



Agenda Ordinary Council Meeting

15 March 2017

Notice of an Ordinary Council Meeting

The next Ordinary Meeting of the Shire of Coorow will be held on Wednesday 15 March 2017 at the Maley Park Function Centre commencing at 5 pm.

Peter Crispin
Chief Executive Officer



DISCLAIMER

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Signed on behalf of Council

Peter Crispin
Chief Executive Officer

SHIRE OF COOROW QUESTIONS FROM THE PUBLIC

The Shire of Coorow welcomes community participation during public question time. The following is a summary of procedure and a guide to completion of the required form.

- a. The person asking the question is to give their name and address prior to asking the question.
- b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
- c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
- d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
- e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.
- f. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).
- g. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
- h. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
- i. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
- j. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
- k. To enable all members of the public a fair and equitable opportunity to participate in Public Question Time, each person shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
- l. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
- m. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.
- n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

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

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

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

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

President
Deputy President

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

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

Leave of Absence

Apologies

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

4. **PUBLIC QUESTION TIME:**

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

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

RESOLUTION: **2017/**

Moved: Cr ***Seconded: Cr***

***CARRIED /
Simple Majority***

6. DECLARATION OF INTEREST:

7. PETITIONS/DEPUTATIONS/PRESENTATIONS:

8. CONFIRMATION OF MINUTES:

8.1 ORDINARY MEETING HELD WEDNESDAY 15 FEBRUARY 2017 AT THE LEEMAN RECREATION CENTRE

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	6 March 2017

COMMENT:

Nil

OFFICER RECOMMENDATION:

That the Minutes of the Ordinary Meeting held on Wednesday 15 February 2017 be confirmed as a true and correct record.

RESOLUTION: **2017/**

Moved: Cr

Seconded: Cr

**CARRIED /
Simple Majority**

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:

At any meeting of Council the person presiding may announce or raise any matter of interest or relevance to the business of Council or propose a change to the order of business.

10. MATTERS FOR WHICH MEETING MAY BE CLOSED:

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

Items for which the meeting will be closed include:

11. REPORTS:

11.1 CHIEF EXECUTIVE OFFICER:

11.1.1 OFFICE CLOSURE – 24 APRIL 2017

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	This item pertains to all office staff
DATE OF REPORT	3 March 2017
ATTACHMENT	ADM0275 – Governance - Authorisation
FILE	Nil

SUMMARY:

To consider the closing of the Shire administration offices on Monday 24 April 2017, with staff using the extra public holiday from the Easter break to accommodate the day off.

BACKGROUND:

Anzac Day is celebrated on 25 April every year and in 2017 this falls on a Tuesday which will be a public holiday.

In 2017 the Easter break falls between 14 and 17 April, and according to the employment awards, all staff are entitled to one extra public holiday at this time. Policy 2.1.25 states that this day should be taken at Easter subject to work rosters. If not taken then, it must be taken with a fortnight of it becoming due.

COMMENT:

It has been suggested that it would work better for rostering if the extra public holiday was deferred for one week and taken on the Monday preceding Anzac Day.

This would mean that the offices hours would become:

Friday 14 April – Monday 17 April	Easter	CLOSED
Tuesday 18 April – Friday 21 April		OPEN
Monday 24 April – Tuesday 25 April	ANZAC Day	CLOSED

The office closures would need to be advertised to ensure that the community is not overly inconvenienced.

Where possible the outside crew will also use 24 April 2017 for their extra public holiday.

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Policy 2.1.25 –Public Holidays in Lieu

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That the Coorow and Leeman Administration Offices be closed on Monday 24 April 2017 with staff using the extra public holiday in lieu from the Easter break.

RESOLUTION:

2017/

Moved: Cr

Seconded: Cr

***CARRIED /
Simple Majority***

11.1.2 SHIRE OF COOROW AUDIT COMMITTEE – 2016 COMPLIANCE AUDIT RETURN

AUTHOR	Leanne Parola
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 March 2017
ATTACHMENT	11.1.2 Compliance Audit Return
FILE	ADM0057

SUMMARY:

Presentation of the 2016 Compliance Audit Return to Council for adoption.

BACKGROUND:

Under the Local Government Audit Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December each year. The certified return must be submitted to the Director General, Department of Local Government and Communities by 31 March.

The local government's audit committee is required to review the compliance audit return and is to report to the council the results of that review.

The Compliance Audit return must then be:

1. presented to Council at a meeting of the Council
2. adopted by the Council, and
3. recorded in the Minutes of the Meeting at which it is adopted.

A copy of the Return is submitted for Councillors' perusal, comment and adoption by Council at its Ordinary Meeting to be held in March 2017. It is a requirement that the Shire President and Chief Executive Officer sign the Return.

COMMENT:

No responses in the report were in the negative and, therefore, no items are required to be brought to Council's attention.

STATUTORY ENVIRONMENT:

Local Government (Audit) Regulations 1996

14. *Compliance audits by local governments*
15. *Compliance audit return, certified copy of etc. to be given to Executive Director*

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

PUBLIC CONSULTATION:

Not required

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the:

1. Recommendation of the Shire of Coorow Audit Committee be accepted and that the 2016 Compliance Audit Return (submitted as separate Attachment 11.1.2 to the report of the Deputy CEO dated 7 February 2016) be adopted;
2. Adoption of the 2016 Compliance Audit Return be recorded in the Minutes of Council; and
3. Chief Executive Officer and the Shire President be authorised to sign/certify the 2016 Compliance Audit Return.

RESOLUTION:

2017/

Moved: Cr

Seconded: Cr

***CARRIED /
Simple Majority***

11.1.3 RIDE TO CONQUER CANCER FUNDRAISER – GREEN HEAD

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 March 2017
FILE	ADM0059 Community Relations - Sponsorship
ATTACHMENT	Email from Rex Heal

SUMMARY:

To consider a request to waive fees to hold a fundraising event for “Ride to Conquer Cancer” at the Green Head Community Centre.

BACKGROUND:

Mr Rex Heal will once again be taking part in the “Ride to Conquer Cancer” to raise money for the Charles Perkins Centre (CPC). The CPC is based at the University of Sydney and also includes a clinic at Royal Prince Alfred Hospital.

The CPC provides innovative research and teaching into obesity, diabetes, cardiovascular disease and related conditions.

At the 2016 Ride to Conquer Cancer, Rex Heal was the second biggest fund raiser, raising \$42,305 (just behind the leader who raised \$45,070).

As part of the 2017 Ride, Mr Heal is planning to hold a “Paint and Sip” event at the Green Head Community on Saturday 13 May 2017. This will involve an artist giving lessons while they sip on wine and beer, and run from lunch time until the evening.

Mr Heal is requesting that the fees for hiring the Green Head Community Centre be waived to help the fundraising for this event.

COMMENT:

The fundraising for the 2016 Ride to Conquer Cancer event included some events at the Green Head Community Centre for which the fees were waived.

Delegated Authority 3.2.3 allows the Chief Executive Officer to waive fees in certain circumstances (being a local community group, no alcohol or food) which does not apply to this situation.

Should Council consider this to be a worthy cause, they could donate the hire fee (debit donation account and credit the Green Head Community Centre hire account).

STATUTORY ENVIRONMENT:

Local Government Act 1995 - s6.12 *Power to defer, grant discounts, waive or write off debts*

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Income of \$80 to \$150 will be foregone if the fee waiver is approved.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That:

- 1) the hire fees be waived for the Green Head Community Centre for Mr Rex Heal to hold a fundraising event (Paint and Sip) to raise money for the "2017 Ride to Conquer Cancer" on Saturday 13 May 2017; and
- 2) the Donations account (0212) be debited and the Green Head Community Centre income account (24A3) be credited for the amount of \$150.

RESOLUTION:

2017/

Moved: Cr

Seconded: Cr

***CARRIED /
Absolute Majority***

Peter Crispin

From: Green Head Mens Shed <ghms12@yahoo.com.au>
Sent: Tuesday, 7 March 2017 9:26 AM
To: Peter Crispin
Cc: Rex Heal
Subject: Cunity Centre

Hi Peter,

Further to my phone call can I have permission to use the Community centre on Saturday the 13th May for a fund raising event for the Ride to Conquer Cancer ? depending on response there may be two sessions of Paint and Sip from lunch time thru till evening.
Also request permission to sell and consume alcohol at the event.

Thanks for your support

Regards

Rex

Rex Heal
Secretary Green Head Men's Shed
0427300342

11.1.4 REVIEW OF POLICIES – MEMBERS OF COUNCIL

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 March 2017
FILE	ADM0437 Corporate Management – Policies Manual
ATTACHMENT	Policies for review (1.1.1 to 1.1.16 and 1.2.1)

SUMMARY:

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

BACKGROUND:

Following the Regulation 17 Review conducted by Moore Stephens, a number of improvements to the policy manual were suggested including deletion, modifications and additions to the policies adopted by Council. Some of these amendments will be simple and some more complicated. Over the next few months these will be tackled in sections.

COMMENT:

The Members of Council section of the policy manual is being reviewed in this item, as follows:

- 1.1.1 Matters to be discussed at Council Meetings/Tabling of Reports
To be rescinded as covered by standing orders
- 1.1.2 Press Statements/Media Interviews
To be rescinded as covered under Delegation to the Chief Executive Officer
- 1.1.3 Councillor's Requests and Work Requests
To be renumbered as 1.1.1
- 1.1.4 Attendance at Local Government Week
To be renumbered as 1.1.2
- 1.1.5 Citizenship Ceremonies
To be renumbered as 1.1.3
- 1.1.6 Members Attendance at Conferences, Seminars, Training and Induction Courses
To be renumbered as 1.1.4
- 1.1.7 Members Meeting Fees and Allowances
To be rescinded as these as set at budget adoption time and required to be within the range set by the Salaries and Allowances Tribunal
- 1.1.8 Resource Sharing
To be renumbered as 1.1.5

- 1.1.9 Deadline for Council Agenda
To be renumbered as 1.1.6
- 1.1.10 Complaints Handling
To be renumbered as 1.1.7
- 1.1.11 Recognition for Councillors
To be renumbered as 1.1.8
- 1.1.12 Refreshments
To be renumbered as 1.1.9
- 1.1.13 Councillor's Equipment
To be renumbered as 1.1.0
- 1.1.14 Honorary Freeman of the Municipality
To be renumbered as 1.1.11
- 1.1.15 Invitations – Social Functions
To be renumbered as 1.1.12
- 1.1.16 Council Meetings
To be renumbered as 1.1.13
- 1.2.1 Use of Council Administration Facilities
Modified by removing the discretion of the Chief Executive Officer to raise charges

It is proposed that the deleted (rescinded) items be removed and the remaining policies renumbered, resulting in the replacement policies being numbered 1.1.1 to 1.1.13 and 1.2.1

STATUTORY ENVIRONMENT:

Local Government Act 1995

STRATEGIC IMPLICATIONS:

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

POLICY IMPLICATIONS:

Reviewed policies will replace existing policies 1.1.1 to 1.1.16 and 1.2.1

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the attached policies 1.1.1 to 1.1.13, and 1.2.1 (as reviewed) be adopted as ongoing policies of Council for the Members of Council section.

RESOLUTION:

2017/

Moved: Cr

Seconded: Cr

***CARRIED /
Simple Majority***

11.2 MANAGER REGULATORY SERVICES:

11.2.1 NIL

11.3 MANAGER OF WORKS AND SERVICES:

11.3.1 NIL

11.4 DEPUTY CHIEF EXECUTIVE OFFICER:

11.4.1 ACCOUNTS FOR PAYMENT

AUTHOR	Erika Clement
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	3 March 2017

SUMMARY:

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

COMMENT:

Approval is sought for the following list of payments of accounts made since Council's last meeting on 15 January 2017 and of accounts that are now due.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996

13. Lists of accounts

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction;and
 - (b) the date of the meeting of the council to which the list is to be presented.

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

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

STRATEGIC, POLICY & FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That payments listed in 11.4.1 Accounts Due and Submitted to Council up to 3rd March 2017 including:

MUNICIPAL FUND

Cheque	20034 - 20046	\$ 78,257.15
Collection Summaries	71010317 - 72280217	\$ 33,073.10
Payroll DD's	08/02/2017 – 22/02/2017	\$ 112,097.00
EFTS	11121 - 11219	\$ 383,074.49
Superannuation	08/02/2017 – 22/02/2017	\$ 28,152.73
Credit Card	13090217	\$ 1,355.97
Totalling		<u>\$ 636,010.44</u>

TRUST FUND

EFTS	N/A
Totalling:	<u>N/A</u>

In accordance with the requirement of section 13(1),13(3) and 13(4) of the Local Government Act (Financial Management) Regulation 1996. A list of payments made in December 2016, January 2017 and February 2017 under the Chief Executive Officer's delegated authority is endorsed in respect to the following list of accounts.

RESOLUTION:

2017/

Moved: Cr

Seconded: Cr

**CARRIED /
Simple Majority**

List of Accounts Due & Submitted to Council 03/03/2017

<u>Chq/EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Muni</u>
EFT11121	08/02/2017	DFES	ESL JANUARY 2017	\$ 2,261.03
EFT11122	08/02/2017	AUSTRALIAN TAXATION OFFICE	BAS JANUARY 2017	\$ 34,004.00
EFT11123	09/02/2017	QUANTOCK S & L ELECTRICS	WIRING - EMERGENCY GENERATOR - CW & LE OFFICE, MALEY PARK, LE REC CENTRE	\$ 15,095.68
EFT11124	10/02/2017	GW & S OKELY	REMOVAL BOUNDARY FENCE, RETAINING WALL INSTALLATION, ERECTION FENCE-LOT 64 NAIRN ST	\$ 6,360.00
EFT11125	13/02/2017	CALLY & CO	RATES REFUND A1837-3010 MCHG/BUNTINE RD	\$ 15,842.73
EFT11126	17/02/2017	AVON WASTE	WASTE REMOVAL SERVICE - JANUARY 17	\$ 25,476.80
EFT11127	17/02/2017	GRIFFIN VALUATIONS	LAND, BUILDINGS & OTHER INFRASTRUCTURE ASSETS VALUATION - 50% INITIAL FEE	\$ 8,151.00
EFT11128	17/02/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 52.70
EFT11129	17/02/2017	AGWEST MACHINERY & MIDWEST ISUZU	SIDE MIRRORS - CW006	\$ 277.34
EFT11130	17/02/2017	BASSENDAN TECHNICAL SERVICES	PAPER FOLDER REPAIRS	\$ 181.50
EFT11131	17/02/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	DECKING SCREWS, PLANTS-LE LOOKOUT, GH PARKS	\$ 137.27
EFT11132	17/02/2017	BOC GASES	GAS BOTTLE RENTAL - JANUARY 17	\$ 114.87
EFT11133	17/02/2017	BEAN KL	REIMBURSEMENT PHONE 16/12/17-15/01/17	\$ 69.95
EFT11134	17/02/2017	BRIDGESTONE TYRE CENTRE GERALDTON	BATTERY-CW0032, SUPPLY & FIT TYRE-CW0014	\$ 2,128.00
EFT11135	17/02/2017	COOROW COMM. RESOURCE CENTRE	13 x COOROW PHONE BOOK	\$ 97.50
EFT11136	17/02/2017	COURIER AUSTRALIA	FREIGHT X JASON SIGNS	\$ 11.77
EFT11137	17/02/2017	COVS	TRUCK WASH, SPOTLIGHT, GLOBES	\$ 132.27
EFT11138	17/02/2017	COASTAL MOBILE AUTO REPAIRS	30,000KMS SERVICE - CW001	\$ 1,376.16
EFT11139	17/02/2017	CARNAMAH TYRE SALES	TYRES - CW007, CW0043	\$ 1,130.80
EFT11140	17/02/2017	CENTRAL MIDWEST SERVICE PLUMBING	SHOWER REPAIRS - CW CARAVAN PARK	\$ 248.50
EFT11141	17/02/2017	EASIFLEET	NOVATED LEASE - MRS	\$ 455.85
EFT11142	17/02/2017	EXECUTIVE MEDIA	ADVERTISING - CARAVANNING AUSTRALIA 2017	\$ 1,250.00
EFT11143	17/02/2017	FAMILY SHOPPING CENTRE	REFRESHMENTS, CLEANING MATERIAL, BATTERIES, PACKAGING TAPE, AUSTRALIA DAY SUPPLIES, ICE	\$ 448.56
EFT11144	17/02/2017	FIVE STAR BUSINESS MACHINES	PHOTO COPIER METER PLAN CHARGES - LE	\$ 1,047.34
EFT11145	17/02/2017	GPR TRUCK SALES & SERVICE	ALIGNMENT & AXEL CORRECTION - CW005	\$ 1,027.80
EFT11146	17/02/2017	GREEN HEAD MEN'S SHED	ABLUTION BLOCK CLEANING - FEBRUARY 17	\$ 616.00
EFT11147	17/02/2017	GREAT SOUTHERN FUELS	DIESEL (2) (3)	\$ 8,903.06
EFT11148	17/02/2017	MOORE STEPHENS (UHY HAINES NORTON)	REGULATION 17 AUDIT	\$ 12,576.79
EFT11149	17/02/2017	HERSEY JR & A PTY LTD	GUIDE POSTS, WATER BOTTLES	\$ 2,871.00

EFT11150	17/02/2017	JASON SIGNMAKERS	ASSTD TRAFFIC SIGNS - CW/GH ROAD	\$ 233.20
EFT11151	17/02/2017	JURIEN HOME TIMBER & HARDWARE	PRIMING FLUID, SOLVENT CEMENT	\$ 19.95
EFT11152	17/02/2017	JURIEN TYRE & AUTO	TRUCK TYRE - CW0052	\$ 850.00
EFT11153	17/02/2017	LANDMARK	1LTR INSECTICIDE - CW POOL	\$ 44.00
EFT11154	17/02/2017	LANDGATE	LAND ENQUIRY - SPENCER ST LE	\$ 24.85
EFT11155	17/02/2017	LAVENDER COTTAGE	ACCOM 08\10 FEB 17-ASSET MANAGEMENT AUDIT	\$ 220.00
EFT11156	17/02/2017	LEWIS ELECTRICS	ELECTRICAL REPAIRS - NAIRN ST, DYNAMITE GAZEBO, LE FORESHORE GAZEBO, CEO HOUSE	\$ 823.57
EFT11157	17/02/2017	LEEMAN POST AND FUEL	DIESEL - CW0052, CW0045	\$ 384.24
EFT11158	17/02/2017	LEEMAN FISH AND CHIPS	ALCOHOL AWARENESS WORKSHOP 9/02/17-REFRESHMENTS	\$ 212.00
EFT11159	17/02/2017	LEEMAN PLUMBING & EXCAVATION	DRINK FOUNTAIN REPAIRS - CW HALL	\$ 203.50
EFT11160	17/02/2017	MIDWEST CHEMICAL & PAPER	DISINFECTANT, TOILET PAPER	\$ 957.15
EFT11161	17/02/2017	MARTINS TRAILER PARTS PTY LTD	HYDRAULIC CYLINDER, JOCKEY WHEEL, BRACKETS, SQUARE AXEL- CW0048	\$ 700.00
EFT11162	17/02/2017	MOORA HEALTH CENTRE	PRE EMPLOYMENT MEDICAL - S. RADBURN	\$ 165.00
EFT11163	17/02/2017	MOORA TYRES	TYRE REPAIR - CW0042	\$ 90.00
EFT11164	17/02/2017	METAL ARTWORK CREATIONS	NAME BADGE - CSO (MEYER)	\$ 28.60
EFT11165	17/02/2017	MAIN STREET HARDWARE COOROW	RIVETER, DRILL BITS	\$ 170.19
EFT11166	17/02/2017	MIDWEST AERO MEDICAL	PROF. SERVICE - DR. ADAMSON 02/02/17	\$ 500.00
EFT11167	17/02/2017	NORTH MIDLANDS MOTORS	AIRCON REPAIRS - CW004	\$ 102.30
EFT11168	17/02/2017	NEXT POWER	SUPPLY & REPLACE LED LIGHTS - CW OFFICE	\$ 3,300.00
EFT11169	17/02/2017	SEASIDE SUPPLIES	BATTERIES, MILK	\$ 20.40
EFT11170	17/02/2017	SIGMA CHEMICALS	POOL CHEMICALS (4 X 200LT CHLORINE, 45KG STABILISER, 25KG SODIUM BICARB)	\$ 896.50
EFT11171	17/02/2017	STAR TRACK EXPRESS	FREIGHT X MARTIN TRAILER	\$ 135.50
EFT11172	17/02/2017	TRUCKLINE	GRAB HOOK, CRANK HANDLE - CW0034	\$ 247.46
EFT11173	17/02/2017	TOTAL EDEN	ASSTD WATER FITTINGS, POLY PIPE, CONTROLLER, SOLENOID WIRE, PRIMING FLUID	\$ 1,742.02
EFT11174	17/02/2017	THREE SPRINGS FAMILY PRACTICE	FEE FOR SERVICE RENDERED - 08/02/17	\$ 440.00
EFT11175	17/02/2017	WESTRAC EQUIPMENT	HYDRAULIC HOSE - CW0013	\$ 178.21
EFT11176	17/02/2017	WREN OIL	OIL WASTE DISPOSAL - GREEN HEAD	\$ 49.50
EFT11177	17/02/2017	W A TREASURY CORPORATION	LOAN NO.88 INTEREST PAYMENTS	\$ 38,608.38
EFT11178	17/02/2017	WALLACES NEWS & DRAPERY	UNIFORM - GARDENER (RADBURN)	\$ 64.00
EFT11179	17/02/2017	WILDFLOWER COUNTRY	MIDLANDS ROUTE PROJECT-SHIRE CONTRIBUTION	\$ 33,000.00
EFT11180	17/02/2017	PACIFIC BRANDS - WORKWEAR GROUP	UNIFORMS-SFO	\$ 252.45
EFT11181	17/02/2017	WANN ELECTRICAL	REPAIRS TO RETIC - LE FORESHORE	\$ 280.00
EFT11182	17/02/2017	EXTERIA STREET + PARK OUTFITTERS	LARGE CUSTOM SHELTER - MILLIGAN ISLAND	\$ 67,518.00

EFT11183	22/02/2017	CEMETERIES & CREMATORIA ASSOC.	CCAWA AGM AND SEMINAR - 24.03.17	\$ 295.00
EFT11184	03/03/2017	LEADING EDGE COMPUTERS	REPLACEMENT WIFI ACCESS POINTS - CW	\$ 300.00
EFT11185	03/03/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 52.70
EFT11186	03/03/2017	BEAN KL	REIMBURSEMENT ELECTRICITY TO 13.02.17	\$ 1,109.01
EFT11187	03/03/2017	BOLTS-R-US	HEX BOLTS	\$ 26.61
EFT11188	03/03/2017	GREEN HEAD REFRIGERATION	INSTALL AIRCONDITIONER - CEO HOUSE	\$ 1,600.00
EFT11189	03/03/2017	COOROW COMMUNITY LAND INC	BUS HIRE 09/12/16 - SOC CHRISTMAS FUNCTION	\$ 455.62
EFT11190	03/03/2017	COOROW COMM. RESOURCE CENTRE	REFRESHMENTS - ALCOHOL AWARENESS TRAINING 20/02/17	\$ 150.00
EFT11191	03/03/2017	COURIER AUSTRALIA	FREIGHT X FRONTLINE, HARE & FORBES, SAF HOLLAND, LIBRARY, COVS, JASON	\$ 233.01
EFT11192	03/03/2017	CLAW ENVIRONMENTAL	DRUM MUSTER - CW (576X20LT & 664X25/25LT)	\$ 560.12
EFT11193	03/03/2017	CLEMENT FARM SERVICES	AIR CONDITIONER REPAIRS - CW0018, CW3512	\$ 772.53
EFT11194	03/03/2017	COASTAL MOBILE AUTO REPAIRS	20,000KMS SERVICE - CW008	\$ 398.85
EFT11195	03/03/2017	COOROW COMMUNITY LAND (INC) - HOTEL	REFRESHMENTS-COUNCIL ROAD INSPECTIONS 23/01/17	\$ 120.00
EFT11196	03/03/2017	CAMBERT PROPERTY MAINTENANCE	LOWER SHELF & CHAIN FOR TELEVISION - GH COMM. CENTRE	\$ 195.00
EFT11197	03/03/2017	ENEABBA SMASH REPAIRS	TYRES - CW0044	\$ 1,430.00
EFT11198	03/03/2017	EASIFLEET	NOVATED LEASE - MRS	\$ 455.85
EFT11199	03/03/2017	FRAN'S KITCHEN	8 MEALS - COUNCIL MEETING 15/02/17	\$ 242.00
EFT11200	03/03/2017	FRONTLINE FIRE & RESCUE EQUIPMENT	6 X CAP-STYLE HELMETS	\$ 1,280.08
EFT11201	03/03/2017	FREO STONE	256 SQM PAVERS & PACKAGING, PALLET DEPOSIT - COASTAL CEMETERY	\$ 8,727.20
EFT11202	03/03/2017	GREEN HEAD GENERAL STORE	FUEL - CW0038, CW0055	\$ 121.00
EFT11203	03/03/2017	GREEN HEAD TIMBER CO	REPAIR JETTY/BOARD WALK-MORPHETT PARK, DEE ST.	\$ 1,023.00
EFT11204	03/03/2017	CHRISTINE HILLS	REIMBURSEMENT-POLICE CLEARANCE (C. HILLS)	\$ 52.60
EFT11205	03/03/2017	JURIEN TYRE & AUTO	WHEEL ALIGNMENT - CW0032	\$ 257.50
EFT11206	03/03/2017	TED JACK	ACCOMMODATION - PRODUCTIVITY COMMISSION PUBLIC HEARING 14/02/17	\$ 184.30
EFT11207	03/03/2017	LEEMAN HARDWARE	DOOR KNOB, ASSTD VARNISHES, SCREWS, LIQUID NAILS, HINGES, BATTERIES, PVC CAPS, PADLOCK, GAS BOTTLE, HARDWARE ORGANISER, VICE, DRILL BITS	\$ 843.93
EFT11208	03/03/2017	LEEMAN COUNTRY & SPORTING CLUB INC	REFRESHMENTS - COUNCIL MEETING 15/02/17	\$ 284.00
EFT11209	03/03/2017	LANDGATE	EXTRACTION OF RECTIFIED AERIAL IMAGE	\$ 536.80
EFT11210	03/03/2017	LEWIS ELECTRICS	ELECTRICAL REPAIRS - LOT 520 TUART ST	\$ 242.00
EFT11211	03/03/2017	ML COMMUNICATIONS	PHONE SYSTEM RENTAL - LEEMAN	\$ 321.25
EFT11212	03/03/2017	MAJOR MOTORS PTY LTD	GASKETS, WASHERS - CW0026	\$ 99.90
EFT11213	03/03/2017	OFFICEWORKS BUSINESS DIRECT	DASH-CAM ACCESSORIES, STATIONARY, WATER	\$ 531.80

EFT11214	03/03/2017	O'CALLAGHAN PTY LTD	TYRES - CW005, CW004, CW0010	\$ 8,998.00
EFT11215	03/03/2017	R & J HAULAGE PTY LTD	SHOULDER PATCHING- SUPPLY PLANT & EMULSION- BUNTINE/MARCHAGEE ROAD	\$ 50,646.75
EFT11216	03/03/2017	T-QUIP	SOLENOID - MOWER	\$ 586.05
EFT11217	03/03/2017	THREE SPRINGS FAMILY PRACTICE	FEE FOR SERVICE RENDERED - 15/02/17	\$ 880.00
EFT11218	03/03/2017	WESTRAC EQUIPMENT	90,000KMS SERVICE & REPAIR BRAKE BOOSTER - CW005	\$ 3,812.59
EFT11219	03/03/2017	WEST COAST SUSPENSIONS	SET OF REMANUFACTURED SPRINGS - CW3515	\$ 442.20
			TOTAL EFT PAYMENTS	\$ 383,074.49
20034	15/02/2017	IMAGE RESOURCES NL	RATES REFUND A1764 - Lot E70/03418 CW	\$ 634.97
20035	08/02/2017	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS	\$ 130.00
20036	22/02/2017	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS	\$ 130.00
20037	08/02/2017	RICHARD CHARLES DREW	RATES REFUND A417-13 ROWLANDS RD GH	\$ 216.73
20038	17/02/2017	LUHAN VAN DER HEEVER	REIMBURSEMENT - HALF SEASON POOL TICKET	\$ 65.00
20039	17/02/2017	DAVID MACHIN	6632MT GRAVEL - WILLMOTT RD	\$ 19,896.00
20040	17/02/2017	SYNERGY	ELECTRICITY ACCOUNTS TO 08/02/17	\$ 13,768.65
20041	17/02/2017	TELSTRA	PHONE ACCOUNTS TO 02/02/17	\$ 3,044.90
20042	17/02/2017	WATER CORPORATION	WATER ACCOUNTS TO 09/02/17	\$ 20,410.36
20043	03/03/2017	AUSTRALIA POST	ANNUAL POST BOX RENEWAL TO 31/03/17- CW	\$ 129.00
20044	03/03/2017	SYNERGY	ELECTRICITY ACCOUNT TO 21/02/17	\$ 2,033.30
20045	03/03/2017	TELSTRA	BUSHFIRE SMS PHONE ACCOUNT T O 22/02/17	\$ 20.00
20046	03/03/2017	WATER CORPORATION	WATER ACCOUNTS TO 21/02/17	\$ 17,778.24
			TOTAL CHEQUE PAYMENTS	\$ 78,257.15
DD25001.1	08/02/2017	WA SUPER	PAYROLL DEDUCTIONS	\$ 11,904.00
DD25001.2	08/02/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 332.77
DD25001.3	08/02/2017	ULTIMATE SUPER AND PENSION SERVICE	PAYROLL DEDUCTIONS	\$ 1,329.24
DD25001.4	08/02/2017	SHOALWATER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 107.73
DD25001.5	08/02/2017	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 208.89
DD25065.1	08/02/2017	WA SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 468.36
DD25065.2	22/02/2017	WA SUPER	PAYROLL DEDUCTIONS	\$ 151.65
DD25067.1	22/02/2017	WA SUPER	PAYROLL DEDUCTIONS	\$ 11,515.31
DD25067.2	22/02/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 406.88
DD25067.3	22/02/2017	ULTIMATE SUPER AND PENSION SERVICE	PAYROLL DEDUCTIONS	\$ 1,329.24
DD25067.4	22/02/2017	SHOALWATER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 107.73

DD25067.5	22/02/2017	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 208.89
DD25067.6	22/02/2017	GESB WEST STATE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 82.04
			TOTAL SUPERANNUATION PAYMENTS	\$ 28,152.73
13090217	09/02/2017	BANKWEST	MASTERCARD - CEO	\$ 50.08
13090217	09/02/2017	BANKWEST	MASTERCARD - DCEO	\$ 271.45
13090217	09/02/2017	BANKWEST	MASTERCARD - MWS	\$ 756.82
13090217	09/02/2017	BANKWEST	MASTERCARD - MRS	\$ 277.62
			TOTAL CREDIT CARD PAYMENTS	\$ 1,355.97
71010317	01/03/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 751.85
71090217	09/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 644.10
71100217	10/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 173.90
71150217	15/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 3,412.20
71160217	16/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,171.25
71170217	17/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,209.15
71210217	21/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,268.85
71220217	22/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 237.65
71230217	23/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,386.45
71240217	24/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 8,487.25
71270217	27/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 216.60
71280217	28/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 956.05
72060217	06/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 360.60
72070217	07/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 769.85
72080217	08/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 505.05
72090217	09/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 151.15
72100217	10/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,471.40
72130217	13/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 953.45
72150217	15/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 478.25
72170217	17/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,152.85
72200217	20/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,158.65
72210217	21/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,272.65
72230217	23/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 63.30
72240217	24/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 402.30

72280217	28/02/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 418.30
			<u>TOTAL LICENSING PAYMENTS</u>	<u>\$ 33,073.10</u>
DDEBIT	08/02/2017	PAYROLL	PAYROLL	\$ 54,618.00
DDEBIT	20/02/2017	PAYROLL	PAYROLL	\$ 2,115.00
DDEBIT	22/02/2017	PAYROLL	PAYROLL	\$ 55,364.00
			<u>TOTAL PAYROLL PAYMENTS</u>	<u>\$ 112,097.00</u>
			<u>TOTAL PAYMENTS</u>	<u>\$ 636,010.44</u>

Credit Card Payment Summary

Credit card payments made between

12/01/2017 - 09/02/2017

CEO

Aliment WA	Lunch - Dep. of Commerce visit 19.01.17	\$ 41.80
City of Perth	Parking - Dep. Of Commerce visit 19.01.17	\$ 8.28
		\$ 50.08

DCEO

St. John Ambulance	First Aid Kit - Coastal Nodes	\$ 71.00
Ebay	Plastic Chain - Coastal Nodes	\$ 79.95
RAC Cervantes Holiday Park	Tourist Facilities Tour - 18.01.17	\$ 113.00
City of Melville	Parking - IT Vision Meeting	\$ 7.50
		\$ 271.45

MWS

Kogan.com	5 x Dashboard-Cameras	\$ 651.99
CNW Pty Ltd	Adaptor Trailer Plug	\$ 74.88
Westnet	Internet - GH Library	\$ 29.95
		\$ 756.82

MRS

Caltex Dardanup	Fuel - CW001	\$ 83.62
Telstra	Internet	\$ 155.00
Bankwest	Annual Fee	\$ 39.00
		\$ 277.62

Total Credit Card Payment

\$ 1,355.97

11.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – FEBRUARY 2017

AUTHOR	Erika Clement
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 March 2017
ATTACHMENT	11.4.2.1 - Statement of Financial Activity for February 2017
FILE	ADM 0426 – Finance – 2016/17

SUMMARY:

In accordance with the Local Government (Financial Management) Regulations 1996, regulation 34 stipulates that a Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month.

BACKGROUND:

The form of the Monthly Financial Statements presented to Council is a Statement of Financial Activity, which also includes supplementary information including an Operating Statement Function and Activity, Balance Sheet and Cash Flow Graph. A copy of the Statement of Financial Activity for the month ended 28 February 2017 is included at Attachment 11.4.2 for Councillors' information.

COMMENT:

Council is required to prepare the Statement of Financial Activity as per Local Government (FM) Reg. 36, but can resolve to have supplementary information included as required.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -
- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
 - (b) Budget estimates to the end of the month to which the statement relates;
 - (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - 4(e) The net current assets at the end of the month to which the statement relates.

- (2) Each statement of financial activity is to be accompanied by documents containing -
- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
 - (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
- (a) According to nature and type classification;
 - (b) By program; or
 - (c) By business unit.
- (4) A4 statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
- (a) Presented to the council -
 - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

STRATEGIC IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

PUBLIC CONSULTATION:

Not required

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council accepts the Monthly Statement of Financial Activity as included at Attachment 11.4.2 for the period ended 28 February 2017 as prepared and presented by the Deputy Chief Executive Officer.

RESOLUTION:

2017/

Moved: Cr

Seconded: Cr

**CARRIED /
Simple Majority**

11.4.3 SHIRE OF COOROW CORPORATE BUSINESS PLAN 2016-2021

AUTHOR	Leanne Parola
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 March 2017
FILE	ADM0468
ATTACHMENT	Shire of Coorow Corporate Business Plan 2016-2021 Under separate cover

SUMMARY:

To adopt the Shire of Coorow Corporate Business Plan 2016-2021.

COMMENT:

The Shire of Coorow Corporate Business Plan 2016-2021 has been developed by staff after reviewing the former Corporate Business Plan and recently adopted Long Term Financial Plan.

As preparations are underway for a significant review of the Shire of Coorow's Strategic Community Plan and there have been no changes to the Strategic Community Plan in the past two years, only a minor review was required at this time to bring timeframes up to date and to reflect the recently adopted Long Term Financial Plan.

STATUTORY ENVIRONMENT:

Local Government Act 1995

5.56. Planning for the future

Local Government (Administration) Regulations 1996

19DA. Corporate business plans, requirements for (Act s. 5.56)

STRATEGIC IMPLICATIONS:

The new Corporate Business Plan integrates with the Long Term Financial Plan and the Shire's Strategic Community Plan.

POLICY IMPLICATIONS:

There are no immediate policy implications.

FINANCIAL IMPLICATIONS:

The Shire of Coorow Corporate Business Plan 2016-2021 integrates with the current budget and Long Term Financial Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the Shire of Coorow Corporate Business Plan 2016-2021 be adopted.

RESOLUTION:

2017/

Moved: Cr

Seconded: Cr

***CARRIED /
Simple Majority***

11.4.4 ASSET MANAGEMENT POLICY

AUTHOR	Leanne Parola
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 March 2017
FILE	ADM0437- Policy Manual
ATTACHMENT	Policy 3.7.2 – Asset Management

SUMMARY:

To consider the adoption of an Asset Management Policy.

BACKGROUND:

The Integrated Planning and Reporting Asset Management Guidelines advise that to effectively and sustainably manage assets, all local governments should develop an Asset Management Policy.

COMMENT:

The Department of Local Government and Communities has recently provided funding for a consultant to carry out an asset management maturity assessment under the National Assessment Framework model.

One of the recommendations out of the assessment was that the Shire adopt an Asset Management Policy.

STATUTORY ENVIRONMENT:

While the adoption of an Asset Management Policy is not a legislative requirement, it will greatly assist the Shire in meeting its requirements in relation to having an integrated Plan for the Future.

STRATEGIC IMPLICATIONS:

The Asset Management Policy will have a major impact on the strategic direction of the Shire's assets and service provisions, and also on the various integrated planning and reporting documents, particularly the Asset Management Plans.

POLICY IMPLICATIONS:

Draft Policy 3.7.2 – Asset Management is attached for consideration.

FINANCIAL IMPLICATIONS:

While not having any immediate financial implications, the long term impacts of implementing the policy will include:

- Using whole-of-life costs as the basis for decision-making regarding material asset acquisition, replacement, maintenance and disposal
- Developing and maintaining operational plans for each asset class, identifying full life cycle costs, service level requirements, maintenance requirements, risks, refurbishment, replacement and disposal requirements

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Policy 3.7.2 – Asset Management be adopted.

RESOLUTION:

2017/

Moved: Cr

Seconded: Cr

***CARRIED /
Simple Majority***

**Shire of Coorow
Policy 3.7.2 - Asset Management**

Policy Purpose

The purpose of this policy is to guide the strategic management of all of the Shire of Coorow (the Shire) assets in conjunction with other Integrated Planning & Reporting Framework (IPRF) strategies, relevant Legislation, Regulations, Australian Standards, Australian Accounting Standards, recognised best practice principles and other Shire policies.

It will be achieved by:

- DEVELOPING AN ASSET MANAGEMENT STRATEGY (AMS);
- PREPARING ASSET MANAGEMENT PLANS INFRASTRUCTURE ASSETS (ROADS, DRAINAGE, FOOTPATHS) AND COMMUNITY FACILITIES (LAND, BUILDINGS, PLANT & EQUIPMENT AND OTHER INFRASTRUCTURE);
- ADOPTING AND MAINTAINING PROCEDURES FOR THE CONTINUOUS IMPROVEMENT IN ASSET MANAGEMENT CAPACITY AND CAPABILITY; AND
- Ensuring that the AMS and associated systems are kept up to date

Introduction to Asset Management

The IPRF requires all local governments to plan for the future, including consideration of how the Shire will continue to deliver services to the community on a long-term basis in a financially sustainable and efficient manner. A strong focus on long-term strategic asset and financial planning is important because there is:

- increasing and changing demand for services as the Shire’s population profile changes;
- increasing community expectation in relation to service provision, accountability and value for money;
- limited ability to grow revenue/finite resources; and
- a need to maintain, renew or replace infrastructure to meet future demand.

This Asset Management Policy has been prepared to provide a foundation for Shire’s Asset Management Strategy, Asset Management Plan and related Asset Plans.

The Shire’s Asset Management Vision and Objectives

3.1 Asset Management Vision

The Shire’s vision for the management of its assets is for a portfolio which aligns with the community’s aspirations and the Shire’s strategic objectives.

3.2 Strategic Asset Management Objectives

The Shire has adopted five key strategic asset management objectives, which, together with their desired outcomes, are outlined in the following table.

Strategic Objective	Desired Outcome
Direction and Accountability	Defined roles and responsibilities and accountabilities that are clearly understood across the organisation and integrated into the Shire’s business and resources planning process.
Lifecycle Management	A portfolio of assets that is aligned with the Shire’s

	corporate, financial and business objectives, which is effectively and efficiently managed from asset conception, planning, design, use and disposal.
Data and Information Management	The ability to identify, analyse and model asset trends that enhance asset efficiency and effectiveness and enable informed decision-making.
Standards and Levels of Service	A portfolio of assets that is aligned with community and organisational expectations and priorities having regard to the financial context of the Shire.
Continuous Improvement	Ongoing improvement in asset management competency and capacity.

Policy Objectives

The key objective of this policy is to ensure that there is organisation-wide commitment to asset management and that the objectives of the Shire's Asset Management Strategy and Plans are achieved. This will ensure financial data on asset renewals, maintenance of existing assets, and new assets are identified and form part of the Shire's long-term financial planning.

The principal objective of asset management is to enable the Shire to meet its service delivery objectives efficiently and effectively, in a way that ensures:

- Assets are managed in accordance with relevant legislation;
- Asset Management is an integral part the IPRF Framework;
- An asset "whole-of-life" approach is taken in the management of the Shire's assets;
- Risk is considered in the development of asset strategies;
- Asset performance is measured against defined levels of service outlined in the Asset Management Strategy and Plans;
- Assets are brought to account in accordance with the requirements of the appropriate accounting standards and reporting requirements;
- Informed decision-making is based on reliable data; and
- Asset management is sustainable.

Policy Commitments

The Shire has committed to the following principles and actions to achieve the objectives of this policy:

- Develop and review (at a period of no more than 2 years) the Shire's Asset Management Strategy and Plans;
- Ensure the integration of the Asset Management Strategies and Plans with the Shire's Strategic Community Plan and informing strategies, particularly the Long Term Financial Plan;
- Allow the Strategic Community Plan to inform asset requirements to reflect community priorities;
- Ensure that the asset management system complies with relevant Australian Accounting Standards, relevant Legislation, Regulations, Australian Standards and other Shire policies;
- Consider options for the Shire to facilitate delivery of services by a third party;
- Develop documented service level agreements with key stakeholders and internal asset owners to ensure the sustainability of assets and the Shire's services;

- Use whole-of-life costs as the basis for decision-making regarding material asset acquisition, replacement, maintenance and disposal;
- Monitor asset utilisation and predict future demand changes;
- Identify, through risk management and condition assessments, initiatives to reduce exposure to injury, liability, and asset and service failure;
- Develop and maintain operational plans for each asset class, identifying full life cycle costs, service level requirements, maintenance requirements, risks, refurbishment, replacement and disposal requirements;
- Provide relevant information to support asset management, including the effective collection, collation and analysis of asset data;
- Keep informed on issues relating to asset management best practice;
- The optimisation and rationalisation of assets in order to provide community services at the best possible value-for-money; and
- Measure and report on the efficiency and effectiveness of asset performance including functionality, suitability, location, accessibility, utilisation and cost.

Asset Management Responsibility and Accountability

Responsibility for asset service delivery and asset management, including accountability and reporting requirements of day-to-day operations, will be clearly established and clearly communicated. This will ensure that both Elected Members and Shire staff are clearly aware of their roles and responsibilities in relation to asset management.

To manage assets effectively, responsibility for their control must be defined and assigned. Asset registers are to be kept up-to-date and provide timely and meaningful information that meets the decision-making requirements of the Shire's management.

At a minimum, the following broad roles and responsibilities are assigned through this policy:

Elected Members

- Responsible and accountable for the stewardship of the Shire's assets;
- To ensure that appropriate resources are allocated and funded in the Shire's financial planning process in order to achieve the strategic asset management objectives and implementation of asset plans.
- Approve the Asset Management Policy; and
- Endorse Asset Management Strategies and Plans.

Executive Group, including CEO, DCEO and Managers

- Ensure that sound business principles are adopted in the preparation of Asset Management Strategies and Plans;
- Ensure the integration and compliance with the Asset Management Policy and Strategies & Plans with other policies and business processes of the Shire;
- Ensure that strategies and resources are in place to develop, maintain and review the Shire's Asset Management related documents, procedures, processes and systems.

Managers responsible for the management of Assets in each asset class

- Implement, maintain and review the Asset Management Policy, Strategies & Plans in accordance with this policy's objectives and commitments;
- Develop, maintain and review Asset Management Plans relevant to their asset class and service provision responsibilities;
- Review the Asset Management Policy every 2 years in line with Asset Management Strategy and Asset Plans;
- Engage current and up-to-date technologies, methodologies and continuous improvement processes; and
- Facilitate acknowledged best practice in asset management.

11.4.5 COOROW SWIMMING POOL FOCUS GROUP

AUTHOR	Leanne Parola
DISCLOSURE OF INTEREST	Swimming Pool Season Ticket Holder
DATE OF REPORT	7 March 2017
FILE	ADM0163 – Council Properties, Design & Construction, Swimming Pool – Pool Upgrade
ATTACHMENT	Nil

SUMMARY:

To consider establishing a Coorow Swimming Pool Focus Group for the purpose of making recommendations regarding the proposed Coorow Swimming Pool Redevelopment.

BACKGROUND:

A concept plan has been prepared for the redevelopment/renewal of the Coorow Swimming Pool and was released for public consultation, particularly to ascertain whether users would prefer option A (removing the current kids pool and replacing it entirely), option B (retaining the current kids pool and extending it).

A copy of the plans was displayed at the Coorow Swimming Pool and at the Shire's Coorow Administration Office for several months, as well as appearing in the 'Magpie Squawk' and on the Shire of Coorow website.

COMMENT:

The public comments received in relation to the concept plan focussed largely on whether people preferred option A (removing the current kids pool and replacing it entirely), option B (retaining the current kids pool and extending it). While this is an important issue, it is only one of many requiring careful consideration.

This report recommends that establishment of a small focus group to provide recommendations to Council on changes to the concept plans to ensure that the redevelopment meets the current and future needs of the community.

The focus group should be reflective of the users of the pool including representatives of the Swim Club and Coorow Primary School as well as individuals from the general public.

There are some great examples of public swimming pools that have been redeveloped in the past few years, and it has been suggested that if established, the focus group should visit some of these facilities to observe contemporary pool design and learn from the experiences of other Shires.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

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

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

POLICY IMPLICATIONS:

Policy 9.4.14 - DAIP Strategies to Improve Access and Inclusion

FINANCIAL IMPLICATIONS:

The cost of running a focus group and/or a tour of other regional facilities can be accommodated within the 2016/2017 budget.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the:

- 1) Chief Executive Officer establish a Coorow Swimming Pool Focus Group to make recommendations to Council regarding the designs for the redevelopment of the Coorow Swimming Pool.

- 2) Coorow Swimming Pool Focus Group include the following members:
 - a. Coorow Swimming Club representative (1)
 - b. Coorow Primary School representative (1)
 - c. Senior member of the community (1)
 - d. Other member of the community (1)

RESOLUTION:

2017/

Moved: Cr

Seconded: Cr

***CARRIED /
Simple Majority***

11.4.7 COOROW CRICKET PITCH COVER

AUTHOR	Leanne Parola
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 March 2017
FILE	ADM0605
ATTACHMENT	Nil

SUMMARY:

To consider a variation to the 2016/2017 Annual Budget to allow the purchase of a cricket pitch cover for the Coorow Oval.

BACKGROUND:

In the past, the cricket pitch at the Coorow Oval has been covered with sand by the Shire for the football season.

COMMENT:

The cost of covering (and uncovering) the cricket pitch on the Coorow Oval with sand and returfing it each year for the football season is currently borne as an operating expense. There is also the expense at the start of the cricket season to uncover the pitch.

It costs the Shire approximately \$4,500 per annum to carry out these works and it results in sand build up around the pitch itself.

A quotation has been sought for the purchase of a cricket pitch cover which could be utilised instead. This quote was approximately \$6,800, at least one other quote will need to be sought to meet the requirements of the purchasing policy.

Obviously there would still be a cost to install and remove the cover this year, which is estimated at \$350. This would result in operational savings each year of over \$4,000.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

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

ASPIRATIONS	OBJECTIVES	STRATEGIES
Theme 1: Community Wellbeing		
Safe and Secure <i>All members of our community have access to appropriate facilities and services in a safe environment. People feel</i>	<ul style="list-style-type: none">■ Create and maintain safe and attractive places for people to live, work and play	<ul style="list-style-type: none">■ Ensure facilities and infrastructure are well maintained and safe for use■ Ensure built and natural environments provide a sense of safety and security■ Advocate for improvements in housing

<p><i>safe and secure.</i></p> <p>Healthy Lifestyles <i>We are a healthy community with an active lifestyle and high standard of living.</i></p> <p>A Sense of Community <i>We belong to a cohesive, connected community. There is a strong sense of community pride and identity.</i></p>	<ul style="list-style-type: none"> ■ Our communities have active and healthy lifestyles ■ A culture that encourages and supports events, community interaction, sport and recreation activities and volunteering in local community organisations 	<p>affordability and access to appropriate housing</p> <ul style="list-style-type: none"> ■ Create safe public places that people want to use during the day and at night ■ Facilitate healthy lifestyles within the community through recreation facilities and programs ■ Support live performance, exhibitions and other arts opportunities ■ 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
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POLICY IMPLICATIONS:

Policy 3.6.3 – Purchasing of Goods & Services

FINANCIAL IMPLICATIONS:

The 2016/2017 budget includes wages, overheads and plant costs for the removal and covering of the cricket pitch. A budget variation is proposed to allow the purchase of a cricket pitch cover, to be off set against the Coorow Oval maintenance account.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That the 2016/2017 Annual Budget be amended accordingly:

JOB/GL	Description	Current Budget	Amended Budget
G020	Coorow Oval Maintenance	70,266	63,466
2764	Maley Park (Infra Other)	0	6,800

RESOLUTION:

2017/

Moved: Cr

Seconded: Cr

**CARRIED /
Absolute Majority**

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

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

14. **MATTERS BEHIND CLOSED DOORS:**

15. **DATE OF NEXT MEETING:**

15.1 ORDINARY MEETING OF COUNCIL

Ordinary Meeting

Next meeting of Council will be held on Wednesday 19 April 2016 at the Community Hall from 5.00pm.

16. **CLOSURE:**

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