



# **Minutes Ordinary Council Meeting**

## **15 March 2017**

Held at the Maley Park Function Centre,  
Coorow



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Signed on behalf of Council

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

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

# Minutes

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

The President Cr Moira Girando, welcomed those present and opened the Meeting at 5.02 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 (until 5.30pm)  
Councillor V R Oakes  
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 Works & Services

**Leave of Absence**  
Cr D A Rackemann

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

Nil

4. **PUBLIC QUESTION TIME:**

Nil

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

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

- Councillor Girando from 7 April to 11 April 2017

**RESOLUTION:**                      **2017/021A**

**Moved: Cr Cullen**

**Seconded: Cr Jack**

***That Councillor Girando be granted Leave of Absence from Council Meetings and Duties from 7 April to 11 April 2017.***

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



**6. DECLARATION OF INTEREST:**

Nil

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

Nil

**8. CONFIRMATION OF MINUTES:**

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

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	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: 2017/021**

**Moved: Cr Sims**

**Seconded: Cr Oakes**

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

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

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

Nil

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

Nil

## 11. REPORTS:

### 11.1 CHIEF EXECUTIVE OFFICER:

#### 11.1.1 OFFICE CLOSURE – 24 APRIL 2017

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	This item pertains to all office staff
<b>DATE OF REPORT</b>	3 March 2017
<b>ATTACHMENT</b>	ADM0275 – Governance - Authorisation
<b>FILE</b>	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/ RESOLUTION:**

**2017/022**

***Moved: Cr Cullen***

***Seconded: Cr Sims***

***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.***

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

UNCONFIRMED

11.1.2	SHIRE OF COOROW AUDIT COMMITTEE – 2016 COMPLIANCE AUDIT RETURN
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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/ RESOLUTION:**

**2017/023**

**Moved: Cr Jack**

**Seconded: Cr Clement**

***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.***

**CARRIED 7/0  
Simple Majority**

### 11.1.3 RIDE TO CONQUER CANCER FUNDRAISER – GREEN HEAD

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	7 March 2017
<b>FILE</b>	ADM0059 Community Relations - Sponsorship
<b>ATTACHMENT</b>	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/ RESOLUTION:**

**2017/024**

**Moved: Cr Jack**

**Seconded: Cr Bothe**

**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.**

**CARRIED 7/0  
Absolute Majority**

#### 11.1.4 REVIEW OF POLICIES – MEMBERS OF COUNCIL

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	8 March 2017
<b>FILE</b>	ADM0437 Corporate Management – Policies Manual
<b>ATTACHMENT</b>	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/ RESOLUTION:**

**2017/025**

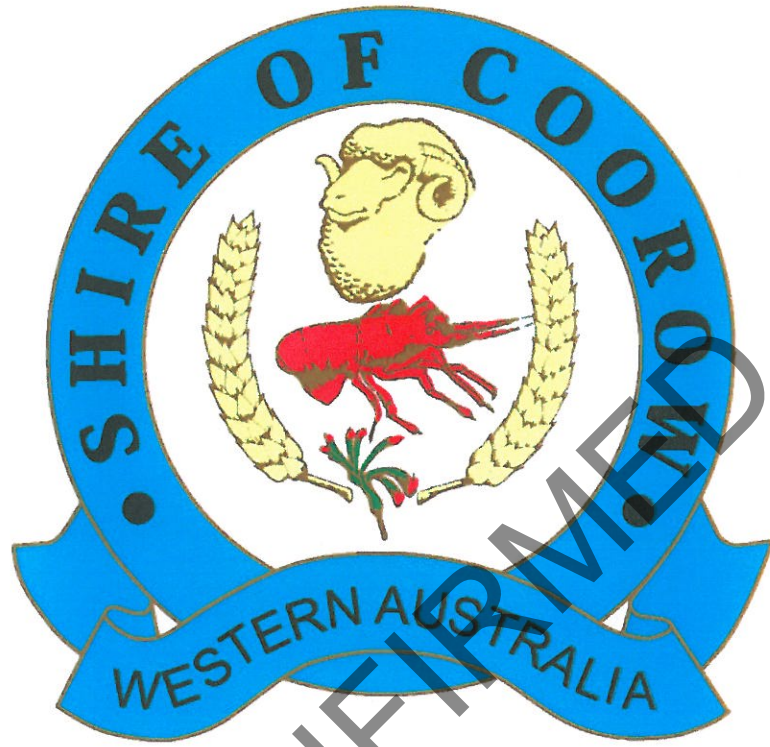
***Moved: Cr Jack***

***Seconded: Cr Bothe***

***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.***

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

UNCONFIRMED



# Policy Manual

Draft Updates

*Updated 15 March 2107*

# **POLICY MANUAL**

## **Main Index**

### **1 MEMBERS OF COUNCIL**

#### **1.1 General**

- 1.1.1 Councillor's Requests and Works Requests
- 1.1.2 Attendance at Local Government Week
- 1.1.3 Citizenship Ceremonies
- 1.1.4 Members Attendance at Conferences, Seminars, Training and Induction Courses
- 1.1.5 Resource Sharing
- 1.1.6 Deadline for Council Agenda
- 1.1.7 Complaints Handling Policy
- 1.1.8 Recognition for Councillors
- 1.1.9 Refreshment Policy
- 1.1.10 Councillors Equipment
- 1.1.11 Honorary Freeman of the Municipality
- 1.1.12 Invitations – Social Functions
- 1.1.13 Council Meetings

#### **1.2 Council Chambers**

- 1.2.1 Use of Council Administration Facilities

*Updated 15 March 2107*

## **POLICY - MEMBERS OF COUNCIL**

Sub Section: General

Policy Number: 1.1.1

**Policy Subject: Councillors' Requests and Works Requests**

Policy:

- a) All general enquiries made by Councillors should be directed to the Chief Executive Officer or relevant Executive Officers for action.
- 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.

Objectives: To ensure Councillors' requests are handled promptly and efficiently.

Guidelines:

- 1) Staff to be made aware of this requirement.
- 2) Works Requests:
  - 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:
    - Manager Works and Services for all outside works maintenance;
    - Manager Regulatory Services for all building maintenance.
  - 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.
  - 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.

These requests should be discussed with the Manager Works and Services to allow for costings and budget report.

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.

First Adopted: 17 June 1997

Last Review: 15 March 2017, 2017-xxx

UNCONFIRMED



## 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**

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**OFFICE USE ONLY**

**Area Responsible for Maintenance**

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Position: \_\_\_\_\_ Time & Date: \_\_\_\_\_

Action Taken:

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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**

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**OFFICE USE ONLY**

**Area Responsible for Maintenance**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Position: \_\_\_\_\_ Time & Date: \_\_\_\_\_

Action Taken:

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Is Matter Concluded (circle one)?      Yes      No

Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_

## **POLICY - MEMBERS OF COUNCIL**

Sub Section: General

Policy Number: 1.1.2

**Policy Statement: Attendance at Local Government Week**

Policy: Each Annual Budget will provide for the cost of Council Delegates to attend Local Government Week with first preferences being given to Northern Country Zone (NCZ) of WALGA Delegates.

Objectives: To recognise the importance of providing Councillors with the opportunity to meet fellow Councillors from other Local Authorities and to participate in a state wide forum on issues relevant to Local Government.

Guidelines:

- 1) In relation to bookings to the Conference, the following shall apply:
  - NCZ OF WALGA Delegates - two (2) as appointed by Council
  - Observers – any other interested Councillors as well as the Chief Executive Officer
- 2) That all accommodation and incidental expenses of partners accompanying Councillors and Staff Members be met by Council
- 3) Bookings to the Conference/Hotel shall be made as soon as notice is given of the venue/Conference in order to avoid problems with accommodation

First Adopted: 17 June 1997

Last review: 15 March 2017, 2017-xxx

## **POLICY - MEMBERS OF COUNCIL**

Sub Section: General

Policy Number: 1.1.3

**Policy Subject: Citizenship Ceremonies**

Policy: Council will provide a small tree to all those people participating in receiving a Citizenship Award.

Objectives: To recognise the importance of this occasion to new Australians.

Guidelines:

First Adopted: 17 June 1997

Last review: 15 March 2017, 2017-xxx

UNCONFIRMED

## **POLICY - MEMBERS OF COUNCIL**

Sub Section: General

Policy Number: 1.1.4

**Policy Subject: Members Attendance at Conferences, Seminars, Training and Induction Courses**

Policy: Council supports and wherever possible will take advantage of appropriate training opportunities for Elected Members.

Objectives: To maximise training opportunities for Elected Members.

Guidelines:

- a) Priority be given to any Course or Seminar that is specifically relevant to Councillors and attendance at such Course or Seminar is subject to approval by Council, Shire President or Chief Executive Officer
- b) Priority be given to the attendance of any new Councillor at any Induction or Training Course specifically organised for the benefit of new Councillors
- c) Conference, Seminars or Courses organised by organisations of which Council is a member or has an interest in would usually be attended by Council's appointed representatives to those organisations, e.g. NCZ OF WALGA meetings by NCZ of WALGA Zone Delegates
- d) When determining costs of a Conference, all costs, including travelling, accommodation, meals, telephone and other expenses, within reason and supported by receipts are to be included and paid by Council
- e) Conferences in other States would be dealt with in the same way as any other Conference within the State
- f) Reports on any Conference attended to be provided to Council in writing
- g) The type of Conferences that Councillors attend would generally be related to a particular function or activity in which Council is involved rather than individual or personal development type Conference/Seminars

First Adopted: 17 June 1997

Last review: 15 March 2017, 2017-xxx

## **POLICY – MEMBERS OF COUNCIL**

Sub Section: General

Policy Number: 1.1.5

**Policy Subject: Resource Sharing**

Policy Statement: Council will engage in resource sharing activities with neighbouring or nearby Councils that will:

- reduce Council expenditure without reducing the Council service provides to customers
- increase the level of service Council provides

Objectives: Council acknowledges that this may result in Council losing some control over the provision of services to the community however this will be offset by benefits of reduced cost or increased services.

Guidelines: Council to consider resource sharing initiatives as they arise from time to time.

First Adopted: 17 December 2003, 2003-169

Last review: 15 March 2017, 2017-xxx

## **POLICY - MEMBERS OF COUNCIL**

Sub Section: General

Policy No: 1.1.6

**Policy Subject: Deadline for Council Agenda**

Policy: Matters that require a Council Resolution must be received not less than ten (10) working days prior to the next Ordinary Council Meeting for inclusion in that Meeting's agenda.

Objective: To ensure that Staff are given adequate time to prepare and research Agenda items so that Council is presented with all relevant information pertaining to that matter.

Guidelines: For applications that require Council Resolution all documents are to be received by Council not less than ten (10) working days prior to the next Ordinary Council Meeting for inclusion in that agenda.

An application is considered to be lodged when all documents and information is received by the Shire.

The Chief Executive Officer may accept a late application to be included in any Council agenda if the Chief Executive Officer considers that:

1. the matter is of such importance to Council that Council may resolve to consider the matter; and
2. adequate time is available to present a researched agenda item containing all relevant information pertaining to that matter.

First Adopted: 16 February 2005, 2005-004

Last review: 15 March 2017, 2017-xxx

## **POLICY - MEMBERS OF COUNCIL**

Sub Section: General

Policy Number: 1.1.7

**Policy Subject: Complaints Handling**

Policy: All complaints will be resolved in a timely fashion in compliance with:

- a. Acts of Parliament;
- b. Council Local Laws;
- c. Council Policy;
- d. Council Objectives,

and are to be actioned within one (1) working day where practicable.

Objectives: To provide quality customer service that addresses customer expectations whilst identifying any need for improvement to service delivery.

To ensure that the complaints handling procedure is monitored and improvement made as necessary.

Guidelines: A complaint is an expression of dissatisfaction made about current Council policy or procedure, the standard of service, actions, or lack of action by the Council or its staff, affecting an individual customer or group of customers. A complaint is therefore not:

1. A request for service;
2. A request for information or explanation of policies or procedures; or
3. The lodging of an appeal in accordance with a standard procedure or policy.

A complaint should be responded to within one week or five working days. In the response to a complainant, a timeline for completion of any remedy or resolution should be included.

A record of complaints received and their resolution should be provided to Council on a monthly basis. The annual record of complaints should be included in Council's Annual Report. The record should include details of:



1. Numbers and types of complaints;
2. Response targets and times achieved;
3. Numbers and types of remedies offered;
4. Action taken to improve the quality of service provided.

Procedures for the handling of complaints should be prepared.

Categories of types of complaints:

1. Decisions of the Council
2. Decisions made beyond the control of the Council
3. Decision made by an officer of the Councils
4. Inappropriate behaviour of staff (rudeness, discrimination, harassment)
5. Allegations that the state standard of service of the Council has not been met.
6. Other

Category by Service

1. Administration
2. Building
3. Footpaths
4. Health
5. Libraries
6. Parks & Gardens
7. Planning
8. Ranger
9. Rates
10. Recreation
11. Roads & Streets
12. Waste
13. Other

First Adopted: 20 April 2005, 2005-047

Last review: 15 March 2017, 2017-xxx

## **POLICY - MEMBERS OF COUNCIL**

Sub Section: General

Policy No: 1.1.8

**Policy Subject: Recognition of Councillors**

Policy: Upon retirement of a Councillor, an official presentation and function may be held to recognise the Councillor's service to the Council.

Objective: To provide guidelines for the approval and procedures for recognition of service provided to the community by Councillors.

Guidelines: A gift as follows may be presented to a retiring Councillor:

1. Service less than five (5) consecutive years in office -  
Certificate of Service, Council plaque and a gift to the value of \$150.  
The presentation will occur at a regular Council Dinner following the recipient's last Council meeting.
2. Service greater than five (5) consecutive years and up to twelve (12) consecutive years in office -  
Certificate of Service, Council plaque and a gift to the value of \$300  
The presentation will occur at the first available regular Council Dinner at the locality selected by the recipient, with the recipient entitled to invite six (6) guests.
3. Service in excess of twelve (12) consecutive years in office  
Certificate of Service, Council plaque and a gift to a maximum value of \$600  
The presentation will occur at a special celebratory function with the recipient entitled to invite twelve (12) guests.

Notwithstanding points above, Council may, at its discretion, by resolution, present a member with a gift greater than that contained in the policy if Council is of the opinion that such action is warranted having regard to the member's service to the community and/or Council.

In the event that a retiring Councillor has performed an extensive range of functions on behalf of the Shire of Coorow which are beyond that normally associated with a Councillor's day to day duties, the Council may, at its discretion, by resolution nominate the Councillor for any awards (where applicable) associated with:-

- Queen's Birthday Honours
- Australia Day Honours
- WA Local Government Association Honours

In the event that a retiring Councillor has performed exceptional service on behalf of the Shire of Coorow which is significantly beyond that normally associated with a Councillor's day to day duties, the Council may, at its discretion, by resolution, grant the title of "Honorary Freeman of the Shire of Coorow".

First Adopted: 21 October 2009, 2009-176

Last review: 15 March 2017, 2017-xxx

UNCONFIRMED

## **POLICY- MEMBERS OF COUNCIL**

Sub Section: General

Policy Number: 1.1.9

Policy Subject: **Refreshments policy for Ordinary, Special and Annual Electors Meetings of Council, Civic Functions and Receptions General, Specific Functions and Ceremonies and for General Entertainment and Hospitality.**

Policy: Refreshments at Ordinary, Special and Annual Electors Meetings of Council, Civic Functions, Receptions General, Specific Functions, Ceremonies and General Hospitality will be provided at the discretion of the Shire President and Chief Executive Officer.

Objectives: To provide direction to the President and Chief Executive Officer in the provision of refreshments during Ordinary, Special and Annual Electors Meetings of Council, Civic Functions, Receptions General, Specific Functions, Ceremonies and General Hospitality.

Guidelines: 1. **Ordinary, Special and Annual Electors Meetings of Council**

The President may authorise the provision of refreshments at Ordinary, Special and Annual Meetings of Council at their discretion.

2. **Civic Function and Receptions – General**

At the discretion of the President and Chief Executive Officer, the President may host civic functions and receptions with refreshments for visiting dignitaries, local residents who are recipients of awards or prizes from the Shire of Coorow, and visitors from other local authorities from Australia and overseas. The date, time and invitation list shall be determined by the President, in conjunction with the Chief Executive Officer.

In the absence of the President, the Deputy President may carry out Civic and Ceremonial duties on behalf of the Shire of Coorow, in accordance with s5.34 of the Local Government Act 1995.

### **3. Specific Function and Ceremonies**

#### **3.1 Annual Staff Christmas Function**

During December each year, Council shall conduct a Staff Christmas Function with the appropriate level of refreshments.

The list of invitees shall include but not be exclusive to the following:

- a) Current Elected Members, and their partners including pre-school and school age children.
- b) The Chief Executive Officer, Executives, Managers and other staff of the Shire of Coorow and their partners including pre-school and school age children, and:
- c) Guests of Council

#### **3.2 Annual Volunteers Appreciation Reception**

During each year, to commemorate Volunteers Day, a function with refreshments may be held to demonstrate the appreciation of the Council to all the Volunteers who undertook community service throughout all Service areas of the Shire of Coorow on invitation of the Shire President

Other invitees shall include all current Elected Members, Freemen of the Shire of Coorow, the Chief Executive Officer, Executives, and other staff of the Shire of Coorow at the discretion of the Shire President

#### **3.3 Official Openings of Council Facilities**

At the discretion of the President and Chief Executive Officer, the President may host receptions with refreshments to commemorate the Official Openings of Council facilities. The invitation list shall be at their discretion but is to include all current Elected Members and Freemen of the Shire of Coorow.

#### **3.4 General Entertainment and Hospitality**

The provision of Entertainment and Hospitality including refreshments can only apply where approval has been given by the President or the Chief Executive Officer.

Examples of where approval is considered appropriate would include:

- (a) Entertaining Official visitors to the Shire of Coorow
- (b) Workshops and Seminars involving Councillors and Staff
- (c) Employee farewell functions

Alcohol should only be available for the purpose of hospitality and supplied in moderate amounts and kept in a separate fridge and locked cupboard.

First Adopted: 17 November 2010, 2010-217

Last review: 15 March 2017, 2017-xxx

UNCONFIRMED

## **POLICY – MEMBERS OF COUNCIL**

Sub Section: General

Policy Number: 1.1.10

Policy Subject: Councillors Equipment

Policy: An elected Member, who retires, resigns or is not re-elected, may choose to receive their laptop/tablet/IT device, used for Council duties previously, subject to the following conditions:

- (a) Councillors must have served a minimum of four years' service;
- (b) Any device must be "cleaned" (data removed from its hard drive) prior to being given to the retiring member;
- (c) Any IT device not wanted by a retiring Councillor may be gifted to a school in the Shire of Coorow, or sold within local communities. Similar to item (b) above, the device must be "cleaned" before disposal.

Objectives: To provide elected members with a policy on the appropriate use of Council issued equipment.

Guidelines: Elected Members are to comply with Policy 2.1.18 Electronic Email/Internet

First Adopted: 17 November 2010, 2010-217

Last review: 15 March 2017, 2017-xxx

## **POLICY – MEMBERS OF COUNCIL**

Sub Section:	General
Policy Number:	1.1.11
Policy Subject:	<b>Honorary Freeman of the Shire of Coorow</b>
Policy:	Council may honour exceptional individuals by conferring upon them an award entitled 'Freeman of the Shire of Coorow'.
Objectives:	To honour exceptional individuals who, from time to time, have made an outstanding contribution to the Shire and Community through their personal endeavours and commitment
Guidelines:	<b><u>AWARD CRITERIA</u></b>

A person may be nominated for the Honorary Award 'Freeman of the Shire of Coorow' under the following circumstances:

- Their exceptional service is a matter of public record.
- They will have lived in, worked and served the Shire of Coorow for a significant number of years (10 or more)
- They will have identifiable and long-standing connections with the Community in the Shire of Coorow.
- Their endeavours will have benefited the Community.

### **ENTITLEMENTS**

- Any person declared a 'Freeman of the Shire of Coorow' may designate themselves 'Freeman of the Shire of Coorow'.
- A presentations function to the value of \$3,000 to be determined by Council.
- A 'Freeman of the Shire of Coorow' will be entitled to all Council sponsored civic events and functions.
- A 'Freeman of the Shire of Coorow' will be presented with a framed certificate

### **PROCESS OF NOMINATION**

Nominations will be considered infrequently or as need is identified by council.

- A nomination must be sponsored by an elected member and supported in writing by at least 3 other elected members
- A nomination may be submitted by any person at any time, provided that nomination is in writing and addresses the criteria for the award



- A nominee must be made aware of their nomination
- Any nomination received will be validated and the findings presented at a meeting of Council behind closed doors, with recommendations to approve/not approve a nominee for the award. The decision will be based on a simple majority vote
- Acceptance of the award must be determined prior to being conferred.

Conferring the award upon an individual will take place at a meeting of Council or at a special event to be determined by Council.

First Adopted: 11 April 2012, 2012-038

Last review: 15 March 2017, 2017-xxx

UNCONFIRMED

## **POLICY – MEMBERS OF COUNCIL**

Sub Section:	General
Policy Number:	1.1.12
Policy Subject:	<b>INVITATIONS – SOCIAL FUNCTIONS</b>
Policy:	Invitations to Council sponsored civic events and functions will be determined by the Shire President.
Objectives:	To provide guidelines as to who shall be invited to Council sponsored civic events and functions.
Guidelines:	<p>From time to time the Shire will host civic functions, ceremonies and receptions as the need arises.</p> <p>Invitees may include all current Elected Members and partners, the Chief Executive Officer and partner, Freeman of the Shire of Coorow and partner, Executive Staff and partners, Presidents of the main Community Associations, other Staff, Residents and Ratepayers at the discretion of the Shire President.</p>
First Adopted:	16 May 2012, 2012-057
Last review:	15 March 2017, 2017-xxx

UNCONFIRMED

## **POLICY - MEMBERS OF COUNCIL**

Sub Section: General

Policy No: 1.1.13

Policy Subject: **Council Meetings**

Policy: Council will meet formally once each calendar month except January to enact business and make decisions on the current and future direction of the Shire of Coorow.

Objectives: To provide clear public notification on where and when Council meetings are to be held.

Guidelines: Council Ordinary monthly meetings are held on the third Wednesday of each month.

Council does not meet in January unless urgent business requires otherwise.

December Council meetings are held on the second Wednesday of the month to allow for action matters prior to the Festive Season break.

Council meetings commence at 5 pm.

The location of Council meetings will alternate between a coastal meeting location and a rural meeting location as determined by Council when setting its meeting schedule each year.

First Adopted: 18 September 2013, 2013-095

Last review: 15 March 2017, 2017-xxx

## **POLICY - MEMBERS OF COUNCIL**

Sub Section: Council Administration Facilities

Policy Number: 1.2.1

**Policy Subject: Use of Council Administration Facilities**

Policy: Council Administration Facilities are not available for meetings organised by outside bodies that are not initiated by Council.

Objectives: To provide guidelines as to the use of the Administration Facilities.

Guidelines: All rooms that could be used by outside bodies are subject to the approval of the Shire President or Chief Executive Officer and are to be linked in some way to Council activities.

1. A hire fee, if deemed appropriate by Council, may be applicable to groups who utilise the Administration Facilities
2. Service of Alcohol is not permitted except in the circumstance that a Councillor or Chief Executive Officer is present and invites representatives to partake in refreshments. The extent of the refreshments provided to be kept to a minimum
3. All users are responsible for cleaning up after themselves (including washing up) and Shire Staff, unless directed by the Chief Executive Officer, will not be required to provide host services
4. Bookings for the Administration Facilities are to be made in writing to the Shire and requested prior to the event to avoid a duplication of bookings, particularly with Council orientated functions
5. Council functions will, at all times, have priority use of the Administration Facilities

First Adopted: 17 June 1997

Last review: 15 March 2017, 2017-xxx

**11.2 MANAGER REGULATORY SERVICES:**

11.2.1 NIL

**11.3 MANAGER OF WORKS AND SERVICES:**

11.3.1 NIL

UNCONFIRMED

## 11.4 DEPUTY CHIEF EXECUTIVE OFFICER:

### 11.4.1 ACCOUNTS FOR PAYMENT

AUTHOR	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/ RESOLUTION:**

2017/026

**Moved: Cr Cullen**

**Seconded: Cr Clement**

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

**MUNICIPAL FUND**

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

**TRUST FUND**

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

***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.***

**CARRIED 7/0**  
**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	BASSENDEN 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
			<b>TOTAL EFT PAYMENTS</b>	<b>\$ 383,074.49</b>
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
			<b>TOTAL CHEQUE PAYMENTS</b>	<b>\$ 78,257.15</b>
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
			<b>TOTAL SUPERANNUATION PAYMENTS</b>	<b>\$ 28,152.73</b>
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
			<b>TOTAL CREDIT CARD PAYMENTS</b>	<b>\$ 1,355.97</b>
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
			<b><u>TOTAL LICENSING PAYMENTS</u></b>	<b><u>\$ 33,073.10</u></b>
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
			<b><u>TOTAL PAYROLL PAYMENTS</u></b>	<b><u>\$ 112,097.00</u></b>
			<b><u>TOTAL PAYMENTS</u></b>	<b><u>\$ 636,010.44</u></b>

## 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
		<b>\$</b>	<b>50.08</b>

### 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
		<b>\$</b>	<b>271.45</b>

### MWS

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

### MRS

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

**Total Credit Card Payment**

**\$ 1,355.97**

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

<b>AUTHOR</b>	Erika Clement
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	7 March 2017
<b>ATTACHMENT</b>	11.4.2.1 - Statement of Financial Activity for February 2017
<b>FILE</b>	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/ RESOLUTION:**

**2017/027**

**Moved: Cr Bothe**

**Seconded: Cr Oakes**

***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.***

**CARRIED 7/0  
Simple Majority**

UNCONFIRMED

**SHIRE OF COOROW**  
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

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Note 4      Cash and Investments

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Note 7      Receivables

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Note 10     Cash Backed Reserves

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Note 12     Trust

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

**SHIRE OF COOROW**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Nature or Type)**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	
<b>Operating Revenues</b>								
Grants, Subsidies and Contributions	8	\$ 1,764,213	\$ 1,735,485	\$ 1,295,839	\$ 1,316,225	\$ 20,386	2%	
Profit on Asset Disposal	11	71,896	75,222	3,326	8,571	5,245		
Fees and Charges		511,351	527,041	443,246	453,075	9,829	2%	
Interest Earnings		80,408	87,908	51,322	54,218	2,896	6%	
Other Revenue		515,050	462,705	4,214	6,003	1,789	42%	
<b>Total (Excluding Rates)</b>		<b>2,942,918</b>	<b>2,888,361</b>	<b>1,797,947</b>	<b>1,838,092</b>	<b>40,145</b>		
<b>Operating Expense</b>								
Employee Costs		(1,479,515)	(1,489,620)	(1,016,925)	(787,666)	229,259	23%	▼
Materials and Contracts		(2,221,643)	(2,087,149)	(1,344,722)	(990,117)	354,605	26%	▼
Utilities Charges		(253,260)	(241,760)	(161,064)	(171,570)	(10,506)	(7%)	
Depreciation (Non-Current Assets)		(6,674,647)	(6,674,647)	(4,449,664)	(3,991,445)	458,219	10%	▼
Interest Expenses	13	(16,427)	(16,427)	(13,799)	(12,344)	1,455	11%	
Insurance Expenses		(204,716)	(207,235)	(184,040)	(207,187)	(23,147)	(13%)	▲
Loss on Asset Disposal	11	0	(7,378)	(7,378)	(9,361)	(1,983)		
Other Expenditure		(105,863)	(105,863)	(51,060)	(77,000)	(25,940)	(51%)	▲
<b>Total</b>		<b>(10,956,071)</b>	<b>(10,830,079)</b>	<b>(7,228,652)</b>	<b>(6,246,690)</b>	<b>981,962</b>		
<b>Funding Balance Adjustment</b>								
Add Back Depreciation		6,674,647	6,674,647	4,449,664	3,991,445	(458,219)	(10%)	▼
(Profit)/Loss on Asset Disposal	11	(71,896)	(67,844)	4,052	790	(3,262)		
Movement in Employee Benefits Prov (NC)		(38,919)	(38,919)	(38,919)	0	38,919	(100%)	
Movement in Deferred Pensioner Rates (NC)		0	0	0	17,668	17,668	100%	▲
Movement in Leave Reserve		0	0	0	1,529	1,529	100%	
Adjust Rounding		0	0	0	0	0		
<b>Net Operating (Ex. Rates)</b>		<b>(1,449,321)</b>	<b>(1,373,834)</b>	<b>(1,015,908)</b>	<b>(397,166)</b>	<b>618,742</b>		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions	8	2,146,927	2,602,392	2,067,695	1,418,328	(649,367)	(31%)	▼
Proceeds from Disposal of Assets	11	463,472	411,702	269,900	179,066	(90,834)	(34%)	▼
Transfer from Restricted Cash (Unspent Grants)		191,899	103,543	103,543	103,543	0	0%	
Transfer from Reserves	10	465,502	559,695	351,506	0	(351,506)	(100%)	▼
<b>Total</b>		<b>3,267,800</b>	<b>3,677,332</b>	<b>2,792,644</b>	<b>1,700,937</b>	<b>(1,091,707)</b>		
<b>Capital Expenses</b>								
Land Held for Resale	11	0	0	0	0	0		
Buildings	11	(271,930)	(323,634)	(241,782)	(156,960)	84,822	35%	▼
Plant and Equipment	11	(1,167,880)	(1,768,845)	(1,139,310)	(907,267)	232,043	20%	▼
Tools	11	(23,480)	(31,860)	(21,240)	(31,853)	(10,613)	(50%)	▲
Furniture and Equipment	11	(37,000)	(4,967)	(4,967)	(4,967)	0	0%	
Infrastructure Assets - Roads	11	(2,247,381)	(2,318,329)	(2,043,361)	(1,263,870)	779,491	38%	▼
Infrastructure Assets - Footpaths	11	(142,597)	(142,597)	(114,877)	0	114,877	100%	▼
Infrastructure Assets - Other	11	(1,096,346)	(959,677)	(353,624)	(414,571)	(60,947)	(17%)	▲
Repayment of Debentures	13	(131,618)	(131,618)	(102,666)	(100,394)	2,272	2%	
Transfer to Reserves	10	(114,980)	(206,980)	(10,359)	(42,066)	(31,707)	(75%)	▲
<b>Total</b>		<b>(5,233,211)</b>	<b>(5,888,507)</b>	<b>(4,032,186)</b>	<b>(2,921,948)</b>	<b>1,110,238</b>		
<b>Net Capital</b>		<b>(1,965,412)</b>	<b>(2,211,175)</b>	<b>(1,239,543)</b>	<b>(1,221,011)</b>	<b>18,532</b>		
<b>Total Net Operating + Capital</b>		<b>(3,414,732)</b>	<b>(3,585,009)</b>	<b>(2,255,451)</b>	<b>(1,618,177)</b>	<b>637,274</b>		
Rate Revenue		2,883,197	3,013,693	3,013,857	2,989,078	(24,779)	(1%)	
Opening Funding Surplus(Deficit)		531,535	571,316	571,316	571,316	0	0%	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(0)</b>	<b>0</b>	<b>1,329,722</b>	<b>1,942,217</b>	<b>612,495</b>		

**SHIRE OF COOROW**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300% 3	Var.
<b>Operating Revenues</b>								
Governance		\$ 27,250	\$ 25,608	\$ 13,600	\$ 17,151	\$ 3,551	% 26%	
General Purpose Funding		1,483,253	1,492,753	1,102,655	1,105,738	3,083	0%	
Law, Order and Public Safety		486,072	925,711	911,637	415,199	(496,438)	(54%)	▼
Health		3,250	3,750	2,496	2,426	(70)	(3%)	
Education and Welfare		32,280	32,280	21,512	20,393	(1,119)	(5%)	
Housing		154,045	156,705	43,860	46,083	2,223	5%	
Community Amenities		327,110	320,850	311,750	308,701	(3,049)	(1%)	
Recreation and Culture		543,001	491,736	14,980	54,643	39,663	265%	▲
Transport		1,487,263	1,490,589	955,892	824,333	(131,559)	(14%)	▼
Economic Services		431,021	433,671	408,568	389,360	(19,208)	(5%)	
Other Property and Services		115,300	117,100	78,692	72,392	(6,300)	(8%)	
<b>Total (Excluding Rates)</b>		<b>5,089,845</b>	<b>5,490,753</b>	<b>3,865,642</b>	<b>3,256,420</b>	<b>(609,222)</b>		
<b>Operating Expense</b>								
Governance		(574,503)	(583,493)	(435,358)	(382,311)	53,047	12%	▼
General Purpose Funding		(272,412)	(272,412)	(181,576)	(177,817)	3,759	2%	
Law, Order and Public Safety		(416,299)	(414,299)	(257,561)	(277,590)	(20,029)	(8%)	
Health		(178,824)	(169,933)	(113,192)	(92,220)	20,972	19%	▼
Education and Welfare		(114,064)	(114,064)	(75,928)	(67,115)	8,813	12%	
Housing		(14,822)	(2,322)	(4,239)	(49,646)	(45,407)	(1071%)	▲
Community Amenities		(906,228)	(884,228)	(533,179)	(431,251)	101,928	19%	▼
Recreation and Culture		(1,743,769)	(1,688,769)	(1,130,572)	(1,127,888)	2,684	0%	
Transport		(6,113,169)	(6,068,981)	(4,048,298)	(3,516,844)	531,454	13%	▼
Economic Services		(227,058)	(235,949)	(158,367)	(142,165)	16,202	10%	▼
Other Property and Services		(394,923)	(395,629)	(290,382)	18,156	308,538	106%	▼
<b>Total</b>		<b>(10,956,071)</b>	<b>(10,830,079)</b>	<b>(7,228,652)</b>	<b>(6,246,690)</b>	<b>981,962</b>		
<b>Funding Balance Adjustment</b>								
Add back Depreciation		6,674,647	6,674,647	4,449,664	3,991,445	(458,219)	(10%)	▼
Adjust (Profit)/Loss on Asset Disposal	10	(71,896)	(67,844)	4,052	790	(3,262)	(81%)	
Adjust Employee Benefits Provision (Non-Current)		(38,919)	(38,919)	(38,919)	0	38,919	(100%)	
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	17,668	17,668	100%	▲
Movement in Leave Reserve (Added Back)		0	0	0	1,529	1,529	100%	
Adjustments in Faixed Assets		0	0	0	0	0		
Adjust Rounding		0	0	0	0	0		
<b>Net Operating (Ex. Rates)</b>		<b>697,606</b>	<b>1,228,558</b>	<b>1,051,787</b>	<b>1,021,162</b>	<b>(88,741)</b>		
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	11	463,472	411,702	269,900	179,066	(90,834)	(34%)	▼
Proceeds from New Debentures	12	0	0	0	0	0		
Proceeds from Trust Account		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Restricted Cash (Unspent Grants)		191,899	103,543	103,543	103,543	0	0%	
Transfer from Reserves	10	465,502	559,695	351,506	0	(351,506)	(100%)	▼
<b>Total</b>		<b>1,120,873</b>	<b>1,074,940</b>	<b>724,949</b>	<b>282,609</b>	<b>(442,340)</b>		
<b>Capital Expenses</b>								
Land Held for Resale	11	0	0	0	0	0		
Buildings	11	(271,930)	(323,634)	(241,782)	(156,960)	84,822	35%	▼
Plant and Equipment	11	(1,167,880)	(1,768,845)	(1,139,310)	(907,267)	232,043	20%	▼
Tools	11	(23,480)	(31,860)	(21,240)	(31,853)	(10,613)	(50%)	▲
Furniture and Equipment	11	(37,000)	(4,967)	(4,967)	(4,967)	0	0%	
Land	11	0	0	0	0	0		
Non-Freehold Shire Land	11	0	0	0	0	0		
Infrastructure Assets - Roads	11	(2,247,381)	(2,318,329)	(2,043,361)	(1,263,870)	779,491	38%	▼
Infrastructure Assets - Footpaths	11	(142,597)	(142,597)	(114,877)	0	114,877	100%	▼
Infrastructure Assets - Drainage	11	0	0	0	0	0		
Infrastructure Assets - Other	11	(1,096,346)	(959,677)	(353,624)	(414,571)	(60,947)	(17%)	▲
Repayment of Debentures	13	(131,618)	(131,618)	(102,666)	(100,394)	2,272	2%	
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(114,980)	(206,980)	(10,359)	(42,066)	(31,707)	(75%)	▲
<b>Total</b>		<b>(5,233,211)</b>	<b>(5,888,507)</b>	<b>(4,032,186)</b>	<b>(2,921,948)</b>	<b>1,110,238</b>		
<b>Net Capital</b>		<b>(4,112,339)</b>	<b>(4,813,567)</b>	<b>(3,307,238)</b>	<b>(2,639,339)</b>	<b>667,899</b>		
<b>Total Net Operating + Capital</b>		<b>(3,414,732)</b>	<b>(3,585,009)</b>	<b>(2,255,451)</b>	<b>(1,618,177)</b>	<b>579,158</b>		
Rate Revenue		2,883,197	3,013,693	3,013,857	2,989,078	(24,779)	(1%)	
Opening Funding Surplus(Deficit)		531,535	571,316	571,316	571,316	0	0%	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(0)</b>	<b>0</b>	<b>1,329,722</b>	<b>1,942,217</b>	<b>554,378</b>		

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

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

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

**Critical Accounting Estimates**

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

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

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

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

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

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

**(c) Rounding Off Figures**

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

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

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

**(e) Goods and Services Tax**

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

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

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

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

**(f) Cash and Cash Equivalents**

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

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

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

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

**(g) Trade and Other Receivables**

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

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

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

**(h) Inventories**

**General**

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

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

**Land Held for Resale**

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

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

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

**(i) Fixed Assets**

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

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

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

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

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

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

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

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

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

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

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

***Borrowing Costs***

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

**(n) Provisions**

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

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

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

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

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

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

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

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

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

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

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



**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

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

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Statement of Objectives**

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

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

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

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

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

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

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

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

**(s) Reporting Programs**

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

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

**GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

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

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

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

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

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

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

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

Food quality control, contributions to medical and health operations.

**EDUCATION AND WELFARE**

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

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

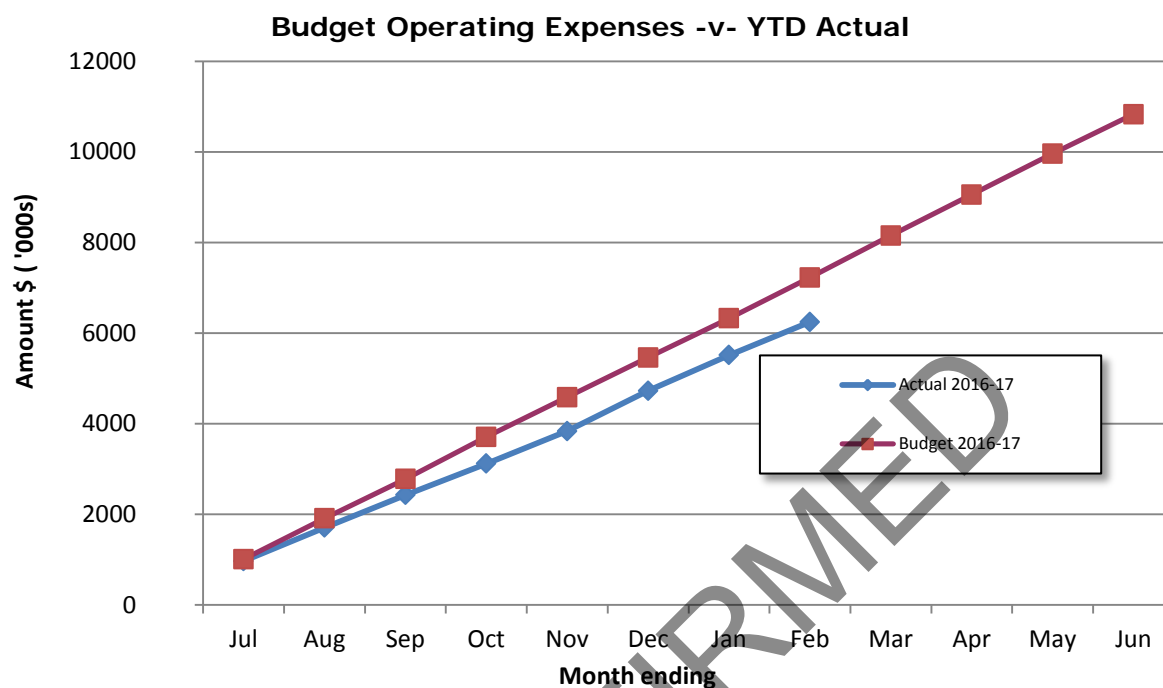
**OTHER PROPERTY & SERVICES**

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

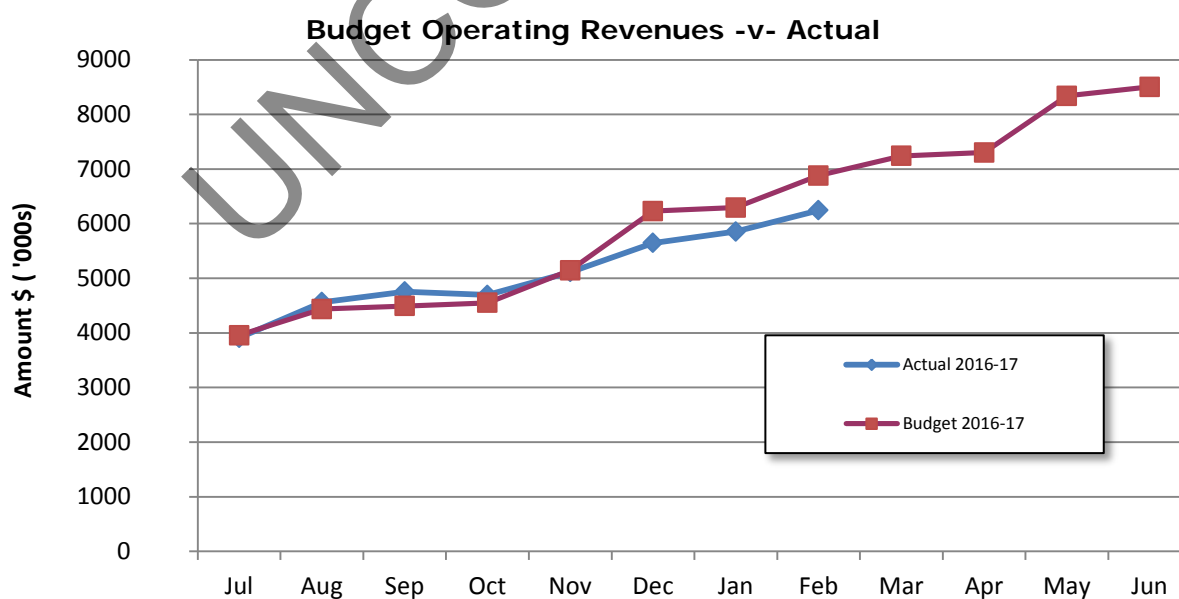
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**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

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



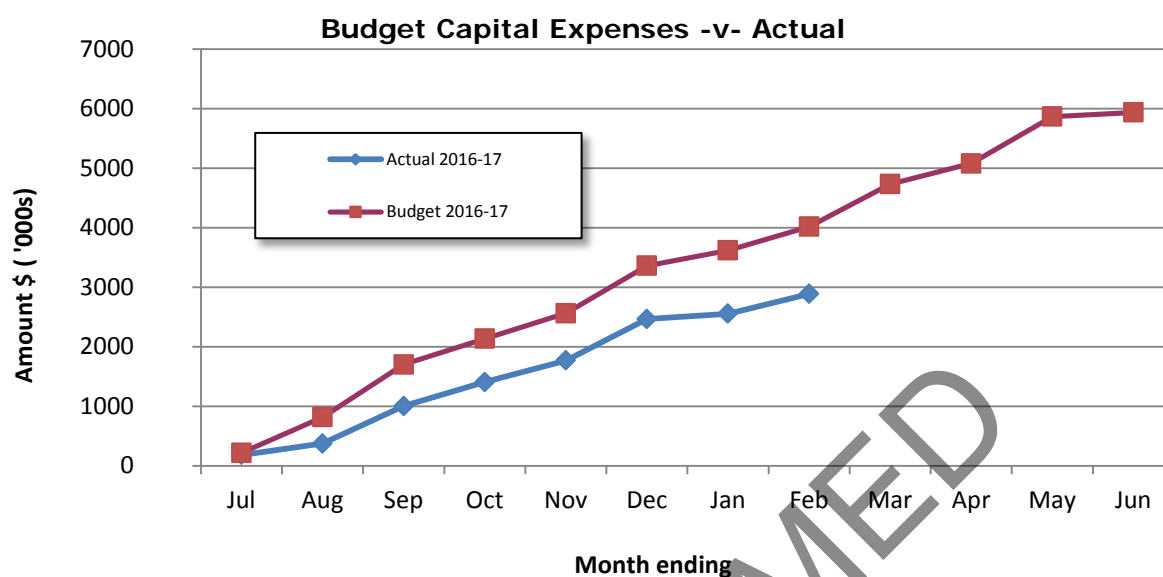
**Comments/Notes - Operating Expenses**



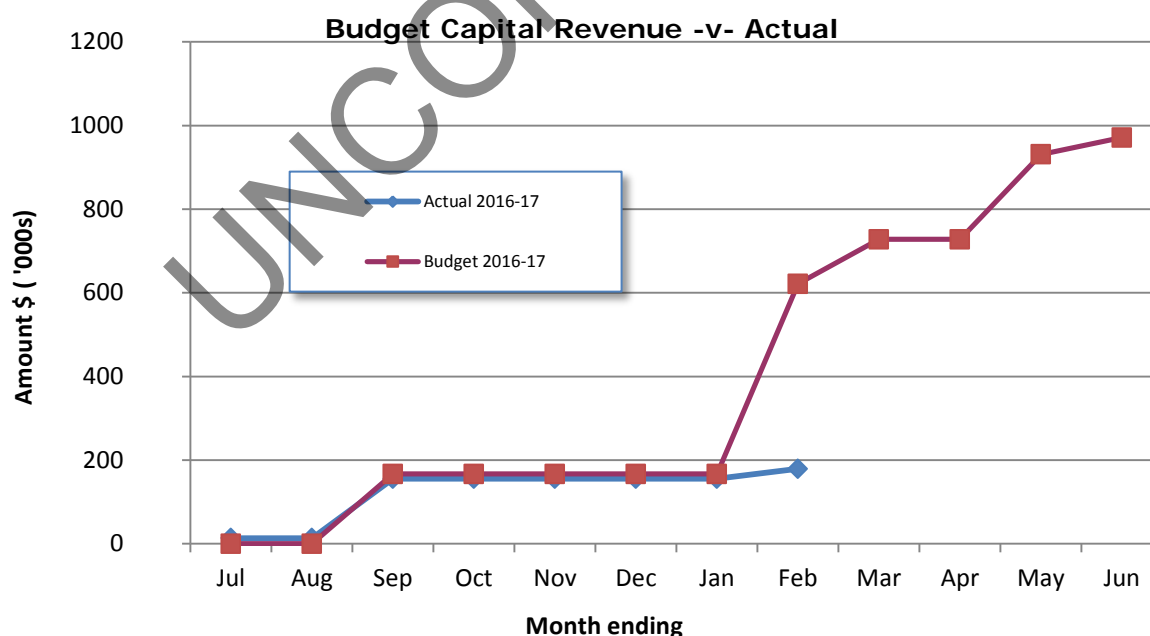
**Comments/Notes - Operating Revenues**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

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



**Comments/Notes - Capital Expenses**

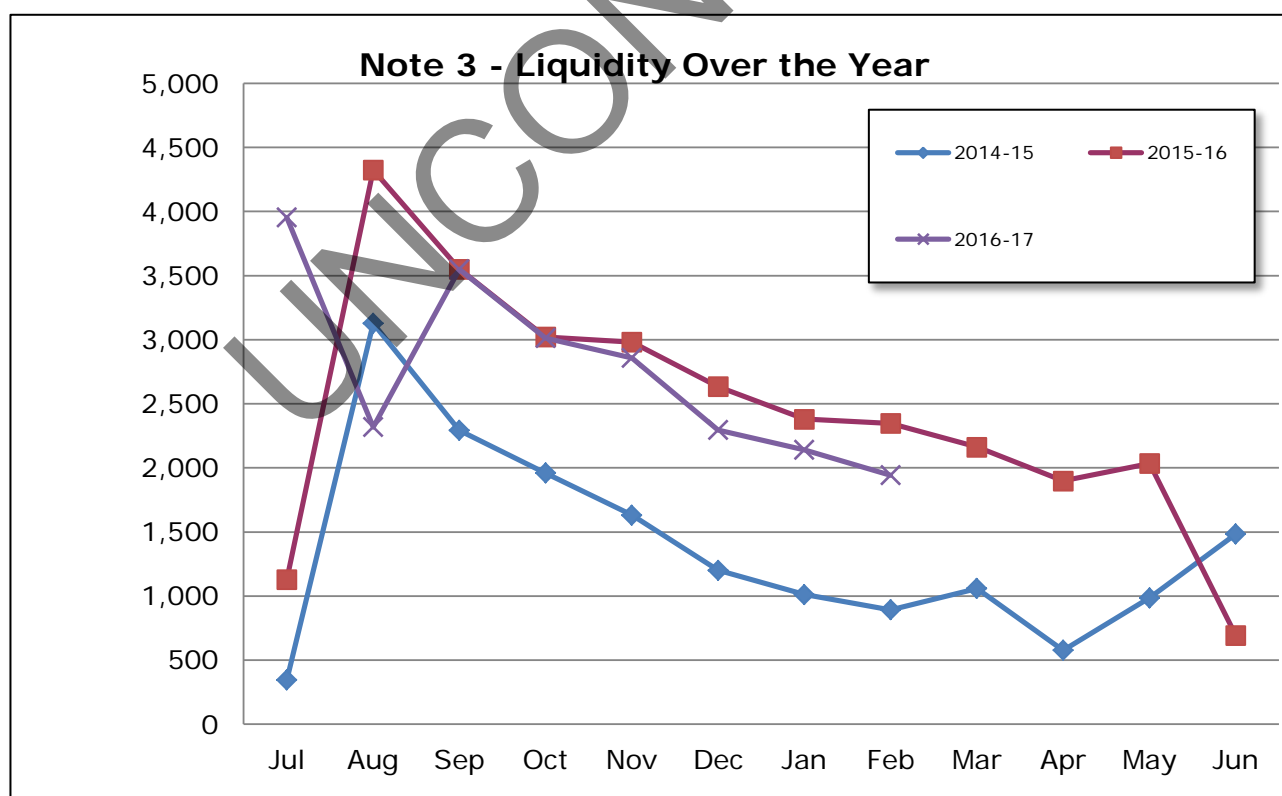


**Comments/Notes - Capital Revenues**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

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

	Positive=Surplus (Negative=Deficit)		
	28/02/2017	31/01/2017	29/02/2016
Note	This Period	Last Period	Same Period Last Year
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted	1,959,173	1,908,472	2,287,517
Cash Restricted	1,294,541	1,294,541	681,595
Receivables - Rates and Rubbish	225,690	258,181	225,263
Receivables - Other	120,511	270,050	39,246
Inventories	10,614	10,614	70,049
	3,610,529	3,741,858	3,303,670
<b>Less: Current Liabilities</b>			
Payables	(193,977)	(126,591)	(107,185)
Loan Liability	(31,219)	(66,490)	(29,770)
Provisions	(393,791)	(393,791)	(359,445)
	(618,988)	(586,872)	(496,400)
<b>Net Current Asset Position</b>	2,991,541	3,154,986	2,807,270
Less: Cash Restricted	(1,294,541)	(1,294,541)	(681,595)
Add Back: Component of Leave Liability not Required to be funded	196,118	196,118	191,911
Add Back: Current Loan Liability	31,219	66,490	29,770
Add Back: Movement in Deferred Rates	17,668		
Adjustment for Trust Transactions Within Muni	213	213	0
<b>Net Current Funding Position</b>	1,942,218	2,123,265	2,347,356



**Comments - Net Current Funding Position**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
Municipal Account		57,050			57,050	BankWest	
Cash Floats		850			850		
Municipal Saver Account		401,272			401,272	Bankwest	
Reserve Account			269,541		269,541	BankWest	
Trust Account				572,132	572,132	BankWest	
(b) <b>Term Deposits</b>							
Reserve Account	2.90%		625,000		625,000	Bendigo	14/04/2017
Reserve Account	2.90%		400,000		400,000	IMB	18/05/2017
Reserve Account	2.17%		250,476		250,476	BankWest	20/04/2017
Municipal Account	2.90%	200,000			200,000	ME Bank	16/05/2017
Municipal Account	2.90%	200,000			200,000	ME Bank	16/06/2017
Municipal Account	2.75%	200,000			200,000	ME Bank	25/05/2017
Municipal Account	2.60%	200,000			200,000	IMB	16/03/2017
Municipal Account	2.55%	200,000			200,896	BankWest	30/03/2017
Municipal Account	2.55%	200,000			200,000	IMB	29/05/2017
Municipal Account	2.55%	200,000			200,000	BankWest	1/05/2017
Municipal Account	2.25%	100,000			100,000	BankWest	29/03/2017
<b>Total</b>		1,959,173	1,275,476	572,132	4,077,218		

**Comments/Notes - Investments**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance	Variance	
	Timing	Permanent
<b>5.1 OPERATING REVENUE (EXCLUDING RATES) - NATURE OR TYPE</b>		
There are no significant variances in operating revenue against the year to date budget.		
<b>5.2 OPERATING EXPENSES - NATURE OR TYPE</b>		
<b>EMPLOYEE COSTS</b>		
Employee costs are currently \$229,259 less than the year to date budget. This is considered a timing variance only.	■	
<b>MATERIAL AND CONTRACTS</b>		
Expenditure is some \$354,605 lower than year to date budget across a large number of accounts, the largest being Fuel \$64,198, Rubbish Collection \$22,279, Parts and Repairs \$67,271	■	
<b>INSURANCE EXPENSES</b>		
This is considered a timing issue only.	■	
<b>5.3 CAPITAL REVENUE</b>		
<b>PROCEEDS FROM DISPOSAL OF ASSETS</b>		
The year to date income is \$76,771 less than the year to date budget because the trade in price for the Grader was \$60,000 less than budgeted.		■
<b>5.4 CAPITAL EXPENSES</b>		
<b>BUILDINGS</b>		
Expenditure is currently \$84,822 less than year to date budget as budget profiling has yet to be carried out for the majority of building projects.	■	
<b>PLANT &amp; EQUIPMENT</b>		
Expenditure is currently \$232,043 less than the year to date budget. This is because CEO Vehicle and Utes still to be purchased	■	
<b>TOOLS</b>		
Expenditure is currently \$10,613 more than the year to date budget. This is considered a timing variance only.	■	
<b>ROADS</b>		
Expenditure is currently \$779,491 less than the year to date budget. Buntine Marchagee Road was expected to have been completed in September at a cost of \$266,729, but has yet to be finished. Sealing works are also yet to be carried out (aiming now for March)	■	
<b>FOOTPATHS</b>		
Expenditure is currently \$114,877 less than the year to date budget as works are yet to be commenced	■	
<b>INFRASTRUCTURE ASSETS - OTHER</b>		
Expenditure is currently \$60,947 more than the year to date budget, and is considered a timing issue	■	



**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**Note 6: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption - Opening Surplus</b>		Opening Surplus(Deficit)	\$	\$	\$	\$ 531,535
	<b>Budget Adoption - Closing Surplus</b>					(531,535)	0
6272	TRANSFER TO RESERVE	2016/103	Capital Expenses			(32,000)	(32,000)
0384	COOROW OFFICE UPGRADE BUILDING (BUILDINGS)	2016/113	Capital Expenses			(25,000)	(57,000)
0504	ADMIN COMPUTERS (F&E)	2016/113	Capital Expenses		25,000		(32,000)
6384	PURCHASE GRADER (P&E)	2016/117	Capital Expenses		27,000		(5,000)
3524	PURCHASE WATER TANKER (P&E)	2016/117	Capital Expenses			(18,000)	(23,000)
6274	SUNDRY TOOLS (TOOLS)	2016/117	Capital Expenses			(9,000)	(32,000)
3333	PROFIT ON DISPOSAL OF ASSETS - ROAD PLANT PURCHASES	2017/013	Non Cash Item	(3,326)			(32,000)
0553	PROPERTY SEARCH FEES	2017/013	Operating Revenue		2,000		(30,000)
0793	FINES & PENALTIES	2017/013	Operating Revenue		1,000		(29,000)
0833	FINES & PENALTIES	2017/013	Operating Revenue			(500)	(29,500)
0853	DOG REGISTRATION	2017/013	Operating Revenue			(3,000)	(32,500)
1893	RENT LOT 5 BRISTOL ST	2017/013	Operating Revenue			(2,520)	(35,020)
2403	RENTAL 9 MORCOMBE RD	2017/013	Operating Revenue			(6,760)	(41,780)
17A3	RENT LOT 29 SPAIN ST	2017/013	Operating Revenue		10,400		(31,380)
1883	COOROW - REFUSE SITE FEES	2017/013	Operating Revenue		4,000		(27,380)
1993	SEPTIC TANK INSPECTION FEES	2017/013	Operating Revenue		1,000		(26,380)
3173	CHARGES - HOME OCCUPATION	2017/013	Operating Revenue		500		(25,880)
3183	CHARGES - PLANNING APPLICATIONS	2017/013	Operating Revenue		12,000		(13,880)
19A3	LEEMAN LIQUID WASTE POND INCOME	2017/013	Operating Revenue		1,640		(12,240)
2783	COOROW RESERVES ANNUAL CHARGES	2017/013	Operating Revenue			(870)	(13,110)
3133	RSL HALL HIRE	2017/013	Operating Revenue		300		(12,810)
24A3	CHARGES - GREEN HEAD COMMUNITY CENTRE	2017/013	Operating Revenue		1,000		(11,810)
3983	CHARGES CARAVAN/CAMPING	2017/013	Operating Revenue		7,000		(4,810)
4273	WATER SALES	2017/013	Operating Revenue		2,500		(2,310)
6943	MILLIGAN ISLAND CAMPING NODE FEES	2017/013	Operating Revenue			(24,000)	(26,310)
7333	CHARGES - PRIVATE WORKS	2017/013	Operating Revenue		10,000		(16,310)
0243	REIMBURSEMENTS (no gst)	2017/013	Operating Revenue		1,858		(14,452)
0443	OTHER INCOME (GST)	2017/013	Operating Revenue		4,500		(9,952)
0483	SUNDRY INCOME (NO GST)	2017/013	Operating Revenue			(6,000)	(15,952)
0753	DFES GRANTS	2017/013	Operating Revenue			(13,326)	(29,278)
1603	REIMBURSEMENTS	2017/013	Operating Revenue		500	0	(28,778)
18B3	REIMBURSEMENTS - STAFF HOUSING (NO GST)	2017/013	Operating Revenue		1,540		(27,238)
2103	OTHER CONTRIBUTIONS	2017/013	Operating Revenue			(15,000)	(42,238)
4003	COASTWEST/COASTCARE GRANT	2017/013	Operating Revenue			(12,400)	(54,638)
2473	CHARGES - LEEMAN REC CENTRE	2017/013	Operating Revenue		800		(53,838)
2533	COOROW HALL OTHER INCOME	2017/013	Operating Revenue		1,000		(52,838)
2983	REIMBURSEMENTS - LIBRARY	2017/013	Operating Revenue		1,000		(51,838)
4133	RESOURCE SHARING WITH OTHER SHIRES - MRS	2017/013	Operating Revenue		15,000		(36,838)
4513	RE-IMBURSEMENTS - OTHER	2017/013	Operating Revenue		1,800		(35,038)
4523	DAAFGS REFUNDS FUEL REBATES	2017/013	Operating Revenue			(10,000)	(45,038)
0121	GENERAL RATES	2017/013	Operating Revenue		125,225		80,187
0070	DISCOUNT ALLOWED	2017/013	Operating Revenue		5,271		85,458
0171	LATE PAYMENT INTEREST	2017/013	Operating Revenue		6,000		91,458
0211	INSTALMENT INTEREST	2017/013	Operating Revenue		1,500		92,958
0443	OTHER INCOME (GST)	2017/013	Operating Revenue			(2,000)	90,958
18A3	SALE OF SCRAP	2017/013	Operating Revenue		2,000		92,958
2863	TRANSFER FROM POS TRUST	2017/013	Operating Revenue			(54,495)	38,463
3963	TRANSFER FROM TRUST	2017/013	Operating Revenue		2,150		40,613
0302	LONG SERVICE LEAVE	2017/013	Operating Expenses			(27,285)	13,328
1172	ADMIN REMOVAL EXPENSES	2017/013	Operating Expenses			(3,550)	9,778
0402	STAFF TRAINING EXPENSES	2017/013	Operating Expenses		8,000		17,778
4312	MWS - SALARY	2017/013	Operating Expenses			(37,000)	(19,222)
4422	LONG SERVICE LEAVE	2017/013	Operating Expenses		16,436		(2,786)
6782	WORKERS COMPENSATION PREMIUMS	2017/013	Operating Expenses		33,294		30,508
0142	CEO RECRUITMENT/REVIEW	2017/013	Operating Expenses		5,000		35,508
0182	SUBSCRIPTIONS	2017/013	Operating Expenses			(620)	34,888
0192	COUNCILLORS CONFERENCE EXPENSES	2017/013	Operating Expenses			(600)	34,288
0262	REFRESHMENTS & RECEPTIONS	2017/013	Operating Expenses		5,000		39,288
0482	TELEPHONE	2017/013	Operating Expenses			(3,000)	36,288
0492	ADVERTISING	2017/013	Operating Expenses		7,000		43,288
1182	STAFF EMPLOYMENT COSTS	2017/013	Operating Expenses		3,000		46,288
E000	Fire Fighting Control And Prevention	2017/013	Operating Expenses			(2,000)	44,288
0842	ANIMAL CONTROL EXPENSES	2017/013	Operating Expenses		4,000		48,288
1602	VISITING GP SUBSIDY	2017/013	Operating Expenses		5,000		53,288
Q020	Sale Of Lot 103 Bristol St Coorow	2017/013	Operating Expenses		6,000		59,288
W001	Domestic Refuse Collections Coorow	2017/013	Operating Expenses		5,000		64,288
W002	Domestic Refuse Collections Coast	2017/013	Operating Expenses		25,000		89,288
2062	FORESHORE MANAGEMENT	2017/013	Operating Expenses		2,000		91,288
B026	Public Toilets Leeman Foreshore Maintenance	2017/013	Operating Expenses			(1,500)	89,788
B027	Public Toilets Dynamite Bay Maintenance	2017/013	Operating Expenses			(3,000)	86,788
B029	Public Toilets Back Beach Leeman Maintenance	2017/013	Operating Expenses			(2,000)	84,788
B030	Public Toilets Morphett Park Green Head Maintenance	2017/013	Operating Expenses			(2,000)	82,788
B032	Public Toilets Cliff Park Green Head Maintenance	2017/013	Operating Expenses			(1,500)	81,288
B057	Public Toilets Illyarrie St Boat Ramp	2017/013	Operating Expenses			(3,000)	78,288
W007	Coastal Waste Transfer Station	2017/013	Operating Expenses		3,000		81,288
G020	Coorow Oval Maintenance	2017/013	Operating Expenses		5,000		86,288
G000	Leeman Oval Maintenance	2017/013	Operating Expenses		5,000		91,288
B033	Coorow District Hall Maintenance	2017/013	Operating Expenses			(1,000)	90,288
B034	Maley Park Coorow Buildings Maintenance	2017/013	Operating Expenses			(2,000)	88,288
G008	Coorow General Parks And Reserves Maintenance	2017/013	Operating Expenses		3,000		91,288
G010	Leeman General Parks And Reserves Maintenance	2017/013	Operating Expenses		3,000		94,288
3812	COOROW RETRANSMISSION	2017/013	Operating Expenses		35,000		129,288
3822	LEEMAN RETRANSMISSION	2017/013	Operating Expenses			(500)	128,788
3832	GREEN HEAD RETRANSMISSION	2017/013	Operating Expenses			(500)	128,288
M000	Unallocated Rural Roads Maintenance	2017/013	Operating Expenses		49,050		177,338
B039	Coorow Depot Maintenance	2017/013	Operating Expenses			(3,000)	174,338
B040	Leeman Depot Maintenance	2017/013	Operating Expenses			(4,000)	170,338



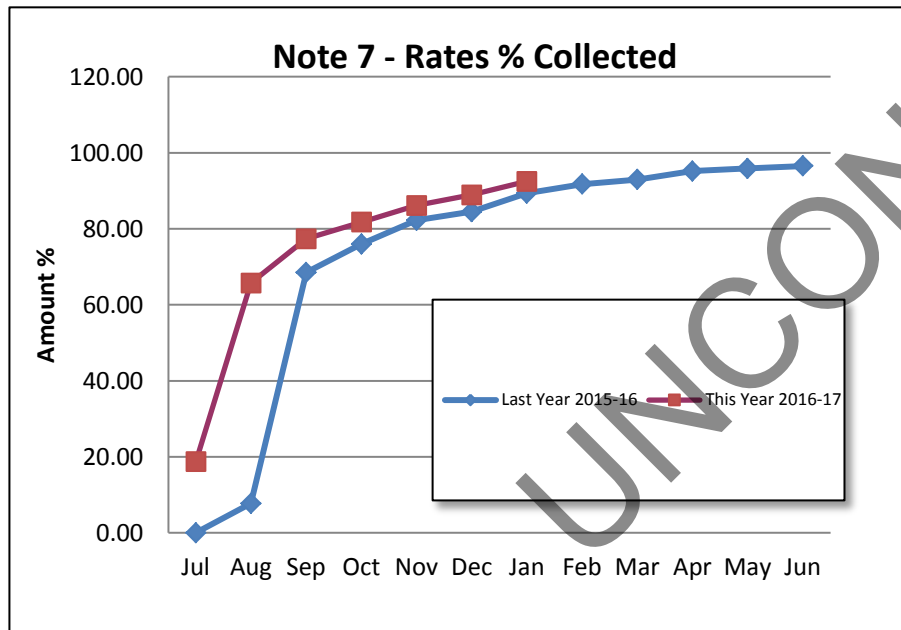
M997	Green Head Town St Maintenance	2017/013	Operating Expenses		2,000		172,338
M998	Leeman Town St Maintenance	2017/013	Operating Expenses		2,000		174,338
Q012	Staff Training	2017/013	Operating Expenses			(25,000)	149,338
4540	PURCHASES	2017/013	Operating Expenses		10,664		160,002
4542	FUEL	2017/013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

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**Note 7: RECEIVABLES**

**Receivables - Rates and Rubbish**

	Current 2016-17	Previous 2015-16
Opening Arrears Previous Years	\$ 113,343	\$ 151,199
Rates Levied this year (YTD)	3,376,664	2,703,325
<u>Less</u> Collections to date	3,231,826	(2,629,261)
Equals Current Outstanding	<b>258,181</b>	<b>225,263</b>
 <b>Net Rates Collectable</b>		
% Collected	92.60%	92.11%

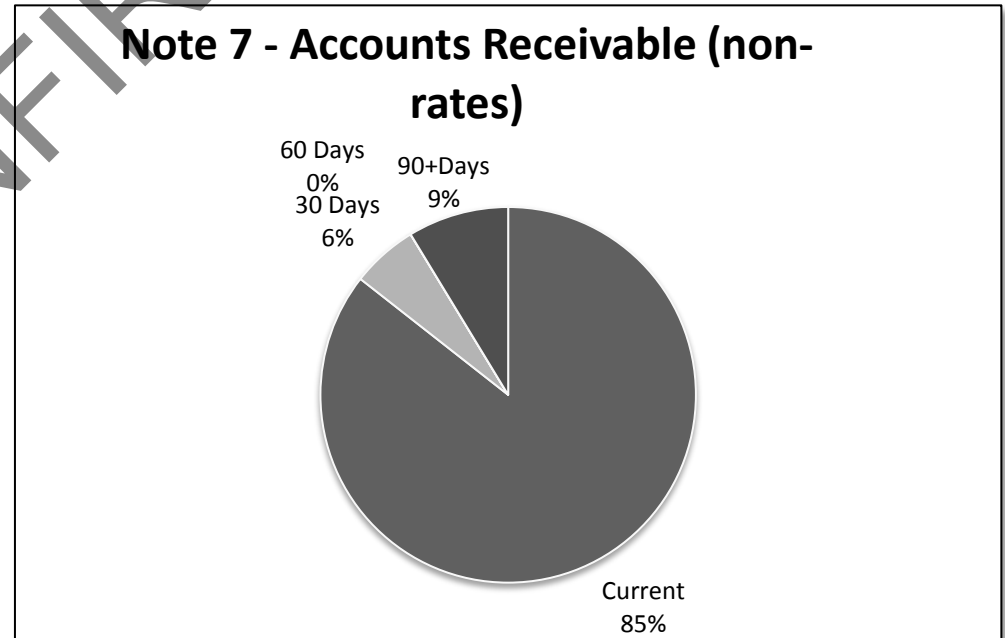


Comments/Notes - Receivables Rates and Rubbish

**Receivables - General**

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	39,500	2,637	5	4,012
<b>Total Outstanding</b>				<b>46,154</b>

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

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

Program/Details	Provider	Approval Yes No	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
<b>GENERAL PURPOSE FUNDING</b>		(Yes/No)	\$	\$	\$	\$	\$
GRANTS COMMISSION ROADS GRANT	Grants Commission	Yes	(525,176)		(525,176)	(392,151)	(133,025)
GRANTS COMMISSION GENERAL PURPOSE GRANT	Grants Commission	Yes	(836,259)		(836,259)	(627,194)	(209,065)
ESL ADMINISTRATION COMMISSION	Grants Commission	Yes	(4,000)		(4,000)	(4,000)	0
POLICE LICENSING COMMISSIONS	Grants Commission	Yes	(20,000)		(20,000)	(11,823)	(8,177)
BANKING COMMISSION	Grants Commission	Yes	(1,000)		(1,000)	(692)	(308)
LEGAL COSTS RECOVERED	Reimbursements		(10,000)		(10,000)	(8,259)	(1,741)
<b>GOVERNANCE</b>							
REIMBURSEMENTS (no gst)	Reimbursements		(1,958)		(1,958)	(1,987)	0
NOVATED LEASE CONTRIBUTIONS (INCOME)	Reimbursements		(9,950)		(9,950)	(6,907)	(3,043)
COUNCIL PROPERTY VALUATION REBATE	Reimbursements		(5,200)		(5,200)	0	0
OTHER INCOME (GST)	Reimbursements		(8,500)		(8,500)	(8,257)	0
SUNDRY INCOME (NO GST)	Reimbursements		0		0	0	0
<b>LAW, ORDER, PUBLIC SAFETY</b>							
DFES GRANTS	DFES	Yes	(38,666)		(38,666)	(26,655)	(12,011)
DFES APPLIANCE PROGRAM CONTRIBUTION	DFES	Yes	(880,895)		(880,895)	(378,028)	(502,867)
<b>HEALTH</b>							
REIMBURSEMENTS	Reimbursements		(1,500)		(1,500)	(956)	(544)
<b>EDUCATION AND WELFARE</b>							
AGED PERSONS UNITS - REIMBURSEMENT (GST FREE)	Reimbursements		(400)		(400)	(239)	(161)
TRANSFER FROM LGCHP TRUST	LGCHP Trust		(19,749)		(19,749)	0	(19,749)
<b>HOUSING</b>							
REFUND OF HOUSING BONDS - RENTAL PROPERTIES	Reimbursements		0		0	(20)	0
OTHER INCOME	Reimbursements		0		0	(2,234)	0
<b>COMMUNITY AMENITIES</b>							
COASTWEST/COASTCARE GRANT	Coastwest/Coastcare		(17,600)		(17,600)	(17,614)	14
OTHER CONTRIBUTIONS	Reimbursements		0		0	0	0

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**Note 8: GRANTS AND CONTRIBUTIONS**

Program/Details	Provider	Approval Yes No (Yes/No)	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
<b>ECONOMIC SERVICES</b>			\$	\$	\$	\$	\$
DRUMMUSTER INCOME	Reimbursements		(1,500)		(1,500)	0	(1,500)
GRANT INCOME - TOURISM	MWC/Tourism WA	Yes	(356,250)		(356,250)	(341,309)	(14,941)
RESOURCE SHARING WITH OTHER SHIRES - MRS	Reimbursements		(22,000)		(22,000)	(15,954)	0
<b>RECREATION AND CULTURE</b>							
REIMBURSEMENTS - GST	Reimbursements		(100)		(100)	0	(100)
GOVERNMENT GRANTS - SUBSIDY	DRD	Yes	(32,000)		(32,000)	(32,000)	0
CHARGES - LEEMAN REC CENTRE			(800)		(800)	(791)	0
COOROW HALL OTHER INCOME			(1,000)		(1,000)	(894)	0
REIMBURSEMENTS - SUNDRY	Reimbursements		(1,000)		(1,000)	(1,379)	379
REIMBURSEMENTS - LIBRARY	Reimbursements		(1,020)		(1,020)	(1,019)	0
COOROW HALL OTHER INCOME	Reimbursements		(200)		(200)	0	(200)
<b>TRANSPORT</b>							
REGIONAL ROAD GROUP GRANTS	Main Roads WA	Yes	(552,532)		(552,532)	(295,999)	(256,533)
ROADS TO RECOVERY FUNDS	Dept of Infra. & Transport	Yes	(812,715)		(812,715)	(402,991)	(409,724)
MRWA DIRECT GRANT	Main Roads WA	Yes	(122,016)		(122,016)	(122,016)	0
<b>OTHER PROPERTY &amp; SERVICES</b>							
RE-IMBURSEMENTS - OTHER	Reimbursements		(1,900)		(1,900)	(1,839)	(61)
DAAFGS REFUNDS FUEL REBATES	ATO		(50,000)		(50,000)	(29,642)	(20,358)
REIMB WORKERS COMP	Reimbursements		(20,000)		(20,000)	0	(20,000)
REIMBURSEMENTS - OTHER	Contributions		(200)		(200)	0	0
Reimbursements - Other (NO GST)	Reimbursements		0		0	(163)	163
<b>TOTALS</b>			<b>(4,357,626)</b>	<b>0</b>	<b>(4,357,626)</b>	<b>(2,734,553)</b>	<b>(1,613,551)</b>

Comments - Grants and Contributions

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

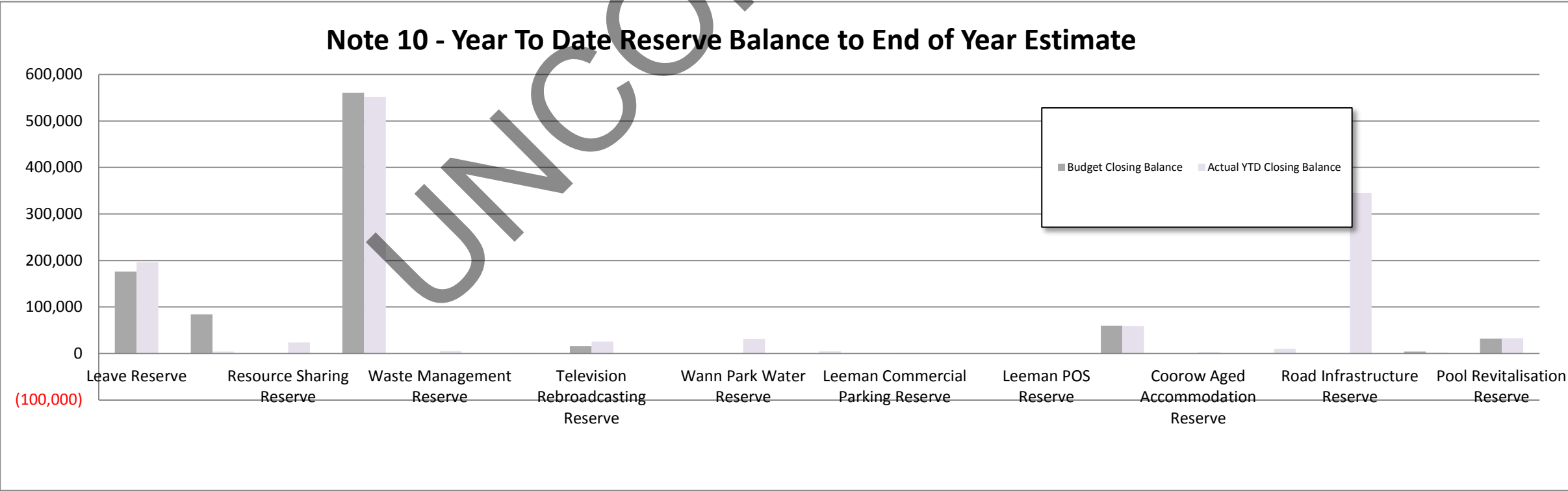
<b>Note 9: RATING INFORMATION</b>											
<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Interim Rates \$</b>	<b>Back Rates \$</b>	<b>Total Revenue \$</b>	<b>Amended Budget Rate Revenue \$</b>	<b>Amended Budget Interim Rate \$</b>	<b>Amended Budget Back Rate \$</b>	<b>Amended Budget Total Revenue \$</b>
<b>Differential General Rate</b>											
UV - Agricultural	1.7178	202	109,758,819	1,885,437	(469)	0	1,884,968	1,779,237	0	0	1,779,237
GRV - Townsites	11.6446	718	7,987,282	930,087	52	-5	930,135	922,706	500	0	923,206
UV - Mining	15.2979	21	645,337	98,723	(1,652)	0	97,071	81,612	0	0	81,612
<b>Sub-Totals</b>		941	118,391,438	2,914,247	(2,069)	-5	2,912,173	2,783,555	500	0	2,784,055
<b>Minimum Payment</b>	<b>Minimum \$</b>										
UV - Agricultural	815.00	9	84,781	7,335	0	0	7,335	7,335	0	0	7,335
GRV - Townsites	815.00	213	1,005,746	173,595	0	0	173,595	177,670	0	0	177,670
UV - Mining	515.00	19	26,435	9,785	0	0	9,785	8,755	0	0	8,755
<b>Sub-Totals</b>		241	1,116,962	190,715	0	0	190,715	193,760	0	0	193,760
Discounts							3,102,888				2,977,815
Rates Adjustments							(99,597)				(105,000)
Movement in Excess Rates							(5)				(1,000)
<b>Amount from General Rates</b>							(24,765)				0
Ex Gratia Rates							<b>2,978,521</b>				<b>2,871,815</b>
Specified Area Rates							10,557				11,382
<b>Totals</b>							0				0
							<b>2,989,078</b>				<b>2,883,197</b>

**Comments - Rating Information**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**Note 10: Cash Backed Reserve**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	194,589	4,871	1,529	0	0	23,580	0		175,880	196,118
Building Reserve	3,936	99	31	80,000	0	0	0		84,035	3,967
Resource Sharing Reserve	23,640	592	186	0	0	24,232	0		0	23,826
Plant Reserve	547,239	13,692	4,299	0	0	0	0		560,931	551,538
Waste Management Reserve	5,446	136	43	0	0	5,583	0		(1)	5,489
Green Head Commercial Parking Reserve	238	9	2	0	0	247	0		0	240
Television Rebroadcasting Reserve	25,754	615	202	0	0	10,738	0		15,631	25,956
Unspent Grants Reserve	0	0	0	0	0	0	0		0	0
Wann Park Water Reserve	30,913	774	243	0	0	31,687	0		0	31,156
Community Grant Reserve	4,877	122	38	0	0	4,999	0		0	4,915
Leeman Commercial Parking Reserve	117		1	0	0	117	0		0	118
Green Head POS Reserve	0		0	0	0	0	0		0	0
Leeman POS Reserve	0		0	0	0	0	0		0	0
Leeman Aged Accommodation Reserve	58,240	133	458	1,408	0	0	0		59,781	58,698
Coorow Aged Accommodation Reserve	2,468	81	19	0	0	2,549	0		0	2,487
Furniture & Equipment Reserve	10,000	250	79	0	0	10,250	0		0	10,079
Road Infrastructure Reserve	342,917	8,573	2,694	0	0	351,490	0		0	345,611
Coorow Bowling Club Reserve	2,100	53	17	2,100	0	0	0		4,253	2,117
Pool Revitalisation Reserve	0	0	227	32,000	32,000	0	0		32,000	32,227
	<b>1,252,474</b>	<b>30,000</b>	<b>10,066</b>	<b>115,508</b>	<b>32,000</b>	<b>465,472</b>	<b>0</b>		<b>932,510</b>	<b>1,294,540</b>





**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**Note 11: CAPITAL DISPOSALS AND ACQUISITIONS**

Actual Profit(Loss) of Asset Disposal				Disposals	Current Budget						
					This Year						
Cost	Accum Depr	Proceeds	Profit (Loss)		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over		
\$	\$	\$	\$	0	CEO Landcruiser CW00	\$58,991	\$58,991	\$58,991	\$0	\$(58,991)	▼
41,626	7,640	37,248	3,262	0	Fire Tenders CW0045 & CW0055	35,303	35,303	0	37,248	37,248	▲
			0	0	Ford Ranger CW0050	26,499	26,499	0	0	0	↑↑↑
			0	0	Lot 103 (45) Bristol St	80,000	80,000	0	0	0	↑↑↑
80,000	2,016	80,000	2,016	0	John Deere Grader CW009	140,000	96,757	132,273	80,000	\$(52,273)	▼
			0	0	New Holland Tractor CW0027	10,000	10,000	0	0	0	↑↑↑
36,490	1,839	27,273	(7,378)	0	Ford Ranger CW008	25,516	25,516	0	27,273	27,273	▲
35,000	1,764	34,545	1,310	0	Toyota Prado CW002	43,073	17,273	34,546	34,545	\$(1)	▼
			0	0	Works Ute CW0017	22,045	22,045	22,045	0	\$(22,045)	▼
			0	0	Works Ute CW0023	22,045	22,045	22,045	0	\$(22,045)	▼
			0	0				0	0	0	↑↑↑
193,116	13,260	179,066	(790)	Totals		463,472	394,429	269,900	179,066	\$(90,833)	

**Comments - Capital Disposal**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**Note 11: CAPITAL DISPOSALS AND ACQUISITIONS**

Contributions Information				Summary Acquisitions	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	Property, Plant & Equipment	\$	\$		\$	\$	
0	0	0	0	Land for Resale	0	0	0	0	0	
0	5,005	0	5,005	Buildings	271,930	323,634	241,782	156,960	(84,822)	▼
425,430	0	0	425,430	Plant & Equipment	1,167,880	1,768,845	1,139,310	907,267	(232,043)	▼
0	10,250	0	10,250	Furniture & Equipment	37,000	4,967	4,967	4,967	0	▲
0	0	0	0	Tools	23,480	31,860	21,240	31,853	10,613	▲
0	0	0	0	Land	0	0	0	0	0	↑↑↑
0	0	0	0	Non-Freehold Shire Land	0	0	0	0	0	↑↑↑
				Infrastructure						
1,421,791	351,490	0	1,773,281	Roads	2,292,232	2,363,180	2,043,361	1,263,870	(779,492)	▼
33,000	0	0	33,000	Footpaths	142,597	142,597	114,877	0	(114,877)	▼
0	0	0	0	Drainage	0	0	0	0	0	↑↑↑
437,911	421,005	0	858,916	Other Infrastructure	1,096,346	959,677	353,624	414,571	60,947	▲
2,318,132	787,750	0	3,105,882	Totals	5,031,464	5,594,760	3,919,161	2,779,489	(1,139,673)	

Comments - Capital Acquisitions



**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**Note 11: CAPITAL DISPOSALS AND ACQUISITIONS**

Contributions				Buildings	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$ 5,500	\$	\$	\$ 5,500	COOROW OFFICE UPGRADE BUILDING (BUILDINGS)	\$ 20,500	\$ 45,500	45,500	\$ 50,245	4,745	▲
				LEEMAN OFFICE UPGRADE (BUILDINGS)	11,500	22,500	11,500	8,924	(2,576)	▼
	20,000		20,000	EMPLOYEE HOUSING (BUILDINGS)	89,300	113,473	79,465	73,246	(6,219)	▼
			0	COUNCIL HOUSING GENERAL CARPET CONTINGENCY (BUILDINGS)	5,000	5,000	3,328	0	(3,328)	▼
	65,130		65,130	LEEMAN FORESHORE TOILETS (BUILDINGS)	65,130	65,130	65,130	0	(65,130)	▼
			0	GREEN HEAD COMMUNITY CENTRE (BUILDINGS)	10,000	2,875	2,875	3,587	712	▲
2,250			2,250	MALEY PARK CAPITAL EXPEND (BUILDINGS)	5,500	5,500	3,664	3,431	(233)	▼
2,250			2,250	LEEMAN REC CENTRE (BUILDINGS)	7,500	7,500	7,500	4,551	(2,949)	▼
	5,005		5,005	COOROW GOLF CLUB (BUILDINGS)	8,000	8,000	8,000	0	(8,000)	▼
			0	MALEY PARK GARDENERS SHED (BUILDINGS)	20,000	20,000	0	0	0	↑↑↑
			0	COOROW DISTRICT HALL (BUILDINGS)	6,000	7,768	7,768	7,768	0	▲
			0	COOROW AQUATIC CTR UPGRADE (BUILDINGS)	5,500	2,388	2,388	2,388	0	↑↑↑
			0	LAND & BUILDINGS (BUILDINGS)	7,000	7,000	4,664	0	(4,664)	▼
			0	LEEMAN FIRE SHED ADDITION (BUILDINGS)	0	0	0	720	720	
			0	COOROW CARAVAN PARK (BUILDINGS)	11,000	11,000	0	2,100	2,100	▲
0	5,005	0	5,005	Totals	271,930	323,634	241,782	156,960	(84,822)	

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**Note 11: CAPITAL DISPOSALS AND ACQUISITIONS**

Contributions				Plant & Equipment	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$		\$	\$	
425,430			0	ADMIN VEHICLES CEO DCEO (P&E)	77,297	77,297	77,297	0	(77,297)	▼
			425,430	DFES APPLIANCE PROGRAM FIRE UNIT (P&E)	425,430	880,895	455,465	378,028	(77,437)	▼
			0	VEHICLE FOR RANGER (P&E)	39,104	39,104	0	0	0	↑↑↑
			0	PURCHASE MOSQUITO FOGGER (P&E)	16,000	12,935	12,935	12,935	0	▲
			0	PURCHASE GRADER (P&E)	370,000	342,487	342,487	342,487	(0)	▼
			0	PURCHASE BACKHOE	0	165,000	0	0	0	↑↑↑
			0	DUAL CAB 4X4 - MANAGER WORKS & SERVICES - CW 002 (P&E)	54,000	49,932	49,932	49,932	(0)	▼
			0	PURCHASE WATER TANKER (P&E)	25,000	45,050	45,050	45,050	0	↑↑↑
			0	PURCHASE BOBCAT (P&E)	45,544	35,340	35,340	35,340	0	↑↑↑
			0	COASTAL LEADING HAND UTILITY (P&E)	39,104	38,958	38,958	38,958	(0)	▼
				WORKS UTILITIES CW017 (P&E)	38,200	38,200	38,200	0	(38,200)	▼
				4WD UTILITY CW0023 (P&E)	38,200	38,200	38,200	0	(38,200)	▼
	POOL VACUUM CLEANER (P&E)	0	5,446	5,446	4,537	(909)	▼			
425,430	0	0	425,430	Totals	1,167,880	1,768,845	1,139,310	907,267	(232,043)	

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

Contributions				Tools	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$		\$	\$	
			0	SUNDRY TOOLS (TOOLS)	23,480	31,860	21,240	31,853	10,613	▲
0	0	0	0	Totals	23,480	31,860	21,240	31,853	10,613	

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**Note 11: CAPITAL DISPOSALS AND ACQUISITIONS**

Contributions				Roads	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$		\$	\$	
856,037			856,037	ROADS TO RECOVERY WORKS (INFRA ROADS)	823,004	872,732	783,996	492,821	(291,175)	▼
497,999			497,999	REGIONAL ROAD GROUP ROADWORKS (INFRA ROADS)	756,693	756,693	756,693	422,369	(334,323)	▼
	351,490		351,490	ROAD CONSTRUCTION (INFRA ROADS)	531,397	552,618	348,041	271,965	(76,076)	▼
67,755			67,755	BLACK SPOT ROAD CONSTRUCTION (INFRA ROADS)	101,632	101,632	101,632	73,350	(28,283)	▼
			0	CAR PARK CONSTRUCTION (INFRA ROADS)	0	0	0	3,365	3,365	▲
			0	REGIONAL ROAD GROUP (INFRA ROADS)	79,505	79,505	53,000	0	(53,000)	▼
1,421,791	351,490	0	1,773,281	Totals	2,292,232	2,363,180	2,043,361	1,263,870	(779,492)	

Contributions				Footpaths	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$		\$	\$	
			0	FOOTPATH CONSTRUCTION - COUNCIL FUNDED (FOOTPATHS)	109,597	109,597	92,877	0	(92,877)	▼
33,000			33,000	FOOTPATH CONSTRUCTION - RTR FUNDED (FOOTPATHS)	33,000	33,000	22,000	0	(22,000)	q
33,000	0	0	33,000	Totals	142,597	142,597	114,877	0	(114,877)	

Contributions				Other Infrastructure	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$		\$	\$	
30,000	139,436		0	COASTAL WASTE MANAGEMENT (INFRA OTH)	21,364	21,364	0	0	0	↑↑↑
			30,000	GREEN HEAD WALK TRAILS (INFRA OTH)	60,000	0	0	0	0	↑↑↑
			0	COASTAL CEMETERY DEVELOPMENT (INFRA OTH)	74,835	74,835	49,880	9,061	(40,819)	▼
			139,436	DEVELOP PUBLIC OPEN SPACE - LOT 601 PETERSON PLACE	139,436	139,436	0	0	0	↑↑↑
			0	GREEN HEAD SPORTING CLUB (INFRA OTH)	4,165	4,086	4,086	4,086	0	↑↑↑
19,800	249,843		31,726	WANN PARK WATER SUPPLY CAP EXP (INFRA OTH)	31,687	8,026	8,026	8,026	(0)	▼
			0	MALEY PARK (INFRA OTH) CAPITAL	0	2,566	2,566	2,677	111	▲
			0	GREENHEAD PARKS INFRASTRUCTURE (INFRA OTH)	25,000	28,300	28,300	3,322	(24,978)	▼
			19,800	SKATE PARK CAPEX (INFRA OTH)	39,906	39,906	0	0	0	↑↑↑
			249,843	LEEMAN FORESHORE DEVELOPMENT (INFRA OTH)	249,842	195,347	0	0	0	↑↑↑
388,111			0	TOURIST INFORMATION BAYS IOD (INFRA OTH)	62,000	57,700	57,700	32,676	(25,024)	▼
			388,111	MILLIGAN ISLAND ECO TOURISM SITE (INFRA OTH)	388,111	388,111	203,066	344,771	141,705	▲
			0	COOROW BOWLING CLUB (INFRA OTH)	0	0	0	9,952	9,952	▲
437,911	421,005	0	858,916	Totals	1,096,346	959,677	353,624	414,571	60,947	

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**Note 12: TRUST FUND**

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

Trust Items	Opening Balance 1-Jul-16 \$	Amount Received \$	Amount Paid \$	Closing Balance 28-Feb-17 \$
House Bonds - Leeman Aged Unit 1	300	0	0	300
House Bonds - Leeman Aged Unit 2	300	0	0	300
House Bonds - Leeman Aged Unit 3	400	0	0	400
House Bonds - Leeman Aged Unit 4	300	0	0	300
House Bond - Lot 121 Commercial St	0	0	0	0
House Bond - Lot 490 Tamarisk St	0	0	0	0
Aged Unit Bond - Commercial St	600	0	0	600
Leeman Aged Units Surplus	0	0	0	0
Coorow Aged Units Surplus	0	0	0	0
LGCHP Surplus	19,581	0	0	19,581
BCITF Levy	60	1,798	(218)	1,640
BRB Levy	562	2,711	(500)	2,773
Police Licensing	0	242,432	(242,645)	(213)
Standpipe Card Bond	2,170	70	0	2,240
RSL Thailand Competition	185	9,708	(185)	9,708
Kerbing Deposits	13,600	1,000	(1,000)	13,600
Maley Park Committee	0	0	0	0
Coorow Christmas Tree	275	0	0	275
Coorow Bushfire Brigade	2,025	0	0	2,025
CCLI Number Plate Funds	0	600	0	600
Leeman Number Plate Funds	3,400	535	(1,600)	2,335
Green Head Number Plate Funds	(50)	1,150	0	1,100
Warradarge Bushfire Brigade	1,350	0	0	1,350
Leeman Bushfire Brigade	3,283	0	0	3,283
Refuse Site Key Bond	300	100	0	400
Public Open Space	492,655	3,048	0	495,703
Bonds - Other	15,395	716	(2,390)	13,721
Snag Island Kids Centre	0	0	0	0
Nomination Deposits	0	0	0	0
Footpath Deposits	0	0	0	0
	556,691	263,868	(248,538)	572,021

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**Note 13: INFORMATION ON BORROWINGS**

Debenture Repayments	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		Maturity Date
		2016-17 Budget \$	2016-17 Actual \$	2016-17 Budget \$		2016-17 Budget \$	2016-17 Actual \$	2016-17 Budget \$	2016-17 Actual \$	
<b>Staff Housing</b>										
Loan 79 - Leeman Executive House	46,019	0	0	22,392	11,046	23,627	34,973	2,445	1,390	27/06/2018
Loan 88 - Leeman MRS House	217,545	0	0	69,918	69,909	147,636	147,636	8,567	7,996	28/02/2019
Loan 89 - Brand St Residence	101,763	0	0	27,920	13,848	73,843	87,915	3,674	1,973	9/10/2019
<b>Recreation &amp; Culture</b>										
Loan 87 - Maley Park Changerooms	23,656	0	0	11,392	5,591	12,264	18,065	1,741	985	13/06/2018
	388,983	0	0	131,622	100,394	257,370	288,589	16,427	12,344	

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

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

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

### 11.4.3 SHIRE OF COOROW CORPORATE BUSINESS PLAN 2016-2021

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	7 March 2017
<b>FILE</b>	ADM0468
<b>ATTACHMENT</b>	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/ RESOLUTION:**

**2017/028**

***Moved: Cr Cullen***

***Seconded: Cr Bothe***

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

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

UNCONFIRMED

#### 11.4.4 ASSET MANAGEMENT POLICY

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	7 March 2017
<b>FILE</b>	ADM0437- Policy Manual
<b>ATTACHMENT</b>	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/ RESOLUTION:**

**2017/029**

***Moved: Cr Sims***

***Seconded: Cr Oakes***

***That Policy 3.7.2 – Asset Management be adopted.***

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

UNCONFIRMED

## 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.

UNCONFIRMED

#### 11.4.5 COOROW SWIMMING POOL FOCUS GROUP

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Swimming Pool Season Ticket Holder
<b>DATE OF REPORT</b>	7 March 2017
<b>FILE</b>	ADM0163 – Council Properties, Design & Construction, Swimming Pool – Pool Upgrade
<b>ATTACHMENT</b>	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
<b>Theme 1: Community Wellbeing</b>		
<b>Safe and Secure</b> <i>All members of our community have access to appropriate facilities and services in a safe environment. People feel safe and secure.</i>	<ul style="list-style-type: none"><li>■ Create and maintain safe and attractive places for people to live, work and play</li></ul>	<ul style="list-style-type: none"><li>■ Ensure facilities and infrastructure are well maintained and safe for use</li><li>■ Ensure built and natural environments provide a sense of safety and security</li><li>■ Advocate for improvements in housing affordability and access to appropriate housing</li><li>■ Create safe public places that people want to use during the day and at night</li></ul>
<b>Healthy Lifestyles</b> <i>We are a healthy community with an active lifestyle and high standard of living.</i>	<ul style="list-style-type: none"><li>■ Our communities have active and healthy lifestyles</li></ul>	<ul style="list-style-type: none"><li>■ Facilitate healthy lifestyles within the community through recreation facilities and programs</li></ul>
<b>A Sense of Community</b> <i>We belong to a cohesive, connected community. There is a strong sense of community pride and identity.</i>	<ul style="list-style-type: none"><li>■ A culture that encourages and supports events, community interaction, sport and recreation activities and volunteering in local community organisations</li></ul>	<ul style="list-style-type: none"><li>■ Support live performance, exhibitions and other arts opportunities</li><li>■ Encourage increased town site interaction through sport and cultural events</li><li>■ Encourage strong community participation and involvement</li><li>■ Provide social facilities and services to serve the lifestyle needs of our communities</li><li>■ Improve services and facilities that actively support youth, disability and seniors in the region</li></ul>

## 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/ RESOLUTION:**

2017/030

**Moved: Cr Clement**

**Seconded: Cr Cullen**

**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)**

**CARRIED 7/0  
Simple Majority**

UNCONFIRMED



#### 11.4.7 COOROW CRICKET PITCH COVER

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	7 March 2017
<b>FILE</b>	ADM0605
<b>ATTACHMENT</b>	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
<b>Theme 1: Community Wellbeing</b>		
<b>Safe and Secure</b> <i>All members of our community have access to appropriate facilities and services in a safe environment. People feel</i>	<ul style="list-style-type: none"><li>■ Create and maintain safe and attractive places for people to live, work and play</li></ul>	<ul style="list-style-type: none"><li>■ Ensure facilities and infrastructure are well maintained and safe for use</li><li>■ Ensure built and natural environments provide a sense of safety and security</li><li>■ Advocate for improvements in housing</li></ul>

<p><i>safe and secure.</i></p> <p><b>Healthy Lifestyles</b>  <i>We are a healthy community with an active lifestyle and high standard of living.</i></p> <p><b>A Sense of Community</b>  <i>We belong to a cohesive, connected community. There is a strong sense of community pride and identity.</i></p>	<ul style="list-style-type: none"> <li>■ Our communities have active and healthy lifestyles</li> <li>■ A culture that encourages and supports events, community interaction, sport and recreation activities and volunteering in local community organisations</li> </ul>	<p>affordability and access to appropriate housing</p> <ul style="list-style-type: none"> <li>■ Create safe public places that people want to use during the day and at night</li> <li>■ Facilitate healthy lifestyles within the community through recreation facilities and programs</li> <li>■ Support live performance, exhibitions and other arts opportunities</li> <li>■ Encourage increased town site interaction through sport and cultural events</li> <li>■ Encourage strong community participation and involvement</li> <li>■ Provide social facilities and services to serve the lifestyle needs of our communities</li> <li>■ Improve services and facilities that actively support youth, disability and seniors in the region</li> </ul>
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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/ RESOLUTION:**

**2017/031**

**Moved: Cr Girando**

**Seconded: Cr Jack**

***That the 2016/2017 Annual Budget be amended accordingly:***

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

**CARRIED 7/0**  
**Absolute Majority**

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

Nil

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

**RESOLUTION:** 2017/032

**Moved: Cr Jack**

**Seconded: Cr Bothe**

***That Council consider three (3) items of urgent/late business.***

**CARRIED 7/0  
Absolute Majority**

**Councillor Cullen left the meeting at 5.30 pm and did not return.**

**13.1 LEEMAN BOWLING CLUB RESURFACE GRANT APPLICATION**

<b>AUTHOR</b>	Ted Jack
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	10 March 2017
<b>FILE</b>	NSB1719 LEEMAN BC CSRFF APPLICATION
<b>ATTACHMENT</b>	Leeman Bowling Club – CSRFF Small Grants Application & Supporting Documents

**SUMMARY:**

**To review and consider the attached Department of Sport and Recreation – CSRFF Small Grants application form for the resurfacing of the Leeman Bowling Club's bowling rink.**

**BACKGROUND:**

The Leeman Bowling Club surface is now 12 years old has been in poor shape for some time and is deteriorating quite rapidly. As it currently stands, it is at the end of its useful life and is barely suitable for pennant play. Further deterioration will render it unusable for its intended purpose. The Leeman Bowling Club intends to apply for a Department of Sport and Recreation CSRFF Small Grant to fund 1/3 of the replacement cost. The Shire is also being requested to provide 1/3, leaving the Club to cover the other 1/3.

**COMMENT:**

The Leeman Bowling Club has committed their best efforts in retaining the quality for as long as possible but it has now reached the stage where a resurface is required.

The Council will need to consider the contribution of 1/3 of the cost (in the 2017/18 budget) and advise the Department of Sport and Recreation of their support of this project. As this is the only project being submitted, it will be given priority one if supported by Council.

The Leeman Bowling Club has also committing an in-kind contribution towards the project.

## STRATEGIC IMPLICATIONS:

### STRATEGIC PRIORITIES

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

ASPIRATIONS	OBJECTIVES	STRATEGIES
<b>Theme 1: Community Wellbeing</b>		
<b>Healthy Lifestyles</b> <i>We are a healthy community with an active lifestyle and high standard of living.</i>	<ul style="list-style-type: none"> <li>Our communities have active and healthy lifestyles</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate healthy lifestyles within the community through recreation facilities and programs</li> </ul>
<b>A Sense of Community</b> <i>We belong to a cohesive, connected community. There is a strong sense of community pride and identity.</i>	<ul style="list-style-type: none"> <li>A culture that encourages and supports events, community interaction, sport and recreation activities and volunteering in local community organisations</li> </ul>	<ul style="list-style-type: none"> <li>Support live performance, exhibitions and other arts opportunities</li> <li>Encourage increased town site interaction through sport and cultural events</li> <li>Encourage strong community participation and involvement</li> <li>Provide social facilities and services to serve the lifestyle needs of our communities</li> <li>Improve services and facilities that actively support youth, disability and seniors in the region</li> </ul>

## POLICY IMPLICATIONS:

Nil

## FINANCIAL IMPLICATIONS:

Matching the required 1/3 (33.3%) contribution towards the total project (cash component) cost in the 2017/2018 Budget. This mandates a commitment of \$43,030 to match the committed \$43,030 from Leeman Bowling Club and requested \$43,030 from Department of Sport and Recreation (CSRFF Small Grants) for a combined cash cost of \$129,090.

This project (including Council's commitment) is included in the Long Term Financial Plan adopted by Council at the February 2017 Ordinary Meeting for the 2017/2018 financial year.

There is a further commitment of approximately \$6,400 of in-kind value being contributed by Leeman Bowling Club.

**VOTING REQUIREMENT:**

Single Majority

**OFFICERS RECOMMENDATION/ RESOLUTION:**

**2017/034**

**Moved: Cr Jack**

**Seconded: Cr Oakes**

**That the:**

- 1) proposed resurfacing of the Leeman Bowling Club rink and corresponding Department of Sport and Recreation CSRFF Small Grant application be approved**
- 2) amount of \$43,030 be included in the 2017/18 budget to cover the 1/3 contribution as stated in the funding application.**

**CARRIED 7/0  
Simple Majority**

## 13.2 AUDIT REGULATION 17 REVIEW

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	27 January 2017
<b>ATTACHMENT</b>	13.2A Review of Risk Management, Legislative Compliance and Internal Controls 13.2B Risk Management, Legislative Compliance and Internal Controls Implementation Plan
<b>FILE</b>	ADM0081 – Financial Management, Audit, External

### **SUMMARY:**

**Presentation of the 2016 Review of Risk Management, Legislative Compliance and Internal Controls to Council's Audit Committee for review.**

### **BACKGROUND:**

The Chief Executive Officer is required to review the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance at least once every two years.

The last review was carried out in 2014 by the then Chief Executive Officer. It was considered appropriate to engage an external consultant to review the Shire's systems and procedures in relation to risk management, internal control and legislative compliance to ensure an independent and impartial review.

### **COMMENT:**

Moore Stephens were engaged to carry out the review and have now provided their report as attached.

In summary, the report found that in relation to risk management, the current systems are not considered to be effective and required further development. The current systems relating to internal control and legislative compliance were considered to be generally operating effectively.

The report has recommended an Improvement Plan which is made up of 51 improvement opportunities. Some of the recommended actions can be easily achieved, whilst others will require more time and/or resources to implement.

The attached table provides a list of the recommended actions in the Improvement Plan and the associated action/timeframe proposed by staff.

### **STATUTORY REQUIREMENTS:**

Local Government (Audit) Regulations 1996, Regulation 16 and 17.

### **POLICY IMPLICATIONS:**

The Risk Management, Legislative Compliance and Internal Controls Implementation Plan includes a number of recommendations to delete current policies and adopt several new ones as follows:

#### **Delete:**

- 1.1.1 Matters to be discussed at Council Meetings/Tabling of Reports
- 1.1.2 Press Statements/Media Interviews
- 1.1.8 Members Meeting Fees and Allowances
- 2.1.2 Entertainment Expenses
- 2.1.5 Authorisation to Purchase Goods and Services
- 3.2.2 Payment of Accounts
- 3.2.7 Rates Discount

#### **Amend:**

- 1.1.12 Complaints Policy
- 1.2.1 Use of Council Administration Facilities
- 2.1.9 Occupational Health and Safety
- 2.1.19 Bullying and Harassment
- 2.1.26 Personal Use of Council Plant
- 2.1.30 Shire of Coorow Staff Uniforms (Outside Staff)
- 3.2.9 Allocation of Vehicle Licence Plate Funds to Community Groups
- 3.3.1 Council Investments
- 3.6.1 Regional Price Preference
- 3.6.2 Purchases of Goods & Services

#### **New:**

- Tender Policy
- Internal Control Policy
- Legislative Compliance Policy

A separate report will be presented to Council to consider these recommendations.

### **FINANCIAL IMPLICATIONS:**

The majority of the recommendations within the Review can be addressed within the current budget or included in future budgets.

### **STRATEGIC IMPLICATIONS:**

One of the values expressed in the Shire of Coorow Community Strategic Plan is that of accountability. Many of the recommendations from the Report would support this value.

The largest area for improvement relates to risk management. The recommended improvements in this area will impact on future versions of integrated planning documents.

### **VOTING REQUIREMENT:**

Simple Majority

**AUDIT COMMITTEE RECOMMENDATION/ RESOLUTION:****2017/035****Moved: Cr Clement****Seconded: Cr Sims****That the:**

- 1) 2016 Review of Risk Management, Legislative Compliance and Internal Controls be received.**
- 2) Proposed Risk Management, Legislative Compliance and Internal Controls Implementation Plan be endorsed.**

**CARRIED 7/0  
Simple Majority****13.3 BACKHOE REPLACEMENT**

**AUTHOR** Kelvin Bean  
**DISCLOSURE OF INTEREST** Nil  
**DATE OF REPORT** 15 March 2017  
**FILE**  
**ATTACHMENT**

**SUMMARY:**

**To consider tenders received for the purchase of a new backhoe and trade/sale of the John Deere 315C.**

**BACKGROUND:**

The Budget Review adopted by Council at its February Council Meeting included the replacement of the John Deere 315C Backhoe.

A tender was advertised through the WALGA preferred supply program, opening on 1 March 2017 and closing at 3.00 pm 10 March 2017.

Five tenders were received and prices set out in the matrix below:

<b>Company</b>	Hitachi Construction Machinery (Australia) Pty Ltd	Westrac Pty Ltd	JCB Construction Equipment Australia	JCB Construction Equipment Australia	Smith Broughton & Sons	Pickles Auctions
<b>Machine Offered</b>	315 SL	432 f2	Jcb 3cx apc classic	JCB 3CX Elite		
<b>Price Ex GST</b>	182,300	\$168,950	\$157,500	\$169,500		



<b>Extras not included</b>	Hydraulic Quickhitch option \$3,000	0	0	0		
<b>Sub Total Ex GST</b>	\$185,300	\$168,950	\$157,500	\$169,500		
<b>Trade in/Purchase Outright Ex GST</b>	\$30,000	\$21,000	\$29,500	\$29,500	\$17,000	\$27,273.64
<b>Change over Total Ex GST</b>	<b>\$152,300</b>	<b>\$147,950</b>	<b>\$128,000</b>	<b>\$140,000</b>		
<b>Warranty Months/Hours</b>	Full Machine 60 months/5,000 Hours	48 months/ 3000 hours	60 months/ 5,000 hours	60 months /5,000 hours		

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION/ RESOLUTION:**

**2017/036**

***Moved: Cr Sims***

***Seconded: Cr Clement***

***That:***

- a. The price from Westrac Pty Ltd for the supply of a 432F2 backhoe be accepted***
- b. The price from Pickles Auctions for the purchase of the John Deere 315C backhoe be accepted.***

***Subject to the satisfaction of the Manager Works & Services with the 432F2 after a demonstration.***

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

**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 19 April 2017 at the Green Head Community Hall from 5.00 pm.

**16. CLOSURE:**

There being no further business the President, Moira Girando JP closed the meeting at 5.40 pm

**17. CONFIRMATION:**

I, **Moira Jean GIRANDO JP**, certify that the Minutes of the meeting held on 15 February 2017, as shown on page number 1 to 210 were confirmed as a true and correct record by Council in Resolution No 2017/021 at the meeting held on the 15 March 2017.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DATE