



Minutes Ordinary Council Meeting

18 October 2017

Held at the Coorow District Hall



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Signed on behalf of Council

Peter Crispin
Chief Executive Officer

Minutes

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:	5
2.	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE PREVIOUSLY APPROVED	5
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:	5
3.1	RYAN ALACH – CLIFF PARK	5
3.2	EDWINA LEFROY – FARLEY STREET	5
3.3	DESMOND ALACH - CLIFF PARK	6
3.4	EDWINA LEFROY – A CLASS MARINE RESERVES	8
4.	PUBLIC QUESTION TIME:	8
4.1	ANNEMAREE ALACH – GREEN HEAD COMMUNITY ASSOCIATION	8
4.2	DESMOND & RYAN ALACH – MINUTES OF COUNCIL MEETING	9
4.3	RYAN ALACH – CLIFF PARK DEVELOPMENTS	11
4.4	CRAIG LOVELADY– CLIFF PARK	12
4.5	DEANNE LOVELADY – CLIFF PARK	12
4.6	DEANNE LOVELADY – RESERVE 31229	13
4.7	DEANNE LOVELADY – CLIFF PARK DEVELOPMENTS	14
4.8	EDWINA LEFROY – CUSTODIANS OF CLIFF PARK	15
4.9	EDWINA LEFROY – RESERVE NUMBERS	16
4.10	MATTHEW LOVELADY – CLIFF PARK	16
5.	APPLICATIONS FOR LEAVE OF ABSENCE:	18
6.	DECLARATION OF INTEREST:	19
7.	PETITIONS/DEPUTATIONS/PRESENTATIONS:	19
8.	CONFIRMATION OF MINUTES:	19
8.1	ORDINARY MEETING HELD WEDNESDAY 20 SEPTEMBER 2017 AT THE WARRADARGE COMMUNITY HALL	19
9.	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:	19
9.1	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION:	20
9.1.1	LATE ITEM – CLIFF PARK – GREEN HEAD	20
10.	MATTERS FOR WHICH MEETING MAY BE CLOSED:	21
11.	REPORTS:	22
11.1	CHIEF EXECUTIVE OFFICER:	22
11.1.1	ADOPTION OF DELEGATIONS REGISTER	22
11.1.2	REVIEW OF POLICIES – LAW, ORDER & PUBLIC SAFETY AND EDUCATION, HEALTH & WELFARE	95
11.2	MANAGER REGULATORY SERVICES:	145
11.2.1	NIL	145
11.3	MANAGER OF WORKS AND SERVICES:	145
11.3.1	NIL	145
11.4	DEPUTY CHIEF EXECUTIVE OFFICER:	146
11.4.1	ACCOUNTS FOR PAYMENT	146
11.4.2	MONTHLY STATEMENT OF FINANCIAL ACTIVITY – SEPTEMBER 2017	155
11.4.3	2016/2017 ANNUAL REPORT	184
11.4.4	2016/2017 MANAGEMENT REPORT	186
12.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN:	187
13.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION:	187
14.	MATTERS BEHIND CLOSED DOORS:	188
14.1.1	CORPORATE STRUCTURE REVIEW	188

14.1.2 SENIOR STAFF WAGE REVIEWS	189
15. DATE OF NEXT MEETING:	190
15.1 ORDINARY MEETING OF COUNCIL.....	190
16. CLOSURE:	190

UNCONFIRMED

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

The President Cr Moira J Girando, welcomed those present and opened the Meeting at 5.00 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

Members of the Public

Annemaree Alach, 102 Ocean View Drive, Green Head - until 5.50pm
Deanne Lovelady, 32 Ocean View Drive, Green Head – until 5.50pm
Des Alach, 102 Ocean View Drive, Green Head – until 5.50pm

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

3.1 Ryan Alach – Cliff Park

Mr Alach asked if a site audit been conducted by a suitably qualified safety practitioner that approves their implementation into a reserve that has been designated "Parking & Recreation"?

Response

The Shire President advised that the safety of the site has been assessed internally and this will be verified by the Shire's risk manager when he is next in Green Head.

3.2 Edwina Lefroy – Farley Street

Ms Lefroy asked if Council could stop the planting of exotic plants on Farley Street?

Response

The Shire President advised that the Shire was unaware of the plantings in Farley Street which were not done by the Cliff Park custodians. It is thought that another party has instigated the planting in front of the seat. This will be

removed. The Shire has recently sprayed this area to assist in the eradication of caltrop, walkaway burr and South African box thorn.

3.3 Desmond Alach - Cliff Park

Mr Alach said that the Shire of Coorow has constructed a sand dune in Cliff Park that is unsafe, will cause a dust nuisance and does not meet recreational park design guidelines. He asked if the Shire of Coorow planned to remove this structure?

The President advised that the Shire does not agree that the landscape structure is unsafe and the matting applied is guaranteed for 5 years which will give the vegetation time to establish should it not also be vandalised as has already been threatened.

The President advised that the Shire has no plan to remove this treatment which was installed to deter the vandalism that can only be presumed to be carried out by someone who wanted a better ocean view. Signage had been in place many times warning that action would be taken if the vandalism did not cease, which it did not.

The President agreed to provide a list of the plants that have been planted.

Response

The Shire President advised that the plants used were:

Local Plants (98)

- 3 x Thryptomene 'Green Head' - thryptomene
- 2 x Eremophila glabra – tar bush / emu bush
- 5 (total) x Beaufortia
 - squarrosa – sand bottlebrush
 - aestiva – Kalbarri beaufortia / swamp bottlebrush (mainly Kalbarri – Eneabba)
- 7 x Chamelaucium uncinatum – Geraldton wax (purple pride, patty's pink, mullering brook, spring violet)
- 12 (total) x Melaleuca
 - cardiophylla – tangling melaleuca / umbrella bush
 - megacephala (Geraldton / Midwest)
 - fulgens red – scarlet honey myrtle (Midwest & southern W.A.)
- 20 (total) x Conostylis
 - candicans – grey cottonhead
 - aculeata – prickly conostylis
- 10 x Ficinia nodosa – knotted club rush / knobby club rush
- 3 x Pimelea ferruginea – rice flower
- 4 x Acacia guinetii - Guinet's Wattle (geraldton area)
- 7 x Templetonia retusa – cockies tongue
- 20 x Dianella revoluta – blue flax lily / blueberry lily
- 5 x Carpobrotus virescens – coastal pigface

WA Native Plants (80)

- 3 x *Banksia nivea* – honeypot dryandra (including Midwest)
- 4 x *Lechenaultia biloba* – blue lechenaultia (including Midwest)
- 4 x *Hypocalymma angustifolium* – white myrtle (including parts of Midwest)
- 5 x *Hakea orthorrhyncha* – birds beak hakea (Murchison / Geraldton area)
- 8 x *Verticordia plumosa* – pink feather flower
- 8 (total) x *Melaleuca*
 - *pentagona*
 - *nesophila* – little nelly / showy honey myrtle
- 3 x *Ricinocarpus cyanescens* x *tuberculatus* – bridal star
- 4 x *Kennedia lateritia* (syn. *K. macrophylla*) – Augusta kennedia
- 4 x *Chorizema cordatum* – flame pea
- 9 x *Grevillea thelemanniana* – spider net grevillea
- 5 (total) x *Thryptomene*
 - *saxicola* 'F.C. Payne'
 - *Thryptomene saxicola* 'Supernova'
- 9 x *Anigozanthus* (a variety of species) – kangaroo paw
- 2 x *Xerochrysum bracteata* 'Dreamtime' (jumbo yellow) – golden everlasting / straw flower
- 4 x *Alyogyne huegelii* 'west coast gem' – native hibiscus
- 3 x *Adenanthos sericeus compact* – dwarf woolly bush / Albany woolly bush
- 5 x *Olearia lanuginosa* 'Ghost Town' – woolly daisy bush

Australian Native Plants (20)

- 10 x *Westringia fruticosa* – native rosemary
- 6 (total) x *Correa*
 - *alba* – white correa
 - *alba* 'Coastal Pink' – correa
 - 'Catie Bec' – correa / native fuchsia
 - 'Annabell' – correa
- 3 x *Ozothamnus diosmifolius* 'radiance' – rice flower / white dogwood / pill flower / sago bush
- 1 x *Prostanthera sieberi* – minty / mint bush

Introduced/Non Native Plants (55)

- 1 x *Genista x spachiana* 'Yellow Imp' – miniature broom (Canary Islands)
- 4 x *Lavandula angustifolia* 'Lavender Lady' – lavender (the Mediterranean - Spain, France, Italy, Croatia etc.).
- 9 (total) x *Rosmarinus*
 - *officinalis* – common rosemary (the Mediterranean)
 - *officinalis* 'Wendy's White' – white rosemary (the Mediterranean)
 - *officinalis* 'Tuscan Blue' (the Mediterranean)
 - *officinalis* 'Benenden Blue' (the Mediterranean)
 - *officinalis* 'Blue Lagoon' (the Mediterranean)
- 2 x *Strelitzia reginae* – bird of paradise (south Africa)
- 2 x *Euryops virginatus* (South Africa)
- 1 x *Viburnum tinus* – viburnum (Mediterranean area of Europe & North Africa)
- 4 x *Coleonema pulchrum compacta* – dwarf pink diosma (South Africa)

- 2 x *Metrosideros excelsa* 'Springfire' – new Zealand Christmas tree/bush (New Zealand)
- 1 x *Coprosma repens* 'Lemon & Lime' – mirror plant (New Zealand)
- 1 x *Coprosma* 'Golden Glow' (New Zealand)
- 2 x *Leucadendron laureolum* x *salignum* 'Jolly Joker' (South Africa)
- 6 (total) x *Bougainvillea*
 - *spectabilis* 'vera' – dwarf bougainvillea (South America)
 - 'Pixie Queen' – dwarf bougainvillea (South America)
 - 'Pixie Pink' – dwarf bougainvillea (South America)
- 6 x *Agapanthus orientalis* 'Queen Mum' – agapanthus / African lily (Southern Africa)
- 6 (total) x *Polygala*
 - *dalmaisiana* – polygala / milkwort (South Africa)
 - *myrtifolia* x *oppositifolia* 'Little Bibi' – dwarf polygala (South Africa)
 - *myrtifolia* x *oppositifolia* 'Little Polly' – dwarf polygala (South Africa)
- 1 x *Chrysanthemum cinerariifolium* – pyrethrum (southeast Europe)
- 7 x assorted succulents.

Below is the breakdown of total numbers for each category:

- Local Plants (98)
- WA Native Plants (80)
- Australian Native Plants (20)
- Introduced/Exotic/Non Native Plants (55)

A printed copy will be sent to interested parties.

3.4 Edwina Lefroy – A Class Marine Reserves

What are the restrictions regarding reserves adjoining an A class marine reserve?

Response

The Shire President advised that there are no restrictions on crown reserves that adjoin a marine park. Any limitations are based on the marine park itself (such as piping effluent or runoff into the park).

4. PUBLIC QUESTION TIME:

Ten written questions from the public were received as follows:

4.1 Annemaree Alach – Green Head Community Association

At the Council meeting held on 20 September 2017, attendees submitting questions were directed to the Green Head Community Association to bring matters of concern through the Association to the Council.

I understand this Association has been established by the Shire of Coorow and reports directly to the Chief Executive Officer of the Shire of Coorow who attends the meetings.

I attended the Association meeting held on 11 October, 2017 as suggested and was appalled at the behaviour of some of the attendees. The Chief Executive Officer was not one of the attendees.

When I raised the issue of planting of non native plants in Cliff Park I was met by hostility and aggression by some members of the Association. Later in the meeting I introduced myself, advised where we lived in Green Head and told of the forty plus history of our family with the Green Head community I was verbally attacked by one of the attendees who subsequently left upset during the meeting. Whilst I continued during this attack and asked for support from the Chair to bring order to the meeting, this support was half hearted and verbal attacks, hostility from other attendees and conversations between people seated at the meeting continued.

Another lady was aggressive on other issues not directly associated with me and also left upset during the meeting. The aggressive nature of the meeting was recorded in the minutes.

I understand from other Green Head residents who used to attend these meetings they will no longer attend because of this aggression and poor behaviour. This enables those present to do as they wish.

What Code of Conduct has the Shire of Coorow established for these meetings so that they can be conducted in an orderly and civilised manner? If there is no Code of Conduct will the Shire of Coorow establish one?

Response

The Shire President advised that the Green Head Community Association is an incorporated association with its own constitution. It was not established by the Shire of Coorow and does not report to the Chief Executive Officer.

The Shire of Coorow receives feedback from the Green Head Community Association in regards to plans and developments in Green Head and the Chief Executive Officer attends these meetings to provide and seek feedback. As such, the Shire has no say on how meetings are conducted (this would be part of their constitution).

4.2 Desmond & Ryan Alach – Minutes of Council Meeting

We and a number of other people attended the Ordinary Council Meeting on 20 September 2017 and presented formal questions pre submitted to the meeting.

After the meeting we submitted the following items as our record of the agreements reached at the meeting.

- 1. Council will no longer allow the planting of non native plants in Cliff Park.*
- 2. The Sand Dune will remain for the time being and the Council will have it reviewed for safety and will advise concerned residents of the outcome.*

3. *A planting list of all plants installed on the sand dune will be made available to all concerned residents.*
4. *The Council will review the classification of Crown Reserve 31229 (Lot 165 Ocean View Drive) and the Council's responsibilities, accountabilities and authorities with respect to this land. The implications of the adjoining Marine Reserve to be reported on. Feedback on this will be made available to concerned residents.*
5. *Council will investigate implementing a Governance Manual in accordance with the Excellence in Governance for Local Government provided it is not too costly*
6. *Council will review and report on the approval status of Greenhead Townscape Plan No 5.*
7. *The Council will investigate the new unapproved garden which has developed in the Crown Reserve in Farley St and make sure no further damage to native vegetation occurs.*
8. *Council will respond to Deanne Lovelady's letter after the meeting.*
9. *The Council requires concerned residents to use the Green Head Community Association to make any approaches to them regarding Cliff Park.*

Only three of these actions have been recorded in the minutes.

When will a response be provided to the above mentioned actions?

Will the Shire of Coorow record the required corrections to the minutes so that a true and correct record of the Council meeting on the 20 September 2017 can be made available?

Response

The Shire President advised that public question time is to answer questions and provide information. Council cannot make commitments as this would either need to be by resolution of Council or decision of the Chief Executive Officer if it is operational. The accuracy of the minutes is an item that Council will consider as part of the normal meeting procedure.

Answers to the points above are:

1. Council will no longer do any new plantings on non native species but will allow existing gardens to be maintained.
2. Answered as a question taken on notice.
3. Answered as a question taken on notice.
4. Answered as a question taken on notice.
5. Answered during question time at the meeting held 20 September 2017.
6. The Shire is currently not using the Green Head Townscape Plan No 5 to determine its development of Cliff Park.
7. Answered as a question taken on notice.
8. The Chief Executive Officer responded to Deanne Lovelady's letter by email on 19 September 2017. If this is not sufficient please let the Chief Executive Officer know or arrange an appointment as suggested in the email.
9. The President advised that Green Head Community Association was the vehicle that could be used to show that issues raised are community

based (have the support of the community) and not just individual's issues.

Mr Alach said the issue is that Council is saying that the Community Association is the forum to use, but the forum is not functional.

The President advised that the Association has its own constitution, and it is out of the Shire's hands. She further noted that there is nothing preventing another group being established with its own constitution.

Councillor Oakes advised that the Green Head Community Association will hold its AGM in a few months and that the current committee may not necessarily be re-elected.

Ms Lovelady said that she has not received an email. The CEO advised he had check it had been sent, but would recheck it.

4.3 Ryan Alach – Cliff Park Developments

WHAT HAD BEEN STARTED?

In the Open Letter to the Green Head Community, Cliff Park Developments, dated 12 October 2017, it was stated by the authors that the "custodians had been given permission by the Shire to continue what had been started."

WHAT HAD BEEN STARTED??

This is a very pertinent question. This question lies at the heart of the controversy surrounding the Cliff Park Developments.

After a thorough examination of the Shire records, the only adopted resolution by the Shire for Cliff Park Developments on record is the Green Head Townscape Plan No.5 – Proposed New Cliff Park Gardens.

Please for your convenience see the attached sketch details for Cliff Park (by Tarrkawarra Environmental Consultants) and the relevant minuted resolution adopted unanimously at the Ordinary Meeting held on 23 July 2002.

Here is in fact the adopted plan complete with the Shire CEO (Garry Sherry) conditions, issued in the resolution adopted by the Shire on 23 July 2002. This is the work that the "custodians had been given permission by the Shire to continue what had been started".

However, a comparative examination of the adopted sketch and the current exotic garden reveals a very stark contrast – a dramatic diversion from the Council's adopted plan.

It is evident that the "custodians" are not following the adopted Green Head Townscape Plan No. 5.

It is evident that the Shire is not monitoring the continued work of the "custodians" in accordance with the Green Head Townscape Plan No.5.

It is evident that the “custodians” and therefore the Shire, have not adhered to the conditions of its own previous CEO, Garry Sherry, in relation to the Cliff Park Developments.

Please can the Shire respond to this dramatic diversion from the plan and explain how the developments are to be rectified to “continue what had been started” and follow with integrity the adopted Green Head Townscape Plan No.5 for Cliff Park, Reserve 31229.

Response

The Shire President advised that the Shire has no intention of removing the developments at Cliff Park and will not be changing anything to follow the Green Head Townscape Plan No 5 Plans (whether adopted or not) are guiding documents for Council and the Shire but are not legally binding (similar to policies).

4.4 Craig Lovelady– Cliff Park

I do not consent to my question being paraphrased.

I refer to the draft Shire minutes for September 2017 wherein Mrs Brown is recorded as stating, in relation to origins of Cliff Park, that “the Shire had approached 2 ladies to create a group to make recommendations to make the area more user friendly.”

I also refer to the Shire’s archived folder “Green Head Townscape Committee” from 1998 to 2000.

Could the Shire please acknowledge and confirm that no such approach was made by the Shire in 1998 and that the initiation of the development of Cliff Park in 1998 was undertaken at the unauthorized initiative of Cr Ross Armstrong, Mrs Brown and Ms Robyn Westlake (for Tarrkawarra Environmental Consultants).

In the alternative, please provide a copy of the minutes where authorization was provided to the 2 ladies/group.

Response

The Shire President advised that these actions do not require a resolution of Council to be authorised as they are operational issues that are administered by the Chief Executive Officer. It has been confirmed that the initial custodians were appointed by the then Chief Executive Officer, Mr Stan Hazeldine (with input from the then Shire President, Mr Alan Kau).

4.5 Deanne Lovelady – Cliff Park

An Open Letter to the Green Head Community, dated 12 October 2017, entitled, CLIFF PARK DEVELOPMENTS”, signed by both the Shire President and the CEO, was recently circulated to residents and ratepayers.

The OPEN LETTER states “that none of the development that has taken place at Cliff Park has been unauthorised.”

Can the Shire please direct us into the documents and records to show where the Cliff Park developments HAVE been authorised?

Response

The Shire President advised that this question has already been answered.

4.6 Deanne Lovelady – Reserve 31229

Question to be submitted in its entirety, please.

BACKGROUND: Cliff Park is situated on Reserve number 31229.

The Shire has a Management Order and has been the Management Body for Cliff Park, Reserve 31229, since 3 March 1972.

This Management Order under the Lands Administration Act 1997(LAA), does not convey ownership of the land. Reserve 31229 should vest in and be held by the Shire in trust for the purpose of “Parking and Recreation.”

QUESTION: Does the Shire agree that Cliff Park Reserve 31229, still has to be managed in accordance with the provisions set out within its own Local Planning Scheme (LPS)No.3, PART 3.3 Use and Development of Local Reserves- a person must not commence or carry out development on a Local Reserve without first having obtained planning approval under Part 9 of the Scheme.

YES or NO?

If Yes, please demonstrate where the LPS has been followed in relation to Cliff Park Developments?

If No, please provide an explanation as to why it is exempt.

Response

The Shire President advised that the answer is NO. As previously stated in an email in response to this question, the Shire is the managing authority (that is, it is the Shire’s scheme to control development as the Shire sees fit). This means that we do not need to apply to ourselves to do development under our own scheme.

For example, if a community member or association (“person” under the scheme) wanted to run a business from South Bay hiring out canoes, they would need to get development approval under the scheme at which point the Shire could set down conditions (maybe regarding parking, rubbish, etc) but if the Shire wanted to run a business hiring out canoes they can just do it (as they are the management authority and set down their own conditions).

The landscaping treatment that has taken place at Cliff Park does not require development approval from the Shire as it is land under our control (and the control of our scheme). Similarly, no approval is needed to carry out landscaping on a Reserve under management of the Shire when the usage is Parking and Recreation as landscaping is a recognised part of this use (the same reason that we do not need approval when doing landscape projects at Morphett Park or the Leeman Foreshore - or even installation of playground equipment, toilets or BBQs).

4.7 Deanne Lovelady – Cliff Park Developments

The need to inform the Shire in order to promote understanding towards resolution.

The disagreement surrounding the Cliff Park Developments is not about the uninterrupted views of a few foreshore residents. These foreshore residents already have adequate open views.

*The issues surrounding this disagreement are far more significant and deep-seated within the Shire operations and demand attention and comprehension from the Shire. The issues for the Shire to understand and resolve are:-
Environmental Risk and Awareness*

The ecological sensitivity of this entire, unique and vital piece of natural coastal reserve is being adversely impacted by the misguided activities of a very small number (perhaps 2?) of unaware “custodians.” As a consequence, the Shire is demonstrating its own extreme lack of ecological awareness and sensitivity in supporting this irresponsible and environmentally destructive activity.

Adhering to Due Process (Local Planning Scheme No.3)

The obligation of the Shire is to govern in a manner that leads the community by example by adhering to its own plans and regulations. To date, the Shire has not confirmed the “Cliff Park Developments” have been approved within the provisions set out in the Local Planning Scheme No.3.

Leadership and Effective Community Engagement

The Shire is obliged to engage with all residents and rate payers to actively listen to their earnest and genuine concerns and to respond promptly and effectively to provide resolutions. This

leadership action creates a sense of community unity. The Shire has left unanswered a great number of formal complaints and questions in relation to Cliff Park Developments.

Please can the Shire demonstrate understanding and confirm it has been informed on each of the three real issues inherent in the Cliff Park disagreement as outlined above? Please can the Shire, once understood, provide a pathway towards resolution to this outstanding and escalating matter.

Response

The Shire President advised that the Shire is extremely aware of environmental risk and awareness and regularly works with the Northern Agricultural Catchment Council and their Coastal and Marine team. In fact, very recently the Shire of Coorow was awarded the Regional NRM Leadership Awards 2017 Local Government Partnership Award.

She also advised that the second issue has already been answered today and the third issue was answered at public question time at the meeting held 20 September 2017.

4.8 Edwina Lefroy – Custodians of Cliff Park

Cliff Park, a Coastal Reserve is situated on Crown Land Reserve number 31299 and forms part of a wider, sensitive coastal ecosystem.

The Shire President and Chief Executive Officer have recently stated in an Open Letter to the Green Head Community dated 12 October 2017: “the custodians” of Cliff Park have the Shire’s permission to “continue what had been started”.

With regard to “the custodians” of Cliff Park:

- 1. How many individuals hold the position of “custodian” of Cliff Park?*
- 2. Please describe the knowledge and relevant expertise of the “custodians” which makes them suitable to be “custodians” of the Crown Land Reserve.*
- 3. Please provide information on the monitoring procedures used by the Shire to ensure the activities of the “custodians” in Cliff Park, are undertaken in keeping with the Council adopted Tarrkawarra Townscape Plan No. 5.*

Response

The Shire President advised that there are three individuals who are currently volunteer custodians for Cliff Park. These individuals work in close unison with the Shire Gardeners and the Coastal Leading Hand and do not hold (nor are they required to hold) any formal qualifications. The current Shire

operations are not being conducted in keeping with the Townscape plan adopted in 2002.

4.9 Edwina Lefroy – Reserve Numbers

Cliff Park located in in Ocean View Drive Green Head has been situated on Crown Land Reserve number 31229 for in excess of 45 years. In the Open Letter to the Green Head Community, dated 12 October 2017, signed by Shire President, Moira Girando and CEO, Peter Crispin, the Crown Land Reserve number for Cliff Park reads 26025.

Can the Shire verify the discrepancy in the Reserve numbers is simply a mistake?

Or has the Reserve number noted, recently been modified to 26025?

If modified, what recent change does the new Reserve number reflect and mean for the future of the Park?

Response

The Shire President advised that this was in deed a simple mistake. She confirmed that the reserve number in 31229.

4.10 Matthew Lovelady – Cliff Park

FACT: There are a lot of pretty flowers now in Cliff Park for people to look at.

ALSO FACT: The pretty flowers are not at all botanically suited to the natural soil composition or the supporting plant, insect and animal species. These species are original inhabitants of this fragile coastal reserve. It's not just about humans. This is a supporting habitat for other species – we have to think beyond just us and our needs.

FACT: The “custodians” of Cliff Park have spent a lot of their own energy for the past 15 years painstakingly transplanting hundreds of exotic cuttings from their home gardens into Cliff Park precinct.

ALSO FACT: The hundreds cuttings require a lot of water to survive. The sprinklers are constantly rotated for hours at a time. The new sand mounds are now drinking 3000 litres per week. This water is carted by the council between 8am – 11am on a weekly basis, drained from the bulk town water supply opposite the Community Centre/Library. A council water has to pump the water.

These flowers cost water

These flowers cost time

These flowers cost money

Council, its time to think beyond the pretty flowers. Sabrina Hahn, well respected Horticulturalist, advised us publically on ABC local radio last

Saturday, 7 October, to INFORM the Shire of the broader, longer-term, adverse impacts of eradicating the native vegetation from the Cliff Park Reserve. And that is my endeavour now.

It's time to stop supporting this selfish behaviour (Sabrina Hahn's adjective). In supporting this behaviour, the Shire is demonstrating it is out of date, out of line with contemporary ecological knowledge and practices. The Shire is exposing itself to ridicule as it is refusing to consider the BIGGER PICTURE.

I ask you the Shire to get with the knowledge, become informed as Sabrina suggests and:-

- *Stop the exotic plantings*
- *Reverse the Cliff Park Developments and return Cliff Park back to its natural state*
- *Ultimately, KEEP GREEN HEAD GREEN!*

Response

The Shire President advised that the Shire has no intention of removing the gardens, boat ramps, wishing well, memorial wall, or any other development at Cliff Park, nor any other Shire managed park within Green Head. She also noted that local residents complained that Sabrina Hahn was given misinformation as the reserve was described as a "nature reserve" which it is not. Being environmentally conscious does not mean that other garden areas can not be developed, nor that they will take over the entire environment.

The President noted that even Native plants require initial watering to be established and that it was Sabrina Hahn who provided advice to the Shire regarding the copper nails that were hammered into the trees, an act that was described as "utterly despicable".

The Council continue to wonder why these environmental issues have only now become a problem when they have supposedly been occurring for 15 years. A thinking person might wonder as to the timing of these issues (only raised after the installation of the landscaping treatments).

She also advised that had the vandalism not occurred originally, no action would have been necessary. As such these selfish individuals have put Council and the community to substantial costs of both monetary nature and time. She asked what they suggest the Shire do in response to the vandalism.

Mr Alach said that consultation with the local residents would have been appropriate. They have a feeling they have all been tarred with the same brush. He suggested that it could have been a great consultation opportunity.

The President advised she agreed that there is a perceived guilt of those people who have properties in the vicinity of the vandalism by the wider Green Head Community. The Shire could have put up large signs, sea containers, walls etc. They wanted to make sure that the people who did the

vandalism should not benefit from it and that the mounds take the place of the trees.

Mr Alach said they would have preferred consultation and that information in newsletters were aimed at him and he didn't want to go to war with the Shire and no one stood up for him. He said that he never had a voice.

The President said that the Shire was not involved in any finger pointing. She considered that the option taken by Council will add to the amenity of the park in the long term.

Mr Alach said that what has been constructed is right in front of his house and unless the mound can be kept vegetated, they will have a dust bowl aimed at their house. The President said that the Shire would like to see the mounds vegetated as soon as possible and that the mesh will secure it in the meantime.

Ms Lovelady said that under the Westminster System, the Shire took a very punitive approach, and that innocent people are being punished for the actions of others.

She said that the trees have been vandalised over many years, including 2006 and 2007. The President said that the Shire tries to act in the best interest of the community.

Ms Alach advised that she was a registered midwife, has attended many meetings in the public and private sector. She has never seen worse behaviour at a public meeting than that at the Green Head Community Association. She said her husband donated the engineering for the building so she felt she should have been treated with respect.

She said she was treated as an enemy and wanted to know what the Shire is going to do about it.

The President took the question on notice and foreshadowed an item of late business in relation to Cliff Park, in case the members of the public wished to stay and observe.

5. APPLICATIONS FOR LEAVE OF ABSENCE:

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

- Councillor Rackemann from 26 October to 1 November and 8 November and 15 November 2017

RESOLUTION: **2017/A129**

Moved: Cr Bothe

Seconded: Cr Clement

That Councillor Rackemann be granted Leave of Absence from Council Meetings and Duties from 26 October to 1 November and 8 November to 15 November 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 20 SEPTEMBER 2017 AT THE WARRADARGE COMMUNITY HALL

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	2 October 2017

COMMENT:

Nil

OFFICER RECOMMENDATION/ RESOLUTION: **2017/129**

Moved: Cr Cullen

Seconded: Cr Jack

That the Minutes of the Ordinary Meeting held on Wednesday 20 September 2017 be confirmed as a true and correct record.

CARRIED 8/0
Simple Majority

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:

The President advised that Council will be asked to consider an urgent item of business.

9.1 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION:

Formally thanked Councillor Cullen for the outstanding service she has provided to the Shire in the last four years. A dinner and small presentation will be held this evening.

The President wished all the Councillors re-nominating for election all the best.

RESOLUTION: 2017/130

Moved: Cr Clement

Seconded: Cr Sims

That Council consider one (1) item of urgent/late business.

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

9.1.1 LATE ITEM – CLIFF PARK – GREEN HEAD

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	17 October 2017
FILE	ADM0509 –Cliff Park
ATTACHMENT	Nil

SUMMARY:

To clarify the developments at Cliff Park and express appreciation to the volunteer custodians.

BACKGROUND:

Cliff Park is situated on the Reserve 31229 and has been developed over approximately 20 years. The recent continuation of vandalism at the park necessitated the installation of raised landscaping treatments.

Since this treatment has been carried out, a number of community members have raised issues about the development of Cliff Park which was been a huge stress on the three volunteer custodians.

COMMENT:

In an effort to show the Council's support for these volunteer custodians, the Shire President has requested that this item be prepared to recognise their contributions and to clarify the Council's current position.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

The developments at Cliff Park have been welcomed by the majority of the Green Head community.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION/ RESOLUTION:

2017/131

Moved: Cr Sims

Seconded: Cr Jack

That:

- 1) it be confirmed that the current developments at Cliff Park have all been approved by the Shire (past and present management);*
- 2) it is acknowledged that the developments that have occurred are not in keeping with the Green Head Townscape Plan No 5 (adopted in 2002), but are fully supported by the Shire; and*
- 3) the appreciation of the Council and Shire be expressed to Jennifer and Barrie Griffiths and Ronnie Wilson for their ongoing dedication to the development and upkeep of Cliff Park.*

CARRIED 8/0
Simple Majority

10. MATTERS FOR WHICH MEETING MAY BE CLOSED:

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

Items for which the meeting will be closed include:

- 14.1.1 Corporate Structure Review
- 14.1.2 Senior Staff Wage Review

11. REPORTS:

11.1 CHIEF EXECUTIVE OFFICER:

11.1.1 ADOPTION OF DELEGATIONS REGISTER

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	5 October 2017
ATTACHMENT	Draft Delegations Register (As a separate attachment)
FILE	ADM0275

SUMMARY:

To consider the reviewed delegations register of delegated authority from Council.

BACKGROUND:

Council is required to review its Delegations Register at least once every financial year.

At its Ordinary Meeting held on 19 October 2016, Council resolved:

RESOLUTION: 2016/115

Moved: Cr Sims

Seconded: Cr Jack

That the Delegations Register, as attached as a draft with the inclusion of Delegation as follows be adopted as the record of delegations of authority from Council.

- **2.1.7 Native Title**
- **2.1.8 Impounding goods**
- **2.1.9 Sale of Impounded / Seized / Confiscated Vehicles, Animals and Goods**
- **2.1.10 Power of Entry**
- **3.2.4 Insurance – Public Liability Claims**
- **3.2.5 Sale of Surplus Equipment / Materials / Tools / etc**
- **3.2.6 Trust Fund**
- **3.2.7 Investments**
- **3.2.8 Recovery of Unpaid Debtors**
- **4.2.2 Powers and Duties of the Cat Act 2011**
- **5.3.1 Health Act 1911**
- **6.6.5 Signs and Hoardings**
- **8.1.3 Roads Trains and Extra Mass Permits**
- **8.1.4 Temporary Closure of Thoroughfares to Vehicles**
- **8.1.5 Events on Roads**
- **8.1.6 Gates across Public Thoroughfare**
- **8.1.7 Street Trees – Removal**
- **8.1.8 Road Closures**

- **8.1.9 Crossovers**
- **8.1.10 Public thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land**
- **8.1.11 Public Thoroughfares – Public Use and Plans**
- **8.1.12 Permission to Deposit Materials on or Excavate Adjacent to a Street**
- **9.6.1 Mining Tenements**

CARRIED 7/0
Absolute Majority

COMMENT:

The 2016 review resulted in significantly change in the format of the Delegations Register and included a number of new delegations based on a review of other shires.

This year no delegations have been changed with the exception of increasing the purchasing limits for the Deputy Chief Executive Officer, Manager Works and Services and Manager Regulatory Services to \$150,000 (from \$100,000) to bring them into alignment with the change in legislation and policies.

Council should consider whether all of these delegations are still valid and required.

STATUTORY ENVIRONMENT:

Local Government Act 1995
Building Regulations (1989) Act 2011
Bush Fire Act 1954
Caravan Park and Camping Grounds Act (1995)
Council Local Laws
Health Act 1911
Food Standards Code
Local Government (Miscellaneous Provisions) Act 1960
Food Act 2008
Local Government (Financial Management) Regulations

STRATEGIC IMPLICATIONS:

Although the review of delegations is mandatory at least once per financial year, it is good practice to continually review the document as changes arise, as some changes affect delegations. Delegations allow decisions to be taken outside of a Council meeting that enables the Shire to provide a timely service to the community.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Absolute Majority

Mr Alach left the meeting at 5.40 pm

OFFICER RECOMMENDATION/RESOLUTION:

2017/132

Moved: Cr Sims

Seconded: Cr Clements

That the Delegations Register, as attached as a draft, be adopted as the record of delegations of authority from Council.

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

UNCONFIRMED



SHIRE OF COOROW

DELEGATIONS

REGISTER

Index

A

Acting Chief Executive Officer	12
Appointment and Termination of Staff	10
Authorised Persons	58
Authorised Persons – Building Act 2011	64

B

Building Orders	63
Building Permits	60

C

Camping	33
Certificate of Design, Building and Construction Compliance	65
Crossovers	53

D

Demolition Permits	59
Development Applications	39

E

Enforcement and Legal Proceedings	13
Establishment and Maintenance of Playground Equipment	42
Events on Roads	49
Extension of Period of Duration of Occupancy Permit or Building Approval Certificate	61

G

Gates across Public Thoroughfare	50
Grant of Occupancy Permit, Building Approval Certificate	62

H

Health Act 1911	34
Home Occupation Approval – Renewal	37

I	
Impounding Goods	17
Infringement Notices	28
Insurance – Public Liability Claims	23
Investments	26
Issue of Notices Local Government Act 1995 Section 3.25 & 3.26 and Schedule 3.1 Notices	15
Issuing of Restricted Access Vehicle (RAV) Permits	45
L	
Lease Agreements with Entities Providing Health Services from Shire Controlled Facilities	36
Legal Advice	14
Legal Proceeding – Dog Act 1976	31
Local Planning and Legal Proceedings	40
M	
Mining Tenements	66
N	
Native Title	16
P	
Payment of Accounts (Creditors)	21
Permission to Conduct Activities on Council Property	44
Permission to Consume Alcohol on Council Reserves and Streets	43
Permission to Deposit Materials on or Excavate Adjacent to a Street	56
Power of Entry	19
Powers and Duties of the Cat Act 2011	32
Press Statements / Media Interviews	8
Public Health Act 2016	35
Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land	54
Public Thoroughfares – Public Use and Plans	55
R	
Rates Recovery – Instalment Payments	20
Recovery of Unpaid Debtors	27
Road Closures	52
Road Train & Extra Mass Permits	47
S	
Sale of Impounded / Seized / Confiscated Vehicles, Animals and Goods	18
Sale of Surplus Equipment / Materials / Tools / etc.	24

School Bus Signs	57
Signs and Hoardings	41
Street Trees – Removal	51
Subdivision Referrals	38

T

Temporary Closing of Roads	46
Temporary Closure of Thoroughfares to Vehicles	48
Tenders and Purchase of Goods and Services	11
Transfer of Control of Bushfire	29
Trust Fund	25

V

Variation to Prohibited Burning Times	30
---------------------------------------	----

W

Waiving of Fees and Charges for Council Facilities	22
--	----

UNCONFIRMED

Contents

1 MEMBERS OF COUNCIL

1.1 General

- 1.1.1 Press Statement / Media Interviews

1.2 Council Chambers

2 COUNCIL STAFF

2.1 Staff General

- 2.1.1 Appointment and Termination of Staff
- 2.1.2 Tenders and Purchase of Goods and Services
- 2.1.3 Acting Chief Executive Officer
- 2.1.4 Enforcement and Legal Proceedings
- 2.1.5 Legal Advice
- 2.1.6 Issue of Notices Local Government Act 1995 Section 3.25 & 3.26 and Schedule 3.1 Notices
- 2.1.7 Native Title
- 2.1.8 Impounding Goods
- 2.1.9 Sale of Impounded / Seized / Confiscated Vehicles, Animals & Goods
- 2.1.10 Power of Entry

2.2 Executive Staff

2.3 Inside Staff Policies

2.4 Outside Staff Policies

3 ADMINISTRATION / FINANCE AND BORROWINGS

3.1 Building

3.2 Finance

- 3.2.1 Rates Recovery – Instalment Payments
- 3.2.2 Payment of Accounts (Creditors)
- 3.2.3 Waiving of Fees and Charges for Council Facilities
- 3.2.4 Insurance – Public Liability Claims
- 3.2.5 Sale of Surplus Equipment / Materials / Tools / etc.
- 3.2.6 Trust Fund
- 3.2.7 Investments
- 3.2.8 Recovery of Unpaid Debtors

3.3 Investments

3.4 Loan Borrowings

3.5 Reserve Accounts

3.6 Finance General

4 LAW, ORDER AND PUBLIC SAFETY

4.1 Fire Prevention

- 4.1.1 Infringement Notices
- 4.1.2 Transfer of Control of Bushfire
- 4.1.3 Variation to Prohibited Burning Times

4.2 Animal Control

- 4.2.1 Legal Proceedings - Dog Act 1976
- 4.2.2 Powers and Duties of the Cat Act 2011

4.3 Ranger Services

- 4.3.1 Camping

4.4 Law Enforcement

5 EDUCATION, HEALTH AND WELFARE

5.1 Pre-school Centres

5.2 Infant Health Services

5.3 Health Administration and Inspection Services

- 5.3.1 Health Act 1911
- 5.3.2 Public Health Act 2016

5.4 Pest Control Services

5.5 Other Health Services

- 5.5.1 Lease Agreements with Entities Providing Health Services from Shire Controlled Health Facilities

5.6 Day Care Centres

5.7 Aged Services

6 HOUSING AND COMMUNITY AMENITIES

6.1 Staff Housing

6.2 Other Council Housing

6.3 Sanitation Services

6.4 Sewage Services

6.5 Protection of Environment

6.6 Local Planning and Regional Development

- 6.6.1 Home Occupation Approval – Renewal
- 6.6.2 Subdivision Referrals
- 6.6.3 Development Applications
- 6.6.4 Local Planning and Legal Proceedings
- 6.6.5 Signs and Hoardings

6.7 Other Community Services

7 RECREATION AND CULTURE

7.1 Public Halls

7.2 Swimming Pools

7.3 Parks and Garden Areas

- 7.3.1 Establishment and Maintenance of Playground Equipment
- 7.3.2 Permission to Consume Alcohol on Council Reserves and Streets
- 7.3.3 Permission to Conduct Activities on Council Property

7.4 Libraries

7.5 Other Culture Activities

7.6 Sporting Clubs/Organisations

8 TRANSPORT / ENGINEERING

8.1 Streets, Roads

- 8.1.1 Issuing of Restricted Access Vehicle (RAV) Permits
- 8.1.2 Temporary Closing of Roads
- 8.1.3 Road Trains & Extra Mass Permits
- 8.1.4 Temporary Closure of Thoroughfares to Vehicles
- 8.1.5 Events on Roads
- 8.1.6 Gates across Public Thoroughfares
- 8.1.7 Street Trees – Removal
- 8.1.8 Road Closures
- 8.1.9 Crossovers
- 8.1.10 Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land
- 8.1.11 Public Thoroughfares – Public Use and Plans
- 8.1.12 Permission to Deposit Materials on or Excavate Adjacent to a Street

8.2 Drainage and Culverts

8.3 Bridges

8.4 Footpaths / Crossovers

8.5 Street and Road Signage

- 8.5.1 School Bus Signs

8.6 Street Trees

8.7 Parking Facilities

8.8 Aerodrome

9 ECONOMIC SERVICES

9.1 Weed Spraying and Control

9.2 Tourism

9.3 Caravan Park

9.4 Building Administration & Inspections

- 9.4.1 Authorised Persons
- 9.4.2 Demolition Permits
- 9.4.3 Building Permits
- 9.4.4 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate
- 9.4.5 Grant of Occupancy Permit, Building Approval Certificate
- 9.4.6 Building Orders
- 9.4.7 Authorised Persons - Building Act 2011
- 9.4.8 Certificate of Design, Building and Construction Compliance

9.5 Saleyards

9.6 Quarries & Gravel Reserves

- 9.6.1 Mining Tenements

10 OTHER PROPERTY & SERVICES

10.1 Private Works

10.2 Plant Operation/Vehicles

10.3 Other Employment Programs and Schemes

11 OTHER

DELEGATION NUMBER – 1.1.1

SUB SECTION:	Members of Council - General
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.41(f)
DELEGATION SUBJECT:	Press Statement/Media Interviews
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to speak on behalf of the local government by means of the attached Media Authorisation from the Shire President.

UNCONFIRMED

Shire of Coorow



Media Authorisation

I, Moira Girando, being duly appointed President of the Shire of Coorow hereby delegate to Peter Crispin, being the Chief Executive Officer, the authority to speak on behalf of and represent the views of the Council of the Shire of Coorow to the media and other third parties as appropriate.

This authority is granted through delegation in accordance with *Section 5.41(f) of the Local Government Act 1995* and is in force until the next review.

Cr Moira Girando

18 October 2017

DELEGATION NUMBER – 2.1.1

SUB SECTION: Staff General

LEGISLATIVE POWER: Local Government Act 1995
Section 5.37 (1) (2)

DELEGATION SUBJECT: Appointment and Termination of Staff

DELEGATE: Chief Executive Officer

<u>Position</u>	<u>Office</u>
Chief Executive Officer	Council
Deputy Chief Executive Officer	Chief Executive Officer on recommendation to Council
Manager Works and Services	Chief Executive Officer on recommendation to Council
Manager Regulatory Services	Chief Executive Officer on recommendation to Council
Administrative Staff	Chief Executive Officer
Swimming Pool Manager	Chief Executive Officer
Ranger, Cleaning and Building Staff	Chief Executive Officer
Outside Staff	Chief Executive Officer

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer (for administration staff), the Manager Works & Services (for works crew) and the Manager Regulatory Services (Swimming pool, rangers, cleaning and building staff). All of these delegations are still in consultation with Chief Executive Officer.

DELEGATION NUMBER – 2.1.2

SUB SECTION: Staff General

LEGISLATIVE POWER: Local Government Act 1995
Sections 5.42 & 5.43 (b)
Local Government (Financial Management)
Regulations 1996 Reg. 12 (1)

DELEGATION SUBJECT: Tenders and Purchase of Goods and Services

DELEGATE: Chief Executive Officer

1. Deputy Chief Executive Officer	\$150,000;
2. Manager of Works and Services	\$150,000;
3. Manager Regulatory Services	\$150,000;
4. Customer Service Officers (Leeman and Coorow)	\$1,000;
5. Mechanic	\$5,000;
6. Leading Hands	\$5,000;
7. Pool Manager	\$1,000;
8. Ranger	\$1,000;
9. Community Development Officer	\$1,000.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the above staff members at the limits listed.

DELEGATION NUMBER – 2.1.3

SUB SECTION:	Staff General
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42 & 5.39
DELEGATION SUBJECT:	Acting Chief Executive Officer
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is to recommend to Council to appoint a Senior Employee of the Shire's staff to act in the capacity of Chief Executive Officer during scheduled absences of the Chief Executive Officer.

During unscheduled absences of the Chief Executive Officer, of up to two weeks duration, the Deputy Chief Executive Officer is to act as Chief Executive Officer.

UNCONFIRMED

DELEGATION NUMBER – 2.1.4

SUB SECTION:	Staff General
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42 & 5.39
DELEGATION SUBJECT:	Enforcement of Legal Proceedings
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the

- Building Act 2011;
- Bush Fires Act 1954;
- Caravan Parks and Camping Grounds Act (1995);
- Council's Local Laws.
- Health Act (1911) and regulations promulgated there under;
- Food Standards Code;
- Local Government Act (1995);
- Local Government (Miscellaneous Provisions) Act (1960);
- Food Act 2008

Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act 1995.

DELEGATION NUMBER – 2.1.5

SUB SECTION: Staff General

LEGISLATIVE POWER: Local Government Act 1995
Section 5.42

DELEGATION SUBJECT: Legal Advice

DELEGATE: Chief Executive Officer

Subject to provision being made in the budget for legal expenses, the Chief Executive Officer is delegated authority to obtain from an appropriate solicitor such legal advice and opinions as is deemed necessary in the exercise of the management of the Local Government.

UNCONFIRMED

DELEGATION NUMBER – 2.1.6

SUB SECTION: Staff General

LEGISLATIVE POWER: Local Government Act 1995
Section 3.24 & 5.42

DELEGATION SUBJECT: Issue of Notices – Local Government Act 1995
Sections 3.25 & 3.26 and Schedule 3.1 Notices

DELEGATE: Chief Executive Officer

In accordance with Section 3.24 of the Local Government Act 1995, the Chief Executive Officer is authorised to issue notices and carry on proceedings in the name of the Shire in respect to Sections 3.25 & 3.26 (and Schedule 3.1) of the Local Government Act 1995.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer, Manager Regulatory Services and Rangers.

UNCONFIRMED

DELEGATION NUMBER – 2.1.7

SUB SECTION: Staff General

LEGISLATIVE POWER: Local Government Act 1995
Section 5.42

DELEGATION SUBJECT: Native Title

DELEGATE: Chief Executive Officer

The Chief Executive Officer is delegated authority to register an interest in any Native Title claim affecting the Shire in order for the Shire to have sufficient interest to become a party to the Native Title Application.

UNCONFIRMED

DELEGATION NUMBER – 2.1.8

SUB SECTION:	Staff General
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Impounding Goods
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to:

1. Authorise an employee, in accordance with Section 3.39 of the Local Government Act 1995, to remove and impound any goods that are involved in a contravention that can ad to impounding;
2. Take appropriate action in respect to impounded non-perishable goods in accordance with Section 3.42 of the Local Government Act 1995;
3. Give notice to collect goods in accordance with Section 3.44 of the Local Government Act 1995;
4. Refuse to allow goods to be collected until all costs have been paid in accordance with Section 3.46 of the Local Government Act 1995;
5. Take action to recover expenses in accordance with Section 3.48 of the Local Government Act 1995.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer and Manager Regulatory Services.

DELEGATION NUMBER – 2.1.9

SUB SECTION:	Staff General
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Sale of Impounded / Seized / Confiscated Vehicles, Animals and Goods
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated to dispose of any vehicles, animals or goods that have been impounded / seized / confiscated under the provisions of Section 3.47 and 3.48 of the Local Government Act 1995.

The Chief Executive Officer may dispose of the above by auction or after calling public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996. The Chief Executive Officer is authorised pursuant to Section 5.43 (b) of the Local Government Act 1995 to accept any tender up to the value of \$5,000. Tenders for amounts exceeding \$5,000 shall be referred to Council for consideration.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer.

DELEGATION NUMBER – 2.1.10

SUB SECTION: Staff General

LEGISLATIVE POWER: Local Government Act 1995
Section 5.42

DELEGATION SUBJECT: Power of Entry

DELEGATE: Chief Executive Officer

The Chief Executive Officer is delegated to exercise all powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer, Manager Works & Services and Manager Regulatory Services.

UNCONFIRMED

DELEGATION NUMBER – 3.2.1

SUB SECTION:	Finance
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Rates Recovery – Instalment Payments
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to provide Ratepayers experiencing financial difficulty, the opportunity to make acceptable instalment payments to extinguish their rate debts.

Each agreement entered into must be confirmed by letter stating the agreed instalment program and consequences if the applicant does not comply with the agreed program.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer and Senior Finance Officer.

DELEGATION NUMBER – 3.2.2

SUB SECTION: Finance

LEGISLATIVE POWER: Local Government Act 1995
Section 5.42
Local Government (Financial Management)
Regulations 1996 Regs 12 & 13

DELEGATION SUBJECT: Payment of Accounts (Creditors)

DELEGATE: Chief Executive Officer

The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:

- 1) The payee's name
- 2) The amount of the payment
- 3) The date of the payment
- 4) Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes.

All payments must be signed / authorised by any two senior Officers i.e. Chief Executive Officer, Deputy Chief Executive Officer, Manager Regulatory Services or Manager Works and Services.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer.

DELEGATION NUMBER – 3.2.3

SUB SECTION: Finance

LEGISLATIVE POWER: Local Government Act 1995
Section 5.42 & 6.12

DELEGATION SUBJECT: Waiving of Fees & Charges for Council Facilities

DELEGATE: Chief Executive Officer

The Chief Executive Officer is delegated authority to waive Fees and Charges for Council facilities if certain criteria are met.

1. That the organisation hiring the Council facility is a local not for profit community organisation;
2. No alcohol or food is being served or prepared at the Council facility; and
3. An application is made in writing 28 days before the Council facility is hired.

The following organisations are exempt from the criteria up to annual cost of \$300:

- Leeman Parents and Citizens Association
- Coorow Parents and Citizens Association
- Green Head Community Association
- Coorow Townscape Committee
- St John Ambulance Leeman Green Head Sub Centre
- St John Ambulance North Midlands Sub Centre
- Coorow Christmas Tree
- Snag Island Coastal Kids
- Green Head Mens Shed
- Leeman Green Head Community Resource Centre

DELEGATION NUMBER – 3.2.4

SUB SECTION:	Finance
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Insurance – Public Liability Claims
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated to consider claims against the Shire for property damage that do not exceed the insurance policy excess levels, and to accept or deny liability on behalf of Council.

In case where liability is accepted, payment may only be made up to the value of the Shire's relevant insurance excess amount and then only upon receipt of an appropriate release form prepared by the Shire's Solicitors.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer.

DELEGATION NUMBER – 3.2.5

SUB SECTION:	Finance
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Sale of Surplus Equipment / Materials / Tools / etc.
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated to sell, by calling for expressions of interest, holding of a surplus goods sale at the Shire's Depot, or any other fair means, items of surplus equipment, materials, tools, etc. which are no longer required, are outmoded or are no longer serviceable.

For the purpose of Section 5.43 (d) of the Local Government Act 1995, this delegation applies only to items with an estimated value of less than \$5,000 each.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer.

DELEGATION NUMBER – 3.2.6

SUB SECTION:	Finance
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Trust Fund
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated to manage the Trust Fund, receipt income and incur expenditure as required by Section 6.9 of the Local Government Act 1995.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer.

UNCONFIRMED

DELEGATION NUMBER – 3.2.7

SUB SECTION:	Finance
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Investments
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated to invest any monies held in the Municipal Fund or the Trust Fund that is not, for the time being, required by the Shire for any other purpose. In exercising this delegated authority, the Chief Executive Officer shall observe Section 6.14 of the Local Government Act 1995.

Further, the Chief Executive Officer is delegated authority to establish and document internal control procedures to be followed by employees to ensure control over investments. The controls are to enable the identification of:

- a) The nature and location of all investments; and
- b) The transactions related to each investment.

(Reference: Local Government (Financial Management) Regulations No. 19)

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer.

DELEGATION NUMBER – 3.2.8

SUB SECTION:	Finance
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Recovery of Unpaid Debtors
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to take legal action necessary to recover unpaid infringement notices, rates and other debtor accounts, in accordance with the requirements of the Local Government Act 1995.

In pursuing recovery action, the Chief Executive Officer is to be mindful of the requirements of Division 5 and 6 of the Local Government Act 1995

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer.

DELEGATION NUMBER – 4.1.1

SUB SECTION: Fire Prevention

LEGISLATIVE POWER: Bush Fires Act 1954
Section 59 & 59A

DELEGATION SUBJECT: Infringement Notices

DELEGATE: Chief Executive Officer, Manager Works & Services,
Manager Regulatory Services and Rangers

The Chief Executive Officer, Manager Works & Services, Manager Regulatory Services and Rangers are delegated authority to issue Infringement Notices for Offences under the Bush Fires Act 1954.

UNCONFIRMED

DELEGATION NUMBER – 4.1.2

SUB SECTION: Bushfire Control

LEGISLATIVE POWER: Bush Fires Act 1954
Section 13

DELEGATION SUBJECT: Transfer of Control of Bushfires

DELEGATE: Chief Executive Officer, Deputy Chief Executive Officer, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers, Fire Control Officers.

Under provisions of the *Bush Fires Act (1954)* Council authorises, where the Shire's volunteer bush fire brigades believe they cannot effectively or safely manage a bush fire incident, control of that incident will be transferred to the Department of Fire and Emergency Services (DFES). The Shire will support DFES's management of any incident with:

- At least one and preferably more senior shire bushfire control officers will be a member/s of the Incident Management Team (IMT) to provide local knowledge and facilitate effective liaison with local fire fighting resources.
- Shire bush fire fighting resources, including appliance and volunteers remain at the incident and assist in suppression activities as determined by the Incident Controller.

DELEGATION NUMBER – 4.1.3

SUB SECTION: Bushfire Control

LEGISLATIVE POWER: Bush Fires Act 1954
Part III Division 2 Subdivision 10

DELEGATION SUBJECT: Variation to Prohibited Burning Times

DELEGATE: Shire President and Chief Bush Fire Control Officer

The Shire President and the Chief Bush Fire Control Officer, jointly, are delegated the powers and duties under the Bush Fires Act 1954 Part III Division 2 Subdivisions 7 & 8, to vary the prohibited burning times for up to 14 days.

UNCONFIRMED

DELEGATION NUMBER – 4.2.1

SUB SECTION: Animal Control

LEGISLATIVE POWER: Dog Act 1976
Part IV Division 1 Subdivision 29 (1)

DELEGATION SUBJECT: Legal Proceedings – Dog Act 1976

DELEGATE: Chief Executive Officer

The Chief Executive Officer is delegated authority to proceed with the prosecution on dog attacks and report to the Council on the matter at the next available Council Meeting

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer, Manager Regulatory Services and Rangers.

UNCONFIRMED

DELEGATION NUMBER – 4.2.2

SUB SECTION: Animal Control

LEGISLATIVE POWER: Cat Act 2011
Division 2 Part 4 Section 44

DELEGATION SUBJECT: Powers and Duties of the Cat Act 2011

DELEGATE: Chief Executive Officer

The Chief Executive Officer is delegated authority to carry out the powers and duties of the Cat Act 2011, Cat Regulations 2012 and Cat (Uniform Local Provisions) Regulations 2013.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated registration and authorised officer powers to a number of employees.

UNCONFIRMED

DELEGATION NUMBER – 4.3.1

SUB SECTION:	Ranger Services
LEGISLATIVE POWER:	Caravan Parks and Camping Grounds Act 1995 Section 17
DELEGATION SUBJECT:	Camping
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is authorised to enforce Council's Camping Policy on Council's reserves.

Council is to provide support for local tourism businesses by not allowing camping on Council's reserves unless otherwise signed and to provide areas of short term camping for tourism.

Camping is permitted in the coastal strip of the Shire of Coorow in authorised areas signposted accordingly. Camping is not permitted in the remainder of the Shire of Coorow unless the camper is within a Registered Caravan Park or authorised area. Furthermore, the Chief Executive Officer be authorised to enforce this Policy accordingly.

Camping shall not exceed 72 hours at any one site.

Authorised areas include Shire managed Truck Bays and signposted areas.

The Chief Executive Officer has on delegated authority to the Deputy Chief Executive Officer, Manager Regulatory Services and Rangers.

DELEGATION NUMBER – 5.3.1

SUB SECTION:	Health Administration and Inspection Services
LEGISLATIVE POWER:	Health Act 1911 Division 2 Section 26
DELEGATION SUBJECT:	Health Act 1911
DELEGATE:	Chief Executive Officer, Manager Regulatory Services

In accordance with the provisions of Section 26 of the Health Act 1911, the Manager Regulatory Services is authorised to be the Shire's "Deputy" pursuant to the Health Act 1911 and to exercise and discharge the following functions:

1. Issue such Health Act 1911 and any Local Law notices and orders as appropriate; and
2. Determine applications for licences and permits under the Health Act 1911 and any Local Laws in accordance with the relevant provisions.

Accordingly, the Chief Executive Officer and Manager Regulatory Services are delegated authority to issue, subject to the payment of the appropriate fee, the required permit or licence.

DELEGATION NUMBER – 5.3.2

SUB SECTION:	Health Administration and Inspection Services
LEGISLATIVE POWER:	Public Health Act 2016 Part 2 Section 21
DELEGATION SUBJECT:	Public Health Act 2016
DELEGATE:	Chief Executive Officer

In accordance with the provisions of Part 2 Section 21(1)(b)(i) of the Public Health Act 2016, all the powers and duties conferred or imposed on the Shire of Coorow by the Public Health Act 2016 are delegated to the Chief Executive

The Chief Executive Officer has on delegated authority to the Manager Regulatory Services.

UNCONFIRMED

DELEGATION NUMBER – 5.5.1

SUB SECTION:	Other Health Services
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Lease Agreements with Entities Providing Health Services from Shire Controlled Health Facilities
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated the powers and duties to enter into lease agreements with entities providing health services from Council controlled facilities.

The Chief Executive Officer is to have regard to any Council policy on the issue that may be established from time to time.

UNCONFIRMED

DELEGATION NUMBER – 6.6.1

SUB SECTION:	Local Planning and Regional Development
LEGISLATIVE POWER:	Planning and Development Act 2005 Part 5 Division 1 Shire of Coorow Local Planning Scheme No. 3
DELEGATION SUBJECT:	Home Occupation Approval - Renewal
DELEGATE:	Chief Executive Officer

Council delegate to the Chief Executive Officer its powers under its Town Planning Scheme to annually renew Home Occupation approvals in circumstances where the business is operating within conditions of approval, and no complaints have been received in relation to the business.

In cases where conditions of approval are breached, or complaints against the business are received, the matter is to be referred to Council for further consideration.

The Chief Executive Officer has on delegated authority to the Manager Regulatory Services.

DELEGATION NUMBER – 6.6.2

SUB SECTION:	Local Planning and Regional Development
LEGISLATIVE POWER:	Planning and Development Act 2005 Part 10
DELEGATION SUBJECT:	Subdivision Referrals
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to advise the Western Australian Planning Commission with regards to applications under the following circumstances (applications that do not satisfy the following criteria are to be considered by Council):

- i) Applications proposing the amalgamation of existing lots;
- ii) Applications proposing the rationalisation/ realignment of a boundary between existing lots where no additional lot is to be created;
- iii) Subdivisions which are in accordance with Council endorsed Structure Plans, Outline Development Plans, Subdivision Guide Plans and Scheme Amendments;
- iv) Amended subdivision designs where the conditions previously supported by Council still apply;
- v) Subdivisions/Amalgamations that are in accordance with a development approval issued by Council or are relatively straight forward, being no more than a formality;
- vi) Sign Deposited Plans of Survey that are in accordance with the relevant subdivision approval issued by the Western Australian Planning Commission and all Local Government conditions have been satisfied.

Notwithstanding the delegation listed above, any matter may be referred to Council, where in the opinion of the delegated officer, it is considered appropriate.

The Chief Executive Officer has on delegated authority to the Manager Regulatory Services.

DELEGATION NUMBER – 6.6.3

SUB SECTION:	Local Planning and Regional Development
LEGISLATIVE POWER:	Planning and Development Act 2005 Part 10
DELEGATION SUBJECT:	Development Applications
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority, following consultation with appropriate managerial and technical staff, to:

- i) Advertise Development Applications for public comment where the Chief Executive Officer considers such applications should have public comment prior to consideration by Council;
- ii) Approve development applications where proposals comply with the Planning and Development Act, Shire of Coorow Local Planning Scheme No. 3, relevant policies and Residential Design Codes of Western Australia except where:
 - an advertised development application has received a submission by way of objection, other than an objection which can be satisfied by conditions of consent;
 - the proposed development, although not advertised, is considered by the Chief Executive Officer to be of a contentious nature;
 - matters requiring concurrence of the Minister;
- iii) Approve development applications, where such applications vary only to a minor extent from Council's Planning Scheme, relevant policies or Codes;
- iv) Refuse development applications which are prohibited under the Shire of Coorow Local Planning Scheme No. 3 and which do not comply with relevant policies.

The Chief Executive Officer is to have regard to any Council policy that may be established from time to time.

The Chief Executive Officer has on delegated authority to the Manager Regulatory Services.

DELEGATION NUMBER – 6.6.4

SUB SECTION:	Local Planning and Regional Development
LEGISLATIVE POWER:	Planning and Development Act 2005 Part 13
DELEGATION SUBJECT:	Local Planning and Legal Proceedings
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to:

- a) Institute prosecution proceedings under the Planning and Development Act 2005, in the Court in its summary jurisdiction.
- b) Represent Council, or appoint appropriate representatives, where necessary at prosecutions, appeals and enquiries pertaining to the enforcement of the provisions of the Planning and Development Act and the implementation of the Shire of Coorow Local Planning Scheme No.3.

The Chief Executive Officer has on delegated authority to the Manager Regulatory Services.

DELEGATION NUMBER – 6.6.5

SUB SECTION:	Local Planning and Regional Development
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Signs and Hoardings
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to approve the erection and where appropriate licencing of signs and hoardings that comply with the Shire of Coorow Local Planning Scheme No. 3, taking into account any Local Laws and Policies that are in existence from time to time.

Where an application does not comply with the Shire of Coorow Local Planning Scheme No. 3, Local Laws or Policies, the application is to be refused.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Manager Regulatory Services.

UNCONFIRMED

DELEGATION NUMBER – 7.3.1

SUB SECTION:	Parks and Gardens
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Establishment and Maintenance of Playground Equipment
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is authorised to order the immediate removal of any items of equipment that are donated or supplied on a joint venture basis and constructed on Council owned or controlled land that, in their opinion, is dangerous and does not conform with the Australian Standards Association Playground Equipment for Parks, Schools and Domestic Use (as amended).

Any removed item of play equipment will be placed in the Shire depot if the order for its removal is disregarded.

The Chief Executive Officer has on delegated authority to the Deputy Chief Executive Officer, Manager Works and Services and Manager Regulatory Services.

DELEGATION NUMBER – 7.3.2

SUB SECTION: Parks and Gardens

LEGISLATIVE POWER: Local Government Act 1995
Section 5.42

DELEGATION SUBJECT: Permission to Consume Alcohol on Council
Reserves and Streets

DELEGATE: Chief Executive Officer

The Chief Executive Officer is delegated authority to give permission for the consumption of alcohol on Council Reserves and Streets

All organisations, clubs, groups etc. seeking permission must apply in writing to the Chief Executive Officer at least seven (7) days prior to the proposed function, event etc. and comply with all statutory and other requirements (e.g. Department of Racing, Gaming and Liquor, Local Police permission, Health, Noise etc.).

Details of all relevant information such as date, place, time, responsible organisation/person, control measures, public liability, etc. must be provided with the application.

The Chief Executive Officer is to have regard to any Council Local Laws and policies on the issue that may be established from time to time.

The Chief Executive Officer has on delegated authority to the Deputy Chief Executive Officer and Manager Regulatory Services.

DELEGATION NUMBER – 7.3.3

SUB SECTION:	Parks and Gardens
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Permission to Conduct Activities on Council Property
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to grant permission to conduct activities on Council Property to ensure that individuals, organisations, clubs, groups etc. receive timely service in seeking permission.

Applications (detailing all relevant information such as date, place, time, responsible organisation/person, control measures, public liability insurance cover, etc.) must be made in writing to the Chief Executive Officer at least seven (7) days prior to the proposed function, event etc. and comply with all statutory and other requirements. Applications that require Council approval must be submitted prior to the Council meeting preceding the activity.

The Chief Executive Officer is to have regard to any Council Local Laws and policies on the issue that may be established from time to time.

The Chief Executive Officer has on delegated authority to the Deputy Chief Executive Officer and Manager Regulatory Services.

DELEGATION NUMBER – 8.1.1

SUB SECTION:	Transport / Engineering
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Issuing of Restricted Access Vehicle (RAV) Permits
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to approve applications for Restricted Access Vehicle Permits applied for in between meeting subject to the usual conditions being applicable.

The Chief Executive Officer is to have regard to any Council Local Laws and policies on the issue that may be established from time to time.

The Chief Executive Officer has on delegated authority to the Manager Works & Services.

UNCONFIRMED

DELEGATION NUMBER – 8.1.2

SUB SECTION:	Transport / Engineering
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Temporary Closing of Roads
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to close Shire roads when road conditions require.

The Chief Executive Officer is to have regard to any Council Local Laws and policies on the issue that may be established from time to time.

The Chief Executive Officer has on delegated authority to the Manager Works & Services.

UNCONFIRMED

DELEGATION NUMBER – 8.1.3

SUB SECTION:	Streets, Roads
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Road Trains & Extra Mass Permits
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to determine any application recommending approval or refusal, with or without conditions, for referral to Main Roads WA to use road trains and for extra mass permits on any local road within the district. The Chief Executive Officer shall have regard to any Council Policy on the issue that may be established from time to time.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Manager Works & Services.

DELEGATION NUMBER – 8.1.4

SUB SECTION: Streets, Roads

LEGISLATIVE POWER: Local Government Act 1995
Section 5.42
Local Government (Functions and General)
Regulations 1996 - Part 2 - Thoroughfares

DELEGATION SUBJECT: Temporary Closure of Thoroughfares to Vehicles

DELEGATE: Chief Executive Officer

The Chief Executive Officer is delegated authority to give the necessary notices and take all appropriate actions to temporarily close any thoroughfare for any period not exceeding 3 months. The Chief Executive Officer, in exercising this delegated authority, shall observe the requirements of Section 3.50 & 3.50a of the Local Government Act 1995.

Any proposal to close a thoroughfare for any period exceeding 3 months shall be referred to Council for determination.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Manager Works & Services.

DELEGATION NUMBER – 8.1.5

SUB SECTION:	Streets, Roads
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Events on Roads
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991. The Chief Executive Officer shall have regard to Section 3.50 of the Local Government Act 1995 and any Local Laws and Council Policies that may be established from time to time.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Manager Works & Services.

DELEGATION NUMBER – 8.1.6

SUB SECTION:	Streets, Roads
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Gates across Public Thoroughfare
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to determine applications for permission to erect gates or other devices across public thoroughfares under Council control or management to enable traffic to pass across the public thoroughfare and prevent livestock from straying. This authority relates to all of the provisions of Regulation 9 of the Local Government (Uniform Local Provisions) Regulations 1996.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Manager Works & Services.

DELEGATION NUMBER – 8.1.7

SUB SECTION:	Streets, Roads
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Street Trees - Removal
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to authorise removal of any tree on any townsite street or road reserve where the street or road is under the care, control and maintenance of Council. This delegated authority shall only be exercised when the Chief Executive Officer, after obtaining technical advice when appropriate, is of the opinion that the tree is dead, diseased, structurally dangerous or is creating a traffic hazard by restricting the vision of motorists or is required by a public utility in accordance with its legislative authority.

The removal of any tree or vegetation must comply with the requirements of the Environmental Protection Act 1986 and associated legislation.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Manager Works & Services.

DELEGATION NUMBER – 8.1.8

SUB SECTION:	Streets, Roads
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Road Closures
DELEGATE:	Chief Executive Officer

Where a application is received for the closure of any road in the district, the Chief Executive Officer is delegated authority to initiate the process by seeking comment from affected landowners, service authorities, etc and advertising the proposal for public comment. All notices and advertisements are to clearly demonstrate Council is not committed to the closure proposal but is simply wanting comment to assist in determining whether to proceed further with the closure, or not.

When all responses are received and the advertising period has expired, the Chief Executive Officer is to submit details to Council for formal consideration.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Manager Works & Services.

DELEGATION NUMBER – 8.1.9

SUB SECTION:	Streets, Roads
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Crossovers
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant **subject to Council policy**.

The Chief Executive Officer is delegated authority to give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land. If the person fails to comply with the notice, the Chief Executive Officer is delegated authority to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person.

This delegated authority relates to all of the provisions of the Local Government (Uniform Local Provisions) Regulations 1996 Regulation numbers 12 to 15 inclusive.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Manager Works & Services.

DELEGATION NUMBER – 8.1.10

SUB SECTION:	Streets, Roads
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to give the required notices as specified in Section 3.51 (3) and (4) of the Local Government Act 1995 before fixing or altering the level of, or the alignment of, a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

Further, the Chief Executive Officer is delegated authority to consider any submissions received and proceed with the proposal if no objection is received.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Manager Works & Services.

DELEGATION NUMBER – 8.1.11

SUB SECTION:	Streets, Roads
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Public Thoroughfares – Public Use and Plans
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to:

1. Ensure that public thoroughfares are kept open for public use as required under Section 3.52 (2) of the Local Government Act 1995;
2. In fixing or altering the level of, or the alignment of, a public thoroughfare, ensure that access by vehicle to land adjoining the thoroughfare can be reasonably provided give the required notices as required under Section 3.52 (3) of the Local Government Act 1995;
3. Keep the plans of the levels and alignments of public thoroughfares that are under the Shire's control or management and make those plans available for public inspection as required under Section 3.52 (4) of the Local Government Act 1995

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Manager Works & Services.

DELEGATION NUMBER – 8.1.12

SUB SECTION: Streets, Roads

LEGISLATIVE POWER: Local Government Act 1995
Section 5.42

DELEGATION SUBJECT: Permission to Deposit Materials on or Excavate
Adjacent to a Street

DELEGATE: Chief Executive Officer

The Chief Executive Officer is delegated the authority to issue permission to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place pursuant to Section 6 of the Local Government (Uniform Local Provisions) Regulations 1996.

The Chief Executive Officer shall first obtain confirmation from appropriate staff that the proposed activity will not create undue interference with the operation of the street, way or public place. Permission is to be issued subject to the conditions detailed in Section 6 of the Local Government (Uniform Local Provisions) Regulations 1996 and such other conditions as considered relevant by the Chief Executive Officer.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Manager Works & Services.

DELEGATION NUMBER – 8.5.1

SUB SECTION:	Street and Road Signage
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	School Bus Signs
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to determine the location on the road reserve where a School Bus Sign is requested.

All materials and labour to erect the sign must be supplied by the Shire

The Chief Executive Officer is to have regard to any Council Local Laws and policies on the issue that may be established from time to time.

The Chief Executive Officer has on delegated authority to the Manager Works & Services.

DELEGATION NUMBER – 9.4.1

SUB SECTION:	Building Administration and Inspections
LEGISLATIVE POWER:	Caravan Parks and Camping Grounds Act 1995 Section 17
DELEGATION SUBJECT:	Authorised Persons
DELEGATE:	Chief Executive Officer, Manager Regulatory Services

The Chief Executive Officer and Manager Regulatory Services are appointed by Council as an "Authorised Person" under the provisions of Section 17 of the Caravan Parks and Camping Grounds Act 1995.

UNCONFIRMED

DELEGATION NUMBER – 9.4.2

SUB SECTION: Building Administration and Inspections

LEGISLATIVE POWER: Building Act 2011
Section 96

DELEGATION SUBJECT: Demolition Permits

DELEGATE: Chief Executive Officer, Manager Regulatory Services

The Chief Executive Officer and Manager of Regulatory Services are Delegated Authority to approve plans and specifications submitted under Section 21 of the Building Act 2011.

UNCONFIRMED

DELEGATION NUMBER – 9.4.3

SUB SECTION: Building Administration and Inspections

LEGISLATIVE POWER: Building Act 2011
Section 96

DELEGATION SUBJECT: Building Permits

DELEGATE: Chief Executive Officer, Manager Regulatory
Services

The Chief Executive Officer and Manager, Regulatory Services are Delegated Authority to approve or refuse plans and specifications submitted under Section 20 of the Building Act 2011.

UNCONFIRMED

DELEGATION NUMBER – 9.4.4

SUB SECTION:	Building Administration and Inspections
LEGISLATIVE POWER:	Building Act 2011 Section 96
DELEGATION SUBJECT:	Extension of Period of Duration of Occupancy Permit or Building Approval Certificate
DELEGATE:	Chief Executive Officer, Manager Regulatory Services

That the Chief Executive Officer and Manager of Regulatory Services are delegated authority to approve or refuse applications submitted under Section 65 of the Building Act 2011.

UNCONFIRMED

DELEGATION NUMBER – 9.4.5

SUB SECTION:	Building Administration and Inspections
LEGISLATIVE POWER:	Building Act 2011 Section 96
DELEGATION SUBJECT:	Grant of Occupancy Permit, Building Approval Certificate
DELEGATE:	Chief Executive Officer, Manager Regulatory Services

The Chief Executive Officer and Manager of Regulatory Services are Delegated Authority to approve, modify or refuse to approve applications submitted under Section 58 of the *Building Act 2011*.

UNCONFIRMED

DELEGATION NUMBER – 9.4.6

SUB SECTION:	Building Administration and Inspections
LEGISLATIVE POWER:	Building Act 2011 Section 96
DELEGATION SUBJECT:	Building Orders
DELEGATE:	Chief Executive Officer, Manager Regulatory Services

The Chief Executive Officer and Manager of Regulatory Services are Delegated Authority to make building orders pursuant to Section 110 of the Building Act 2011 in relation to:

1. Building work;
2. Demolition work;
3. An existing building or incidental structure;

And to revoke building orders pursuant to Section 117 of the Building Act 2011.

DELEGATION NUMBER – 9.4.7

SUB SECTION: Building Administration and Inspections

LEGISLATIVE POWER: Building Act 2011
Section 96

DELEGATION SUBJECT: Authorised Persons – Building Act 2011

DELEGATE: Chief Executive Officer, Manager Regulatory Services

The Chief Executive Officer and Manager of Regulatory Services are appointed as "Authorised Persons" under the provisions of Section 100, 102, 103 and 106 of the Building Act 2011.

UNCONFIRMED

DELEGATION NUMBER – 9.4.8

SUB SECTION:	Building Administration and Inspections
LEGISLATIVE POWER:	Building Act 2011 Section 96
DELEGATION SUBJECT:	Certificate of Design, Building and Construction Compliance
DELEGATE:	Manager Regulatory Services

The Manager Regulatory Services is delegated the Authority to issue Certificates of Design, Building and Construction Compliance pursuant to Section 127 of the Building Act 2011.

UNCONFIRMED

DELEGATION NUMBER – 9.6.1

SUB SECTION:	Quarries and Gravel Resources
LEGISLATIVE POWER:	Local Government Act 1995 Section 5.42
DELEGATION SUBJECT:	Mining Tenements
DELEGATE:	Chief Executive Officer

The Chief Executive Officer is delegated authority to lodge objections to the granting of mining tenements that may affect Shire property. The Chief Executive Officer is further delegated authority to negotiate / impose appropriate conditions to be applied to the granting of any mining tenement in order to protect the Shire's interest in that property.

The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer.

UNCONFIRMED

The following Delegations have been made by the Chief Executive Officer to:

DEPUTY CHIEF EXECUTIVE OFFICER:

- 2.1.1 Appointment and Termination of Staff (Administration)
- 2.1.2 Tenders and Purchase of Goods and Services \$100,000
- 2.1.3 Acting Chief Executive Officer
- 2.1.6 Issue of Notices – Local Government Act 1995 Sections 3.25 & 3.26 and Schedule 3.1 Notices
- 2.1.8 Impounding Goods
- 2.1.9 Sale of Impounded / Seized / Confiscated Vehicles, Animals and Goods
- 2.1.10 Power of Entry
- 3.2.1 Rates Recovery – Instalment Payments
- 3.2.2 Payments of Accounts (Creditors)
- 3.2.4 Insurance – Public Liability Claims
- 3.2.5 Sale of Surplus Equipment 1995/ Materials / Tools / etc
- 3.2.6 Trust Fund
- 3.2.7 Investments
- 3.2.8 Recovery of Unpaid Debtors
- 4.1.2 Transfer of Control of Bushfires
- 4.2.1 Legal Proceeding – Dog Act
- 4.3.1 Caravan Parks and Camping Grounds Act 1995 Section 17
- 7.3.1 Establishment and Maintenance of Playground Equipment
- 7.3.2 Permission to Consume Alcohol on Council Reserves and Streets
- 7.3.3 Permission to Conduct Activities on Council Property
- 9.6.1 Mining Tenements

The following Delegations have been made by the Chief Executive Officer:

MANAGER REGULATORY SERVICES

- 2.1.1 Appointment and Termination of Staff (Swimming Pool, Rangers, Cleaning and Building Staff)
- 2.1.2 Tenders and Purchase of Goods and Services \$100,000
- 2.1.6 Issue of Notices – Local Government Act 1995 Sections 3.25 & 3.26 and Schedule 3.1 Notices
- 2.1.8 Impounding Goods
- 2.1.10 Power of Entry
- 4.2.1 Legal Proceeding – Dog Act
- 4.3.1 Caravan Parks and Camping Grounds Act 1995 Section 17
- 5.3.1 Health Act 1911
- 6.6.1 Home Occupation Approval – Renewal
- 6.6.2 Subdivision Referrals
- 6.6.3 Development Applications
- 6.6.4 Local Planning and Legal Proceedings
- 6.6.5 Signs and Hoarding
- 7.3.1 Establishment and Maintenance of Playground Equipment
- 7.3.2 Permission to Consume Alcohol on Council Reserves and Streets
- 7.3.3 Permission to Conduct Activities on Council Property
- 9.4.1 Authorised Persons
- 9.4.2 Demolition Permits
- 9.4.3 Building Permits
- 9.4.4 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate
- 9.4.5 Grant of Occupancy Permit, Building Approval Certificate
- 9.4.6 Building Orders
- 9.4.7 Authorised Persons- Building Act 2011
- 9.4.8 Certificate of Design , Building and Construction Compliance

The following Delegations have been made by the Chief Executive Officer:

MANAGER WORKS & SERVICES:

- 2.1.1 Appointment and Termination of Staff (Works Crew)
- 2.1.2 Tenders and Purchase of Goods and Services \$100,000
- 2.1.10 Power of Entry
- 4.1.1 Infringement Notices
- 7.3.1 Establishment and Maintenance of Playground Equipment
- 8.1.1 Issuing of Restricted Access Vehicle (RAV) Permits
- 8.1.2 Temporary Closing of Roads
- 8.1.3 Road Trains & Extra Mass Permits
- 8.1.4 Temporary Closure of Thoroughfares to Vehicles
- 8.1.5 Events on roads
- 8.1.6 Gates across Public Thoroughfares
- 8.1.7 Street Trees – Removal
- 8.1.8 Road Closures
- 8.1.9 Crossovers
- 8.1.10 Public thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land
- 8.1.11 Public Thoroughfares – Public Use and Plans
- 8.1.12 Permission to Deposit Materials on or Excavate Adjacent to a Street
- 8.5.1 School Bus Signs

The following Delegations have been made by the Chief Executive Officer:

RANGER

- 2.1.2 Tenders and Purchase of Goods and Services \$1,000
- 2.1.6 Issue of Notices – Local Government Act 1995 Sections 3.25 & 3.26 and Schedule 3.1 Notices
- 4.1.1 Infringement Notices
- 4.2.1 Legal Proceeding – Dog Act
- 4.3.1 Caravan Parks and Camping Grounds Act 1995 Section 17

SENIOR FINANCE OFFICER

- 2.1.2 Tenders and Purchase of Goods and Services \$1,000
- 3.2.1 Rates Recovery – Instalment Payments

MECHANIC

- 2.1.2 Tenders and Purchase of Goods and Services \$5,000

LEADING HANDS

- 2.1.2 Tenders and Purchase of Goods and Services \$5,000

CUSTOMER SERVICES OFFICERS LEEMAN AND COOROW

- 2.1.2 Tenders and Purchase of Goods and Services \$1,000

COMMUNITY DEVELOPMENT OFFICER

- 2.1.2 Tenders and Purchase of Goods and Services \$1,000

POOL MANAGER

- 2.1.2 Tenders and Purchase of Goods and Services \$1,000

11.1.2 REVIEW OF POLICIES – LAW, ORDER & PUBLIC SAFETY AND EDUCATION, HEALTH & WELFARE

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	10 October 2017
FILE	ADM0437
ATTACHMENT	Policies for review (4.1.1 to 5.5.1)

SUMMARY:

To review and consider the policies set for Law, Order & Public Safety, and Education, Health & Welfare.

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 Law, Order & Public Safety, and Education, Health & Welfare sections are being reviewed in this item, consisting of existing items:

- 4.1.1 deleted
- 4.1.2 Bush Fire Advisory Committee
- 4.1.3 Duties of a Fire Control Officer
- 4.1.5 deleted
- 4.1.6 Hazard Reduction Operations
- 4.1.7 Administration
- 4.1.8 deleted
- 4.1.9 deleted
- 4.1.10 Fire Occurrence Statistics
- 4.1.11 Bush Fire Control
- 4.1.12 Vehicles
- 4.1.13 deleted
- 4.1.14 Safety Clothing and Footwear
- 4.1.15 Food and Drink
- 4.1.16 deleted
- 4.1.17 deleted
- 4.1.18 deleted
- 4.1.19 Safety and Health of Volunteer Bush Fire Fighters
- 4.1.20 deleted
- 4.1.21 deleted
- 4.1.22 deleted
- 4.1.23 Bush Fire Training
- 4.1.24 Profiles of Fire Fighters
- 4.1.25 Profiles of Bush Fire Brigade Officers
- 4.1.26 Profiles of a Bush Fire Control Officer
- 4.1.27 Profiles of a Chief Bush Fire Control Officer

- 4.1.28 Transfer of Control of Bushfires to DFES
- 4.2.1 Dog Administration
- 4.2.2 Application to keep additional dogs on premises in Town sites and Rural Residential properties.
- 4.3.1 Camping – Shire of Coorow
- 4.3.2 Firearm storage and use
- 4.4.1 Enforcement Policy
- 5.3.1 Safe Collection and Disposal of Improperly Discarded Sharps
- 5.3.2 Food Act 2008 Compliance and Enforcement
- 5.5.1 Provision of Health Services by Entities from Council Control Health Facilities

COMMENT:

It is not proposed to delete any further policies from this section.

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 4.1.1 to 4.1.16, 4.2.1 to 4.2.2, 4.3.1 to 4.3.2, 4.4.1, 5.3.1 to 5.3.2 and 5.5.1.

STATUTORY ENVIRONMENT:

Local Government Act 1995

STRATEGIC IMPLICATIONS:

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

POLICY IMPLICATIONS:

Reviewed policies will replace existing policies 4.1.1 to 4.1.28, 4.2.1 to 4.2.2, 4.3.1 to 4.3.2, 4.4.1, 5.3.1 to 5.3.2 and 5.5.1.

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

Mr Alach returned to the meeting at 5.42 pm

OFFICER RECOMMENDATION / RESOLUTION:

2017/133

Moved: Cr Jack

Seconded: Cr Bothe

That the attached policies 4.1.1 to 4.1.16, 4.2.1 to 4.2.2, 4.3.1 to 4.3.2, 4.4.1, 5.3.1 to 5.3.2 and 5.5.1 (as reviewed) be adopted as ongoing policies of Council in the Law, Order & Public Safety, and Education, Health & Welfare sections.

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

UNCONFIRMED



Policy Manual

POLICY MANUAL

Main Index

4 LAW, ORDER AND PUBLIC SAFETY

4.1 Fire Prevention

- 4.1.1 Bush Fire Advisory Committee
- 4.1.2 Duties of a Fire Control Officer
- 4.1.3 Hazard Reduction Operations
- 4.1.4 Fire Prevention Administration
- 4.1.5 Fire Occurrence Statistics
- 4.1.6 Bush Fire Control
- 4.1.7 Vehicles
- 4.1.8 Safety Clothing and Footwear
- 4.1.9 Food and Drink
- 4.1.10 Safety and Health of Volunteer Bush Fire Fighters
- 4.1.11 Bush Fire Training
- 4.1.12 Profiles of Fire Fighters
- 4.1.13 Profiles of Bush Fire Brigade Officers
- 4.1.14 Profiles of a Bush Fire Control Officer
- 4.1.15 Profiles of a Chief Bush Fire Control Officer
- 4.1.16 Transfer of Control of Bushfires to DFES

4.2 Animal Control

- 4.2.1 Dog Administration
- 4.2.2 Application to keep additional dogs on premises in Town sites and Rural Residential properties.

4.3 Ranger Services

- 4.3.1 Camping – Shire of Coorow
- 4.3.2 Firearm storage and use

4.4 Law Enforcement

- 4.4.1 Enforcement Policy

5 EDUCATION, HEALTH AND WELFARE

5.1 Pre-school Centres

5.2 Infant Health Services

5.3 Health Administration and Inspection Services

- 5.3.1 Safe Collection and Disposal of Improperly Discarded Sharps
- 5.3.2 Food Act 2008 Compliance and Enforcement

5.4 Pest Control Services

5.5 Other Health Services

- 5.5.1 Provision of Health Services by Entities from Council Control Health Facilities

5.6 Day Care Centres

5.7 Aged Services

POLICY – LAW, ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.1

Policy Subject: Bush Fire Advisory Committee

Policy Statement: A Bush Fire Advisory Committee will administer Council's Policies on matters relating to bush fire prevention, control and extinguishment, as provided for by Section 67 of the Bush Fires Act 1954.

The Bush Fire Advisory Committee shall be as follows:

CHAIRPERSON - (Councillor)
CHIEF EXECUTIVE OFFICER OR DEPUTY CEO
CBFCO
DCBFCO (EAST)
DCBFCO (WEST)
CESM
2 OFFICERS FROM EACH BUSH FIRE BRIGADE
DFES (1) REPRESENTATIVE
DPaW(1) REPRESENTATIVE

The Bush Fire Advisory Committee Meeting will be held in February and June- or as deemed necessary.

A quorum shall consist of five (5) members of the Committee.

Recommendations from the Advisory Committee Meeting will be presented to Council as soon as practical after each meeting.

Objectives: To manage and maintain a bush fire organisations in accordance with part 9 (v) of the Bush Fires Act 1954 in order to provide adequate fire protection to those areas of the municipality within the bush fire district and to carry out an ongoing program of hazard reduction having due regard at all times for the preservation of the natural environment.

First Adopted: 16 March 1993

Last Review: 18 October 2017, 2017-xxx

POLICY - LAW, ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.2

Policy Subject: Duties of a Fire Control Officer

Policy Statement: A Fire Control Officer (FCO) is a person who has been nominated through the Bush Fire Advisory Committee (BFAC) meeting and appointed by the Shire Council.

The FCO has wide ranging powers and is not liable for any damage, loss or injury caused as a result of the exercise of these powers, provided they are carried out in good faith.

The FCO is a voluntary worker who gives their time in furthering the aims of fire prevention and control within the Shire. The only reward is the satisfaction gained in performing a service of the greatest importance to the individual and community.

The FCO duties may range quite considerably from time to time, but the following is an outline of the duties they are expected to carry out.

- Attend BFAC meetings and participate in the formation of control policies
- In company with the Shire Ranger, supervise and inspect firebreaks which have been supplied by the various landowners in their locality and impress on these owners the necessity to meet and maintain the required standard.
- Issue Bush Fire Permits to various persons for the burning of bush and impress on these people the necessity to abide by the terms as set out on the permit.
- To prevent Bush Fires and protect life and property in the case of an outbreak of a Bush Fire.
- To demand the name and address of any person committing an offence against the Bush Fires Act 1954 and to report to the Shire Ranger. Any person refusing to give their name to a Bush Fire Control Officer may be arrested without warrant, under Section 56 (2) of the Bush Fires Act 1954.
- Other Bush Fire Control related matters as directed by Council.

First Adopted: 16 March 1993

Last Review: 18 October 2017, 2017- 133

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.3

Policy Subject: Hazard Reduction Operations

Policy Statement: All hazard reduction operations undertaken by a Bush Fire Brigade must be authorised by the Chief Executive Officer.

Objectives: To ensure that any necessary approvals are in place and that the community have been adequately advised of the operation.

Guidelines:

First Adopted: 16 March 1993

Last Review: 16 September 2017, 2017-133

UNCONFIRMED

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.4

Policy Subject: Fire Prevention Administration

Policy Statement: To control the use of resources and engagement of contractors for bush fire control.

Objectives: To ensure that resources needed to extinguish fires are authorised by the Shire of Coorow.

Guidelines: The Chief Executive Officer, Deputy Chief Executive Officer and Manager Works and Services upon request from the Officer-in-Charge of a Bush Fire are authorised to:

- Call-out or authorise the use of Shire Vehicles, Plant or Equipment other than normally used exclusively for fire fighting or control; and
- Hire, use or authorise the use of privately owned vehicles, plant or equipment or expend funds from general revenue to a maximum cost that will from time to time be determined by the Shire.

First Adopted: 16 March 1993

Last Review: 18 October 2017, 2017-133

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.5

Policy Subject: Fire Occurrence Statistics

Policy Statement: Bush Fire Control Officers shall submit fire reports on the forms provided by the Shire, to the Shire within forty eight (48) hours of the fire occurrence.

Objectives: To ensure that all statistics are kept as these determine the levels of funding that can be received.

Guidelines: These reports are to be forwarded to DFES as soon as possible.

First Adopted: 16 March 1993

Last Review: 18 October 2017, 2017-133

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.6

Policy Subject: Bush Fire Control

Policy Statement: **Roadside Burning**

The Chief Executive Officer is delegated to approve applications to carry out controlled burning on roadways under Council's control. Signs indicating "Roadside Burning Ahead" are to be erected at both ends of the controlled burn. All roadside burns are to be the direct responsibility of the Bush Fire Brigades or Fire Control Officer in the area. Approval to burn on any Main Roads WA road is only to be given after authority to burn has been received from Main Roads WA.

Fire Reports

As soon as Fire Reports that appear to require attention or action are received, the contents of same are referred to the authorised person for possible investigation.

Prohibited and Restricted Burning Times

Restricted Burning Periods - The prohibited burning periods within the Shire of Coorow are:

Coastal Portion (from Coast East to Mudge/Willcocks Roads)
30 September to 31 October
15 February to 29 March
District Generally (remainder)
16 September to 14 October
15 February to 14 March

Prohibited Burning Periods - The prohibited burning periods within the Shire of Coorow are:

Coastal Portion (from Coast East to Mudge/Willcocks Roads)
1 November to 14 February
District Generally (remainder)
15 October to 14 February

Burning of Green Waste

Green Waste under Council control will be burnt only when conditions suit. The burns to be under the direction of the appointed Fire Control Officer or other appointed Fire Control Officer or other appointed Officer who may wish to co-opt at least one Fire Control Officer to be present until the fire is under control.

Prosecutions and Fire Reports

Fire Control Officers may recommend prosecution where considered desirable when submitting Fire Reports, with the knowledge they will be called upon to give evidence.

Firebreaks

The Chief Executive Officer or the Deputy Chief Executive Officer be authorised to approve or reject applications from landowners for reasonable extensions of time in which firebreaks are to be cleared and to approve or reject requests for approval to provide firebreaks in alternative positions. The Chief Fire Control Officer to be consulted when considered necessary.

Burning Off

PUBLIC HOLIDAYS - The lighting of fires to burn bush on a public holiday is permitted with the exceptions of Christmas Day, Boxing Day and New Year's Day.

Objectives:

Guidelines:

First Adopted: 16 March 1993

Last Review: 18 October 2017, 2017-133

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.7

Policy Subject: Vehicles

Policy Statement: The Shire shall provide and maintain fire fighting appliances and equipment pursuant to the powers conferred under Section 36 of the Bush Fires Act 1954.

Objectives: To ensure that vehicles are maintained and used appropriately.

Guidelines:

- Maintenance and repair of all appliances and equipment will be carried out by an approved.
- All replacement parts or equipment will be purchased on an Official Shire Order.
- The Brigade Captain will submit reports of damage that has occurred.
- The driver of a Shire fire fighting appliance shall be responsible for bringing to the attention of the Brigade Captain or the Shire Mechanic any defects in the tyres, brakes or other components of the appliance unroadworthy.
- The Brigade Captain will be responsible for:
 - a) Ensuring that the Brigade appliances are serviced and checked on a regular basis.
 - b) Ensuring that the battery, tyres, water, oil, and fuel of the Shires fire fighting appliances are checked at least once a week.
- Fire fighting appliances allocated to Volunteer Bush Fire Brigades will be stationed at the Brigade Headquarters or other locations nominated in writing by the Brigade and agreed to by the Council.

- No fire fighting appliance shall be removed from the Brigade Headquarters or other nominated location by any person without the Brigade Captain or another Officer of the Brigade being advised either verbally or in writing of the intended location of the appliance.
- The Brigade Captain will at all times keep the Chief Bush Fire Control Officer informed of any changes of the day to day location and operational status of the brigades appliances.
- The driver of any Shire fire fighting appliances will hold a current drivers licence of the call appropriate for the appliance being driven and be either:
 - a) a Council employee
 - b) a registered member of the Volunteer Bush Fire Brigade
 - c) any person authorised by the Bush Fire Brigade or Fire Control Officer to do so
- The driver of a Shire fire fighting appliance shall at all times observe the provisions of the Road Traffic Code, in particular those applying to emergency vehicles.
- Fire Fighting appliances shall be used for approved official purposes only as detailed in this Policy.

First Adopted: 16 March 1993

Last Review: 18 October 2017, 2017-133

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.8

Policy Subject: Safety Clothing and Footwear

Policy Statement: All personnel must wear appropriate clothing on the fire ground.

Objectives: To provide for the safety of fire fighters.

Guidelines: The Shire provides fire fighters with appropriate protective clothing as per standard recommended by the DFES.

First Adopted: 16 March 1993

Last Review: 18 October 2017, 2017-133

UNCONFIRMED

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.9

Policy Subject: Food and Drink

Policy Statement: The Shire will arrange a supply of food and drink for emergency sustenance of Volunteer Bush Fire Brigade personnel at scenes of fire emergencies.

Objectives:

Guidelines:

First Adopted: 16 March 1993

Last Review: 18 October 2017, 2017-133

UNCONFIRMED

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.10

Policy Subject: Safety and Health of Volunteer Bush Fire Fighters

Policy Statement: The Shire of Coorow recognises the extremely valuable contribution to the community by the Bush Fire Volunteers.

It is the policy of Council to ensure that Bush Fire Volunteers are provided with safe working equipment, the safest work systems practical, and to minimise the frequency of accidents and injury.

Council recognises that both the Shire and Bush Fire Volunteers have a responsibility for safety and health.

Council Responsibilities

All practical efforts will be made to:

- instruct Bush Fire Volunteers in safe working practices
- ensure that brigade owned equipment is in safe working order
- encourage the use of a proper standard of protective clothing and equipment appropriate to the task
- ensure that volunteers have ready access to first aid facilities
- investigate accidents and possible safety and health risks and take appropriate remedial action
- provide a mechanism for joint Shire/Bush Fires Board/Volunteer consultation on safety matters
- review the effectiveness of Bush Fire Volunteer training, safety and health policies as necessary

Volunteer Responsibilities

- to maintain a reasonable standard of physical fitness
- to acquaint themselves with safe working procedures
- to identify safety and health hazards and report those to senior officers
- to observe safe working practices and avoid unnecessary risks and be responsible for their own safety
- to ensure that they dress appropriately for fire fighting and make proper use of personal protective equipment whenever necessary, and when required to do so

Council acknowledges that the occupational risks inherent in fire fighting and other emergency duties undertaken by Bush Fire Volunteers are significant and the possibility of serious injury is high. Strict adherence to safety guidelines and procedures in these circumstances is not always possible, however, it is the intention of Council to develop and implement safety and training policies to minimise the occurrence of injury to Bush Fire Volunteers, both of the fire ground, and in the performance of all other duties.

Objectives:

Guidelines:

First Adopted: 16 March 1993

Last Review: 18 October 2017, 2017-133

UNCONFIRMED

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.11

Policy Subject: Bush Fire Training

Policy Statement: Council recognises that Bush Fire Fighters must be properly trained to perform their tasks in a safe and efficient manner.

Responsibilities differ at various levels in the fire organisation and accordingly the level of skills required to perform related tasks varies also.

Council recognises that a basic level of skill is required for all fire fighters.

To ensure that fire fighters are adequately skilled to fulfil these tasks, Council adopts a Training Policy and supports its brigade officers in the implementation of the same.

Objectives:

Guidelines: That it be Council policy that:

- a training officer or officers be appointed to oversee training of Council's fire fighters or that a bush fire brigade appoints an officer or a member of the brigade as the Brigade Training Officer
- It will be these officers responsibility to ensure that all fire fighters are skilled in basic fire fighting procedures the, efficient and safe operation of the brigade's equipment and that Council is informed of local training standards.
- Council will encourage members of brigades to participate in the training programs offered by the Bush Fire Service of WA.
- Training Officers will undertake a 'Train the Trainer' course with the Bush Fires Board and will adopt and practise the procedures and standards recommended by the Bush Fire Service of WA.
- All Training Officers appointed by Council and/or brigades will be required to present training to fire fighters throughout the Shire.
- Safety of Personnel - the person in charge of training shall at all times keep the safety of those personnel under his/her direction as a primary consideration.

- Council will ensure that appropriate insurance policies/extensions are held to cover volunteers whilst training.
- Serving brigade members who have not already undertaken formal training courses must satisfy their brigade Training Officer that they have a level of knowledge and skills at least equal to the Basic Training Level.
- That proportion within the brigade should be based on experience and accredited training.
- Council will require its Fire Officers to be trained to a level consistent with rank and role within the bush fire organisation.

First Adopted: 16 March 1993

Last Review: 18 October 2017, 2017-133

UNCONFIRMED

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.12

Policy Subject: Profiles of Fire Fighters

Policy Statement:

- At all times, Brigade members engaged in training, fire suppression, hazard reduction or any authorised activity must be in accordance with the Brigades constitution/objections and Local Authority Policy.
- The Brigade Members has a responsibility not only to themselves in the manner they present, conduct or represent themselves or their Local Authority, but to their fellow members, their families and members' families.
- All Brigade members have a duty of care to their fellow members to ensure they are in good health and physically fit to carry out the task allocated to them and their actions will not jeopardise the safety of fellow members.
- They will carry out any instruction given to them by a Brigade Officer.
- They will endeavour to promote the Brigades objectives, to participate in fuel reduction and training programs to the desired level within the Brigade and in accordance with their role in the Brigade.
- Brigade members should set an example to their community by their dedication to fire protection, their home/land should be an example to the community and the fire station should be an extension of their home.
- The Bush Fire Brigade member has a valuable contribution to make to the Brigade and community and thus has a commitment/responsibility to Local and District Fire Protection.
- All Brigade members must acquaint themselves with Council's Bush Fire Local Laws and Protection Plans.

Objectives:

Guidelines:

First Adopted: 16 March 1993

Last Review: 18 October 2017, 2017-133

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.13

Policy Subject: Profiles of Bush Fire Brigade Officers

Policy Statement: Captain:

- Is in charge of all fire fighters and members of the Brigade.
- Is responsible for the safety and well-being of all personnel under the Captain's control at any time when involved in any activities while representing the Brigade and the Local Authority.
- Has a responsibility to ensure the standards of equipment is maintained at a high level of proficiency and in a safe manner.
- Is responsible for the co-ordination of Brigade Resources in fire related matters.
- Shall be seen as a leader with demonstrated skills with the capability to delegate tasks to ensure the proper running, maintenance of the Brigade and its objectives.
- Be required to have an intimate knowledge of the Brigades area of responsibility, the high risk areas, firebreaks access, water supplies and major landowners and land vestings.
- To have a knowledge of the Brigade members special abilities and be able to co-ordinate these skills and abilities to the benefit of the Brigade and its members.
- Shall have a demonstrative ability, to liaise with adjoining Brigades and to operate the Brigade under the direction of a FCO to ensure best use of the Brigade and its resources.
- To assume the duties and responsibilities of a FCO in the absence of the FCO.
- To co-ordinate the Brigades roster system.
- Be responsible for adequate training of members are per Council's Training Policy.

Lieutenants

- Are responsible for the crew and fire equipment in their charge.
- Will assume the duties and responsibilities of the Captain in order of seniority in the Captain's absence.
- To carry out any instructions given directly by the Captain or in the Captain's absence, the FCO.

- To ensure the crew present themselves in a safe manner and act in safe manner so as to not endanger members of the crew.

Objectives:

Guidelines:

First Adopted: 16 March 1993

Last Review: 18 October 2017, 2017-133

UNCONFIRMED

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.14

Policy Subject: Profiles of a Bush Fire Control Officer

Policy Statement: Duties

The main duties of a Bush Fire Control Officer relate to fire prevention. The FCO is the officer through whom Local Government works to control the use of fire and certain machinery and operations at such times of the year as these could lead to bush fires.

The Bush Fire Control Officer can impose limitations, conditions and restrictions on these activities through the issue of permits, requisitions or verbal communication.

In all cases the FCO works in close contact with the public and frequently in an enforcement role. At other times the FCO imposes conditions on activities which as a result may become more onerous to carry out. The FCO has an advisory function on general fire safety also.

In carrying out an FCO's duties, they have the power of entry on land or into buildings, an activity which may be construed by some as an invasion of privacy.

In fire suppression, the duties involve the direction of volunteers and brigades, the FCO is responsible for tactical decisions which would involve life and property and has wise powers when involved in fire fighting.

In all duties, they are subject to Council direction, control and possible limitation of powers conferred by the *Bush Fires Act*.

Experience and temperament

Bush Fire Control Officers must therefore have experience in dealing with the public from the aspect that they are in charge of the situation and issues may be contentious.

To maintain their position, they must have a good working knowledge of Bush Fire Legislation, the fundamentals of bush fire prevention work and fire behaviour.

An FCO must have even temperament as they may be called to deal with provocative situations, but at the same time they

must have sufficient strength of character to maintain their ground.

In fire suppression a working knowledge of legislation as it relates to powers of Bush Fire Control Officers is essential as is a knowledge of fire suppression techniques, preferably gained by experience from the grassroots upwards.

They must be trusted and respected by brigade personnel, they are to be their leaders.

They must command obedience and respect and must be capable of positive action.

They must have a clear understanding of their role and their relationship to Council, i.e. they are responsible to Council to carry out fire protection work as they direct.

In looking for a Fire Control Officer, you would look for:

- A person of integrity
- A reasonable educational background
- Steady and reliable
- A person willing to take as well as give orders
- A high sense of responsibility
- Relevant fire experience

The persons to be selected for a Fire Control Officer role, particularly if there is to be an emphasis on fire suppression, must be physically fit.

Objectives:

Guidelines:

First Adopted: 16 March 1993

Last Review: 18 October 2017, 2017-133

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.15

Policy Subject: Profiles of a Chief Bush Fire Control Officer

Policy Statement: Duties

The Chief Bush Fire Control Officer (CBFCO) is the most senior Fire Control Officer appointed by a municipality. The CBFCO has all the powers and responsibilities conferred on Bush Fire Control Officers by the Bush Fires Act and Regulations (see profile of a Bush Fire Control Officer).

The CBFCO is a source of appeal where the issue of a permit has been refused.

As the most senior member of a Local Government bush fire organisation, the CBFCO may take overall charge of fire fighting in the Shire of Coorow. The Chief Bush Fire Control Officer is expected to assume the role of leader, guide and mentor to more junior Bush Fire Control Officers and the bush fire organisation in the area.

The CBFCO provides co-ordination between the various parts of his organisation as well as co-ordination between Local Governments and other fire suppression agencies.

Experience and Skills

The qualifications relevant to Bush Fire Control Officers apply equally to the Chief.

As the Senior Officer the CBFCO's leadership skills must be recognised and accepted by their peers and must command their respect.

In effect the CBFCO is the Manager of the local bush fire organisation and as such must have managerial skills and a wide knowledge of the fire organisation in the Shire of Coorow..

Relationship with the Authority

The Chief Bush Fire Control Officer must enjoy the confidence of the Local Government and have adequate authority (or access to it) to use Council resources and/or funds when fires may warrant such action.

While the choice of Bush Fire Control Officers can be influenced to a large degree by brigades and volunteers, the choice of Chief is an important decision which properly lies with Council.

Objectives:

Guidelines:

First Adopted: 17 June 1997

Last Review: 18 October 2017, 2017-133

UNCONFIRMED

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Fire Prevention

Policy Number: 4.1.16

Policy Subject: Transfer of Control of Bushfires to DFES

Policy Statement: Under provisions of the *Bush Fires Act (1954)* Council authorises, where Council's volunteer bush fire brigades believe they cannot effectively or safely manage a bush fire incident that Council will transfer control of that incident to DFES. Council will support DFES's management of any incident with:

- At least one and preferably more senior shire bushfire control officers will be a member of the IMT to provide local knowledge and facilitate effective liaison with local fire fighting resources.
- Shire bush fire fighting resources, including appliance and volunteers remain at the incident and assist in suppression activities as determined by the Incident Controller.

Objectives: To ensure safe and effective management of severe bush fire incidents within the Shire of Coorow.

First Adopted: 15 December 2004, 2004-193

Last Review: 18 October 2017, 2017-133

POLICY - LAW, ORDER AND PUBLIC SAFETY

Sub Section: Animal Control

Policy Number: 4.2.1

Policy Subject: Dog Administration

Policy Statement: That Council proceed with the prosecution on dog attacks and the appropriate officer report to Council on the matter at the next available Council Meeting.

Objectives:

Guidelines:

First Adopted: 15 December 1992

Last Review: 18 October 2017, 2017-133

UNCONFIRMED

POLICY – LAW, ORDER AND PUBLIC SAFETY

Sub Section: Animal Control

Policy Number: 4.2.2

Policy Subject: Application to keep additional dogs on premises in Town Sites and Rural Residential properties

Statement: It is Council's policy that unless a specific application is approved, no more than two (2) dogs may be kept on property within the Shire of Coorow.

The consent of the Council is required before dogs are introduced to the site. This is not granted automatically and a formal application form is necessary, which will be advertised and all neighbours notified of the application.

Applications for permanent accommodation of additional dogs shall be approved by Council.

Applications for temporary accommodation of additional dogs shall be approved by the Chief Executive Officer.

To control the number of dogs permitted to be kept on a property within the Shire of Coorow under Section 26 (3) Limitations as to number of the Dog Act 1976.

To provide applicants and Council Officers clear procedures to follow in relation to applications for additional dogs.

Where by a Local Law under this Act, a Local Government has placed a limit on the keeping of dogs in any specified area but the Local Government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the Local Government may grant an exemption in respect of those premises but any such exemption:

- a) May be made subject to conditions, including a condition that it applies only to the dogs specified therein;
- b) Shall not operate to authorise the keeping of more than 6 dogs on those premises; and
- c) May be revoked or varied at any time.

3.2 Limitations on the number of dogs

- (1) *this clause does not apply to premises which have been-*
- a) *Licenced under Part 4 as an approved kennel establishment; or*
 - b) *Grant an exemption under section 26 (3) of the Act*
- (2) *the limit on the number of dogs which may be kept on any premises is, for the purpose of section 26 (4) on the Act.*
- a) *dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within the residential area of a town site; or*
 - b) *dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within the industrial area of a town site; or*
 - c) *dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside of town site.*

Penalty ***Where the dog is a dangerous dog, \$250 per dog exceeding approved number to be kept; other wise \$100 per dog exceeding approved number to be kept.***

Guidelines: The following is the criteria for residents obtaining permission to keep 3 or more dogs in the Shire of Coorow.

The lot size where dogs reside should be 750sqm or greater (although Council may determine that a large/smaller area may be approved/ required dependant on size/breed/age of dogs and the topography of the property.

The area where the dogs are confined must have sufficient area for the dogs to use, play and have adequate shelter.

The fencing must be of sufficient strength, configuration and height to confine the dogs and not allow dogs to dig under or climb/jump over.

Gates must meet the same criteria as the fencing when secured and should also be lockable.

Houses built on stumps are to have sufficient materials attached under the house and secured into the ground so as to prevent dogs from getting through openings or digging under the house.

The dog owner must provide a reason for wanting to have more than two (2) dogs on the property.

All dogs must be registered with the Shire Coorow

An application on the prescribed form must be submitted to the Shire of Coorow Offices.

Applications are to be checked by the Ranger, or Customer Service Officer, and they are to advise the applicant of the application process.

Once the applicant has submitted the prescribed form, the Ranger is to visit the property to ensure it complies with the conditions set out in the application.

Council Officers will then arrange notification in writing to be served on each occupier of every residence and landowner within a radius of 70 metres of the nominated property within the urban area and within a radius of 200 metres of the nominated property within the rural area, of the applicant's intention to seek Council's approval to keep more than two dogs on the nominated property.

The aforementioned notifications to include the total number and breed of dogs intended to be kept and shall invite submissions to be made to Council in respect to the application within 21 days of the date of notification.

After the expired period, the Ranger shall prepare a report on the application to the Council and the report shall include;

- A map showing the applicants property and immediate properties visited.
- A summary of the written views of neighbours.
- Details of any previous complaints in respect to barking, dogs causing a nuisance, wandering, aggressive behaviour etc., relevant to the dogs in question.
- Comments from the dog owner as to their responsibilities in looking after the dogs;
- Condition of the dogs (as noted by the Ranger).

As soon as practical the applicant and neighbours who responded shall be advised of Council's decision in the matter. If the

application is rejected the applicant shall be given advice on their right of appeal to the decision

Types of Applicants:

There shall be two types of applicants:

1. Temporary approval of up to 3 months, or
2. Permanent approval.

Cancellation of Approval:

The applicant will be notified that, if proven justified complaints are received, the approval can be cancelled by the Chief Executive Officer.

UNCONFIRMED



SHIRE OF COOROW

**ADJOINING LANDOWNERS
CONSULTATION FORM**

Adjoining Property Owner Details

Name:

Lot No.: _____ Street No.: _____ Street Name:

Townsite: _____ Postcode:

Details of matters on which Council discretion is required and comment sought –

To allow the keeping of three (x) dogs at

Adjoining Property Owners Comments

I/we make comment as follows: ☐ Support ☐ Object ☐ Indifferent

(Attach additional information if necessary)

Signed: _____ Date: _____ Phone:

Print Name:

Please return to: Chief Executive Officer
Shire of Coorow
PO Box 42
COOROW WA 6515

Submissions Close: 21 Days from date of this notice.

Date _____



APPLICATION TO KEEP MORE THAN THE PERMISSIBLE NUMBER OF DOGS

NAME: _____

ADDRESS: _____

PHONE: (H) _____ (W) _____ (Mb.) _____

EMAIL: _____

The description and particulars of the premises on which the dogs/cats are to be kept:

Total Property Area: _____ (sqm2) Rear outdoor area of: _____ (sqm2)

Method of confining animals to the premises (e.g.. fence, gates, enclosure, etc.): _____

Interest in premises (i.e.. owner or occupier): _____

Details of Animals:

Number	Name	Breed	Colour	Sex M/F	DE sexed	Registration Number
1						
2						
3						
4						
5						
6						

The provisions made for housing and keeping the premises clean and free from offensiveness are:

If the permit application is for dogs, are any of the animals either a declared "dangerous Dog", "menacing dog", or a "restricted breed" dog? (Y/N) _____

If yes*, please provide particulars:

*Certain restrictions apply when housing any of the declared types of dogs. Please contact Council for further information.

In accordance with Shire of Coorow Policy 4.2.2 Application to Keep Additional Dogs on Premises I hereby apply to the Shire of Coorow for a permit to keep more than two dogs on the premises situated at:

I certify that the information described above is true and correct.

Name of Applicant: _____ Date: _____
PLEASE PRINT

Signature: _____

Name of Witness: _____ Date: _____
PLEASE PRINT

Signature: _____

IMPORTANT INFORMATION FOR APPLICANT (PLEASE KEEP THIS PAGE)

Application to keep more than the permissible number of dogs.

1. Granting of the permit is subject to inspection by an authorised Council officer.
2. Permit duration: three (3) years.

Council will consider the following when assessing applications:

- Condition of the premises — clean, inoffensive and sanitary condition, level of maintenance to minimise any nuisance.
- State of the ground where the animal is kept — free of weeds, refuse, rubbish and other material harbouring, or which may harbour, rats and vermin.
- Method and frequency of disposing of animal faeces.
- Current registration of animals.
- Ensure that the presence of pets does not cause detriment to the amenity of the area.
- The welfare of the animals is not compromised.
- All requirements of the Dog Act 1976 and associated Regulations and Shire of Coorow Dog Local Law 2003 must be adhered to.

First Adopted: 21 September 2011

Last Review: 18 October 2017, 2017-133

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Ranger Services

Policy Number: 4.3.1

Policy Subject: Camping - Shire of Coorow

Policy Statement: Camping is permitted in the coastal strip of the Shire of Coorow provided that the camper is within a Registered Caravan Park or authorised camping area.

Camping shall not exceed 72 hours at any one site.

Objectives: To provide areas of short term camping for tourism and travellers and control random camping.

Guidelines: Authorised areas include:

- Milligan Island Camp Site;
- Council managed Truck Bays; and
- Other signposted areas.

The Chief Executive Officer be authorised to enforce this Policy accordingly.

First Adopted: 17 June 1997

Last Review: 18 October 2017, 2017-133

POLICY - LAW ORDER AND PUBLIC SAFETY

Sub Section: Ranger Services

Policy Number: 4.3.2

Policy Subject: Firearm Storage and Use

Policy Statement: The Chief Executive Officer must ensure the safe use and storage of Council owned firearms.

Objectives: To ensure that employees of the Shire authorised to use Council owned firearms, are competent in the safe handling and operation of firearms. The firearms are used and held in accordance with the guidelines as set out below and the *Firearms Act 1973* (as amended).

Guidelines: Firearm Use

- Only persons with authority given by the Chief Executive Officer may use the firearm.
- The employee authorised to use the firearm will be at all times responsible for that firearm.
- An authorised employee using a firearm must not permit any other person to use or be in the possession of the firearm if that person is not an authorised and licensed employee.
- No person shall be in the possession of a firearm while under the influence of alcohol or a drug.
- When not in the possession of an authorised employee the firearm must be placed in the approved secure locked steel cabinet, in the workplace.
- No firearm is to be stored or transported in a vehicle with a live round in the breech.
- Under conditions when a round is in the breech, all care must be taken to prevent accidental discharge. (A safety catch is a mechanical device and is consequently subject to wear. It should not, therefore be relied upon.)
- No firearm, whether loaded or otherwise is to be pointed in the direction of any other person. The muzzle must always face in a safe direction.
- The user of a firearm must pay due regard to the required safety template in the vicinity of and beyond the target.
- If unavoidable, unattended vehicles must be locked if a firearm is left inside. It is recommended the firearm be made as safe as possible in this situation by either removing the bolt, slide or any other disabling component. The firearm must be out of sight of the public.
- All persons authorised to use the Shire firearms must have attained a recognised level of training in both the safe use and storage of such firearm and be up to date.

- Accurate record keeping is adhered to upon use of the firearm in accordance with Councils Firearm Storage Policy.

Firearm Storage

- All firearms and ammunition are to be stored separately. They are not to be stored in the same cabinet unless the cabinet has a separate key locked storage area, in which case ammunition must be stored in the separate lockable area designed for that purpose.
- Only persons with delegated authority are to remove the firearm from the approved storage cabinet.
- A register will be kept recording when the firearm is removed, when it was returned, the amount of ammunition removed, the amount of ammunition used and the amount of ammunition returned.
- The register includes all relevant times and dates of such occurrences recorded.
- The register is signed off each time the firearm is removed and returned by the authorised person.

First Adopted: 19 November 2002

Last Review: 18 October 2017, 2017-133

POLICY – LAW, ORDER & PUBLIC SAFETY

Sub Section: Law Enforcement

Policy Number: 4.4.1

Policy Subject: Enforcement Policy

Policy Statement: This policy is based on the following principles:

1. Proportionality – taking action which is reasonable and related directly to the offence;
2. Consistency – ensuring that similar issues are dealt with in the same way;
3. Transparency – making sure that what we do and why we do it is easily understood;
4. Helpfulness – working with the community to achieve compliance with the law by being approachable, courteous and efficient; and
5. Openness – by being open about the way we go about doing things.

This policy does not apply where existing enforcement policies are already in place in relation to a particular law.

Objectives: To carry out law enforcement in a fair, equitable and consistent manner. Whilst staff are expected to exercise judgment in individual cases, this policy ensures that arrangements are in place to promote consistency.

Guidelines: **Levels of Enforcement Action**

There are a number of enforcement options available when offences are identified.

Action Level 1 – Advice and Guidance

To actively work with the community to advise and assist with compliance. This will be achieved by providing information leaflets and making face to face contact.

Action Level 2 – Verbal Warnings

These will be used to reinforce advice and guidance where the law may have been broken and formal action is inappropriate.

Verbal warnings are mainly used where the issues in question have not previously been drawn to the attention of the person or in cases where it is the first offence.

Action Level 3 – Written Warnings

These will be used when a law is broken and a verbal warning has previously been issued for the same offence.

Action Level 4 – Formal Enforcement

A more serious approach that includes the issuing of infringement notices, payment of fees and prosecution if necessary.

This level of enforcement is normally used when both verbal and written warnings have previously been issued for the same offence.

Prosecution would normally only commence where no apparent action has been taken by the offender to prevent the offence from re-occurring.

Under normal circumstances enforcement action will move from Level 1 through to Level 4. However as the Shire's enforcement policy can never be totally rigid and prescriptive, there may be occasions when a person will be prosecuted immediately such as in the case of a dog attack or if the offence is otherwise considered grievous and with mal-intent.

Nothing in this policy is to prevent the recovery of costs where such costs have been incurred as a result of;

- a. Damage to property,
- b. Impounding of property or an animal where it cannot be determined who the owner is at the time of the impounding action or reasonable efforts fail to locate the owner to have the animal placed in a secure environment
- c. In correcting an offence where the perpetrator cannot be within reasonable time be located and it is of a nature that for reason of public safety and amenity that requires reasonably prompt attention, nor

- d. The levying of fees and charges that would be applicable to an action if it was carried out through the right channels in the first place

Recovery of costs of damage to property or recovery of impounding costs are not seen as enforcement action as canvassed by this policy.

First Adopted: 15 November 2006

Last Review: 18 October 2017, 2017-133

UNCONFIRMED

POLICY - EDUCATION, HEALTH AND WELFARE

Sub Section: Health Administration and Inspection Services

Policy Number: 5.3.1

Policy Subject: Safe Collection and Disposal of Improperly Discarded Sharps

Policy Statement: This policy is offered to assist those Local Government authorities who wish to adopt a uniform policy on the safe collection and disposal of improperly discarded sharps.

Objectives:

1. To provide guidelines for the procedure of safe collection and disposal of improperly discarded sharps for Council employees
2. To provide guidelines for advice to the general public on the safe collection and disposal of improperly discarded sharps

Guidelines:

Definitions

"Sharps": For the purposes of this policy "sharps" means objects or devices having sharp points or edges capable of cutting or piercing the skin. This definition includes hypodermic needles, scalpels and broken ampoules.

"Improperly discarded": For the purposes of these guidelines "improperly discarded" means where sharps are found in places other than domestic and other waste disposal bins in appropriate sharps containers.

Introduction

Infectious diseases can be spread by infected needles and other sharp instruments which cut or pierce the skin. Therefore Council employees in the course of their duty must follow procedures to minimise the risk of infection to themselves and others from such objects. The general public should also be given similar advice as to the procedure for handling and disposing of sharps found discarded improperly in the community.

Collection

- Sharps should be disposed of at the site of collection into a suitable container which should be puncture resistant and shatter proof.
- A suitable container is a rigid plastic container with a secure lid (preferably screw top).
- All Council vehicles should carry suitable sharp safe containers at all times.

The following procedure is recommended to all Council employees in the collection of sharps:

- 1 Don't be alarmed
- 2 Go and get a suitable container
- 3 Avoid touching the sharp point with your fingers or hands
- 4 Pick up the sharp by the blunt end, away from the point
- 5 Never attempt to replace the protective cover of a needle if it has been left exposed. Do not carry the sharp unless it is in a suitable container
- 6 Put the sharp, point first, into the rigid container with a well secured (preferably screw top) lid
- 7 Make sure the container is tightly sealed
- 8 More than one sharp can be placed in the container but do not overfill

Disposal

As soon as practicable after collection of individual sharps in suitable sharps containers shall be disposed on in the Council's general waste stream, preferably at the Council's depot's main 240 litre MGB or bulk bin. Sharps should not be accumulated if being disposed of in this manner.

The time, date and location of the sharp found is to be recorded in the sharps collection register.

Problem Areas

In identified problem areas Council will investigate the installation of appropriate disposal bins and any other strategies appropriate to address the problem.

First Aid

A person who is pricked or scratched with a discarded sharp has only a very remote risk of being infected with Human Immunodeficiency Virus (HIV). There is, however, a possibility of other infections such as Hepatitis B or Hepatitis C. Tetanus spores which live in the soil may also cause infections if they are transported into the body through broken skin.

What to do if you have a sharps injury:

- 1 Wash the area gently with soap and running tap water as soon as possible
- 2 Apply an antiseptic and sterile dressing
- 3 Obtain prompt medical treatment (within 24 hours if possible). Take the sharp in a suitable container with you to the doctor.
- 4 Report the incident as per Council "Health and Safety Policy"

Safe Collection and Disposal Advice for the General Public

In the first instance members of the general public will be encouraged to take the following steps to deal with improperly discarded sharps:

- 1 There is no need to be alarmed
- 2 Get a container with a well secured lid, preferably screw top. Rigid plastic containers with lids are best (e.g. plastic milk, juice or soft drink bottle with a screw top lid). Avoid using glass which may shatter or aluminium cans which may be squashed
- 3 Avoid touching the sharp point with your fingers or hands
- 4 Pick up the used sharp by the blunt end, away from the point
- 5 Never attempt to replace the protective cover of a needle if the needle is exposed. Do not carry the sharp unless it is in a suitable container
- 6 Put the sharp, point first, into the container. More than one sharp can be placed in the container but do not overfill
- 7 Make sure the container is tightly sealed
- 8 Put the sealed container in a domestic rubbish bin (Mobile Green Bin). Do not put needles and syringes down toilets or drains

Recording

Where a member of the public contact the Council about a discarded sharp information about the time, date and location should be recorded on the prescribed form (as attached).

Further information

Council will make available to the general public copies of the pamphlet produced by the HDWA as appropriate.

Resource List

Communicable Disease Control Program (HDWA)
PO Box 8172
Stirling Street, PERTH 6849
(08) 9388 4999

Waste Management Division
Department of Environmental Protection
32 St Georges Terrace
PERTH WA 6000
(08) 9222 0422

W A Local Government Association
PO Box 1544
WEST PERTH WA 6872
(08) 9321 5055

First Adopted: 17 June 1997

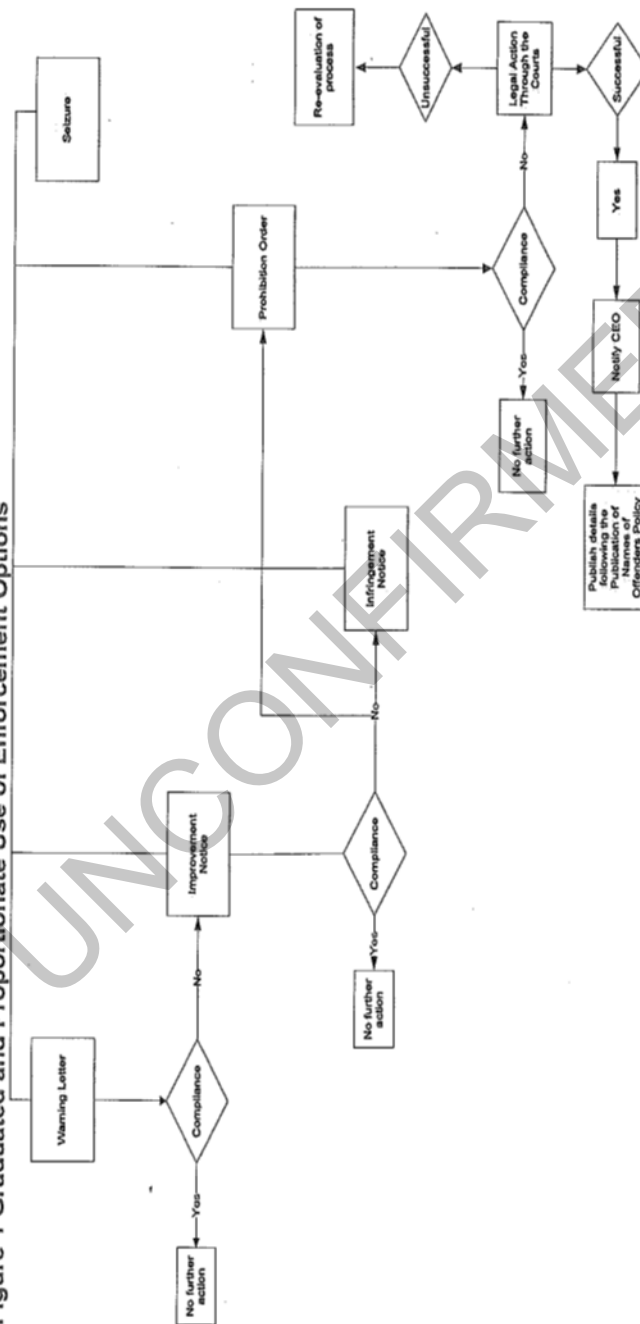
Last Review: 18 October 2017, 2017-133

UNCONFIRMED

POLICY – EDUCATION, HEALTH AND WELFARE

Sub Section:	Health Administration and Inspection Services
Policy Number:	5.3.2
Policy Subject:	Food Act 2008 Compliance and Enforcement
Policy Statement:	To provide guidance for dealing with compliance with the Food Act 2008.
Objectives:	<p>The Objective of this Policy are:</p> <ol style="list-style-type: none">1. To provide for consistency in approach to the enforcement activity;2. To be efficient in enforcement approach;3. To provide transparency to consumers and the food industry on how the MRS makes decisions on enforcement action;4. To guide decisions making and action by the MRS in the consistent use of enforcement options commensurate with risk; and5. To use compliance and enforcement strategies in such a way as to best achieve legislated objectives and encourage compliance with legislative provisions.
Guidelines:	See attached policy flowchart.
First Adopted:	15 December 2010
Last Review:	18 October 2017, 2017-133

Figure 1 Graduated and Proportionate Use of Enforcement Options



POLICY - EDUCATION, HEALTH AND WELFARE

Sub Section:	Other Health Services
Policy Number:	5.5.1
Policy Subject:	Provision of Health Services by Entities from Council Controlled Health Facilities
Policy Statement:	This policy seeks is to maximise the provision of health services to our communities.
Objectives:	To provide guidelines for agreements between entities providing health services and Council that maximise the provision of health services to our communities from Council controlled health facilities.
Guidelines:	<p>Council is seeking to maximise the provision of services from Council controlled Health Facilities. Therefore in agreements governing use, Council will generally not seek to recover commercial rents for use of health facilities controlled by Council, however Council reserves the right to recover costs to Council associated with the use of a facility.</p> <p>Council will seek to charge an entity a commercial rent for the use of a health facility controlled by Council where that entity is providing a service competing against an existing service(s) provided within the townsite from a facility other than one controlled by Council.</p> <p>Any charge that Council seeks to impose will be included in Council's Schedule of Rents, Leases and Charges adopted annually or adopted by Council in accordance with the Local Government Act and Regulations.</p> <p>All agreements to use a facility will include a set maximum period of one (1) year and a clause that allows either party to conclude the agreement with three (3) weeks' notice. All agreements will allow Council to terminate the agreement when the entity does not provide a service for three weeks or for three booking dates, whichever is the longer.</p> <p>Access to Council facilities will be based on a "first come, first served basis" where entities with existing arrangements to occupy Council health facilities will be permitted to continue use of these facilities at the time reserved.</p>

Council will seek to offer access to Council controlled facilities for competing entities on an as equal a basis for each entity as is possible.

Agreements for the use of Council controlled health facilities will require entities to have public liability insurance of not less than \$5 Million. Entities using a Council controlled health facility will be required to provide evidence of this insurance.

Council will maintain a register of bookings for all entities using a facility.

First Adopted: unknown

Last Review: 18 October 2017, 2017-133

UNCONFIRMED

11.2 MANAGER REGULATORY SERVICES:

11.2.1 NIL

11.3 MANAGER OF WORKS AND SERVICES:

11.3.1 NIL

UNCONFIRMED

11.4 DEPUTY CHIEF EXECUTIVE OFFICER:

11.4.1 ACCOUNTS FOR PAYMENT

AUTHOR	Caroline Hirt
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	06 October 2017

SUMMARY:

Council approval is required for payment of accounts made within the month September 2017 to approve payments of accounts due in October 2017.

COMMENT:

Approval is sought for the following list of payments of accounts made since Council's last meeting on 20th of September 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:

2017134/

Moved: Cr Rackemann

Seconded: Cr Cullen

That payment listed in 11.4.1 Accounts Due and Submitted to Council up to 06th of October 2017 including:

MUNICIPAL FUND

<i>Cheque</i>	<i>20105 - 20111</i>	<i>\$ 14,438.27</i>
<i>Collection</i>	<i>71021017 - 72290917</i>	
<i>Summaries</i>		<i>\$ 24,138.75</i>
<i>Payroll DD's</i>	<i>20/09/2017 – 04/10/2014</i>	<i>\$ 115,926.00</i>
<i>EFTS</i>	<i>11839 - 11941</i>	<i>\$ 406,111.38</i>
<i>Superannuation</i>	<i>20/09/2017 – 04/10/2017</i>	<i>\$ 30,133.34</i>
<i>Credit Card</i>	<i>13110917</i>	<i>\$ 8,175.41</i>
<i>Totalling</i>		<i>\$ 598,923.15</i>

TRUST FUND

<i>EFTS</i>	<i>11939 - 11940</i>	<i>\$ 20,930.97</i>
<i>Cheques</i>	<i>240</i>	<i>\$ 3,816.22</i>
<i>Totalling:</i>		<i>\$ 24,747.19</i>

be endorsed.

CARRIED 8/0
Simple Majority

List of Accounts Due & Submitted to Council 06/10/2017

Chq/EFT	Date	Name	Description	Muni	Trust
EFT11939	29/09/2017	SHIRE OF COOROW	TRANSFER OF LGCHP FUNDS		\$ 19,580.97
EFT11940	29/09/2017	WARRADARGE BUSHFIRE BRIGADE	CLEARING - FUNDS TO WARRADARGE BUSHF. BRIGADE		\$ 1,350.00
240	29/09/2017	LEEMAN BUSHFIRE BRIGADE	CLEARING OF TRUST TO LEEMAN BUSHFIRE BRIGADE		\$ 3,816.22
			<u>TOTAL TRUST PAYMENTS</u>		<u>\$ 24,747.19</u>
EFT11839	15/09/2017	AUSTRALIA POST-LPO	POSTAGE - AUGUST	\$ 219.59	
EFT11840	15/09/2017	AVON WASTE	WASTE REMOVAL - AUGUST 17	\$ 29,624.44	
EFT11841	15/09/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 27.45	
EFT11842	15/09/2017	BEAN KL	REIMBURSEMENT - ELECTRICITY ACCOUNT TO 15/08/17	\$ 863.06	
EFT11843	15/09/2017	BOLTS-R-US	SOLAR LIGHTS, ASSORTED NUTS & BOLTS - GH GOLF CLUB & DYNAMITE BAY	\$ 420.86	
EFT11844	15/09/2017	BADGINGARRA MOTORS	SERVICE - CW0044	\$ 1,577.24	
EFT11845	15/09/2017	BCW AIR REFRIGERATION & AIR CONDITIONING	OVEN REPAIR - MALEY PARK	\$ 880.00	
EFT11846	15/09/2017	THE BLOCK MAKERS	LIMESTONE BLOCKS - LEEMAN FORESHORE TOILET	\$ 2,074.90	
EFT11847	15/09/2017	COOROW CRC	CONTRIBUTION - COMMUNITY BUS	\$ 5,000.00	
EFT11848	15/09/2017	COVS	3 X 20L STRIP OIL	\$ 817.46	
EFT11849	15/09/2017	CARNAMAH FAMILY MEDICAL PRACTICE	FEE FOR SERVICES RENDERED - 21/06/17 & 26/07/17	\$ 1,100.00	
EFT11850	15/09/2017	CENTRAL MIDLANDS DECORATING SERVICES	PAINT INTERNALLY - LOT 5 BRISTOL ST	\$ 14,245.00	
EFT11851	15/09/2017	DRYLANDS FOUNDATION	46 X TUBE STOCKS, 3 X 3L BAG PLANTS - CLIFF PARK	\$ 225.50	
EFT11852	15/09/2017	DCW ENTERPRISES	FENCING MATERIAL - GH COMMUNICATION TOWER	\$ 1,277.30	
EFT11853	15/09/2017	EASIFLEET	NOVATED LEASE - MRS	\$ 455.84	
EFT11854	15/09/2017	FAMILY SHOPPING CENTRE	REFRESHMENTS, 2 X HOUSEHOLD GAS - LOT 123 COMMERCIAL ST, BATTERIES, TOILET PAPER, INK CARTRIDGES - CW DEPOT	\$ 583.33	
EFT11855	15/09/2017	FIVE STAR BUSINESS MACHINES	PHOTOCOPIER METER PLAN CHARGES - LE	\$ 511.85	
EFT11856	15/09/2017	GREAT NORTHERN RURAL SERVICES	WATER FITTING	\$ 155.23	
EFT11857	15/09/2017	STRATA GREEN	7 X COIR MESH ROLL - CLIFF PARK	\$ 1,048.56	
EFT11858	15/09/2017	GREAT SOUTHERN FUELS	DIESEL (1)	\$ 33,894.63	
EFT11859	15/09/2017	IT VISION	IT VISION SYSTEM ADMIN TRAINING - 30 AUG 17 - SFO	\$ 550.00	
EFT11860	15/09/2017	IT VISION USER GROUP (INC)	MEMBERSHIP SUBSCRIPTION 17/18	\$ 715.00	
EFT11861	15/09/2017	KLEENHEAT GAS	BULK LPG - MALEY PARK	\$ 268.40	
EFT11862	15/09/2017	LANDMARK	25 X 25KG LAWN FERTILISER BAGS -LE,GH&CW	\$ 6,510.57	

			PARKS		
EFT11863	15/09/2017	LANDGATE	GRV 01/07/17 - 28/07/17 SCHEDULE: G2017/8	\$ 176.20	
EFT11864	15/09/2017	LEEMAN POST AND FUEL	POSTAGE - AUGUST	\$ 151.50	
EFT11865	15/09/2017	MIDWEST CHEMICAL & PAPER	TOILET PAPER - LE&GH PUBLIC TOILETS	\$ 362.07	
EFT11866	15/09/2017	MAJOR MOTORS PTY LTD	ASSTD FILTERS - CW3457	\$ 278.36	
EFT11867	15/09/2017	MIDVALE DISCOUNT TYRES	6 X TYRES - CW0024	\$ 1,620.00	
EFT11868	15/09/2017	MAIN STREET HARDWARE COOROW	10 X PATIO TUBE, 1 PALLET CONCRETE MIX	\$ 1,317.33	
EFT11869	15/09/2017	NORTHERN COUNTRY ZONE OF WALGA	NORTHERN COUNTRY ZONE SUBSCRIPTION - JULY 17 TO JUNE 18	\$ 1,700.00	
EFT11870	15/09/2017	OFFICEWORKS BUSINESS DIRECT	THUMB DRIVES & ASSORTED CLEANING PRODUCTS	\$ 308.04	
EFT11871	15/09/2017	LEANNE PAROLA	INTERNET - 01/07/17 - 01/08/17	\$ 139.90	
EFT11872	15/09/2017	QUALITY PRESS	VEHICLE IDENTIFIER STICKERS	\$ 82.50	
EFT11873	15/09/2017	RYLAN PTY LTD	LAY FLAT KERBING - QUANDONG PL, MORCOMBE RD, MORCOMBE ST, GRIGSON ST	\$ 28,721.55	
EFT11874	15/09/2017	SHIRE OF DANDARAGAN	PUMP OUT SEPTIC TANKS - LE ABLUTION FACILITY	\$ 1,040.40	
EFT11875	15/09/2017	SPRAYLINE SPRAYING EQUIPMENT	LANCE ASSEMBLY - BATTERY TROLLEY SPRAYER	\$ 45.00	
EFT11876	15/09/2017	SEASIDE SUPPLIES	MILK, ICE, PIES, TOILET BLOCKS- LE OFFICE	\$ 79.60	
EFT11877	15/09/2017	PETER SKIPPINGS	SUPPLY & FIT SKYLITE - LOT 490 TAMARISK ST	\$ 739.50	
EFT11878	15/09/2017	R & J HAULAGE PTY LTD	SEALING - QUANDONG PL	\$ 14,228.50	
EFT11879	15/09/2017	SOLGEN ENERGY GROUP	50% PAYMENT - PROVISION, INSTALLATION, STRUCTURAL ENGINEER INSPECTION OF SOLAR SYSTEM - LE OFFICE	\$ 5,503.28	
EFT11880	15/09/2017	CODY THORNE	RENDERED WALL & FINISHED BBQ AREA - CW CARAVAN PARK	\$ 1,897.50	
EFT11881	15/09/2017	WESTERN GREY	REMOVAL OF PHONE - MEDICAL CENTRE	\$ 33.00	
EFT11882	15/09/2017	WESTRAC EQUIPMENT	TAIL LIGHT - CW0010	\$ 876.04	
EFT11883	15/09/2017	WINDSOR LODGE COMO	ACCOMMODATION-IT VISION ADMIN TRAINING-AUG 17	\$ 474.50	
EFT11884	15/09/2017	WESTCOAST PAINTING CONTRACTORS	PAINTING INTERNALLY - LOT 490 TAMARISK ST	\$ 28,424.00	
EFT11885	18/09/2017	BRITTAIN TERRY	RATES REFUND - A868 20 DHUFISH DVE LEEMAN 6514	\$ 1,167.40	
EFT11886	18/09/2017	AUSTRALIAN TAXATION OFFICE	BAS AUGUST 2017	\$ 5,320.00	
EFT11887	18/09/2017	DFES	ESL AUGUST 2017	\$ 61,843.17	
EFT11888	29/09/2017	BOQ	PHOTOCOPIER LEASE TO 22/10/17	\$ 420.88	
EFT11889	29/09/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 27.45	
EFT11890	29/09/2017	ALL DECOR	NEW CARPET - LOT 42 COMMERCIAL ST	\$ 3,400.00	
EFT11891	29/09/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	ASSTD PLANTS - CLIFF PARK, TIE DOWN STRAPS - CW008	\$ 2,280.65	
EFT11892	29/09/2017	BEAN KL	REIMBURSEMENT - SPRING CLUTCH	\$ 10.40	
EFT11893	29/09/2017	BADGINGARRA MOTORS	SERVICE - CW0042	\$ 425.98	

EFT11894	29/09/2017	MICHAEL BOTHE	COUNCIL MEETING FEES JULY - SEP 17 (INCL SPECIAL MEETING JULY), COMMUNICATIONS ALLOWANCE	\$ 950.00	
EFT11895	29/09/2017	BCW AIR REFRIGERATION	REPAIR OVEN - MALEY PARK	\$ 1,100.00	
EFT11896	29/09/2017	TUTT BRYANT EQUIPMENT	2 X SWITCHES - CW0018	\$ 221.87	
EFT11897	29/09/2017	COURIER AUSTRALIA	FREIGHT X GPC (COVS), SHEFFIELD, WESTRAC, GERALDTON DIESEL INJECTORS	\$ 356.48	
EFT11898	29/09/2017	COVS	FUEL METER	\$ 359.04	
EFT11899	29/09/2017	ROBERT JOHN CLEMENT	COUNCIL MEETING FEES JULY - SEP 17 (INCL SPECIAL MEETING JULY), COMMUNICATIONS ALLOWANCE	\$ 950.00	
EFT11900	29/09/2017	EMMA CULLEN	COUNCIL MEETING FEES JULY & SEP 17 (INCL SPECIAL MEETING JULY), COMMUNICATIONS ALLOWANCE	\$ 750.00	
EFT11901	29/09/2017	CENTRAL MIDLANDS DECORATING SERVICES	INTERNAL PAINTING - LOT 42 COMMERCIAL ST	\$ 9,350.00	
EFT11902	29/09/2017	EASIFLEET	NOVATED LEASE - MRS	\$ 455.84	
EFT11903	29/09/2017	EXECUTIVE MEDIA	ADVERTISING - CARAVANNING AUSTRALIA SUMMER 17-18	\$ 1,150.00	
EFT11904	29/09/2017	FRONTLINE FIRE & RESCUE EQUIPMENT	JACKETS,PANTS,BADGES-WARRADARGE FIRE BRIGADE	\$ 4,702.18	
EFT11905	29/09/2017	GREEN HEAD PLUMBING & GAS	ANNUAL SERVICE OF BACKFLOW PREVENTION DEVICES - GH MENS SHED & GH FIRE SHED	\$ 550.00	
EFT11906	29/09/2017	GIRANDO MJ	COUNCIL MEETING FEES JUL - SEP 17 (INCL SPECIAL MEETING JULY), COMMUNICATION ALLOWANCE, PRESIDENTIAL ALLOWANCE, TRAVEL 1506KMS	\$ 5,424.68	
EFT11907	29/09/2017	RENDEZVOUS HOTELS (AUSTRALIA)	2017 PROFESSIONAL DEVELOPMENT CONFERENCE ACCOMMODATION & MEALS - RANGER	\$ 587.00	
EFT11908	29/09/2017	GR & AJ HANNINGTON	GRAVEL CARTING - MC PARLTAND RD, WADDY FORREST RD, THOMAS RD	\$ 12,177.00	
EFT11909	29/09/2017	HERRINGS COASTAL PLUMBING & GAS	CLEAR DRAINS - 16A BRAND ST	\$ 121.00	
EFT11910	29/09/2017	A. J. HORTIN & CO	SUPPLY 3976 SQUARE MTR GRAVEL-WILLMOTT RD	\$ 11,928.00	
EFT11911	29/09/2017	BRUCE ANDREW JACK	COUNCIL MEETING FEES JULY - SEP 17 (INCL SPECIAL MEETING JULY), COMMUNICATIONS ALLOWANCE, DEPUTY PRESIDENT ALLOWANCE	\$ 1,575.00	
EFT11912	29/09/2017	LEEMAN HARDWARE	GUTTER SILICONE, CONCRETE SEALER, LIQUID NAILS, WET AREA SEAL, CISTERN VALVE, KILLRUST, PRIMER, SANDPAPER, ELECTRIC TAPE, ASSTD PLIERS, ASSTD DRILL BITS, SCREWDRIVER SET	\$ 1,482.52	

EFT11913	29/09/2017	LOCAL GOVERNMENT PROFESSIONALS WA	LG PROF. STATE CONFERENCE REGISTRATION - CEO, DCEO, CDO	\$ 4,290.00	
EFT11914	29/09/2017	LEEMAN SENIORS	FUEL AND BUS HIRE - SEP 17	\$ 283.90	
EFT11915	29/09/2017	LEEMAN PRIMARY SCHOOL	DONATION 17/18 - BUS HIRE	\$ 500.00	
EFT11916	29/09/2017	LGIS RISK MANAGEMENT	RISK MANAGEMENT & BCP SERVICES TO 01/09/17	\$ 7,260.00	
EFT11917	29/09/2017	LEWIS ELECTRICS	REMOVE FLUORESCENT LIGHT AND REPLACE WITH SKYLIGHT - 11 TAMARISK ST	\$ 112.20	
EFT11918	29/09/2017	MIDWEST CHEMICAL & PAPER	5 X JUMBO TOILET ROLL HOLDERS	\$ 367.46	
EFT11919	29/09/2017	MAIN STREET HARDWARE COOROW	TEK SCREWS, COLOURBOND SHEETS, DOWN PIPE - CW CARAVAN PARK CAMP KITCHEN	\$ 806.45	
EFT11920	29/09/2017	NATURE TOURISM SERVICES	3X INTERPRETATION SIGNS 1000 X 500 MM - 3 BAYS WALKWAY - FINAL PAYMENT	\$ 4,345.00	
EFT11921	29/09/2017	OFFICEWORKS BUSINESS DIRECT	40 X CARTONS A4 PAPER	\$ 798.00	
EFT11922	29/09/2017	O'CALLAGHAN PTY LTD	70,000KM SERVICE & REPLACE BATTERY - CW000	\$ 347.50	
EFT11923	29/09/2017	VICTOR ROY OAKES	COUNCIL MEETING FEES JULY & SEP 17 (INCL SPECIAL MEETING JULY), COMMUNICATIONS ALLOWANCE	\$ 750.00	
EFT11924	29/09/2017	LEANNE PAROLA	ELECTRICITY ACCOUNT - 20/06/17 - 17/08/17	\$ 388.80	
EFT11925	29/09/2017	QUANTOCK S & L ELECTRICS	REPLACE SWITCHBOARD, INSTALL LIGHTS & GPO'S - WHITE ELEPHANT	\$ 14,826.52	
EFT11926	29/09/2017	DAMIEN ANDREW RACKEMANN	COUNCIL MEETING FEES JULY & AUG 17 (INCL SPECIAL MEETING JULY), COMMUNICATIONS ALLOWANCE	\$ 750.00	
EFT11927	29/09/2017	SHIRE OF CARNAMAH	ADVERTISING - PLANT OPERATORS - 06/09/17	\$ 24.50	
EFT11928	29/09/2017	SIGMA CHEMICALS	REPAIRS - DOLPHIN CLEANER - CW POOL	\$ 1,305.41	
EFT11929	29/09/2017	PETER SKIPPINGS	REPLACE RUSTED FASCIA - UNIT 1 / 21 MORCOMBE ST	\$ 455.00	
EFT11930	29/09/2017	SHIRE OF CHAPMAN VALLEY	PLANNING SERVICES JULY TO AUGUST 17	\$ 3,615.37	
EFT11931	29/09/2017	GUY CHARLES SIMS	COUNCIL MEETING FEES JULY - SEP 17, COMMUNICATIONS ALLOWANCE	\$ 750.00	
EFT11932	29/09/2017	TRUCKLINE	BEARING SETS, SEALS, GASKETS - CW0059	\$ 654.00	
EFT11933	29/09/2017	TOTAL EDEN	POLY RISERS, SPRINKLERS - CLIFF PARK	\$ 312.40	
EFT11934	29/09/2017	CODY THORNE	CONCRETE PAD & SHED RECONSTRUCTION-16B BRAND ST	\$ 891.00	
EFT11935	29/09/2017	WALGA	WALGA PEOPLE & CULTURE SEMINAR - CEO, DCEO	\$ 750.00	
EFT11936	29/09/2017	WESTRAC EQUIPMENT	STARTER MOTOR - CW0011	\$ 3,677.19	
EFT11937	29/09/2017	WALLACES NEWS & DRAPERY	PPE CLOTHING - OUTSIDE CREW	\$ 3,219.00	
EFT11938	29/09/2017	WALLIS COMPUTER SOLUTIONS	MANAGED SERVICE AGREEMENT - 12 MONTHS (01/09/17 - 31/08/18)	\$ 34,200.16	

EFT11941	03/10/2017	LEEMAN HARDWARE	PVC FITTING - LE & GH PARKS	\$ 100.00	
			TOTAL EFT PAYMENTS	\$ 406,111.38	
20105	15/09/2017	SYNERGY	ELECTRICITY ACCOUNT TO 01/09/17	\$ 4,544.75	
20106	15/09/2017	TELSTRA	PHONE ACCOUNT TO 02/09/2017	\$ 3,871.05	
20107	15/09/2017	WATER CORPORATION	WATER ACCOUNT TO 30/08/17	\$ 4,917.48	
20108	04/10/2017	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS	\$ 130.00	
20109	20/09/2017	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS	\$ 130.00	
20110	29/09/2017	SYNERGY	ELECTRICITY ACCOUNT TO 20/09/17	\$ 793.05	
20111	29/09/2017	TELSTRA	WARRADARGE BUSHF. BRIGADE PHONE TO 11/09/17	\$ 51.94	
			TOTAL CHEQUE PAYMENTS	\$ 14,438.27	
DD25847.1	20/09/2017	WA SUPER	PAYROLL DEDUCTIONS	\$ 13,252.66	
DD25847.2	20/09/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 467.62	
DD25847.3	20/09/2017	ULTIMATE SUPER AND PENSION SERVICE	PAYROLL DEDUCTIONS	\$ 1,219.59	
DD25847.4	20/09/2017	SHOALWATER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 120.90	
DD25847.5	20/09/2017	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 215.79	
DD25901.1	04/10/2017	WA SUPER	PAYROLL DEDUCTIONS	\$ 13,011.27	
DD25901.2	04/10/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 323.57	
DD25901.3	04/10/2017	ULTIMATE SUPER AND PENSION SERVICE	PAYROLL DEDUCTIONS	\$ 1,219.59	
DD25901.4	04/10/2017	SHOALWATER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 86.56	
DD25901.5	04/10/2017	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 215.79	
			TOTAL SUPERANNUATION PAYMENTS	\$ 30,133.34	
13110917	11/09/2017	BANKWEST	CEO	\$ -	
13110917	11/09/2017	BANKWEST	DCEO	\$ 3,421.10	
13110917	11/09/2017	BANKWEST	MWS	\$ 2,363.83	
13110917	11/09/2017	BANKWEST	MRS	\$ 2,390.48	
			TOTAL CREDIT CARD PAYMENTS	\$ 8,175.41	
71021017	02/10/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 510.25	
71041017	04/10/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 126.00	
71051017	05/10/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,143.70	
71110917	11/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 54.70	
71130917	13/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 928.65	
71150917	15/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,301.35	
71180917	18/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 25.70	
71190917	19/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 363.25	

71200917	20/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 362.60	
71210917	21/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,319.75	
71220917	22/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,760.05	
71270917	27/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 426.35	
71280917	28/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 16.40	
71290917	29/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 564.95	
72021017	02/10/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,945.50	
72031017	03/10/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 588.00	
72041017	04/10/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,429.35	
72051017	05/10/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,366.15	
72110917	11/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 540.95	
72130917	13/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 186.65	
72140917	14/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,477.65	
72150917	15/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 886.35	
72190917	19/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 176.50	
72200917	20/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 123.40	
72210917	21/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 135.90	
72220917	22/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 998.40	
72260917	26/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,039.90	
72270917	27/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 24.80	
72280917	28/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 850.65	
72290917	29/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 429.10	
72290917	29/09/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 35.80	
			<u>TOTAL LICENSING PAYMENTS</u>	\$ 24,138.75	
DDEBIT	20/09/2017	PAYROLL	PAYROLL	\$ 59,935.00	
DDEBIT	04/10/2017	PAYROLL	PAYROLL	\$ 55,991.00	
			<u>TOTAL PAYROLL PAYMENTS</u>	\$ 115,926.00	
			<u>TOTAL PAYMENTS</u>	\$ 598,923.15	\$ 24,747.19

Credit Card Payment summary

Credit card payments made
between

11/08/2017 - 11/09/2017

CEO

\$ -

DCEO

GODFREYS JOONDALUP	VACUUM CLEANER - CW OFFICE	\$ 399.00
ANYTHING SAFTEY	PROTECTIVE PANTS - LE DEPOT STAFF	\$ 354.00
JDS METAL DOORFRAME	ELECTRIC METER BOX - PETERSON PLACE GH	\$ 141.72
DMIRS BUILDING COMMISSION	BUILDING SURVEY PRACTITIONER RENEWAL	\$ 883.20
SHIRE OF COOROW	PLATE CHANGE - CW0044	\$ 25.70
HARVEY NORMAN	CAMERA SYSTEM - CLIFF PARK	\$ 411.00
ACHARI PTY LTD	EXTENSION CABLE - CLIFF PARK	\$ 49.95
NOVOTEL PERTH	MEALS - IT VISION CONFERENCE - SFO, DCEO	\$ 38.00
DUXTON HOTEL	ACCOMMODATION - IT VISION CONF. - SFO, DCEO	\$ 1,118.53
		\$ 3,421.10

MWS

HOTEL LORD FORREST		
BUNBURY	ACCOM. - PARKS & GARDEN CONFERENCE	\$ 435.00
PUMA MYALUP	FUEL - CW002	\$ 67.20
BUNZL BRANDS AND OPS	RECOVERY STRAP, SHACKLE BOWS	\$ 961.79
IINET	INTERNET - CW OFFICE	\$ 54.99
SHIRE OF COOROW	VEHICLE TRANSFER - 1GHQ385	\$ 110.00
MAIN ROADS WA	OVER WIDTH PERMIT - CW005	\$ 50.00
	CALIBRATION - THEODOLITE, LASER & AUTO LEVEL	\$ 504.90
POSITION PARTNERS		
WESTNET	INTERNET - GH LIBRARY	\$ 29.95
TELSTRA	INTERNET RECHARGE- LE DEPOT	\$ 150.00
		\$ 2,363.83

MRS

HALFWAY MILL ROADHOUSE	FUEL - CW001	\$ 50.00
ENVIRONMENTAL HEALTH AUSTRALIA	MEMBERSHIP - EHA	\$ 340.00
ENVIRONMENTAL HEALTH AUSTRALIA	CONFERENCE REGISTRATION - EHA	\$ 650.00
TELSTRA	INTERNET	\$ 105.00
	ACCOMMODATION - LG GOLF DAY (CR RACKEMANN)	\$ 375.00
PORT DENISON WA		
PAN PACIFIC PERTH	ACCOMMODATION - EHA CONFERENCE	\$ 627.00
SHIRE OF COOROW	DEMOLITION PERMIT - LE FORESHORE TOILET	\$ 243.48
		\$ 2,390.48

Total Credit Card Payment

\$ 8,175.41

11.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – SEPTEMBER 2017

AUTHOR	Erika Clement
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	9 October 2017
ATTACHMENT	11.4.2.1 - Statement of Financial Activity for September 2017
FILE	ADM 0426 – Finance – 2017/18

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 September 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:

2017/135

Moved: Cr Clement

Seconded: Cr Bothe

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

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

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

TABLE OF CONTENTS

Statement of Financial Activity

Note 1	Significant Accounting Policies
Note 2	Graphical Representation
Note 3	Surplus/(Deficit) Position
Note 4	Cash and Investments
Note 5	Major Variances
Note 6	Budget Amendments
Note 7	Receivables
Note 8	Grants
Note 9	Rating Information
Note 10	Cash Backed Reserves
Note 11	Capital Disposals and Acquisitions
Note 12	Trust
Note 13	Information on Borrowings

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300% 3	
Operating Revenues		\$	\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	8	1,796,365	1,653,050	339,229	320,752	(18,477)	(5%)	
Profit on Asset Disposal	11	0	0	0	0	0		
Fees and Charges		534,785	548,585	361,214	349,683	(11,531)	(3%)	
Interest Earnings		70,764	95,764	17,816	17,291	(525)	(3%)	
Other Revenue		518,522	518,520	20,328	19,672	(656)	(3%)	
Total (Excluding Rates)		2,920,436	2,815,919	738,587	707,398	(31,189)		
Operating Expense								
Employee Costs		(1,762,577)	(1,752,577)	(410,967)	(309,258)	101,709	25%	▼
Materials and Contracts		(2,253,568)	(2,177,424)	(580,282)	(459,842)	120,440	21%	▼
Utilities Charges		(230,500)	(230,500)	(57,558)	(25,421)	32,137	56%	▼
Depreciation (Non-Current Assets)		(6,051,277)	(6,051,277)	(1,512,786)	0	1,512,786	100%	▼
Interest Expenses	13	(10,861)	(10,861)	(2,709)	759	3,468	128%	
Insurance Expenses		(200,506)	(200,506)	(133,069)	(150,374)	(17,305)	(13%)	▲
Loss on Asset Disposal	11	(18,398)	(18,398)	(4,596)	0	4,596		
Other Expenditure		(64,560)	(64,560)	(16,131)	(24,302)	(8,171)	(51%)	
Total		(10,592,246)	(10,506,102)	(2,718,098)	(968,438)	1,749,660		
Funding Balance Adjustment								
Add Back Depreciation		6,051,277	6,051,277	1,512,786	0	(1,512,786)	(100%)	▼
(Profit)/Loss on Asset Disposal	11	18,398	18,398	4,596	0	(4,596)		
Movement in Employee Benefits Prov (NC)		0	0	0	0	0		
Movement in Deferred Pensioner Rates (NC)		0	0	0	9,591	9,591	100%	
Movement in Leave Reserve		3,441	3,441	3,441	0	(3,441)	(100%)	
Adjust Rounding			(2)	0	0	0		
Net Operating (Ex. Rates)		(1,598,695)	(1,617,070)	(458,688)	(251,449)	207,239		
Capital Revenues								
Grants, Subsidies and Contributions	8	1,177,694	1,192,694	414,366	259,924	(154,442)	(37%)	▼
Proceeds from Disposal of Assets	11	185,843	185,843	46,458	0	(46,458)	(100%)	▼
Transfer from Restricted Cash (Unspent Grants)		71,777	71,777	71,777	74,504	2,727	4%	
Transfer from Reserves	10	38,195	38,195	9,546	0	(9,546)	(100%)	
Total		1,473,509	1,488,509	542,147	334,428	(207,719)		
Capital Expenses								
Land Held for Resale	11	0	0	0	0	0		
Buildings	11	(382,818)	(378,968)	(97,077)	(86,575)	10,502	11%	▼
Plant and Equipment	11	(643,407)	(637,634)	(180,199)	0	180,199	100%	▼
Tools	11	(5,000)	(5,000)	(1,248)	0	1,248	100%	
Furniture and Equipment	11	(32,872)	(32,872)	(8,214)	(1,677)	6,537	80%	
Infrastructure Assets - Roads	11	(1,957,648)	(1,957,648)	(675,322)	(309,571)	365,751	54%	▼
Infrastructure Assets - Footpaths	11	(92,400)	(92,400)	(23,097)	0	23,097	100%	▼
Infrastructure Assets - Other	11	(1,422,535)	(1,468,535)	(451,545)	(142,952)	308,593	68%	▼
Repayment of Debentures	13	(137,203)	(137,199)	(34,296)	(35,914)	(1,618)	(5%)	
Transfer to Reserves	10	(286,596)	(286,596)	(71,640)	0	71,640	100%	▼
Total		(4,960,479)	(4,996,852)	(1,542,638)	(576,689)	965,949		
Net Capital		(3,486,969)	(3,508,342)	(1,000,491)	(242,261)	758,230		
Total Net Operating + Capital		(5,085,664)	(5,125,412)	(1,459,179)	(493,710)	965,469		
Rate Revenue		3,122,247	3,122,247	3,122,228	3,099,851	(22,377)	(1%)	
Opening Funding Surplus(Deficit)		1,963,417	2,003,105	2,003,105	2,030,684	27,579	1%	
Closing Funding Surplus(Deficit)	3	(0)	(60)	3,666,154	4,636,826	970,672		

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

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300% 3	Var.
Operating Revenues		\$	\$	\$	\$	\$	%	
Governance		16,050	16,050	4,008	3,417	(591)	(15%)	
General Purpose Funding		837,260	793,102	193,020	187,991	(5,029)	(3%)	
Law, Order and Public Safety		116,960	100,801	25,188	10,680	(14,508)	(58%)	▼
Health		4,194	4,194	1,044	1,854	810	78%	
Education and Welfare		100,215	100,215	25,050	6,953	(18,097)	(72%)	▼
Housing		97,061	97,061	38,949	36,438	(2,511)	(6%)	
Community Amenities		775,199	745,087	301,126	309,396	8,270	3%	
Recreation and Culture		826,252	827,402	32,614	3,565	(29,049)	(89%)	▼
Transport		1,114,560	1,060,421	398,946	283,387	(115,559)	(29%)	▼
Economic Services		114,807	129,807	69,941	68,040	(1,901)	(3%)	
Other Property and Services		95,573	134,474	63,067	55,602	(7,465)	(12%)	
Total (Excluding Rates)		4,098,130	4,008,613	1,152,953	967,322	(185,631)		
Operating Expense								
Governance		(566,337)	(556,337)	(152,467)	(154,984)	(2,517)	(2%)	
General Purpose Funding		(292,933)	(292,933)	(73,218)	(61,225)	11,993	16%	▼
Law, Order and Public Safety		(406,204)	(406,204)	(120,059)	(76,250)	43,809	36%	▼
Health		(186,895)	(166,495)	(41,592)	(25,635)	15,957	38%	▼
Education and Welfare		(112,989)	(112,989)	(28,209)	(12,894)	15,315	54%	▼
Housing		(13,853)	(13,853)	(3,390)	(16,627)	(13,237)	(390%)	▲
Community Amenities		(899,863)	(830,680)	(193,281)	(166,307)	26,974	14%	▼
Recreation and Culture		(1,734,161)	(1,726,161)	(435,667)	(195,035)	240,632	55%	▼
Transport		(5,770,880)	(5,753,145)	(1,438,218)	(273,917)	1,164,301	81%	▼
Economic Services		(254,029)	(254,029)	(63,465)	(40,629)	22,836	36%	▼
Other Property and Services		(354,103)	(393,277)	(168,532)	55,064	223,596	133%	▼
Total		(10,592,246)	(10,506,102)	(2,718,098)	(968,439)	1,749,660		
Funding Balance Adjustment								
Add back Depreciation		6,051,277	6,051,277	1,512,786	0	(1,512,786)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	10	18,398	18,398	4,596	0	(4,596)	(100%)	
Adjust Employee Benefits Provision (Non-Current)		0	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	9,591	9,591	100%	
Movement in Leave Reserve (Added Back)		3,441	3,441	3,441	0	(3,441)	(100%)	
Adjust Rounding		0	(2)	0	0	0		
Net Operating (Ex. Rates)		(421,001)	(424,376)	(44,322)	8,475	46,647		
Capital Revenues								
Proceeds from Disposal of Assets	11	185,843	185,843	46,458	0	(46,458)	(100%)	▼
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)		71,777	71,777	71,777	74,504	2,727	4%	
Transfer from Reserves	10	38,195	38,195	9,546	0	(9,546)	(100%)	
Total		295,815	295,815	127,781	74,504	(53,277)		
Capital Expenses								
Land Held for Resale	11	0	0	0	0	0		
Buildings	11	(382,818)	(378,968)	(97,077)	(86,575)	10,502	11%	▼
Plant and Equipment	11	(643,407)	(637,634)	(180,199)	0	180,199	100%	▼
Tools	11	(5,000)	(5,000)	(1,248)	0	1,248	100%	
Furniture and Equipment	11	(32,872)	(32,872)	(8,214)	(1,677)	6,537	80%	
Land	11	0	0	0	0	0		
Non-Freehold Shire Land	11	0	0	0	0	0		
Infrastructure Assets - Roads	11	(1,957,648)	(1,957,648)	(675,322)	(309,571)	365,751	54%	▼
Infrastructure Assets - Footpaths	11	(92,400)	(92,400)	(23,097)	0	23,097	100%	▼
Infrastructure Assets - Drainage	11	0	0	0	0	0		
Infrastructure Assets - Other	11	(1,422,535)	(1,468,535)	(451,545)	(142,952)	308,593	68%	▼
Repayment of Debentures	13	(137,203)	(137,199)	(34,296)	(35,914)	(1,618)	(5%)	
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(286,596)	(286,596)	(71,640)	0	71,640	100%	▼
Total		(4,960,479)	(4,996,852)	(1,542,638)	(576,689)	965,949		
Net Capital		(4,664,663)	(4,701,036)	(1,414,857)	(502,185)	912,672		
Total Net Operating + Capital		(5,085,664)	(5,125,412)	(1,459,179)	(493,710)	959,319		
Rate Revenue		3,122,247	3,122,247	3,122,228	3,099,851	(22,377)	(1%)	
Opening Funding Surplus(Deficit)		1,963,417	2,003,105	2,003,105	2,030,684	27,579	1%	
Closing Funding Surplus(Deficit)	3	(0)	(60)	3,666,154	4,636,826	964,521		

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 September 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 September 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 September 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 September 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 September 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 September 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

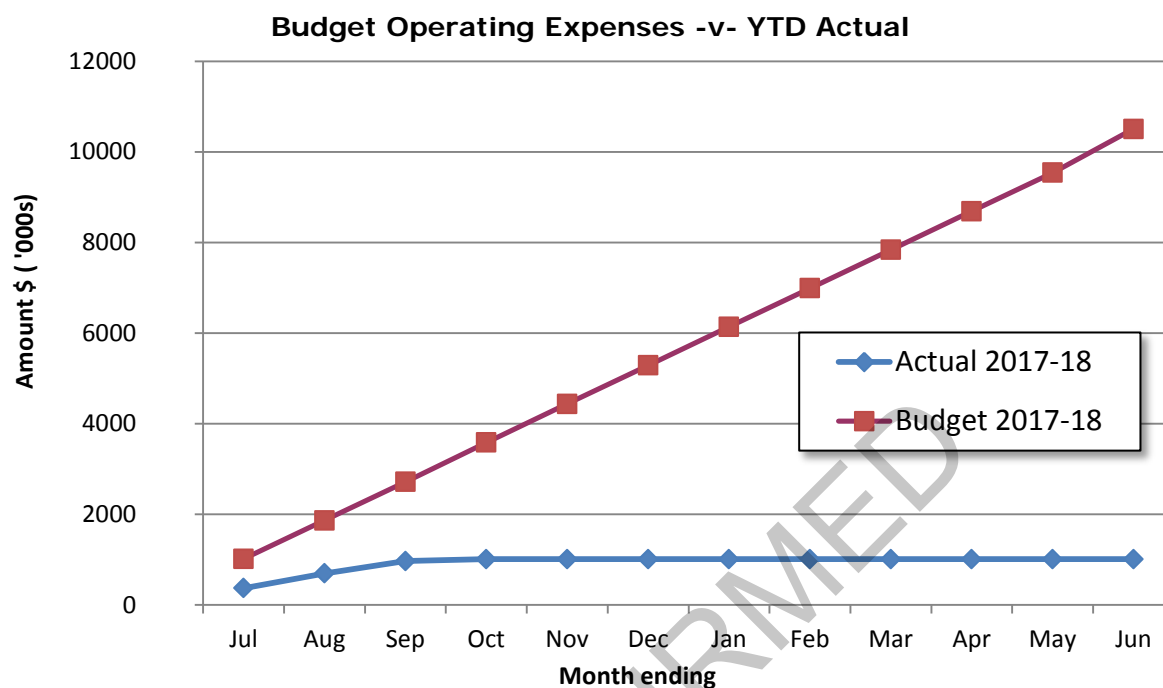
Natural resource management. Tourism facilities, information and directional signs. Weed and pest control services. Necessary building control services.

OTHER PROPERTY & SERVICES

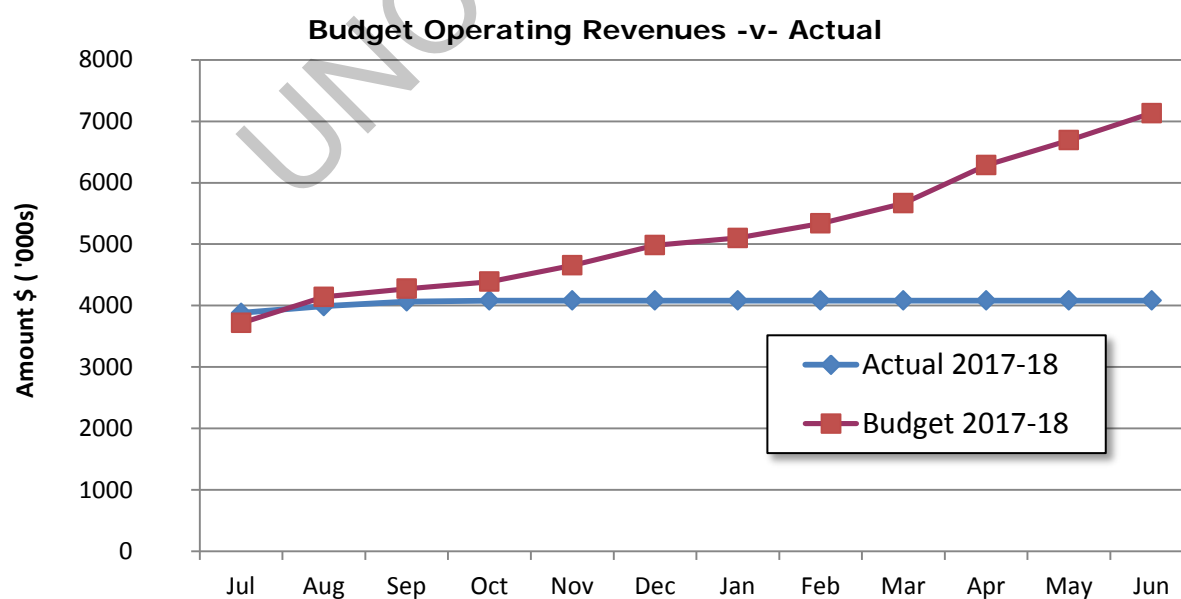
Private works carried out by council and indirect cost allocation pools.
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



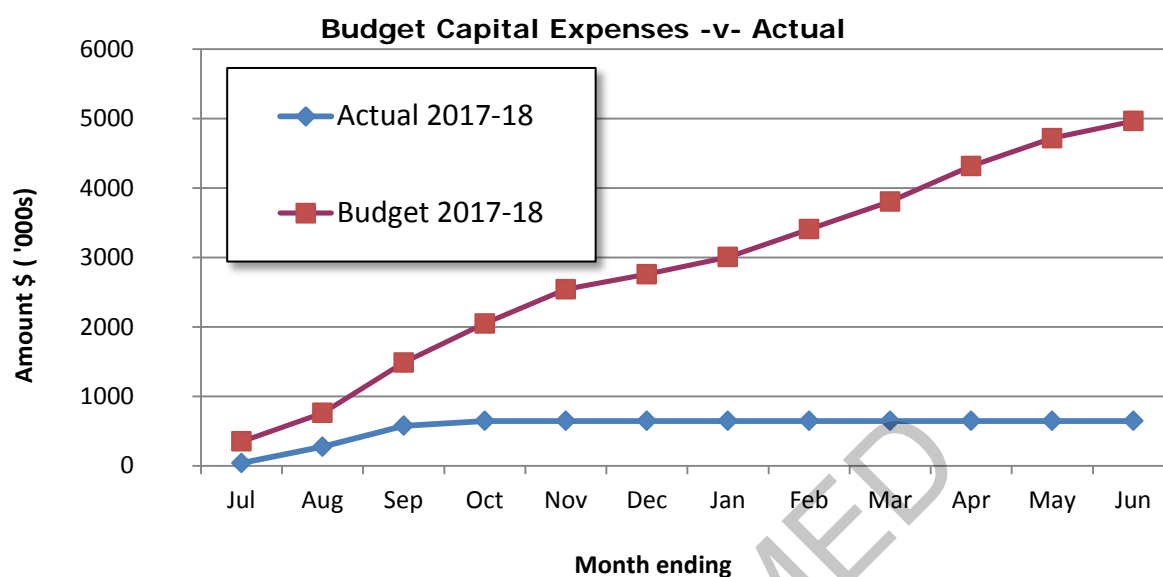
Comments/Notes - Operating Expenses



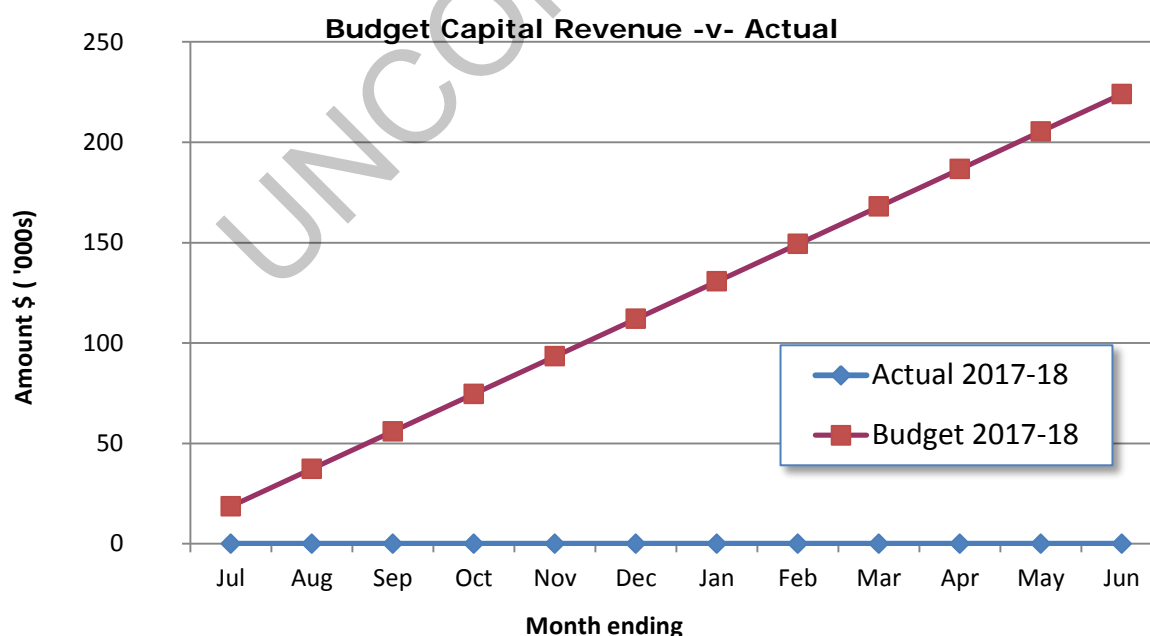
Comments/Notes - Operating Revenues

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

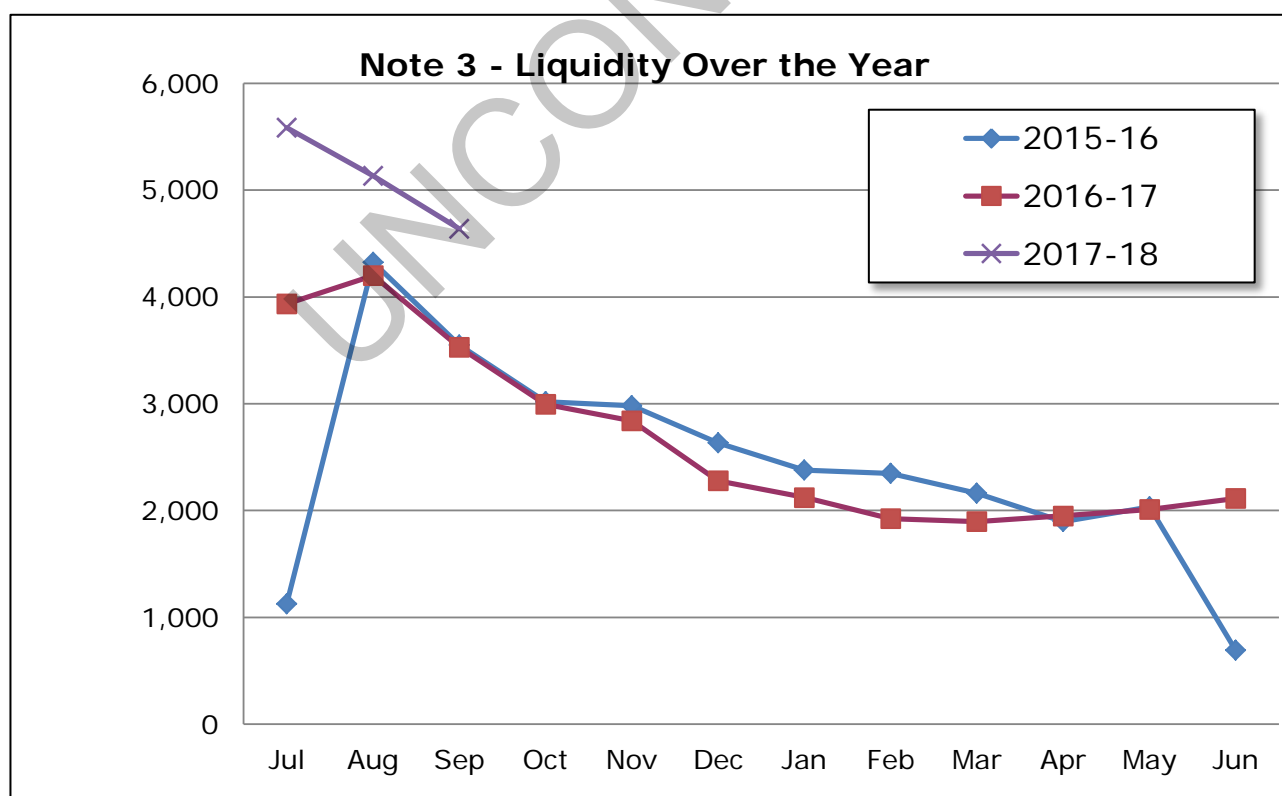


Comments/Notes - Capital Revenues

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

Note 3: SURPLUS/(DEFICIT) POSITION

	Positive=Surplus (Negative=Deficit)		
	30/09/2017	31/08/2017	30/09/2016
Note	This Period	Last Period	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	4,038,248	4,433,885	2,955,712
Cash Restricted	764,634	764,634	1,252,475
Receivables - Rates and Rubbish	837,236	1,006,200	795,098
Receivables - Other	53,663	51,302	90,894
Inventories	14,369	14,369	10,614
	5,708,150	6,270,391	5,104,793
Less: Current Liabilities			
Payables	(71,948)	(136,235)	(122,906)
Loan Liability	(101,289)	(101,289)	(83,127)
Provisions	(416,710)	(416,710)	(393,791)
	(589,947)	(654,234)	(599,824)
Net Current Asset Position	5,118,202	5,616,157	4,504,969
Less: Cash Restricted	(764,634)	(764,634)	(1,252,475)
Add Back: Component of Leave Liability not Required to be funded	172,378	172,378	194,589
Add Back: Current Loan Liability	101,289	101,289	83,127
Add Back: Movement in Deferred Rates	9,591		
Adjustment for Trust Transactions Within Muni	0	0	213
Net Current Funding Position	4,636,827	5,125,190	3,530,422



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Account		293,081			293,081	BankWest	
Cash Floats		850			850		
Municipal Saver Account		244,317			244,317	Bankwest	
Reserve Account			634		634	BankWest	
Trust Account				538,362	538,362	BankWest	
(b) Term Deposits							
Reserve Account					0		
Reserve Term Deposit	2.80%		764,000		764,000	ME BANK	13/04/2018
Municipal Account	2.33%	250,000			250,000	Bankwest	16/10/2017
Municipal Account	2.35%	250,000			250,000	Bankwest	30/10/2017
Municipal Account	2.65%	250,000			250,000	ME Bank	12/12/2017
Municipal Account	2.55%	250,000			250,000	ME Bank	28/01/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	12/02/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	7/03/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	12/03/2018
Municipal Account	2.75%	250,000			250,000	ME Bank	8/05/2018
Municipal Account	2.80%	250,000			250,000	ME Bank	12/04/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	29/04/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	12/05/2018
Municipal Account	2.65%	250,000			250,000	ME Bank	29/05/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	12/06/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	29/06/2018
Total		4,038,248	764,000	538,362	5,341,244		

Comments/Notes - Investments

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance	Variance	
	Timing	Permanent
5.1 OPERATING REVENUE (EXCLUDING RATES) - NATURE OR TYPE		
All operating income is within variation thresholds		
5.2 OPERATING EXPENSES - NATURE OR TYPE		
EMPLOYEE COSTS		
Employee costs are currently \$104,317 less than the year to date budget, as a result of one position being vacant and little use of casual staff to date	■	
MATERIAL AND CONTRACTS		
Expenditure is some \$123,802 lower than budgeted across a large number of accounts. The largest being Parts & Repairs \$36,982.27 & Rural Road Maintenance \$23,238.	■	
UTILITY CHARGES		
Expenditure is lower than year to date budget by \$32,137 across a large number of accounts. This is considered a timing variance.	■	
DEPRECIATION (NON CURRENT ASSETS)		
Depreciation is currently zero as a result of delaying the raising of depreciation for 2017/18 until the 2016/17 Annual Report has been completed. This is considered a timing variance.	■	
INSURANCE EXPENSES		
This is considered a timing issue only and budget profiling yet to be done	■	
5.3 CAPITAL REVENUE		
GRANTS, SUBSIDIES AND CONTRIBUTIONS		
Year to date income is \$154,440 lower than budgeted. This is considered a timing variance.	■	
PROCEEDS FROM DISPOSAL OF ASSETS		
Expenditure is currently \$46,458 less than year to date budget. Is considered to be a timing variance, as new vehicles have not been purchased	■	
5.4 CAPITAL EXPENSES		
BUILDINGS		
Expenditure is \$10,723 less than budgeted as a number of projects have not yet started. This is considered a timing issue and Asset Register not being updated until 2016/17 Annual Report is finalised	■	
ROADS		
Expenditure is \$365,751 less than budgeted, there are a number of projects still to commence and Asset Register not being updated until 2016/17 Annual Report is finalised	■	
INFRASTRUCTURE ASSETS - OTHER		
Expenditure is \$308,722 less than year to date budget as budget profiling has yet to be done and Asset Register not being updated until 2016/17 Annual Report is finalised	■	

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 September 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
	Budget Adoption - Opening Surplus		Opening Surplus(Deficit)	\$	\$	\$	\$
	Budget Adoption - Closing Surplus		Opening Surplus(Deficit)			(1,963,417)	1,963,417
	Actual Opening Surplus				39,688		0
3313	MRWA DIRECT GRANT	2017/126	Operating Revenue			(54,139)	39,688
3382	RURAL ROADS MAINTENANCE	2017/126	Operating Expenses		17,735		(14,451)
C026	TEASDALE ROAD	2017/126	Capital Expenses		60,000		3,284
C013	WADDY FOREST ROAD	2017/126	Capital Expenses			(60,000)	63,284
0753	DFES GRANTS	2017/126	Operating Revenue			(16,159)	3,284
4003	COASTWEST/COASTCARE GRANT	2017/126	Operating Revenue			(25,271)	(12,875)
2103	OTHER CONTRIBUTIONS	2017/126	Operating Revenue			(43,912)	(38,146)
4032	COASTWEST/COASTCARE EXPENDITURE	2017/126	Operating Expenses		69,183		(82,058)
2064	GREEN HEAD WALK TRAILS (INFRA OTH)	2017/126	Capital Expenses			(6,000)	(12,875)
G014	GREEN HEAD PARKS & RESERVES	2017/126	Operating Expenses		6,000		(18,875)
4502	PLANT / VEHICLE LICENSES	2017/126	Operating Expenses			(39,174)	(12,875)
4513	RE-IMBURSEMENTS - OTHER	2017/126	Operating Revenue		39,174		(52,049)
0091	GRANTS COMMISSION ROADS GRANT	2017/126	Operating Revenue			(22,902)	(12,875)
0181	GRANTS COMMISSION GENERAL PURPOSE GRANT	2017/126	Operating Revenue			(21,256)	(35,777)
6963	GRANT INCOME - TOURISM	2017/126	Operating Revenue		15,000		(57,033)
6854	MILLIGAN ISLAND ECO TOURISM SITE (INFRA OTH)	2017/126	Capital Expenses			(40,000)	(42,033)
31F4	GREEN HEAD SPORTING CLUB (BUILDINGS)	2017/126	Capital Expenses			(3,150)	(82,033)
24E2	GREEN HEAD SPORTMANS CLUB	2017/126	Operating Expenses		2,000		(85,183)
2463	REIMBURSEMENTS - NO GST	2017/126	Operating Revenue		1,150		(83,183)
6364	PURCHASE RIDE-ON MOWER (P&E)	2017/126	Capital Expenses		5,773		(82,033)
0623	INTEREST ON INVESTMENTS	2017/126	Operating Revenue		25,000		(76,260)
H001	LOT 50 NAIRN STREET	2017/126	Capital Expenses		7,000		(51,260)
2SW2	ADMINISTRATION SALARIES	2017/126	Operating Expenses		10,000		(44,260)
1803	CHARGES - REFUSE REMOVAL	2017/126	Operating Revenue		6,000		(34,260)
1923	CHARGES REFUSE REMOVAL - COMMERCIAL	2017/126	Operating Revenue		7,800		(28,260)
1602	VISITING GP SUBSIDY	2017/126	Operating Expenses		20,400		(20,460)
Closing Funding Surplus (Deficit)				0	331,903	(2,295,380)	(60)

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

Note 7: RECEIVABLES

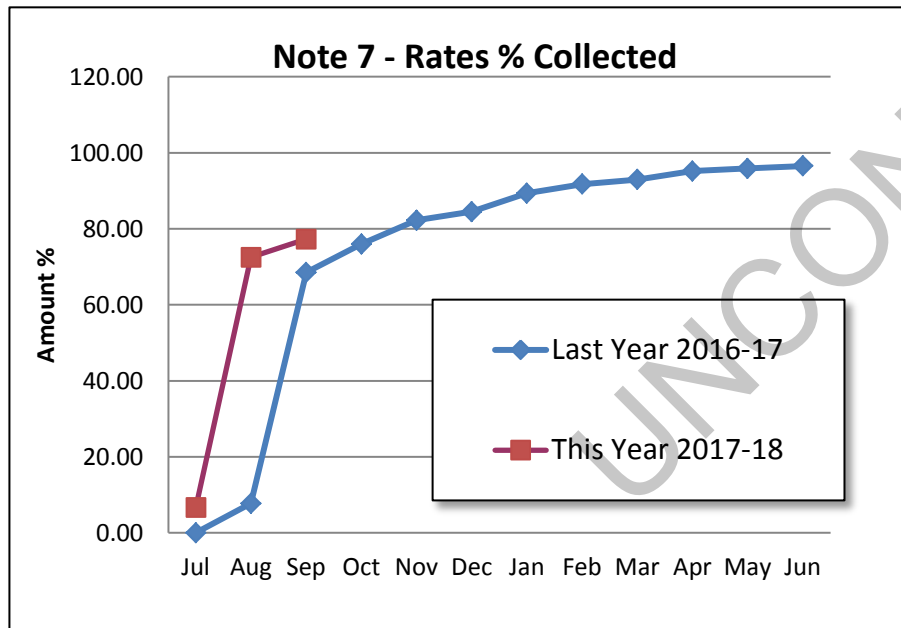
Receivables - Rates and Rubbish

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

Net Rates Collectable

% Collected

Current 2017-18	Previous 2016-17
\$	\$
171,831	113,343
3,518,943	3,399,723
2,866,507	2,717,968
824,267	795,098
77.67%	77.37%



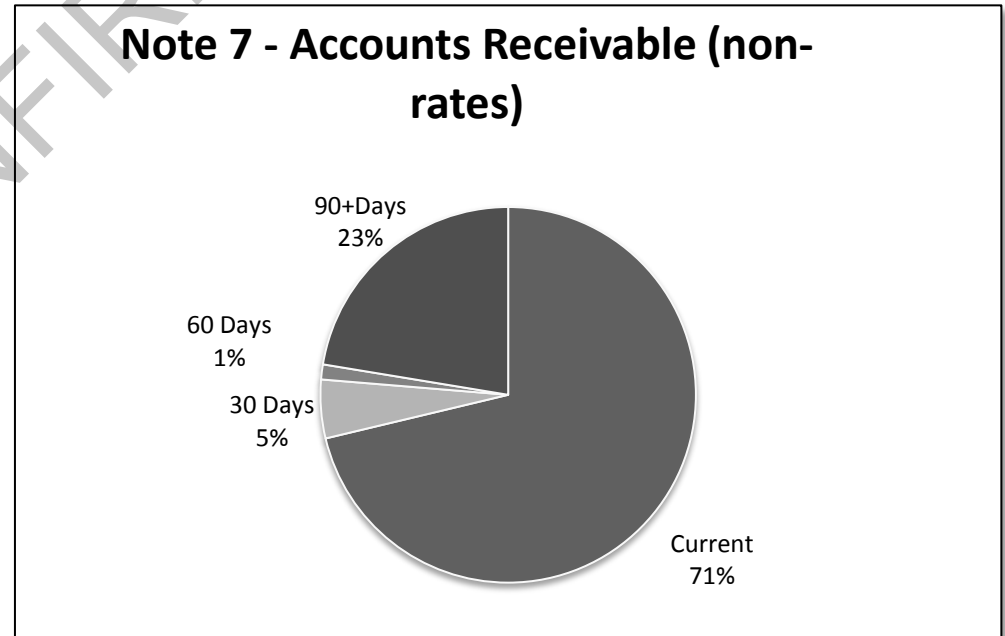
Comments/Notes - Receivables Rates and Rubbish

Receivables - General

Total Outstanding

Amounts shown above include GST (where applicable)

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
13,653	966	247	4,292
			19,157



Comments/Notes - Receivables General

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

Note 8: GRANTS, SUBSIDIES AND CONTRIBUTIONS

Program/Details	Provider	Approval Yes No	2017-18 Budget	Recoup Status	
				Received	Not Received
		(Yes/No)	\$	\$	\$
GENERAL PURPOSE FUNDING					
GRANTS COMMISSION ROADS GRANT	Grants Commission	Yes	(246,251)	(61,563)	(184,688)
GRANTS COMMISSION GENERAL PURPOSE GRANT	Grants Commission	Yes	(407,327)	(101,832)	(305,495)
ESL ADMINISTRATION COMMISSION	Grants Commission	Yes	(4,000)	0	(4,000)
POLICE LICENSING COMMISSIONS	Grants Commission	Yes	(20,000)	(4,901)	(15,099)
BANKING COMMISSION	Grants Commission	Yes	(1,000)	(226)	(775)
LEGAL COSTS RECOVERED	Reimbursements		(10,250)	654	(10,904)
GOVERNANCE					
REIMBURSEMENTS (no gst)	Reimbursements		(100)	(839)	739
NOVATED LEASE CONTRIBUTIONS (INCOME)	Reimbursements		(9,950)	(2,486)	(7,464)
COUNCIL PROPERTY VALUATION REBATE	Reimbursements		0	0	0
OTHER INCOME (GST)	Reimbursements		(4,000)	0	(4,000)
LAW, ORDER, PUBLIC SAFETY					
DFES GRANTS	DFES	Yes	(92,841)	(9,699)	(83,142)
DFES APPLIANCE PROGRAM CONTRIBUTION	DFES	Yes	0	0	0
VOLUNTEER BUSHFIRE BRIGADE GRANTS INCOME -INC GST			(3,128)	0	(3,128)
HEALTH					
REIMBURSEMENTS	Reimbursements		(1,000)	(131)	(869)
EDUCATION AND WELFARE					
AGED PERSONS UNITS - REIMBURSEMENT (GST FREE)	Reimbursements		(400)	(157)	(243)
GREEN HEAD MEN'S SHED	Reimbursements		(72,555)	0	(72,555)
HOUSING					
REIMBURSEMENTS - STAFF HOUSING (NO GST)	Reimbursements		0	0	0
COMMUNITY AMENITIES					
COASTWEST/COASTCARE GRANT	Coastwest/Coastcare		(429,500)	(10,000)	(419,500)
GRANTS/CONTRIBUTIONS (gst)	Contribution		(3,727)	0	(3,727)

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

Note 8: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval Yes No (Yes/No)	2017-18 Budget	Recoup Status	
				Received	Not Received
ECONOMIC SERVICES			\$	\$	\$
DRUMMUSTER INCOME	Reimbursements		(1,000)	0	(1,000)
GRANT INCOME - TOURISM	MWC/Tourism WA	Yes	(50,000)	(50,057)	57
RESOURCE SHARING WITH OTHER SHIRES - MRS	Reimbursements		(17,000)	112	0
RECREATION AND CULTURE					
REIMBURSEMENTS - GST	Reimbursements		(500)	0	(500)
CSRFF GRANTS & CONTRIB	CSRFF		(22,581)	0	(22,581)
GOVERNMENT GRANTS - SUBSIDY	DRD	Yes	(32,000)	0	0
RECREATION BOATING FACILITES FUND GRANT			(16,930)	0	0
CHARGES - LEEMAN REC CENTRE			0	(60)	0
COOROW HALL OTHER INCOME			(1,000)	(234)	0
REIMBURSEMENTS - NO GST	Reimbursements		(1,150)	(1,150)	0
CONTRIBUTIONS/GRANTS	Dept of Water	No	(172,360)	0	(172,360)
REIMBURSEMENTS - SUNDRY	Reimbursements		(1,800)	(449)	(1,351)
REIMBURSEMENTS - LIBRARY	Reimbursements		(20)	(13)	0
CONTRIBUTIONS	Leeman Bowling Club		(63,479)	0	(63,479)
TRANSPORT					
REGIONAL ROAD GROUP GRANTS	Main Roads WA	Yes	(524,667)	(209,867)	(314,800)
ROADS TO RECOVERY FUNDS	Dept of Infra. & Transport	Yes	(462,234)	0	(462,234)
MRWA DIRECT GRANT	Main Roads WA	Yes	(73,520)	(73,520)	0
OTHER PROPERTY & SERVICES					
RE-IMBURSEMENTS - OTHER	Reimbursements		(39,274)	(40,798)	1,524
DAAFGS REFUNDS FUEL REBATES	ATO		(40,000)	(13,461)	(26,539)
REIMB WORKERS COMP	Reimbursements		(20,000)	0	(20,000)
REIMBURSEMENTS - OTHER	Contributions		(200)	0	0
TOTALS			(2,845,744)	(580,677)	(2,198,113)

Comments - Grants and Contributions

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

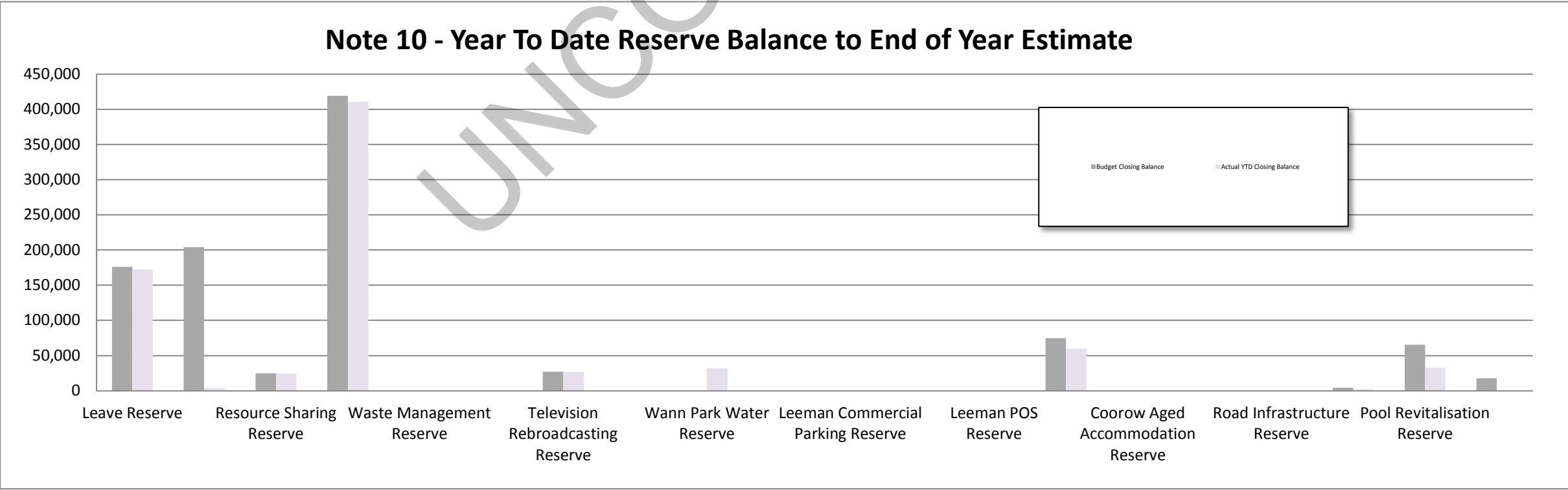
Note 9: RATING INFORMATION											
RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Differential General Rate											
UV - Agricultural	1.5920	201	121,966,000	1,941,699	0	0	1,941,699	1,941,699	0	0	1,941,699
GRV - Townsites	12.0080	728	8,089,906	971,436	3,498	0	974,934	971,436	500	0	971,936
UV - Mining	16.0764	15	608,022	97,748	0	0	97,748	97,748	0	0	97,748
UV - Mining Exploration	11.5831	5	19,459	2,254	0	0	2,254	2,254	0	0	2,254
							0				
Sub-Totals		949	130,683,387	3,013,137	3,498	0	3,016,635	3,013,137	500	0	3,013,637
Minimum Payment	Minimum \$										
UV - Agricultural	815.00	9	106,800	7,335	0	0	7,335	7,335	0	0	7,335
GRV - Townsites	815.00	202	903,122	164,630	0	0	164,630	16,430	0	0	16,430
UV - Mining	815.00	10	63,750	8,150	0	0	8,150	8,150	0	0	8,150
UV - Mining Exploration	300.00	5	5,123	1,500	0	0	1,500	1,500			1,500
Sub-Totals		226	1,078,795	181,615	0	0	181,615	33,415	0	0	33,415
Discounts							3,198,250				3,047,052
Rates Adjustments							(88,090)				(85,195)
Movement in Excess Rates							(90)				(499)
							(19,566)				0
Amount from General Rates							3,090,504				2,961,358
Ex Gratia Rates							9,348				11,890
Specified Area Rates							0				0
Totals							3,099,852				2,973,248

Comments - Rating Information

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 September 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	\$ 172,378	\$ 3,441	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	GJ1614-10.07	\$ 175,819	\$ 172,378
Building Reserve	4,044	81	0	200,000	0	0	0		204,125	4,044
Resource Sharing Reserve	24,285	485	0	0	0	0	0		24,770	24,285
Plant Reserve	410,880	8,202	0	0	0	0	0	GJ1614-10.07	419,082	410,880
Waste Management Reserve	0	0	0	0	0	0	0	GJ1614-10.07	0	0
Green Head Commercial Parking Reserve	0	0	0	0	0	0	0	GJ1614-10.07	0	0
Television Rebroadcasting Reserve	26,456	528	0	0	0	0	0		26,984	26,456
Unspent Grants Reserve	0	0	0	0	0	0	0		0	0
Wann Park Water Reserve	31,756	634	0	0	0	32,390	0		0	31,756
Community Grant Reserve	0	0	0	0	0	0	0	GJ1614-10.07	0	0
Leeman Commercial Parking Reserve	0	0	0	0	0	0	0	GJ1614-10.07	0	0
Green Head POS Reserve	0	0	0	0	0	0	0		0	0
Leeman POS Reserve	0	0	0	0	0	0	0		0	0
Leeman Aged Accommodation Reserve	59,829	1,194	0	19,581	0	5,805	0		74,799	59,829
Coorow Aged Accommodation Reserve	0	0	0	0	0	0	0	GJ1614-10.07	0	0
Furniture & Equipment Reserve	0	0	0	0	0	0	0	GJ1614-10.07	0	0
Road Infrastructure Reserve	0	0	0	0	0	0	0	GJ1614-10.07	0	0
Coorow Bowling Club Reserve	2,157	43	0	2,100	0	0	0		4,300	2,157
Pool Revitalisation Reserve	32,848	656	0	32,000	0	0	0		65,504	32,848
Tourist Infrastructure Reserve	0	0	0	17,651	0	0	0		17,651	0
	764,633	15,264	0	271,332	0	38,195	0		1,013,034	764,633



SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 September 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	
\$	\$	\$	\$	TRADE-IN MRS VEHICLE	\$	\$	\$	\$	\$	
				TRADE 4WD WORKS SUPERVISOR CW003	32,545	32,545	8,136	0	(8,136)	▼
				CAT 2009 GRADER	23,388	23,388	5,847	0	(5,847)	▼
				TORO GROUNDMASTER MOWER	127,310	129,910	32,475	0	(32,475)	▼
					2,600	129,910	32,475	0	(32,475)	▼
					0	0	0	0	0	↑↑↑
					0	0	0	0	0	↑↑↑
					0	0	0	0	0	↑↑↑
					0	0	0	0	0	↑↑↑
					0	0	0	0	0	↑↑↑
			0		0	0	0	0	0	↑↑↑
0	0	0	0	Totals	185,843	315,753	78,933	0	(78,933)	

Comments - Capital Disposal

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

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions Information				Summary Acquisitions	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget		Variance (Under)Over	
\$	\$	\$	\$	Property, Plant & Equipment	\$	\$			\$	
0	0	0	0	Land for Resale	0	0	0	0	0	
72,555	0	0	72,555	Buildings	382,818	378,968	97,077	86,575	(10,502)	▼
0	0	0	0	Plant & Equipment	643,407	637,634	180,199	0	(180,199)	▼
0	0	0	0	Furniture & Equipment	32,872	32,872	8,214	1,677	(6,537)	▼
0	0	0	0	Tools	5,000	5,000	1,248	0	(1,248)	▼
0	0	0	0	Land	0	0	0	0	0	↑↑↑
0	0	0	0	Non-Freehold Shire Land	0	0	0	0	0	↑↑↑
				Infrastructure						
986,901	0	0	986,901	Roads	1,957,648	1,957,648	675,322	309,571	(365,751)	▼
0	0	0	0	Footpaths	92,400	92,400	23,097	0	(23,097)	▼
0	0	0	0	Drainage	0	0	0	0	0	↑↑↑
716,918	32,390	0	749,308	Other Infrastructure	1,422,535	1,468,535	451,545	142,952	(308,593)	▼
1,776,374	32,390	0	1,808,764	Totals	4,536,680	4,573,057	1,436,702	540,776	(895,926)	

Comments - Capital Acquisitions

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 September 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		
\$	\$	\$	\$	0	COOROW OFFICE UPGRADE BUILDING (BUILDINGS)	0	0	0	0	0	↑↑↑
				0	LEEMAN OFFICE UPGRADE (BUILDINGS)	10,185	10,185	2,544	5,223	2,679	▲
				0	EMPLOYEE HOUSING (BUILDINGS)	74,500	67,500	16,866	49,153	32,287	▲
				0	COUNCIL HOUSING GENERAL CARPET CONTINGENCY (BUILDINGS)	5,125	5,125	1,281	0	(1,281)	▼
				0	LEEMAN FORESHORE TOILETS (BUILDINGS)	91,992	91,992	22,992	12,100	(10,892)	▼
40,000			40,000	0	FIRE SHED GREEN STATION (BUILDINGS)	40,000	40,000	9,999	0	(9,999)	▼
				0	MALEY PARK CAPITAL EXPEND (BUILDINGS)	0	0	0	0	0	↑↑↑
				0	LEEMAN REC CENTRE (BUILDINGS)	8,500	8,500	2,124	6,550	4,426	▲
				0	COOROW GOLF CLUB (BUILDINGS)	0	0	0	0	0	↑↑↑
				0	COOROW MEDICAL CENTRE (BUILDINGS)	5,000	5,000	1,248	0	(1,248)	▼
				0	GREEN HEAD SPORTING CLUB (BUILDINGS)	0	3,150	3,150	3,150	0	↑↑↑
				0	COOROW AQUATIC CTR UPGRADE (BUILDINGS)	60,000	60,000	15,000	0	(15,000)	▼
72,555			72,555	0	MENS SHED CAPEX (BUILDINGS)	77,516	77,516	19,374	7,435	(11,939)	▼
				0	MALEY PARK GARDENERS SHED (BUILDINGS)	0	0	0	2,963	2,963	
				0	DEPOT BUILDING CAPITAL (BUILDINGS)	10,000	10,000	2,499	0	(2,499)	▼
72,555	0	0	72,555	Totals		382,818	378,968	97,077	86,575	(10,502)	

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

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions				Plant & Equipment	Current Budget					
					This Year					Variance (Under)Over
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual		
\$	\$	\$	\$		\$	\$		\$	\$	
			0	MRS VEHICLE (P&E)	50,648	50,648	12,660	0	(12,660)	▼
			0	DFES APPLIANCE PROGRAM FIRE UNIT (P&E)	0	0	0	0	0	↑↑↑
			0	VEHICLE FOR RANGER (P&E)	0	0	0	0	0	↑↑↑
			0	PURCHASE MOSQUITO FOGGER (P&E)	0	0	0	0	0	↑↑↑
			0	PURCHASE GRADER (P&E)	340,000	340,000	84,999	0	(84,999)	▼
			0	PURCHASE LOW LOADER TRAIL (P&E)	28,982	28,982	7,245	0	(7,245)	▼
			0	DUAL CAB 4X4 - MANAGER WORKS & SERVICES - CW 002 (P&E)	0	0	0	0	0	↑↑↑
			0	PURCHASE WATER TANKER (P&E)	0	0	0	0	0	↑↑↑
			0	PURCHASE RIDE-ON MOWER (P&E)	33,500	27,727	27,727	0	(27,727)	▼
			0	COASTAL LEADING HAND UTILITY (P&E)	0	0	0	0	0	↑↑↑
			0	WORKS UTILITIES CW017 (P&E)	0	0	0	0	0	↑↑↑
			0	4WD UTILITY - WORKS SUPERVISOR (P&E)	40,277	40,277	10,068	0	(10,068)	▼
			0	PURCHASE NEW TRUCK - MTCE CREW	150,000	150,000	37,500	0	(37,500)	▼
			0		0	0	0	0	0	↑↑↑
			0		0	0	0	0	0	↑↑↑
			0		0	0	0	0	0	↑↑↑
0	0	0	0	Totals	643,407	637,634	180,199	0	(180,199)	

Contributions				Furniture & Equipment	Current Budget					
					This Year					Variance (Under)Over
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual		
\$	\$	\$	\$		\$	\$		\$	\$	
			0	ADMIN COMPUTERS (F&E)	27,872	27,872	6,966	0	(6,966)	▼
			0	COOROW HALL OVEN REPLACEMENT	5,000	5,000	1,248	1,677	429	▲
			0	CARAVAN PARK EQUIPMENT (F&E)	0	0	0	0	0	↑↑↑
0	0	0	0	Totals	32,872	32,872	8,214	1,677	(6,537)	

Contributions				Tools	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$		\$	\$	
			0	SUNDRY TOOLS (TOOLS)	5,000	5,000	1,248	0	(1,248)	▼
0	0	0	0	Totals	5,000	5,000	1,248	0	(1,248)	

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 September 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	
\$	\$	\$	\$		\$	\$		\$	\$	
462,234			462,234	ROADS TO RECOVERY WORKS (INFRA ROADS)	484,464	484,464	181,269	155,084	(26,186)	▼
524,667			524,667	REGIONAL ROAD GROUP ROADWORKS (INFRA ROADS)	799,565	799,565	240,751	23,878	(216,873)	▼
			0	ROAD CONSTRUCTION (INFRA ROADS)	673,619	673,619	253,302	130,609	(122,693)	▼
			0	BLACK SPOT ROAD CONSTRUCTION (INFRA ROADS)	0	0	0	0	0	↑↑↑
			0	CAR PARK CONSTRUCTION (INFRA ROADS)	0	0	0	0	0	↑↑↑
			0	REGIONAL ROAD GROUP (INFRA ROADS)	0	0	0	0	0	↑↑↑
986,901	0	0	986,901	Totals	1,957,648	1,957,648	675,322	309,571	(365,751)	

Contributions				Footpaths	Current Budget								
					This Year								
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over				
\$	\$	\$	\$	0	FOOTPATH CONSTRUCTION - COUNCIL FUNDED (FOOTPATHS)	92,400	\$	92,400	23,097	\$	0	(23,097)	▼
				0	FOOTPATH CONSTRUCTION - RTR FUNDED (FOOTPATHS)	0		0	0		0	0	
0	0	0	0	0	Totals	92,400		92,400	23,097		0	(23,097)	

Contributions				Other Infrastructure	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$		\$	\$	
			0	COASTAL WASTE MANAGEMENT (INFRA OTH)	21,364	21,364	5,340	0	(5,340)	▼
454,771			454,771	GREEN HEAD WALK TRAILS (INFRA OTH)	482,950	488,950	122,238	28,761	(93,477)	▼
3,727			3,727	COASTAL CEMETERY DEVELOPMENT (INFRA OTH)	46,216	46,216	11,553	0	(11,553)	▼
			0	DEVELOP PUBLIC OPEN SPACE - LOT 601 PETERSON PLACE	169,834	169,834	42,456	22,318	(20,138)	▼
			0	JOHNS ST FISH CLEANING STATION	22,575	22,575	22,575	436	(22,139)	▼
172,360	32,390		204,750	WANN PARK WATER SUPPLY CAP EXP (INFRA OTH)	256,423	256,423	64,098	0	(64,098)	▼
			0	MILLIGAN ISLAND ECO TOURISM SITE (INFRA OTH)	0	40,000	40,000	39,609	(391)	▼
			0	DYNAMITE BAY BEACH RAMP	45,000	45,000	45,000	0	(45,000)	▼
			0	SKATE PARK CAPEX (INFRA OTH)	39,906	39,906	9,975	0	(9,975)	▼
			0	LEEMAN FORESHORE DEVELOPMENT (INFRA OTH)	204,177	204,177	51,039	0	(51,039)	▼
86,060			86,060	LEEMAN BOWLING GREEN UPGRADE (INFRA OTH)	129,090	129,090	32,271	51,636	19,365	▲
			0	DYNAMITE BAY SOLAR LIGHTS	5,000	5,000	5,000	0	(5,000)	▼
			0	MALEY PARK (INFRA OTH) CAPITAL	0	0	0	192	192	▲
716,918	32,390	0	749,308	Totals	1,422,535	1,468,535	451,545	142,952	(308,593)	

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 September 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-17 \$	Amount Received \$	Amount Paid \$	Closing Balance 30-Sep-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	300	0	0	300
Leeman Aged Units Surplus	0	0	0	0
Coorow Aged Units Surplus	0	0	0	0
LGCHP Surplus	19,581	0	(19,581)	0
BCITF Levy	100	1,268	(100)	1,268
BRB Levy	0	1,485	(185)	1,300
Police Licensing	0	120,365	(120,365)	0
Standpipe Card Bond	2,380	0	0	2,380
Leeman Ratepayers Association	5,975	0	0	5,975
Kerbing Deposits	14,100	0	0	14,100
Maley Park Committee	0	0	0	0
Coorow Christmas Tree	0	0	0	0
Coorow Bushfire Brigade	2,025	0	0	2,025
CCLI Number Plate Funds	0	0	0	0
Leeman Number Plate Funds	0	100	0	100
Green Head Number Plate Funds	0	0	0	0
Warradarge Bushfire Brigade	1,350	0	(1,350)	0
Leeman Bushfire Brigade	3,816	0	(3,816)	0
Refuse Site Key Bond	400	0	0	400
Public Open Space	495,939	83	0	496,022
Bonds - Other	12,495	217	0	12,712
Snag Island Kids Centre	0	0	0	0
Nomination Deposits	0	480	0	480
Footpath Deposits	0	0	0	0
	559,761	123,998	(145,397)	538,362

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

Note 13: INFORMATION ON BORROWINGS

Debenture Repayments	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		Maturity Date
		2017-18 Budget \$	2017-18 Actual \$	2017-18 Budget \$	2017-18 Actual \$	2017-18 Budget \$	2017-18 Actual \$	2017-18 Budget \$	2017-18 Actual \$	
Staff Housing										
Loan 79 - Leeman Executive House	23,627	0	0	23,627	0	23,627	23,627	1,233	(134)	27/06/2018
Loan 88 - Leeman MRS House	147,637	0	0	72,483	35,914	147,637	111,723	5,992	322	28/02/2019
Loan 89 - Brand St Residence	73,842	0	0	28,829	0	73,842	73,842	2,766	(823)	9/10/2019
Recreation & Culture										
Loan 87 - Maley Park Changerooms	12,264	0	0	12,264	0	12,264	12,264 0	870	(123)	13/06/2018
	257,370	0	0	137,203	35,914	257,370	221,456	10,861	(758)	

(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 2016/2017 ANNUAL REPORT

AUTHOR	Leanne Parola
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	10 October 2017
ATTACHMENT	Under separate cover
FILE	ADM0150 & ADM0303

SUMMARY:

Council is required to receive the Annual Report, incorporating the Audited Annual Financial Report, Auditors Report and Management Report for the Financial Year ending 30 June 2017.

BACKGROUND:

Section 7.9 of the *Local Government Act 1995* requires an audit to be undertaken and, on its completion, submitted to the Shire President and Chief Executive Officer of the Local Government, and to the Minister for Local Government.

It is a requirement that the Annual Audit be completed by 31 December following the close of the financial year. The audit was commenced on-site by Moore Stephens on 28 and 29 August 2017. The Audit Report and Management letter has been completed and received by the Shire President and Chief Executive Officer. The Auditor's Report and Management Report were also submitted to the Shire of Coorow Audit Committee for further consideration. (See copy of Audit and Management reports attached for Councillors' information only).

COMMENT:

The Annual Report for 2016/2017 has now been completed and is included as an attachment to this report. The Annual Report will be available to the Public and Electors prior to the Annual Electors Meeting, subject to its acceptance by Council.

Two statutory non-compliance matters were raised in the Independent Auditor's Report to the Electors of the Shire of Coorow as follows:

Differential General Rates

With respect to differential rates imposed for 2016/2017, a brief statement of objects/reasons for imposing the differential rates was not included in the rate notice or information accompanying as required by Financial Management Regulation 56(4)(a)(i).

Staff will ensure that this information is included in the information accompanying rates notices in the future.

Submission of Financial Report

The Annual Financial Report for the year ended 30 June 2016 was not submitted to the Department of Local Government, Sport and Cultural Industries within 30 days of

the auditor's report becoming available as required by Local Government (Financial Management) Regulation 51(2).

Staff will ensure that this information is forwarded on time in the future.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Subdivision 4 — Electors' meetings

Division 5 — Annual reports and planning

Division 3 — Conduct of audit

Division 4 — General

Local Government (Financial Management) Regulations 1996

Local Government (Administration) Regulations 1996

Part 3 — Electors' meetings

In accordance with statutory requirements, Council must give a minimum of 14 days notice in calling the Annual Electors Meeting following acceptance of the Annual Report. It is recommended that the Electors General Meeting be held Coorow District Hall on Wednesday, 13 December 2017 commencing at 6.00 pm.

STRATEGIC IMPLICATIONS:

There are no direct strategic implications in receiving the Shire of Coorow Annual Report.

POLICY IMPLICATIONS:

Nil

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION/AUDIT COMMITTEE RESOLUTION: 2017/136

Moved: Cr Sims

Seconded: Cr Rackemann

That Council:

- 1. Receives the Shire of Coorow Annual Report for the Financial Year ended 30 June 2017.***
- 2. Holds its Annual Electors Meeting at the Coorow District Hall on Wednesday, 13 December 2017 commencing at 6.00 pm.***
- 3. Submits a copy of the Shire of Coorow Annual Report to the Executive Director of the Department of Local Government and Communities as required by Local Government (Financial Management) Regulations clause 51(2).***

CARRIED 8/0
Absolute Majority

11.4.4 2016/2017 MANAGEMENT REPORT

AUTHOR	Leanne Parola
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	10 October 2017
ATTACHMENT	11.4.4
FILE	ADM0150 & ADM0303

SUMMARY:

At the conclusion of the 2016/2017 Audit, Moore Stephens have provided the attached Management Report.

COMMENT:

The comments made by the Auditors in the Management Report for the year ended 30 June 2017 again centred on the Shire's financial and asset ratios, particularly with regard to the following:

- Asset Sustainability Ratio
- Operating Surplus Ratio
- Own Source Revenue Coverage Ratios

The improvement of asset ratios is a complex issue and the auditor has recommended management review condition and assessments of remaining useful life of assets in the short to medium term.

Given the constraints on resources, staff recommend that this be undertaken as part of the three year revaluation cycle. The Shire's building assets are due for revaluation this financial year, with roads the following year.

Ideally, Asset Management Plans should be reviewed as part of this process which can then feed into the Long Term Financial Plan and other integrated plans.. The Shire currently has two Asset Management Plans as follows:

- Community Facilities
- Traffic Infrastructure

Both Asset Management plans were adopted in May 2013, however are very 'light on' regarding details of the condition of assets and plans for renewal/upgrade. Significant work is required to review and improve both plans.

The Auditor's recommendation to improve the Operating Surplus and Own Source Revenue Coverage ratios is for Council and Management to consider ways to improve the operating position either via increasing revenue or by decreasing expenditure (or both).

Councillors would be aware that staff are in the process of identifying areas of operational expenditure where savings could be made by restructuring the organisation

Water harvesting projects have been carried out in Leeman and Coorow to reduce the amount of scheme water required for watering the ovals and Coorow Caravan Park. Grant funding has been approved to extend the Leeman scheme to allow the Foreshore to also be reticulated using stormwater.

The two administration centres have had solar panels installed and staff will consider other buildings where renewable energy options would have a cost benefit in the future.

STATUTORY REQUIREMENTS:

There are no statutory requirements in this regard.

FINANCIAL IMPLICATIONS:

There are no immediate financial implications in this regard, but future plans for service levels and projects need to be mindful of the long term financial consequences.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION/AUDIT COMMITTEE/RESOLUTION: 2017/137

Moved: Cr Jack

Seconded: Cr Bothe

That the Auditor's Management Report for the Financial Year ended 30 June 2017 be noted.

CARRIED 8/0
Simple Majority

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

Nil

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

Nil

14. MATTERS BEHIND CLOSED DOORS:

RESOLUTION: 2017/138

Moved: Cr Rackemann

Seconded: Cr Oakes

That the meeting be closed to the public to consider 14.1.1 and 14.1.2

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

The members of the public, Mr Bean and Mr Brandy left the meeting at 5.50 pm

Councillor Cullen left the meeting at 5.52 pm and returned at 5.55pm.

14.1.1 CORPORATE STRUCTURE REVIEW

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Chief Executive Officer – Relates to the Officer and other senior staff
DATE OF REPORT	6 October 2017
FILE	ADM0056 – Corporate Management – Organisational Review
ATTACHMENT	Proposed corporate Structure from 2 January 2018

OFFICER RECOMMENDATION/RESOLUTION: 2017/139

Moved: Cr Sims

Seconded: Cr Oakes

That:

- 1. the Corporate structure, as attached, be adopted to apply from 2 January 2018; and***
- 2. the position of Manager Regulatory Services be removed from the list of senior employees.***

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

14.1.2 SENIOR STAFF WAGE REVIEWS

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Chief Executive Officer – Relates to the Officer and other Senior Staff
DATE OF REPORT	6 October 2017
FILE	ADM0180- Personnel - Payroll
ATTACHMENT	Nil

The Chief Executive Officer and Deputy Chief Executive Officer left the meeting at 6.08 pm

OFFICER RECOMMENDATION/RESOLUTION:

2017/140

Moved: Cr Bothe

Seconded: Cr Rackemann

That the national wage case increase of 3.3% be applied to the four senior employee positions (Chief executive Officer, Deputy Chief Executive Officer, Manager Regulatory Services and Manager Works and Services), backdated to the first full pay after 1 July 2017, and as allocated in the 2017/18 Adopted Budget.

**CARRIED 8/0
Simple Majority**

RESOLUTION:

2017/141

Moved: Cr Cullen

Seconded: Cr Oakes

That the meeting be reopen to the public.

**CARRIED 8/0
Simple Majority**

The Executive Staff returned to the meeting at 6.18pm

15. DATE OF NEXT MEETING:

15.1 ORDINARY MEETING OF COUNCIL

Ordinary Meeting

Next meeting of Council will be held on Wednesday 15 November 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 6.20 pm

UNCONFIRMED