		<b>(3,414,732)</b>	<b>(3,585,009)</b>	<b>(3,629,868)</b>	<b>(1,315,593)</b>	<b>2,279,898</b>		
Rate Revenue		2,883,197	3,013,693	3,013,693	2,988,358	(25,335)	(1%)	
Opening Funding Surplus(Deficit)		531,535	571,316	571,316	571,316	0	0%	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(0)</b>	<b>0</b>	<b>(44,859)</b>	<b>2,244,081</b>	<b>2,254,563</b>		



**SHIRE OF COOROW  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2017**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**(c) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(g) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(h) Inventories**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	40 years	2.5% per annum
Office Furniture and Equipment	10 years	10% per annum
Electrical Office Equipment	5 years	20% per annum
Computers	5 years	20% per annum
Plant and Equipment	8 years	12.5% per annum
Mobile Plant and Vehicles	5 years	20% per annum
Tools	5 years	20% per annum
Sealed Roads	14 years	7% per annum
Unsealed Roads	40 years	2.5% per annum
Footpaths and Cycleways	25 years	4% per annum
Drainage	25 years	4% per annum

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

**(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

***Borrowing Costs***

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications**

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Nature or Type Classifications (Continued)**

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

**(r) Statement of Objectives**

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

*"The Shire of Coorow will be a sustainable, progressive, desirable and caring community, which recognises and values its diversity."*

The Strategic Community Plan defines the key objectives of the Shire as:

*"Community Wellbeing: Create and maintain safe and attractive places for people to live, work and play. Our communities have active and healthy lifestyles. A culture that encourages and supports events, community interaction, sport and recreation activities and volunteering in local community organisations.*

*Environment: Development of the built environment reflects our unique community. Our natural environment is preserved for the future. The impacts of climate variability are managed.*

*Economy: A prosperous community with a range of local business and services. Diversity of employment with job opportunities available locally. A favourable business environment.*

*Leadership: A strong democracy and effective partnerships. Decision making is transparent, accountable, legal and ethical. Residents are informed and take part in strategic decisions that impact on their local community. The organisation is well managed with accessible senior management across the Shire."*

**(s) Reporting Programs**

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

**GOVERNANCE**

Details expenses related to Council's eight councillors, who normally meet the third Wednesday of each month, make policy decisions, review Councils operations, plan for current and future service provision requirements and undertake necessary appropriate training and attend conferences.

**GENERAL PURPOSE FUNDING**

Rates - the amount raised is determined by Council's budget "shortfall" between known income and desired expenditure.

General purpose grants - are the grant amounts paid to the shire from Federal Government funding as determined by and via the Western Australian Local Government Grants Commission.

Interest - interest earned on monies invested or deposited by Council.

**SHIRE OF COOROW  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2017**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(s) Reporting Programs (Continued)**

**LAW, ORDER, PUBLIC SAFETY**

Supervision of by-laws, fire prevention and animal control.  
Requirements that Council carries out by statute.

**HEALTH**

Food quality control, contributions to medical and health operations.

**EDUCATION AND WELFARE**

Assists in the provision of the Home and Community Care services, Seniors and Pensioner requirements.

**HOUSING**

Provides and maintains housing rented to staff and non-staff. Council is a major landlord, providing accommodation for aged, pensioner, single, married and Government Employees.

**COMMUNITY AMENITIES**

Operation and control of cemeteries, public conveniences and sanitation service. Provides public amenities.  
Owns and operates the town site deep sewerage service. Controls and maintains rubbish disposal sites.

**RECREATION AND CULTURE**

Maintenance of halls, recreation centres, community centres, the aquatic centre, libraries and various reserves.

**TRANSPORT**

Construction and maintenance of roads, footpaths, drainage works and cleaning of streets.  
Provision of infrastructure necessary to ensure adequate transport, communication, freight, social access routes and environmental enhancement within the shire.

**ECONOMIC SERVICES**

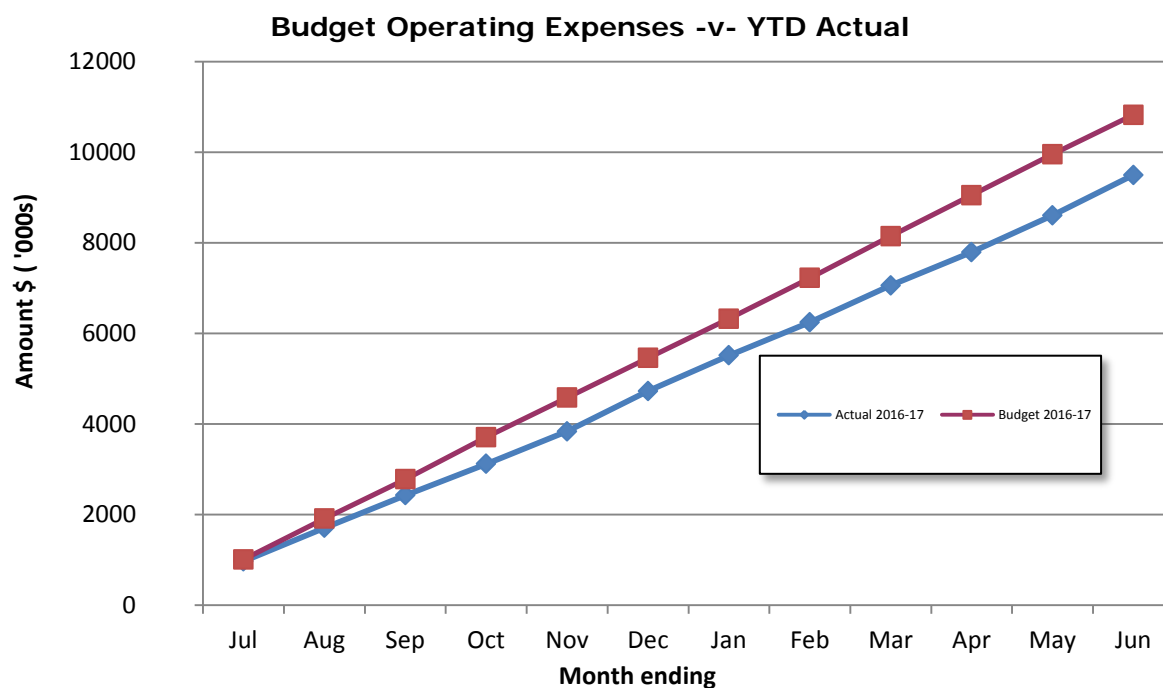
Natural resource management. Tourism facilities, information and directional signs. Weed and pest control services.  
Necessary building control services.

**OTHER PROPERTY & SERVICES**

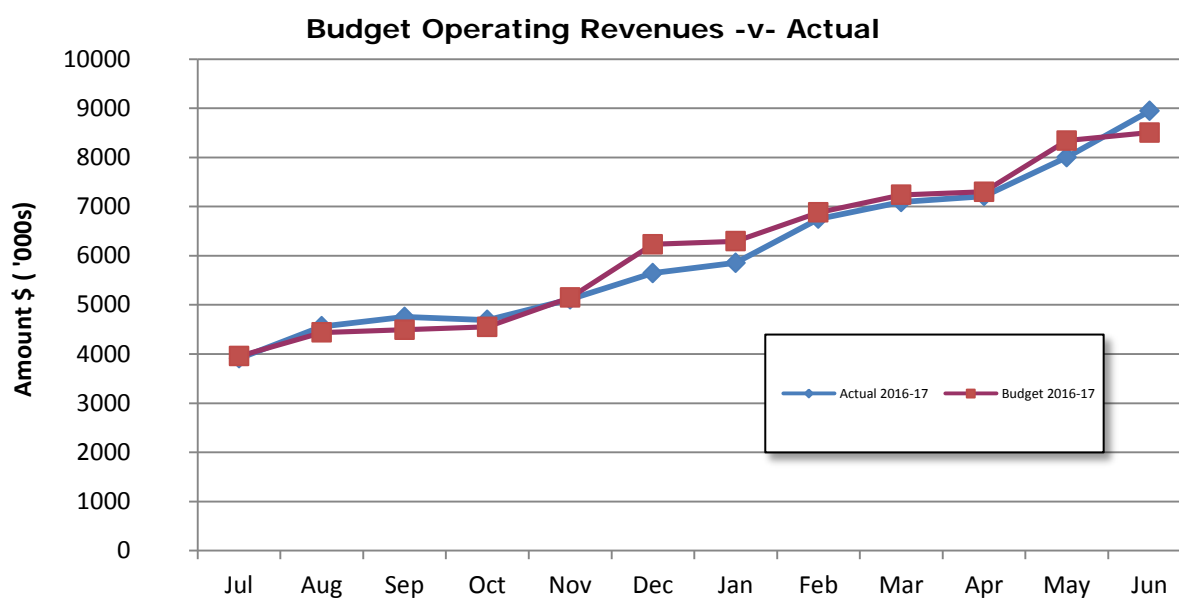
Private works carried out by council and indirect cost allocation pools.  
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



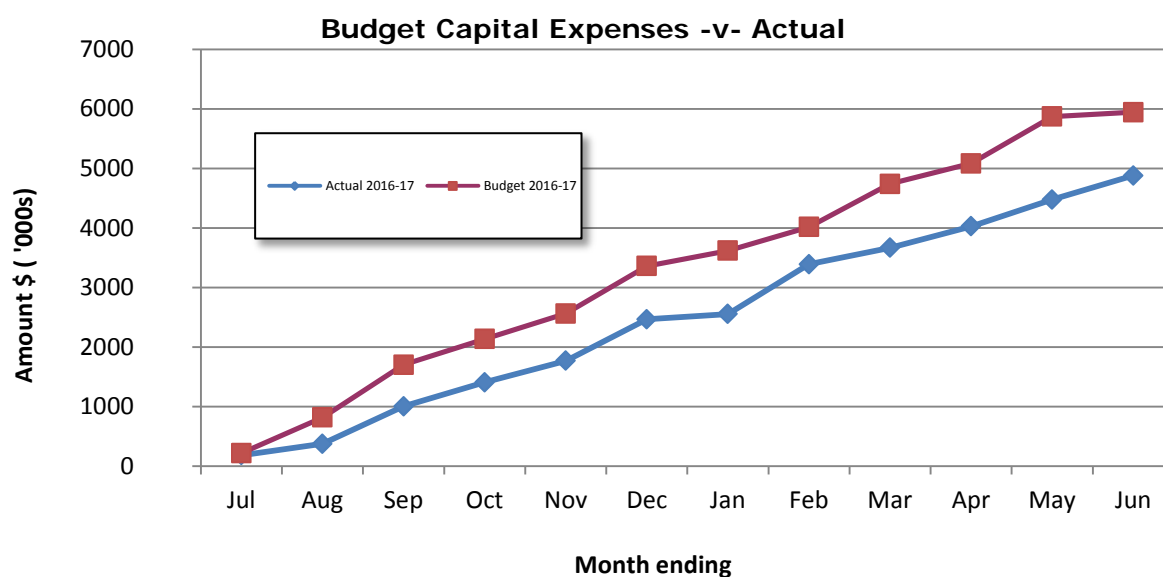
**Comments/Notes - Operating Expenses**



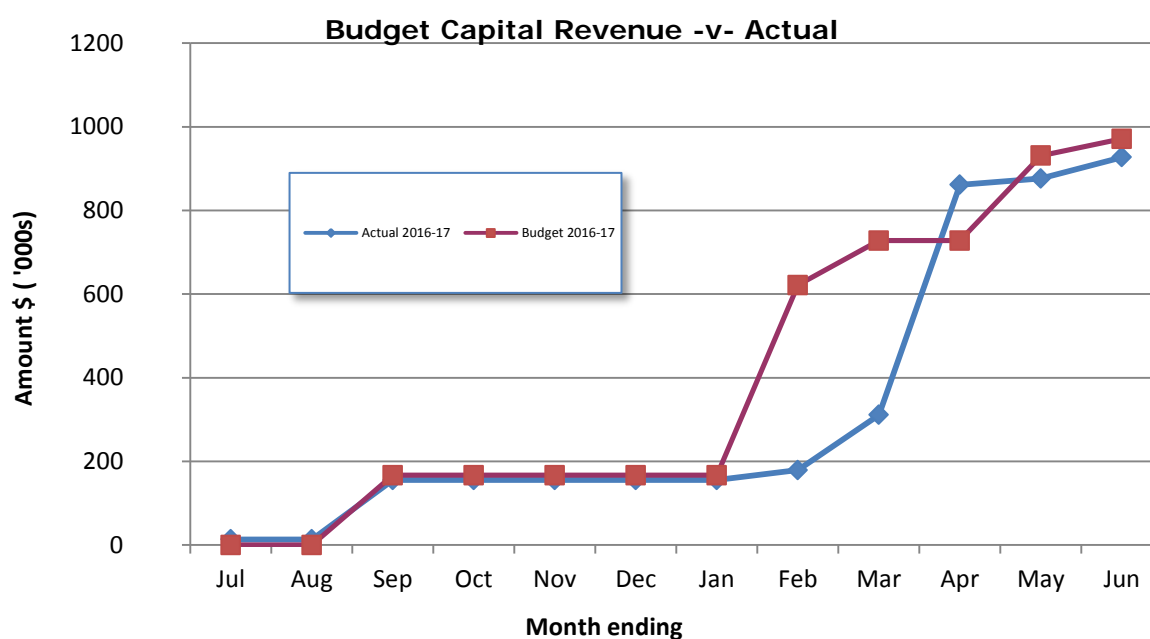
**Comments/Notes - Operating Revenues**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



**Comments/Notes - Capital Expenses**



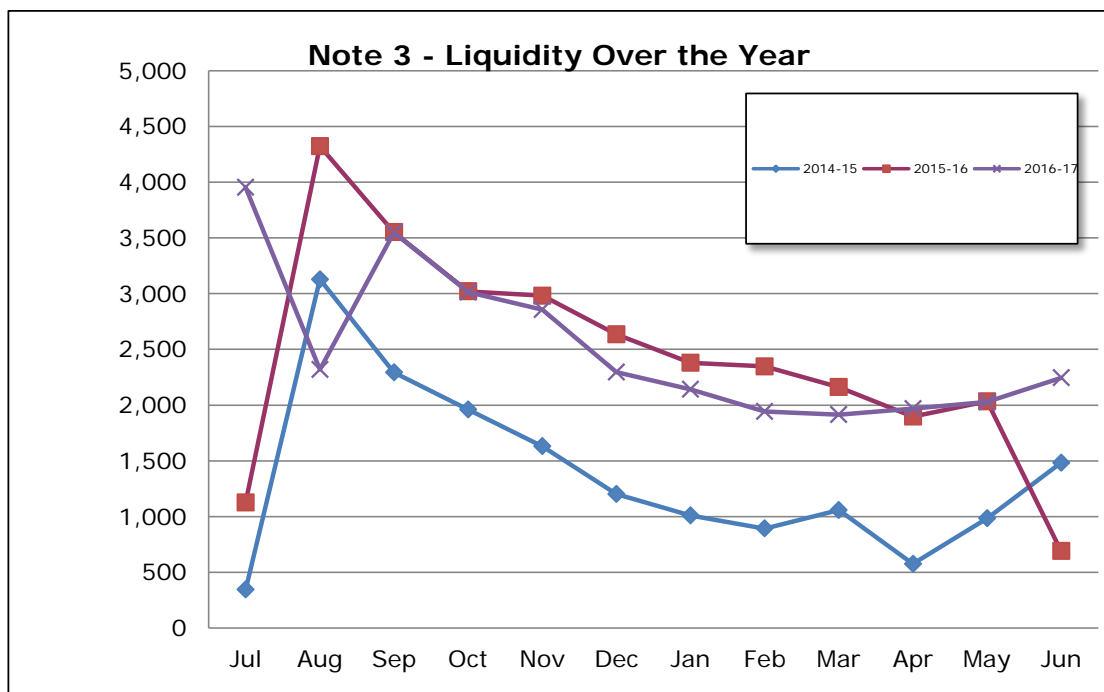
**Comments/Notes - Capital Revenues**



**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 3: SURPLUS/(DEFICIT) POSITION**

	Positive=Surplus (Negative=Deficit)		
	30/06/2017	31/05/2017	30/06/2016
Note	This Period	Last Period	Same Period Last Year
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted	2,487,996	2,088,476	856,579
Cash Restricted	764,634	763,155	1,252,475
Receivables - Rates and Rubbish	134,596	146,506	113,343
Receivables - Other	119,786	73,483	224,510
Inventories	10,614	10,614	10,614
	3,517,626	3,082,233	2,457,520
<b>Less: Current Liabilities</b>			
Payables	(302,922)	(84,628)	(313,314)
Loan Liability	0	(17,147)	(131,613)
Provisions	(393,791)	(393,791)	(393,791)
	(696,714)	(495,567)	(838,718)
<b>Net Current Asset Position</b>	2,820,913	2,586,666	1,618,802
Less: Cash Restricted	(764,634)	(763,155)	(1,252,475)
Add Back: Component of Leave Liability not Required to be funded	172,378	172,044	194,589
Add Back: Current Loan Liability	0	17,147	131,613
Add Back: Movement in Deferred Rates	17,668		
Adjustment for Trust Transactions Within Muni	(2,246)	(1,101)	0
<b>Net Current Funding Position</b>	2,244,079	2,011,602	692,529



**Comments - Net Current Funding Position**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
Municipal Account		75,029			75,029	BankWest	
Cash Floats		850			850		
Municipal Saver Account		2,412,117			2,412,117	Bankwest	
Reserve Account			764,634		764,634	BankWest	
Trust Account				559,662	559,662	BankWest	
(b) <b>Term Deposits</b>							
Reserve Account	2.90%				0	IMB	29/05/2017
Municipal Account							
Municipal Account	2.90%				0	ME Bank	16/06/2017
Municipal Account	2.55%				0	BankWest	29/06/2017
Municipal Account	2.55%				0	BankWest	20/06/2017
Municipal Account	2.20%				0	BankWest	29/06/2017
Municipal Account	2.55%				0	BankWest	1/06/2017
Municipal Account					0		
<b>Total</b>		2,487,996	0	559,662	3,812,292		

**Comments/Notes - Investments**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance	Variance	
	Timing	Permanent
<b>5.1 OPERATING REVENUE (EXCLUDING RATES) - NATURE OR TYPE</b>		
<b>GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
Year to date income is \$912,193 higher than budgeted as a result of 50% of the 2017/2018 Grants Commission funding being received in advance	■	
<b>INTEREST EARNINGS</b>		
Investments interest earnings \$15,461 higher than budgeted		■
<b>OTHER REVENUE</b>		
Income is \$446,449 less than budgeted as transfer from Public Open Space funds not carried out as little works have been carried out. Will be transferred in 2017/2018	■	
<b>5.2 OPERATING EXPENSES - NATURE OR TYPE</b>		
<b>EMPLOYEE COSTS</b>		
Employee costs are \$282,177 less than budgeted, the largest variation being for roads maintenance of \$92,038		■
<b>MATERIAL AND CONTRACTS</b>		
Expenditure is some \$539,396 lower than budgeted across a large number of accounts, the largest being Parts and Repairs \$91,998, Fuel \$85,401 and Consultants Fees (Town Planning) \$60,412	■	■
<b>UTILITY CHARGES</b>		
Expenditure is higher than budgeted by \$33,357 across a large number of accounts. The largest variance was \$25,708 at the Coorow Oval, others were for Standpipes, Green Head Parks and Gardens and Coorow Parks and Gardens		■
<b>OTHER EXPENDITURE</b>		
Expenditure is \$27,8221 more than the year to date budget largely as a result of accounting for return of DFES Vehicles		■
<b>5.4 CAPITAL EXPENSES</b>		
<b>BUILDINGS</b>		
Expenditure is \$109,765 less than budgeted as a number of projects were not completed, including the Leeman Foreshore Toilets. Some projects were completed under budget, eg Maley Park Gardeners Shed.	■	■
<b>ROADS</b>		
Expenditure is \$417,759 less than budgeted, there are a number of projects being carried forward to 2017/2018 including Launer Road culvert, Morcombe Road, Mazza Road and some culvert projects	■	
<b>FOOTPATHS</b>		
Expenditure is \$43,171 less budgeted as the footpaths for Morcombe Road will be carried forward to 2017/2018 and savings on other footpath projects.	■	■
<b>INFRASTRUCTURE ASSETS - OTHER</b>		
Expenditure is \$507,202 less than budgeted, largely because the Leeman Foreshore Development, Green Head POS, Skate Park and Concrete Aprons at the Leeman Transfer Station were not done and	■	
<b>TRANSFER TO RESERVES (RESTRICTED ASSETS)</b>		
Expenditure is \$62,295 less than budgeted, largely because Lot 103 Bristol Street was not sold		■

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 6: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption - Opening Surplus</b>		Opening Surplus(Deficit)	\$	\$	\$	\$
	<b>Budget Adoption - Closing Surplus</b>					(531,535)	531,535
6272	TRANSFER TO RESERVE	2016/103	Capital Expenses			(32,000)	(32,000)
0384	COOROW OFFICE UPGRADE BUILDING (BUILDINGS)	2016/113	Capital Expenses			(25,000)	(57,000)
0504	ADMIN COMPUTERS (F&E)	2016/113	Capital Expenses		25,000		(32,000)
6384	PURCHASE GRADER (P&E)	2016/117	Capital Expenses		27,000		(5,000)
3524	PURCHASE WATER TANKER (P&E)	2016/117	Capital Expenses			(18,000)	(23,000)
6274	SUNDRY TOOLS (TOOLS)	2016/117	Capital Expenses			(9,000)	(32,000)
3333	PROFIT ON DISPOSAL OF ASSETS - ROAD PLANT PURCHASES	2017/013	Non Cash Item	(3,326)			(32,000)
0553	PROPERTY SEARCH FEES	2017/013	Operating Revenue		2,000		(30,000)
0793	FINES & PENALTIES	2017/013	Operating Revenue		1,000		(29,000)
0833	FINES & PENALTIES	2017/013	Operating Revenue			(500)	(29,500)
0853	DOG REGISTRATION	2017/013	Operating Revenue			(3,000)	(32,500)
1893	RENT LOT 5 BRISTOL ST	2017/013	Operating Revenue			(2,520)	(35,020)
2403	RENTAL 9 MORCOMBE RD	2017/013	Operating Revenue			(6,760)	(41,780)
17A3	RENT LOT 29 SPAIN ST	2017/013	Operating Revenue		10,400		(31,380)
1883	COOROW - REFUSE SITE FEES	2017/013	Operating Revenue		4,000		(27,380)
1993	SEPTIC TANK INSPECTION FEES	2017/013	Operating Revenue		1,000		(26,380)
3173	CHARGES - TOWN PLANNING LICENCES	2017/013	Operating Revenue		500		(25,880)
3183	CHARGES - PLANNING APPLICATIONS	2017/013	Operating Revenue		12,000		(13,880)
19A3	LEEMAN LIQUID WASTE POND INCOME	2017/013	Operating Revenue		1,640		(12,240)
2783	COOROW RESERVES ANNUAL CHARGES	2017/013	Operating Revenue			(870)	(13,110)
3133	RSL HALL HIRE	2017/013	Operating Revenue		300		(12,810)
24A3	CHARGES - GREEN HEAD COMMUNITY CENTRE	2017/013	Operating Revenue		1,000		(11,810)
3983	CHARGES CARAVAN/CAMPING	2017/013	Operating Revenue		7,000		(4,810)
4273	WATER SALES	2017/013	Operating Revenue		2,500		(2,310)
6943	MILLIGAN ISLAND CAMPING NODE FEES	2017/013	Operating Revenue			(24,000)	(26,310)
7333	CHARGES - PRIVATE WORKS	2017/013	Operating Revenue		10,000		(16,310)
0243	REIMBURSEMENTS (no gst)	2017/013	Operating Revenue		1,858		(14,452)
0443	OTHER INCOME (GST)	2017/013	Operating Revenue		4,500		(9,952)
0483	SUNDRY INCOME (NO GST)	2017/013	Operating Revenue			(6,000)	(15,952)
0753	DFES GRANTS	2017/013	Operating Revenue			(13,326)	(29,278)
1603	REIMBURSEMENTS	2017/013	Operating Revenue		500	0	(28,778)
18B3	REIMBURSEMENTS - STAFF HOUSING (NO GST)	2017/013	Operating Revenue		1,540		(27,238)
2103	OTHER CONTRIBUTIONS	2017/013	Operating Revenue			(15,000)	(42,238)
4003	COASTWEST/COASTCARE GRANT	2017/013	Operating Revenue			(12,400)	(54,638)
2473	CHARGES - LEEMAN REC CENTRE	2017/013	Operating Revenue		800		(53,838)
2533	COOROW HALL OTHER INCOME	2017/013	Operating Revenue		1,000		(52,838)
2983	REIMBURSEMENTS - LIBRARY	2017/013	Operating Revenue		1,000		(51,838)
4133	RESOURCE SHARING WITH OTHER SHIRES - MRS	2017/013	Operating Revenue		15,000		(36,838)
4513	RE-IMBURSEMENTS - OTHER	2017/013	Operating Revenue		1,800		(35,038)
4523	DAAFGS REFUNDS FUEL REBATES	2017/013	Operating Revenue			(10,000)	(45,038)
0121	GENERAL RATES	2017/013	Operating Revenue		125,225		80,187
0070	DISCOUNT ALLOWED	2017/013	Operating Revenue		5,271		85,458
0171	LATE PAYMENT INTEREST	2017/013	Operating Revenue		6,000		91,458
0211	INSTALMENT INTEREST	2017/013	Operating Revenue		1,500		92,958
0443	OTHER INCOME (GST)	2017/013	Operating Revenue			(2,000)	90,958
18A3	SALE OF SCRAP	2017/013	Operating Revenue		2,000		92,958
2863	TRANSFER FROM POS TRUST	2017/013	Operating Revenue			(54,495)	38,463
3963	TRANSFER FROM TRUST	2017/013	Operating Revenue		2,150		40,613
0302	LONG SERVICE LEAVE	2017/013	Operating Expenses			(27,285)	13,328
1172	ADMIN REMOVAL EXPENSES	2017/013	Operating Expenses			(3,550)	9,778
0402	STAFF TRAINING EXPENSES	2017/013	Operating Expenses		8,000		17,778
4312	MWS - SALARY	2017/013	Operating Expenses			(37,000)	(19,222)
4422	LONG SERVICE LEAVE	2017/013	Operating Expenses		16,436		(2,786)
6782	WORKERS COMPENSATION PREMIUMS	2017/013	Operating Expenses		33,294		30,508
0142	CEO RECRUITMENT/REVIEW	2017/013	Operating Expenses		5,000		35,508
0182	SUBSCRIPTIONS	2017/013	Operating Expenses			(620)	34,888
0192	COUNCILLORS CONFERENCE EXPENSES	2017/013	Operating Expenses			(600)	34,288
0262	REFRESHMENTS & RECEPTIONS	2017/013	Operating Expenses		5,000		39,288
0482	TELEPHONE	2017/013	Operating Expenses			(3,000)	36,288
0492	ADVERTISING	2017/013	Operating Expenses		7,000		43,288
1182	STAFF EMPLOYMENT COSTS	2017/013	Operating Expenses		3,000		46,288
E000	Fire Fighting Control And Prevention	2017/013	Operating Expenses			(2,000)	44,288
0842	ANIMAL CONTROL EXPENSES	2017/013	Operating Expenses		4,000		48,288
1602	VISITING GP SUBSIDY	2017/013	Operating Expenses		5,000		53,288
Q020	Sale Of Lot 103 Bristol St Coorow	2017/013	Operating Expenses		6,000		59,288
W001	Domestic Refuse Collections Coorow	2017/013	Operating Expenses		5,000		64,288
W002	Domestic Refuse Collections Coast	2017/013	Operating Expenses		25,000		89,288
2062	FORESHORE MANAGEMENT	2017/013	Operating Expenses		2,000		91,288
B026	Public Toilets Leeman Foreshore Maintenance	2017/013	Operating Expenses			(1,500)	89,788
B027	Public Toilets Dynamite Bay Maintenance	2017/013	Operating Expenses			(3,000)	86,788
B029	Public Toilets Back Beach Leeman Maintenance	2017/013	Operating Expenses			(2,000)	84,788
B030	Public Toilets Morphet Park Green Head Maintenance	2017/013	Operating Expenses			(2,000)	82,788
B032	Public Toilets Cliff Park Green Head Maintenance	2017/013	Operating Expenses			(1,500)	81,288
B057	Public Toilets Illyarrie St Boat Ramp	2017/013	Operating Expenses			(3,000)	78,288
W007	Coastal Waste Transfer Station	2017/013	Operating Expenses		3,000		81,288
G020	Coorow Oval Maintenance	2017/013	Operating Expenses		5,000		86,288
G000	Leeman Oval Maintenance	2017/013	Operating Expenses		5,000		91,288
B033	Coorow District Hall Maintenance	2017/013	Operating Expenses			(1,000)	90,288
B034	Maley Park Coorow Buildings Maintenance	2017/013	Operating Expenses			(2,000)	88,288
G008	Coorow General Parks And Reserves Maintenance	2017/013	Operating Expenses		3,000		91,288
G010	Leeman General Parks And Reserves Maintenance	2017/013	Operating Expenses		3,000		94,288
3812	COOROW RETRANSMISSION	2017/013	Operating Expenses		35,000		129,288
3822	LEEMAN RETRANSMISSION	2017/013	Operating Expenses			(500)	128,788
3832	GREEN HEAD RETRANSMISSION	2017/013	Operating Expenses			(500)	128,288
M000	Unallocated Rural Roads Maintenance	2017/013	Operating Expenses		49,050		177,338

B039	Coorow Depot Maintenance	2017/013	Operating Expenses			(3,000)	174,338
B040	Leeman Depot Maintenance	2017/013	Operating Expenses			(4,000)	170,338
M997	Green Head Town St Maintenance	2017/013	Operating Expenses	2,000			172,338
M998	Leeman Town St Maintenance	2017/013	Operating Expenses	2,000			174,338
Q012	Staff Training	2017/013	Operating Expenses			(25,000)	149,338
4540	PURCHASES	2017/013	Operating Expenses	10,664			160,002
4542	FUEL	2017/013	Operating Expenses	10,664			170,666
4550	MATERIALS ALLOC TO W & S	2017/013	Operating Expenses			(10,664)	160,002
5012	EXPENDABLE STORES	2017/013	Operating Expenses	5,000			165,002
G001	Coorow Office Grounds Maintenance	2017/013	Operating Expenses	2,000			167,002
B000	Lot 131 Spain St Coorow Maintenance	2017/013	Operating Expenses	2,000			169,002
B020	Lot 49 Nairn St Leeman Maintenance	2017/013	Operating Expenses	2,000			171,002
B015	Lot 123 Commercial St Coorow Maintenance	2017/013	Operating Expenses	1,000			172,002
B024	Lot 626 Morcombe Rd Leeman Maintenance	2017/013	Operating Expenses	1,500			173,502
B034	Maley Park Coorow Buildings Maintenance	2017/013	Operating Expenses	4,000			177,502
G010	Leeman General Parks And Reserves Maintenance	2017/013	Operating Expenses	2,000			179,502
G014	Green Head General Parks And Reserves Maintenance	2017/013	Operating Expenses	2,000			181,502
B042	Coorow Caravan Park Maintenance	2017/013	Operating Expenses			(5,000)	176,502
1462	INSURANCE MRS	2017/013	Operating Expenses			(3,935)	172,567
1402	LIABILITY INSURANCE HLTH	2017/013	Operating Expenses	3,891			176,458
3552	ROAD ADMINISTRATION	2017/013	Operating Expenses	5,516			181,974
4192	LIABILITY INSURANCE BLDG	2017/013	Operating Expenses			(3,891)	178,083
6772	INSURANCE MWS	2017/013	Operating Expenses			(4,100)	173,983
3352	LOSS ON DISPOSAL OF ASSETS - ROAD PLANT PURCHASES	2017/013	Non Cash Item	7,378			173,983
0745	DFES APPLIANCE PROGRAM CONTRIBUTION	2017/013	Capital Revenue	455,465			629,448
3575	PROCEEDS FROM SALE OF ASSETS - ROAD PLANT PURCHASES	2017/013	Capital Revenue			(43,243)	586,205
6205	TRADE MWS CW002 TOYOTA LANDCRUISER	2017/013	Capital Revenue			(8,527)	577,678
7633	TRANSFER FROM LSL RESERVE	2017/013	Capital Revenue	10,850			588,528
6245	TRANSFER FROM PLANT RESERVE	2017/013	Capital Revenue	150,000			738,528
7245	TRANSFER FROM WANN PARK RESERVE	2017/013	Capital Revenue			(31,687)	706,841
3385	TRANSFER FROM TV REBROADCAST RESERVE	2017/013	Capital Revenue			(10,738)	696,103
6572	TRANSFER FROM RESOURCE SHARING RESERVE	2017/013	Capital Revenue			(24,232)	671,871
31B4	GREEN HEAD COMMUNITY CENTRE (BUILDINGS)	2017/013	Capital Expenses	7,125			678,996
H006	LOT 123 COMMERCIAL STREET	2017/013	Capital Expenses			(1,506)	677,490
H011	LOT 131 SPAIN STREET	2017/013	Capital Expenses			(1,640)	675,850
H012	11 SPAIN STREET	2017/013	Capital Expenses			(15,000)	660,850
H013	29 SPAIN ST	2017/013	Capital Expenses	12,000			672,850
4114	COOROW AQUATIC CTR UPGRADE (BUILDINGS)	2017/013	Capital Expenses	3,112			675,962
H009	LOT 103 BRISTOL ST	2017/013	Capital Expenses			(2,072)	673,890
H016	LOT 16A BRAND ST	2017/013	Capital Expenses			(3,000)	670,890
H017	LOT 16B BRAND ST - REPAIR FENCING	2017/013	Capital Expenses			(2,500)	668,390
H010	LOT 520 TUART ST	2017/013	Capital Expenses			(455)	667,935
H002	LOT 64 NAIRN STREET	2017/013	Capital Expenses			(10,000)	657,935
03A4	LEEMAN OFFICE UPGRADE (BUILDINGS)	2017/013	Capital Expenses			(11,000)	646,935
3114	COOROW DISTRICT HALL (BUILDINGS)	2017/013	Capital Expenses			(1,768)	645,167
6234	COASTAL LEADING HAND UTILITY (P&E)	2017/013	Capital Expenses	146			645,313
6384	PURCHASE GRADER (P&E)	2017/013	Capital Expenses	513			645,826
0764	DFES APPLIANCE PROGRAM FIRE UNIT (P&E)	2017/013	Capital Expenses			(455,465)	190,361
6224	PURCHASE BOBCAT (P&E)	2017/013	Capital Expenses	10,204			200,565
7074	POOL PLANT & EQUIPMENT (P&E)	2017/013	Capital Expenses			(5,446)	195,119
63B4	PURCHASE BACKHOE (P&E)	2017/013	Capital Expenses			(165,000)	30,119
3564	DUAL CAB 4X4 - MANAGER WORKS & SERVICES - CW 002 (P&E)	2017/013	Capital Expenses	4,068			34,187
0794	PURCHASE MOSQUITO FOGGER (P&E)	2017/013	Capital Expenses	3,065			37,252
3524	PURCHASE WATER TANKER (P&E)	2017/013	Capital Expenses			(2,050)	35,202
0504	ADMIN COMPUTERS (F&E)	2017/013	Capital Expenses	9,183			44,385
6804	CARAVAN PARK EQUIPMENT (F&E)	2017/013	Capital Expenses			(2,150)	42,235
C004	MARCHAGEE TRACK	2017/013	Capital Expenses			(18,750)	23,485
C005	SOUTH WADDY ROAD	2017/013	Capital Expenses			(2,828)	20,657
C010	COCKLESHELL GULLY ROAD	2017/013	Capital Expenses			(11,604)	9,053
C013	WADDY FOREST ROAD	2017/013	Capital Expenses			(7,790)	1,263
C015	DAVIES ROAD	2017/013	Capital Expenses	4,769			6,032
C016	MAMBOOBIE ROAD	2017/013	Capital Expenses	7,020			13,052
C018	WILLCOCKS ROAD	2017/013	Capital Expenses			(11,920)	1,132
C023	MCPARTLAND ROAD	2017/013	Capital Expenses	11,139			12,271
C025	FENNELL ROAD	2017/013	Capital Expenses	1,725			13,996
C028	MAZZA ROAD	2017/013	Capital Expenses	36,821			50,817
C031	PEN ROAD	2017/013	Capital Expenses			(5,236)	45,581
C034	ROSE THOMPSON ROAD	2017/013	Capital Expenses			(12,666)	32,915
C057	MARTIN ROAD	2017/013	Capital Expenses			(10,782)	22,133
C078	SPAIN STREET	2017/013	Capital Expenses	6,231			28,364
C163	MAIN STREET	2017/013	Capital Expenses	7,500			35,864
C164	COOROW LATHAM ROAD	2017/013	Capital Expenses			(11,402)	24,462
C168	MAIN STREET	2017/013	Capital Expenses			(3,448)	21,014
T093	WILLMOTT ROAD	2017/013	Capital Expenses			(29,692)	(8,678)
T104	GREEN HEAD ROAD	2017/013	Capital Expenses			(10,155)	(18,833)
T111	THOMAS STREET	2017/013	Capital Expenses			(9,881)	(28,714)
2664	GREEN HEAD SPORTING CLUB (INFRA OTH)	2017/013	Capital Expenses	79			(28,635)
2064	GREEN HEAD WALK TRAILS (INFRA OTH)	2017/013	Capital Expenses	60,000			31,365
2674	WANN PARK WATER SUPPLY CAP EXP (INFRA OTH)	2017/013	Capital Expenses	23,661			55,026
2784	MALEY PARK (INFRA OTH) CAPITAL	2017/013	Capital Expenses			(2,566)	52,460
7304	GREENHEAD PARKS INFRASTRUCTURE (INFRA OTH)	2017/013	Capital Expenses			(3,300)	49,160
2854	LEEMAN FORESHORE DEVELOPMENT (INFRA OTH)	2017/013	Capital Expenses	54,495			103,655
68A4	TOURIST INFORMATION BAYS IOD (INFRA OTH)	2017/013	Capital Expenses	4,300			107,955
6274	SUNDRY TOOLS (TOOLS)	2017/013	Capital Expenses	620			108,575
68B4	TRANSFER TO TOURIST INFRASTRUCTURE RESERVE	2017/013	Capital Expenses			(60,000)	48,575
	TRANSFER FROM RESTRICTED CASH	2017/013	Capital Revenue			(88,356)	(39,781)
	ADJUSTMENT TO OPENING SURPLUS	2017/013	Opening Surplus(Deficit)	39,781			0
Closing Funding Surplus (Deficit)				4,052	1,483,371	(2,014,906)	0

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 7: RECEIVABLES**

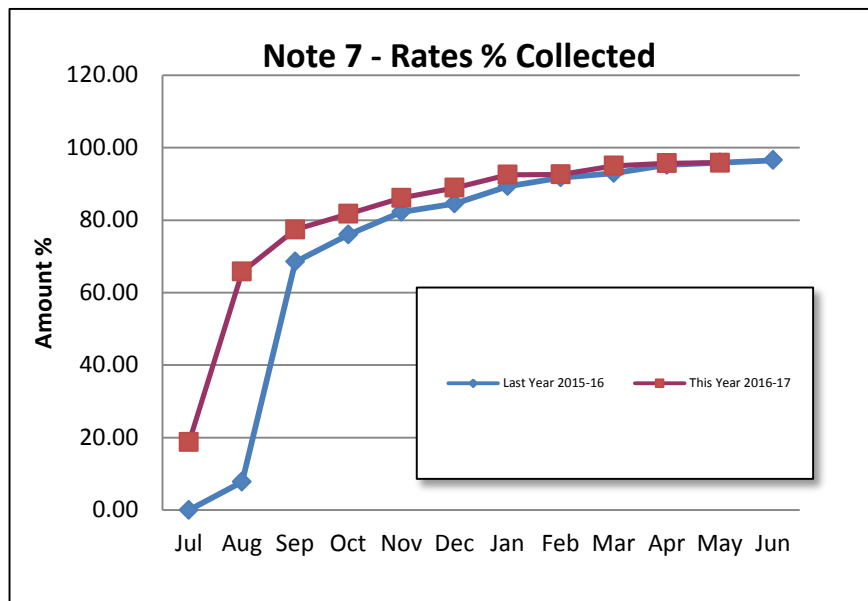
**Receivables - Rates and Rubbish**

Opening Arrears Previous Years  
 Rates Levied this year (YTD)  
Less Collections to date  
 Equals Current Outstanding

Current 2016-17	Previous 2015-16
\$	\$
113,343	151,199
3,372,999	2,698,518
3,339,837	(2,736,375)
<b>146,506</b>	<b>113,343</b>
95.80%	96.02%

**Net Rates Collectable**

% Collected

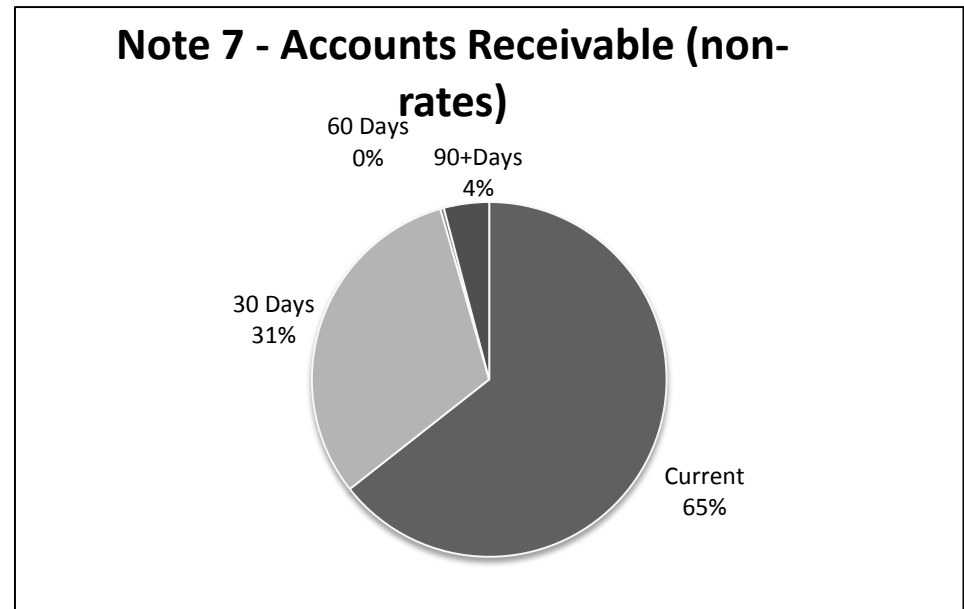


**Comments/Notes - Receivables Rates and Rubbish**

**Receivables - General**

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
43,331	20,962	220	2,775
<b>Total Outstanding</b>			<b>67,288</b>

Amounts shown above include GST (where applicable)



**Comments/Notes - Receivables General**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 8: GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Program/Details	Provider	Approval Yes No	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>							
GRANTS COMMISSION ROADS GRANT	Grants Commission	Yes	(525,176)		(525,176)	(815,199)	290,023
GRANTS COMMISSION GENERAL PURPOSE GRANT	Grants Commission	Yes	(836,259)		(836,259)	(1,270,309)	434,050
ESL ADMINISTRATION COMMISSION	Grants Commission	Yes	(4,000)		(4,000)	(4,000)	0
POLICE LICENSING COMMISSIONS	Grants Commission	Yes	(20,000)		(20,000)	(19,133)	(867)
BANKING COMMISSION	Grants Commission	Yes	(1,000)		(1,000)	(1,394)	394
LEGAL COSTS RECOVERED	Reimbursements		(10,000)		(10,000)	(10,098)	98
<b>GOVERNANCE</b>							
REIMBURSEMENTS (no gst)	Reimbursements		(1,958)		(1,958)	(4,620)	2,662
NOVATED LEASE CONTRIBUTIONS (INCOME)	Reimbursements		(9,950)		(9,950)	(10,968)	1,018
COUNCIL PROPERTY VALUATION REBATE	Reimbursements		(5,200)		(5,200)	0	(5,200)
OTHER INCOME (GST)	Reimbursements		(8,500)		(8,500)	(8,274)	(227)
CONTRIBUTIONS & DONATIONS			0		0	(676)	676
<b>LAW, ORDER, PUBLIC SAFETY</b>							
DFES GRANTS	DFES	Yes	(38,666)		(38,666)	(52,524)	13,858
DFES APPLIANCE PROGRAM CONTRIBUTION	DFES	Yes	(880,895)		(880,895)	(1,009,855)	128,960
REIMBURSEMENTS (NO GST)			0		0	(70,000)	70,000
SUNDRY INCOME (GST)	Reimbursements		0		0	(106)	106
<b>HEALTH</b>							
REIMBURSEMENTS	Reimbursements		(1,500)		(1,500)	(1,667)	167
<b>EDUCATION AND WELFARE</b>							
AGED PERSONS UNITS - REIMBURSEMENT (GST FREE)	Reimbursements		(400)		(400)	(524)	124
TRANSFER FROM LGCHP TRUST	LGCHP Trust		(19,749)		(19,749)	0	(19,749)
<b>HOUSING</b>							
REIMBURSEMENTS - STAFF HOUSING (NO GST)	Reimbursements		(1,540)		(1,540)	(1,540)	0
REFUND OF HOUSING BONDS - RENTAL PROPERTIES	Reimbursements		0		0	(20)	20
OTHER INCOME	Reimbursements		0		0	(22,894)	22,894
<b>COMMUNITY AMENITIES</b>							
COASTWEST/COASTCARE GRANT	Coastwest/Coastcare		(17,600)		(17,600)	(17,614)	14
GRANTS/CONTRIBUTIONS (gst)	Contribution		0		0	(33,545)	33,545

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 8: GRANTS AND CONTRIBUTIONS**

Program/Details	Provider	Approval Yes No	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
<b>ECONOMIC SERVICES</b>		(Yes/No)	\$	\$	\$	\$	\$
DRUMMUSTER INCOME	Reimbursements		(1,500)		(1,500)	(509)	(991)
GRANT INCOME - TOURISM	MWC/Tourism WA	Yes	(356,250)		(356,250)	(341,309)	(14,941)
RESOURCE SHARING WITH OTHER SHIRES - MRS	Reimbursements		(22,000)		(22,000)	(26,471)	0
<b>RECREATION AND CULTURE</b>							
REIMBURSEMENTS - GST	Reimbursements		(100)		(100)	0	(100)
GOVERNMENT GRANTS - SUBSIDY	DRD	Yes	(32,000)		(32,000)	(32,000)	0
CHARGES - LEEMAN REC CENTRE			(800)		(800)	(969)	0
COOROW HALL OTHER INCOME			(1,000)		(1,000)	(1,341)	0
REIMBURSEMENTS - SUNDRY	Reimbursements		(1,000)		(1,000)	(2,122)	1,122
REIMBURSEMENTS - LIBRARY	Reimbursements		(1,020)		(1,020)	(1,019)	0
CONTRIBUTION INCOME	Coorow Bowling Club		0		0	(9,952)	9,952
REIMBURSEMENTS	Reimbursements		(200)		(200)	0	(200)
<b>TRANSPORT</b>							
REGIONAL ROAD GROUP GRANTS	Main Roads WA	Yes	(552,532)		(552,532)	(552,532)	0
ROADS TO RECOVERY FUNDS	Dept of Infra. & Transport	Yes	(812,715)		(812,715)	(707,936)	(104,779)
MRWA DIRECT GRANT	Main Roads WA	Yes	(122,016)		(122,016)	(122,016)	0
<b>OTHER PROPERTY &amp; SERVICES</b>							
RE-IMBURSEMENTS - OTHER	Reimbursements		(1,900)		(1,900)	(2,039)	139
DAAFGS REFUNDS FUEL REBATES	ATO		(50,000)		(50,000)	(103,972)	53,972
REIMB WORKERS COMP	Reimbursements		(20,000)		(20,000)	0	(20,000)
REIMBURSEMENTS - OTHER	Contributions		(200)		(200)	0	0
Reimbursements - Other (NO GST)	Reimbursements		0		0	(163)	163
<b>TOTALS</b>			<b>(4,357,626)</b>	<b>0</b>	<b>(4,357,626)</b>	<b>(5,259,310)</b>	<b>896,905</b>

Comments - Grants and Contributions



**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

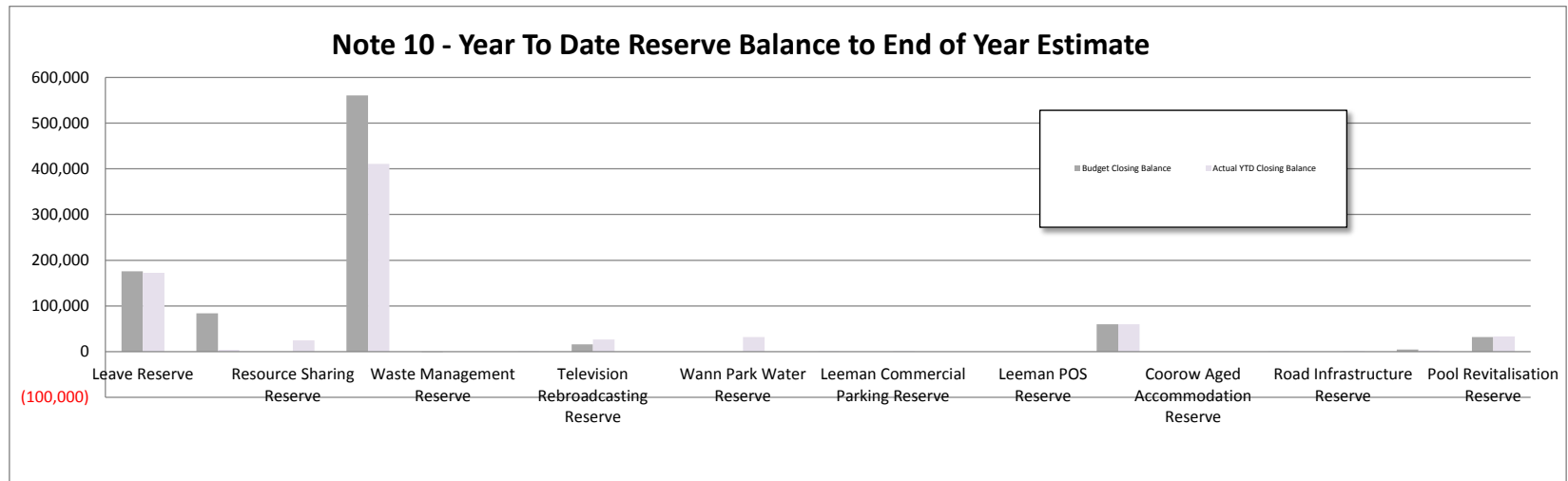
<b>Note 9: RATING INFORMATION</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Interim Rates \$</b>	<b>Back Rates \$</b>	<b>Total Revenue \$</b>	<b>Amended Budget Rate Revenue \$</b>	<b>Amended Budget Interim Rate \$</b>	<b>Amended Budget Back Rate \$</b>	<b>Amended Budget Total Revenue \$</b>
<b>RATE TYPE</b>											
<b>Differential General Rate</b>											
UV - Agricultural	1.7178	202	109,758,819	1,885,437	(469)	0	1,884,968	1,779,237	0	0	1,779,237
GRV - Townsites	11.6446	718	7,987,282	930,087	52	-5	930,135	922,706	500	0	923,206
UV - Mining	15.2979	21	645,337	98,723	(2,050)	0	96,673	81,612	0	0	81,612
							0				
<b>Sub-Totals</b>		941	118,391,438	2,914,247	(2,467)	-5	2,911,775	2,783,555	500	0	2,784,055
<b>Minimum Payment</b>	<b>Minimum \$</b>										
UV - Agricultural	815.00	9	84,781	7,335	0	0	7,335	7,335	0	0	7,335
GRV - Townsites	815.00	213	1,005,746	173,595	0	0	173,595	177,670	0	0	177,670
UV - Mining	515.00	19	26,435	9,785	0	0	9,785	8,755	0	0	8,755
<b>Sub-Totals</b>		241	1,116,962	190,715	0	0	190,715	193,760	0	0	193,760
Discounts							3,102,490				2,977,815
Rates Adjustments							(99,597)				(105,000)
Movement in Excess Rates							(327)				(1,000)
							(24,765)				0
<b>Amount from General Rates</b>							<b>2,977,801</b>				<b>2,871,815</b>
Ex Gratia Rates							10,557				11,382
Specified Area Rates							0				0
<b>Totals</b>							<b>2,988,358</b>				<b>2,883,197</b>

**Comments - Rating Information**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 10: Cash Backed Reserve**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	194,589	4,871	5,074	0	0	23,580	27,285	GJ1614-10.07	175,880	172,378
Building Reserve	3,936	99	107	80,000	0	0	0		84,035	4,043
Resource Sharing Reserve	23,640	592	645	0	0	24,232	0		0	24,285
Plant Reserve	547,239	13,692	13,641	0	0	0	150,000	GJ1614-10.07	560,931	410,880
Waste Management Reserve	5,446	136	101	0	0	5,583	5,547	GJ1614-10.07	(1)	(0)
Green Head Commercial Parking Reserve	238	9	4	0	0	247	242	GJ1614-10.07	0	0
Television Rebroadcasting Reserve	25,754	615	703	0	0	10,738	0		15,631	26,457
Unspent Grants Reserve	0	0	0	0	0	0	0		0	0
Wann Park Water Reserve	30,913	774	843	0	0	31,687	0		0	31,756
Community Grant Reserve	4,877	122	90	0	0	4,999	4,967	GJ1614-10.07	0	0
Leeman Commercial Parking Reserve	117		2	0	0	117	119	GJ1614-10.07	0	0
Green Head POS Reserve	0		0	0	0	0	0		0	0
Leeman POS Reserve	0		0	0	0	0	0		0	0
Leeman Aged Accommodation Reserve	58,240	133	1,589	1,408	0	0	0		59,781	59,829
Coorow Aged Accommodation Reserve	2,468	81	46	0	0	2,549	2,514	GJ1614-10.07	0	(0)
Furniture & Equipment Reserve	10,000	250	185	0	0	10,250	10,185	GJ1614-10.07	0	0
Road Infrastructure Reserve	342,917	8,573	6,358	0	0	351,490	349,275	GJ1614-10.07	0	0
Coorow Bowling Club Reserve	2,100	53	57	2,100	0	0	0		4,253	2,157
Pool Revitalisation Reserve	0	0	848	32,000	32,000	0	0		32,000	32,848
	<b>1,252,474</b>	<b>30,000</b>	<b>30,295</b>	<b>115,508</b>	<b>32,000</b>	<b>465,472</b>	<b>550,134</b>		<b>932,510</b>	<b>764,635</b>



**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 11: CAPITAL DISPOSALS AND ACQUISITIONS**

Actual Profit(Loss) of Asset Disposal				Disposals	Current Budget					
					This Year					
Cost	Accum Depr	Proceeds	Profit (Loss)		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$ 74,990	\$ 9,985	\$ 59,091	\$(5,914)	CEO Landcruiser CW00	\$ 58,991	\$ 58,991	\$ 58,991	\$ 59,091	\$ 100	▲
23,636	5,245	23,636	5,245	Fire Tenders CW0055	23,636	23,636	23,636	23,636	0	↑↑↑
23,636	7,868	18,636	2,868	Fire Tenders CW0045	23,636	23,636	23,636	23,636	0	↑↑↑
17,990	2,395	13,612	\$(1,983)	Fire Tenders CW0052	17,990	17,990	17,990	17,990	0	↑↑↑
31,000	3,227	15,000	\$(12,773)	Fire Tenders CW0038	31,000	31,000	31,000	31,000	0	↑↑↑
36,490	5,478	22,727	\$(8,284)	Ford Ranger CW0050	26,499	26,499	26,499	22,727	\$(3,772)	▼
				Lot 103 (45) Bristol St	80,000	80,000	80,000	0	\$(80,000)	▼
80,000	2,016	80,000	2,016	John Deere Grader CW009	140,000	96,757	132,273	75,454	\$(56,819)	▼
24,200	2,271	4,545	\$(17,384)	New Holland Tractor CW0027	10,000	10,000	0	31,819	31,819	▲
29,500	2,768	27,274	542	John Deere Backhoe CW0012	25,516	25,516	0	0	0	↑↑↑
36,490	1,839	27,273	\$(7,378)	Ford Ranger CW008	0	0	0	0	0	↑↑↑
35,000	1,764	34,545	1,310	Toyota Prado CW002	21,536	17,273	17,273	34,545	17,272	▲
36,490	6,698	25,455	\$(4,337)	Works Ute CW0017	22,045	22,045	22,045	50,909	28,864	▲
36,490	6,698	25,455	\$(4,337)	Works Ute CW0023	22,045	22,045	22,045	50,909	28,864	▲
			0		0	0	0	0	0	↑↑↑
485,913	58,255	377,249	\$(50,409)	Totals	502,895	455,389	455,389	421,717	\$(33,671)	

Comments - Capital Disposal

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 11: CAPITAL DISPOSALS AND ACQUISITIONS**

Contributions Information				Summary Acquisitions	Current Budget					
					This Year					Variance (Under)Over
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget			
\$	\$	\$	\$	<b>Property, Plant &amp; Equipment</b>	\$	\$			\$	
0	0	0	0	Land for Resale	0	0	0	0	0	
0	5,005	0	5,005	Buildings	271,930	323,634	323,634	213,869	(109,765)	▼
425,430	0	0	425,430	Plant & Equipment	1,167,880	1,775,645	1,775,645	1,907,673	132,028	▲
0	10,250	0	10,250	Furniture & Equipment	37,000	4,967	4,967	4,967	0	▲
0	0	0	0	Tools	23,480	31,860	31,860	31,853	(7)	▼
0	0	0	0	Land	0	0	0	0	0	↑↑↑
0	0	0	0	Non-Freehold Shire Land	0	0	0	0	0	↑↑↑
				<b>Infrastructure</b>						
1,421,791	351,490	0	1,773,281	Roads	2,292,232	2,363,180	2,363,180	1,945,421	(417,759)	▼
33,000	0	0	33,000	Footpaths	142,597	142,597	142,597	99,426	(43,171)	▼
0	0	0	0	Drainage	0	0	0	0	0	↑↑↑
437,911	421,005	0	858,916	Other Infrastructure	1,096,346	959,677	959,677	507,202	(452,475)	▼
2,318,132	787,750	0	3,105,882	Totals	5,031,464	5,601,560	5,601,560	4,710,411	(891,148)	

**Comments - Capital Acquisitions**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 11: CAPITAL DISPOSALS AND ACQUISITIONS**

Contributions				Buildings	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$ 5,500	\$	\$	\$ 5,500	COOROW OFFICE UPGRADE BUILDING (BUILDINGS)	\$ 20,500	\$ 45,500	45,500	\$ 50,245	\$ 4,745	▲
				LEEMAN OFFICE UPGRADE (BUILDINGS)	11,500	22,500	22,500	14,127	(8,373)	▼
	20,000		20,000	EMPLOYEE HOUSING (BUILDINGS)	89,300	113,473	113,473	97,097	(16,376)	▼
			0	COUNCIL HOUSING GENERAL CARPET CONTINGENCY (BUIL	5,000	5,000	5,000	0	(5,000)	▼
	65,130		65,130	LEEMAN FORESHORE TOILETS (BUILDINGS)	65,130	65,130	65,130	3,453	(61,677)	▼
			0	GREEN HEAD COMMUNITY CENTRE (BUILDINGS)	10,000	2,875	2,875	3,587	712	▲
2,250			2,250	MALEY PARK CAPITAL EXPEND (BUILDINGS)	5,500	5,500	5,500	3,431	(2,069)	▼
2,250			2,250	LEEMAN REC CENTRE (BUILDINGS)	7,500	7,500	7,500	12,929	5,429	▲
	5,005		5,005	COOROW GOLF CLUB (BUILDINGS)	8,000	8,000	8,000	0	(8,000)	▼
			0	MALEY PARK GARDENERS SHED (BUILDINGS)	20,000	20,000	20,000	12,758	(7,242)	▼
			0	COOROW DISTRICT HALL (BUILDINGS)	6,000	7,768	7,768	7,768	0	▲
			0	COOROW AQUATIC CTR UPGRADE (BUILDINGS)	5,500	2,388	2,388	3,604	1,216	▲
			0	LAND & BUILDINGS (BUILDINGS)	7,000	7,000	7,000	0	(7,000)	▼
			0	LEEMAN FIRE SHED ADDITION (BUILDINGS)	0	0	0	720	720	
			0	COOROW CARAVAN PARK (BUILDINGS)	11,000	11,000	11,000	4,150	(6,850)	▼
0	5,005	0	5,005	Totals	271,930	323,634	323,634	213,869	(109,765)	

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 11: CAPITAL DISPOSALS AND ACQUISITIONS**

Contributions				Plant & Equipment	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$		\$	\$	
425,430			0	ADMIN VEHICLES CEO DCEO (P&E)	77,297	77,297	77,297	74,155	(3,143)	▼
			425,430	DFES APPLIANCE PROGRAM FIRE UNIT (P&E)	425,430	880,895	880,895	1,009,855	128,960	▲
			0	VEHICLE FOR RANGER (P&E)	39,104	39,104	39,104	37,321	(1,783)	▼
			0	PURCHASE MOSQUITO FOGGER (P&E)	16,000	12,935	12,935	12,935	0	▲
			0	PURCHASE GRADER (P&E)	370,000	342,487	342,487	342,487	(0)	▼
			0	PURCHASE BACKHOE (P&E)	0	165,000	165,000	167,950	2,950	▲
			0	DUAL CAB 4X4 - MANAGER WORKS & SERVICES - CW 002 (P&E)	54,000	49,932	49,932	49,932	(0)	▼
			0	PURCHASE WATER TANKER (P&E)	25,000	45,050	45,050	45,050	0	↑↑↑
			0	PURCHASE BOBCAT (P&E)	45,544	35,340	35,340	40,640	5,300	▲
			0	COASTAL LEADING HAND UTILITY (P&E)	39,104	38,958	38,958	38,958	(0)	▼
				WORKS UTILITIES CW017 (P&E)	38,200	38,200	38,200	77,086	38,886	▲
				4WD UTILITY CW0023 (P&E)	38,200	38,200	38,200	0	(38,200)	▼
				POOL VACUUM CLEANER (P&E)	0	5,446	5,446	4,537	(909)	▼
				SUNDRY RECREATIONAL EQUIPMENT	0	6,800	6,800	6,767	(33)	▼
		0	0	0	0	0	↑↑↑			
		0	0	0	0	0	↑↑↑			
425,430	0	0	425,430	Totals	1,167,880	1,775,645	1,775,645	1,907,673	132,028	

Contributions				Furniture & Equipment	Current Budget					
					This Year					Variance (Under)Over
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual		
\$	\$	\$	\$		\$	\$		\$	\$	
	10,250		10,250	ADMIN COMPUTERS (F&E)	37,000	2,817	2,817	2,817	0	▲
			0	G/HEAD LIBRARY CABINETS (F&E)	0	0	0	0	0	↑↑↑
			0	CARAVAN PARK EQUIPMENT (F&E)	0	2,150	2,150	2,150	0	↑↑↑
0	10,250	0	10,250	Totals	37,000	4,967	4,967	4,967	0	

Contributions				Tools	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	SUNDRY TOOLS (TOOLS)	\$ 23,480	\$ 31,860	31,860	\$ 31,853	\$ (7)	▼
0	0	0	0	Totals	23,480	31,860	31,860	31,853	(7)	

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 11: CAPITAL DISPOSALS AND ACQUISITIONS**

Contributions				Roads	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	ROADS TO RECOVERY WORKS (INFRA ROADS)	\$	\$	\$	\$	\$	
856,037	351,490		856,037	REGIONAL ROAD GROUP ROADWORKS (INFRA ROADS)	823,004	872,732	872,732	762,591	(110,141)	▼
497,999			497,999	REGIONAL ROAD GROUP ROADWORKS (INFRA ROADS)	756,693	756,693	756,693	740,172	(16,521)	▼
			351,490	ROAD CONSTRUCTION (INFRA ROADS)	531,397	552,618	552,618	316,772	(235,846)	▼
67,755			67,755	BLACK SPOT ROAD CONSTRUCTION (INFRA ROADS)	101,632	101,632	101,632	122,521	20,889	▲
			0	CAR PARK CONSTRUCTION (INFRA ROADS)	0	0	0	3,365	3,365	▲
			0	REGIONAL ROAD GROUP (INFRA ROADS)	79,505	79,505	79,505	0	(79,505)	▼
1,421,791	351,490	0	1,773,281	Totals	2,292,232	2,363,180	2,363,180	1,945,421	(417,759)	

Contributions				Footpaths	Current Budget				
					This Year				
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	FOOTPATH CONSTRUCTION - COUNCIL FUNDED (FOOTPATHS) FOOTPATH CONSTRUCTION - RTR FUNDED (FOOTPATHS)	\$	\$		\$	\$
33,000			0 33,000		109,597 33,000	109,597 33,000	109,597 33,000	90,362 9,064	(19,235) (23,936)
33,000	0	0	33,000	Totals	142,597	142,597	142,597	99,426	(43,171)

Contributions				Other Infrastructure	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$		\$	\$	
30,000			0	COASTAL WASTE MANAGEMENT (INFRA OTH)	21,364	21,364	21,364	0	(21,364)	▼
			30,000	GREEN HEAD WALK TRAILS (INFRA OTH)	60,000	0	0	436	436	▲
			0	COASTAL CEMETERY DEVELOPMENT (INFRA OTH)	74,835	74,835	74,835	30,384	(44,451)	▼
	139,436		139,436	DEVELOP PUBLIC OPEN SPACE - LOT 601 PETERSON PLACE	139,436	139,436	139,436	0	(139,436)	▼
			0	GREEN HEAD SPORTING CLUB (INFRA OTH)	4,165	4,086	4,086	4,560	474	▲
	31,726		31,726	WANN PARK WATER SUPPLY CAP EXP (INFRA OTH)	31,687	8,026	8,026	8,026	(0)	▼
			0	MALEY PARK (INFRA OTH) CAPITAL	0	2,566	2,566	2,677	111	▲
			0	GREENHEAD PARKS INFRASTRUCTURE (INFRA OTH)	25,000	28,300	28,300	3,322	(24,978)	▼
19,800			19,800	SKATE PARK CAPEX (INFRA OTH)	39,906	39,906	39,906	0	(39,906)	▼
	249,843		249,843	LEEMAN FORESHORE DEVELOPMENT (INFRA OTH)	249,842	195,347	195,347	0	(195,347)	▼
			0	TOURIST INFORMATION BAYS IOD (INFRA OTH)	62,000	57,700	57,700	58,464	764	▲
388,111			388,111	MILLIGAN ISLAND ECO TOURISM SITE (INFRA OTH)	388,111	388,111	388,111	389,381	1,270	▲
			0	COOROW BOWLING CLUB (INFRA OTH)	0	0	0	9,952	9,952	▲
437,911	421,005	0	858,916	Totals	1,096,346	959,677	959,677	507,202	(452,475)	

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 12: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Trust Items	Opening Balance 1-Jul-16 \$	Amount Received \$	Amount Paid \$	Closing Balance 30-Jun-17 \$
House Bonds - Leeman Aged Unit 1	300	0	0	300
House Bonds - Leeman Aged Unit 2	300	0	0	300
House Bonds - Leeman Aged Unit 3	400	0	0	400
House Bonds - Leeman Aged Unit 4	300	0	0	300
House Bond - Lot 121 Commercial St	0	0	0	0
House Bond - Lot 490 Tamarisk St	0	0	0	0
Aged Unit Bond - Commercial St	600	0	(300)	300
Leeman Aged Units Surplus	0	0	0	0
Coorow Aged Units Surplus	0	0	0	0
LGCHP Surplus	19,581	0	0	19,581
BCITF Levy	60	3,352	(3,312)	100
BRB Levy	562	4,605	(5,167)	0
Police Licensing	0	428,318	(426,072)	2,246
Standpipe Card Bond	2,170	210	0	2,380
Leeman Ratepayers Association	185	9,708	(3,917)	5,976
Kerbing Deposits	13,600	1,500	(1,000)	14,100
Maley Park Committee	0	0	0	0
Coorow Christmas Tree	275	0	(275)	0
Coorow Bushfire Brigade	2,025	0	0	2,025
CCLI Number Plate Funds	0	900	(900)	0
Leeman Number Plate Funds	3,400	735	(4,135)	0
Green Head Number Plate Funds	(50)	1,550	(1,500)	0
Warradarge Bushfire Brigade	1,350	0	0	1,350
Leeman Bushfire Brigade	3,283	650	(117)	3,816
Refuse Site Key Bond	300	100	0	400
Public Open Space	492,655	3,284	0	495,939
Bonds - Other	15,395	880	(3,780)	12,495
Snag Island Kids Centre	0	0	0	0
Nomination Deposits	0	0	0	0
Footpath Deposits	0	0	0	0
Trust Adjustments	0	0	(100)	(100)
	556,691	455,792	(450,575)	561,908



**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

**Note 13: INFORMATION ON BORROWINGS**

Debenture Repayments	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		Maturity Date
		2016-17 Budget \$	2016-17 Actual \$	2016-17 Budget \$	2016-17 Actual \$	2016-17 Budget \$	2016-17 Actual \$	2016-17 Budget \$	2016-17 Actual \$	
<b>Staff Housing</b>										
Loan 79 - Leeman Executive House	46,019	0	0	22,392	22,392	23,627	23,627	2,445	2,324	27/06/2018
Loan 88 - Leeman MRS House	217,545	0	0	69,918	69,909	147,636	147,636	8,567	7,996	28/02/2019
Loan 89 - Brand St Residence	101,763	0	0	27,920	27,920	73,843	73,843	3,674	3,392	9/10/2019
<b>Recreation &amp; Culture</b>										
Loan 87 - Maley Park Changerooms	23,656	0	0	11,392	11,392	12,264	12,264 0	1,741	1,663	13/06/2018
	388,983	0	0	131,622	131,613	257,354	257,370	16,427	15,375	

(SS) Self supporting loan financed by payments from third parties.

(SAR) Self Supporting Loan where financed by combination of Specified Area Rate and payment from third parties.

All other loan repayments are to be financed by general purpose revenue.

### 11.4.3 STRATEGIC COMMUNITY PLAN 2017-2027

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	5 July 2017
<b>FILE</b>	ADM0231 – Corporate Management Planning, Strategic Plans
<b>ATTACHMENT</b>	Draft Community Plan , Report on Community Engagement

#### **SUMMARY:**

**Council is being requested to adopt ‘Our Future Coorow 2017-2027’, the Strategic Community Plan for the Shire of Coorow for the next ten years.**

#### **BACKGROUND:**

In 2012/2013 the Shire prepared its first suite of plans to meet the requirements of the Western Australia’s Integrated Planning and Reporting framework, ie:

- Strategic Community Plan
- Long Term Financial Plan
- Asset Management Plan
- Workforce Plan
- Corporate Business Plan

Since then, the Strategic Community Plan, Long Term Financial Plan and Corporate Business Plans have had mini reviews.

#### **COMMENT:**

In reviewing the Strategic Community Plan, surveys were posted to all ratepayers, advertised in the local newspapers and emailed to people who receive the Shire’s newsletter in February 2017. The survey was available in hard copy and online, using Survey Monkey.

A total of 134 surveys were received which represents 12.9% of the Shire’s population. 56% of the respondents indicated they lived within the Shire, with 44% from outside the Shire which is indicative of the large number of holiday homes in Leeman and Green Head.

A draft Community Strategic Plan was prepared and made available publically, before a series of community workshops was held in early July 2017 to discuss the results of the community surveys and the draft Community Strategic Plan.

Workshops were held in Coorow, Green Head and Leeman in July 2017, but were poorly attended. Only one member of the public attended the Coorow workshop, three attended the Green Head workshop and no members of the public attended the Leeman workshop.

Follow up phone calls were made to two people who put their apologies in to the workshop. A report on the Strategic Plan Workshops is attached for Council information.

As a result of feedback at the Green Head workshop, an additional strategy was added to the draft strategic plan relating to medical services, and one relating to affordable housing was added back in.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995, Section 5.56 - Planning for the future  
Local Government (Administration) Regulations 1996:

- Regulation 19C - Strategic community plans, requirements for
- Regulation 19D - Adoption of plan, public notice of to be given

**STRATEGIC IMPLICATIONS:**

The Strategic Community Plan is a fundamental part of Council's forward planning strategy. It will impact of all of the other integrated plans, particularly the Corporate Business Plan and the Long Term Financial Plan.

**POLICY IMPLICATIONS:**

While there is no direct policy implication in adopting the Strategic Community Plan, it could shape future policy development/reviews.

**FINANCIAL IMPLICATIONS:**

The Strategic Community Plan will have a significant influence the Long Term Financial Plan and the Shire's finances for the future.

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION/RESOLUTION:**

**2017/094**

***Moved: Cr Jack***

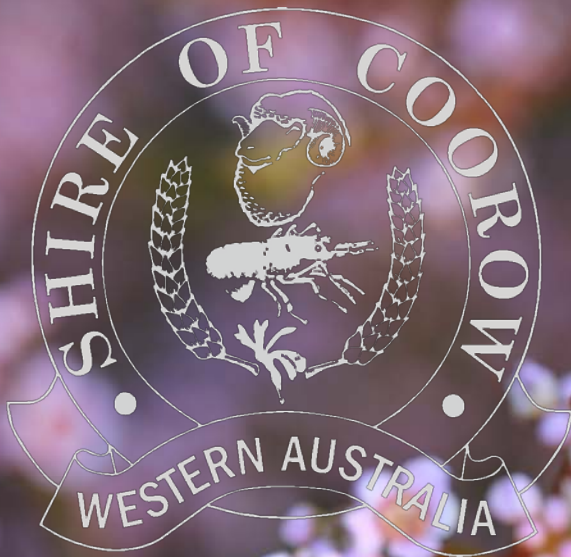
***Seconded: Cr Oakes***

***That:***

- 1) 'Our Future Coorow 2017-2027', the Strategic Community Plan for the Shire of Coorow, as attached, be adopted.***
- 2) local public notice be given that the Shire of Coorow Strategic Community Plan has been adopted and is available to the public.***

***CARRIED 8/0  
Absolute Majority***





# OUR FUTURE COOROW 2017-2027



**2017-2027**

**Strategic Community Plan**

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# MESSAGE FROM THE PRESIDENT

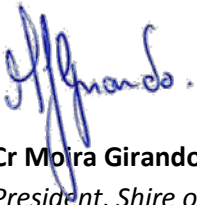
**Our Future Coorow 2017-27** is a replacement of Our Future Coorow 2014-24. It is our updated Strategic Community Plan, setting out our aspirations and objectives for the next ten years and enabling us to plan and respond to the community's needs to reach this vision for the future.

The new Plan has been developed in accordance with the Western Australia's Local Government Integrated Planning and Reporting (IPR) framework. There has been no major shift in vision or direction resulting from recent community consultation. Consequently the Plan has ended up more of a review and refinement to recognise progress to date and further work on our financial capacity and medium term planning.

**Our Future Coorow 2017-27** continues to honour the community's great interest and passion in encouraging and developing the diversity that exists within the communities of Leeman, Green Head, Coorow and the rural heartland. Access to services; maintaining and upgrading infrastructure; supporting the local community and enhancing the natural environment and resources, remain our top priorities.

We are continuing to work towards our vision in partnership with the community, building on the diversity and passion that exists toward our common goals and priorities. The Shire's Corporate Business Plan will be reviewed each year to translate these goals and priorities into an achievable four year work program which is adequately resourced whilst endeavouring to place the least possible financial burden on our ratepayers.

With each round of Integrated Planning and Reporting we are improving our ability to set and implement realistic plans that reflect the community's aspirations. We are looking forward to implementing this Plan with and for our community.



**Cr Moira Girando**  
*President, Shire of Coorow*



# INTRODUCTION

## About this Strategic Community Plan

The Strategic Community Plan (***Our Future Coorow 2017-27***) is the overarching ten year Plan under Western Australia's Local Government Integrated Planning and Reporting (IPR) framework (see diagram 1). It was adopted at an ordinary meeting of Council on 19 July 2017.

The Strategic Community Plan is a "rolling" plan that is reviewed every two years (see diagram 2). The two yearly reviews alternate between a mini strategic review (updating as needed) and a major strategic review (going through the steps again). The plan is continuously looking ahead and the reviews keep a ten year horizon. In this way we ensure the best decisions are made in the short to medium term.

***Our Future Coorow 2017-27*** provides clear direction as the Shire Council provides leadership in a diverse and changing environment. The plan is long-term, overarching and sets out the community's vision and aspirations for the future. It also sets out the key strategies required to achieve these aspirations. It has been developed with reference to the plans and strategies of the Council, Regional and State plans, and input from community engagement processes.

The plan provides the framework to co-ordinate decision-making and the use of resources and it provides a long term focus for the delivery of facilities and services by the Shire and other organisations. Costed four year work programs to implement the Plan are developed as part of the Corporate Business Plan and are included in the 10 year Long Term Financial Plan. The clear statement of direction provides the basis for measuring progress and ensuring accountability for results.

## How we developed the Plan

In 2012/13 the Shire prepared its first suite of plans to meet the requirements of Western Australia's Integrated Planning and Reporting (IPR) framework:

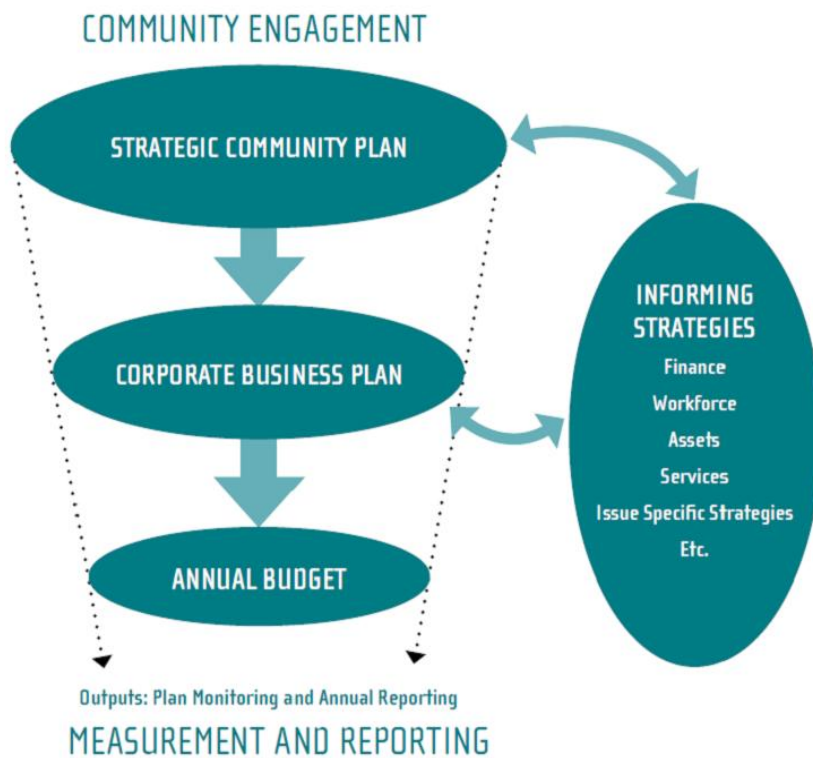
- Strategic Community Plan (SCP)
- Long Term Financial Plan (LTFP)
- Asset Management Plan (AMP)
- Workforce Plan (WFP)
- Corporate Business Plan (CBP)

Since then the Strategic Community Plan, Long Term Financial Plan and Corporate Business Plans have had mini reviews.

This year, a major review of the Strategic Community Plan was undertaken and will result in major reviews of the other integrated plans.

During this process we checked back with the community through a survey and forums held in Leeman, Coorow and Green Head.

**Diagram 1: Western Australian Local Government Integrated Planning and Reporting (IPR) Framework**



**Diagram 2: Planning Cycle**

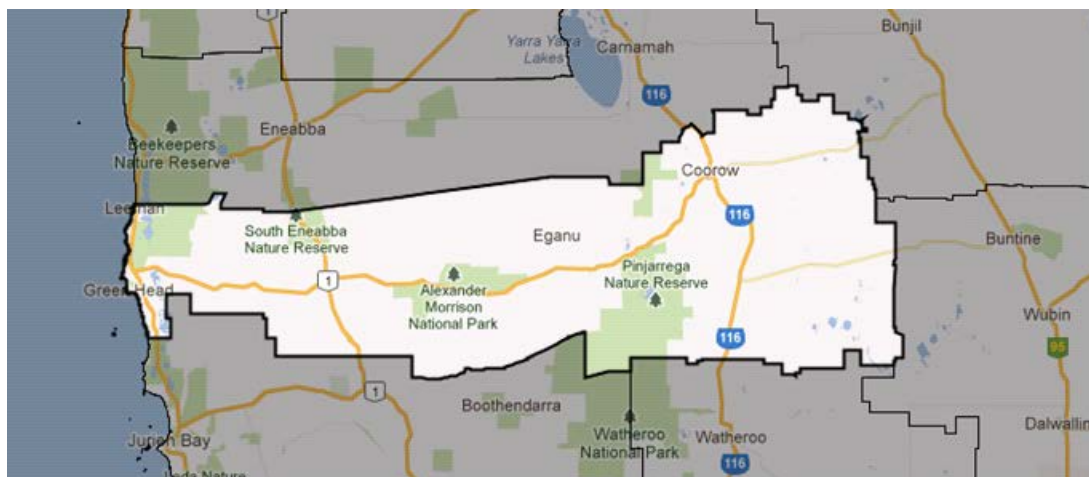




# SHIRE SNAPSHOT

## Our Place

The Shire of Coorow is located approximately 270 kilometres north of Perth, and consists of three main town sites; Coorow, Leeman and Green Head.



The Shire encompasses an area of 4,189 square kilometres, and has a number of natural assets, including beaches, national parks, and bushlands. Within the Shire, the town sites of Leeman and Green Head are coastal communities which are experiencing minor growth due to holiday homes, tourism and relocation of retirees. The town site of Coorow is small and provides basic goods and services to residents of the town and to the rural area immediately surrounding the town, and is declining in population. The Shire's primary industry is agriculture.

## Our History

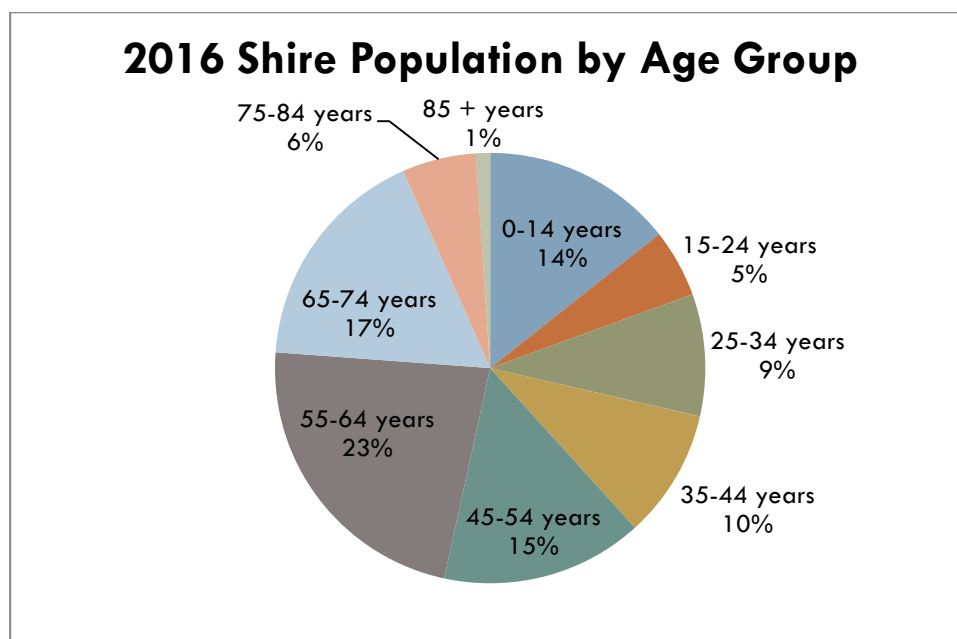
Historically, the area was managed by the Carnamah Road District. On 19 April 1962, the Shire of Coorow was created. In 1966, the Shire had a population of 808, and saw significant population increases until 1991, where the number of residents peaked at 1,526. Since 2004/05 the Shire has experienced population decline, particularly noted in the inland community of Coorow. The latest census (2016), reported a Shire population of 1,036 persons, down from 1,067 in 2011.

## Our Community Now

Not all of the data from the 2016 Census was available at the time of preparing this Plan, the most up date to figures available from the Australian Bureau of Statistics have been utilised in each instance.

### ***How old are we?***

The median age of persons in the Shire is 52 years of age, up from 47.7 in 2011. The estimated median age for the Mid West region in 2015 was 38.7. Comparing the 2015 estimates for the Mid West to the Shire's current statistics, the Shire consistently shows fewer people through all age groups up to 49 years of age, and then more people in each age group from 50 years of age through to 84 years of age.



### ***Where do we come from?***

Over 10 percent of people in our community are born overseas, with the vast majority coming from the United Kingdom during the 1960s and 1970s and from New Zealand across all time periods. Smaller populations noted in the census, which were also living or visiting the Shire in 2016 came from the following countries:

- Canada
- Germany
- Netherlands
- South Africa
- Vietnam

Of the 109 visitors to the Shire of Coorow on census night, 87 were from other parts of Western Australia

3% of the Shire identified as being an indigenous person of Aboriginal descent.

### ***How much do we earn?***

Incomes in the Shire of Coorow are typically lower than elsewhere in the region. According to the 2016 census, the median total household income in the Shire of Coorow is \$957 per week which is significantly less than the State median of \$1,595.

It is noted however that the major cost item of accommodation, in the Shire of Coorow, is cheaper than is found in the Mid West, with median rent at \$175 per week compared to an estimated \$215 per week across the region in 2011. Median mortgage payments in the Shire for 2016 are only \$1,400 per month compared with \$1,726 per month for the region in 2011.

### ***What are our levels of schooling and types of employment?***

The 2016 data has yet to be provided, however In 2011, the distribution of educational qualifications across the population of the Shire of Coorow showed a reasonably qualified workforce, particularly those qualified in trade (42 percent of all qualifications), compared to those with a university degree (18 percent of all qualifications). Due to the lifestyle and economic demands characterized by a predominantly agricultural society, the commonality of Certificate qualifications is to be expected.

Compared with the Western Australian State, of those who have post-school qualifications, the Shire of Coorow has more people with a Certificate qualification, and slightly fewer people with university qualifications. Overall, 35% of the Shire of Coorow's residents have non-school formal qualifications, 65% record having no non-school qualifications. By comparison 42% of Western Australians have a non-school qualification with 58% having no non-school qualification.

In 2011, the unemployment rate in the Shire of Coorow was higher than the Western Australian state with 5.1% compared to 3.8%. Of those employed and living in the Shire of Coorow, 77% of those were full-time workers with conversely 23 percent employed in part-time work. The figures from the 2016 Census have yet to be released.

### ***Where do we work?***

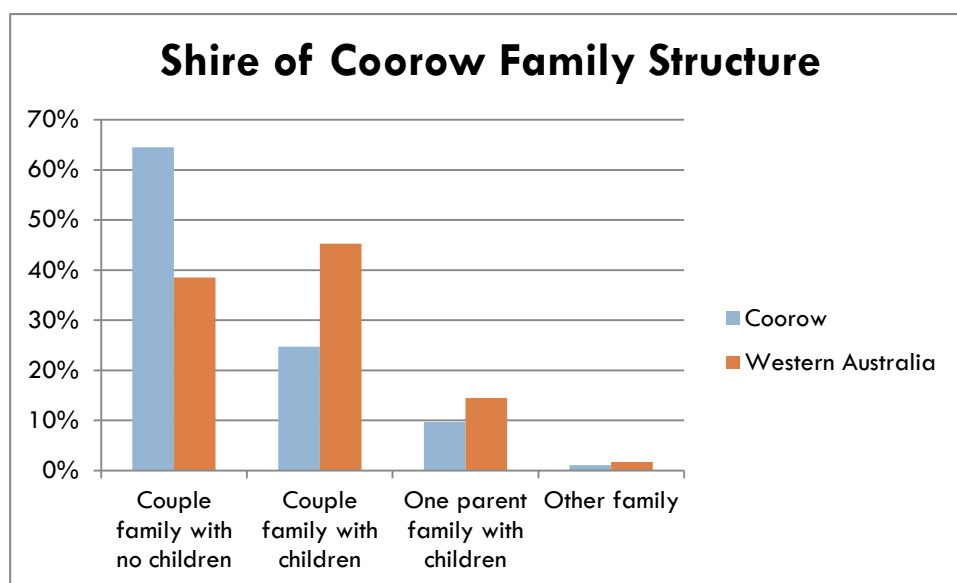
In 2011, the most common industries in which people in the Shire of Coorow worked were Agriculture, Forestry and Fishing (42.4 percent); Construction (8.1 percent); Education and Training (8.1 percent) and Accommodation and Food Services (7.1%).

The remainder of the population were employed in services such as: public safety and administration, retail, mining and transport, postal and warehousing.

### ***What is our family structure?***

Household and family type information is a major indicator of the role and function of areas and along with age structure has a major influence on local service delivery. The difference between traditional<sup>1</sup> and non-traditional<sup>2</sup> household types in the Shire of Coorow reflects a relatively uniform household structure in the area. The higher percentage of couples without children reinforces the growth in coastal towns of retirees and those who have the ability to afford holiday homes at later stages in life.

Compared with the State, the Shire of Coorow has greater numbers of family households but fewer one-parent or other types of families.



### ***Volunteering – how much do we contribute?***

In 2016 36% people living in the Shire of Coorow performed voluntary work for an organisation or group. This is much higher than the State average of 19%.

<sup>1</sup> Traditional households refer to couple and one-parent families with children

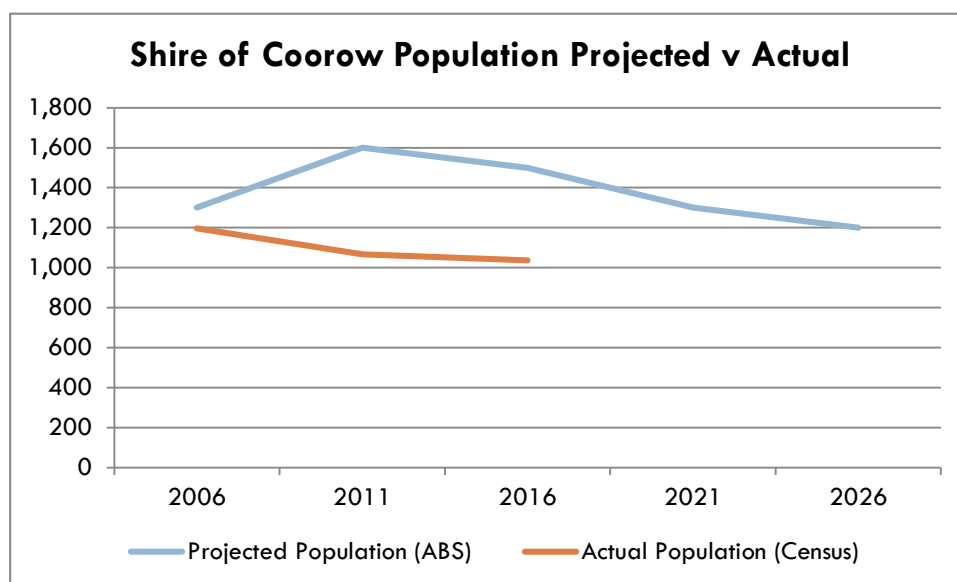
<sup>2</sup> Non-traditional households refer to couples without children, lone person, group, and other families and households

## Our Future

### *How many people will live in the Shire of Coorow in the future?*

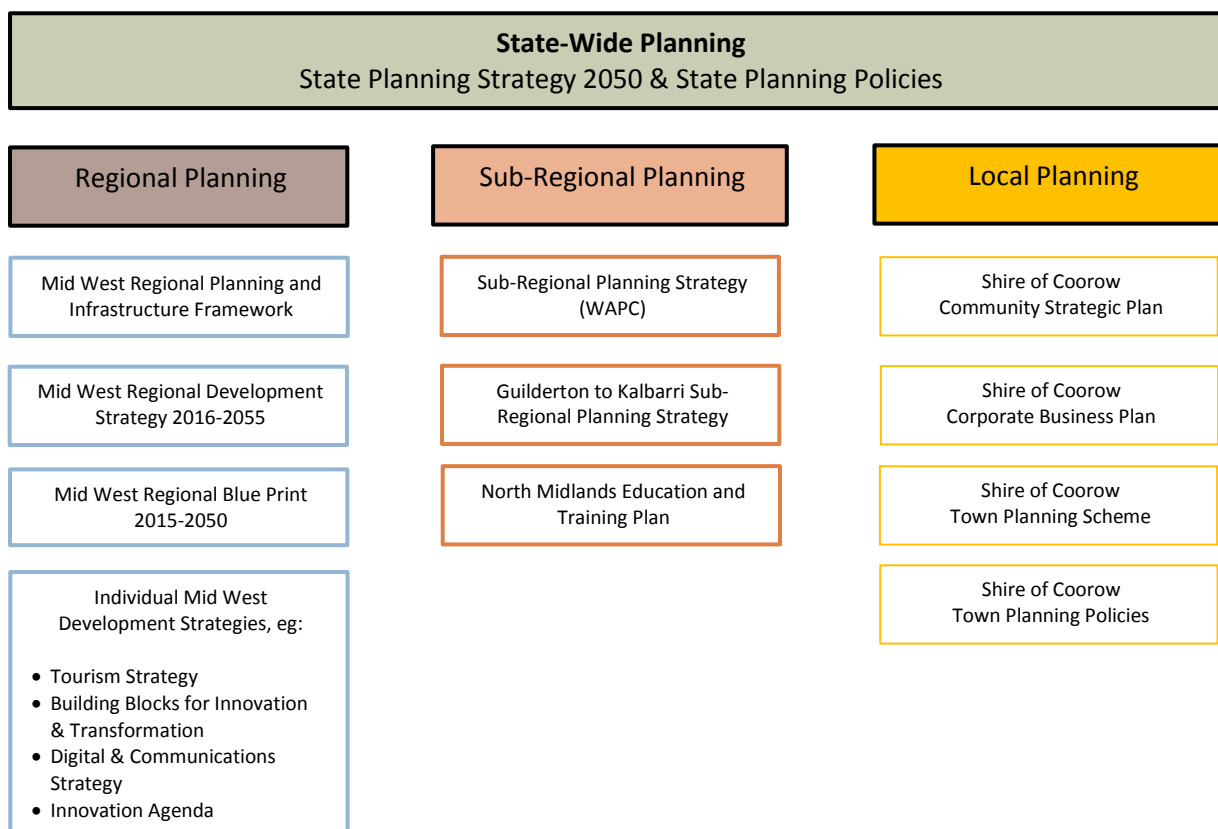
According to population projections, by 2026, the population of the Shire of Coorow was expected to increase then fall to approximately 1,200. The 2016 census shows the actual population in 2016 was lower than earlier estimated, with only 1,036 persons recorded compared with an expected 1,500.

Shire of Coorow	2006	2011	2016	2021	2026
<b>Projected Population</b>	1,300	1,600	1,500	1,300	1,200
<b>Projected Change in Population (5yrs)</b>		300	100	200	100
<b>Average Annual % Change (5yrs)</b>		4.62	-1.25	-2.67	-1.54
<b>Actual Population (Census)</b>	1,197	1,067	1,036		
<b>Actual Change in Population (5yrs)</b>		130	-31		
<b>Average Annual % Change (5yrs)</b>		-2.17	-0.41		



## Strategic Setting

While ***Our Future Coorow 2017-27*** has a local focus it sits within a wider strategic planning framework of State Government and Regional Plans. In preparing this Plan we have considered and aligned ***Our Future Coorow 2017-27*** to these external plans where appropriate. Key strategies, plans, frameworks and policies are shown in the following table.



# COMMUNITY ENGAGEMENT

## Overview

Community engagement is central to the Integrated Planning and Reporting Framework. In preparing the first Strategic Community Plan input was sought through Shire-wide engagement activities conducted over a three month period in mid-2012. These activities included a combination of surveys, stakeholder meetings, interviews and community engagement workshops. Other inputs included feedback from elected members and staff. The outcome was over 12% of the community were engaged in developing the first Strategic Community plan.

The purpose of the 2014 mini strategic review was to check back with the community to find out how the Shire was progressing and whether there needed to be any fine tuning of direction.

The response was not large with 56 surveys being returned. More women (58%) than men (42%) responded with the larger proportion being in the older age brackets (72% being age 46 or older). Only three respondents (6%) were age 35 or under.

In February 2017, a survey was posted to all ratepayers, advertised in the local newspapers and emailed to the people who receive the Shire's newsletter. It was available in hard copy and in online, using Survey Monkey.

A total of 134 surveys were received which represents 12.7% of the Shire's population. 56% of respondents indicated they lived within the Shire, with 44% from outside the Shire which is indicative of the large number of holiday homes in Leeman and Green Head.

## What you told us

We asked what you think about the current Community Vision and Aspirations. This is what you told us:

- 77% think the Community Vision addresses the issues most important to them
- 63% think the vision was clear, realistic and achievable
- 69% think the vision would improve quality of life in the Shire

The majority of people generally agreed with the stated aspirations as follows:

- Safe & Secure - 89%
- Healthy Lifestyles – 73%
- Sense of Community – 63%
- Growth & Prosperity – 59%
- A Liveable Built Environment – 78%
- Clean & Green Environment – 77%
- Involved & Engaged - 60%

### ***Importance and Performance of Shire Services***

Fifteen services were listed and respondents were asked to rank them in order of importance. Unfortunately, the majority of respondents did not appear to understand the question and the results are not considered valid.

Respondents were also asked to indicate whether they would like the levels of service for those services to be increased, remain the same or decreased.

There was little support for decreasing any services, with the majority of respondents wanting to keep the same level of service, or to see them increased. The services where more than 50% of the total of respondents wanted an increase were:

- Tourism Promotion – 58%
- Medical Services – 56%
- Road Infrastructure – 53%

The results for levels of service differed across the three communities however, with the following being the three most requested increases in service levels for each:

<b>Leeman</b>	<b>Green Head</b>	<b>Coorow</b>
Tourism Promotion 76%	Medical Services 63%	Road Infrastructure 74%
Road Infrastructure 55%	Tourism Promotion 54%	Medical Services, Tourism Promotion & Recreational Facilities all 41%
Medical Services 51%	Community Services 51%	

Only 59% of respondents were satisfied or very satisfied with the Shire of Coorow's overall performance, down from 76.6% in 2014.

### ***Key Issues***

- 94% feel safe or very safe in a public space in the community (up from 89.6% in 2014)
- Only 42% are satisfied or very satisfied with opportunities for their voice to be heard on issues that are important to them (down from 59.1% in 2014)

## **Community Forums**

Community Forums were held in Leeman, Coorow and Green Head in July 2017 to consider the draft Community Strategic Plan and to discuss potential increases to levels of service in the areas identified in the survey for that community.

Unfortunately the forums were very poorly attended, with one member of the public attending in Coorow, three in Green Head and none in Leeman. As a result of the Green Head Forum, an additional strategy relating to Medical Services was added to the draft Strategic Plan, and the former strategy relating to affordable housing was added back in.



# OUR STRATEGIC COMMUNITY PLAN

## Our Community Vision for the Future

*The Shire of Coorow will be a sustainable, progressive, desirable and caring community, which recognises and values its diversity.*

## Our Values

- **Community** – Serving our community is the guiding principle for Council;
- **Leadership** – We will provide leadership for the betterment of our community;
- **Loyalty** – Our conduct will demonstrate our commitment to our community; and
- **Accountability** – We will be open, honest and responsible in the way we undertake all of our functions.

## Our Key Themes

The themes arising from community engagement capture the broad priorities of the community and the Shire, which will drive Council and Shire operations for the next ten years. These themes include our aspirations, where we want to be in 2027, and are supported by our specific objectives and strategies to achieve these.

Our key themes are:

**Theme 1: Community Wellbeing**

**Theme 2: Economy**

**Theme 3: Environment**

**Theme 4: Leadership**

The following tables identify strategies to make these aspirations and objectives happen and how we will measure our success. We have also identified who will contribute towards the outcomes desired from the Plan.



# STRATEGIC PRIORITIES

The following aspirations, objectives and strategies have been identified as best meeting the vision over the coming decade:

ASPIRATIONS	OBJECTIVES	STRATEGIES
<b>Theme 1: Community Wellbeing</b>		
<b>Safe and Secure</b> <i>All members of our community have access to appropriate facilities and services in a safe environment. People feel safe and secure.</i>	<ul style="list-style-type: none"> <li>Create and maintain safe and attractive places for people to live, work and play</li> </ul>	<ul style="list-style-type: none"> <li>Ensure facilities and infrastructure are well maintained and safe for use</li> <li>Ensure built and natural environments provide a sense of safety and security</li> <li>Advocate for improvements in housing affordability and access to appropriate housing</li> <li>Create safe public places that people want to use during the day and at night</li> </ul>
<b>Healthy Lifestyles</b> <i>We are a healthy community with an active lifestyle and high standard of living.</i>	<ul style="list-style-type: none"> <li>Our communities have active and healthy lifestyles</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate healthy lifestyles within the community through recreation facilities and programs</li> <li>Advocate for health services that best meet the needs of local residents</li> </ul>
<b>A Sense of Community</b> <i>We belong to a cohesive, connected community. There is a strong sense of community pride and identity.</i>	<ul style="list-style-type: none"> <li>A culture that encourages and supports events, community interaction, sport and recreation activities and volunteering in local community organisations</li> </ul>	<ul style="list-style-type: none"> <li>Support live performance, exhibitions and other arts opportunities</li> <li>Encourage increased town site interaction through sport and cultural events</li> <li>Encourage strong community participation and involvement</li> <li>Provide social facilities and services to serve the lifestyle needs of our communities</li> <li>Improve services and facilities that actively support youth, disability and seniors in the region</li> </ul>

## Theme 2: Economy

### Growth and Prosperity

*Economic prosperity based on the principles of good practice. There is investment in improving productivity of our economy. Prosperity from investment and employment opportunities is created by a diverse economic base. A growing economy ensures employment of a growing population.*

- A prosperous community with a range of local business and services
- Diversity of employment with job opportunities available locally
- A favourable business environment
- Facilitate opportunities for development in the town sites through promotion, the provision of information, and the identification of suitable opportunities
- Work collaboratively with private sector and government organisations in developing and implementing strategies to facilitate development in the Shire
- Prepare an Economic Development Strategy
- Support local businesses
- Support targeted skills development to enhance local workforce growth and supply through the local CRCs
- Pursue projects and programs to support and develop tourism promotion in the area

ASPIRATIONS	OBJECTIVES	STRATEGIES
<b>Theme 3: Environment</b>		
<b>A Liveable Built Environment</b> <i>We have good access to open space. Town sites are clean and free from rubbish. Urban development of the town sites is aligned to best practice principles that reflect the unique attributes of the Shire.</i>	<ul style="list-style-type: none"> <li>Development of the built environment reflects our unique community</li> </ul>	<ul style="list-style-type: none"> <li>Maintain and preserve the character of the community and its rural surrounds</li> <li>Promote design in the built environment that reflects our culture, heritage and values</li> <li>Ensure environmental considerations are taken into account during every planning process</li> <li>Ensure waste minimization programmes are centred on public awareness</li> <li>Account for population growth to ensure future development and land use contributes to a sustainable Shire</li> </ul>
<b>A Clean and Green Environment</b> <i>Our coastal and bush land reserves are utilised and managed in a way that will preserve them for future generations. We preserve our water and appropriately dispose of waste. Monitor and respond where possible to the impacts of climate variability. We are receptive to alternative sources of energy.</i>	<ul style="list-style-type: none"> <li>Our natural environment is preserved for the future</li> <li>The impacts of climate variability are managed</li> </ul>	<ul style="list-style-type: none"> <li>The Shire engages proactively with the community and other relevant organisations in the preservation of its natural environmental assets</li> <li>Establish environmental management and monitoring processes/protocols</li> <li>The Shire protects biodiversity through effective planning</li> <li>Exploring opportunities for water and power saving/generating projects</li> </ul>

ASPIRATIONS	OBJECTIVES	STRATEGIES
<b>Theme 4: Leadership</b>		
<p><b>Involved and Engaged</b></p> <p><i>Elected Members are proactive in leading and managing the Shire. Local government processes are carried out ethically, transparently, and in a manner that compliments best practice. Governance systems ensure decision making and resource allocation is accountable, and legally and ethically compliant. We are regularly consulted on important decisions and policy. We have regular and consistent access to our Elected Members. Our Elected Members regularly advocate on behalf of the Shire and the region. Elected Members are engaged and informed about processes.</i></p>	<ul style="list-style-type: none"> <li>■ A strong democracy and effective partnerships</li> <li>■ Decision making is transparent, accountable, legal and ethical</li> <li>■ Residents are informed and take part in strategic decisions that impact on their local community</li> <li>■ The organisation is well managed with accessible senior management across the Shire</li> </ul>	<ul style="list-style-type: none"> <li>■ Provide leadership to, and on behalf of our communities</li> <li>■ Work collaboratively to develop effective partnerships that benefit our communities</li> <li>■ Ensure Council decisions are available to be reviewed by public</li> <li>■ Use multiple mediums to engage and listen to our community</li> <li>■ Provide opportunities and processes which allow all voices to be heard</li> <li>■ Manage the relationships between the town sites in a fair and effective manner</li> <li>■ The Shire maintains its commitment to community engagement</li> <li>■ Provide increased organisational capacity through the development of staff attraction and retention strategies</li> </ul>

## OUR SERVICES AT A GLANCE

The achievement of the Strategic Community Plan aspirations is contributed to by a range of services provided by the Shire. Many of the services contribute to more than one theme and the themes themselves are inter-related. Key contributions are shown below with more detailed explanations contained in the Corporate Business Plan.

Service	Community Wellbeing	Economy	Environment	Leadership
Administration & Finance				✓
Building and Town Planning	✓	✓	✓	✓
Community Services	✓	✓		
Environmental Health	✓		✓	
Fire & Emergency Services	✓			
Governance		✓		✓
Library Services	✓			
Medical Services	✓			
Parks, Gardens, Ovals, Reserves and Public Open Space	✓		✓	
Ranger Services	✓		✓	
Recreational Facilities	✓			
Road Infrastructure	✓	✓		
Sustainability and Environmental Protection			✓	
Tourism Promotion		✓		
Waste Services	✓		✓	

# RESOURCE IMPLICATIONS

There are four important plans that address the resourcing implications of ***Our Future Coorow 2017-27***:

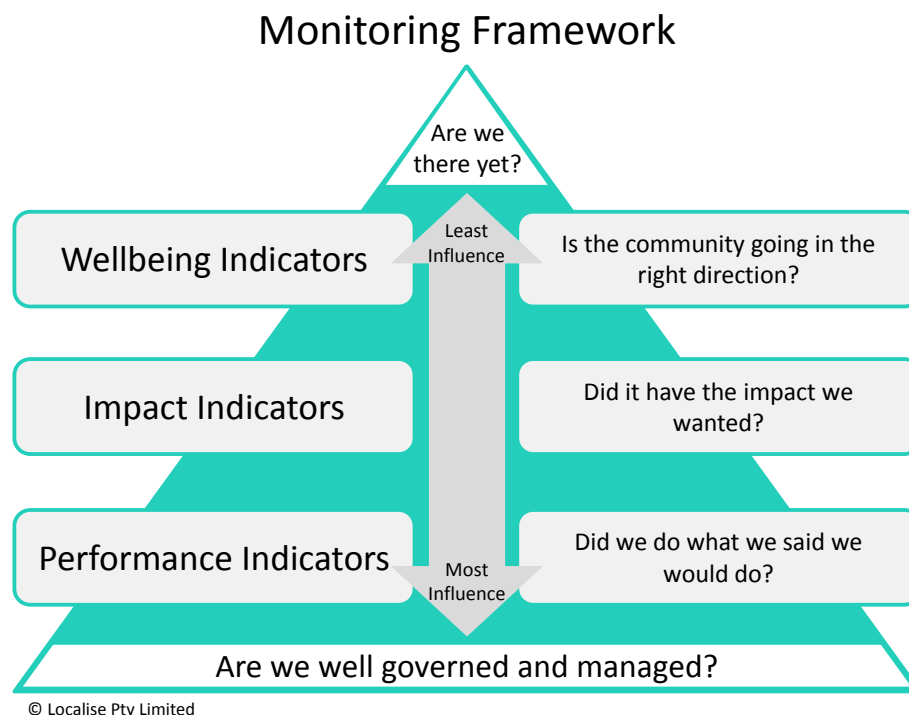
1. The Asset Management Plan which guides the renewal and maintenance of the Shire's major assets;
2. The Workforce Plan which identifies and plans for the human resources and skills needed to deliver the Plan;
3. The Long Term Financial Plan which outlines the financial implications of delivering on the plan and how these costs will be funded; and
4. The Corporate Business Plan which directs Council resources, assets and funding towards specified priorities over the next four years.

The Long Term Financial Plan, Corporate Business Plan and Community Infrastructure Asset Management Plan will be reviewed in 2017/18. We are confident that our plan is financially sustainable through our progressive approach to implementation, with robust medium term and annual prioritisation.

## MONITORING THE PLAN

### Monitoring Framework

Measuring and monitoring progress is a critical step in the strategic planning process. It enables Councillors and community to keep track of progress in implementing the community vision and strategic goals. The diagram below shows the framework for monitoring both the Strategic Community Plan and the Corporate Business Plan.



## Indicators

The indicators below have been selected by the Council as being the most appropriate for the purposes of this plan. Some of them are in the direct control of the Shire while others are less so. The Strategic Community Plan is more focused on community well-being indicators while the Corporate Business Plan is more focused on performance indicators. There are additional measures that will be used to monitor the Corporate Business Plan: delivery of capital projects, service measures and sustainability measures. Details of these can be found in the Corporate Business Plan.

### **Key: Local Government level of control/influence**

<b>H</b>	High: Policy areas that are in direct control of local government.
<b>M</b>	Medium: Issues that local government does not control but can influence.
<b>L</b>	Low: Areas that local government neither controls nor is likely to influence, but are of concern to the community and impact on community well-being.

Theme 1: Community Well-being		
	Indicator	Desired Trend
<b>L</b>	Crime rate	Decreasing
<b>L</b>	% of people who feel safe or very safe in public spaces in the community	Increasing
<b>L</b>	Proportion of people who volunteer in the community	Increasing
<b>L</b>	Essential services in the Shire: <ul style="list-style-type: none"> <li>Health, medical</li> <li>Police</li> <li>Banking agency</li> </ul>	Maintain
Theme 2: Economy		
	Indicator	Desired Trend
<b>M</b>	Caravan stays number of nights (Coorow Caravan Park & Milligan Island)	Increasing
<b>L</b>	Primary school enrolments	Increasing
<b>M</b>	Development applications for new commercial and residential premises	Increasing



Theme 3: Environment		
	Indicator	Desired Trend
M	Protection and enhancement of natural coastal environment	Increasing
M	Graffiti clean-ups	Decreasing
Theme 4: Leadership		
	Indicator	Desired Trend
H	Community satisfaction with opportunities to influence Council decisions	Increasing
H	Participation in community engagement events	Increasing
H	Voter turnout	Increasing
H	Satisfaction with overall performance	Increasing



#### 11.4.4 SHIRE OF COOROW – 2017/2018 ANNUAL BUDGET ADOPTION

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	9 July 2017
<b>ATTACHMENT</b>	Draft 2017/2018 Budget – Based on 3% rates rise Draft 2017/2018 Budget – Based on 4% rates rise
<b>FILE</b>	Annual Budget 2017/2018

#### **SUMMARY:**

**Council's 2017/2018 Budget is presented to Council for adoption.**

#### **BACKGROUND:**

The Draft 2017/18 Budget has been drafted and progressively discussed with Councillors over the past few months. At the Ordinary Meeting of Council held 19 April 2017, Council resolved to prepare the 2016/2017 annual Budget incorporating a 4% rate increase.

At the Ordinary Meeting of Council held 21 June 2017, Council resolved to seek approval from the Minister for Local Government to impose a differential Unimproved Value (UV) rate on all Mining Assessments within the Shire of Coorow that is more than twice the lowest general rate as follows:

<i>RATE CATEGORY</i>	<i>BASIS</i>	<i>2017/2018 RATE (cents in the dollar)</i>	<i>2017/2018 MINIMUM</i>
<i>Agriculture</i>	<i>UV</i>	<i>1.6079</i>	<i>\$815</i>
<i>Mining</i>	<i>UV</i>	<i>16.5098</i>	<i>\$815</i>
<i>Exploration</i>	<i>UV</i>	<i>13.9560</i>	<i>\$300</i>

The Department of Local Government approved this application, however at a Special Meeting of Council held on 3 July 2017, Council resolved to seek subsequent approval from the Minister for Local Government to impose a differential Unimproved Value (UV) rate on all Mining and Exploration Assessments within the Shire of Coorow that is more than twice the lowest general rate as follows:

<i>RATE CATEGORY</i>	<i>BASIS</i>	<i>2017/2018 RATE (cents in the dollar)</i>	<i>2017/2018 MINIMUM</i>
<i>Agriculture</i>	<i>UV</i>	<i>1.5920</i>	<i>\$815</i>
<i>Mining</i>	<i>UV</i>	<i>16.0764</i>	<i>\$815</i>
<i>Exploration</i>	<i>UV</i>	<i>11.5831</i>	<i>\$300</i>

The purpose of this revised application would be to achieve a 3% overall rates rise instead of the previously approved 4%.

#### **COMMENT:**

A revised application was submitted to the Minister for Local Government. Staff were requested by the Department of Local Government to submit two versions of the

budget, one based on the previously approved rates in the dollar, one based on the lower rates in the dollar.

The only difference between the two budgets submitted to the Department was that if the higher rate in the dollar was imposed, the additional \$30,824 raised would be transferred to the Road Infrastructure Reserve.

At the time of writing this report, the Department of Local Government had not provided a response to the second application regarding the rates in the dollar to be levied.

The recommendations within this report are based on approval being received, if it isn't, two recommendations will need to be amended as follows:

**Recommendation 1:**

**2017/2018 Rates and Minimum Rates**

*That Council, in accordance with Sections 6.32, 6.33 and 6.35 of the Local Government Act 1995, adopts the Rates in the Dollar and Minimum Rate to be levied on all rateable properties in the Shire of Coorow for the 2017/2018 financial year as listed:*

<b>Valuation</b>	<b>Rate cents/dollar</b>	<b>Minimum Rate \$</b>
<b>Gross Rental Value</b>		
Town	12.1100	815.00
<b>Unimproved Value</b>		
Agricultural	1.6079	815.00
Mining	16.5098	815.00
Exploration	13.9560	300.00

**Recommendation 8**

*That Council, in accordance with Section 6.2 of the Local Government Act 1995, adopts the Shire of Coorow Budget for the 2017/2018 financial year, showing net rates to be levied of \$3,153,072 (as per the Rates Setting Statement), incorporating the aforementioned points as presented in the amended draft Budget document.*

**STATUTORY ENVIRONMENT:**

**Local Government Act 1995**

**Local Government (Financial) Regulations 1996**

**Local Government (Administration) Regulations 1996**

**STRATEGIC IMPLICATIONS:**

The annual budget is linked to the Corporate Business Plan and Long Term Financial Plan. The draft 2017/18 Budget is largely consistent with those plans, although the

Long Term Financial Plan was based on an overall rates increase of 5% each year, and Council resolved to reduce this to 3% for 2017/2018.

The Corporate Business Plan and Long Term Financial Plan need reviewing and updating each year and it is expected that they will be presented to Council at the Ordinary Meeting to be held in August 2017.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

The budget, once adopted, sets Council's finances for the 2017/2018 financial year

**PUBLIC CONSULTATION:**

Nil

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION 1/RESOLUTION:**

**2017/095**

**Moved: Cr Oakes**

**Seconded: Cr Sims**

**2017/2018 Rates and Minimum Rates**

***That Council, in accordance with Sections 6.32, 6.33 and 6.35 of the Local Government Act 1995, adopts the Rates in the Dollar and Minimum Rate to be levied on all rateable properties in the Shire of Coorow for the 2017/2018 financial year as listed:***

<b>Valuation</b>	<b>Rate cents/dollar</b>	<b>Minimum Rate \$</b>
<b>Gross Rental Value</b>		
<b>Town</b>	<b>12.0080</b>	<b>815.00</b>
<b>Unimproved Value</b>		
<b>Agricultural</b>	<b>1.5920</b>	<b>815.00</b>
<b>Mining</b>	<b>16.0764</b>	<b>815.00</b>
<b>Exploration</b>	<b>11.5831</b>	<b>300.00</b>

**CARRIED 8/0  
Absolute Majority**

**OFFICER RECOMMENDATION 2/RESOLUTION:**

**2017/096**

**Moved: Cr Rackemann**

**Seconded: Cr Bothe**

***2017/2018 Discount for Prompt Payment of Rates***

***That Council, in accordance with Section 6.46 of the Local Government Act 1995, offers a discount of 4% on current rates (2017/2018) for early payment of rates, subject to the payment of all rates, rubbish charges and arrears within 35 days of the date of issue of Council's 2017/2018 rate notice.***

**CARRIED 8/0  
Absolute Majority**

**OFFICER RECOMMENDATION 3/RESOLUTION:**

**2017/097**

**Moved: Cr Clement**

**Seconded: Cr Rackemann**

***(a) 2017/2018 Instalment Plan Interest Rate***

***That Council, in accordance with Section 6.45.(3) of the Local Government Act 1995, levies a charge calculated at 5.5% per annum calculated by simple interest method and applied to rates and rubbish removal charges to be paid by instalments, after the first payment is made.***

***(b) 2017/2018 Late Payment Interest Rate***

***That Council, in accordance with Section 6.51 of the Local Government Act 1995, levies a charge calculated at 11% per annum calculated by simple interest method and be applied where the instalment option is not in place, (ie 35 days after the date of issue of the rate notice), to all overdue rates, service and rubbish charges.***

***(c) 2017/2018 Instalment Plan Administration Charge***

***That Council, in accordance with Section 6.45(3) of the Local Government Act 1995, charges an administration fee of \$5.00 per instalment, excluding the first instalment payment (required within 35 days from the date of issue of the rates notice) and applied to rates and rubbish removal charges.***

***(d) 2017/2018 Instalment Plan Dates***

***That Council, in accordance with Sections 6.45 and 6.50 of the Local Government Act 1995, sets the due date for instalments of rates payments as follows:***

**Two Instalment Option**

**1<sup>st</sup> Instalment due 29 August 2017**

**2<sup>nd</sup> Instalment due 2 January 2018**

**Four Instalment Option**

**1<sup>st</sup> Instalment due 29 August 2017**

**2<sup>nd</sup> Instalment due 30 October 2017**

**3<sup>rd</sup> Instalment due 2 January 2018**

**4<sup>th</sup> Instalment due 2 March 2018**

**CARRIED 8/0  
Absolute Majority**

**OFFICER RECOMMENDATION 4/RESOLUTION:**

**2017/098**

**Moved: Cr Oakes**

**Seconded: Cr Sims**

**2017/2018 Schedule of Fees and Charges**

**That Council, in accordance with Sections 6.2(4)(c), 6.16 and 6.17 of the Local Government Act 1995, adopts the 2017/2018 Schedule of Fees and Charges including Rubbish Removal, Rents, Leases, etc as shown in the draft Budget document.**

**CARRIED 8/0  
Absolute Majority**

**OFFICER RECOMMENDATION 5/RESOLUTION:**

**2017/099**

**Moved: Cr Oakes**

**Seconded: Cr Sims**

**2017/2018 Elected Members Entitlements**

**That Council, in accordance with Sections 5.98, 5.98A and 5.99A sets the following in relation to Elected Members Entitlements:**

<b>Councillors' Attendance at Council meetings</b>	<b>\$200</b>
<b>President's Attendance at Council meetings</b>	<b>\$400</b>

<b>President's Allowance for 2017/2018</b>	<b>\$10,000</b>
<b>Deputy President's Allowance for 2017/2018</b>	<b>\$2,500</b>

**Annual allowance for Information & Communications  
Technology (ICT) expenses for 2017/2018 \$600 per elected member**

**CARRIED 8/0  
Absolute Majority**

**OFFICER RECOMMENDATION 6/RESOLUTION:**

**2017/100**

**Moved: Cr Sims**

**Seconded: Cr Rackemann**

***That Council, in accordance with Section 6.2 of the Local Government Act 1995, adopts the Revenue and Expenditure as detailed in the 2017/2018 Budget Accounting Schedules.***

**CARRIED 8/0  
Absolute Majority**

**OFFICER RECOMMENDATION 7/RESOLUTION:**

**2017/101**

**Moved: Cr Clement**

**Seconded: Cr Rackemann**

***LEVELS OF MATERIALITY 2017/2018***

***That Council, in accordance with Clause 34(5) of the Local Government (Financial Management) Regulations 1996, sets its levels of material variances that need to be reported for the 2017/2018 financial year at greater than 10% or \$10,000.***

**CARRIED 8/0  
Absolute Majority**

**OFFICER RECOMMENDATION 8/RESOLUTION:**

**2017/102**

**Moved: Cr Cullen**

**Seconded: Cr Clement**

***That Council, in accordance with Section 6.2 of the Local Government Act 1995, adopts the Shire of Coorow Budget for the 2017/2018 financial year, showing net rates to be levied of \$3,122,248 (as per the Rates Setting Statement), incorporating the aforementioned points as presented in the draft Budget document.***

**CARRIED 8/0  
Absolute Majority**

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

Nil

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

Nil

**14. MATTERS BEHIND CLOSED DOORS:**

Nil

**15. DATE OF NEXT MEETING:**

**15.1 ORDINARY MEETING OF COUNCIL**

**Ordinary Meeting**

Next meeting of Council will be held on Wednesday 16 August 2017 at the Leeman Recreation Centre from 5.00 pm.

**16. CLOSURE:**

There being no further business the President, Cr Moira Girando closed the meeting at 5.50 pm