



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	25
11.2 MANAGER REGULATORY SERVICES:	28
11.2.1 NIL	28
11.3 MANAGER OF WORKS AND SERVICES:	28
11.3.1 NIL	28
11.4 DEPUTY CHIEF EXECUTIVE OFFICER:	29
11.4.1 ACCOUNTS FOR PAYMENT	29
11.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – SEPTEMBER 2017	38
11.4.3 2016/2017 ANNUAL REPORT	40
11.4.4 2016/2017 MANAGEMENT REPORT	42
12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN:	43
13. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION:	43
14. MATTERS BEHIND CLOSED DOORS:	44
14.1.1 CORPORATE STRUCTURE REVIEW.....	44

14.1.2 SENIOR STAFF WAGE REVIEWS	45
15. DATE OF NEXT MEETING:	46
15.1 ORDINARY MEETING OF COUNCIL.....	46
16. CLOSURE:.....	46

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

President

Councillor B A Jack

Deputy President

Councillor M R Bothe

Councillor R J Clement

Councillor E M Cullen

Councillor V R Oakes

Councillor D A Rackemann

Councillor G C Sims

Mr P J Crispin

Chief Executive Officer

Mrs L J Parola

Deputy Chief Executive Officer

Mr T B Brandy

Manager Regulatory Services

Mr K Bean

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 nesy / 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 lauroleum* 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*
 - *dalmasiana* – 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***

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

11.2 MANAGER REGULATORY SERVICES:

11.2.1 NIL

11.3 MANAGER OF WORKS AND SERVICES:

11.3.1 NIL

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

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

TRUST FUND

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

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>		\$ 24,747.19
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	BRITAIN 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	
			TOTAL LICENSING PAYMENTS	\$ 24,138.75	
DDEBIT	20/09/2017	PAYROLL	PAYROLL	\$ 59,935.00	
DDEBIT	04/10/2017	PAYROLL	PAYROLL	\$ 55,991.00	
			TOTAL PAYROLL PAYMENTS	\$ 115,926.00	
			TOTAL PAYMENTS	\$ 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
POSITION PARTNERS	CALIBRATION - THEODOLITE, LASER & AUTO LEVEL	\$ 504.90
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
PORT DENISON WA	ACCOMMODATION - LG GOLF DAY (CR RACKEMANN)	\$ 375.00
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***

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