



Minutes

OF THE

ORDINARY MEETING

OF COUNCIL

HELD ON

WEDNESDAY 18 JULY 2018

PLEASE READ THE FOLLOWING DISCLAIMER BEFORE PROCEEDING

Members of the public are cautioned against taking any action on Council decisions, on items in this Agenda in which they may have an interest, until such times as they have been advised in writing by Shire staff

Minutes

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:	3
2.	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE PREVIOUSLY APPROVED	3
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:	3
4.	PUBLIC QUESTION TIME:	3
5.	APPLICATION FOR LEAVE OF ABSENCE:	3
6.	DECLARATION OF INTEREST:	4
7.	PETITIONS/DEPUTATIONS/PRESENTATIONS	4
8.	CONFIRMATION OF MINUTES	4
8.1	GREEN HEAD COAST CARE MEETING HELD MONDAY 11 JUNE 2018 HELD AT THE GREEN HEAD COMMUNITY CENTRE	4
8.2	ORDINARY MEETING HELD WEDNESDAY 18 JUNE 2018 HELD AT THE LEEMAN RECREATION CENTRE	4
9.	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:	4
10.	MATTER FOR WHICH MEETING MAY BE CLOSED;	4
11.	REPORTS:	5
11.1	CHIEF EXECUTIVE OFFICER:	5
11.1.1	2018 WALGA ANNUAL GENERAL MEETING	5
11.1.2	NATIVE PLANT SEED COLLECTION	10
11.1.3	STOP PUPPY FARMING CONSULTATION	12
11.1.4	GREEN HEAD SPORTING CLUB INC	60
11.1.5	REVIEW OF POLICIES	63
11.2	MANAGER OF WORKS AND SERVICES:	82
11.2.1	NIL	82
11.3	DEPUTY CHIEF EXECUTIVE OFFICER:	82
11.3.1	LIST OF ACCOUNTS PAID	82
11.3.2	MONTHLY STATEMENT OF FINANCIAL ACTIVITY – JUNE 2018	84
11.3.3	SHIRE OF COOROW – 2018/19 ANNUAL BUDGET ADOPTION	108
11.3.4	DOZER REPLACEMENT	114
12.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN:	124
13.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION:	124
14.	MATTERS BEHIND CLOSED DOORS:	124
15.	DATE OF NEXT MEETING:	124
15.1	ORDINARY MEETING OF COUNCIL	124
16.	CLOSURE:	124

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:

The President Cr Moira J Girando, welcomed those present and opened the Meeting at 5.07 pm.

The Shire of Coorow acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land, and we our respects to their Elders past and present.

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

Councillor M J Girando
Councillor B A Jack
Councillor M R Bothe
Councillor V R Oakes
Councillor S D Peck
Councillor D A Rackemann
Councillor G C Sims

President
Deputy President

Mr P J Crispin
Mrs L J Parola
Mr K Bean

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

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

Nil

4. PUBLIC QUESTION TIME:

Nil

5. APPLICATION FOR LEAVE OF ABSENCE:

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

- Councillor Rackemann from 19 to 25 July and 1 to 7 August 2018

RESOLUTION: 2018/074

Moved: Cr Oakes

Seconded: Cr Jack

That a Leave of Absence from Council meetings and duties be approved for Councillor Rackemann from 19 to 25 July and 1 to 7 August 2018.

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

6. DECLARATION OF INTEREST:

Nil

7. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

8. CONFIRMATION OF MINUTES

8.1 GREEN HEAD COAST CARE MEETING HELD MONDAY 11 JUNE 2018
HELD AT THE GREEN HEAD COMMUNITY CENTRE

RESOLUTION: 2018/075

Moved: Cr Rackemann

Seconded: Cr Oakes

That the Minutes of the Green Head Coast Care Meeting held on Monday 11 June 2018 be received.

**CARRIED 7/0
Simple Majority**

8.2 ORDINARY MEETING HELD WEDNESDAY 18 JUNE 2018 HELD AT THE
LEEMAN RECREATION CENTRE

RESOLUTION: 2018/076

Moved: Cr Sims

Seconded: Cr Peck

That the Minutes of the Ordinary Meeting held on Wednesday 18 June 2018 confirmed as a true and correct record.

**CARRIED 7/0
Simple Majority**

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:

Councillor Girando advised that former Councillor, Rob Clement had been invited to join Councillors for dinner tonight, but he was unavailable.

10. MATTER FOR WHICH MEETING MAY BE CLOSED:

Nil

11. REPORTS:

11.1 CHIEF EXECUTIVE OFFICER:

11.1.1 2018 WALGA ANNUAL GENERAL MEETING

Subject: 2018 WALGA AGM – Motions for Decision
Reporting Officer: Chief Executive Officer
Responsible Executive: Chief Executive Officer
File Reference: ADM0059 – Local & Regional Liaison - WALGA
Disclosure of Interest: Nil
Attachments: 2018 WALGA AGM Agenda
Voting Requirements: Simple Majority

COUNCIL ROLE

■ **Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

REPORT PURPOSE:

For Council to consider the WALGA AGM motions for decision and provide direction for the voting delegates.

OFFICER RECOMMENDATION / RESOLUTION: 2018/077

Moved: Cr Peck

Seconded: Cr Oakes

That the voting Delegates be directed to vote at the 2018 WALGA AGM as follows:

4.1 Proposal to Amend the Association Constitution
The motion is supported

4.2 Roadside Vegetation – Regulatory Amendments
The motion is supported

4.3 GST Revenue Distribution Share for WA
The motion is supported

4.4 Rural, Regional and Remote Community State Government Funding Cuts
The motion is supported

Late motions
At the discretion of the delegates.

CARRIED 7/0
Simple Majority

BACKGROUND:

At the meeting held 20 June 2018, Council resolved that Deputy President Cr Jack and the Chief Executive Officer Peter Crispin would be the voting delegates to the 2018 Annual General Meeting (AGM) of WALGA to be held on Wednesday 1 August 2018. There are only 4 motions that are to be voted on at the AGM.

COMMENT:

The agenda and member motions for the WALGA AGM have been forwarded to the Shire and direction is sought from Council for its voting delegates at the AGM.

A copy of the motions to be debated at the Annual General Meeting of WALGA at the Perth Convention and Exhibition Centre (PCEC) on 1 August 2018 is shown as an attachment to this report, including member and secretariat comments.

The motions are:

4.1 Amendments to the WALGA Constitution

1. That Clause 18 and Clause 19 of the Association Constitution be amended as follows:

- I. Clause 18, sub-clause (1) be amended with the addition of the underlined words, as follows:
 - (1) Following determination of the election of the President pursuant to clause 17 of this Constitution, the State Council shall elect a Deputy President from amongst its metropolitan and country representatives, provided the Deputy President represents the alternate constituency to the President elected pursuant to clause 17.

II. Clause 19 be amended with the addition of the underlined words and the deletion of the strikethrough words, as follows:

- (1) If the office of the President becomes vacant or if for any other reason the President is unable to take or hold office at a period which exceeds six months from the date of the next scheduled election for that office, then the State Council shall meet to elect from among their number a President who, subject to this Constitution shall hold the office of President for the balance of the term of the President replaced.
- (2) Where a vacancy occurs in the office of President at a period which is six months or less from the date of the next scheduled election for that office, the State Council may convene a meeting to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced, or the State Council may in its discretion, determine that the vacancy be filled by the Deputy President until the date of the next scheduled election.
- (3) An election pursuant to sub-clause 19(1) or sub-clause 19(2) shall cause the office of Deputy President to be declared vacant immediately prior to the conduct of the election.

- (4) Following an election pursuant to sub-clause 19(1) or sub-clause 19(2) an election pursuant to Clause 19(5) will be conducted for the office of Deputy President from amongst representatives of the alternate constituency to that of the President just elected.

~~(3)~~(5) If the office of Deputy President becomes vacant or if for any other reason the Deputy President is unable to take or hold office, then the State Council shall meet to elect from among their number a Deputy President who shall hold the office for the balance of the term of the Deputy President replaced, provided the Deputy President represents the alternate constituency to that of the President.

~~(4)~~(6) A State Council representative elected to fill a vacancy of President or Deputy President pursuant to clause 18-19 shall still be eligible for election to a subsequent two (2) full consecutive terms.

- 2 That Clause 17A – Rotation of Presidency be added to the Association Constitution, as follows:

17A – Rotation of Presidency

1. At an election for the position of President conducted under sub-clause 17(2), only the incumbent President, subject to complying with sub-clause 17(5), or State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.
2. At an election for the position of President conducted under Clause 19, only State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.

- 3 That Clause 20 of the Association Constitution be amended with the addition of the underlined words as follows:

A person shall cease or be disqualified from being a representative or deputy representative on the State Council, or from being President or Deputy President of the Association, or from attending State Council in an ex-officio capacity, if that person:

4. That sub-clause 20(j) of the Association Constitution be amended with the addition of the underlined words and the deletion of the strikethrough words as follows:

(j) Is a Councillor that has been suspended by the Minister for Local Government under Part 8 of an Ordinary Member that has been ~~peremptorily suspended under Section 8.15C(2)I of the Local Government Act 1995.~~

5. That sub-clause 10(2) of the Association Constitution be amended with the addition of the underlined words as follows:

- (2) Each representative on the State Council shall be entitled to exercise one
(1) deliberative vote on any matter considered by the State Council provided that this clause shall not apply to any ex-officio members of the State Council. The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the State Council but excluding an election held in accordance with Clause 16 in which the President is entitled to a deliberative vote only.

6. That sub-clauses 2(1), 5(7)(a), 9(1)(d), and 31(4)(b) be amended as follows:

- I. That the following strikethrough words be replaced with the following underlined words in sub-clause 2(1):

~~“Local Government Managers Australia” means the Western Australian Division of the Local Government Managers Australia (LGMA), which body is incorporated under the Victorian Companies Act 1961.~~ “Local Government Professionals Australia WA” means the Western Australian Division of Local Government Professionals Australia.

- II. That sub-clause 5(7)(a) of the Association Constitution relating to Associate Members of WALGA be amended with the words “Local Government Managers Australia (LGMA)” to be replaced with the words “Local Government Professionals Australia WA”.

- III. That sub-clause 9(1)(a) of the Association Constitution relating to ex-officio members of State Council be amended to replace the words “Local Government Managers Australia (LGMA)” with the words “Local Government Professionals Australia WA”.

- IV That sub-clause 31(4)(b) of the Association Constitution relating to a dispute resolution panel be amended by replacing the word “LGMA” with the words “Local Government Professionals Australia WA”.

7. That sub-clause 14(4a)(h) be amended with the addition of the underlined words and the deletion of the strike through words as follows:

- (h) Is a Councillor that has been suspended by the Minister for Local Government under part 8 of an Ordinary Member that has been ~~peremptorily suspended under Section 8.15C(2)(c) of the Local Government Act 1995.~~

4.2 Roadside Vegetation – Regulatory Amendments

That the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* be amended to permit clearing or reduction of vegetation:

1. Within 30m of all farm driveways/gates/entrances; and,
2. On road bends and intersections obstructing 'line of sight', be cleared.

4.3 GST Revenue Distribution Share for WA

That WALGA adopts a policy and position as the representative of the WA Local Government section to persistently seek and advocate for an increase of the GST distribution share back to Western Australia.

4.4 Rural, Regional and Remote Community State Government Funding Cuts

That WALGA express its deep concern to the WA State Government regarding the continued attack on rural, regional and remote communities in WA through reducing funding to critical services and infrastructure programs, cuts that disproportionately discriminate against already disadvantaged communities across WA.

STAKEHOLDER ENGAGEMENT:

Nil

FINANCIAL / RESOURCE IMPLICATIONS:

Nil

STATUTORY ENVIRONMENT:

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

POLICY IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

CONSULTATION:

Nil


RISK IMPLICATION:

There are no inherent risks to the Shire.

11.1.2 NATIVE PLANT SEED COLLECTION

Subject: Permission to Collect Native Plant Seed
Reporting Officer: Chief Executive Officer
Responsible Executive: Chief Executive Officer
File Reference: ADM0109 – Environmental Management – Collection of Seeds
Disclosure of Interest: Nil
Attachments: Email from Kelley Thompson
Voting Requirements: Simple Majority

Council Role

 **Executive** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, setting and amending budgets.

REPORT PURPOSE:

For Council to consider the request from Greening Australia WA to collect native seeds from within reserves vested in the Shire

OFFICER RECOMMENDATION / RESOLUTION:

2018/078

Moved: Cr Rackemann

Seconded: Cr Peck

That Greening Australia WA be granted permission to collect native plant seeds from vegetation within reserves and other areas managed by the Shire of Coorow subject to the following conditions:

1. Permission is for twelve months, finishing on 19 July 2019;
2. All persons collecting native seed are to be Greening Australia WA staff members/contractors and licensed according to the Wildlife Conservation Act 1950 and abide by the condition of the license
3. All staff/contractors are to wear high visibility safety vests;
4. Any stationary vehicles are to use revolving amber flashing lights;
5. Appropriate hygiene measures be followed at all times to prevent the spread of plant disease and weeds;
6. All care be taken to avoid the disturbance of fauna habitat;
7. All care be taken to avoid any disturbance that may lead to soil degradation; and
8. No work to commence in Shire reserves until the Shire has received a current Certificate for Public Liability Insurance.

**CARRIED 7/0
Simple Majority**

BACKGROUND:

The Shire has received an application from Kelley Thompson, Office Manager Greening Australia for permission to collect native plant seed from reserves and other areas managed by the Shire of Coorow for a period on Twelve (12) months.

Seed collection will be utilised in strategic re-vegetation projects throughout the region. Some seed may be used for purposes of research into best practise re-vegetation and development of tree cropping programs for the region.

COMMENT:

It is recommended that the following conditions be imposed on all applications for the collection of native seeds and cuttings including:

1. Permission will normally be for a twelve month period;
2. All persons collecting native seed are to be staff members/contractors and licensed according to the Wildlife Conservation Act (1950) and must abide by the condition of the license
3. All staff are to wear high visibility safety vests;
4. Any stationary vehicles are to use revolving amber flashing lights;
5. Appropriate hygiene measures be followed at all times to prevent the spread of plant disease and weeds;
6. All care be taken to avoid the disturbance of fauna habitat;
7. All care be taken to avoid any disturbance that may lead to soil degradation; and
8. No work to commence in the Shire reserves until the Shire has received a current Certificate for Public Liability Insurance.

STAKEHOLDER ENGAGEMENT:

Nil

FINANCIAL / RESOURCE IMPLICATIONS:

Nil

STATUTORY ENVIRONMENT:

Wildlife Conservation Act 1950

POLICY IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Theme 3: Environment

Our coastal and bush land reserves are utilised and managed in a way that will preserve them for future generations.


RISK IMPLICATION:

Collection of Native Seed for re-vegetation projects in the region will help to ensure that vegetation is preserved into the future.

11.1.3 STOP PUPPY FARMING CONSULTATION

Subject: WALGA – Stop Puppy Farming Consultation
Reporting Officer: Chief Executive Officer
Responsible Executive: Chief Executive Officer
File Reference: ADM0059 – Local & Regional Liaison - WALGA
Disclosure of Interest: Nil
Attachments: WALGA INFOPAGE and Stop Puppy Farming Local Government Consultation Paper (under separate cover)
Voting Requirements: Simple Majority

Council Role

 **Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

REPORT PURPOSE:

For Council to consider and endorse the attached response to the WALGA requested Stop Puppy Farming Consultation Paper.

OFFICER RECOMMENDATION / RESOLUTION:

2018/079

Moved: Cr Oakes

Seconded: Cr Rackemann

That the attached responses to the Stop Puppy Farming Local Government Consultation Paper be endorsed.

**CARRIED 7/0
Simple Majority**

BACKGROUND:

The Department of Local Government, Sport and Cultural Industries released a Community Consultation Paper about the Stop Puppy Farming initiative and has garnered a considerable response to date. WALGA, together with Local Government Professionals WA, recommended a separate consultation process with Local Governments in recognition of the different considerations the sector currently experiences as lead agencies in dog management, and is likely to encounter when implementing the Government's intended Stop Puppy Farming proposals.

WALGA are requesting a Council-endorsed response by Friday 3 August 2018.

COMMENT:

Local Government has a long-standing involvement in animal welfare and has a majority interest in the introduction of legislative measures to reduce overbreeding which results in unwanted and abandoned dogs, and the poor animal welfare standards often associated with unregulated breeding of dogs for profit.

There are approximately 345,000 dogs registered with Local Governments in Western Australia of which 82% are sterilised. Currently, Local Governments are responsible for administering and enforcing the provisions of the Dog Act in their district. Under the

amendments to the Dog Act that are being considered, additional responsibilities will be imposed on Local Government including:

- Enforcing the mandatory dog de-sexing requirement (by taking action against owners when this comes to the Local Governments attention);
- Processing dog breeder applications;
- Enforcing the dog breeder registration requirement; and
- Inputting information into a centralized registration system, as opposed to the Local Government's own dog register.

Some of the concerns that need to be considered are cost recovery, primary producer breeding (livestock working dogs) and enforcement requirements (especially welfare issues).

STAKEHOLDER ENGAGEMENT:

Nil

FINANCIAL / RESOURCE IMPLICATIONS:

Nil

STATUTORY ENVIRONMENT:

Dog Act 1976

Animal Welfare Act 2002

POLICY IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

CONSULTATION:

Nil

RISK IMPLICATION:

There is a risk that Local Government will be required to provide more enforcement and inspection requirements that will not be funded.

STOP PUPPY FARMING

Local Government Consultation

June 2018

Table of Contents

Having your say	4
Stop Puppy Farming	5
Mandatory De-sexing for Non-Breeding Dogs	10
Centralised Registration System	17
Transitioning Pet Shops to Adoption Centres	42

June 2018

Department of Local Government, Sport and Cultural Industries
Gordon Stephenson House, 140 William Street, Perth WA 6000
GPO Box R1250, Perth WA 6844
Telephone: (08) 6551 8700 Fax: (08) 6552 1555
Freecall: 1800 620 511 (Country only)
Email: puppyfarming@dlgsc.wa.gov.au Website:
www.dlgsc.wa.gov.au/stopppuppyfarming

Translating and Interpreting Service (TIS) – Telephone: 13 14 50

Having your say

This paper is designed for local government to discuss the recommended actions and proposed implementation process of the stop puppy farming proposals.

The feedback provided will assist in informing the government on the role of local government in supporting the implementation of the stop puppy farming provisions and identify the resource requirements.

The Department is committed to working with local government to stop puppy farming. We are working with WALGA and Local Government Professionals to ensure this discussion paper reflects the information you need to make a considered response and tell us what these initiatives mean for the business of local government.

The review of the Cat and Dog Act is likely to commence in the next financial year, which presents an opportunity for us to start thinking about our 'companion animals' and how they should be managed, and the process costed. Given the Stop Puppy Farming initiatives will require an amendment to the Dog Act it's timely to turn our minds to what this may look like.

As such, the Department is partnering with WALGA and Local Government Professionals to develop a cost modelling project. The purpose of this project will be to collect current information about the costs to your council to implement the Dog Act and what you believe may be the costs to implement the Stop Puppy Farming initiatives.

Stop Puppy Farming

1.1 Introduction

The Western Australian Minister for Local Government has committed to introducing the necessary legislative provisions to stop puppy farming and improve the health and wellbeing of all dogs in Western Australia.

While there are already legislative powers to investigate and prosecute those who mistreat their animals, legislation relevant to puppy farming is needed to facilitate the investigation and prosecution of puppy farming in WA.

The RSPCA defines 'puppy farming' as intensively breeding dogs under inadequate conditions that fail to meet the dogs' behavioural, social and/or physiological needs.¹ The issue with puppy farming is that dogs bred in inadequate conditions, or used for breeding in inadequate conditions, can suffer from a range of health and behavioural issues. The other issue is that puppy farming is resulting in too many dogs being bred that do not have homes.

Currently, the management of puppy farms is through a two-pronged approach.

The *Dog Act 1976* provides for the responsible management of all dogs in Western Australia. The Act is administered and enforced by local governments and provides for the control and registration of dogs, the ownership and keeping of dogs and the obligation and rights of dog owners. The Dog Act requires that all dogs are registered and places certain limits on the number of dogs a person can have at any property. This Act therefore impacts on puppy farming by limiting dog numbers.

The other legislation used to manage puppy farms is the *Animal Welfare Act 2002* (Animal Welfare Act) which provides for the protection of animals from cruelty. This piece of legislation covers the treatment of the animals on a puppy farm.

There is currently no legislation which deals specifically with the overbreeding of dogs in Western Australia or encourages responsible breeding.

In May 2016, the WA Labor Government released its Stop Puppy Farming Policy. The Policy outlines a number of measures to stop the overbreeding of dogs, covering changes to both the Animal Welfare Act (mandatory standards) and to the Dog Act (other initiatives).

¹ RSPCA, What is a puppy farm? http://kb.rspca.org.au/What-is-a-puppy-farm_322.html

These measures include:

- the transition of pet shops into adoption centres that will only sell puppies and dogs from approved rescue organisations and animal shelters;
- mandatory de-sexing of dogs unless an exemption is requested for breeding purposes or for reasons stated by a registered veterinarian;
- a centralised registration system to ensure every dog and puppy can be identified at the point of sale or adoption, including in advertisements for sale; and
- mandatory standards for dog breeding, housing, husbandry, transport and sale.

Consultation with the community on the impact and implementation of these measures is currently being undertaken. Community members can provide their feedback through a variety of means including undertaking an online survey, submitting a written response, or attending a community workshop.

Consultation with the local government sector is being undertaken in a separate process. The Department is working with WALGA to consult with the sector on how these measures can be implemented and what the impact will be on local governments.

1.2 Local Government's Role

Recent publicly available research indicates that between 34%-42% of households in Western Australia own a dog which compares to the national average of 38%²³. With the number of households in Western Australia estimated to be 938,000, this suggests there are in the range of 320-390,000 dogs in the State. A survey of local governments conducted by the Department of Local Government, Sport and Cultural Industries has indicated that approximately 345,000 dogs are registered with local governments in Western Australia. Averaging these estimates provides a dog population of around 350,000.

The Government has commissioned research and consulted on ways to prevent puppy farming, and reduce the number of unwanted dogs that are either euthanised, surrendered or abandoned. The most pragmatic approach to achieve the key objectives is to amend to the Dog Act.

² Animal Medicines Australia, Pet Ownership in Australia 2016. Note that the sample size for this report is small and, therefore, the results may not be accurate.

³ Doggone it: pet ownership in Australia, Roy Morgan Research 2014.

Currently, Local Governments are responsible for administering and enforcing the provisions of the Dog Act in their district.

Amendments to the Dog Act are being considered that would impose additional responsibilities on local government authorities, including:

- enforcing the mandatory dog de-sexing requirement (by taking action against owners when this comes to the local government's attention);
- processing dog breeder applications;
- enforcing the dog breeder registration requirement;
- inputting information into a centralised registration system, as opposed to the local government's own dog register.

It is proposed that the State will develop a centralised registration system that is used by all local governments. For local government this means instead of maintaining individual dog registration databases, local government will continue to be responsible for processing of dog registrations and uploading the registrations to a centralised system. We are working with the local government sector to undertake economic modelling to anticipate what these costs may look like.

The costs that will be evaluated include:

- costs associated with enforcing the provisions (as itemised above);
- costs associated with transitioning local governments to a centralised registration system;
- costs involved with assisting communities to comply with the new provisions, for example, assisting remote communities to access veterinary services to de-sex dogs by the mandatory age;
- costs of prosecution and defending appeals to prosecution; and
- scoping the capacity and costs of local governments being the agency responsible for enforcing the requirement that pet shops only source dogs from accredited rescues and shelters.

1.3 Other Enforcement Agencies

Consideration is being given to which authority or agency should be responsible for enforcing other aspects of these proposals, such as:

- the requirement that pet shops only source and sell dogs from accredited rescue organisations or shelters;
- the requirement to provide particular information when advertising and/or transferring a dog.

The Government's commitment to introduce mandatory standards for dog breeding, housing, husbandry, transport and sale (the standards) is being progressed by the Department of Primary Industries and Regional Development (DPIRD) the agency responsible for administering the *Animal Welfare Act 2002*.

Amendments to the Animal Welfare Act are currently before Parliament. If these amendments are adopted, animal standards will be able to be adopted under the Animal Welfare Act, including the mandatory standards for dog breeding, housing, husbandry, transport and sale.

DPIRD will undertake consultation on the standards once they have been drafted. Their enforcement will be a matter to be determined at that stage.

Currently the Animal Welfare Act is enforced by inspectors appointed under the Animal Welfare Act. Local governments therefore do not have the power to enforce the standards unless they have employees who are inspectors appointed under the Animal Welfare Act.

The local government will be able to refuse or cancel dog breeder registrations where a breach of the Animal Welfare Act or the standards is found. At this stage, local governments will not be responsible for determining if a breeder is compliant with the standards when approving dog breeder registrations, but will need to ensure the owner has made a declaration that they are compliant with the standards.

1.4 Cost Recovery

The proposed initiatives are also about working towards improving services to the community. While efficiencies will be realised, local governments may incur costs in undertaking these additional responsibilities. The Department is working with WALGA and LG Professionals to develop a cost recovery methodology to ensure appropriate fees can be set for local governments to recover these costs.

Currently, local government collect dog registration fees that contribute to local government costs. The State Government is responsible for setting dog registration fees which apply to all local government jurisdictions – these have been set after surveying local governments as to their costs.

It is proposed that local governments could recover costs through the following fees:

- dog registration fees;
- dog breeder registration fees;
- kennel establishment fees.

The amount of these fees would be based on recovering costs for local governments.

Questions

1. What mechanisms should local governments use to collect funds to cover the costs associated with enforcing the new provisions under the Dog Act?
(multiple options can be selected):
 - ☒ By charging cost-recoverable dog registration and dog breeder registration fees to cover all costs
 - ☐ By charging dog registration and dog breeder registration fees at a level to recover these costs and increasing fines to recover enforcement costs
 - ☐ Other – please specify: _____
2. Should fees used to cover the costs incurred by local governments to enforce the Dog Act be consistent across the State, or should local governments be able to set their own fees?
 - ☒ Fees should be consistent across the State
 - ☐ Fees should be set by the individual local government and apply to their district only
 - ☐ Unsure
 - ☐ Other – please specify: _____
3. Is charging cost recovery likely to have any adverse impacts for your community?
 - ☒ No
 - ☐ Yes
 - ☐ Unsure
 - ☐ If yes, please provide details: _____
4. Are there benefits in your local government subsidising registration costs?
 - ☒ No
 - ☐ Yes
 - ☐ Unsure
 - ☐ If yes, please provide details: _____

Mandatory De-sexing for Non-Breeding Dogs

3.1 Introduction

Currently, dogs are not required to be de-sexed in Western Australia. Owners are encouraged to de-sex their dogs, and owners of de-sexed dogs pay a lower dog registration fee than owners of other dogs.

A recent survey of Western Australian local governments, with 43 out of 137 local governments responding, found that 82% of registered dogs were de-sexed.

The additional consultation in this document focuses on the following elements of implementation:

- Age of mandatory de-sexing
- Age for registration and microchipping
- Additional exemptions
- De-sexing vouchers
- Enforcement

3.2 Objective

The objective of mandatory dog de-sexing is two-fold:

- to prevent unwanted litters being bred
- to prevent puppy farmers from breeding dogs unless they are registered breeders.

The primary objective of mandatory dog de-sexing is to reduce the number of unwanted dogs being born that are then either euthanised, abandoned, or surrendered to dog rescues or shelters.

Uncontrolled and unrestricted breeding of dogs can lead to dogs being overbred and contribute to the unwanted dog population. Mandatory de-sexing will help to ensure there is no unintended breeding of dogs.

Dog owners will be required to de-sex their dog unless they register as a dog breeder.

The objective is to stop indiscriminate breeding, and only allow people that are registered breeders to breed dogs, so they can be identified and traced.

3.3 Age of mandatory de-sexing

The Dog Act will be amended to require all dogs to be de-sexed by the time they reach a particular age. This age is yet to be determined.

Option 1: Mandatory dog de-sexing by three months of age

One option is to require all dogs to be de-sexed by three months of age. This would be consistent with the current requirement for registration and microchipping and with the age for de-sexing dangerous (restricted breed) dogs. Dogs are generally unable to breed before the age of three months so this age eliminates the risk of unwanted puppies being born.

Exemptions issued by veterinarians are proposed for dogs that are too young to be de-sexed. Dogs to be used for breeding would also be exempt.

Option 2: Mandatory dog de-sexing by six months of age

Another option is to require all dogs to be de-sexed by six months of age.

Opinions differ on the best age for de-sexing with many veterinarians preferring not to de-sex a dog until it is close to six months old.

Both male and female dogs are generally able to breed by six months, with the females of smaller breeds becoming sexually mature by four months. Larger breeds may not be sexually mature for a year or more.

South Australia and the Australian Capital Territory have introduced mandatory dog de-sexing by six months old.

Questions

1. Should mandatory dog de-sexing apply to all dogs, including existing dogs, or just dogs born after a particular date?
 - ☒ All existing dogs, with a phase in period for when existing dogs must be de-sexed
 - ☐ Only dogs born after a particular date
 - ☐ Unsure

3.4 Age for registration, microchipping and de-sexing

Currently dogs are required to be registered and microchipped by the time they are three months old.

The following addresses possible ways to deal with registration and microchipping if the requirement for de-sexing is set at six months or an age that is greater than three months.

Option 1 – Registration, microchipping and de-sexing by six months

Under this option, the Dog Act would be amended so that registration, microchipping and de-sexing must be completed by the time a dog reaches six months of age.

The benefits include:

- enabling local governments to sight evidence of microchipping and de-sexing at the time of registration
- administrative efficiency for local governments
- less confusion for owners, which would increase compliance
- convenience for dog owners in being able to have their dog microchipped and de-sexed in the same veterinarian visit.

The key disadvantage is the inability to identify dogs (either by registration records or microchips) before six months. This may result in dogs not being returned to owners and being sent to the pound and/or a dog rescue or shelter. This would also result in a three month delay in revenue collection for local governments.

Option 2 – Limited registration at three months; full registration on de-sexing

This option proposes the following:

- the retention of the current provisions under the Dog Act requiring dogs to be registered and microchipped by three months of age, and
- a short-term registration (three months) for dog owners registering a dog that has not been de-sexed.

This allows dogs to be identified from three months of age but provides an additional administrative burden on both the owner and the local government in having to register a dog twice. Furthermore, local governments would need to follow up when people do not re-register their dogs at 6 months incurring further costs to local governments.

Option 3 – Registration at three months; onus on owner to advise when dog de-sexed

Under this option, the owner would be responsible for notifying the relevant local government once their dog was de-sexed. The owner would need to provide a copy of the sterilisation certification to the local government – this could be done by email or attached to an electronic form.

The local government would then update the registration database. This would create an additional administrative burden on local governments.

Owners of dogs that had their dog de-sexed after registering their dog would be eligible for a refund of a portion of their dog's registration fee, to account for the fact that the dog is now de-sexed. This would create an additional administrative burden on local governments in having to conduct refunds.

Questions

2. Please indicate your preference for the following:

- ☒ Option 1 – registration, microchipping and de-sexing by six months
- ☐ Option 2 – limited registration at three months; full registration on de-sexing
- ☐ Option 3 – registration at three months; onus on owner to advise when dog de-sexed

Please provide reasons for your preference: convenience, less follow up required

From 1 July 2018 South Australian veterinarian practices will be responsible for updating a centralised dog registration database when a dog is de-sexed. This would replace the need to issue a sterilisation certificate.

3. Would you support this approach?

- ☒ Yes
- ☐ No
- ☐ Unsure

Please provide reasons for your response: less administrative burden

3.5 Additional possible exemptions from de-sexing

Exemptions from mandatory de-sexing will apply for health and welfare reasons as assessed by a veterinarian, and if the dog owner is a registered dog breeder.

Dog breeders will be required to register with their local government. Dog breeder registration is discussed in more detail in the Centralised Registration System section of this paper.

Livestock working dogs

Livestock working dogs require particular traits, with dogs that demonstrate these traits being bred to ensure that future working dogs also have these particular traits. Livestock working dogs are generally only used for breeding once the dog has a proven ability as a working dog, usually by two to three years of age.

If a primary producer is required to de-sex their dog at an early age, they will not be able to assess whether a dog has the desirable traits and should be used for breeding. Mandatory de-sexing could reduce the working dog gene pool.

On the other hand, unintended breeding could result in unwanted dogs.

Questions

4. Should livestock working dogs be exempt as a class from mandatory dog de-sexing?

- ☒ Yes
☐ No
☐ Unsure

Please provide reasons for your preference: to allow screening of traits (for future breeding)

5. If working dogs are required to be de-sexed by a particular age, at what age should working dogs be required to be de-sexed? Not required

6. How could this be enforced? N/A

Dogs held by persons registered with recognised breeding associations

Consideration is being given to exempting members of recognised dog breeding associations from having to de-sex their dogs.

3.6 Transferring dogs

Dog breeders and dog owners will be required to de-sex any dog transferred to another person unless:

- the new owner is a registered breeder
- the new owner is a member of a recognised association or organisation that is exempt from the mandatory de-sexing requirement
- the dog is exempt by a veterinarian from being de-sexed on health grounds (unless the exemption is because the dog is too young to be de-sexed)
- the dog is too young to be de-sexed and is accompanied by a prepaid de-sexing voucher.

Requiring dog owners and breeders to de-sex a dog before it is transferred will ensure there is compliance with the de-sexing requirements.

In cases where a dog is too young to be de-sexed, it is proposed that a breeder or owner transferring a dog provide the new owner with a pre-paid voucher that will at least partially cover the cost of de-sexing. This aligns with the requirements in the Cat Act.

The cost of having a dog de-sexed varies greatly, depending on such factors as the age and weight of the dog. The voucher could be set at a particular amount with the new owner paying any additional amount.

One of the matters to be considered is how these vouchers could be used at veterinarian practices other than the issuing one. This is important for owners who source their dogs from places far from their homes.

3.7 Enforcement

It is necessary to consider how mandatory dog de-sexing will operate alongside the current requirements under the Dog Act; and how local governments can efficiently monitor compliance.

Currently, local governments are responsible for monitoring and enforcing compliance with the following requirements under the Dog Act:

- dogs to be registered with the local government by the age of three months
- dogs to be microchipped by the age of three months.

Local governments check compliance with the microchipping requirement at the point of registration. A local government can refuse to register a dog that is not microchipped and it is an offence for a person to keep a dog over the age of three months if it is not

registered. Effectively, an owner must have their dog microchipped before they can register a dog with their local government.

Owners of certain dangerous dogs are currently required to de-sex their dogs. A dog owner is required to provide a dog sterilisation certificate issued by a veterinarian as evidence that the dog is de-sexed. Alternatively, a dog's de-sexed status can be checked by the local government by viewing a sterilisation tattoo on the dog's ear, although this method of marking a dog is now rare.

Local governments would appear to be the relevant authority responsible for monitoring and enforcing the compliance of mandatory dog de-sexing, especially at the point of registration.

Local governments would be responsible for:

- checking a dog's de-sexed status when processing dog registrations;
- enforcing the mandatory dog de-sexing requirement against non-compliant owners.

Currently, owners who register de-sexed dogs with their local government pay a lower registration fee than owners of dogs that are not de-sexed, creating an incentive for owners to de-sex their dog. It is proposed to maintain a lower registration fee for de-sexed dogs to further incentivise de-sexing.

Economic modelling will be undertaken to assess the costs that local governments will incur as a result of enforcing these requirements.

Questions

7. Who do you believe is best placed to monitor compliance with de-sexing?

- ☒ Local Governments
- ☒ Other – please specify: veterinarians

Please provide reasons for your preference: Local Government already monitors licencing

Centralised Registration System

4.1 Introduction

A key element of the McGowan Government's Stop Puppy Farming commitment is the introduction of an online centralised dog registration system in Western Australia.

The centralised registration system will be used to identify every dog or puppy by recording:

- dog registrations
- dog breeder registrations
- any change in ownership of dogs or puppies.

The Dog Act will be amended to make it a requirement to register on the system and update particular information on the system within seven days of the change occurring.

The additional consultation in this document focuses on the following elements of implementation:

- General
 - Access to the system
 - Additional information to be included in the system
- Dog Registrations
 - Dog registration information to be included in the system
 - Updating dog registration information in the system
 - Transitioning existing dog registers
- Dog Breeder Registrations
 - Application and approval of dog breeder registrations
 - Conditions of dog breeder registration
 - Exemptions
- Transferring a dog

4.2 Current situation

Local Governments

Currently under the Dog Act, the local government is responsible for keeping a record of dogs registered in their district. The dog register is specific only to that local government district (unless two or more local governments work together to maintain a joint system). This can create difficulties in identifying lost dogs from different local government districts, particularly if a dog's microchip information has not been updated with the current owner's details.

The local government is responsible for processing dog registration applications and can refuse to register a dog on specific grounds, such as when a dog is not microchipped.

The local government issues each dog registered in their district with a registration number and a registration tag.

Dog breeders

Dog breeders in Western Australia are not currently required to register as 'dog breeders'. They are, like all dog owners, required to register their dogs with their local government. They are also required to obtain an exemption or kennel establishment licence if they keep more dogs on any one premises than is permitted.

4.3 Objective

Currently, the difficulty in identifying puppy farms hinders the enforcement and prosecution of relevant legislation against puppy farmers.

Centralised Registration System

The centralised registration system is a tool which will allow authorities to identify and monitor all dog breeders and dog owners for compliance with legislative requirements.

Members of the public will be educated about sourcing their new dog or puppy from breeders who are registered and who supply the dog's microchip number and the seller's dog owner number. The centralised registration system is the tool that will allow members of the public to verify if a dog breeder is registered, to allow them to source dogs and puppies from registered dog owners and dog breeders.

Dog Breeder Registration

Dog breeder registration will allow authorities to identify dog breeders so they can be monitored for compliance with legislative requirements. If a dog breeder is not breeding dogs in accordance with the Dog Act, any relevant Dog Local Law, the Animal Welfare Act or the mandatory standards for dog breeding, housing, husbandry, transport and sale, the local government will be able to cancel the dog breeder registration and require that their dogs be sterilised in accordance with the Dog Act to ensure they can no longer breed dogs.

Breaches of the standards would be pursued under the Animal Welfare Act, with breeders' subject to prosecution and fines under that Act. Only an animal welfare inspector can determine if a standard has been breached.

Recording the breeder's dog owner number on a dog's microchip database will allow authorities to trace a dog back to its breeder if issues with puppies or dogs are identified, such as genetic health concerns.

4.4 Access to the System

	View and update own information*	View and update all information	Limited dog breeder verification information**	Search for dogs on the system
Dog owners	X			
Dog breeders	X			
Local governments and State government authorities	X	X	X	X
Members of the public			X	
Dog management facilities and recognised dog shelters and rescues	X		X	X

*Dog owners would be able to update certain information (not all information) of their registration such as a change of address or changes to other contact details. Dog owners could also update the status of their dog, including updating its status to 'missing' or 'deceased'.

**As a minimum, the information on the dog owner that will be shown to a member of the public will include:

- their name;
- their postcode;
- their unique dog owner number; and
- their dog breeder registration status.

Questions

Questions

1. Are any other authorities or groups that should have access to the system?

- ☒ Yes – please specify below.
☐ No
☐ Unsure

Please specify: RSPCA & welfare Inspectors

2. What type of access should they have?

- ☐ View their own records
☐ Update their own records
☒ View all records
☐ Update all records
☐ Approve changes to records

3. What information on a dog owner should a member of the public be able to view to ascertain if the dog owner is a registered dog breeder? (more than one option can be selected)

- ☒ A dog owner's name
☒ A dog owner's postcode
☒ A dog owner's number
☒ Whether the dog owner is a registered dog breeder
☐ Other – please specify: _____

4.5 Additional information

The breadth of information recorded on the centralised registration system will affect how it can be used, and by whom it can be used. It is also likely to affect the cost.

There is the potential to record additional information on the centralised registration system, including the following:

- A register of approved kennel establishments in Western Australia (including the ability to apply for a kennel establishment licence on the system)
- A register of dog management facilities in Western Australia
- A register of pet shops transferring and selling dogs in Western Australia
- A register of dangerous dogs (declared and restricted breed)
- Information on particular dog owners, such as dog owners that are subject to a court order or have been convicted of offences under:
 - the Dog Act

- a dog local law or by-law
 - the Animal Welfare Act
- Information on dogs:
 - that have been seized by the local government at any time
 - that have been involved in a dog attack
 - that have not been controlled by their owner in accordance with the Dog Act
 - that have caused a nuisance or are subject to a nuisance complaint
 - that are subject to a destruction order
- Information to inform compliance with the standards for dog breeding, housing, husbandry, transport and sale.

The benefit of keeping this information is that these facilities, businesses, dogs and dog owners could be more readily identified and monitored by relevant authorities.

The inclusion of this additional information could result in additional costs, including:

- costs associated with creating a system that included and stored this additional information
- costs to particular stakeholders who would be responsible for uploading this information
- costs to local governments in processing this information
- costs to relevant enforcement authorities in monitoring this information.

Dog registration fees, and dog breeder registration fees would need to accommodate these costs.

Cat Registration

Currently under the *Cat Act 2011*, local governments are responsible for:

- processing cat registration applications;
- approving cat breeder applications; and
- maintaining a register of cats in their district.

As with dog registers, cat registers are specific only to that local government district (unless two or more local governments work together to maintain a joint system).

Questions

4. Would it be beneficial for your local government if cat and cat breeder registrations were also transitioned to the centralised registration system?
- ☒ Yes

- ☐ No
- ☐ Unsure

5. How would transitioning cat and cat breeder registrations to a centralised registration system be beneficial to your local government?

- ☒ Administrative efficiency
- ☒ Consistency with centralised dog registrations
- ☒ No requirement to maintain own register
- ☒ Other – please specify: Cats are also breeding uncontrolled
- ☐ It would not be beneficial – please specify: _____

6. Would any of the following additional information be useful for your local government?

- ☒ Approved kennel establishments
- ☒ Dog management facilities
- ☒ Pet shops that sell or transfer dogs
- ☒ Dangerous dogs
- ☒ Dog owner's subject to Court orders or convicted of particular offences
- ☒ Dogs that have been seized by the local government
- ☒ Dogs involved in a dog attack
- ☒ Dogs that have not been controlled by the owner
- ☒ Dogs that have caused a nuisance or are subject to a nuisance complaint
- ☒ Dogs that are subject to a destruction order
- ☐ Other information – please specify: _____

Please indicate why you think it would be useful: _____

7. What additional costs would including this information in the system create for your local government?

- ☒ Processing the additional information
- ☒ Monitoring the additional information
- ☐ Other: _____

8. Would it be easier for your local government to process and record kennel establishment licences through the system?

- ☒ Yes
- ☐ No
- ☐ Unsure

Please give your reasons: All information in the same place

4.6 Dog registration information

The breadth of information recorded on the centralised registration system will affect how it can be used, and by whom it can be used. It is also likely to affect the cost.

General information

Dog registration information that will be kept on the centralised registration system will include:

- Current information requirements: the information a dog owner must currently provide to register a dog in Western Australia is set out under Form 4 of Schedule 1 of the *Dog Regulations 2013*. This includes information on the following:
 - dog owner details, including their address and contact details
 - whether the dog can be effectively confined to the premises
 - dog details, including age, breed, microchip details, whether the dog is a commercial security dog or a dangerous dog
 - the number of dogs on the premises
 - information on any previous convictions for offences against the Dog Act, Cat Act or Animal Welfare Act
 - a declaration that the information in the application is true and correct
- In addition, dog owners will be required to provide:
 - further information on their dog's sterilisation status
 - their unique dog owner number (if known, otherwise they will be issued with one)
 - the dog owner number of the dog's breeder (if known).

This is the minimum level of dog registration information that will be stored on the centralised registration system.

Questions – All

9. Please indicate if you think any of the additional information should be included on a dog's registration:

- ☒ information on whether the dog is used as a livestock working dog
- ☒ information on whether the dog is used as an assistance dog

Please indicate why you think this information will be beneficial: concessional
licencing

Questions – All

4.7 Updating dog registration information

The online centralised registration system will have the capacity to allow a range of users to register and update information recorded on the system in Western Australia.

Verification of some of the information recorded on the system will need to be undertaken to ensure the information is accurate, such as the sterilisation status of a dog.

The following users will be able to register a dog on the centralised registration system:

- dog owners
- local governments on behalf of dog owners (registrations made in person or hard copy form)
- dog shelters and rescue organisations
- dog management facilities.

The following stakeholders will be able to use the system to register as a dog breeder on the centralised registration system:

- dog owners (who wish to breed from their dog)
- local governments on behalf of dog breeders (registrations made in person or hard copy form)
- dog shelters and rescue organisations
- dog management facilities.

Local governments will be responsible for approving dog and breeder registrations in their district. The registration will not be complete until approved by the local government. In the process of approving dog registration applications, local governments can verify the microchip and de-sexing details through, for example, examining the dog's sterilisation certificate.

Potential Role for Veterinarians

Another possible option is that veterinarians be required to update the system with a dog's de-sexed and microchip information. In South Australia and New South Wales, veterinarians are able to update their centralised system with a dog's microchip details. The advantages of this are:

- a veterinarian can verify the de-sexing and microchipping of the dog without a local government having to examine a sterilisation certificate
- this is likely to be a more accurate and reliable method
- local governments can quickly process dog registrations as they do not have to confirm the microchip and de-sexing details (unless not already entered)
- the information is verified and entered in the system at the point of microchipping and de-sexing, meaning there is no delay in updating this information.

This will create a cost to veterinarian practices who will need to expend time and resources on undertaking this function.

Veterinarians will not be responsible for ensuring dog owners comply with the microchipping and de-sexing requirements. They will also not be obliged to notify a local government of a dog owner's non-compliance with the requirements.

Under this proposal, a veterinarian will be able to update a registered dog's details. If the dog is not registered prior to the veterinarian undertaking the microchipping and/or de-sexing, the veterinarian will still be able to enter the dog's microchip details and sterilisation status into the centralised registration system.

Owners will then be responsible for searching the system for the microchip details of their dog, and completing their registration.

Reports could be generated to show dogs that have been entered in the system by veterinarians, but have not been registered by their owner. Local governments would then be able to identify dog owners that have not registered their dog in accordance with the Dog Act.

Questions

10. Do you think veterinarians should be able to update and input dog's microchip and sterilisation details into the system?

- ☒ Yes
☐ No
☐ Unsure

Please indicate why it would be useful: data entered at the point of occurrence

11. Should it be a mandatory requirement for veterinarians to input this information into the system, or optional for veterinarians to input this information?

- ☒ Mandatory
☐ Optional
☐ Not applicable

Please provide reasons for your preference: Nothing gets missed

12. Do you perceive any benefits in veterinarians undertaking this role?
no double handling, more accurate records

13. Please indicate what other information you think veterinarians should be able to update or access on the system?

- ☐ Enter a dog registration on an owner's behalf
☒ Search for the identity of a dog and its owner
☒ Enter vet specific information on any registered animal
☒ Report and enter details of animal incidents such as dog attacks
☒ Report dog deaths
☐ Other – please specify: _____

4.8 Transition existing dog registers

Introducing a centralised registration system will mean the information in the existing local government dog registers will need to be transferred to the central register. This could be phased in over a number of years.

Local governments currently use at least five different registration systems, ranging from a sophisticated purpose-built database to a spreadsheet. A survey of local governments, with 53 local government respondents, found that 68% used Synergy, 13% used Civica, 8% used TechnologyOne, 8% used Pathway and 2% used an Excel spreadsheet.

Annual dog registrations

It is proposed that annual dog registrations will be transferred to the centralised system from the local government systems on renewal. Under the Dog Act, annual dog registrations expire on 1 November of every year.

Once the centralised registration system is developed and launched, annual dog registrations will be incorporated into the centralised registration system by requiring dog owners to renew their annual dog registration through the centralised system.

Essentially, dog owners that have registered their dogs annually will be captured when they renew their dog registration.

Three year dog registrations

Similar to annual dog registrations, owners that have registered their dog for a period of three years will be transferred to the centralised system when they renew their dog's registration. As for annual registrations it will be the owner's responsibility to enter their data into the new system at the time of re-registration.

This means that it will take the centralised system three years to incorporate the three-year period dog registrations.

Lifetime dog registrations

Lifetime dog registration means the owner never has to renew their dog's registration. As such, their dog's registration cannot be recorded on the centralised dog registration system through the renewal of the registration.

There are three options to capture lifetime dog registrations on the centralised system:

Option 1: Software

Data migration software could be created to transfer the information in each local government's register to the centralised system.

Software created to transfer dog registration information from local government systems to the centralised system would need to be specific to each type of software system the local governments currently use. It is not known if local governments using the same registration system have it configured in the same way. The expense of creating data migration software for each system would be significant, and adequate time would be needed to develop the data migration software for each type of registered software used by local governments.

Dog registration fees would potentially have to increase to cover the costs of funding the data migration software or a one-off registration charge apply for registrations on the new system. The disadvantage with this option is that the cost is also borne by new dog owners, as opposed to just the existing dog owners whose data is being migrated. Owners with life-time registration would bear none of the costs.

Option 2: Manual entry

Another option is to manually transfer the lifetime dog registrations to the centralised system. This would require local government staff to enter the information.

It would also mean that local government resources would be used on transferring information as opposed to undertaking other local government duties. It would, however, mean that local governments would no longer have to manage a dual system of registrations so there would be time and cost savings in the medium and longer term.

Sufficient time would also need to be provided to allow local governments to transfer the information – this could be three years in line with the transition of the three-year registrations.

Option 3: Owner's responsibility

Another option is to make it the responsibility of existing owners to re-register under the new centralised system.

Local governments could identify lifetime registrations on their system and send letters and information to owners with lifetime dog registrations instructing them to re-register their dog on the centralised system. There would be no charge for this process.

Upon re-registering online, owners would complete a specific registration form identifying them as a dog owner with an existing lifetime dog registration. Local governments could confirm this against their existing register and waive the registration fee.

If a person does not have online access, the local government could process the re-registration on the owner's behalf.

Currently, owners with a lifetime dog registration are not required to update a local government when their dog dies. Local governments are likely to therefore have active registrations for dogs that have passed away. One advantage of owners re-registering their lifetime dog registrations is that the register will not be updated with deceased dogs.

There is a risk that owners will not undertake the re-registration and may not re-register their dog.

Questions

14. Please indicate your preference for the following:

- ☒ Option 1 – Develop and provide data migration software to transfer lifetime dog registrations to the centralised registration system.
- ☐ Option 2 – Local governments manually enter lifetime dog registrations into the centralised registration system.
- ☐ Option 3 – Owners re-register their lifetime dog registration on the centralised registration system.

Please indicate reasons for your preference: efficiency, accuracy

15. Are there other options for transferring existing dogs onto the centralised system? No

16. Which of the following would you support to cover the costs of migrating existing data?

- ☐ an increase in the registration fee
- ☐ a one-off payment by dog owners
- ☒ other State Government should cover costs
- ☐ none

One option is that existing lifetime dog registrations are not transferred to the new system and local government registers would need to be retained for at least a 15-year period following the launch of the centralised system and authorities would have to refer to both the centralised system and individual local government dog registers.

17. Should lifetime dog registrations be transferred to the new system?

- ☒ Yes
- ☐ No
- ☐ Unsure

18. Please indicate your local government district and the software you currently use for your dog register:

- a) Local government district: COOROW
- b) Dog register software: Synergy

19. Please indicate if the software used for your local government dog register is the same as the software used for your local government's cat register:

- ☒ Yes
- ☐ No
- ☐ Unsure

20. Have you modified the software you currently use?

- ☐ Yes

- ☒ No
☐ Unsure

21. Is your local government easily able to identify lifetime dog registrations in your dog register?

- ☒ Yes
☐ No
☐ Unsure

22. How many lifetime dog registrations does your local government currently have? 6

23. Does your local government have the capacity to extract data from your dog register software and provide the extracted data in an Excel spreadsheet?

- ☒ Yes
☐ No
☐ Unsure

4.9 Application and approval – dog breeder registration

A dog breeder will be broadly defined under the Dog Act, and will include any owner who has a dog that is not de-sexed, except if the dog is not de-sexed on health grounds.

The requirement to register as a dog breeder will come into effect once the centralised registration system is operational.

While it is envisaged that a majority of breeders will be registered prior to their dog having puppies, dog owners that are not registered will need to register as a breeder within seven days of the birth of puppies and/ or before the puppies are transferred to another person. This will ensure the local government has adequate time to process and approve the dog breeder registration application before the puppies are potentially transferred to another owner.

The information supplied by dog breeders at registration will impact the ability of the local governments to make an informed decision on approval of dog breeder registration.

The information cat breeders must provide when applying for approval to breed cats includes:

- the breeder's details, including address and contact details
- the cat's details, including microchip details
- questions in relation to the breeding of the cat, including the number of cats being kept on the premises, a description of the facilities, and whether they are a member of one of the listed organisations
- the requirement to provide details of any previous convictions against the Cat Act, Dog Act or Animal Welfare Act
- a declaration that the information provided is true and correct.

It is proposed that similar information is provided when dog breeders apply for dog breeder registration. Instead of providing information on the premises and facilities, it is proposed that dog breeders would need to indicate and certify that they were compliant with any minimum standards for dog breeding, housing and husbandry (once they came into effect).

Breeders will be required to renew their dog breeder registrations annually. Registered breeders will also be required to update any change to their information within seven days.

Questions

1. What information do you think a dog breeder should provide when applying for breeder registration or renewal?
 - ☒ The number of dogs being kept on the premises
 - ☒ A description of the premises where the dogs are being kept
 - ☒ A description of the facilities
 - ☒ The breed of dogs
 - ☒ Whether a person has been convicted of an offence under the Dog Act, Cat Act, Animal Welfare Act or a dog or cat local law.
 - ☒ Certification that they comply and will continue to comply with animal breeding, housing and husbandry standards
 - ☐ Other – please specify: _____
2. What do you think local governments should take into account when considering a dog breeder application or renewal?
 - ☒ The number of dogs being kept on the premises
 - ☒ The breed of dogs
 - ☒ Convictions under the Dog Act, Cat Act, Animal Welfare Act, or a dog or cat local law
 - ☐ Other – please specify: _____

Questions

The Dog Act allows a dog registration officer from the local government, with the consent of the owner or occupier, to enter and inspect premises to ascertain whether a dog will be effectively confined on the premises. It is a condition of dog registration that a dog must be effectively confined to the premises in which it is kept.

3. Should local governments have the power to enter and inspect premises of a dog breeder, or premises that are subject to a dog breeder application or renewal?
☒ Yes
☐ No
☐ Unsure

4. In what situations should a local government be able to enter and inspect premises of a dog breeder of that are subject to a dog breeder application or renewal?
☒ Where the dog breeder owns more than a certain number of dogs, or owns a kennel establishment If yes, how many?
☐ No
☐ Unsure

4.10 Conditions – dog breeder registration

Dog breeders registered with the government will be required to comply with particular conditions. This will include legislative requirements relating to information that must be provided when transferring a dog and the requirement to update a dog's microchip database details with the breeder's dog owner number.

Dog breeders will also be required to comply with the requirements under the Dog Act, Cat Act and Animal Welfare Act and the mandatory dog breeding standards and guidelines when they are introduced under the Animal Welfare Act.

Registered dog breeders will also be required to notify the local government if any details of their dog registration changes.

Dog numbers

The number of dogs a dog breeder can keep on their premises will remain consistent with the current requirements under the Dog Act.

Currently local governments, through the adoption of local laws, can limit the number of dogs ordinarily kept on premises that are aged over three months to any number between two and six. If a person would like to keep more than the permitted number of dogs, they must apply for a kennel licence from their local government.

Under the Cat (Uniform Local Provisions) Regulations, members of certain cat associations are allowed to have three times the number of cats allowed on premises. This provision was introduced for cats as there were no existing limits on cat numbers before the introduction of the Cat Act. Dog breeders who are members of certain dog associations will not be able to keep more dogs than the limits set by their local government.

It is possible that the standards for dog breeding, housing, husbandry, transport and sale will consider setting limits on the number of breeding dogs a person can own. This will be considered during consultation on the standards.

Questions

5. Please specify any additional conditions with which dog breeders should comply: **None**
6. On what grounds do you believe a local government could cancel a dog breeder registration?
 - ☒ The dog breeder is convicted of an offence under the Dog Act, Cat Act, Animal Welfare Act, or a dog or cat local law
 - ☒ The dog breeder is convicted of an offence under Australian Consumer Law in relation to dogs they have sold or transferred
 - ☐ Failing to provide their dog owner number on the microchips of the puppies that they breed
 - ☐ Failing to provide their dog owner number when advertising or transferring a dog
 - ☒ Keeping more than the approved number of dogs on the premises
 - ☐ Other – please specify: _____

Questions

4.11 Exemptions – dog breeder registration

Livestock working dogs

In Queensland, primary producers that own and breed livestock working dogs are exempt from registering as dog breeders where they sell or transfer puppies they have bred to other primary producers.

If a primary producer sells or transfers a puppy they have bred to someone who is not a primary producer, then they are required to register as a dog breeder, and supply their dog breeder registration number.

Queensland legislation defines a **primary producer** as meaning a person who is primarily engaged in the occupation of a –

- (i) dairy farmer; or
- (ii) wheat, maize, or cereal grower; or
- (iii) cane grower; or
- (iv) fruit grower; or
- (v) grazier; or
- (vi) farmer, whether engaged in general or mixed farming, cotton, potato, or vegetable growing, or poultry or pig raising; and

includes a person engaged in primary production.

A **working dog** is defined as meaning a dog that is usually kept or proposed to be kept on rural land by an owner who is a primary producer, or a person engaged or employed by a primary producer; and is used primarily for the purpose of—

- (i) droving, protecting, tending, or working, stock; or
- (ii) being trained in droving, protecting, tending, or working, stock.

Questions

Questions

7. Should primary producers in WA be exempt from registering as dog breeders where they breed and transfer livestock working dogs to other primary producers?

☐ Yes
☒ No
☐ Unsure

Please provide reasons for your response: still need to know number of dogs, etc

8. Should primary producers in WA be exempt from registering as dog breeders where they breed and transfer livestock working dogs to any person?

☐ Yes
☒ No
☐ Unsure

Please provide reasons for your response: good record keeping

Dog breeders registered with recognised breeding associations

There are dog breeders in WA that are members of non-Government dog breeding organisations and associations.

Dogs West, as an example, is a pedigree breeding association in Western Australia whose members are required to abide by a Code of Ethics.

Following the introduction of the centralised registration system, members of Dogs West will be required to register as a dog breeder with the Government.

Questions

9. Should particular dog breeders that are members of particular dog breeding associations be exempt from registering with the Government as dog breeders?

☐ Yes

Questions

- ☒ No
☐ Unsure

Please provide reasons for your response: _____

In South Australia, dog breeder registration has recently been introduced.

Members of Dogs SA (the Dogs West equivalent) are not exempt from registering as dog breeders, but Dogs SA are responsible for inputting and maintaining their member's details into the dog breeder register.

The membership number issued by Dogs SA is also used as the Government dog breeder registration number.

10. Should recognised dog breeder associations in WA be responsible for inputting the details of their members into the Government's dog breeder register on the centralised registration system?

- ☐ Yes
☒ No
☐ Unsure

Please provide reasons for your response: owner/breeder needs to take responsibility

11. What do you perceive to be the benefits of recognised dog breeder associations inputting their members details into the Government's dog breeder register? (You may select more than one option)

- ☐ Creates consistency between registers
☐ Avoids duplication for dog breeders who would otherwise need to register with both associations
☐ Potentially lessens the administrative burden on local governments
☐ Ensures that dog breeders registered with dog breeder associations are also registered with the Government and can be traced on the Government system
☐ Other – please specify: _____ N/A

12. What obligations should there be on recognised dog breeder associations that input their members details into the Government's dog breeder register? (you may select more than one option)

- ☐ Recognised dog breeder associations must update any change of their member's details within seven days of being notified of the change
☐ Recognised dog breeder associations must notify the relevant local government when a dog breeder is no longer a member of their association

N/A

Questions

- ☐ Recognised dog breeder associations must notify the relevant local government if a member's membership of their association is cancelled by the association
- ☐ Recognised dog breeder associations must notify relevant enforcement agencies where they find evidence that one of their members is not complying with the requirements under the Dog Act, Animal Welfare Act or a relevant dog local law
- ☐ Other – please specify: _____

4.12 Transferring a dog

Dog breeders and dog microchip information

Under the new centralised registration system, every owner that registers a dog will be issued with a 'dog owner number' that is unique to the owner. Effectively, every dog owner will have an identification number.

A dog breeder will be required to record their details and their unique 'dog owner number' alongside the microchip details of every puppy bred from their dog/s. This will ensure that the breeder's details are permanently recorded for each dog.

Microchip implanters will be required to provide the following information to the microchip company:

- Information on the dog breeder that owns and bred the dog's mother:
 - Their 'dog owner number'
 - Their name, address and contact details
- If known, information on the dog breeder that owns the dog's fathers:
 - Their 'dog owner number'
 - Their name, address and contact details

Microchip database companies will be required to record and retain this information alongside the microchip information of a dog.

Providing information when transferring a dog

Any person who sells, gives away, transfers or advertises a dog will be required to provide their 'dog owner number' and the dog's microchip number. Both numbers must be provided in any advertisement that advertises dogs or puppies for sale.

This will assist in tracking a dog, and identifying where a dog has come from.

Furthermore, if the person selling, giving away, transferring or advertising a dog claims to have bred the dog, a consumer can verify if they are a registered breeder on the centralised registration system by searching the 'dog owner number' provided by the breeder.

Consumers will be educated about only sourcing dogs from dog owners that provide their dog owner number and the dog's microchip number. This will help members of the public source dogs and puppies from registered dog breeders that can be identified and held accountable.

If a person has not bred a dog and transfers a dog, they must still provide their dog owner number and the dog's microchip number, to ensure authorities can identify and trace where a dog has been sourced from.

To monitor compliance with this requirement, members of the public will be encouraged to report non-compliant advertisements to an enforcement agency.

Questions

13. Are there other ways to monitor or ensure dog advertisements comply with the requirement to provide both the dog owner number and dog's microchip number? Please specify: **No**
14. What agency could be responsible for prosecuting dog owners and breeders that do not comply with the transfer and advertisement requirements?
- ☐ Department of Local Government, Sport and Cultural Industries
 - ☐ Department of Primary Industries and Regional Development
 - ☒ Consumer Protection WA
 - ☐ RSPCA
 - ☐ Unsure
 - ☐ Other – please specify: _____
15. What is your agency's capacity (considering benefits, issues and costs) to enforce these requirements?
- ☐ Full capacity
 - ☐ Some capacity
 - ☒ Limited capacity
 - ☐ No capacity

Questions

Jurisdictional issues

Dog breeders and dog owners outside of WA are not subject to the requirement to have a dog owner number. If they sell, advertise or transfer a dog to a person in WA, they will not be able to comply with the requirement to provide a dog owner number.

If the transaction occurs outside of WA, then the transaction is not subject to WA law and the requirement to provide such details.

If the transaction occurs within WA, then this will be an issue.

For dog breeders and dog owners that reside outside the State and need a dog owner number to advertise and transfer dogs in WA, they will still need to apply for an 'interstate dog owner number'. Such applications will need to be made to a central agency, most likely the Government Department responsible for administering the Dog Act.

Online advertisements posted online outside of WA, but that are shown and advertised within WA also present a unique issue with enforcing the requirements. These issues are under consideration by the Department.

4.13 Enforcement

Local governments will be required to enforce the requirement that dog breeders, and owners of dogs that are not de-sexed unless they are exempt, are registered.

Enforcement will involve:

- Processing dog breeder applications;
- Cancelling dog breeder registrations where non-compliance with the dog breeder conditions is discovered;
- Investigating dog breeding by unregistered dog breeders;
- Prosecuting or fining an unregistered dog breeder.

The expectation is that local governments will investigate non-compliance with the dog breeder requirements upon complaint. This could include inspecting premises to determine compliance with the Dog Act, including whether a dog owner is breeding dogs without being registered, or keeping more than the number of dogs allowed on their premises. It is not proposed that this will include investigating compliance with the mandatory standards for dog breeding, housing, husbandry, transport and sale as the standards are not being introduced under the Dog Act.

Economic modelling will be undertaken to assess the costs that local governments will incur as a result of enforcing these requirements.

Questions

8. To ensure dog breeders are complying with the requirements under the Dog Act, would your local government prefer to:

- ☒ investigate non-compliance upon complaint
- ☐ undertake a regular inspection regime
- ☐ unsure

(This will **not** include investigating compliance with the Mandatory Standards for Dog Breeding, Housing, Husbandry, Transport and Sale).

9. Are the current fines under the Dog Act sufficient to cover the cost of investigating and enforcing non-compliance?

- ☐ Yes
- ☒ No
- ☐ Unsure

Enabling enforcement

The centralised registration system is intended to make it easier for local government authorities to identify dog owners and dog breeders across the State.

The centralised registration system could also assist in monitoring and enforcing the current and proposed requirements under the Dog Act.

The system could potentially be designed to generate reports to identify specific information for each local government such as:

- dog owners that have not renewed their dog registration, or annual dog breeder registration;
- dogs that are not de-sexed or that are exempt from de-sexing;
- the number of dogs kept on a single premises that exceeds the limit, or dog owner's that own more dogs than the limit on a single premises so they can be monitored for compliance.

Questions

1. Please indicate what reports would assist local governments in enforcing the requirements under the Dog Act:
 - ☒ Dog owners that have not renewed their dog registration
 - ☒ Dog owners that have not renewed their annual dog breeder registration
 - ☒ Dogs that are not de-sexed
 - ☒ Premises where the number of dog exceeds the limit
 - ☒ Number of dogs owned by a dog owner that exceeds the limit that can be kept on a single premises

2. What other reports would assist local governments to monitor and enforce the existing and proposed provisions under the Dog Act?

None

Transitioning Pet Shops to Adoption Centres

5.1 Introduction

As detailed in the Stop Puppy Farming Consultation Paper, it is intended to amend the *Dog Act 1976* (the Dog Act) so that pet shops will only be able to source puppies and dogs for sale from 'properly accredited' rescue organisations or shelters.

The areas of implementation on which further input is sought are:

- the accreditation of rescue organisations or shelters;
- the assessment of the health and behaviour of dogs;
- the period to transition pet shops to adoption centres;
- the arrangements that will need to be developed between pet shops and rescue organisations and shelters; and
- enforcement, including who will be responsible and how enforcement will be undertaken.

5.2 Objective

The objective of transitioning pet shops to adoption centres is to help break the supply chain with puppy farms and to address the homeless dog problem.

Puppy farming...is a covert industry that relies on hiding the true circumstances of how puppies are raised from buyers. Because of this, puppy farmers rely on pet shops, online sales, newspapers, and markets to sell puppies.⁴

Purchasing a dog from a pet shop means that the consumer is unable to trace, or know with any certainty, from where a dog was sourced. Restricting pet shops to only sourcing dogs from dog rescues and shelters will mean that a potential outlet for puppy farms is closed.

People looking to purchase or acquire a puppy will either need to purchase a puppy directly from the source (directly from a dog breeder) or purchase or adopt an abandoned or surrendered dog from a pet shop, dog rescue or shelter.

Consumers will be educated about sourcing puppies only from dog breeders registered on the centralised database and will be encouraged to visit the dog breeder

⁴ Page 3, Steering Committee Report - *Puppy Farming in Western Australia: why this trade needs to end and recommendations to achieve this*, November 2015, Appendix 1.

and view the conditions in which the puppy was bred and reared. This will ensure that consumers are not purchasing dogs from 'puppy farms', or at the very least will assist in tracing dogs to irresponsible breeders if issues with the puppy arise.

Consumers that purchase an abandoned or surrendered dog from a pet shop will assist in reducing the number of unwanted dogs that are either euthanised or kept at rescue or shelter facilities.

5.3 Accreditation of rescue organisations and shelters

Under the new proposals, pet shops will only be able to source puppies and dogs for sale from 'properly accredited' rescue organisations or shelters. Dog rescue organisations and shelters will be accredited by the State Government.

Questions

1. Should accredited rescue organisations and shelters be monitored?
☒ Yes
☐ No
☐ Unsure
☐ Depends on the following factors (please specify): _____
2. How should they be monitored?
☐ Audits
☐ Inspections
☐ Annual reporting
☒ Unsure
☐ Not applicable – they should not be monitored
☐ Other: _____
3. Do you believe your agency should have a role in accrediting rescue organisations and shelters?
☐ Yes
☒ No
☐ Unsure
☐ Depends on the following factors (please specify): _____

Please specify reasons for your response: _____
4. If you answered yes, what would this role be? N/A

5.4 Assessment of the health and behaviour of dogs

The origins of dogs in rescue organisations and shelters is generally unknown. To provide confidence to potential new owners, it is intended that every dog supplied to a pet shop must pass a health and behavioural assessment. Pet shops will need to ensure that each dog has a health and behavioural certificate.

5.5 Transition period

Pet shops will be gradually transitioned into adoption centres to allow time for pet shops to make arrangements with dog rescue organisations and shelters.

Option 1 – Two year transition

Under this option, pet shops will be transitioned within two years of the legislation coming into effect.

In the interim, pet shops will be able to source puppies and dogs as they currently do.

Option 2 – Five-year transition

Under this option, pet shops will be transitioned within five years.

From date of amendment to the Dog Act	Where pet shops can source dogs:
0 to 2 years	Pet shops can source dogs from a dog breeder registered as such on the centralised database.
2 to 5 years	Pet shops selling dogs will be required to source dogs from accredited dog rescues and shelters, but can still also source dogs from registered breeders.
5 years onwards	Pet shops can only source dogs from accredited dog rescues and shelters.

5.6 Arrangements between pet shops and rescue organisations and shelters

It is likely that pet shops will need to form arrangements with accredited dog rescue organisation and shelters to ensure the responsible supply of dogs.

Pet shops and rescue organisations have been asked to provide feedback on what those arrangements should cover, for example, where the dog will be housed.

5.7 Enforcement

It is estimated that there are approximately 15 pet shops in Western Australia that sell puppies and dogs. After the transition period, pet shops will need to be monitored to ensure they are only sourcing dogs from accredited dog rescue organisations and shelters.

Furthermore, during the transition period pet shops would need to be monitored to ensure they are only sourcing dogs from registered dog breeders (following the introduction of dog breeder registration).

Pet shops could be monitored in a number of ways:

Option 1 – Public monitoring

Pet shops would be required to display a certificate confirming the source of the dog is from an accredited rescue organisation or shelter. The public could report pet shops to an enforcement agency that are not providing a certificate verifying the dog's source.

Option 2 – Inspections

An enforcement agency would be responsible for inspecting pet shops that sell dogs, whether randomly or periodically, and require the pet shop to provide information upon request.

Option 3 – Audits

Pet shops would be required to be audited by a particular enforcement agency, whether periodically or randomly.

Option 4 – Audited and inspected upon complaint

The enforcement agency would inspect and audit a pet shop only where concerns were raised about the pet shops compliance with the laws.

The type of enforcement undertaken will assist in informing what agency is best placed to undertake enforcement. The capacity and resources of the agency would also need to be considered.


Questions

5. Should pet shops have to register with a relevant authority if they sell dogs?
- ☒ Yes
 - ☐ No
 - ☐ Unsure
6. Should it be an offence to fail to register?
- ☒ Yes
 - ☐ No
 - ☐ Unsure
7. What information and records should a pet shop maintain to ensure compliance with the pet shop provisions can be monitored?
- ☒ Records of where dogs have been sourced from
 - ☒ Details of new owners
 - ☒ Details of health and behaviour checks
 - ☐ Other – please specify: _____
8. What information and records should a rescue organisation and rescue maintain to ensure pet shops can be monitored and information verified?
- as above*
9. How should a pet shop be monitored for compliance?
- ☐ Option 1 – Public monitoring
 - ☐ Option 2 – Inspections
 - ☐ Option 3 – Audits
 - ☒ Option 4 – Audited and inspected upon complaint
 - ☐ Other – please specify: _____

11.1.4 GREEN HEAD SPORTING CLUB INC

Subject: Green Head Sporting Club Inc – Request for Assistance
Reporting Officer: Chief Executive Officer
Responsible Executive: Chief Executive Officer
File Reference: ADM0743 – Leasing Out – Green Head Sporting Club
Disclosure of Interest: Nil
Attachments: ICR1817740 - Letter from Roy Hynes, President
Voting Requirements: Absolute Majority

Council Role

 **Executive** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, setting and amending budgets.

REPORT PURPOSE:

For Council to consider the response from the Green Head Sporting Club Inc regarding the May 2018 decision not to provide assistance for water usage.

OFFICER RECOMMENDATION:

1. That motion 2018/049 be revoked; and
2. That a contribution of up to \$_____ be made to the Green Head Sporting Club Inc as a good will gesture towards the cost of water services.

RESOLUTION: 2018/080

Moved: Cr Jack

Seconded: Cr Girando
Seconded: Cr Rackemann

1. That motion 2018/049 be revoked; and
2. That the Green Head Sporting Club Inc be reimbursed water costs (usage and rates) up to a maximum of \$4,000 per annum on presentation of invoices from the Water Corporation, commencing 1 July 2018.

CARRIED 7/0
Absolute Majority

Reason for variation from recommendation – Councillors wanted to reimburse actual costs, but limit how much the Shire would contribute.

BACKGROUND:

In February 2018, Council considered a submission from the Green Head Sporting Club Incorporated seeking the Shire of Coorow's comments and support for the proposed upgrade of the Green Head Sporting Club.

The Green Head Sporting Club Inc also requested that the Shire consider taking on the electricity and water costs of the Club (approximately \$5,700 per annum).

Council considered these requests at the meeting held February 2018 and resolved:

OFFICER RECOMMENDATION/ RESOLUTION:		2018/018
Moved: Cr Oakes	Seconded: Cr Rackemann	
That:		
1) Draft policy 7.6.1 be advertised for public comment.		
2) The Green Head Sports Club be advised that the Shire is willing to contribute one third of the capital costs of upgrades to the Green Head Sports Club buildings.		
3) The Green Head Sports Club be advised that the Shire is not able to assist with its operational costs.		
		CARRIED 6/0 Simple Majority

Green Head Sporting Club Inc then responded with two further letters, one regarding Policy 7.6.1 and a second requesting water cost assistance. Council considered these at the meeting held 16 May 2018 and resolved:

OFFICERS RECOMMENDATION/RESOLUTION:		2018/049
Moved: Cr Peck	Seconded: Cr Bothe	
That the Green Head Sporting Club Inc be informed that the Shire confirms that it is not in the position to contribute towards the operational water costs incurred by the Club.		
		Carried 7/0 Simple Majority

Another letter has been received from the President, Roy Hynes asking whether funding will be made available in the 2018/19 budget.

COMMENT:

As there was an indication from some Councillors that resolution 2018/049 may have not have had sufficient discussion, the reporting officer has included this item to contemplate revoking the motion and considering a new motion. A notice to revoke resolution 2018/049 is required to be signed by at least 1/3 of the number of members of the Council (whether vacant or not) before it can be considered. This means that there will need to a mover and two seconders who are willing to sign.

For clarity, it should be pointed out that any comparisons of amounts spent per person, or comparisons between different areas, cannot be taken into account as this amounts to “ward accounting” which is contra to the Local Government Act. The recreation facilities are for all residents of the Shire.

STAKEHOLDER ENGAGEMENT:

Nil

FINANCIAL / RESOURCE IMPLICATIONS:

As no provision has been included in the 2018/19 Draft Budget for any contribution, an adjustment will need to be made for the amount considered.

STATUTORY ENVIRONMENT:

- Local Government Act 1995*
- s5.25 Regulations about council and committee meetings and committees
 - s6.8 Expenditure from municipal fund not included in annual budget
- Local Government (Administration) Regulations 1996*
- s10 Revoking or changing decisions (Act s.5.25(1)(d))

POLICY IMPLICATIONS:

Policy 7.6.1 – Use of Shire Facilities by Sporting Clubs/Organisations

STRATEGIC IMPLICATIONS:

Our Future Coorow 2017-2027, the Community Strategic Plan includes the following strategies:

- *Ensure facilities and infrastructure are well maintained and safe for use*
- *Encourage increased town site interaction through sport and cultural events*
- *Encourage strong community participation and involvement*
- *Provide social facilities and services to serve the lifestyle needs of our communities*
- *Improve services and facilities that actively support youth, disability and seniors in the region*

CONSULTATION:

Nil

RISK IMPLICATION:

Any decision that is outside of the recently adopted policy 7.6.1 may set a precedent, but not supporting the Club while it is trying to re-establish itself may result in the closure of sporting facilities in Green Head.

11.1.5 REVIEW OF POLICIES

Subject: Review of Policies to Fix Inconsistencies
Reporting Officer: Chief Executive Officer
Responsible Executive: Chief Executive Officer
File Reference: ADM0437 – Corporate Management – Policy Manual
Disclosure of Interest: Nil
Attachments: Policies 1.1.1, 3.1.1, 3.2.1, 3.2.2, 3.2.3, 5.3.2 & 6.6.5
Voting Requirements: Simple Majority

Council Role

■ **Legislative** Includes adopting local laws, local planning schemes and policies.

REPORT PURPOSE:

For Council to consider changes to policies 1.1.1, 3.1.1, 3.2.1, 3.2.2, 3.2.3, 5.3.2 & 6.6.5 to remove references to the Manager Regulatory Services and other minor corrections.

OFFICER RECOMMENDATION / RESOLUTION:

2018/081

Moved: Cr Jack

Seconded: Cr Oakes

That the updated policies 1.1.1, 3.1.1, 3.2.1, 3.2.2, 3.2.3, 5.3.2 & 6.6.5, as attached, be adopted and included in the updated Policy Manual.

**CARRIED 7/0
Simple Majority**

BACKGROUND:

Since the restructure of the Shire administration functions, some policies need to be changed to remove references to positions that no longer exist, include references to new positions, remove defunct community groups and remove references to the Bankwest agency. The policies that are affected as listed below with the modifications required.

1.1.1 Requests and Work Requests

Remove Manager Regulatory Services and replace with Property Management Officer

3.1.1 Service Provision Across the Shire

Remove reference of the Bankwest Agency and the Manager Regulatory Services

3.2.1 Corporate Credit Cards

Remove section regarding Manager Regulatory Services

- 3.2.2 Cash Advances
Add Coorow Office Float of \$300 and remove note regarding Banking Agency
- 3.2.3. Waiving of Fees and Charges for Council Facilities
Remove Leeman Ratepayers and Progress Association and addition of the Snag Island Community Garden
- 5.3.2 Food Act 2008 Compliance and Enforcement
Remove reference to the Manager Regulatory Services
- 6.6.5 Relocated Buildings
Remove reference to Manager Regulatory Services and replace with Chief Executive Officer

COMMENT:

There are no procedural or decision-making changes to these policies. The policies are only being updated to reflect changes in administration structure and community groups.

STAKEHOLDER ENGAGEMENT:

Nil

FINANCIAL / RESOURCE IMPLICATIONS:

Nil

STATUTORY ENVIRONMENT:

Local Government Act 1995

POLICY IMPLICATIONS:

- 1.1.1 Requests and Work Requests
- 3.1.1 Service Provision Across the Shire
- 3.2.1 Corporate Credit Cards
- 3.2.2 Cash Advances
- 3.2.3. Waiving of Fees and Charges for Council Facilities
- 5.3.2 Food Act 2008 Compliance and Enforcement
- 6.6.5 Relocated Buildings

STRATEGIC IMPLICATIONS:

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

RISK IMPLICATION:

When policies are not correct, there could be issues when trying to implement the requirements.

POLICY - MEMBERS OF COUNCIL

Sub Section:	General
Policy Number:	1.1.1
Policy Subject:	Councillors' Requests and Works Requests
Policy:	<p>a) All general enquiries made by Councillors should be directed to the Chief Executive Officer or relevant Executive Officers for action.</p> <p>b) Works requests for maintenance works in either road works or building maintenance should be filled out using either the Building Maintenance Works Request Form or Works Request Form as attachment to Policy 1.1.3.</p>
Objectives:	To ensure Councillors' requests are handled promptly and efficiently.
Guidelines:	<p>1) Staff to be made aware of this requirement.</p> <p>2) Works Requests:</p> <p>A) The request for minor maintenance jobs should be completed and faxed/e-mail to the Office or handed in at the front counter and marked attention:</p> <ul style="list-style-type: none">• Manager Works and Services for all outside works maintenance;• Property Management Officer for all building maintenance. <p>B) The Officer in Charge will inspect the request or complaint and place it on the list of Maintenance Works according to priority. Councillors may also telephone the Manager if the ability to fax or email a request is unavailable or further information concerning the works request is required.</p> <p>C) In general, the request form should not be used for Special Works requests such as having a specific section of road reconstructed or a culvert installed.</p> <p>These requests should be discussed with the Manager Works and Services to allow for costings and budget report.</p> <p>The Manager Works and Services will then recommend to the Administration/Finance Section whether it is/isn't possible to modify the Works Program or the matter be placed for consideration on following year's budget.</p>
First Adopted:	17 June 1997
Last Review:	15 March 2017, 2017-025



Building Maintenance Request Form

Person taking complaint: _____

Date: _____

Time: _____

Reference Number: _____

Method of Complaint: In person Telephone Written E-mail

Customer Details

Name: _____

Address: _____

Telephone: Home: _____ Work: _____

Mobile: _____ Fax: _____

Details of Complaint

Remedies / Resolutions Agreed To / Actions To Be Taken

OFFICE USE ONLY

Area Responsible for Maintenance

Name: _____ Department: _____
Position: _____ Time & Date: _____

Action Taken:

Is Matter Concluded (circle one)? Yes No

Signature: _____

Name & Title: _____



Works Maintenance Request Form

Person taking complaint: _____

Date: _____

Time: _____

Reference Number: _____

Method of Complaint: In person Telephone Written E-mail

Customer Details

Name: _____

Address: _____

Telephone: Home: _____ Work: _____

 Mobile: _____ Fax: _____

Details of Complaint

Remedies / Resolutions Agreed To / Actions To Be Taken

OFFICE USE ONLY

Area Responsible for Maintenance

Name: _____ Department: _____
Position: _____ Time & Date: _____

Action Taken:

Is Matter Concluded (circle one)? Yes No

Signature: _____

Name & Title: _____

POLICY – SERVICE PROVISION ACROSS THE SHIRE

Sub Section: Administration - Operations

Policy Number: 3.1.1

Policy Subject: Service Provision across the Shire

Policy Statement: To ensure that the community and staff are aware of the level of service provision that Council deems suitable to ensure the continued support and development of all townsites/locations in the Shire. It is to also provide guidance for the ongoing locations of different directorates within the Shire.

Objectives: Council strongly supports the concept that there are defined levels of service provision that will alleviate community concerns about reduction or removal of existing services. Council is committed to ensuring that levels of service provision are maintained and located across the Shire to provide the best outcomes for the community.

Council considers that there should be a fair and equitable division of services across the entire Shire.

Definitions: Service provision is defined as the services provided to ratepayers/residents by the Shire and other operating functions includes (but is not limited to):

- Library
- Department of Transport (Licencing)
- Lodgement of Applications
- Receipting
- General Queries
- Caravan Park
- Swimming Pool
- Payroll
- Rates
- Creditors
- Debtors
- General Finance (Budget, Reporting, etc)
- Record Keeping and Storage
- Computing Requirements (Server)
- Council Support
- Executive Support
- Environmental Health Services
- Building Services
- Property Management
- Ranger Services
- Cleaning Services
- Roads, Footpaths,
- Parks, Gardens and Ovals
- Mechanical Services

Guidelines:

Council recognises that the operational functions of the Shire are the responsibility of the Chief Executive Officer and have provided these guidelines to document the preferences of Council and the community.

It is recognised that there are geographical challenges in the Shire, mainly due to the distance between the eastern and western boundaries. To ensure that services are provided in the best locations to provide the fairest levels of service the following is proposed.

- a) The Chief Executive Officer (CEO) will be domiciled (if required) and work from the Leeman Administration Centre.
- b) The Deputy Chief Executive Officer (DCEO) will be domiciled (if required) and work from the Coorow Administration Centre.
- c) The Manager Works & Services (MWS) will be domiciled (if required) and work from the Coorow Administration Centre.
- d) The following services should be provided from the Leeman Administration Centre:
 - Library
 - Department of Transport (Licencing)
 - Lodgement of Applications
 - Receipting
 - General Queries
 - Council Support
 - Executive Support
 - Environmental Health Services
 - Building Services
 - Property Management
 - Property Record Storage
 - Ranger Services
 - Cleaning Services
 - Parks, Gardens and Ovals
- e) The following services should be provided from the Coorow Administration Centre:
 - Library
 - Department of Transport (Licencing)
 - Lodgement of Applications
 - Receipting
 - General Queries
 - Caravan Park
 - Swimming Pool
 - Payroll
 - Rates
 - Creditors
 - Debtors
 - General Finance (Budget, Reporting, etc)
 - Record Keeping and Storage
 - Computing Requirements (Server)

- Roads, Footpaths
- Parks, Gardens and Ovals
- Mechanical Services

- g) To ensure that all communities have access to management staff, the CEO should work from the Coorow Administration Centre at least one day per week and the DCEO and MWS should work from the Leeman Administration Centre at least one day per week. These days should be advertised for the benefit of the community.

First Adopted: 10 February 2016, 2016-002

Last Review: 16 August 2017, 2017-108

POLICY - ADMINISTRATION/FINANCE & BORROWINGS

Sub Section: Finance

Policy Number: 3.2.1

Policy Subject: Corporate Credit Cards

Policy Statement:

- The Chief Executive Officer is authorised to use a Council provided Corporate Credit Card for fuel purchases and Council approved expenditure of an urgent nature within a credit limit of \$5,000 monthly as approved by Council.
- Deputy Chief Executive Officer is authorised to use Council provided Corporate Credit Card for fuel purchases and Council approved expenditure of an urgent nature within a credit limit of \$4,000 monthly as approved by Council and the Chief Executive Officer
- Manager of Works and Services is authorised to use Council provided Corporate Credit Card for fuel purchases and Council approved expenditure of an urgent nature within a credit limit of \$3,000 monthly as approved by Council and the Chief Executive Officer

Objectives: To provide Executive Staff with the flexibility to make purchases on behalf of Council, in accordance with budget provisions.

Guidelines: All Council Officers issued with a Corporate Credit Card shall sign a register acknowledging receipt of the card and the responsibilities associated with holding a Credit Card on behalf of Council.

At the expiration of employment, the cardholder is to return their Corporate Credit Card to the CEO or Council.

The card is not to be transferred to another user.

Any lost or damaged Credit Cards must be reported immediately to the CEO or Council.

The cardholder must obtain a tax Invoice for all purchases in accordance with ATO requirements to be forwarded to the accounts payable section.

Any purchase made must relate to expenditure on behalf of Council. No personal expenditure may be incurred.

The CEO or DCEO is to authorise the monthly purchases made on all Corporate Credit Cards.

Any reward schemes associated with the holding of a Corporate Credit Card can only be redeemed for Council benefit, not the individual.

Failure to comply with the requirements of this policy may result in

the cardholder losing their Corporate Credit Card or, in the event of a serious breach of policy, further disciplinary action.

First Adopted: 17 June 1997

Last Review: 16 August 2017, 2017-108

POLICY - ADMINISTRATION/FINANCE & BORROWINGS

Sub Section: Finance

Policy Number: 3.2.2

Policy Subject: Cash Advances

Policy Statement: The following cash advances, petty cash to be authorised:

Coorow Office Float	\$300
Coorow Office Petty Cash	\$200
Swimming Pool Float	\$100
Leeman Office Float	\$300
Leeman Office Petty Cash	\$200
Milligan Island Camp Nodes	\$100

Objectives:

Guidelines:

First Adopted: April 1996

Last Review: 16 August 2017, 2017-108

POLICY - ADMINISTRATION/FINANCE & BORROWINGS

Sub Section:	Finance
Policy Number:	3.2.3
Policy Subject:	Waiving of Fees and Charges for Council Facilities
Policy Statement:	The Chief Executive Officer is permitted to waive Fees and Charges for Council facilities if certain criteria are met.
Objectives:	To provide guidelines for the Chief Executive Officer to waive fees and charges for the use of Council's facilities.
Guidelines:	<p>Fees and Charges for Council facilities will be waived if the following criteria are met;</p> <ol style="list-style-type: none">1. That the organisation hiring the Council facility is a local not for profit community organisation;2. No alcohol is being served or consumed at the Council facility; and3. An application is made in writing twenty eight (28) days before the Council facility is hired. <p>The following organisations are exempt from the criteria up to annual cost of \$250:</p> <ul style="list-style-type: none">• Leeman Primary School• Leeman Parents and Citizens Association• Coorow Primary School• 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• Snag Island Community Garden
First Adopted:	21 June 2006, 2006-119
Last Review:	16 August 2017, 2017-108

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: The Objective of this Policy are:

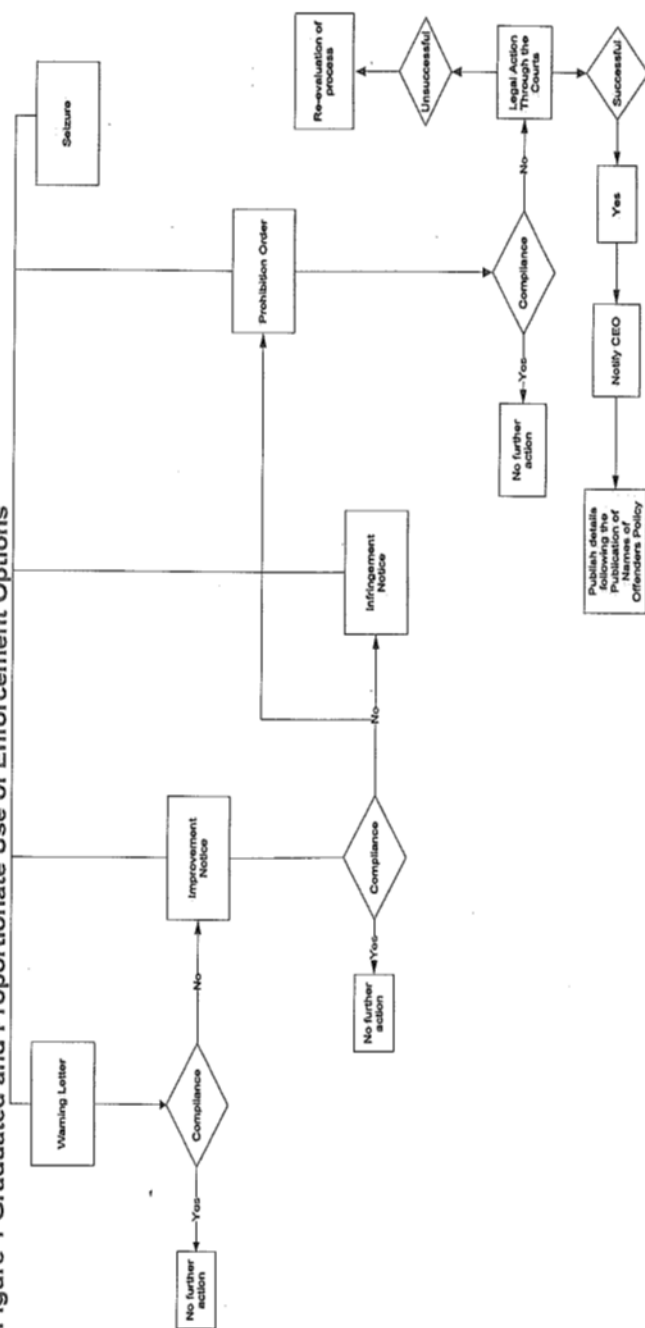
1. To provide for consistency in approach to the enforcement activity;
2. To be efficient in enforcement approach;
3. To provide transparency to consumers and the food industry on how decisions are made on enforcement action;
4. To guide decisions making and action for the consistent use of enforcement options commensurate with risk; and
5. 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 - HOUSING AND COMMUNITY AMENITIES

Sub Section: Town Planning and Regional Development

Policy Number: 6.6.5

Policy Subject: Relocated Buildings

Policy Statement: The use of second hand cladding materials and second hand buildings can result in unacceptable development by reason of poor aesthetic result and by adversely affecting the amenity of an area.

Council requires that an applicant demonstrate that the proposed use of a second hand building and/or the use of second hand cladding material will not result in any adverse effect on the amenity or the aesthetics of the area within which it is proposed.

Objectives:

- (a) To ensure that any development proposing to use a second hand building or second hand cladding material meets acceptable aesthetic and amenity requirements in the locality for which it is proposed.
- (b) To address the issue of exposure risks from asbestos cement cladding.

Definitions: **'Relocated building'** is considered to be a dwelling or outbuilding that has previously been constructed on a different lot and has the ability to be dismantled in whole or in part for the purpose of being transported and sited on another property. A purpose designed, new transportable home is not considered a relocated dwelling for the purposes of this policy however Shire staff retain the right to request an application should it be considered appropriate.

Relocated building is also deemed for the purposes of this policy to include the following terms:

'Repurposed dwelling' means a building or structure not previously used as a single house, which has been repurposed for use as a dwelling; and

'Second-hand dwelling' means a dwelling that has been in a different location, and has been dismantled and transported to another location, but does not include a new modular or transportable dwelling.

Guidelines: Council will generally not support an application for a second hand house to be re-erected/placed in the Shire unless:

- (a) the house was originally constructed as a transportable building;
- (b) a certificate from a practising Structural Engineer has been provided by the applicant, certifying that the house was originally built as a transportable, that it is structurally sound, and capable of withstanding transportation.
- (c) the applicant undertakes to immediately reinstate the building

Unless specific approval is given, all external asbestos cement cladding must be removed and replaced with new material prior to the relocation of a transported building to its new site.

The Shire at its discretion may impose conditions requiring the relocated building to be re-roofed, re-clad and/or re-painted within a specified time frame to ensure the building presentation is of an acceptable standard.

Application Process: An application for a relocated building shall include:

- (a) Completed *Form of Application for Planning Approval* signed by the owner(s) of the property upon which the building will be located.
- (b) Plans that have been drawn to scale and include at a minimum:
 - (i) A site plan;
 - (ii) Floor plan and elevations for the relocated building. These plans need to demonstrate any proposed works/upgrades that are required to be undertaken to the building (i.e. new cladding, additional verandahs etc.);
 - (iii) A series of photographs of each elevation of the relocated building prior to it being dismantled showing its standard of presentation;
 - (iv) A detailed report on the structural integrity of the relocated building prepared by a qualified Building Surveyor or a certified Structural Engineer; &
 - (v) A written submission from the proponent detailing the proposed works to be undertaken to the relocated building to improve its visual presentation and ensure it complies with the relevant building and health standards as required. This needs to include a clear timeframe over which it is proposed that the above works will be carried out.
- (c) Planning Application fee based on the cost of the building plus any transportation, installation and upgrade costs. This is calculated per Item 1 of the Shire's Planning Services Fees.

Should a planning application be granted planning consent by the Shire the following conditions shall be imposed and required to be undertaken by the applicant prior to the lodgement of the necessary building licence:

- (a) A bond, of at least 5% of the estimated value of an equivalent new building, to a maximum of \$5,000 and minimum of \$1000.
- (b) A statutory declaration, signed by the applicant(s) and appropriately witnessed, indicating that the bond will be forfeited to Council if:
 - (i) The works described in the application are not carried out within the timeframe indicated;
 - (ii) Within 12 months of the date of the agreement, the development does not reach a point where externally it appears complete; and
 - (iii) Any notice duly served upon the builder is not promptly complied with.

- (c) Bond moneys will only be refunded (if not forfeited) after works required to prevent forfeiture have been carried out to the satisfaction of the Shire's Chief Executive Officer.

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However, should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

First Adopted: 17 June 1997

Last Reviewed: 18 April 2018, 2018-039

11.2 MANAGER OF WORKS AND SERVICES:

11.2.1 NIL

11.3 DEPUTY CHIEF EXECUTIVE OFFICER:

11.3.1 LIST OF ACCOUNTS PAID

Subject:	List of Accounts Paid
Reporting Officer:	Annie Rudd
Responsible Executive:	Chief Executive Officer
File Reference:	ADM0083 – Financial Management – Creditors - General
Disclosure of Interest:	Nil
Attachments:	List of Accounts for Payment
Voting Requirements:	Simple Majority

Council Role

 Review	When Council reviews decisions made by officers.
---	--

REPORT PURPOSE:

For Council to accept the list of accounts paid since the last list was prepared.

OFFICER RECOMMENDATION / RESOLUTION		2018/082
Moved: Cr Peck	Seconded: Cr Sims	
That the list of accounts paid under delegated authority since the last list was presented on 20 June 2018 be accepted, including:		
<u>MUNICIPAL FUND</u>		
Cheques	20198 – 20204	\$ 27,487.49
Payroll DD's	13/06/18 – 27/06/18	\$ 120,910.99
EFTS	12775 – 12828	\$ 234,038.59
Superannuation	13/06/18 – 27/06/18	\$ 29,899.96
Credit Card	13110618	\$ 6,096.51
TOTALLING		\$ 418,433.54
<u>TRUST FUND</u>		
EFTS	12774	\$ 45,616.19
TOTALLING		\$ 45,616.19
		CARRIED 7/0
		Simple Majority

BACKGROUND:

The Chief Executive Officer has been delegated authority to make payments from the Municipal account. The *Local Government (Financial Management) Regulations 1996* require a list of payments made under delegated authority to be prepared each month and presented to the next ordinary meeting of Council following the preparation of the list.

COMMENT:

The list has been prepared showing payments made under delegation since the last list was prepared for the 20 June 2018 ordinary meeting of Council.

STAKEHOLDER ENGAGEMENT:

Nil

FINANCIAL / RESOURCE IMPLICATIONS:

Nil

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996
- s13 List of accounts

POLICY IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

RISK IMPLICATIONS:

This review process should help to ensure that payments are always made under the correct authority.

11.3.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – JUNE 2018

Subject: Monthly Statement of Financial Activity
Reporting Officer: Deputy Chief Executive Officer
Responsible Executive: Deputy Chief Executive Officer
File Reference: ADM0619 – Financial Management-Annual Budget 17/18
Disclosure of Interest: Nil
Attachments: 11.3.2 – Monthly Statement of Financial Activity
Voting Requirements: Simple Majority

Council Role:

 **Review** When Council reviews decisions made by officers.

REPORT PURPOSE:

For Council to accept the Monthly Statement of Financial Activity.

OFFICER RECOMMENDATION / RESOLUTION:

2018/083

Moved: Cr Bothe

Seconded: Cr Rackemann

That the Monthly Statement of Financial Activity as included at Attachment 11.3.2 for the period ended 30 June 2018, be accepted.

CARRIED 7/0
Simple Majority

BACKGROUND:

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.

The form of the Monthly Financial Statements usually 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.

COMMENT:

The Shire is required to prepare the Statement of Financial Activity as per Local Government (Financial Management) Regulation 36, but can resolve to have supplementary information included as required.

The Shire converted its chart of accounts to a new model in January 2018 and staff are still preparing the new monthly financial statement format. The majority of the new format has been completed, with only a summary of budget amendments to date not included. All mandatory information is provided and the closing surplus balances to the net current assets at 30 June 2018.

STAKEHOLDER ENGAGEMENT:

Nil

FINANCIAL / RESOURCE IMPLICATIONS:

Nil

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996

s34 Financial activity statement required each month (Act s. 6.4)

POLICY IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

RISK IMPLICATIONS:

Nil



SHIRE OF COOROW

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 June 2018

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Monthly Summary Information	2 - 3
Statement of Financial Activity by Program	4
Statement of Financial Activity By Nature or Type	5
Statement of Capital Acquisitions and Capital Funding	6
Note 1 Significant Accounting Policies	7
Note 2 Explanation of Material Variances	8
Note 3 Net Current Funding Position	9
Note 4 Cash and Investments	10
Note 5 Budget Amendments	11
Note 6 Receivables	12
Note 7 Cash Backed Reserves	13
Note 8 Capital Disposals	14
Note 9 Rating Information	15
Note 10 Information on Borrowings	16
Note 11 Grants and Contributions	17-18
Note 12 Trust	19
Note 13 Details of Capital Acquisitions	20-22

**Shire of Coorow
Information Summary
For the Period Ended 30 June 2018**

Key Information

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 30 June 2018 of \$2,178,911.

Items of Significance

The material variance adopted by the Shire of Coorow for the 2017/18 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

Income & Expenditure		Annual Budget	YTD Budget	YTD Actual
Operating Grants, Subsidies and Contributions	110%	\$ 1,674,850	\$ 1,674,850	\$ 1,846,463
Non-operating Grants, Subsidies and Contributions	90%	\$ 1,845,572	\$ 1,845,572	\$ 1,653,712
	99%	\$ 3,520,422	\$ 3,520,422	\$ 3,500,175
Rates Levied	100%	\$ 3,117,310	\$ 3,117,310	\$ 3,121,553
Materials & Contracts	75%	-\$ 2,223,724	-\$ 2,223,724	-\$ 1,675,969
Capital Projects				
Infrastructure Assets - Roads	94%	-\$ 1,857,937	-\$ 1,857,937	-\$ 1,754,047
Infrastructure Assets - Other	41%	-\$ 1,538,535	-\$ 1,538,535	-\$ 637,477

% Compares current ytd actuals to annual budget

Financial Position		This Time Last Year	30 Jun 2018
Adjusted Net Current Assets	104%	\$ 2,105,189	\$ 2,178,911
Cash and Equivalent - Unrestricted	106%	\$ 2,487,955	\$ 2,647,067
Cash and Equivalent - Restricted	149%	\$ 764,634	\$ 1,135,633
Receivables - Rates	124%	\$ 162,700	\$ 201,032
Receivables - Other	53%	\$ 131,319	\$ 69,248
Payables	72%	\$ 446,821	\$ 322,655

% Compares current ytd actuals to prior year actuals at the same time

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

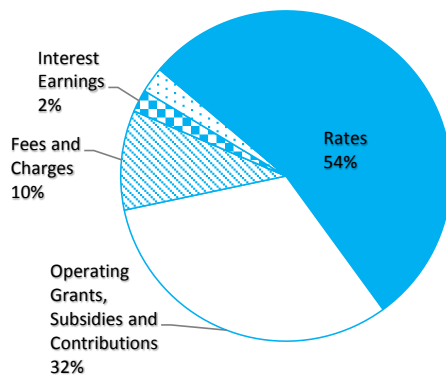
Preparation

Prepared by: Leanne Parola

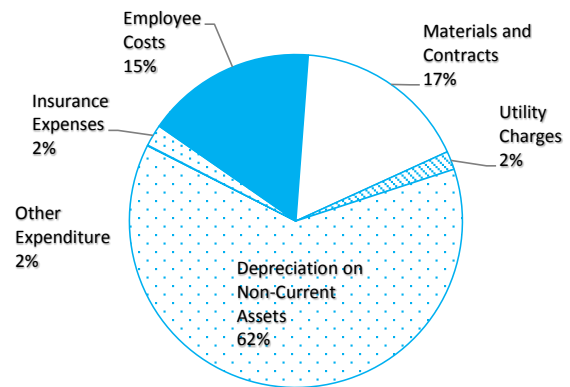
Date Prepared 10 Jul 2018

Shire of Coorow
Information Summary
For the Period Ended 30 June 2018

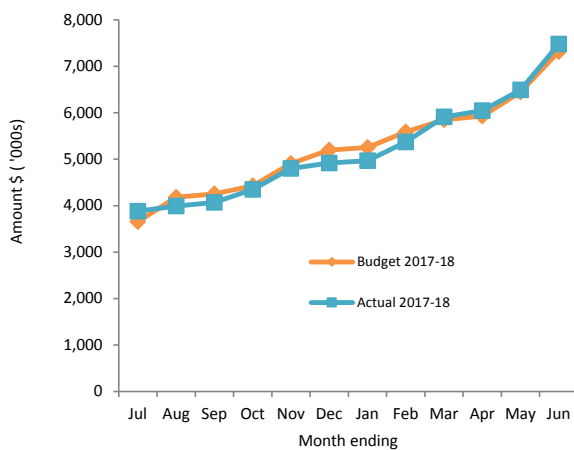
Operating Revenue



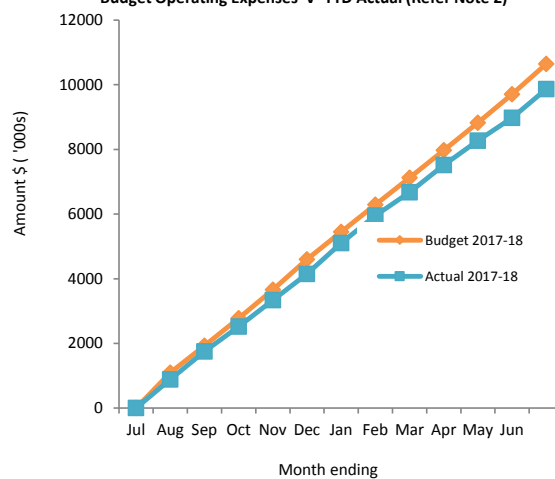
Operating Expenditure



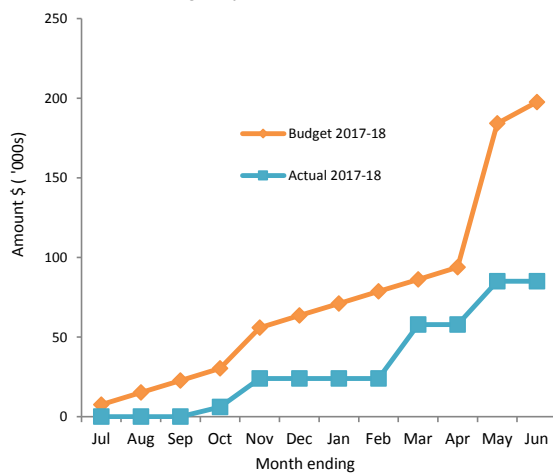
Budget Operating Revenues -v- Actual (Refer Note 2)



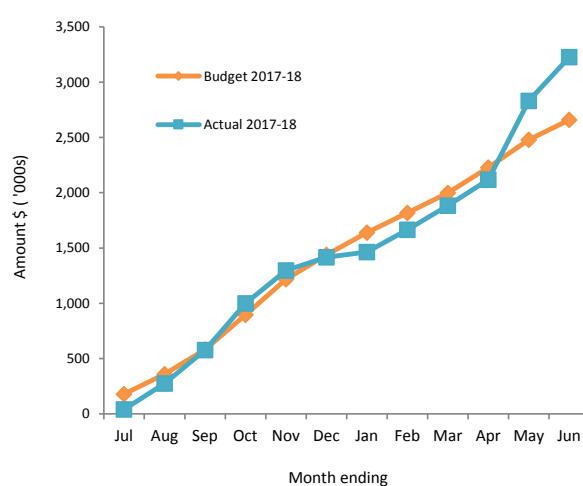
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Revenue -v- Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF COOROW
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 June 2018

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	2,030,684	2,030,684	2,030,685	1	0%	
Revenue from operating activities							
Governance		6,900	6,900	7,454	554	8%	
General Purpose Funding - Rates	9	3,117,310	3,117,310	3,121,552	4,242	0%	
General Purpose Funding - Other		767,102	767,102	1,531,488	764,386	100%	▲
Law, Order and Public Safety		74,801	74,801	95,200	20,399	27%	▲
Health		4,194	4,194	5,543	1,349	32%	
Education and Welfare		27,660	27,660	28,991	1,331	5%	
Housing		92,381	92,381	97,291	4,910	5%	
Community Amenities		736,050	736,050	319,566	(416,484)	(57%)	▼
Recreation and Culture		297,262	297,262	241,653	(55,608)	(19%)	▼
Transport		93,520	93,520	99,165	5,645	6%	
Economic Services		79,807	79,807	89,749	9,942	12%	
Other Property and Services		175,424	175,424	186,724	11,300	6%	
		5,472,410	5,472,410	5,824,377	351,967	6%	
Expenditure from operating activities							
Governance		(573,137)	(573,137)	(554,529)	18,608	3%	
General Purpose Funding		(304,072)	(304,072)	(326,221)	(22,149)	(7%)	
Law, Order and Public Safety		(494,205)	(494,205)	(528,359)	(34,155)	(7%)	
Health		(162,995)	(162,995)	(137,013)	25,982	16%	▲
Education and Welfare		(112,989)	(112,989)	(97,646)	15,343	14%	▲
Housing		(13,853)	(13,853)	(30,614)	(16,761)	(121%)	▼
Community Amenities		(830,680)	(830,680)	(714,509)	116,171	14%	▲
Recreation and Culture		(1,722,018)	(1,722,018)	(1,733,614)	(11,595)	(1%)	
Transport		(5,561,078)	(5,561,078)	(5,513,970)	47,108	1%	
Economic Services		(284,029)	(284,029)	(206,653)	77,375	27%	▲
Other Property and Services		(587,822)	(587,822)	(25,503)	562,318	96%	▲
		(10,646,876)	(10,646,876)	(9,868,632)	778,244	7%	
Operating activities excluded from budget							
Add back Depreciation		6,051,277	6,051,277	6,168,915	117,638	2%	
Adjust (Profit)/Loss on Asset Disposal	8	8,398	8,398	(6,634)	(15,031)	(179%)	▼
Adjust Provisions and Accruals		3,442	3,442	4,296	854	25%	
Amount attributable to operating activities		888,650	888,650	2,122,322			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	1,845,572	1,845,572	1,653,712	(191,860)	(10%)	▼
Proceeds from Disposal of Assets	8	76,533	76,533	85,045	8,512	11%	
Land and Buildings	13	(474,043)	(474,043)	(344,059)	129,984	27%	▲
Infrastructure Assets - Roads	13	(1,857,937)	(1,857,937)	(1,754,047)	103,890	6%	
Infrastructure Assets - Other	13	(1,538,535)	(1,538,535)	(637,477)	901,058	59%	▲
Infrastructure Assets - Footpaths	13	(92,400)	(92,400)	(7,509)	84,891	92%	▲
Infrastructure Assets - Drainage	13	0	0	(3,303)	(3,303)		
Plant and Equipment	13	(416,546)	(416,546)	(342,355)	74,191	18%	▲
Amount attributable to investing activities		(2,457,356)	(2,457,356)	(1,349,993)	1,107,362	45%	▲
Financing Activities							
Transfer from Reserves	7	121,043	121,043	68,641	(52,402)	(43%)	▼
Transfer from/(to) Restricted Cash		71,777	71,777	(115,901)	(187,678)	261%	
Repayment of Debentures	10	(137,203)	(137,203)	(137,203)	0	0%	
Transfer to Reserves	7	(517,596)	(517,596)	(439,641)	77,955	15%	▲
Amount attributable to financing activities		(461,979)	(461,979)	(624,104)	(162,125)	(35%)	
Closing Funding Surplus(Deficit)	3	(0)	(0)	2,178,911			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF COOROW
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 June 2018

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	2,030,684	2,030,685	2,030,685	0	0%	
Revenue from operating activities							
Rates	9	3,117,310	3,117,310	3,121,553	4,243	0%	
Operating Grants, Subsidies and Contributions	11	1,674,850	1,674,850	1,846,463	171,613	10%	▲
Fees and Charges		551,905	551,905	568,667	16,761	3%	
Interest Earnings		95,764	95,764	127,189	31,425	33%	▲
Other Revenue		22,581	22,581	146,995	124,414	551%	▲
Profit on Disposal of Assets	8	10,000	10,000	13,511	3,511	35%	
		5,472,410	5,472,410	5,824,377	351,967	6%	
Expenditure from operating activities							
Employee Costs		(1,759,051)	(1,759,051)	(1,460,823)	298,228	17%	▲
Materials and Contracts		(2,223,724)	(2,223,724)	(1,675,969)	547,755	25%	▲
Utility Charges		(230,500)	(230,500)	(176,724)	53,776	23%	▲
Depreciation on Non-Current Assets		(6,051,277)	(6,051,277)	(6,168,915)	(117,638)	(2%)	
Interest Expenses		(10,861)	(10,861)	(5,942)	4,919	45%	
Insurance Expenses		(200,506)	(200,506)	(209,811)	(9,305)	(5%)	
Other Expenditure		(152,560)	(152,560)	(163,573)	(11,013)	(7%)	
Loss on Disposal of Assets	8	(18,398)	(18,398)	(6,877)			
		(10,646,876)	(10,646,876)	(9,868,632)	778,244	7%	
Operating activities excluded from budget							
Add back Depreciation		6,051,277	6,051,277	6,168,915	117,638	2%	
Adjust (Profit)/Loss on Asset Disposal	8	8,398	8,398	(6,634)	(15,031)	(179%)	▼
Adjust Provisions and Accruals		3,438	3,441	4,296	855	25%	
Amount attributable to operating activities		888,646	888,649	2,122,322	1,233,673		
Investing activities							
Grants, Subsidies and Contributions	11	1,845,572	1,845,572	1,653,712	(191,860)	(10%)	▼
Proceeds from Disposal of Assets	8	76,533	76,533	85,045	8,512	11%	
Land and Buildings	13	(474,043)	(474,043)	(344,059)	129,984	27%	▲
Infrastructure Assets - Roads	13	(1,857,937)	(1,857,937)	(1,754,047)	103,890	6%	
Infrastructure Assets - Other	13	(1,538,535)	(1,538,535)	(637,477)	901,058	59%	▲
Infrastructure Assets - Footpaths	13	(92,400)	(92,400)	(7,509)	84,891	92%	▲
Infrastructure Assets - Drainage	13	0	0	(3,303)	(3,303)		
Plant and Equipment	13	(416,546)	(416,546)	(342,355)	74,191	18%	▲
Amount attributable to investing activities		(2,457,356)	(2,457,356)	(1,349,993)	1,107,362	45%	
Financing Activities							
Transfer from Reserves	7	121,043	121,043	68,641	(52,402)	(43%)	▼
Transfer from Restricted Cash (Unspent Grants)		71,777	71,777	(115,901)	(187,678)	261%	
Repayment of Debentures	10	(137,199)	(137,203)	(137,203)	0	0%	
Transfer to Reserves	7	(517,596)	(517,596)	(439,641)	77,955	15%	▲
Amount attributable to financing activities		(461,975)	(461,979)	(624,104)	(162,125)	(35%)	
Closing Funding Surplus (Deficit)	3	(0)	0	2,178,911	2,178,911		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

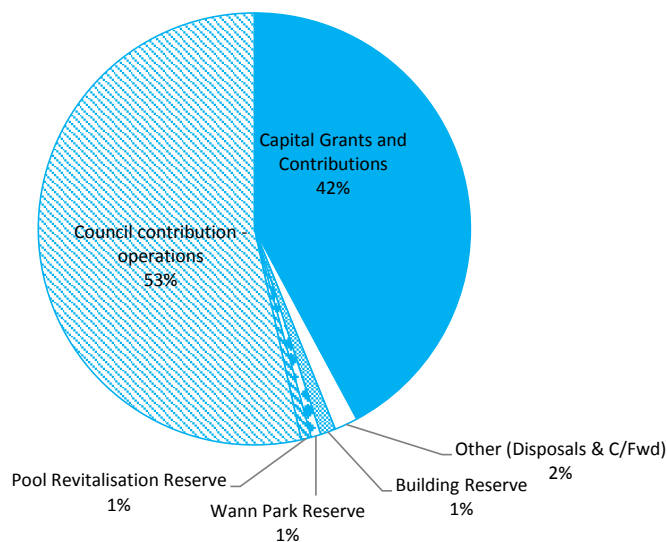
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF COOROW
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 June 2018

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	344,059	0	474,043	474,043	344,059	(129,984)
Infrastructure Assets - Roads	13	1,754,047	0	1,857,937	1,857,937	1,754,047	(103,890)
Infrastructure Assets - Other	13	637,477	0	1,538,535	1,538,535	637,477	(901,058)
Infrastructure Assets - Footpaths	13	7,509	0	92,400	92,400	7,509	(84,891)
Infrastructure Assets - Drainage	13	3,303	0	0	0	3,303	3,303
Plant and Equipment	13	342,355	0	416,546	416,546	342,355	(74,191)
Capital Expenditure Totals		3,088,751	0	4,379,461	4,379,461	3,088,751	(1,290,710)
Capital acquisitions funded by:							
Capital Grants and Contributions				1,845,572	1,845,572	1,653,712	
Borrowings				0	0	0	
Other (Disposals & C/Fwd)				76,533	76,533	85,045	
Council contribution - Cash Backed Reserves							
Building Reserve				0	50,000	0	
Wann Park Reserve				0	32,390	32,548	
Pool Revitalisation Reserve					32,848	33,667	
Council contribution - operations				2,457,356	2,342,118	1,283,779	
Capital Funding Total				4,379,461	4,379,461	3,088,751	

Budgeted Capital Acquisitions Funding



SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

18 July 2018

Note 1: Significant Accounting Policies

The Shire of Coorow adopts its significant accounting policies at the time of adopting its annual budget. Significant accounting policies are set in relation to the following:

- a) Basis of preparation
- b) Prior year actual balances
- c) Rounding off figures
- d) Comparative figures
- e) Budget comparative figures
- f) Forecast fair value adjustments
- g) Rates, grants, donations & other contributions
- h) Goods and services tax (GST)
- i) Superannuation
- j) Cash and cash equivalents
- k) Trade and other payables
- l) Inventories
- m) Fixed assets
- n) Fair value of assets and liabilities
- o) Financial instruments
- p) Impairment of assets
- q) Trade and other payables
- r) Employee benefits
- s) Borrowing costs
- t) Provisions
- u) Leases
- v) Investments in associates
- x) Interests in joint arrangements
- y) Current and non-current classification

There have been no changes to the Shire of Coorow's significant accounting policies since adopting the 2017/2018 budget.

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2017/18 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	554	8%			
General Purpose Funding	768,628	100%			
Law, Order and Public Safety	20,399	27%	▲	Timing	1st quarter ESL payment for 18/19 received in advance
Health	1,349	32%			
Education and Welfare	1,331	5%			
Housing	4,910	5%			
Community Amenities	(416,484)	(57%)	▼	Timing	Balance of 3 Bays Walkway Grant - C/F
Recreation and Culture	(55,608)	(19%)	▼	Timing	Balance of water grant not yet received - C/F
Transport	5,645	6%			
Economic Services	9,942	12%			
Other Property and Services	11,300	6%			
Operating Expense					
General Purpose Funding	(22,149)	(7%)			
Law, Order and Public Safety	(34,155)	(7%)			
Health	25,982	16%	▲	Permanent	Admin Overheads were lower than budgeted
Education and Welfare	15,343	14%	▲	Permanent	Less maintenance done on aged units than budgeted
Housing	(16,761)	(121%)	▼	Permanent	Admin Overheads were higher than budgeted
Community Amenities	116,171	14%	▲	Permanent	Tip maintenance costs and planning consultants were less than budgeted
Recreation and Culture	(11,595)	(1%)			
Transport	47,108	1%			
Economic Services	77,375	27%	▲	Permanent	Weed/Vermin control, tourist promotions, Milligan Island were all underspent
Other Property and Services	562,318	96%	▲	Permanent	More PWO & POC allocated out than budgeted
Capital Revenues					
Grants, Subsidies and Contributions	(191,860)	(10%)	▼	Timing	Some grants originally budgeted as operating, some c/f
Proceeds from Disposal of Assets	8,512	11%			
Capital Expenses					
Land and Buildings	129,984	27%	▲	Timing	Swimming Pool works, Maley Park aircond and Green Head Fire Shed yet to be completed - C/F
Infrastructure - Roads	103,890	6%			
Infrastructure - Other	901,058	59%	▲	Timing	Bulk of Public Open Space, Leeman Water, 3 Bays Walkway works yet to occur - C/F
Infrastructure - Footpaths	84,891	92%	▲	Timing	Waiting for contractor - C/F
Plant and Equipment	74,191	18%	▲	Permanent	Truck less than budgeted, c/f refurbishing low loader
Financing					
Transfer from Reserves	(52,402)	(43%)		Permanent	No transfer from housing (see below)
Loan Principal Repayments	0	0%			
Transfer to Reserves	77,955	15%	▲	Permanent	No funds transferred to JV Reserve, less to housing instead of transferring from]

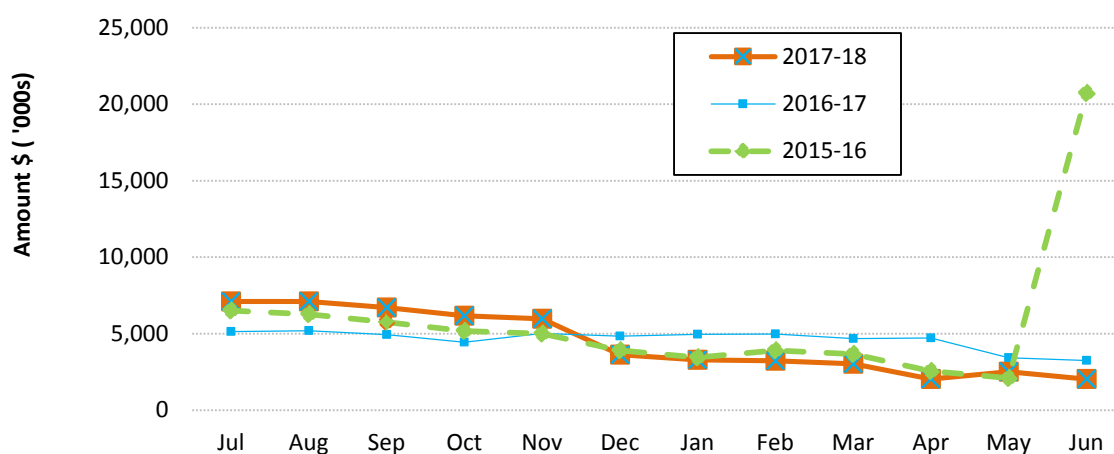
SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2017	30 Jun 2017	30 Jun 2018
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	2,413,451	2,487,955	2,456,662
Cash Restricted - Conditions over Grants	11	74,504	0	190,405
Cash Restricted	4	764,634	764,634	1,135,633
Receivables - Rates	6	162,700	162,700	201,032
Receivables - Other	6	131,319	131,319	69,248
Inventories		14,369	14,369	16,607
		3,560,977	3,560,977	4,069,587
Less: Current Liabilities				
Payables		(446,821)	(446,821)	(322,655)
Provisions Loans		(137,203)	(137,203)	(104,921)
Provisions Leave		(416,710)	(416,710)	(416,710)
		(1,000,734)	(1,000,734)	(844,286)
Less: Cash Reserves	7	(764,634)	(764,634)	(1,135,633)
Less: Unspent Grants		(74,504)	0	(190,405)
Add: Loan Current		137,203	137,203	104,921
Less: SSL Repayments		0	0	0
Add: Leave Reserve		172,378	172,378	176,674
Trust imbalance (Department of Transport funds timing)		0	0	(1,946)
Net Current Funding Position		2,030,685	2,105,189	2,178,911

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution
	\$	\$	\$	\$	
(a) Cash Deposits					
Cash At Bank	566,667			566,667	BankWest
Cash At Call - Bank	2,079,400			2,079,400	BankWest
Municipal Fund Term Deposits	0			0	
Cash at Reserve - Bank		1,135,633		1,135,633	BankWest
Reserve Fund Term Deposits		0		0	
Trust Fund Bank			410,995	410,995	BankWest
Petty Cash Float	1,000			1,000	
Total	2,647,067	1,135,633	410,995	4,193,695	

Comments/Notes -

Term Deposit For	Amount	Held With	Interest Rate	Matures
The Shire currently had no term deposits at 30 June 2018.				

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 5: Budget Amendments

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

Current Budget

Prog	Sub Prog	Description	Non Cash Adjustment	Original Budget	Variation	Current Budget	Amended Budget Running Balance
			\$	\$	\$	\$	\$
		Budget Adoption					-0
		Permanent Changes					
		Opening surplus adjustment			67,267.00		67,267
03	0301	Rates	-2,897,000.94		6,937.00	-2,890,063.94	74,204
03	0302	Other General Purpose Funding	-719,170.00		44,158.00	-675,012.00	118,362
04	0401	Members of Council	156,545.00		0.00	156,545.00	118,362
04	0402	Other Governance	409,692.00		0.00	409,692.00	118,362
05	0501	Fire Prevention	130,740.00		0.00	130,740.00	118,362
05	0502	Animal Control	57,459.00		3,100.00	60,559.00	121,462
05	0503	Other Law, Order & Public Safety	225,045.58		5,847.00	230,892.58	127,309
07	0704	Preventative Services - Inspection/Admin	129,863.05		-48,148.00	81,715.05	79,161
07	0705	Preventative Services - Pest Control	15,092.00		4,000.00	19,092.00	83,161
07	0707	Other Health	93,394.38		-30,400.00	62,994.38	52,761
08	0803	Care of Families and Other Children	14,890.00		0.00	14,890.00	52,761
08	0806	Aged & Disabled - Other	37,289.96		0.00	37,289.96	52,761
08	0807	Other Welfare	51,886.00		0.00	51,886.00	52,761
09	0901	Staff Housing	322,842.00		12,103.00	334,945.00	64,864
09	0902	Other Housing	-6,611.00		0.00	-6,611.00	64,864
10	1001	Sanitation - General	154,546.81		-6,000.00	148,546.81	58,864
10	1002	Sanitation - Other	20,184.00		-7,800.00	12,384.00	51,064
10	1003	Sewerage	14,587.00		0.00	14,587.00	51,064
10	1004	Urban Stormwater Drainage	62,642.68		0.00	62,642.68	51,064
10	1005	Protection of the Environment	96,748.00		-19,271.00	77,477.00	31,793
10	1006	Town Planning & Regional Development	118,841.00		0.00	118,841.00	31,793
10	1007	Other Community Amenities	304,946.16		-65,000.00	239,946.16	-33,207
11	1101	Public Halls and Civic Centre	499,981.23		10,450.00	510,431.23	-22,757
11	1102	Swimming Areas and Beaches	283,082.28		59,152.00	342,234.28	36,395
11	1103	Other Recreation and Sport	1,000,310.23		20,608.00	1,020,918.23	57,003
11	1104	TV & Radio Re-Broadcasting	1,671.00		6,400.00	8,071.00	63,403
11	1105	Libraries	65,098.00		0.00	65,098.00	63,403
11	1107	Other Culture	9,935.00		0.00	9,935.00	63,403
12	1201	Construction - Streets, Roads, Bridges & Depots	1,013,147.04		60,000.00	1,073,147.04	123,403
12	1202	Maintenance - Streets, Roads, Bridges & Depots	5,407,392.98		53,546.32	5,460,939.30	176,949
12	1203	Road Plant Purchases	613,304.00		-200,773.00	412,531.00	-23,824
12	1205	Traffic Control (Vehicle Licensing)	-19,139.00		0.00	-19,139.00	-23,824
12	1206	Aerodromes	10,212.25		0.00	10,212.25	-23,824
13	1301	Rural Services	24,209.00		0.00	24,209.00	-23,824
13	1302	Tourism and Area Promotion	58,146.59		22,350.00	80,496.59	-1,474
13	1303	Building Control	58,370.00		30,000.00	88,370.00	28,526
13	1308	Other Economic Services	138.00		0.00	138.00	28,526
14	1401	Private Works	-20,144.98		0.00	-20,144.98	28,526
14	1402	General Administration Overheads	10,106.95		-10,000.00	106.95	18,526
14	1403	Public Works Overheads	319,048.02		-25,000.00	294,048.02	-6,474
14	1404	Plant Operating Costs	169,971.00		6,473.82	176,444.82	-0
14	1405	Salaries and Wages	0.00		0.00	0.00	-0
			0.00	8,299,292	-67,267	8,232,025	

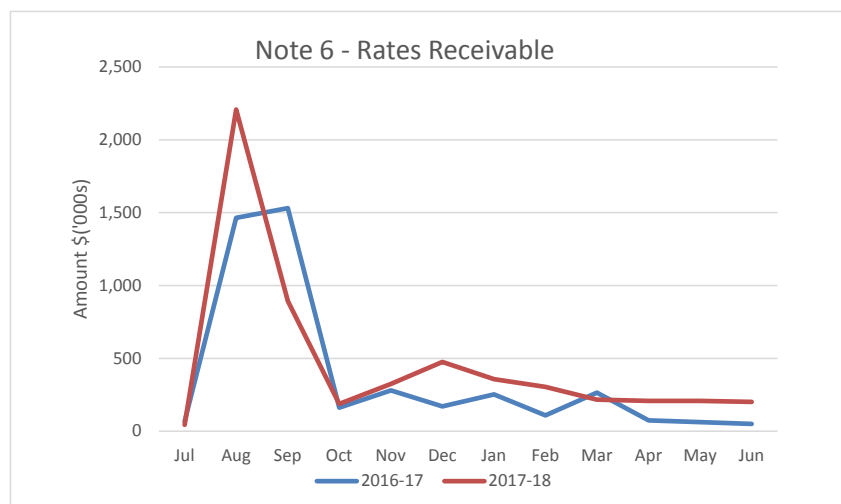
SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 6: Receivables

Receivables - Rates Receivable	30 Jun 2018	30 June 2017
	\$	\$
Opening Arrears Previous Years	162,700	95,674
Levied this year	3,121,553	3,007,924
<u>Less</u> Collections to date	<u>3,083,220</u>	<u>2,940,899</u>
Equals Current Outstanding	201,032	162,700
Net Rates Collectable	201,032	162,700
% Collected	93.88%	94.76%

Receivables - General	Current	30 Days	60 Days	90+ Days	Totals
	\$	\$	\$	\$	\$
Receivables - General	10,820	1,047		9,898	21,765
Pensioner Rebate Claims Outstanding					1,091
Balance per Trial Balance					
Sundry Debtors					22,856
Total Receivables General Outstanding					22,856

Amounts shown above include GST (where applicable)

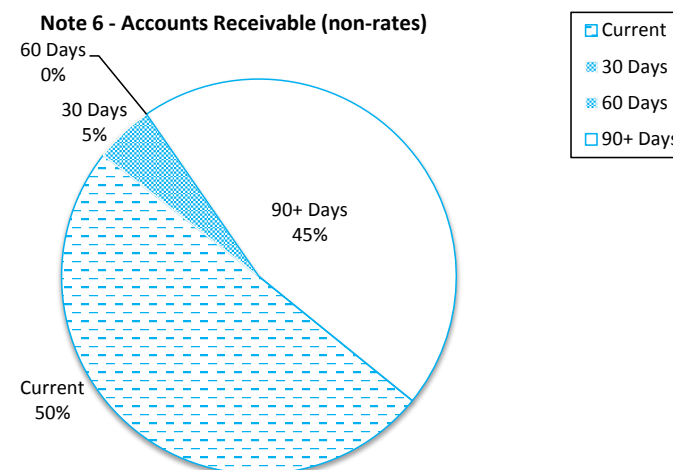


Comments/Notes - Receivables Rates

Levies 2017/2018

Rates (see Note 9) 3,121,552

Totals 3,121,552



Comments/Notes - Receivables General

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	172,378	3,441	4,296	0	0	0	0	175,819	176,674
Building Reserve	4,044	81	101	200,000	150,000	(50,000)	0	154,125	154,145
Resource Sharing Reserve	24,285	485	605	0	0	0	0	24,770	24,891
Plant Reserve	410,880	8,202	10,240	150,000	150,000	0	0	569,082	571,120
Rebroadcasting Reserve	26,456	528	659	0	0	0	0	26,984	27,116
Wann Park Reserve	31,756	634	791	0	0	(32,390)	(32,548)	0	0
Joint Venture Housing Reserve	59,829	1,194	1,491	19,581	0	(5,805)	(2,427)	74,799	58,893
Bowling Club Reserve	2,157	43	54	2,100	2,100	0	0	4,300	4,311
Road Infrastructure Reserve	0	0	0	113,000	113,000	0	0	113,000	113,000
Pool Revitalisation Reserve	32,848	656	819	0	0	(32,848)	(33,667)	656	0
Tourist Infrastructure Reserve - Accumulation	0	0	0	17,651	5,484	0	0	17,651	5,484
	764,634	15,264	19,057	502,332	420,584	(121,043)	(68,641)	1,161,187	1,135,633

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
3281	2016 FORD RANGER XLT DUAL CAB WITH CANOPY - CW001 - MRS	40,200	33,773		(6,427)	35,398	32,545	0	(2,853)
3283	2016 FORD RANGER PX MKII DUAL CAB CHASSIS 4X4 XL - LEADING HAND CW003	24,713	27,273	2,560		24,907	23,388	0	(1,519)
2975	CW007 CAT 120M GRADER 2009	0	0			0	0	0	0
5303	2007 TORO MOWER GM7200	5,213	6,000	787		5,204	2,600	0	(2,604)
2968	CW0044 ISUZU FIRE UNIT WARRADARGE BFB	7,836	18,000	10,164		28,000	18,000	10,000	0
2140	TOSHIBA TECRA R950 NOTEBOOK PC - CR CULLEN	450	0		(450)	0	0	0	0
		78,412	85,045	13,511	(6,877)	93,509	76,533	10,000	(6,976)

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 9: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual			Total Revenue	Amended Budget			
				Rate Revenue	Interim Rates	Back Rates		Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Townsites	12.0080	728	8,089,906	971,436	3,647	0	975,083	971,396	525	0	971,921
UV - Agricultural	1.5920	201	121,966,000	1,941,699	(3,024)	0	1,938,675	1,941,699	0	0	1,941,699
UV - Mining	16.0764	15	608,022	97,748	3,312	0	101,060	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
Sub-Totals		949	130,683,387	3,013,137	3,935	0	3,017,072	3,013,097	525	0	3,013,622
Minimum Payment	Minimum										
	\$										
GRV - Townsites	815.00	202	903,122	164,630	0	0	164,630	165,445	0	0	165,445
UV - Agricultural	815.00	9	106,800	7,335	0	0	7,335	7,335	0	0	7,335
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	0	0	1,500
Sub-Totals		226	1,078,795	181,615	0	0	181,615	182,430	0	0	182,430
		1,175	131,762,182	3,194,752	3,935	0	3,198,687	3,195,527	525	0	3,196,052
Movement in Excess Rates							2,609				0
Discounts							(90,132)				(90,132)
Amount from General Rates							3,111,163				3,105,920
Write Offs							(589)				(500)
Ex-Gratia Rates							10,978				11,890
Totals							3,121,552				3,117,310

Comments - Rating Information

(0)

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2017	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Amended		Amended		Amended	
			Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$
Housing								
Loan 79 - Tuart Street House	23,627	0	23,627	23,627	0	0	712	1,233
Loan 88 - Morcombe Street House	147,636	0	72,483	72,483	75,153	75,153	2,577	5,992
Loan 89 - Brand Street Houses	73,842	0	28,829	28,829	45,013	45,013	1,546	2,766
Recreation & Culture								
Loan 87 - Maley Park	12,264	0	12,264	12,264	0	0	552	870
	257,369	0	137,203	137,203	120,166	120,166	5,387	10,861

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (a)	Amended Operating \$	Budget Capital \$	YTD Budget \$	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue \$	(Expended) (c) \$	Unspent Grant (a)+(b)+(c) \$
General Purpose Funding												
RATES - Reimbursement of Debt Collection Costs	Ratepayers	Operating	0	10,250	0	10,250	10,250		10,250	4,106	0	0
GEN PUR - Commissions	BankWest	Operating	0	1,000	0	1,000	1,000		1,000	557	0	0
GEN PUR - Financial Assistance Grant - General	WALGGC	Operating	0	407,327	0	407,327	407,327		407,327	869,351	0	0
GEN PUR - Financial Assistance Grant - Roads	WALGGC	Operating	0	246,251	0	246,251	246,251		246,251	525,569	0	0
Governance												
MEMBERS - Reimbursements	Green Head Community Assn	Operating - Tied	0	6,900	0	6,900	6,900		6,900	7,454	(7,454)	0
Law, Order and Public Safety												
FIRE - Grants		Operating - Tied	0	3,128	0	3,128	3,128		3,128	0	0	0
FIRE - Reimbursements		Operating - Tied	0	0	0	0	0		0	2,569	(2,571)	0
OLOPS - ESL Admin Fee/Commission	Dept. of Fire & Emergency Serv.	Operating	0	4,000	0	4,000	4,000		4,000	4,000	0	0
OLOPS - ESL Operating Grant	Dept. of Fire & Emergency Serv.	Operating - Tied	0	52,841	0	52,841	52,841		52,841	72,740	(81,243)	0
OLOPS - ESL Operating Grant	Dept. of Fire & Emergency Serv.	Non-operating	0	0	40,000	40,000	40,000		40,000	0	(15,039)	0
OLOPS - ESL Capital Grant	Dept. of Fire & Emergency Serv.	Non-operating	0	0	137,000	137,000	137,000		137,000	136,688	(136,688)	0
Health												
OTH HEALTH - Reimbursements	North Midlands Health Service	Operating - Tied	0	1,000	0	1,000	1,000		1,000	1,544	(1,544)	0
Welfare & Education												
AGED OTHER - Reimbursements	Tenants	Operating - Tied	0	400	0	400	400		400	843	(843)	0
WELFARE - Contributions & Donations	Green Head Mens Shed	Non-operating	0	0	72,555	72,555	72,555		72,555	73,693	(73,693)	0
Housing												
STF HOUSE - Staff Rental Reimbursements	Tenants	Operating - Tied	0	0	0	0	0		0	0	0	0
OTHER HOUSE - Contributions & Donations	Tenants	Operating - Tied	0	0	0	0	0		0	0	0	0
Community Amenities												
ENVIRON - Grants	POS Trust Funds & NACC	Operating - Tied	14,525	429,500	0	429,500	429,500		429,500	10,000	(10,908)	0
ENVIRON - Grants	LotteryWest, MWDC	Non-operating	0	0	0	0	0		0	265,721	(84,969)	180,752
PLAN - Grants		Operating - Tied	56,818	0	0	0	0		0	0	(53,814)	3,004
COM AMEN - Grants		Non-operating	3,161	0	3,727	3,727	3,727		3,727	0	(76,439)	0
Recreation and Culture												
HALLS - Reimbursements		Operating - Tied	0	1,650	0	1,650	1,650		1,650	1,650	(1,650)	0
HALLS - Grants		Operating - Tied	0	0	0	0	0		0	1,921	(1,921)	0
HALLS - Community Buildings Hire		Operating - Tied	0	1,000	0	1,000	1,000		1,000	808	(808)	0
SWIM AREAS - Grants		Operating - Tied	0	32,000	0	32,000	32,000		32,000	32,000	(80,772)	0
REC - Contributions & Donations		Operating - Tied	0	63,479	0	63,479	63,479		63,479	63,488	(129,090)	0
REC - Contributions & Donations		Non-operating	0	0	495,939	495,939	495,939		495,939	0	(74,653)	0
REC - Reimbursements - Other Recreation		Operating - Tied	0	1,800	0	1,800	1,800		1,800	3,246	(3,246)	0
REC - Grants		Operating - Tied	0	172,360	0	172,360	172,360		172,360	0	(77,927)	0
REC - Grants		Non-operating	0	0	39,511	39,511	39,511		39,511	103,904	(103,904)	0
LIB - Reimbursements Lost Books		Operating	0	20	0	20	20		20	141	(141)	0

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 11: Grants and Contributions

Grant Provider		Type	Opening Balance (a)	Amended Budget Operating	Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue (c)	Expended (c)	Unspent Grant (a)+(b)+(c)
				\$	\$	\$				\$	\$	\$
Transport												
ROADC - Regional Road Group Grants (MRWA)	Main Roads WA	Non-operating	0	0	524,667	524,667	524,667		524,667	524,667	(815,405)	0
ROADC - Roads to Recovery Grant	Commonwealth Gvt	Non-operating	0	0	475,523	475,523	475,523		475,523	492,332	(523,609)	0
ROADC - Other Grants - Roads/Streets		Operating	0	0	0	0	0		0	288	0	0
ROADM - Direct Road Grant (MRWA)		Operating	0	73,520	0	73,520	73,520		73,520	73,520	0	0
LICENSING - Transport Licensing Commission		Operating	0	20,000	0	20,000	20,000		20,000	12,637	0	0
Economic Services												
RURAL - Contributions & Donations		Operating - Tied	0	1,000	0	1,000	1,000		1,000	0	(1,938)	0
TOUR - Grants		Non-operating	0	0	56,650	56,650	56,650		56,650	56,707	(44,297)	6,650
BUILD - Building Officer Charge Out Income		Operating - Tied	0	7,000	0	7,000	7,000		7,000	-112	0	0
ADMIN - Contributions & Donations		Operating - Tied	0	0	0	0	0		0	2,000	(2,000)	0
ADMIN - Reimbursements		Operating - Tied	0	9,950	0	9,950	9,950		9,950	21,698	(21,698)	0
ADMIN - Other Income Relating to Administration		Operating - Tied	0	4,000	0	4,000	4,000		4,000	29	(29)	0
ADMIN - Admin Rebates		Operating	0	0	0	0	0		0	3,420	0	0
PWO - Long Service Leave Recoup		Operating - Tied	0	25,000	0	25,000	25,000		25,000	25,278	(25,278)	0
PWO - Other Reimbursements		Operating - Tied	0	200	0	200	200		200	464	(464)	0
POC - Reimbursements		Operating - Tied	0	39,274	0	39,274	39,274		39,274	41,056	(41,056)	0
POC - Fuel Tax Credits Grant Scheme		Operating - Tied	0	40,000	0	40,000	40,000		40,000	50,170	(50,170)	0
SAL - Reimbursement - Workers Compensation		Operating - Tied	0	20,000	0	20,000	20,000		20,000	14,028	(14,028)	0
TOTALS			74,504	1,674,850	1,845,572	3,520,422	3,520,422	0	3,520,422	3,500,175	(2,559,291)	190,405
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		0	762,368	0	762,368	762,368	0	762,368	1,493,588	(141)	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		71,343	912,482	0	2,347,129	912,482	0	912,482	352,875	(610,453)	3,004
Non-operating	Non-operating Grants, Subsidies and Contributions		3,161	0	1,845,572	1,845,572	1,845,572	0	1,845,572	1,653,712	(1,948,697)	187,402
TOTALS			74,504	1,674,850	1,845,572	4,955,069	3,520,422	0	3,520,422	3,500,175	(2,559,291)	190,405

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

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:

Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 30/06/2018
	\$	\$	\$	\$
BCTIF	100	12,521	(12,015)	606
Building Services Levy	0	10,153	(9,724)	429
Standpipe Cards	2,380	350	0	2,730
Leeman Ratepayers Association	5,791	0	0	5,791
Kerbing/Footpath Bonds	14,100	0	(500)	13,600
Coorow Volunteer Bush Fire Brigade	7,191	0	(5,166)	2,025
Coorow Number Plates	0	400	0	400
Green Head Number Plates	0	200	0	200
Leeman Number Plates	0	200	0	200
Refuse Site Key	400	0	(200)	200
Nomination Deposits	0	480	(480)	0
Other Bonds	529,700	4,503	(151,084)	383,119
Housing Bonds	0	1,695	0	1,695
	559,662	30,502	(179,169)	410,995



















Trust Cash @ Bank as per Note 4

410,995
410,995

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

18 July 2018

























Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
 Level of completion indicator, please see table at the end of this note for further detail.								
Buildings								
Law, Order & Public Safety								
 OLOPS - Building (Capital)	4050310	15,039	0	15,039	43,100	43,100	(28,061)	Ongoing
Law, Order & Public Safety Total		15,039	0	15,039	43,100	43,100	(28,061)	
Health								
 OTH HEALTH - Building (Capital)	4070710	(0)	5,182	5,182	5,000	5,000	182	Complete
Health Total		(0)	5,182	5,182	5,000	5,000	182	
Education & Welfare								
 WELFARE - Building (Capital)	4080710	82,933	0	82,933	77,516	77,516	5,417	Complete
Education & Welfare Total		82,933	0	82,933	77,516	77,516	5,417	
Housing								
 STF HOUSE - Land & Building (Capital)	4090110	60,006	0	60,006	55,500	55,500	4,506	Complete
 OTHER HOUSE - Building (Capital)	4090210	11,134	0	11,134	20,500	20,500	(9,366)	Aircon C/Forward
Housing Total		71,139	0	71,139	76,000	76,000	(4,861)	
Community Amenities								
 COM AMEN - Building (Capital)	4100710	29,770	0	29,770	26,992	26,992	2,778	Complete
Community Amenities Total		29,770	0	29,770	26,992	26,992	2,778	
Recreation And Culture								
 HALLS - Building (Capital)	4110110	26,550	0	26,550	66,850	66,850	(40,300)	Aircond ordered
 SWIM AREAS - Building (Capital)	4110210	80,772	0	80,772	152,000	152,000	(71,228)	Plan C/F
 REC - Other Rec Facilities Building (Capital)	4110310	4,227	0	4,227	0	0	4,227	Complete
 TV RADIO - Land & Building (Capital)	4110410	6,409	0	6,409	6,400	6,400	9	Complete
Recreation And Culture Total		117,958	0	117,958	225,250	225,250	(107,292)	
Transport								
 ROADC - Land & Building (Capital)	4120110	11,811	0	11,811	10,000	10,000	1,811	Complete
Transport Total		11,811	0	11,811	10,000	10,000	1,811	
Other Property & Services								
 ADMIN - Building (Capital)	4140210	10,226	0	10,226	10,185	10,185	41	Complete
Other Property & Services Total		10,226	0	10,226	10,185	10,185	41	
 Buildings Total		338,877	5,182	344,059	474,043	474,043	(129,984)	
Footpaths								
Transport								
 Greenhead Road, Green Head Footpath	FC104	7,509	0	7,509	0	0	7,509	Carried Forward
 Morcombe Street, Green Head Footpath	FC108	0	0	0	0	0	0	Carried Forward
 Morcombe Road, Leeman Footpath	FC109	0	0	0	0	0	0	Carried Forward
Transport Total		7,509	0	7,509	92,400	92,400	(84,891)	
 Footpaths Total		7,509	0	7,509	92,400	92,400	(84,891)	

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

18 July 2018














Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Plant & Equipment (inc Furniture)								
Law, Order & Public Safety								
 OLOPS - Plant & Equipment (Capital)	4050330	0	136,688	136,688	136,688	136,688	(0)	Complete
Law, Order & Public Safety Total		0	136,688	136,688	136,688	136,688	(0)	
Recreation And Culture								
 HALLS - Plant & Equipment (Capital)	4110130	0	8,073	8,073	5,000	5,000	3,073	Complete
Recreation And Culture Total		0	8,073	8,073	5,000	5,000	3,073	
Transport								
 PLANT - Plant & Equipment (Capital)	4120330	131,946	32,306	164,252	246,986	246,986	(82,734)	Complete
Transport Total		131,946	32,306	164,252	246,986	246,986	(82,734)	
Other Property & Services								
 ADMIN - Plant and Equipment (Capital)	4140230	0	33,343	33,343	27,872	27,872	5,471	Complete
Other Property & Services Total		0	33,343	33,343	27,872	27,872	5,471	
Plant & Equipment Total		131,946	210,410	342,355	416,546	416,546	(74,191)	
Infrastructure Assets - Roads								
Transport								
 Long Street (Capital) Council Funded	RC085	86,653		86,653	153,055	153,055	(66,402)	Complete
 Grigson Street (Capital) Council Funded	RC106	26,169		26,169	23,956	23,956	2,213	Complete
 Morcombe Street, Green Head (Capital) Council Funded	RC108	18,274		18,274	16,594	16,594	1,679	Complete
 Morcombe Road, Leeman (Capital) Council Funded	RC109	12,834		12,834	10,900	10,900	1,934	Complete
 Quandong Place (Capital) Council Funded	RC119	32,092		32,092	28,472	28,472	3,619	Complete
 South Waddy Road (Capital) Council Funded	RC005		62,310	62,310	111,221	111,221	(48,911)	Waiting for invoice
 Waddy Forest Road (Capital) Council Funded	RC013	62,483		62,483	52,000	52,000	10,483	Complete
 Davies Road (Capital) Council Funded	RC015		697	697	4,924	4,924	(4,227)	Complete
 McPartland Road (Capital) Council Funded	RC023		93,661	93,661	108,997	108,997	(15,336)	Complete
 Mazza Road (Capital) Council Funded	RC028		0	0	37,979	37,979	(37,979)	C/Forward
 Campbell White Road (Capital) Council Funded	RC052		19,187	19,187	12,520	12,520	6,667	Complete
 Toothbardie Road (Capital) Black Spot	RBS027	674		674	0	0	674	Complete
 Launer Road (Capital) R2R	R2R006		146,928	146,928	152,393	152,393	(5,465)	Complete
 Thomas Road (Capital) R2R	R2R014		129,647	129,647	111,416	111,416	18,231	Complete
 Willmott Road (Capital) R2R	R2R093		91,153	91,153	69,853	69,853	21,299	Complete
 Coorow-Greenhead Road West (Capital) R2R	R2R162	0		0	0	0	0	Complete
 Wubin-Gunyidi Road (Capital) R2R	R2R165		155,882	155,882	164,090	164,090	(8,208)	Complete
 Buntine-Marchagee Road (Capital) RRG	RRG002	320,894		320,894	314,520	314,520	6,374	Complete
 Coorow-Greenhead Road East (Capital) RRG	RRG161		243,123	243,123	240,751	240,751	2,372	Complete
 Coorow-Greenhead Road West (Capital) RRG	RRG162	251,388		251,388	244,294	244,294	7,095	Complete
Transport Total		811,460	942,588	1,754,047	1,857,937	1,857,937	(103,890)	
Infrastructure Roads Total		811,460	942,588	1,754,047	1,857,937	1,857,937	(103,890)	

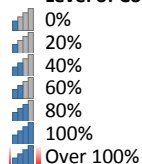
SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

18 July 2018

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Infrastructure Assets - Drainage								
Transport								
 Central Street Drainage (Capital)	DC079	3,303		3,303	0	0	3,303	Complete
Transport Total		3,303	0	3,303	0	0	3,303	
Infrastructure Assets - Drainage Total		3,303	0	3,303	0	0	3,303	
Other Infrastructure								
Community Amenities								
 SAN - Infrastructure Other (Capital)	4100180	0	0	0	21,364	21,364	(21,364)	Carried Forward
 ENVIRON - Infrastructure Other (Capital)	4100580	84,969	0	84,969	488,950	488,950	(403,981)	Carried Forward
 COM AMEN - Infrastructure Other (Capital)	4100780	76,439	0	76,439	46,216	46,216	30,223	Some carried forward
Community Amenities Total		161,409	0	161,409	556,530	556,530	(395,121)	
Recreation And Culture								
 REC - Infrastructure Parks & Gardens (Capital)	4110370	46,197	0	46,197	235,834	235,834	(189,637)	Carried Forward
 REC - Infrastructure Other (Capital)	4110380	1,308	0	1,308	0	50,000	(48,692)	Complete
 Leeman Foreshore Infrastructure (Capital)	OC004	143,528	0	143,528	204,177	204,177	(60,649)	Carried Forward
 Wann Park Infrastructure (Capital)	OC035	77,927	0	77,927	256,423	256,423	(178,496)	Carried Forward
 Dynamite Bay Infrastructure (Capital)	OC043	3,415	0	3,415	50,000	50,000	(46,585)	Carried Forward
 Coorow Skate Park (Capital)	OC036	15,657	0	15,657	39,906	39,906	(24,249)	Carried Forward
 Morphet Park Infrastructure (Capital)	OC042	14,648	0	14,648	22,575	22,575	(7,927)	Complete
 Leeman Bowling Club Infrastructure (Capital)	OC100	0	129,090	129,090	129,090	129,090	0	Complete
Recreation And Culture Total		302,682	129,090	431,772	938,005	988,005	(556,234)	
Other Property & Services								
 TOUR - Infrastructure Other (Capital)	4130280	44,297	0	44,297	44,000	44,000	297	Complete
Other Property & Services Total		44,297	0	44,297	44,000	44,000	297	
Other Infrastructure Total		508,387	129,090	637,477	1,538,535	1,588,535	(951,058)	
Capital Expenditure Total		1,801,482	1,287,269	3,088,751	4,379,461	4,429,461	(1,340,710)	

Level of Completion Indicators




Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

11.3.3 SHIRE OF COOROW – 2018/19 ANNUAL BUDGET ADOPTION

Subject: 2018/2019 Annual Budget Adoption
Reporting Officer: Deputy Chief Executive Officer
Responsible Executive: Deputy Chief Executive Officer
File Reference: ADM0634 – 2018/19 Budget
Disclosure of Interest: Nil
Attachments: 11.3.3
Voting Requirements: Absolute Majority

Council Role

 **Executive** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, setting and amending budgets.

REPORT PURPOSE:

For Council to consider adopting the Shire of Coorow's 2018/19 Budget.

OFFICER RECOMMENDATION / RESOLUTION

2018/084

Moved: Cr Jack **Seconded Cr Sims**

Recommendation 1:

2018/19 Rates and Minimum Rates

That Council, in accordance with Sections 6.32, 6.33 and 6.35 of the Local Government Act 1995, adopts the Rates in the Dollar and Minimum Rate to be levied on all rateable properties in the Shire of Coorow for the 2018/19 financial year as listed:

Valuation	Rate (cents/dollar)	Minimum Rate
Gross Rental Value		
Town	12.4871	\$815.00
Unimproved Value		
UV - Agriculture	1.6672	\$815.00
UV - Mining	16.7738	\$815.00
UV - Mining Exploration	11.5831	\$300.00

**Carried 7/0
Absolute Majority**

OFFICER RECOMMENDATION / RESOLUTION

2018/085

Moved: Cr Rackemann

Seconded Cr Bothe

Recommendation 2:

2018/19 Discount for Prompt Payment of Rates

That Council, in accordance with Section 6.46 of the Local Government Act 1995, offers a discount of 4% on current rates (2018/19) for early payment of rates, subject to the payment of all rates, rubbish charges and arrears within 35 days of the date of issue of Council's 2018/19 rate notice.

**Carried 7/0
Absolute Majority**

OFFICER RECOMMENDATION / RESOLUTION

2018/086

Moved: Cr Oakes

Seconded Cr Sims

Recommendation 3:

(a) 2018/19 Instalment Plan Interest Rate

That Council, in accordance with Section 6.45.(3) of the Local Government Act 1995, levies a charge calculated at 5.5% per annum calculated by simple interest method and applied to rates and rubbish removal charges to be paid by instalments, after the first payment is made.

(b) 2018/19 Late Payment Interest Rate

That Council, in accordance with Section 6.51 of the Local Government Act 1995, levies a charge calculated at 11% per annum calculated by simple interest method and be applied where the instalment option is not in place, (ie 35 days after the date of issue of the rate notice), to all overdue rates, service and rubbish charges.

(c) 2018/19 Instalment Plan Administration Charge

That Council, in accordance with Section 6.45(3) of the Local Government Act 1995, charges an administration fee of \$5.00 per instalment, excluding the first instalment payment (required within 35 days from the date of issue of the rates notice) and applied to rates and rubbish removal charges.

(d) 2018/2019 Instalment Plan Dates

That Council, in accordance with Sections 6.45 and 6.50 of the Local Government Act 1995, sets the due date for instalments of rates payments as follows:

One Instalment Option

Payment in full 3 September 2018

Two Instalment Option

1st Instalment due 3 September 2018

2nd Instalment due 7 January 2019

Four Instalment Option

1st Instalment due	3 September 2018
2nd Instalment due	5 November 2018
3rd Instalment due	7 January 2019
4th Instalment due	11 March 2019

**Carried 7/0
Absolute Majority**

OFFICER RECOMMENDATION / RESOLUTION

2018/087

Moved: Cr Jack Seconded Cr Oakes

Recommendation 4:

2018/2019 Schedule of Fees and Charges

That Council, in accordance with Sections 6.2(4)(c), 6.16 and 6.17 of the Local Government Act 1995, adopts the 2018/19 Schedule of Fees and Charges including Rubbish Removal, Rents, Leases, etc as shown in the Budget document.

**Carried 7/0
Absolute Majority**

OFFICER RECOMMENDATION / RESOLUTION

2018/088

Moved: Cr Rackemann Seconded Cr Oakes

Recommendation 5:

2018/2019 Elected Members Entitlements

That Council, in accordance with Sections 5.98, 5.98A and 5.99A sets the following in relation to Elected Members Entitlements:

Councillors' Attendance at Council meetings	\$200
President's Attendance at Council meetings	\$400
President's Allowance for 2018/19	\$10,000
Deputy President's Allowance for 2018/19	\$2,500
Annual allowance for Information & Communications Technology (ICT) expenses for 2018/19	\$600 per elected member

**Carried 7/0
Absolute Majority**

OFFICER RECOMMENDATION / RESOLUTION

2018/089

Moved: Cr Bothe

Seconded Cr Sims

Recommendation 6:

That Council, in accordance with Section 6.2 of the Local Government Act 1995, adopts the Revenue and Expenditure as detailed in the 2018/19 Budget.

**Carried 7/0
Absolute Majority**

OFFICER RECOMMENDATION / RESOLUTION

2018/090

Moved: Cr Peck

Seconded Cr Rackemann

Recommendation 7:

Levels of Materiality 2018/2019

That Council, in accordance with Clause 34(5) of the Local Government (Financial Management) Regulations 1996, sets its levels of material variances that need to be reported for the 2018/2019 financial year at greater than 10% and \$10,000.

**Carried 7/0
Absolute Majority**

OFFICER RECOMMENDATION / RESOLUTION

2018/091

Moved: Cr Sims

Seconded Cr Bothe

Recommendation 8:

That Council, in accordance with Section 6.2 of the Local Government Act 1995, adopts the Shire of Coorow Budget for the 2018/19 financial year, showing net rates to be levied of \$3,239,523 (as per the Rates Setting Statement), incorporating the aforementioned points as presented in the Budget document.

**CARRIED 7/0
Absolute Majority**

BACKGROUND:

At the Ordinary Meeting of Council held 18 April 2018, Council resolved to prepare the 2018/19 annual Budget incorporating a 3.95% rate increase.

At the Ordinary Meeting of Council held 20 June 2018, Council resolved to seek approval from the Minister for Local Government to impose a differential Unimproved Value (UV) rate on all Mining Assessments within the Shire of Coorow that is more than twice the lowest general rate as follows:

<i>RATE CATEGORY</i>	<i>BASIS</i>	<i>2018/2019 RATE (cents in the dollar)</i>	<i>2018/2019 MINIMUM</i>
<i>Agriculture</i>	<i>UV</i>	<i>1.6672</i>	<i>\$815</i>
<i>Mining</i>	<i>UV</i>	<i>16.7738</i>	<i>\$815</i>
<i>Exploration</i>	<i>UV</i>	<i>11.5831</i>	<i>\$300</i>

The Department of Local Government had not responded at the time of writing this report.

COMMENT:

The 2018/19 Annual Budget has been drafted and progressively discussed with Councillors over the past few months. The final version is attached for adoption.

The budget is based on an estimated opening surplus of \$1,933,486. One of the main reasons for this large opening surplus is because an advance payment of \$673,236 of the Shire's 2018/19 Commonwealth financial assistance grant funding was received in June 2018.

There are also some carried forward projects from 2017/18 which also impacted on the surplus being:

- Three Bays Walkway \$403,981
- Leeman Water Harvesting/Foreshore - \$249,145
- Leeman & Green Head Footpath Projects - \$96,210
- Mazza Road resheeting - \$37,979
- Dynamite Bay Access Ramp - \$45,000
- Air-conditioning Lot 29 Spain Street - \$12,000
- Coorow Skate Park - \$11,700
- Coastal Transfer Station concrete pad - \$5,365
- Green Head Fish Cleaning Station - \$4,990

At the time of writing this report, there were still several outstanding invoices etc, and calculations as to leave provisions etc have yet to be done, so the opening surplus is an estimate only and is subject to change until the 2017/18 year has been audited.

STAKEHOLDER ENGAGEMENT:

Community Forums were held in Green Head and Coorow in the months leading up to the budget adoption to provide an opportunity for community groups to make requests.

FINANCIAL / RESOURCE IMPLICATIONS:

The budget, once adopted, sets the Shire's finances for the 2018/19 financial year.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Local Government (Financial) Regulations 1996

Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

The annual budget is linked to the Corporate Business Plan and Long Term Financial Plan. The draft 2018/19 Budget is largely consistent with those plans, although the Long Term Financial Plan was based on an overall rate increase of 4% each year, and Council resolved to reduce this to 3.95% for 2018/19.

The Corporate Business Plan and Long Term Financial Plan need reviewing and updating each year and it is expected that they will be presented to Council at an Ordinary Meeting to be held prior to the end of 2018.

RISK IMPLICATION:


Delays in adopting the budget would result in delaying new works/purchases and the raising of rates which will have a negative impact on the Shire's cash flow and ability to meet its financial commitments.

If the budget is adopted before Ministerial approval is given to raise the proposed differential rates, Council may need to re-consider the rate in the dollar set before rates can be levied.

11.3.4 DOZER REPLACEMENT

Subject: Dozer Replacement – Tender Specifications
Reporting Officer: Deputy Chief Executive Officer
Responsible Executive: Deputy Chief Executive Officer
File Reference: ADM0566 – Tenders General
Disclosure of Interest: Nil
Attachments: RFT 04/2018
Voting Requirements: Simple Majority (After the 2018/19 Budget is adopted)

Council Role

 **Executive** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, setting and amending budgets.

REPORT PURPOSE:

For Council to consider the draft tender document for the replacement of the Shire's CAT D6H Dozer

OFFICER RECOMMENDATION / RESOLUTION:

2018/092

Moved: Cr Sims

Seconded: Cr Bothe

That the draft tender document RFT 04/2018 – Replacement of D6H Dozer (including specifications) be approved for advertising through the WALGA Preferred Supplier Program as attached, subject to amendments to make the trade vehicle clear.

CARRIED 7/0
Simple Majority

BACKGROUND:

The Cat D6H Dozer acquired in 1988, is now 30 years old. The Plant & Asset system indicate that the ideal time to trade is at around 7,200 hours, where the Dozer has now completed over 19,000 hours.

The draft 2018/19 budget includes the replacement of the Shire's Cat D6H Dozer. The draft tender documentation was referred to the June Ordinary Meeting of Council, however a decision was not reached by Council as to whether or not to use the WALGA Preferred Supplier Panel, a full public tender process, or a combination of both.

COMMENT:

This tender document is for the replacement of the Shire's dozer. As the purchase price is expected to exceed the tender threshold of \$150,000 the Shire must either use a full public tender process, or the WALGA Preferred Supplier Panel.

One of the advantages of using the WALGA Preferred Supplier Panel is that there is a lot more scope for prospective tenderers to discuss their product with staff and for changes to be made to the specifications if a change is required.

Using an open tender process, there is no capacity to contact prospective vendors to let them know if there are any changes or potential options that would be considered that were not in the initial documentation. Debate at the last Ordinary Meeting of Council suggested that there may be suppliers who are not on the WALGA Preferred Supplier Panel who would want to tender.

The WALGA Preferred Supplier panel includes the following suppliers for compaction & road construction equipment and earthmoving machinery:

- ADT Western Australia
- ASV Sales & Service
- CJD Equipment
- Clark Equipment
- Conplant
- GCM Agencies Pty Ltd
- GCM Enviro
- Hitachi Construction Machinery Pty Ltd
- Hoppt Construction Equipment
- JCB Construction Equipment Australia
- Kobelco Construction Equipment
- Komatsu
- Kubota Australia
- Liebherr Australia
- New Holland Agriculture
- Porter Group Equipment
- Semco Equipment Sales
- Tutt Bryant Equipment Sales
- Wacker Neuson
- Westrac

Staff are not aware of any other vendors that provide dozers and prefer to use the WALGA Preferred Supplier Panel than a formal tender as it offers more flexibility, is cheaper, all preferred suppliers have been vetted by WALGA and have contracts with WALGA to offer the best price they can.

Staff have contacted a salesperson they usually deal with, and asked what difference it would make to the prices quoted using either system. They were advised that no matter which method the Shire uses, the price will be the same, but that while the WALGA Preferred Supplier Panel costs the supplier to use, they prefer it as it allows some flexibility with options etc.

STAKEHOLDER ENGAGEMENT:

Various Suppliers
WALGA

FINANCIAL / RESOURCE IMPLICATIONS:

The draft 2018/19 budget includes the replacement of the Shire's current dozer.

STATUTORY ENVIRONMENT:

Local Government Act 1995 *s3.57 Tenders for providing goods or services*
Local Government (Functions and General) Regulations 1996
 Part 4 Provision of goods and services

POLICY IMPLICATIONS:

Policy 3.6.2 – Purchase of Goods & Services

STRATEGIC IMPLICATIONS:

The dozer is a vital piece of equipment required to deliver the shire's road program.

RISK IMPLICATION:

Replacing the 30 year old dozer will arrest the increasing maintenance costs that are being caused by the aging condition of the machine.



REQUEST FOR TENDER [DRAFT]

Request for Tender (RFT)	REPLACEMENT OF D6 DOZER
Deadline:	4 pm – Wednesday 8 August 2018
Address for Delivery:	<i>Shire of Coorow Att: Chief Executive Officer PO Box 42 Coorow, WA 6515</i>
RFT Number:	04/2018

PRINCIPAL'S REQUEST

CONTRACT REQUIREMENTS IN BRIEF

This tender is for:

- A) the supply and deliver of a new Dozer.
- B) the trade in of the Shire's current D6 Dozer.

A full statement of the goods and services required and the trade vehicle offered under the proposed contract appear in the Specification.

This tender is subject to Council's Regional Price Preference policy.

CONTACT PERSONS

Tender should not rely on any information provided by any person(s) other than those listed below unless specified by person below:

Specification Enquiries

Name: Kelvin Bean, Manager of Works & Services
John Cortese, Mechanic
Telephone: 0428 521 103 (Kelvin), 0428 521 104 (John)
Facsimile: 08 9952 1173
Email: mws@coorow.wa.gov.au (Kelvin)

TRADE VEHICLE INSPECTION/MEETING

Appointments may be made to inspect the trade vehicle by contacting Kelvin Bean or John Cortese as above.

PRICE BASIS

All prices for goods and services offered under this Request are to be fixed for the term of the Contract. Tender prices must include Goods and Services Tax (GST).

Any variations must be submitted and agreed upon by both parties (contractor and Shire of Coorow) prior to any implementation

EVALUATION PROCESS

This is a Request for Tender (RFT). Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- (a) tenders are checked for completeness and compliance. Tenders that do not contain all information requested (eg completed Offer form and Attachments) may be excluded from evaluation.
- (b) tenders are assessed against the Selection Criteria. Contract costs are evaluated, eg tendered prices and other relevant whole-of life costs are considered.
- (c) the most suitable Tenderers may be shortlisted and may also be required to clarify the Tender, make a presentation, demonstrate the product/solution offered and/or open

premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A contract may then be awarded to the Tenderer, whose Tender is considered the most advantageous tender to the Principal.

SELECTION CRITERIA

The Principal has adopted a best value for money approach to this Tender.

The Contract will be awarded to a Tenderer who best demonstrates the ability to provide quality products at a competitive price. The tendered prices will be assessed with the following qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

COMPLIANCE CRITERIA

These criteria will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Tender from consideration.

Description of Compliance Criteria	Yes/No
(a) Compliance with the Specification contained in the Request.	Yes/No
(b) Compliance with the Conditions of Tendering this Request.	Yes/No

PRICE CONSIDERATIONS

The tendered price will be considered along with related factors affecting the total cost to the Principal, eg the lifetime operating costs of goods or the Principal's contract management costs may also be considered in assessing the best value for money outcome.

LOCAL GOVERNMENT POLICIES THAT MAY AFFECT SELECTION

The following local government policies may affect this selection:

- Regional Price Preference Policy

PRICE BASIS

All prices offered under this Request shall be fixed for the term of the Contract. Tendered prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices tendered shall include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

CONDITIONS OF TENDERING

Tenders may be:

- (a) delivered by hand to:
The Chief Executive Officer
Main Street Coorow
COOROW WA 6515
(by the Tenderer or the Tenderer's private agent) or;
- (b) sent through the mail to:
The Chief Executive Officer
PO Box 42
COOROW WA 6515

Electronic mail Tenders and Tenders submitted by facsimile will only be accepted by prior arrangement with the Chief Executive Officer (0428 521 100).

The Tender must be lodged by the Deadline. The Deadline for this Request is:

- 4 pm, Wednesday 8 August 2018

The Tender must be:

- (a) placed in a sealed envelope;
- (b) clearly endorsed with the tender number and titled as shown on the front cover of this Request;

Tenderers must ensure that they have provided **two** signed copies of their Tender (one to be marked "ORIGINAL" and bound, the other to be marked "COPY". Any brochures or pamphlets must be attached to both the original and the copies.

All copies must be unbound and unstapled. All pages must be numbered consecutively and the Tender should include an index.

REJECTION OF TENDERS

A Tender shall be rejected without consideration of its merits in the event that it is not submitted before the Deadline and at the place specified in the Request and may be rejected if it fails to comply with any other requirements of the Request.

LATE TENDERS

Tenders received after the Deadline will not be accepted for evaluation.

ACCEPTANCE OF TENDERS

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

DISCLOSURE OF CONTRACT INFORMATION

Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court order.

All Tenderers will be given particulars of the successful Tenderer or advising that no Tender was accepted.

ALTERNATIVE TENDERS

All Alternative Tenders shall be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract shall in all cases arising be clearly marked "ALTERNATIVE TENDER".

The Principal may in its absolute discretion reject any Alternative Tender as invalid. Any printed "General Conditions of Contract" shown on the reverse of a Tenderer's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

TENDER VALIDITY PERIOD

All Tenders shall remain valid and open for acceptance for a minimum period of one (1) month from the Deadline for determining the Tender unless extended on mutual agreement between the Principal and the Tenderer in writing.

SPECIFICATION

The specification for the new Dozer is shown in attachment A.

The specifications of the trade in Dozer are shown in attachment B.

ATTACHMENT A – NEW DOZER SPECIFICATIONS

1. Basic operating weight with the Semi-Universal blade shall not be more than 23,500 kg. Weight includes lubricants, coolant, full fuel tank, SU blade, 22 inch shoes, cab, hydraulic controls, rear ripper and operator
2. The overall length of the basic tractor shall not exceed 8,500 mm with Semi-Universal Blade and Rear Ripper fitted and not exceed 3,000 mm in width.
3. Ground clearance per SAE J1234 will be at least 372 mm
4. Engine shall develop at least 215 net flywheel hp (161 kW).
5. Engine air cleaner shall have a service indicator with warning/status lamp inside the cabin.
6. Engine shall be equipped with an electric fuel priming system.
7. Engine shall be equipped with a hydraulically driven reverse demand fan to adjust fan speeds dependent on ambient conditions, thus improving fuel efficiency and reducing sound levels.
8. Transmission shall provide at least three ground speeds selections forward and three ground speeds selections in reverse.
9. Transmission shall be fully automatic with auto-up and down shift features available.
10. Hydraulic system shall have separate pumps for steering and implement control.
11. Hydraulics and controls shall have a load sensing, variable displacement piston pump, which adjusts hydraulic flow to match implement demand.
12. Hydraulics and controls shall have a single lever for dozer control functions.
13. Machine shall have a blade control that will allow operators to automatically maintain a pre-established blade position without use of external systems.
14. Undercarriage shall have reinforced box section and tubular track roller frame construction to resist bending and torsional loads.

15. Undercarriage shall have a roller frame attached to the tractor by a pivot shaft and pinned equalizer bar.
16. Undercarriage shall have no less seven track rollers per side.
17. 22 inch (560 mm) heavy duty track shoesshall be standard with heavy duty track chains
18. Undercarriage shall have a minimum 2500 mm length of track on ground.
19. Machine to have Coorow Shire Logo.
20. AM/FM Bluetooth radio
21. UHF radio
22. Alternator, 150 AMP, Ducted with raised air intake for work in dusty conditions
23. Tiller shall allow operator to work precisely in close areas.
24. Operator shall have a clear working view to the blade and rear of the machine provided by a tapered hood, notched fuel tank and large single pane windows as well as a low rear window.
25. Machine shall have Premuim Lighting package (min 10 lights) for night time work, with guards.
26. Seat shall have canvas seat cover and standard adjustable arm rests.
27. A rear vision camera and screen integrated in main dash display shall be provided to enhance visibility behind the machine
28. Cab shall feature a 10 amp, 12 volt power converter for the convenient use of radios, wireless phones and laptop computers.
29. An electronic rocker switch work tool lockout valve shall be provided to prevent inadvertent operation of the hydraulic work tool attachments.
30. Cab shall be fitted with airconditioner with filtered & pressurized intake air for working in dusty conditions
31. A multi-shank (3) parallelogram design ripper shall be available through the tractor manufacturer.
32. Minimum ripper penetration shall be at least 500 mm
33. Minimum ripper penetration force shall be at least 70 kN
34. A Semi-universal (SU), blade shall be available with all wear items availble through machine selling dealer
35. A ground level Service Centre shall provide a secondary engine shutdown, battery disconnect and service hour meter.
36. Heavy duty grab handles for entry onto machine
37. Machine to be fitted with fuel tank guard
38. Machine to be fitted with perforated engine side doors.
39. Dual cab mounted LED amber beacons.
40. Fire extinguisher.
41. Inspected for license.
42. Tenders to state all warranties including any extended warranty if applicable.
43. Full set workshop, parts & operators manuals in CD software.
44. Machine to be delivered to Shire of Coorow depot in Coorow.

ATTACHMENT B – TRADE IN SPECIFICATIONS

YEAR OF MANUFACTURE:	1988	VIN NUMBER:	4YF00456
REGISTRATION NUMBER:	CW 0035	ENGINE NUMBER:	10Z14477
REGISTRATION EXPIRY:	30/12/2018	ENGINE SIZE:	3306
HOUR METER READING:	19,305 Hrs	FUEL TYPE:	Diesel
COLOUR:	Yellow	TARE:	18,500 kg
HORSEPOWER RATING:	170hp or 128.6Kw		
TRACK CONDITION:	Fair		
ANTICIPATED AVAILABILITY DATE:	On delivery of new dozer		
OTHER DETAILS:	Closing Date is 4 pm, Wednesday 8 August 2018		

Important Information:

- To arrange an inspection or ask any questions relating to the plant item please contact: John Cortese Shire Mechanic on 0428 521104 or Kelvin Bean Manager of Works & Services on 0428 521103 or mws@coorow.wa.gov.au
- The trade vehicle includes all fitted “add on” (non OEM) devices, toolboxes and bracketing etc. This does not include non-fitted, loose equipment carried in the Plant at the time of inspection.
- It is the Tenderer’s responsibility to satisfy themselves as to the condition and the value of the Plant

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

Nil

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

Nil

14. MATTERS BEHIND CLOSED DOORS:

Nil

15. DATE OF NEXT MEETING:

15.1	ORDINARY MEETING OF COUNCIL
------	-----------------------------

Ordinary Meeting

Next meeting of Council will be held on Wednesday 15 August 2018 at the Leeman Recreation Centre from 5.00 pm.

16. CLOSURE:

There being no further business the President, Cr Moira Girando JP closed the meeting at 6.00 pm