



Minutes Ordinary Council Meeting

16 August 2017

Held at the Leeman Recreation Centre



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Signed on behalf of Council

Peter Crispin
Chief Executive Officer

Minutes

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:

The President Cr Moira J Girando, welcomed those present and opened the Meeting at 5.05 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 D A Rackemann
Councillor G C Sims

President
Deputy President

Mr P J Crispin
Mrs L J Parola
Mr K Bean

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

Leave of Absence
Councillor V R Oakes

Apologies
Councillor E M Cullen
Mr T B Brandy

Manager Regulatory Services

Visitors
Sergeant David McDonald, Leeman Police Station until (5.45)
Dave Curtis (until 5.11)
Lorraine Ryan (until 5.11)

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 25 August to 7 September 2017
- Councillor Sims 22 September to 6 October 2017
- Councillor Rackemann 17 August to 23 August and 27 August to 21 September 2017

RESOLUTION: **2017/103A**

Moved: Cr Jack

Seconded: Cr Bothe

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

- **Councillor Girando from 25 August to 7 September 2017**
- **Councillor Sims 22 September to 6 October 2017**
- **Councillor Rackemann 17 August to 23 August and 27 August to 21 September 2017**

**CARRIED 6/0
Simple Majority**

6. DECLARATION OF INTEREST:

Nil

7. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil

8. CONFIRMATION OF MINUTES:

8.1	ORDINARY MEETING HELD WEDNESDAY 19 JULY 2017 AT THE COOROW DISTRICT HALL
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AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	3 June 2017

COMMENT:

Nil

OFFICER RECOMMENDATION:

That the Minutes of the Ordinary Meeting held on Wednesday 19 July 2017 be confirmed as a true and correct record.

RESOLUTION: **2017/103**

Moved: Cr Rackemann

Seconded: Cr Bothe

That the Minutes of the Ordinary Meeting held on Wednesday 19 July 2017 be confirmed as a true and correct record, subject to Item 5 being amended to approve leave for Councillor Oakes to 21 July to 30 August 2017.

CARRIED 6/0
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 SNAG ISLAND COMMUNITY GARDEN USE OF RESERVE 31365

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 August 2017
ATTACHMENT	Map of Proposed Area, Extended Area Map
FILE	A1309

SUMMARY:

To consider which portion of Reserve 31365 (Rudduck Street, Leeman) can be used for the development of a community garden once the amendment of the vesting order is received.

BACKGROUND:

The community group Snag Island Community Garden Inc. (SICG) has approached both the Department of Lands and the Shire to find a piece of land to develop a community garden. The initial request was for the piece of land directly west of the Trash to Treasure building, but this would have been in conflict with Policy 6.6.6.

At the meeting held 19 April 2017, Council resolved:

OFFICER RECOMMENDATION/RESOLUTION: 2017/038

Moved: Cr Jack

Seconded: Cr Sims

That Department of Lands be advised that the Shire of Coorow does not support the creation of a new lot and reserve for “community garden”, but requests that the vesting order for Reserve 31365 (held by the Shire of Coorow) be changed to “Recreational Centre, Club Premises Site and Community Purposes” as this would facilitate the future development of a community garden somewhere in the reserve.

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

Following further discussion on a site at the meeting held 21 June 2017, Council resolved:

RESOLUTION: 2017/077

Moved: Cr Rackemann

Seconded: Cr Clement

That Council defer consideration of 11.1.7 Snag Island Community Garden Use of Reserve 31365 until the vesting of Reserve 31365 has officially been changed.

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

On Monday 7 August 2017, the Chief Executive Officer was advised by Landgate that the vesting order change has been completed with a copy of the new vesting ("Recreational Centre, Club Premises Site and Community Purposes With Power to Lease") sent to the Department of Lands.

The SICG also presented a new plan showing a larger area that they would like to use to establish their community garden (attachment 2) which is an area 45m by 70m (3,150m²).

COMMENT:

The portion of land requested is currently unused and adjacent to the Leeman Recreation Centre carpark and external netball/basketball courts and comprises an area of 35m by 50m (1,750m²).

In verbal conversations, the group has enquired whether the Shire would be able to help with some gravel, sand and soil to get the garden beds established.

Currently the biggest unknown is the provision of water which will require further investigation.

Given that this is a new venture, it has been previously suggested that the initial area asked for (1,750m²) be allocated and if successful it can be expanded at a later date.

STATUTORY ENVIRONMENT:

Land Administration Act 1997

STRATEGIC IMPLICATIONS:

Theme 1: Community Wellbeing (A Sense of Community)

Encouraging strong community participation and involvement is a strategy to achieve the objective, *"We belong to a cohesive, connected community. There is a strong sense of community pride and identity"*.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENT:
Simple Majority

OFFICER RECOMMENDATION/RESOLUTION:

2017/104

Moved: Cr: Rackemann

Seconded: Cr Sims

That the Snag Island Community Garden Inc be advised that the Shire:

- 1) approves the site shown on the original attached map (being an area 35 m by 50 m) for use as a community garden***
- 2) will investigate the provision of water to this site***
- 3) will consider all other requests for support (gravel, sand etc) as and when they are required***
- 4) should the venture fail, the site be returned by the original proponents to a condition to the satisfaction of the Shire.***

CARRIED 6/0
Simple Majority

A fourth point was added as Councillors were concerned that if the venture ceased, the land may be left in an unsuitable condition that the Shire would have to clean up.

Mr Curtin and Ms Ryan left the meeting at 5.11 pm





Snag Island Community Garden

11.1.2 SEPERATION OF THE JOINT EMERGENCY MANAGEMENT COMMITTEE (LEMC) FROM THE SHIRE OF CARNAMAH

AUTHOR	Kyle Pollitt, Community Emergency Services Manager
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 August 2017
ATTACHMENT	Nil
FILE	ADM0476 – Local Emergency Management Committee

SUMMARY:

To consideration the separation of the Shire of Coorow from the joint Local Emergency Management Committee with the Shire of Carnamah, and the establishment of its own Local Emergency Management Committee.

BACKGROUND:

In 2012, the Shires of Irwin, Coorow, and Carnamah made the decision to enter into a Memorandum of Understanding with the Department of Fire and Emergency Services for the provision of a shared Community Emergency Services Manager (CESM). A responsibility of this role was that they undertake the Executive Officer role for the joint Coorow-Carnamah Local Emergency Management Committee (LEMC).

In 2016, and the Shire of Carnamah resolved to “...consider creating the position of *Emergency and Ranger Services Officer...*” with “...the Shires of Three Springs and Mingenew...”

In June 2017, the Shire of Carnamah formally withdrew from the Memorandum of Understanding with the Department of Fire and Emergency Services, and the Shires of Irwin and Coorow for the provision of a shared Community Emergency Services Manager.

A key strategy within the CESM Business Plan is to “*coordinate LEMC meetings, annual reporting and exercises in accordance with SEMP as required by member local governments.*” Given the withdrawal of the Shire of Carnamah from the CESM MOU, and the subsequent appointment of an Emergency & Ranger Services Officer this aspect of the Business Plan cannot be achieved.

With the withdrawal of the Shire of Carnamah from the CESM MOU it has become more difficult to provide a united approach to emergency management through the joint Coorow-Carnamah LEMC.

COMMENT:

A meeting of the Joint Coorow-Carnamah Local Emergency Management Committee will take place on 16 August 2017, where the intention to de-merge from the existing Committee with the Shire of Carnamah will be presented by the Shire of Coorow for tabling.

The legislation relevant to the de-merger is detailed by way of the following excerpt:

Emergency Management Act 2005:

s.34. Local governments may combine

- (1) Two or more local governments may, with the approval of the SEMC, agree to unite for the purposes of emergency management under this Part.

STATUTORY ENVIRONMENT:

Emergency Management Act 2005

STRATEGIC IMPLICATIONS:

Shire of Coorow Strategic Community Plan 2017-2027

Theme 1: *Community Wellbeing*

Aspiration: *Safe and Secure. All members of our community have access to appropriate facilities and services in a safe environment. People feel safe and secure.*

Objective: *Create and maintain safe and attractive places for people to live, work and play.*

Strategies: *Ensure facilities and infrastructure are well maintained and safe for use. Ensure built and natural environments provide a sense of safety and security.*

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

PUBLIC CONSULTATION:

Nil

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION/ RESOLUTION:

2017/105

Moved: Cr Bothe

Seconded: Cr Clement

That the intention to de-merge from the joint Local Emergency Management Committee with the Shire of Carnamah, and establish a Shire of Coorow Local Emergency Management Committee, be endorsed.

**CARRIED 6/0
Simple Majority**

11.1.3 SHIRE OF COOROW – LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

AUTHOR	Kyle Pollitt, Community Emergency Services Manager
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	7 August 2017
FILE	ADM0476 – Local Emergency Management Committee, Local Emergency Management Arrangements (under separate cover)
ATTACHMENT	

SUMMARY:

To consider the adoption of the Shire of Coorow Local Emergency Management Arrangements, including Recovery Plan and Recovery Plan Resources in accordance with the *Emergency Management Act 2005*.

BACKGROUND:

A meeting of the Joint Coorow-Carnamah Local Emergency Management Committee will take place on the 16 August 2017, where the Local Emergency Management Arrangements will be presented to the assembled committee for tabling.

COMMENT:

The attached Local Emergency Management Arrangements are consistent with the State Emergency Management Policies, Plans (i.e. the State EM Plan and Westplans) and, in accordance with section 41 (2) of the Emergency Management Act 2005.

Stakeholder engagement was undertaken in preparation of these Arrangements by way of consultation with member agencies of the Joint Coorow-Carnamah Local Emergency Management Committee, including:

- WA Police
- Department of Fire & Emergency Services
- Department of Health
- Department of Child Protection & Family Support
- St John Ambulance

The legislation relevant to these *Arrangements* is detailed by way of the following excerpts:

Emergency Management Act 2005

s.41. Emergency management arrangements in local government district

- (2) The local emergency management arrangements are to set out —
 - (a) the local government's policies for emergency management;
 - (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;

- (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);
- (d) a description of emergencies that are likely to occur in the local government district;
- (e) strategies and priorities for emergency management in the local government district;
- (f) other matters about emergency management in the local government district prescribed by the regulations; and
- (g) other matters about emergency management in the local government district the local government considers appropriate.

s.42.Reviewing and renewing local emergency management arrangements

- (1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.
- (2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

STATUTORY ENVIRONMENT:

Emergency Management Act 2005

STRATEGIC IMPLICATIONS:

Shire of Coorow Strategic Community Plan 2017-2027

Theme 1: *Community Wellbeing*

Aspiration: *Safe and Secure. All members of our community have access to appropriate facilities and services in a safe environment. People feel safe and secure.*

Objective: *Create and maintain safe and attractive places for people to live, work and play.*

Strategies: *Ensure facilities and infrastructure are well maintained and safe for use. Ensure built and natural environments provide a sense of safety and security.*

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION/RESOLUTION:

2017/106

Moved: Cr Rackemann

Seconded: Cr Clement

That the renewed Shire of Coorow Local Emergency Management Arrangements including accompanying Recovery Plan, and Recovery Plan Resources be adopted.

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

11.1.4 PERMISSION TO COLLECT NATIVE PLANT & FRUIT FROM LAND WITHIN THE SHIRE OF COOROW

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 August 2017
FILE	ADM0109 – Environmental Management – Collection of Seeds
ATTACHMENT	Letter form Jeanette Taylor

SUMMARY:

To consider a request from Jeanette (Jenny) Taylor for the collection of native plant and fruit from reserves and other areas managed by the Shire of Coorow for a two year period beginning 17 August 2017.

BACKGROUND:

The Shire has received an application from Jeanette (Jenny) Taylor for permission to collect native plant (salt bush) and fruit (Quandong) from reserves and other areas managed by the Shire of Coorow.

In the past permission has been given to Government departments and environmental groups for the collection of various native seeds and cuttings, but not to commercial enterprises for profit.

In 2008 Council investigated the need for staff inductions and Public Liability Insurance for people working in Council Vested Reserves. As Jeanette Taylor is not a contractor or an employee of Council (for the purposes of this request), there is no need for Council to undertake an induction.

Council must however insist on a current Public Liability Certificate to be provided before any work or seed collection takes place.

COMMENT:

The Chief Executive Officer has spoken to the Department of Parks and Wildlife who have indicated that there should be no problem with allowing this request, but they suggested that two extra conditions be included as follows:

1. No more than 20% of the fruit can be taken on any individual plant
2. No fruit to be taken from plants that are in an area affected by fire in the last 8 years.

It is recommended that the following normal conditions also be imposed on this application for the collection fruit as follows:

2. Permission is for a twelve month trial period commencing 17 August 2017;
3. Collecting fruit is only to be undertaken by Jeanette Taylor and she will need to be licensed according to the Wildlife Conservation Act (1950) and abide by the condition of the license;
4. A high visibility safety vest needs to be worn at all times;
5. Any stationary vehicles are to use revolving amber flashing lights;

6. Appropriate hygiene measures be followed at all times to prevent the spread of plant disease and weeds;
7. All care be taken to avoid the disturbance of fauna habitat;
8. All care be taken to avoid any disturbance that may lead to soil degradation; and
9. No work to commence in Shire reserves until the Shire has received a current Certificate for Public Liability Insurance.

STATUTORY ENVIRONMENT:

Wildlife Conservation Act 1950

STRATEGIC IMPLICATIONS:

The taking of fruit needs to be balanced with the future environmental impact of the continued reproduction of the plants.

POLICY IMPLICATIONS:

Policy 8.1.1 - Transport/Engineering – Management of Road Reserves

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION

That Jeanette Taylor be granted permission to collect salt bush and quandong fruit from plants within reserves and other areas managed by the Shire of Coorow subject to the following conditions:

1. Permission is for a twelve month trial period commencing 17 August 2017;
2. Collecting fruit is only to be undertaken by Jeanette Taylor and she will need to be licensed according to the Wildlife Conservation Act (1950) and abide by the condition of the license;
3. A high visibility safety vest needs to be worn at all times;
4. Any stationary vehicles are to use revolving amber flashing lights;
5. Appropriate hygiene measures be followed at all times to prevent the spread of plant disease and weeds;
6. All care be taken to avoid the disturbance of fauna habitat;
7. All care be taken to avoid any disturbance that may lead to soil degradation;
8. No more than 20% of the fruit can be taken on any individual plant;
9. No fruit to be taken from plants that are in an area affected by fire in the last 8 years; and
10. No work to commence in Shire reserves until the Shire has received a current Certificate for Public Liability Insurance.

RESOLUTION:

2017/107

Moved: Cr Sims

Seconded: Cr Clement

That Jeanette Taylor be granted permission to collect salt bush and quandong fruit from plants within reserves and other areas managed by the Shire of Coorow subject to the following conditions:

- 1. Permission is for a twelve month trial period commencing 17 August 2017;***
- 2. Collecting fruit is only to be undertaken by Jeanette Taylor and she will need to be licensed according to the Wildlife Conservation Act (1950) and abide by the condition of the license;***
- 3. A high visibility safety vest needs to be worn at all times;***
- 4. Any stationary vehicles are to use revolving amber flashing lights;***
- 5. Appropriate hygiene measures be followed at all times to prevent the spread of plant disease and weeds;***
- 6. All care be taken to avoid the disturbance of fauna habitat;***
- 7. All care be taken to avoid any disturbance that may lead to soil degradation;***
- 8. No more than 20% of the fruit can be taken on any individual plant;***
- 9. No fruit to be taken from plants that are in an area affected by fire in the last 8 years;***
- 10. No work to commence in Shire reserves until the Shire has received a current Certificate for Public Liability Insurance; and***
- 11. Permission is given only for the area of the Shire east of Brand Highway.***

**CARRIED 4/2
Simple Majority**

Council chose to restrict the area to the eastern part of the Shire due to approvals already issued.

11.1.5 REVIEW OF POLICIES - ADMINISTRATION

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 August 2017
FILE	ADM0437
ATTACHMENT	Policies for Review (3.1.1 to 3.8.1)

SUMMARY:

To review and consider the policies set for Administration.

BACKGROUND:

Under section 2.7 of the Local Government Act 1995, Council has adopted a number of policies to govern the local government's affairs. It is good practice to continually review the existing policies in view of changing legislation and requirements. As the policy manual is a very large document, it is proposed to review the existing policies section by section (in manageable amounts that Council can give due consideration). The Administration section is being reviewed in this item, consisting of existing items:

- 3.1.1 Service Provision Across the Shire
- 3.2.1 Rates Recovery – Instalment Payments
- 3.2.2 deleted
- 3.2.3 Corporate Credit Card
- 3.2.4 Cash Advances
- 3.2.5 deleted
- 3.2.6 deleted
- 3.2.7 deleted
- 3.2.8 Waiving of Fees and Charges
- 3.2.9 Allocation of Vehicle Licence Plate Funds to Community Groups
- 3.2.10 Outstanding Rates and Charges – Write-Off/Waiver of Small Balances
- 3.2.11 Accounting Principles
- 3.3.1 Shire Investments
- 3.6.1 Regional Price Preference
- 3.6.2 Purchases of Goods and Services
- 3.7.1 Disposal of Obsolete Computers
- 3.7.2 Asset Management
- 3.8.1 Risk Management

COMMENT:

It is proposed to delete further policies for the following reasons:

3.2.1 Rates Recovery – Instalment Payments

This is covered by Delegation 2.1.3 and is therefore redundant

3.2.11 Accounting Principles

This is covered in the development of the annual budget each year and is also used for the annual financial statements.

With the commencement of the Auditor General conducting audits on local governments from 2018, there will be a greater emphasis on adherence to adopted policies. It is proposed that the deleted items be removed and the remaining policies renumbered, resulting in the replacement policies being numbered 3.1.1, 3.2.1 to 3.2.5, 3.3.1, 3.6.1 to 3.6.2, 3.7.1 to 3.7.2 and 3.8.1.

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 3.1.1, 3.2.1 to 3.2.11, 3.3.1, 3.6.1 to 3.6.2, 3.7.1 to 3.7.2 and 3.8.1.

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION/RESOLUTION:

2017/108

Moved: Cr Jack

Seconded: Cr Sims

That the attached policies 3.1.1, 3.2.1 to 3.2.5, 3.3.1, 3.6.1 to 3.6.2, 3.7.1 to 3.7.2 and 3.8.1 (as reviewed) be adopted as ongoing policies of Council in the Administration section, subject to the following amendments:

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



Policy Manual

POLICY MANUAL

Main Index

3 ADMINISTRATION/FINANCE AND BORROWINGS

3.1 Operations

- 3.1.1 Service Provision Across the Shire

3.2 Finance

- 3.2.1 Corporate Credit Card
- 3.2.2 Cash Advances
- 3.2.3 Waiving of Fees and Charges
- 3.2.4 Allocation of Vehicle License Plate Funds to Community Groups
- 3.2.5 Outstanding Rates and Charges – Write-Off/Waiver of Small Balances

3.3 Investments

- 3.3.1 Shire Investments

3.6 Finance General

- 3.6.1 Regional Price Preference
- 3.6.2 Purchases of Goods & Services

3.7 Assets

- 3.7.1 Disposal of Obsolete Computers
- 3.7.2 Asset Management

3.8 Audit / Compliance General

- 3.8.1 Risk Management

POLICY – SERVICE PROVISION ACROSS THE SHIRE

Sub Section: Administration - Operations

Policy Number: 3.1.1

Policy Subject: Service Provision across the Shire

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

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

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

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

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

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

Guidelines:

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

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

- a) The Chief Executive Officer (CEO) will be domiciled (if required) and work from the Leeman Administration Centre.
- b) The Deputy Chief Executive Officer (DCEO) will be domiciled (if required) and work from the Coorow Administration Centre.
- c) The Manager Regulatory Services (MRS) will be domiciled (if required) and work from the Leeman Administration Centre.
- d) The Manager Works & Services (MWS) will be domiciled (if required) and work from the Coorow Administration Centre.
- e) The following services should be provided from the Leeman Administration Centre:
 - Library
 - Department of Transport (Licencing)
 - Lodgement of Applications
 - Receipting
 - General Queries
 - Council Support
 - Executive Support
 - Environmental Health Services
 - Building Services
 - Property Management
 - Property Record Storage
 - Ranger Services

- Cleaning Services
 - Parks, Gardens and Ovals
- f) The following services should be provided from the Coorow Administration Centre:
- Library
 - Department of Transport (Licencing)
 - Lodgement of Applications
 - Receipting
 - General Queries
 - Bankwest Agency
 - Caravan Park
 - Swimming Pool
 - Payroll
 - Rates
 - Creditors
 - Debtors
 - General Finance (Budget, Reporting, etc)
 - Record Keeping and Storage
 - Computing Requirements (Server)
 - Roads, Footpaths
 - Parks, Gardens and Ovals
 - Mechanical Services
- g) To ensure that all communities have access to management staff, the CEO and MRS should work from the Coorow Administration Centre at least one day per week and the DCEO and MWS should work from the Leeman Administration Centre at least one day per week. These days should be advertised for the benefit of the community.

First Adopted: 10 February 2016, 2016-002

Last Review: 16 August 2017, 2017-108

POLICY - ADMINISTRATION/FINANCE & BORROWINGS

Sub Section: Finance

Policy Number: 3.2.1

Policy Subject: Corporate Credit Cards

Policy Statement:

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

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

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

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

The card is not to be transferred to another user.

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

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

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

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

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

Failure to comply with the requirements of this policy may result in the cardholder losing their Corporate Credit Card or, in the event of a serious breach of policy, further disciplinary action.

First Adopted: 17 June 1997

Last Review: 16 August 2017, 2017-108

POLICY - ADMINISTRATION/FINANCE & BORROWINGS

Sub Section: Finance

Policy Number: 3.2.4

Policy Subject: Cash Advances

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

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

Note: Coorow Office does not require a float due to Banking Agency.

Objectives:

Guidelines:

First Adopted: April 1996

Last Review: 16 August 2017, 2017-108

POLICY - ADMINISTRATION/FINANCE & BORROWINGS

Sub Section: Finance

Policy Number: 3.2.3

Policy Subject: Waiving of Fees and Charges for Council Facilities

Policy Statement: The Chief Executive Officer is permitted to waive Fees and Charges for Council facilities if certain criteria are met.

Objectives: To provide guidelines for the Chief Executive Officer to waive fees and charges for the use of Council's facilities.

Guidelines: Fees and Charges for Council facilities will be waived if the following criteria are met;

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

The following organisations are exempt from the criteria up to annual cost of \$250:

- Leeman Primary School
- Leeman Parents and Citizens Association
- Coorow Primary School
- Coorow Parents and Citizens Association
- Green Head Community Association
- Coorow Townscape Committee
- Leeman Ratepayers and Progress Association
- St John Ambulance Leeman Green Head Sub Centre
- St John Ambulance North Midlands Sub Centre
- Coorow Christmas Tree
- Snag Island Coastal Kids

First Adopted: 21 June 2006, 2006-119

Last Review: 16 August 2017, 2017-108

POLICY – ADMINISTRATION/FINANCE

Sub Section:	Finance
Policy Number:	3.2.4
Policy Subject:	Allocation of Vehicle License Plate Funds to Community Groups
Policy Statement:	<p>Vehicle owners are able to license their vehicles and obtain the relevant registration plates from the Shire's Coorow and Leeman Administration Offices. The Shire of Coorow offers special plates relating to each of the three main towns in the Shire. For an additional sum on top of the standard registration fee, vehicle owners are able to purchase plates with emblems/logos relating to their town of choice. The additional funds are to be allocated towards worthwhile community projects in each town. Funds raised from the sale of these "special" registration plates are held by the Shire with separate accounting for each of the Coorow, Leeman and Green Head plates.</p>
Objectives:	<ol style="list-style-type: none">1. More effectively manage the allocation of funds raised from the sale of the "special" plates2. Avoid confusion and misunderstanding between the Shire and the various community groups.
Policy:	<p>Funds raised from the sale of "special" Coorow, Leeman and Green Head vehicle registration plates are to be held by the Shire of Coorow with separate accounting for each of the Coorow, Leeman and Green Head plates.</p> <p>In May each year, funds of more than \$500 are to be cleared from the relevant trust accounts in the following manner:</p> <ul style="list-style-type: none">• Coorow funds are to be distributed to CCLI (Coorow Community Land Inc);• Leeman funds are to be allocated to community projects as Council sees fit.• Green Head funds are to be distributed to the Green Head Community Association.
First Adopted:	21 May 2014, 2014-062
Last Review:	16 August 2017, 2017-108

POLICY - ADMINISTRATION/FINANCE & BORROWINGS

Sub Section: Finance

Policy Number: 3.2.5

Policy Subject: Outstanding Rates and Charges – Write-Off/Waiver of Small Balances

Policy Statement: That Council delegate authority to the Chief Executive Officer to write-off outstanding balances on individual rate assessments of amounts not exceeding \$10.00.

Objectives: To assist Finance and Administration staff in end-of-financial-year procedures by the removal of small debtors' balances within Council's Rates Ledger.

Guidelines:

- 1) The procedure is undertaken only at the end of each financial year.
- 2) Every endeavour is made by Rates Department personnel to ensure that, Ratepayers meet their annual financial commitments in relation to all rates and charges levied on their property.

First Adopted: 16 July 2014, 2014-086

Last Review: 16 August 2017, 2017-108

POLICY – ADMINISTRATION/FINANCE & BORROWING

Sub Section: Investments

Policy Number: 3.3.1

Policy Subject: Shire Investments

Policy Statement: The purpose of this policy is to ensure:

- The Shire conforms with its responsibilities under:
Local Government Act 1995-Section 6.14;
The Trustees Act 1962- Part III Investments;
Local Government (Financial Management) Regulations
1996 - Regulations 19, 28 and 49;
Australian Accounting Standards
- That Council has in place a current set of Policies and Delegations for its Officers responsible for the investment of Shire held funds.
- Adherence to the guidelines and procedures outlined in this document by all Officers with Delegated Authority to invest/control Shire funds.

Objectives:

- Preservation of Capital
- To take a conservative approach to investments, but with a focus to add value through a prudent investment of funds.
- To achieve a high level of security.
- To have ready access to funds for day to day requirements

Guidelines:

- Officers authorised to make investment decisions and sign investment lodgements, withdrawals etc, are outlined below and must be named in the Delegated Authority Register.
- Any investments made under Delegated Authority are to comply with the Authorised Investments List.

PRUDENT PERSON STANDARD

The Council and Delegated Investment Officer have fiduciary responsibilities under *Section 6.14 of the Local Government Act 1995* and therefore risks must be kept to a minimum and the investment managed with care, diligence and skill that a prudent person would exercise. In this respect, the schedule of Authorised Investments and Limits applying are to be adhered to. Officers shall disclose any conflict of interest to the CEO.

AUTHORISED INVESTMENTS

Investments are limited to:

- (a) an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
- (b) the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986

PROHIBITED INVESTMENTS

- (a) deposit with an institution except an authorised institution;
- (b) deposit for a fixed term of more than 3 years;
- (c) investment in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- (d) investment in bonds with a term to maturity of more than 3 years;
- (e) investment in a foreign currency.

RISK MANAGEMENT CONTROLS

Risk Management Controls include:

- Delegated Authority to invest
- Documented investment procedures
- Investment Register to be maintained
- Maturity of investments to be monitored at least monthly
- Monthly statements to be received from counterparts
- Monthly bank reconciliation to be prepared for each account
- Monthly report to Council

REPORTING AND REVIEW

- a. Documentary evidence must be held on file for each investment and an investment register maintained by filing the monthly investment report to Council in the Register.

- b. The investment policy will be reviewed annually or as required in the event of legislative changes.
- c. A monthly report must be provided to Council detailing the investment portfolio.
- d. The annual financial report is to include information on earnings from investments as specified by Financial Management Regulation (FMR) 49.

SEPARATE AND COMMON ACCOUNTS

- a. Separate accounts must be established for the following purposes:
 - Money required to be held in the municipal fund;
 - Money required to be held in the trust fund; and
 - Money required to be held in reserve accounts.
- b. Money from different accounts may be placed in a common account for investment purposes.

First Adopted: 18 June 2008, 2008-095

Last Review: 16 August 2017, 2017-108

POLICY – ADMINISTRATION/FINANCE

Sub Section: Finance General

Policy Number: 3.6.1

Policy Subject: Regional Price Preference

Policy Statement: In order to promote sub-regional development the Shire of Coorow will provide a price preference to local suppliers (located within the stipulated areas) when evaluating and awarding contracts with the Shire via the purchasing process. Any price preference provided will comply *with part 4A of the Local Government (Functions and General) Regulations 1996* as amended.

Objectives:

1. Price preference will be given to all suppliers submitting quotations for the supply of goods and services to the Shire of Coorow, unless Council resolves that this policy not apply to a particular purchase.
2. The following price preference will be given to suppliers submitting quotations for the purchase of goods and services for suppliers located within the Shire of Coorow.

2.1 Goods and Services – up to a maximum price of \$5,000 excluding GST.

10% to all suppliers located within the Shire of Coorow

5% to all suppliers located within the Northern Country Zone of WALGA and other Shires sharing a common boundary with the Shire of Coorow

2.2 Goods and Services – from \$5,000 - \$50,000 excluding GST.

7.5% to all suppliers located within the Shire of Coorow

3.75% to all suppliers located within the Northern Country Zone of WALGA other Shires sharing a common boundary with the Shire of Coorow

2.3 Goods and Services – valued between \$50,000 - \$150,000 excluding GST

5% all suppliers located within the Shire of Coorow

2.5% to all suppliers located within the Northern Country Zone of WALGA and other Shires sharing a common boundary with the Shire of Coorow

3. Price Preference will only be given to suppliers located within the stipulated areas for more than six (6) months prior to the advertising date of the tender.

Located within the area stipulated is defined as a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchise of a multinational company.

4. Only those good and services identified, as being from a source located within the stipulated area will have the price preference applied when assessing the purchase.
5. Price is only one factor that Council considers when evaluating a purchase. There is nothing contained within this policy that compels Council to accept the lowest price or any tender based on price offered.
6. The quotation of any supplier shall be excluded by **any attempt by a supplier or employee to exploit the policy** to the advantage of either party.
7. The following classes of purchase are specifically excluded from the local price preference policy due to specialised skills, after sales support, special concessions to Council or other limiting factors.
 - 7.1 ANY tender called by the Shire of Coorow whether required by regulation or not.
 - 7.2 The purchase of diesel or petroleum products in bulk.
 - 7.3 The ongoing changeover of Council vehicles.
 - 7.4 The purchase and maintenance of electronic equipment and software.

First Adopted: 19 November 2003, 2003-161

Last Review: 16 August 2017, 2017-108

POLICY – ADMINISTRATION/FINANCE

Sub Section: Finance

Policy Number: 3.6.2

Policy Subject: Purchases of Goods & Services

Objectives: To provide guidelines in obtaining best value in procurement of goods and services to the Shire of Coorow through the competitive process of calling for expressions of interest, public tenders and quotations.

Policy Statement: Purchase of Goods and Services - \$150,000 or more

All contracts for the purchase of goods and services with the value of \$150,000 or more shall be by public tender and made in accordance with the provisions for the *Local Government (Functions and General) Regulations 1996*.

Council will also enforce the following additional requirements:

- Acceptance of a tender for construction projects will be subject to the execution of a contract based on the standard contract supplied by the Master Builders' Association; and
- Any decision not to call tenders for Goods or Services valued at more than \$150,000 because of one of the exceptions listed in Regulation 11(2) shall be by Council resolution.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold.

Purchase of Goods and Services – \$50,000 – \$150,000

Goods valued at over \$50,000 and less than \$150,000 staff will seek three (3) written quotes from alternative suppliers.

The following conditions will also apply:

- Staff will allow a minimum of ten (10) working days for a quote to be provided. If more than ten (10) working days are provided, all suppliers will be allowed that same time to respond. Shorter periods to provide quotations may be approved by the CEO should circumstances require. These circumstances shall be documented.

- The request for quotation should include as a minimum the following:
 - Written Specification
 - Price Schedule
 - Conditions of responding
 - Validity period of offer
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.
- If staff are unable to obtain three (3) written quotes this should be documented and the purchase approved by the CEO.
- A specific exemption is the purchasing of fuel where a request for quotation will only operate for one (1) day and verbal quotations will be accepted.

Purchase of Goods and Services – \$5,000 – \$50,000

Goods and services valued at over \$5,000 and less than \$50,000 staff will obtain quotes from two (2) suppliers, whenever possible.

The following conditions will also apply:

- If staff are unable to obtain two (2) quotes this should be documented and **reported to a Manager/CEO for a decision on further action.**
- All quotations will be documented.

Purchase of Goods and Services – up to \$5,000

Goods and services valued at up to \$5,000 may be purchased with a single satisfactory quotation.

Guidelines:

Staff engaged in procurement should ensure that they obtain value for money and be accountable for their action.

If staff have any doubt about whether value for money is being obtained, additional quotes should be sought.

First Adopted: 21 March 2007, 2007-036

Last Review: 16 August 2017, 2017-108



Purchase of Goods and Services
(Refer to Policy 3.6.2 before seeking quotes)

Evaluation of Quotations for purchases over \$5,000 and under \$150,000

Specified Goods / Services		Duration / Quantity etc.		
	Quote 1	Quote 2	Quote 3	Comments
Supplier				
Telephone				
Fax / Email				
Price quoted Ex GST				
Specification compliance				
Delivery Conditions				
Previous performance				
Other				

Recommended Supplier:

Reason for selection:

.....

.....

Name: Signature: Date:

Purchase Order Number:

If less than the required quotes, Chief Executive Officer approval: Date:

The original of this completed form is to be attached to the Purchaser Order

POLICY – ADMINISTRATION/FINANCE

Sub Section: Assets

Policy Number: 3.7.1

Policy Subject: Disposal of Obsolete Computers

Policy Statement: The Shire of Coorow maintains an IT replacement schedule to manage its computer assets. Computers are more or less obsolete after 3-5 years. This policy details the process to follow when disposing of computers which are surplus to requirements.

Objectives

1. Comply to the extent of calling for expressions of interest with s3.58 of the Local Government Act 1995.
2. Contribute to the community by offering obsolete computers to local schools free of charge.
3. Obtain the best return possible on any sale of obsolete computers in the event that the schools advise they do not require the items offered.

Policy: All obsolete computers shall be:

- Written out of the Asset Register accordingly.
- Given to the Shire's IT support consultants for "wiping" of all software and files apart from the relevant Operating System.
- Offered to Coorow Primary School and Leeman Primary School or another charitable (for not for profit organisation).
- If not required by either local school, advertised in the Coorow and Leeman newsletters
- If no offers are received, disposed of as the CEO sees fit.

First Adopted: 21 March 2007, 2007-036

Last Review: 16 August 2017, 2017-108

POLICY – ADMINISTRATION/FINANCE

Sub Section: Assets

Policy Number: 3.7.2

Policy Subject: Asset Management

1. 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 (Road, 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

2. 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 expectations in relation to service provision, accountability and value for money;
- Limited ability to grow revenue/infinite 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.

3. The Shire's Asset Management Vision and Objectives

a. 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.

b. 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.

4. 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.

5. 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.

6. Asset Management Responsibilities

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.

First Adopted: 21 March 2007, 2007-036

Last Review: 16 August 2017, 2017-108

POLICY – ADMINISTRATION/FINANCE

Sub Section: Audit/Compliance General

Policy Number: 3.8.1

Policy Subject: Risk Management

Policy Statement: The Shire of Coorow (“the Shire”) Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals or objectives.

Objectives:

1. Optimise the achievement of our vision, mission, strategies, goals and objectives.
2. Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
3. Enhance risk versus return within our risk appetite.
4. Embed appropriate and effective controls to mitigate risk.
5. Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
6. Enhance organisational resilience.
7. Identify and provide for the continuity of critical operations.

Policy: It is the Shire’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire’s Integrated Planning Framework.

The Shire’s Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2009):

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Appetite:

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities:

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor & Review:

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

First Adopted:

15 October 2014, 2014-127

Last Review:

16 August 2017, 2017-108

RISK MANAGEMENT FRAMEWORK

The Policy and Procedures form the Risk Management Framework for the Shire of Coorow (“the Shire”). It sets out the Shire’s approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2009 Risk Management. It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures. Further information or guidance on risk management procedures is available from LGIS Risk Management.

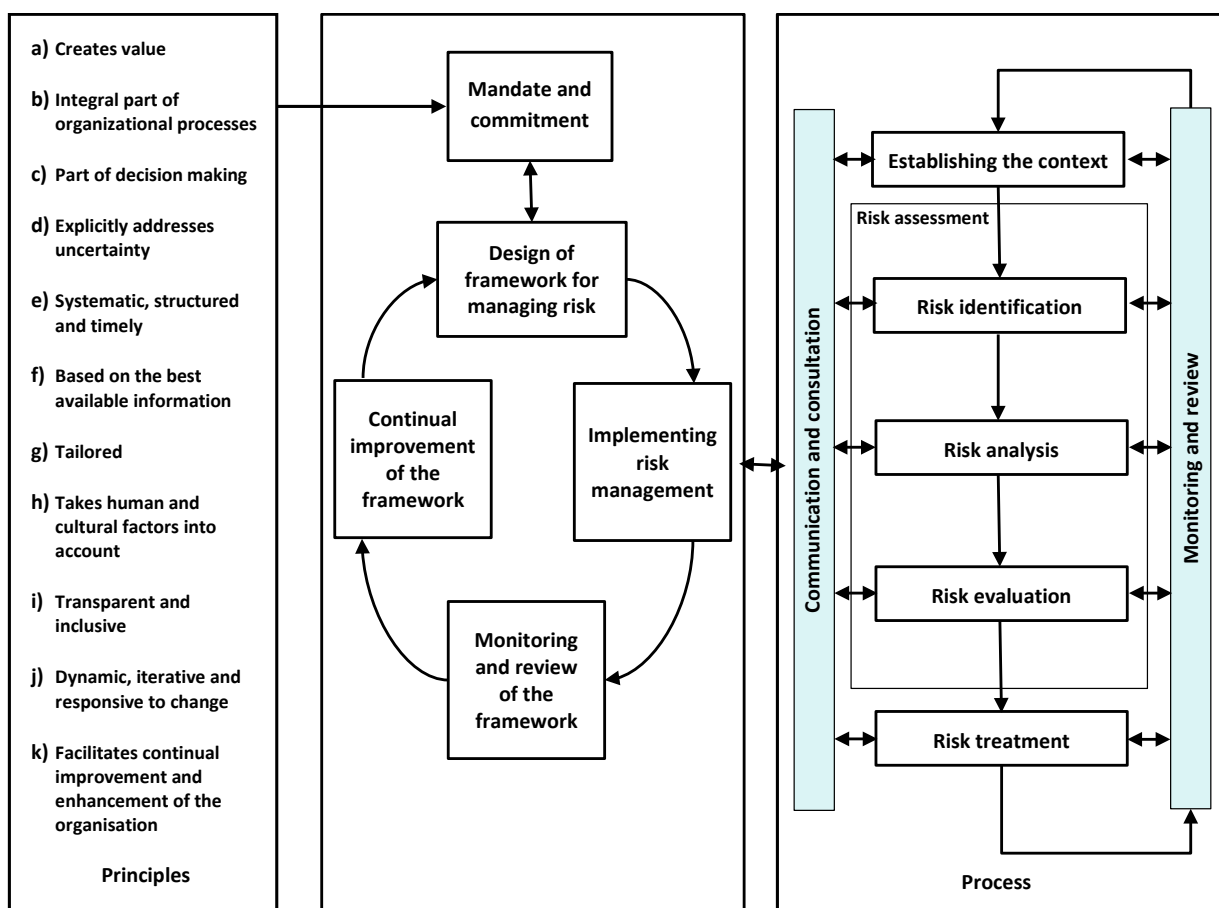


Figure 1: Risk Management Process (Source: AS/NZS 31000:2009)

RISK MANAGEMENT PROCEDURES

Governance

Appropriate governance of risk management within the Shire of Coorow (the “Shire”) provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

Framework Review

The Risk Management Framework is to be reviewed for appropriateness and effectiveness at least every two years.

Operating Model

The Shire has adopted a “Three Lines of Defence” model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate & Operational Plans.

First Line of Defence

All operational areas of the Shire are considered ‘1st Line’. They are responsible for ensuring that risks (within their scope of operations) are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include;

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the decision making of risk matters.
- Prepare risk acceptance proposals where necessary, based on level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

Second Line of Defence

The Deputy Chief Executive Officer (‘DCEO’) acts as the primary ‘2nd Line’. This position owns and manages the framework for risk management. They draft and implement the governance procedures and provide the necessary tools and training to support the 1st line process.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st & 3rd lines on the risk and control environment.

Support can be provided by additional oversight functions completed by other 1st Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire's risk reporting for the CEO & Management Team and the Audit Committee.

Third Line of Defence

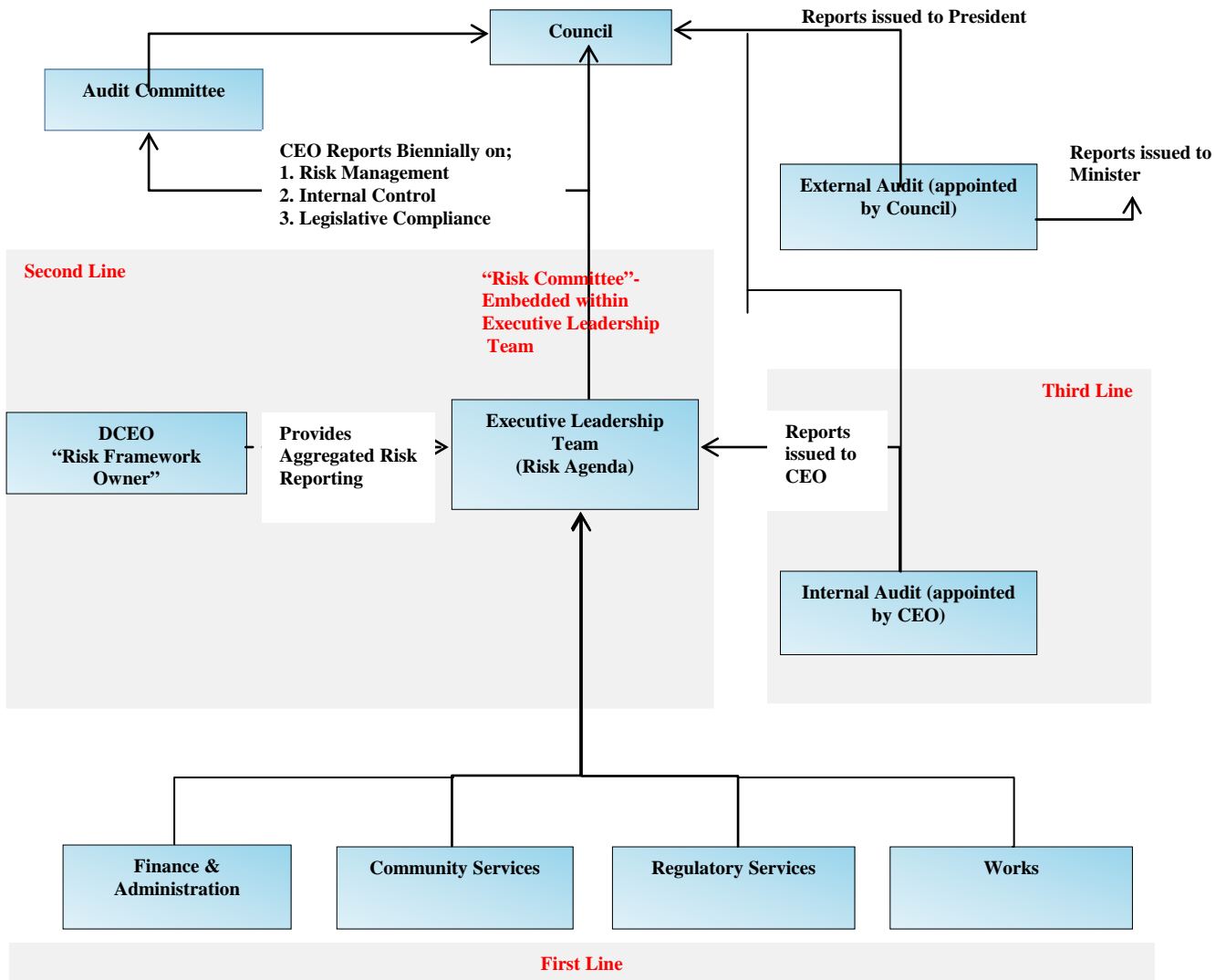
Internal & External Audit are the third line of defence, providing independent assurance to the Council, Audit Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1st & 2nd Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Audit Committee.

External Audit – Appointed by the Council on the recommendation of the Audit Committee to report independently to the President and CEO on the annual financial statements only.

Governance Structure

The following diagram depicts the current operating structure for risk management within the Shire.



Roles & Responsibilities

Council

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Appoint / Engage External Auditors to report on financial statements annually.
- Establish and maintain an Audit Committee in terms of the Local Government Act.

Audit Committee

- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Must be independent, objective and autonomous in deliberations.
- Make recommendations to Council on External Auditor appointments.

CEO / Management Team

- Appoint Internal Auditors as required under Local Government (Audit) regulations.
- Liaise with Council in relation to risk acceptance requirements.
- Approve and review the appropriateness and effectiveness of the Risk Management Framework.
- Drive consistent embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.
- Document decisions and actions arising from 'risk matters'.
- Own and manage the Risk Profiles at Shire Level.

DCEO

- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for Risk matters.

Work Areas

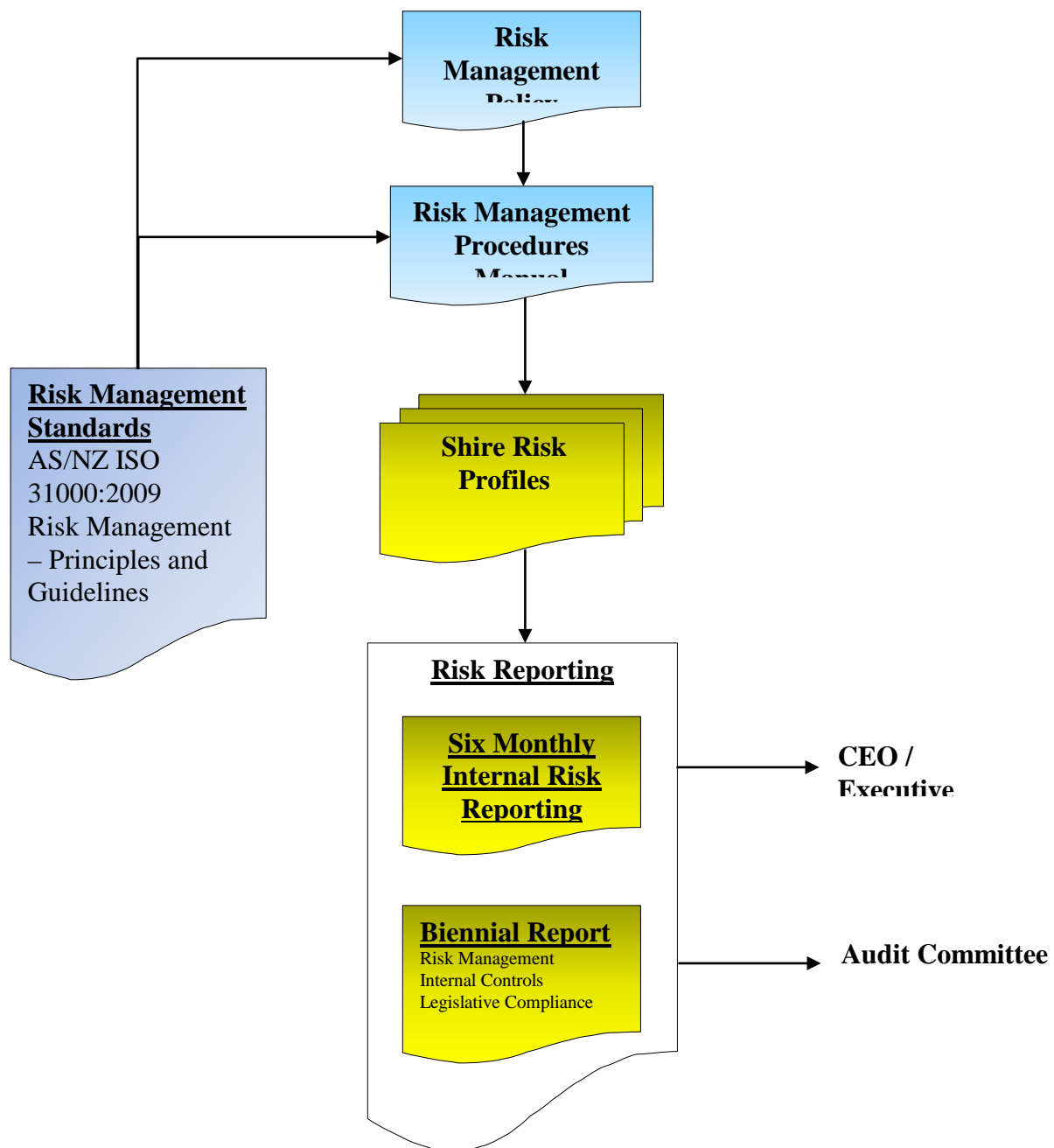
- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the Risk & Control Management process as required.
- Highlight any emerging risks or issues accordingly.

- Incorporate 'Risk Management' into Management Meetings, by incorporating the following agenda items;
 - New or emerging risks.
 - Review existing risks.
 - Control adequacy.

Outstanding issues and actions

Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.



Risk & Control Management

All Work Areas of the Shire are required to assess and manage the Risk Profiles on an ongoing basis.

Each Manager, in conjunction with the DCEO is accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a six monthly basis, unless there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of key data inputs, workshops and ongoing business engagement.

Risk & Control Assessment

To ensure alignment with ISO 31000:2009 Risk Management, the following approach is to be adopted from a Risk & Control Assessment perspective.

Establishing the Context

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

Organisational Context

The Shire's Risk Management Procedures provides the basic information and guidance regarding the organisational context to conduct a risk assessment; this includes Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed. In addition, existing Risk Themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

Any changes or additions to the Risk Themes must be approved by the DCEO and CEO.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision making processes.

Specific Risk Assessment Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process. For risk assessment purposes the Shire has been divided into three levels of risk assessment context:

Strategic Context

The Shire's external environment and high level direction. Inputs to establishing the strategic risk assessment context may include;

- Organisation's Vision / Mission
- Stakeholder Analysis
- Environment Scan / SWOT Analysis
- Existing Strategies / Objectives / Goals

Operational Context

The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its Key Activities i.e. what is trying to be achieved. Note: these may already be documented in business plans, budgets etc.

Project Context

Project Risk has two main components:

- **Risk in Projects** refers to the risks that may arise as a result of project activity (i.e. impacting on process, resources or IT systems) which may prevent the Shire from meeting its objectives.
- **Project Risk** refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

Risk Identification

Using the specific risk assessment context as the foundation and in conjunction with relevant stakeholders, answer the following questions, capture and review the information within each Risk Profile.

- What can go wrong? / What are areas of uncertainty? (Risk Description)
- How may this risk eventuate? (Potential Causes)
- What are the current measurable activities that mitigate this risk from eventuating? (Controls)
- What are the potential consequential outcomes of the risk eventuating?

Risk Analysis

To analyse the risks the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is applied:

- Based on the documented controls, analyse the risk in terms of Existing Control Ratings.
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (Consequence).
- Determine how likely it is that the risk will eventuate to the determined level of consequence with existing controls in place (Likelihood).
- By combining the measures of consequence and likelihood, determine the risk rating (Level of Risk).

Risk Evaluation

The Shire is to verify the risk analysis and make a risk acceptance decision based on:

- Controls Assurance (i.e. are the existing controls in use, effective, documented, up to date and relevant)
- Existing Control Rating
- Level of Risk
- Risk Acceptance Criteria (Appendix A)
- Risk versus Reward / Opportunity

The risk acceptance decision needs to be documented and those risks that are acceptable are then subject to the monitor and review process.

Note: Individual Risks or Issues may need to be escalated due to its urgency, level of risk or systemic nature.

Risk Treatment

For unacceptable risks, determine treatment options that may improve existing controls and/or reduce consequence / likelihood to an acceptable level.

Risk treatments may involve actions such as avoid, share, transfer or reduce the risk with the treatment selection and implementation to be based on;

- Cost versus benefit
- Ease of implementation
- Alignment to organisational values / objectives

Once a treatment has been fully implemented, the DCEO is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

Monitoring & Review

The Shire is to review all Risk Profiles at least on an annual basis or if triggered by one of the following;

- changes to context,
- a treatment is implemented,
- an incident occurs or due to audit/regulator findings.

The DCEO is to monitor the status of risk treatment implementation and report on, if required.

The CEO & Management Team will monitor significant risks and treatment implementation as part of their normal agenda item on a quarterly basis with specific attention given to risks that meet any of the following criteria:

- Risks with a Level of Risk of High or Extreme
- Risks with Inadequate Existing Control Rating

- Risks with Consequence Rating of Catastrophic
- Risks with Likelihood Rating of Almost Certain

The design and focus of the Risk Summary report will be determined from time to time on the direction of the CEO & Management Team. They will also monitor the effectiveness of the Risk Management Framework ensuring it is practical and appropriate to the Shire.

Communication & Consultation

Throughout the risk management process, stakeholders will be identified, and where relevant, be involved in or informed of outputs from the risk management process.

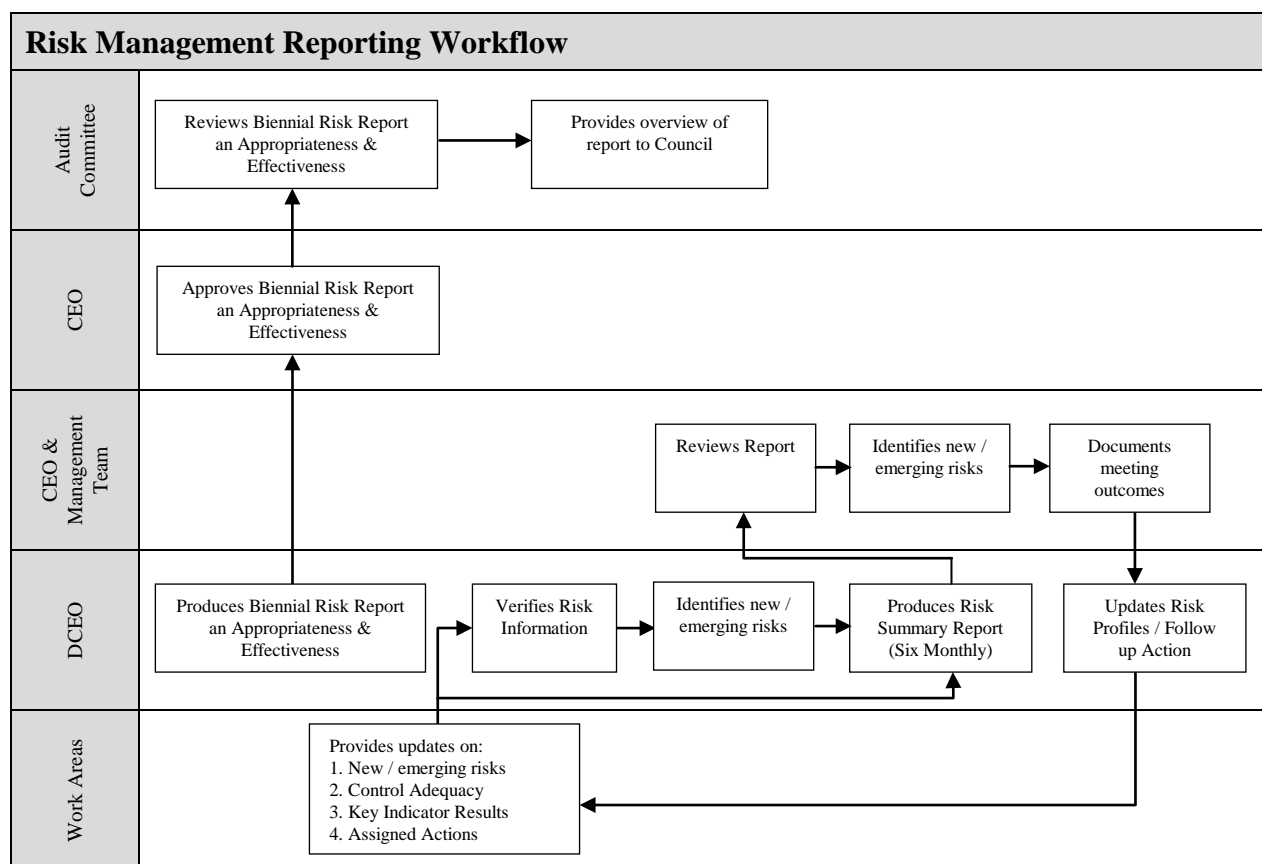
Risk management awareness and training will be provided to all staff.

Risk management will be included within the employee induction process to ensure new employees are introduced to the Shire's risk management culture.

Reporting Requirements

Coverage & Frequency

The following diagram provides a high level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new, emerging risks, control effectiveness and key indicator performance to the DCEO.
- Work through assigned actions and provide relevant updates to the DCEO.
- Risks / Issues reported to the CEO & Management Team are reflective of the current risk and control environment.

The DCEO is responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on an annual basis or when there has been a material restructure, change in risk ownership or change in the external environment.
- Six Monthly Risk Reporting for the CEO & Management Team – Contains an overview of the Risk Summary for the Shire.
- Annual Compliance Audit Return completion and lodgement.

Key Indicators

Key Indicators (KIs) may be used for monitoring and validating key risks and controls. The following describes the process for the creation and reporting of KIs:

- Identification
- Validity of Source
- Tolerances
- Monitor & Review

Identification

The following represent the minimum standards when identifying appropriate KI's key risks and controls:

- The risk description and casual factors are fully understood
- The KI is fully relevant to the risk or control
- Predictive KIs are adopted wherever possible
- KIs provide adequate coverage over monitoring key risks and controls

Validity of Source

In all cases an assessment of the data quality, integrity and frequency must be completed to ensure that the KI data is relevant to the risk or Control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping KIs can be used to provide a level of assurance on data integrity. If the data or source changes during the life of the KI, the data is required to be revalidated to ensure reporting of the KI against a consistent baseline.

Tolerances

Tolerances are set based on the Shire's Risk Appetite. They are set and agreed over three levels:

- Green – within appetite; no action required.
- Amber – the KI must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- Red – outside risk appetite; the KI must be escalated to the CEO & Management Team where appropriate management actions are to be set and implemented to bring the measure back within appetite.

Monitor & Review

All active KIs are updated as per their stated frequency of the data source.

When monitoring and reviewing KIs, the overall trend must be considered over a longer timeframe instead of individual data movements. The trend of the KI is specifically used as an input to the risk and control assessment.

Risk Acceptance

Day to day operational management decisions are generally managed under the delegated authority framework of the Shire.

Risk Acceptance is a management decision to accept, within authority levels, material risks which will remain outside appetite framework (refer Appendix A – Risk Assessment & Acceptance Criteria) for an extended period of time (generally 3 months or longer).

The following process is designed to provide a framework for those identified risks.

The 'Risk Acceptance' must be in writing, signed by the relevant Manager and cover:

- A description of the risk.
- An assessment of the risk (e.g. Impact consequence, materiality, likelihood, working assumptions etc.).
- Details of any mitigating action plans or treatment options in place.
- An estimate of the expected remediation date.

A lack of budget / funding to remediate a material risk outside appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (i.e. Management Team).

Annual Assurance Plan

The annual assurance plan is a monitoring schedule prepared by the DCEO that sets out the control assurance activities to be conducted over the next 12 months. This plan needs to consider the following components.

- Existing control adequacy ratings across the Shire's Risk Profiles.
- Consider control coverage across a range of risk themes (where commonality exists).

- Building profiles around material controls to assist in design and operating effectiveness reviews.
- Consideration to significant incidents.
- Nature of operations.
- Additional or existing 2nd line assurance information / reviews (e.g. HR, Financial Services, IT).
- Frequency of monitoring / checks being performed.
- Review and development of Key Indicators.
- Timetable for assurance activities.
- Reporting requirements.

Whilst this document and subsequent actions are owned by the DCEO, input and consultation will be sought from all members of Management

Appendix A – Risk Assessment and Acceptance Criteria

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non-compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$500,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies

Measures of Consequence

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Catastrophic (5)	Fatality, permanent disability	More than \$500,000	Indeterminate prolonged interruption of services – non- performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Measures of Likelihood

Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	<ol style="list-style-type: none"> 1. Processes (Controls) operating as intended and aligned to Policies / Procedures. 2. Subject to ongoing monitoring. 3. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	<ol style="list-style-type: none"> 1. Processes (Controls) generally operating as intended, however inadequacies exist. 2. Nil or limited monitoring. 3. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	<ol style="list-style-type: none"> 1. Processes (Controls) not operating as intended. 2. Processes (Controls) do not exist, or are not being complied with. 3. Have not been reviewed or tested for some time.

Appendix B – Risk Profile Template

Risk Theme	Date		
<p><u>This Risk Theme is defined as:</u> <i>Definition of Theme</i></p>			
<p><u>Potential causes include:</u> <i>List of potential causes</i></p>			
Key Controls	Type	Date	Shire Rating
<i>List of Key Controls</i>			
Overall Control Ratings:			
			Risk Ratings
			Shire Rating
			<i>Consequence:</i>
			<i>Likelihood:</i>
Overall Risk Ratings:			
Key Indicators	Tolerance	Date	Overall Shire Result
<i>List of Key Indicators</i>			
<p><u>Comments</u> <i>Rationale for all above ratings</i></p>			
Current Issues / Actions / Treatments		Due Date	Responsibilit y
<i>List current issues / actions / treatments</i>			

Appendix C – Risk Theme Definitions

Misconduct

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee.
- Collusion between Internal & External parties.

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

External theft & fraud (Inc. Cyber Crime)

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of:

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices;
- Cash or other valuables from 'Outstations'.

Business & community disruption

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Shire business activities. The event may result in damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (Inc. vandalism).

This includes:

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.

Inadequacies in environmental awareness and monitoring of fuel loads, curing rates, etc.

This definition does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Errors, omissions, delays

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of:

- Human errors, incorrect or incomplete processing.
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include:

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers.
- Inaccurate data provided to customers.

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Failure of IT &/or Communications Systems and Infrastructure

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as:

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Change Management".

Failure to fulfil statutory, regulatory or compliance requirements

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increased scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include Occupational Safety & Health Act (refer "Inadequate employee and visitor safety and security") or any Employment Practices based legislation (refer "Ineffective Employment practices").

It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

Providing inaccurate advice / information

Incomplete, inadequate or inaccuracies in professional advisory activities to customers or internal staff. This could be caused by using unqualified staff; however it does not include instances relating to Breach of Authority.

Inadequate project / change Management

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems.
- Failures of IT Project Vendors/Contractors.

Inadequate Document Management Processes

Failure to adequately capture, store, archive, retrieve, provide for and / or dispose of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

Inadequate safety and security practices

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc.).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc.).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment.

Inadequate engagement practices

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For

example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives.

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus / Transport services.

Inadequate asset sustainability practices

Failure or reduction in service of infrastructure assets, plant, equipment or machinery.

These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and

their associated lifecycle from procurement to maintenance and ultimate disposal.

Areas included in the scope are;

- Inadequate design (not fit for purpose)
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities
- Inadequate financial management and planning.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer to Misconduct in these instances.

Inadequate Supplier / Contract Management

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".

Ineffective employment practices

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S)
- Discrimination, Harassment & Bullying in the workplace
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place
- Induction issues

- Terminations (including any tribunal issues)
- Industrial activity

Care should be taken when considering insufficient staff numbers as the underlying issue could be process inefficiencies.

Ineffective management of facilities / venues / events

Failure to effectively manage the day to day operations of facilities and / or venues. This includes;

- Inadequate procedures in place to manage the quality or availability
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (e.g. cleaning / maintenance)

Inadequate environmental management

Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes:

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed control.
- Ineffective management of water sources (reclaimed, potable).
- Illegal dumping.
- Illegal clearing / land use.

11.1.6 SHIRE OF MORAWA – TOM O'TOOLE PRESENTATION

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	9 August 2017
FILE	ADM0051 – Community Relations – Sponsorship- Donations
ATTACHMENT	Letter from Ellie Cuthbert, Economic Development Manager, Flyer & Testimonials

SUMMARY:

The Shire of Morawa is requesting both monetary support and promotion for a community event for businesses across the North Midlands region and the Shire of Yalgoo.

BACKGROUND:

The Shire of Morawa, in response to the current dry season impact on the agricultural sector, has arranged for a networking dinner or luncheon with Tom O'Toole as guest speaker.

Some funding has been received from the Northern Districts Community Support Group Inc. and the Shire of Morawa is requesting a contribution from the Shire of Coorow or the local business community.

Participants in the event will also have to pay a fee.

COMMENT:

The adopted budget contains an allocation for \$5,000 for donations.

In considering a contribution to this event, Council will need to consider its benefit to the Shire of Coorow and whether any local business would attend an event held in Morawa.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

Shire of Coorow Strategic Community Plan 2017-2027

Theme 1: *Community Wellbeing*

Aspiration: *A Sense of Community. We belong to a cohesive, connected community. There is a strong sense of community pride and identity.*

Objective: *A culture that encourages and supports events, community interaction, sport and recreation activities and volunteering in local community organisations..*

Strategies: *Encourage strong community participation and involvement..*

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

An amount could be accommodated from the donations account in the adopted budget.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the Shire of Morawa be advised that the Shire of Coorow will make a contribution of \$_____ towards the planned Tom O'Toole event on 15 September 2017 and advertise the event locally

OR

That the Shire of Morawa be informed that the Shire of Coorow are unable to make any contribution towards the Tom O'Toole event planned for 15 September 2017 due to budgetary pressures, but will advertise the event locally.

RESOLUTION:

2017/109

Moved: Cr Sims

Seconded: Cr Bothe

That the Shire of Morawa be informed that the Shire of Coorow are unable to make any contribution towards the Tom O'Toole event planned for 15 September 2017 due to budgetary pressures, but will advertise the event locally.

**CARRIED 6/0
Simple Majority**

11.2 MANAGER REGULATORY SERVICES:

11.2.1 PROPOSED EXTRACTIVE INDUSTRY (GRAVEL) – LOT 11428
COOROW-GREEN HEAD ROAD, WARRADARGE

AUTHOR	Simon Lancaster
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	4 August 2017
FILE	A1357
ATTACHMENT	11.2.1(a) & 11.2.1 (b)

SUMMARY:

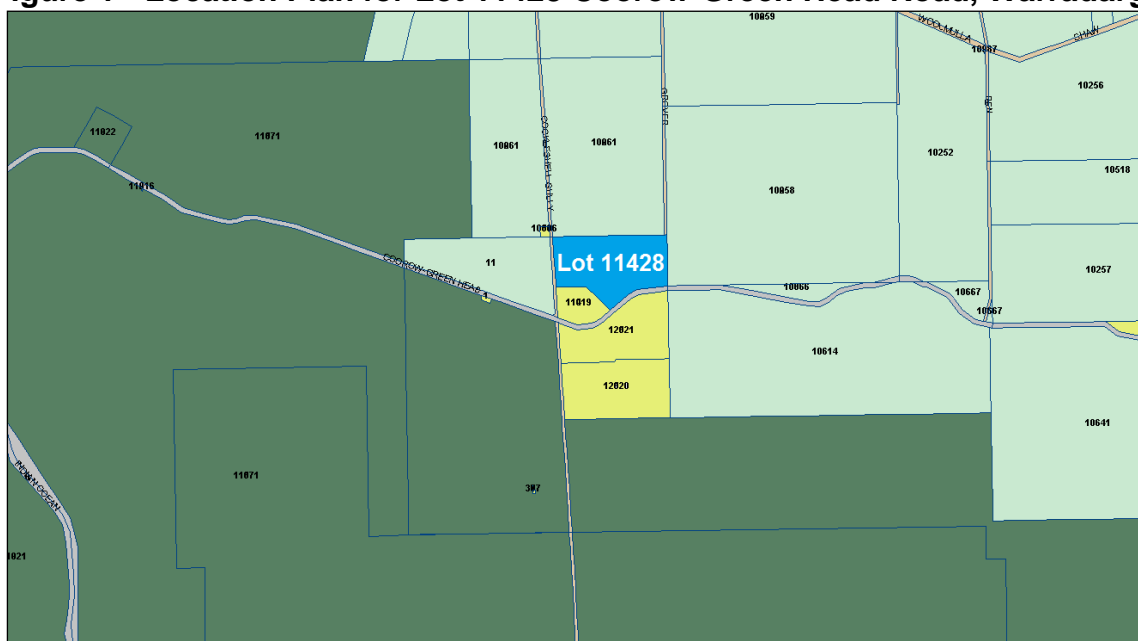
Council is in receipt of an application to operate an extractive industry (gravel) from Lot 11428 Coorow-Green Head Road, Warradarge. This application has been advertised for comment and this report recommends conditional approval.

BACKGROUND:

Lot 11428 Coorow-Green Head Road is a cleared 279.89ha property located approximately 10km inland from Green Head.

Lot 11428 has a frontage of approximately 1.35km along its southern boundary to Coorow-Green Head Road, and a frontage of approximately 1km along its western boundary with Cockleshell Gully Road.

Figure 1 - Location Plan for Lot 11428 Coorow-Green Head Road, Warradarge



The applicant is proposing to extract gravel from within an overall 60ha area located in the north-eastern corner of the property. The extraction operations would service local requirements for gravel e.g. roadworks, hardstands etc. and require the use of a bulldozer, loader and associated truck movements.

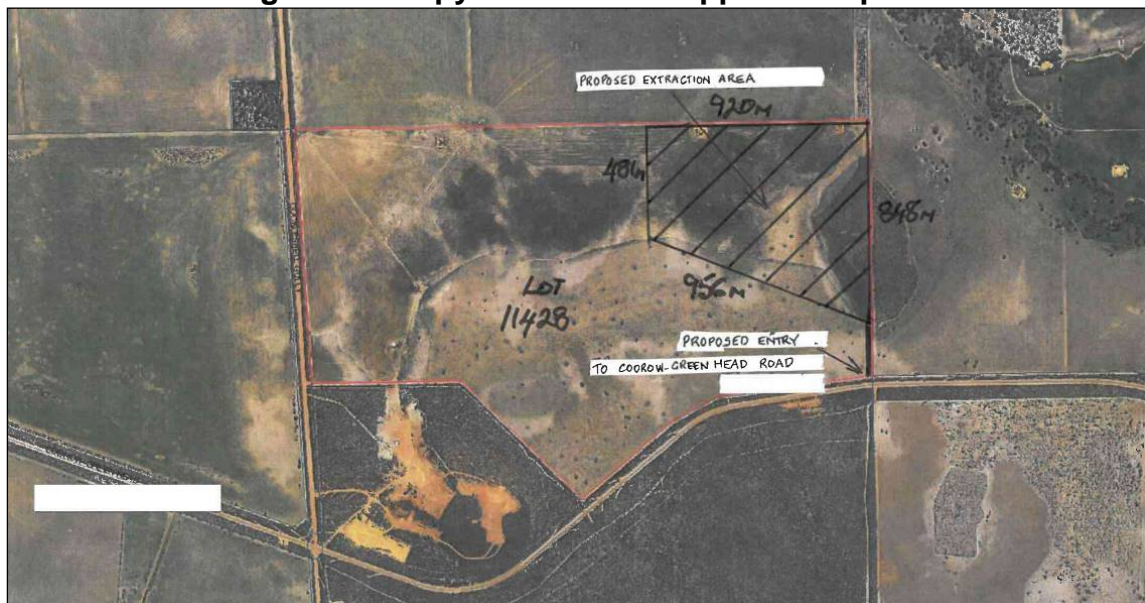
The applicant proposes to access Coorow-Green Head Road in the south-eastern corner of their property, at a location 2.5km east of the Cockleshell Gully Road intersection.

The proposed gravel extraction area and access alignment would not require clearing of native vegetation.

Figure 2 – Aerial Photograph of Lot 11428 Coorow-Green Head Road, Warradarge



Figure 3 – Copy of submitted application plan



COMMENT:

The *Guidance for the assessment of environmental factors – separation distances between industrial and sensitive land uses* (2005) prepared by the Environmental Protection Authority lists noise and dust as potential impacts arising from gravel extraction operations and does not prescribe a buffer distance for extractive industries such as gravel that do not require blasting, instead deeming that buffer distances should be set on a case by case basis (extractive industries requiring blasting e.g. hard rock are recommended to have a 1km buffer distance).

The extractive industry would be located approximately 1.2km north-east of the buildings upon Lot 11428, and approximately 1.9km south-west and 2.7km north-east of the closest third-party residences, and as such there is considered to be little expected impact upon existing residents from the proposed gravel extraction operations.

Given that the extractive area would be located north of the Coorow-Green Head Road (in a location where the main wind directions are strengthening coastal winds from the south-southwest or easterly winds), and the extraction area would be setback approximately 250m from the road at its closest point it is not considered that traffic visibility would be unduly impacted along the Coorow-Green Head Road.

Figure 4 – Proposed gravel extractive area looking north from Coorow-Green Head Road



Figure 5 – Visibility from proposed road access point to gravel extractive operation
Left: View looking west along Coorow-Green Head Road
Right: View looking east along Coorow-Green Head Road



STATUTORY ENVIRONMENT:

Lot 11248 Coorow-Green Head Road, Warradarge is zoned 'Rural' under Shire of Coorow Local Planning Scheme No.3 ('the Scheme').

Section 4.2.7 of the Scheme lists the objective of the 'Rural' zone as being:

"The objective of the Rural Zone is to provide for a range of rural pursuits such as broadacre and diversified farming which are compatible with the capability of the land and retain the rural character and amenity of the locality."

Schedule 1 of the Scheme defines 'Industry - Extractive' as follows:

"means an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar material from the land and includes the treatment and storage of those materials, or the manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry – mining."

'Industry - Extractive' is listed in Table 1 of the Scheme within the 'Rural' zone as a use that must be advertised prior to being considered by Council.

Portions of Section 10.2 'Matters to be considered by the local government' of the Scheme may be considered relevant to this application:

"10.2 The local government in considering an application for planning approval is to have due regard to such of the following matters as are in the opinion of the local government relevant to the use or development the subject of the application:...

- ...(f) any Local Planning Policy adopted by the local government under clause 2.4, any heritage policy statement for a designated heritage area adopted under clause 7.2.2, and any other plan or guideline adopted by the local government under the Scheme;...*
- ...(i) the compatibility of a use or development with its setting;...*
- ... (l) the likely effect of the proposal on the natural environment and any means that are proposed to protect or to mitigate impacts on the natural environment;*
- (m) whether the land to which the application relates is unsuitable for the proposal by reason of it being, or being likely to be, subject to flooding, tidal inundation, subsidence, landslip, bush fire or any other risk;*
- (n) the preservation of the amenity of the locality;*
- (o) the relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal;*
- (p) whether the proposed means of access to and egress from the site are adequate and whether adequate provision has been made for the loading, unloading, manoeuvring and parking of vehicles;*

- (q) *the amount of traffic likely to be generated by the proposal, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;...*
- (v) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (w) *whether the proposal is likely to cause soil erosion or land degradation;...*
- (y) *any relevant submissions received on the application;*
- (z) *any other planning consideration the local government considers relevant."*

STRATEGIC IMPLICATIONS:

The Shire of Coorow Local Planning Strategy (2015) identifies a role for the Shire in allowing for diversification in the Rural zone where there are acceptable impacts.

"To promote the diversification of the use of rural land in the Shire, where it does not compromise high priority agricultural lands and resources. This diversification will expand opportunities for additional income and employment in the Shire." (Objectives, page 5)

"Acknowledge and plan for an ongoing diversification of uses in rural areas in line with industry trends – including crop diversification, increased shifts to industrial farming and alternative uses such as renewable energy." (Rural Areas – Strategies/Actions, page 17)

The Central Coast Basic Raw Materials Strategy (1997) was prepared to identify and protect important raw materials and to provide guidelines for extraction, taking surrounding and/or competing land uses into consideration. The strategy examined the distribution and availability of resources (noting that the main basic raw materials in the Shire are gravel, yellow sand, limestone and limesand) along with planning considerations, general raw material issues and the market for raw materials. The Strategy concluded that:

- quicklime/agricultural lime extraction is vital to the mining and agricultural sectors and needs to be protected;
- the usefulness of limestone for road base is variable and may need beneficiation/stabilisation or substituted with imported gravel or rock aggregate;
- &
- the building industry requires basic raw materials in the vicinity of Green Head and Leeman.

Lot 11428 is set in an area that contains a number of existing and former extractive industries, both privately operated and Shire operated, for gravel and sand. Lot 11428 has frontage to Coorow-Green Head Road which is identified by Main Roads WA for the section west of the Brand Highway as being a combination of RAV 4 and RAV 5 network, both without conditions.

POLICY IMPLICATIONS:

Shire of Coorow Local Planning Policy 6.6.2 'Extractive Industry & Mining/Petroleum' outlines the standards for, and the process of, approving extractive industry within the Shire. The standards generally require a minimisation of environmental, visual and amenity impacts as well as involvement by the Department of Aboriginal Affairs, Department of Environment and Regulation, Department of Water and other relevant state government departments.

A copy of Local Planning Policy 6.6.11 'Extractive Industry' has been provided as **Attachment 11.2.1(a)** for Council's information.

The Shire's Scheme provides flexibility to Council to relax the standards of a Local Planning Policy should it be satisfied there will not be any detrimental effect on the environment or local amenity. Section 2.3.2 of the Scheme states:

"A Local Planning Policy is not part of the Scheme and does not bind the Local Government in respect of any application for planning approval but the Local Government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination."

FINANCIAL IMPLICATIONS:

The Shire charges a fee of \$739 under its adopted Planning Service Fee Schedule for the determining of a development application for an extractive industry.

PUBLIC CONSULTATION:

The application was advertised for public comment from 4 July 2017 until 31 July 2017 with the following actions being undertaken inviting comment:

- Placement of an advisory sign on-site; &
- Direct notification being sent to the 4 surrounding landowners within a 2km radius;
- Direct notification being sent to the following government agencies; Alinta Energy, ATCO Gas, Department of Aboriginal Affairs, Department of Agriculture & Food, Department of Fire & Emergency Services, Department of Mines & Petroleum, Department of Parks & Wildlife, Department of Water & Environmental Regulation, Telstra, Water Corporation and Western Power.

At the conclusion of the advertising period 8 submissions had been received, all from government agencies offering technical comment upon the application, no objections to the application were received.

A Schedule of Submissions that identifies the respondents, the nature of their submissions, and provides individual comment upon the raised issues, has been provided as **Attachment 11.2.1(b)**. Copies of the received submissions can be provided to Councillors upon request.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION/RESOLUTION:

2017/110

Moved: Cr Sims

Seconded: Cr Bothe

That formal planning consent be granted for the operation of an extractive industry (gravel) upon Lot 11428 Coorow-Green Head Road, Warradarge subject to compliance with the following:

Conditions:

- 1 Development shall be in accordance with the attached approved plan(s) dated 16 August 2017 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.***
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.***
- 3 The approval is valid for a period of 1 year after which time the application shall be considered by the Shire CEO (under the delegated authority of Council) as to any impacts arising from the operation of the development in its determination on whether to grant any extension to the approval period.***
- 4 The development must access Coorow-Green Head Road at a vehicle crossover/access-point that is required to be located, constructed and maintained to the approval of the local government, with all costs met by the applicant.***
- 5 The design, construction, drainage and maintenance of the internal roads, vehicle manoeuvring and parking areas associated with the development shall be to the approval of the local government, with all costs met by the applicant.***
- 6 The applicant is responsible to ensure that no parking of vehicles associated with the development occurs within a public carriageway, including the road verge.***
- 7 The installation of warning/safety signage in the vicinity of the access point onto Coorow-Green Head Road during times of operation shall be to the approval of the local government.***
- 8 Repairing of any damage to Coorow-Green Head Road including the surface is required by reason of use of the road in connection with the development to the approval of the local government with all costs met by the applicant.***

- 9 ***The activities upon Lot 11428 shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product, water or otherwise.***
- 10 ***The extractive industry area shall not be sited closer than 50m from the northern and eastern property boundaries.***
- 11 ***The applicant shall, prior to commencement of the development, submit (and subsequently adhere to) a Weed and Hygiene (to address the issue of Dieback) Management Plan that is prepared in consultation with, and to the requirements of, the Department of Primary Industries and Regional Development and the Department of Biodiversity, Conservation and Attractions, and to the approval of the Local Government.***
- 12 ***No remnant vegetation shall be removed as a result of this development (including access to the development) without the prior necessary approvals having been obtained from relevant state government agencies.***
- 13 ***No blasting of material is permitted as part of extraction operations, without separate Shire approval.***
- 14 ***The permitted hours of operation for the development, inclusive of the on-site operation of the extractive industry and all associated vehicle movements are:***
 - ***Monday to Saturday – 7:00am to 6:00pm;***
 - ***Sundays and Public Holidays - no operations.***
- 15 ***The applicant must ensure that the development is operated in accordance with the Department of Water and Environmental Regulation's publication Water Quality Protection Note 15 - Extractive industries near sensitive water resources.***
- 16 ***The applicant must undertake post-closure rehabilitation of the development to the approval of the local government, and post-closure obligations shall have regard for the Department of Planning's Visual Landscape Planning in Western Australia and the Department of Water and Environmental Regulation's Water Quality Protection Note 15 - Extractive industries near sensitive water resources to ensure that the rehabilitation of the closed extractive industry site improves the visual and conservation values of the landscape.***
- 17 ***Post closure requirements shall become applicable upon the earlier of the following events:***
 - ***acknowledgement by the landowner that extractive activities are completed; or***
 - ***the approval period for the development having expired.***

Notes:

- (a) In relation to condition 4 the applicant is required to contact the Shire's Manager of Works & Services to confirm the Shire's minimum requirements for crossover and access upgrading, and these are to be completed to the satisfaction of the Shire prior to commencement of extractive industry operations.**
- (b) In relation to condition 11 the applicant is required to contact the Department of Primary Industries and Regional Development (Biosecurity) Geraldton office on 9956 8569, and the Department of Biodiversity, Conservation and Attractions, Jurien Bay office on 9688 6000.**
- (c) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the following where required, Environmental Protection Act 1986 and the Mines Safety and Inspection Act 1994. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.**
- (d) The applicant is advised that truck movements are required to comply with the conditions of Main Roads WA's RAV network, further information in relation to this can be obtained by contacting Main Roads WA.**
- (e) The applicant is advised that Western Power has advised that as the proposed works are near energised electrical installations and powerlines, the person in control of the work site must ensure that no person, plant or material enters the "Danger Zone" of an overhead powerline or other electrical network assets. The "Danger Zone" is set out in Western Australian Occupational Safety and Health Regulation 1996 – Specifically Regulation 3.64. Western Power have further advised that it must be contacted if proposed works involve any changes to existing ground levels around poles and structures; working underneath powerlines or around underground cables. Further information in relation to this can be obtained by contacting Western Power.**
- (f) If an applicant is aggrieved by this determination there is a right pursuant to the Planning and Development Act 2005 to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.**

**CARRIED 6/0
Simple Majority**

POLICY – HOUSING AND COMMUNITY AMENITIES

Sub Section: Town Planning and Regional Development

Policy Number: 6.6.2

Policy Subject: Extractive Industry & Mining/Petroleum

Policy Statement: The extraction of basic raw materials to a depth of 5.0 metres or less to be used for improvements upon the same farming property or for municipal purposes, including the building of roads, is exempt from obtaining planning consent.

Extractive industry will only be approved where the Council is satisfied that the proposal will not result in unacceptable environmental impacts as a result of noise, dust, light-spill, odour, vibration, visual intrusion or contamination. In this regard, for large scale extraction projects, the Shire will require an Environmental Impact Assessment to accompany an application for planning consent.

The Shire of Coorow supports the expansion of industry that helps deliver economic prosperity to its residents however, in providing this support Council supports every effort being undertaken to ensure that the initial assessment as well as compliance and monitoring of any activity is carried out at a level that protects the amenity of the natural and built environment and that of residents.

Objectives: The objectives of this Local Planning Policy are:

- (a) To ensure that applications for the extraction of raw materials such as sand, gravel, clay, rock, soil, stone, and limestone, and may include the storage, treatment, and in some cases manufacturing of products from such materials are assessed in a consistent, fair, thorough and timely manner.
- (b) To provide guidance to Councillors, staff, other government agencies, landowners, developers, consultants and the general public regarding the specific requirements and minimum standards for the establishment of an 'Extractive Industry' in the 'Rural' zone; and
- (c) To provide, where necessary, for the extraction of raw materials used for improvements the same property or for municipal purposes, including the building of roads, to be exempt from obtaining planning consent.

- (d) To ensure that local values relating to lifestyle and quality of life, including public health, amenity, biodiversity, water (both surface and ground), and other economic sectors (such as agriculture and tourism) are adequately considered and protected from the development or expansion of any extractive industry activity in the Shire of Coorow.
- (e) To ensure that any future or existing extractive industry activity is thoroughly assessed, monitored and managed effectively to meet all conditions of development consent, and endeavour to continuously improve operational practices to reduce environmental impacts wherever practicable.
- (f) To ensure petroleum and mining companies build a commitment to best practice standards for petroleum and mining activity in the Shire of Coorow, and actively participate in local communities.

Depending on the nature of the proposed extractive industry, local wind, topography and vegetation conditions there may be a need to increase setback distances from site boundaries and existing watercourse (or bodies). When determining such setbacks the Council will consider existing and potential land-uses on adjoining and nearby properties.

The Council may require the preservation and/or planting of a vegetated buffer strip to ensure the extraction activities are adequately screened from the road and adjoining properties.

Where an extractive industry has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by Council) the Council may require a crossover and the vehicle access area (50 metre minimum section of the road) to be constructed to the Shire's road specifications.

Where an extractive industry is being developed with or without direct access to a sealed road, the Council may require assistance to upgrade and maintain the road/s that will be affected by heavy vehicle movements associated with the extractive industry. Such upgrading contributions may be financial or in-kind, and shall be calculated on a case-by-case basis.

The Council will not support the operation of extractive industry outside of the following hours unless it can be demonstrated the proposed extraction area/activity is at least 1000 metres from the closest neighbouring residence upon

which the Council may entertain extended operating times:

- Monday to Saturday - 7:00 am to 6:00 pm;
- Sundays and Public Holidays - no operations.

The extractive industry will generally be approved for one year only from the date of issue of the approval. Operations that continue beyond a one year duration will be subject to a new application for planning consent.

However, for large scale extraction activities an extended period of approval may be entertained by the Council assessed on merit.

Definitions:

'Industry – Extractive' means an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar material from the land and includes the treatment and storage of those materials, or the manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry-mining.

'Industry – Mining' means land used commercially to extract minerals from the land.

Guidelines:

Council will require the completion of an application for Planning Consent, and the application is to include or be accompanied by the following:

- (a) Planning application form duly signed by the owner(s) of the property and relevant fee;
- (b) Plans that have been drawn to scale and include:
 - i. A surveyed plan of the site showing the proposed area of extraction in relation to topographical features, area of remnant vegetation, existing and proposed access and internal roads, existing buildings, proposed stock pile area and setback distances from property boundaries;
 - ii. A cross section of the proposed extraction area showing the depth of extraction, height and battering of the pit walls and face, and access ramp/area;
 - iii. A rehabilitation plan for the area of extraction prepared in accordance with Department of Environment Regulation guidelines showing the re-contouring of the land and areas of re-planting.

- (c) Written submission detailing the type and quantity of material to be mined, stages of extraction (if applicable), depth of extraction, life expectancy of the resource, specific hours of operation; number of vehicular movements per week and machinery to be used.
- (d) A Management Plan containing:
 - i. the nature and estimated duration of the proposed excavation;
 - ii. the stages and the timing of the stages in which it is proposed to carry out the excavation;
 - iii. details of the methods to be employed in the proposed excavation and a description of any on-site processing works;
 - iv. details of the depth and extent of the existing and proposed excavation of the site;
 - v. an estimate of the depth of and description of the nature and quantity of the overburden to be removed;
 - vi. a description of the methods by which existing vegetation is to be cleared and topsoil and overburden removed or stockpiled;
 - vii. a description of the means of access to the excavation site and the types of thoroughfares to be constructed;
 - viii. details of the proposed number and size of trucks entering and leaving the site each day and the route or routes to be taken by those vehicles (please note that the Local Government may require contributions towards the upgrade of roads);
 - ix. a description of any proposed buildings, water supply, treatment plant, tanks and other improvements;
 - x. details of drainage conditions applicable to the land and methods by which the excavation site is to be kept drained;
 - xi. a description of the measures to be taken to minimise sand drift, dust nuisance, erosion, watercourse siltation and dangers to the general public;
 - xii. a description of the measures to be taken to comply with the *Environmental Protection (Noise) Regulations 1997*;
 - xiii. a description of the existing site environment and a report on the anticipated effect that the proposed excavation will have on the environment in the vicinity of the land;

- xiv. details of the nature of existing vegetation, shrubs and trees and a description of measures to be taken to minimise the clearing of existing vegetation; and
 - xv. a description of the measures to be taken in screening the excavation site, or otherwise minimising adverse visual impacts, from nearby thoroughfares or other areas.
- (e) A rehabilitation and decommissioning plan indicating:
- i. the objectives of the program, having due regard to the nature of the surrounding area and the proposed end-use of the excavation site;
 - ii. whether restoration and reinstatement of the excavation site is to be undertaken progressively or upon completion of excavation operations;
 - iii. how any face is to be made safe and batters sloped;
 - iv. the method by which topsoil is to be replaced and revegetated;
 - v. the numbers and types of trees and shrubs to be planted and other landscaping features to be developed;
 - vi. how rehabilitated areas are to be maintained; and
 - vii. the program for the removal of buildings, plant, waste and final site clean-up.

Application Process: An extractive industry application will not be approved until such time as the Council has consulted with nearby landowners that may be potentially affected and received advice from a range of government agencies with an interest in the proposal, including but not limited to:

- Department of Aboriginal Affairs;
- Department of Environment Regulation;
- Department of Water;
- Department of Mines & Petroleum.

Further information may be sought from the applicant based on the response received from any the consulted parties.

Policy Addendum relevant to Mining & Onshore
Petroleum Exploration or Development Proposals:

The principal role for Council is to advocate on behalf of the Shire of Coorow and its communities. Council is not the determining authority for mining or onshore petroleum exploration or development applications, but no other organisation has the interests of the communities of the Shire of Coorow as its principal focus.

The primary economic land uses within the Shire of Coorow are food production (agriculture, horticulture and pastoral industries), fishing and tourism. These industries contribute to the history, community, identity and amenity of the region and should be preserved as the primary land uses for the Shire in the future.

The Shire of Coorow's communities and businesses are dependent on access to clean groundwater. The protection of water resources and infrastructure (including underground aquifers, catchment and recharge areas, rivers, creeks, lakes, wetlands, dams, wells and bores) from pollution or over-use is therefore of paramount importance to the sustainability of the local economy and communities in the region.

The Shire of Coorow contains areas of natural vegetation that are unique and of global ecological significance. These areas not only provide a basis for nature-based tourism industries, but are worthy of protection in their own right in order to support the maintenance of ecosystem services including clean air, water and biological diversity.

Large areas within the Shire of Coorow are subject to petroleum exploration leases and there is limited existing petroleum production within the Shire. The exploration and production of these onshore resources is likely to require hydraulic fracture stimulation (fracking) technology which is new to the Shire. These industries present potential risks to the town water supply of communities within the Shire and further present potential risk to the continuation of existing land uses through surface and groundwater contamination, air pollution, impacts on agricultural land, impacts on natural ecosystems and impacts on the health of communities within the Shire.

In respect to current and future proposals for on-shore petroleum or other extractive industries, Council will:

- (a) Effectively consult communities within the Shire regarding onshore petroleum developments and represent the concerns and interests of these communities in decision-making on all matters relating to these developments;
- (b) Assume a leadership role in negotiating with the State Government and resource companies to ensure that any petroleum or mineral resource projects in the Shire provide benefit to the community, and individuals within the community where appropriate;

- (c) Ensure that the protection of the health of communities and the protection of groundwater resources is afforded the highest priority in decision-making by the Shire;
- (d) Support and advocate for the rights of communities and residents within the Shire to clean water, clean air, and enjoyment of land without pollution or nuisance;
- (e) Support and advocate for the existing economic land uses within the Shire (including pastoral, agricultural and horticultural, fishing and tourism businesses) to continue to operate unhindered by impacts of petroleum or extractive industries.
- (f) Facilitate an open dialogue and discussion within the community of all stakeholders, based on the sharing of accurate information to encourage an informed debate about issues related to mining.

Council does not support further petroleum resource development within the Shire (including exploration) which has not first undergone thorough and independent assessment of environmental, health, agricultural and socio-economic impacts (including cumulative impacts) by the Environmental Protection Authority, Department of Health, Department of Water and other relevant agencies.

The Shire of Coorow will consider each proposal for petroleum resource development or exploration within the Shire by applying the follow criteria for decision-making. To be supported by Council exploration and development proponents must:

- Undertake thorough community consultation and achieve demonstrated broad community support for development;
- Maintain and protect the amenity and character of the Shire, and its existing communities and land uses;
- Ensure zero impact on groundwater resources used for drinking, agriculture or other existing uses, including the catchment and recharge areas for these resources;
- Ensure zero impact on the health of communities or individuals within the Shire;
- Ensure that the impacts on Shire infrastructure are adequately compensated for in the immediate and future life of that asset, and that the full costs are recovered for any additional infrastructure required;

- Provide full transparency to the community regarding all environmental compliance and monitoring data, including air quality and groundwater monitoring results, chemicals used, and any other relevant information which must be disclosed in a timely manner.
- Accept a 'presumption of liability' for any groundwater pollution that is detected in the vicinity of petroleum operations and which can reasonably be associated with those operations.
- Provide guarantees of full reparation and remediation of groundwater, land, infrastructure, public health or other unplanned impacts that arise from the development.

The Shire of Coorow is not willing to provide its support or assistance to proponents or other parties (including the State Government) who seek to undertake or promote petroleum activities within the Shire that do not meet these standards.

Resolution No:	2008-200, 2009-013, 2014-118, 2016-110
Resolution Date:	19 November 2008, 18 February 2009, 17 September 2014, 21 September 2016
Source:	Shire of Coorow Local Planning Scheme No.3 Shire of Coorow Local Planning Strategy Western Australian Planning Commission Statement of Planning Policy 2.4 Basic Raw Materials (2000) Mining Act (1978) Petroleum & Geothermal Energy Resources Act (1967) Visual Landscape Planning in Western Australia (2007)
Date of Review:	Annually
Review Responsibility:	Chief Executive Officer

Proposed Extractive Industry (Gravel) – Lot 11428 Coorow-Green Head Road, Warradarge - Schedule of Submissions				
Submission No. a Date Received	Submitter & Affected Property	Nature of Submission	Shire Comment	Recommendation
1 (14/7/17)	Department of Fire & Emergency Services PO Box 284 GERALDTON WA 6531	<i>Indifferent</i> No issues from a DFES perspective.	No additional comment.	Note submission.
2 (17/7/17)	Telstra Locked Bag 2525 PERTH WA 6001	<i>No objection</i> Telstra has no objection. The Federal Government has deemed developers are responsible for telecommunications infrastructure on all developments, i.e. conduits, pits and the cost of the cable installation by Telstra or other carrier. Telstra can provide a quote for the pit and pipe and/or cable. This is explained on the Telstra Smart Community website. The developer will have to submit an application before construction is due to start to Telstra (less than 100 lots or living units) or NBN network (for greater than 100 lots or living units in a 3 year period). Please dial 1100 (Dial before You Dig) for location of existing services.	The comments of Telstra are considered to be more applicable to a development or subdivision requiring a phone or internet connection.	Note submission.
3 (17/7/17)	Department of Mines, Industry Regulation & Safety 100 Plain Street EAST PERTH WA 6004	<i>No objection</i> Although extractive industry licences fall outside the <i>Mining Act 1978</i> information on mineral resources including basic raw materials is of importance to the Geological Survey of WA, a division of the Department. The information is used in our database which is a source of information for our state-wide resource mapping system. The locations and status of basic raw materials extraction sites are also valuable inputs to the Geological Survey's resource assessment and land use planning role. Our aim is for the database to be a comprehensive and up-to-date source of information on all mining activities throughout the state. It is a database that is used to inform other government agencies as well as the general public of the location of mines and mineral resources. A continuing supply of low-cost basic raw material is an important part of maintaining the lifestyle and infrastructure that all West Australians enjoy.	In the event that Council were to approve the application the Shire would advise the DMP to enable it to update the Geological Survey of WA.	Note submission.

Proposed Extractive Industry (Gravel) – Lot 11428 Coorow-Green Head Road, Warradarge - Schedule of Submissions			
Submission No. & Date Received	Submitter & Affected Property	Nature of Submission	Shire Comment
4 (18/7/17)	Western Power 363 Wellington Street PERTH WA 6000	<p><i>Comment provided</i></p> <p>As the proposed work is near energised electrical installations and powerlines, the person in control of the work site must ensure that no person, plant or material enters the "Danger Zone" of an overhead powerline or other electrical network assets. The "Danger Zone" is set out in <i>Western Australian Occupational Safety and Health Regulation 1996</i> – Specifically Regulation 3.64.</p> <p>Any information provided by Western Power should not be used in isolation and we recommend that you refer to the <i>Occupational Safety and Health Act 1984</i> and <i>Occupational Safety and Health Regulations 1996</i>. These documents outline WorkSafe WA requirements for working near electricity. For queries relating to these requirements, contact WorkSafe.</p> <p>To help plan works around Western Power's infrastructure, please visit the Working Near Electricity and Dial Before You Dig links at our website.</p> <p>Should the project involve any changes to existing ground levels around poles and structures, or involve working underneath power lines or around underground cables, please contact Western Power on 13 10 87.</p> <p>We are obliged to point out that any change to Western Power's network is the responsibility of the individual developer.</p>	In the event that Council were to approve the application the Shire would provide a copy of Western Power's submission to the applicant to ensure their awareness of their responsibilities under separate legislation.
5 (20/7/17)	Department of Planning, Lands & Heritage 151 Royal Street EAST PERTH WA 6004	<p><i>No objection</i></p> <p>A review of the Register of Places and Objects as well as the Aboriginal Heritage Directorate heritage database concludes that there are no known Aboriginal sites or heritage places within Lot 11428. Therefore based on the information held no approvals under the <i>Aboriginal Heritage Act 1972</i> are required.</p> <p>For any proposed future works the Department suggests that the proponent refer to the State's Aboriginal Heritage Due Diligence Guidelines. The guidelines can be found at: http://www.daa.wa.gov.au/heritage/land-use/</p> <p>The guidelines allow proponents to undertake their own risk assessment regarding any proposal's potential to impact Aboriginal heritage.</p>	<p>Lot 11428 does not include any registered Aboriginal heritage sites.</p> <p>Aboriginal heritage places, whether identified or not, are protected in Western Australia under the <i>Aboriginal Heritage Act 1973</i>.</p> <p>The Cultural Heritage Due Diligence Guidelines have been developed by the DAA to assist proponents identify any risks to Aboriginal heritage and to mitigate risk where heritage places may be present.</p>

Proposed Extractive Industry (Gravel) – Lot 11428 Coorow-Green Head Road, Warradarge - Schedule of Submissions			
Submission No. & Date Received	Submitter & Affected Property	Nature of Submission	Shire Comment
6 (23/7/17)	Department of Parks & Wildlife PO Box 638 JURIEN BAY WA 6516	<i>Comment provided</i> Due to the known occurrence of <i>Phytophthora cinnamomi</i> (Dieback) within the district, with gravel extraction and distribution operations being a recognised vector, a hygiene management plan for the operation of the gravel pit is recommended.	It is suggested that the following condition should be applied in the event that Council approves the proposed development: "The applicant shall, prior to commencement of the development, submit (and subsequently adhere to) a Weed and Hygiene (to address the issue of Dieback) Management Plan that is prepared in consultation with, and to the requirements of, the Department of Primary Industries and Regional Development and the Department of Biodiversity, Conservation and Attractions, and to the approval of the Local Government". It is further suggested that the following advice note should be included in the event that Council approves the proposed development: "In relation to the above condition the applicant is required to contact the Department of Primary Industries and Regional Development (Biosecurity) Geraldton office on 9956 8569, and the Department of Biodiversity, Conservation and Attractions, Jurien Bay office on 9688 6000."
7 (31/7/17)	Water Corporation PO Box 100 LEEDERVILLE WA 6902	<i>No objection</i> The proposed extractive industry is approximately 3km from the Water Corporation's extraction bore and does not appear to affect Water Corporation's assets. However, this development application should be referred to the Department of Water if it has not been done so already.	Note submission, and include the suggested condition of approval as outlined in the Shire Comment column.
8 (31/7/17)	Department of Primary Industries & Regional Development 75 York Road NORTHAM WA 6401	<i>Comment provided</i> The site of the proposed extraction is described by the Department's soil landscape mapping as Yerramullah 2 subsystem, which is an area of plateau residuals, hillcrests and slopes with ironstone gravelly soils dominant. The area generally has moderate to low capability for dryland and irrigated agriculture. The Department supports the proposed application but it is	Note submission, and include the suggested conditions of approval as outlined in the Shire Comment column.

Proposed Extractive Industry (Gravel) – Lot 11428 Coorow-Green Head Road, Warradarge - Schedule of Submissions			
Submission No. & Date Received	Submitter & Affected Property	Nature of Submission	Shire Comment
		<p>a considerable area (approximately 60ha highlighted for extraction) and it is recommended that the following should be considered:</p> <ul style="list-style-type: none"> - a Weed Management Plan to ensure that biosecurity protocols are maintained for the site. This is important to ensure a minimal biosecurity for the landowner, the adjoining farms and national park and along the transport route. - an outline of the rehabilitation and decommissioning measures for the site after extraction is completed so the land may support an activity of a similar nature as that prior to the establishment of the extractive industry. <p>The Department also recommends that the Shire is guided in its consideration of extractive industry development by Sections 5.9 and 5.12 of the current SPP2.5 Rural Planning Policy (2016).</p>	<p>Industries and Regional Development and the Department of Biodiversity, Conservation and Attractions, and to the approval of the Local Government".</p> <p>It is also suggested that the following advice note should be included:</p> <p>"In relation to the above condition the applicant is required to contact the Department of Primary Industries and Regional Development (Biosecurity) Geraldton office on 9956 8569, and the Department of Biodiversity, Conservation and Attractions, Jurien Bay office on 9688 6000."</p> <p>It is further suggested that the following conditions should be applied in the event that Council approves the proposed development:</p> <p>The applicant must undertake post-closure rehabilitation of the development to the approval of the local government, and post-closure obligations shall have regard for the Department of Planning's <i>Visual Landscape Planning in Western Australia</i> and the Department of Water and Environmental Regulation's <i>Water Quality Protection Note 15 - Extractive industries near sensitive water resources</i> to ensure that the rehabilitation of the closed extractive industry site improves the visual and conservation values of the landscape.</p> <p>Post closure requirements shall become applicable upon the earlier of the following events:</p> <ul style="list-style-type: none"> - acknowledgement by the landowner that extractive activities are completed; or - the approval period for the development having expired.
			Shire Comment column.

11.3 MANAGER OF WORKS AND SERVICES:

11.3.1 NIL

11.4 DEPUTY CHIEF EXECUTIVE OFFICER:

11.4.1 ACCOUNTS FOR PAYMENT

AUTHOR	Erika Clement
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 August 2017

SUMMARY:

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

COMMENT:

Approval is sought for the following list of payments of accounts made since Council's last meeting on 19th July 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:

2017/111

Moved: Cr Jack

Seconded: Cr Clement

That payment listed in 11.4.1 Accounts Due and Submitted to Council up to 8 August 2017 including:

MUNICIPAL FUND

Cheque	20090-20095	\$ 8,590.33
Collection	71170717-72280717	\$ 15,305.30
Summaries		
Payroll DD's	14/06/2017 – 28/06/2017	\$ 110,039.00
EFTS	11555 - 11664	\$ 382,173.28
Superannuation	14/06/2017 – 28/06/2017	\$ 29,359.55
Credit Card	13110717	\$ 8,125.88
Totalling		\$ 553,593.34

TRUST FUND

EFTS	Nil	\$ 0.00
Totalling:		\$ 0.00

be endorsed.

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

List of Accounts Due & Submitted to Council 08/08/2017

<u>Chq/EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Muni</u>
EFT11665	14/07/2017	AVON WASTE	WASTE REMOVAL - JUNE 2017	\$ 25,283.34
EFT11666	14/07/2017	AMPAC DEBT RECOVERY	DEPT RECOVERY TO 30/06/17	\$ 190.74
EFT11667	14/07/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 27.45
EFT11668	14/07/2017	BEAN KL	REIMBURSEMENT - PHONE 16/05/17 - 15/06/17	\$ 69.95
EFT11669	14/07/2017	COURIER AUSTRALIA	FREIGHT X SHEFFIELD WIRE, SUNNY SIGNS	\$ 48.68
EFT11670	14/07/2017	COOROW COMMUNITY LAND (INC) - HOTEL	REFRESHMENTS - SPECIAL COUNCIL MEETING 03/07/17	\$ 157.50
EFT11671	14/07/2017	CLAYTON WEIR	FACILITATION OF COMMUNITY STRATEGIC PLAN WORKSHOPS (3)	\$ 4,631.00
EFT11672	14/07/2017	EASIFLEET	NOVATED LEASE - MRS	\$ 455.84
EFT11673	14/07/2017	FAMILY SHOPPING CENTRE	MILK, SUGAR, COFFEE, BISCUITS, 3 X USB STICKS, HOUSEHOLD GAS	\$ 271.06
EFT11674	14/07/2017	FUEL DISTRIBUTORS	DIESEL (1)	\$ 27,580.00
EFT11675	14/07/2017	FAIRFAX MEDIA PUBLICATIONS PTY LTD	ADVERTISING - 2017-18 TURQUOISE COAST BUSINESS & COMMUNITY DIRECTORY	\$ 350.00
EFT11676	14/07/2017	HALF WAY MILL ROADHOUSE	FUEL & MEALS	\$ 57.40
EFT11677	14/07/2017	HERRINGS COASTAL PLUMBING & GAS	PLUMBING REPAIRS - 6 SPAIN ST	\$ 970.82
EFT11678	14/07/2017	SHIRE OF IRWIN	REIMBURSEMENT FOR CESM 01/04/17 - 30/06/17	\$ 2,328.88
EFT11679	14/07/2017	BRUCE ANDREW JACK	CROSSOVER SUBSIDY - LOT 109 COMMERCIAL ST	\$ 500.00
EFT11680	14/07/2017	LANDMARK	24LTR AQUAPACK TANK	\$ 157.29
EFT11681	14/07/2017	LANDGATE	VALUATION ROLLS - MINING TENEMENTS	\$ 524.00
EFT11682	14/07/2017	LGIS INSURANCE BROKING	ANNUAL MANAGEMENT LIABILITY INSURANCE TO 30/06/2018	\$ 11,769.36
EFT11683	14/07/2017	LEEMAN POST AND FUEL	POSTAGE - JUNE 17	\$ 279.00
EFT11684	14/07/2017	L & H GROUP - AUSLEC GERALDTON	4X6.5 METER BACHBREAK SOLAR POSTS & 5 X35W SOLAR PANELS WITH LED	\$ 7,518.50
EFT11685	14/07/2017	LEEMAN PLUMBING & EXCAVATION	REPAIR OF HOT WATER SYSTEM - PENSIONERS UNIT 1 LEEMAN	\$ 170.50
EFT11686	14/07/2017	MIDWEST CHEMICAL & PAPER	ASSTD CLEANING MATERIAL	\$ 684.75
EFT11687	14/07/2017	LGIS WORKCARE	ANNUAL WORKCARE INSURANCE TO 30/06/2018	\$ 30,869.80

EFT11688	14/07/2017	LGIS LIABILITY	ANNUAL PUBLIC LIABILITY INSURANCE TO 30/06/2018	\$ 18,166.16
EFT11689	14/07/2017	LGIS PROPERTY	ANNUAL PROPERTY INSURANCE TO 30/06/2018	\$ 44,888.02
EFT11690	14/07/2017	MADDINGTON, PERTH MODUS AUSTRALIA	PUBLIC TOILET BUILDING - LE FORESHORE	\$ 58,844.50
EFT11691	14/07/2017	OFFICEWORKS BUSINESS DIRECT	MANILLA FOLDERS, COLOURED PAPER, NOTE BOOKS	\$ 356.49
EFT11692	14/07/2017	PCYC	DONATION 17/18 - CIRCUS QUIRKUS	\$ 240.00
EFT11693	14/07/2017	RUMBOLD FORD	SEAT COVERS - CW0017, CW0023	\$ 1,100.00
EFT11694	14/07/2017	SHIRE OF CARNAMAH	WINCHESTER CEMETERY 2016/17	\$ 3,127.34
EFT11695	14/07/2017	TOTAL EDEN	ASSTD WATER FITTINGS - LEEMAN PARKS	\$ 348.44
EFT11696	14/07/2017	WCC ELECTRICAL & AIR CONDITIONING	REPAIRS TO LATHE	\$ 143.00
EFT11697	14/07/2017	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA SUBSCRIPTIONS 01.07.2017 - 30.06.2018	\$ 22,612.52
EFT11698	14/07/2017	WESTRAC EQUIPMENT	ARTIC REPAIRS - CW007	\$ 2,235.56
EFT11699	14/07/2017	W A TREASURY CORPORATION	GUARANTEE FEE ON LOANS TO JUNE 2017	\$ 1,051.97
EFT11700	14/07/2017	PACIFIC BRANDS - WORKWEAR GROUP	UNIFORMS	\$ 141.96
EFT11701	04/08/2017	LEADING EDGE COMPUTERS	COMPUTER SUPPORT FOR NETWORK ISSUES MAY 2017	\$ 1,261.89
EFT11702	04/08/2017	AUSTRALIA POST-LPO	POSTAGE JULY 2017 - INCLUDES RATES DELIVERY	\$ 891.38
EFT11703	04/08/2017	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	LEGAL CHARGES - RATES COLLECTIONS	\$ 43.45
EFT11704	04/08/2017	AUSTRALIA DAY COUNCIL	AUSTRALIA DAY WA GOLD MEMBERSHIP	\$ 550.00
EFT11705	04/08/2017	AUSTRALIAN RURAL ROAD GROUP (GWYDIR SHIRE)	AUSTRALIAN RURAL ROAD GROUP ANNUAL MEMBERSHIP 17.18	\$ 500.00
EFT11706	04/08/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 27.45
EFT11707	04/08/2017	BAY GLASS	SUPPLY 3 NEW FLYSCREENS - LOT 520 TUART STREET LEEMAN	\$ 150.00
EFT11708	04/08/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	SNAP OFF BLADES - WETTING AGENT SAWS - RUBBER Mallet	\$ 336.66
EFT11709	04/08/2017	BINDOON TRACTORS	BLADES, PINS, KEYHOLE PLATES, PLUG, OIL AND FILTERS	\$ 675.89
EFT11710	04/08/2017	BULLIVANTS HANDLING SAFETY	WIRE ROPE SLINGS	\$ 927.63
EFT11711	04/08/2017	COOROW COMMUNITY RESOURCE CENTRE	2 X 12 ROUNDS OF SANDWICHES	\$ 120.00
EFT11712	04/08/2017	COURIER AUSTRALIA	FREIGHT	\$ 192.71

EFT11713	04/08/2017	COVS	CLEANER - CRC & R4000 SPREAD BEAM	\$ 522.70
EFT11714	04/08/2017	CUNNINGHAMS AG SERVICES	16 BSPPF FEMALE - 16 BSPPF MALE TIP/POPPET	\$ 840.20
EFT11715	04/08/2017	CLARKSON FREIGHTLINES	FREIGHT - COMMERCIAL FRIDGE - MALEY PARK	\$ 146.22
EFT11716	04/08/2017	COASTAL MOBILE AUTO REPAIRS	4 X NEW TYRES FOR CW001	\$ 1,820.60
EFT11717	04/08/2017	CARNAMAH TYRE SALES	SUPPLY AND FIT OF GRADER TYRE	\$ 812.90
EFT11718	04/08/2017	COOROW COMMUNITY LAND (INC) - HOTEL	COOROW HOTEL COUNCIL MEETING REFRESHMENTS	\$ 634.50
EFT11719	04/08/2017	EASIFLEET	NOVATED LEASE - MRS	\$ 455.84
EFT11720	04/08/2017	FORPARK AUSTRALIA	SWING POST BAR - SWING PIPE- BOLTS AND NUTS	\$ 1,757.80
EFT11721	04/08/2017	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESL JUNE 2017	\$ 285.38
EFT11722	04/08/2017	FIVE STAR BUSINESS MACHINES	METERPLAN CHARGES JULY 2017 - LE & CW	\$ 1,122.32
EFT11723	04/08/2017	GERALDTON DIESEL INJECTION SERVICE	OVERHAUL 6 INJECTORS CW0026	\$ 863.55
EFT11724	04/08/2017	GERALDTON MOWER & REPAIRS	GEAR HEAD & ROLLOMATIC MINI BAR	\$ 660.80
EFT11725	04/08/2017	GREENWAY ENTERPRISES	MESH MATTING FOR GREEN HEAD PARK	\$ 4,159.71
EFT11726	04/08/2017	HILLS FIRE EQUIPMENT	SERVICE TO FIRE EQUIPMENT	\$ 2,637.36
EFT11727	04/08/2017	HERRINGS COASTAL PLUMBING & GAS	REPAIRS TO PIPE IN ABLUTION BLOCK- WEST END	\$ 441.05
EFT11728	04/08/2017	VANCE DAVID HANNINGTON	CROSSOVER SUBSIDY CLAIM	\$ 500.00
EFT11729	04/08/2017	JURIEN SIGNS	INTERPRETIVE SIGNAGE FOR MILLIGAN ISLAND - WITH CHANGES TO ARTWORK TO FIT SIGN SIZING- FINAL	\$ 6,375.00
EFT11730	04/08/2017	JURIEN BAY CONCRETE & EARTHWORKS PTY LTD	26 X 25 TON LOADS OF LIMESTONE	\$ 15,372.50
EFT11731	04/08/2017	K9 ELECTRICAL	ALARM MONITORING JULY - SEP 2017 FOR CW AND LE	\$ 210.30
EFT11732	04/08/2017	LEEMAN HARDWARE	LEEMAN HARDWARE - STORES	\$ 212.29
EFT11733	04/08/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2017/2018 MEMBERSHIP	\$ 1,744.00
EFT11734	04/08/2017	LOCAL HEALTH AUTHORITIES	ANALYTICAL SERVICES	\$ 500.50
EFT11735	04/08/2017	LEWIS MOTORS	FILTERS	\$ 781.40
EFT11736	04/08/2017	LEEMAN & GREEN HEAD COMMUNITY RESOURCE CENTRE	ANNUAL CONTRIBUTION TO SNAG ISLAND NEWS 2017/2018	\$ 4,950.00
EFT11737	04/08/2017	LANDGATE	VALUATIONS	\$ 385.08
EFT11738	04/08/2017	LEEMAN PLUMBING & EXCAVATION	PLUMBING REPAIRS LEEMAN FORESHORE ABLUTION BLOCK	\$ 546.43

EFT11739	04/08/2017	MAIN STREET HARDWARE COOROW	MIXING TAP	\$ 159.90
EFT11740	04/08/2017	MASTERPLAN	GREEN HEAD AND LEEMAN INDUSTRIAL LAND SUPPLY STUDY STAGE 2	\$ 23,500.00
EFT11741	04/08/2017	NATURE TOURISM SERVICES	DESIGN AND SUPPLY OF 1 INTERPRETIVE SIGN FOR GREEN HEAD	\$ 3,080.00
EFT11742	04/08/2017	PAPER PLUS OFFICE NATIONAL	1 X TONER CARTRIDGE FOR LEEMAN	\$ 149.78
EFT11743	04/08/2017	PRITCHARD BOOKBINDERS	COUNCIL MINUTES BOOK BINDING - FEB - JUNE 2016	\$ 132.00
EFT11744	04/08/2017	LEANNE PAROLA	WATER ACCOUNT TO 06/07/2017	\$ 450.89
EFT11745	04/08/2017	PARK QUIP	STAINLESS STEEL BBQ's FOR MILLIGAN ISLAND	\$ 6,494.40
EFT11746	04/08/2017	LEONIE JOY QUANTOCK	REFRESHMENTS	\$ 17.00
EFT11747	04/08/2017	LISWA	BETTER BEGINNINGS PROGRAM	\$ 71.50
EFT11748	04/08/2017	SHEFFIELD WIRE PRODUCTS	CAT TRAP	\$ 624.00
EFT11749	04/08/2017	SOUTH BEACH HOLDINGS (WA) PTY LTD- MINNINUP PASTORAL CO	GRAVEL FOR SHOULDER WORK COOROW-GREEN HEAD ROAD	\$ 6,264.00
EFT11750	04/08/2017	TUDOR HOUSE	SHIRE OF COOROW FLAGS X 2	\$ 519.75
EFT11751	04/08/2017	TWINSIDE PRECAST PTY LTD	SANDSTONE BLOCKS FOR RETAINING WALL - 42 COMMERCIAL STREET	\$ 1,539.00
EFT11752	04/08/2017	CODY THORNE	REMOVAL OF OLD RETAINING WALL - 42 COMMERCIAL ST	\$ 1,864.50
EFT11753	04/08/2017	WESTERN GREY	REPAIRS TO POST HOLE AUGUR FOR CAT SKID STEER LOADER	\$ 418.00
EFT11754	04/08/2017	WESTRAC EQUIPMENT	VEHICLE REPAIRS - CW0010	\$ 12,742.56
EFT11755	04/08/2017	WREN OIL	OIL WASTE DISPOSAL GREEN HEAD	\$ 33.00
EFT11756	04/08/2017	WATERMAN IRRIGATION	STANDPIPE REMOTE ACCESS CHARGES - 1/7/17 TO 31/12/17 FOR GREEN HEAD, LEEMAN AND COOROW	\$ 376.20
EFT11757	04/08/2017	WALLIS COMPUTER SOLUTIONS	ADMIN SUPPORT	\$ 297.00
EFT11758	07/08/2017	VICKI JEAN BURLEY	RATES REFUND FOR A1289 37 BRISTOL ST COOROW	\$ 872.49
			<u>TOTAL EFT PAYMENTS</u>	\$ 382,173.28
20090	12/07/2017	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS	\$ 130.00
20091	14/07/2017	SYNERGY	ELECTRICITY ACCOUNT TO 03/07/2017	\$ 4,477.70
20092	14/07/2017	TELSTRA	PHONE ACCOUNTS TO 03/07/2017	\$ 2,753.22
20093	14/07/2017	WATER CORPORATION	WATER ACCOUNT TO 27/06/2017	\$ 1,099.41
20095	26/07/2017	SHIRE OF COOROW - LOTTO	PAYROLL DEDUCTIONS	\$ 130.00
			<u>TOTAL CHEQUE PAYMENTS</u>	\$ 8,590.33

DD25597.1	12/07/2017	WA SUPER PAYROLL DEDUCTION	PAYROLL DEDUCTIONS	\$ 12,643.59
DD25597.2	12/07/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 359.32
DD25597.3	12/07/2017	ULTIMATE SUPER AND PENSION SERVICE	PAYROLL DEDUCTIONS	\$ 1,219.59
DD25597.4	12/07/2017	SHOALWATER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 103.74
DD25597.5	12/07/2017	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 208.89
DD25628.1	12/07/2017	WA SUPER PAYROLL DEDUCTION	SUPERANNUATION CONTRIBUTIONS	\$ 554.31
DD25628.2	17/07/2017	WA SUPER PAYROLL DEDUCTION	PAYROLL DEDUCTIONS	\$ 201.57
DD25660.1	26/07/2017	WA SUPER PAYROLL DEDUCTION	PAYROLL DEDUCTIONS	\$ 12,240.52
DD25660.2	26/07/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 239.94
DD25660.3	26/07/2017	ULTIMATE SUPER AND PENSION SERVICE	PAYROLL DEDUCTIONS	\$ 1,219.59
DD25660.4	26/07/2017	SHOALWATER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 159.60
DD25660.5	26/07/2017	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 208.89
			<u>TOTAL SUPERANNUATION PAYMENTS</u>	\$ 29,359.55
13110717	11/07/2017	BANKWEST	MASTERCARD - CEO	\$ 1,243.46
13110717	11/07/2017	BANKWEST	MASTERCARD - DCEO	\$ 3,873.60
13110717	11/07/2017	BANKWEST	MASTERCARD - MWS	\$ 2,380.74
13110717	11/07/2017	BANKWEST	MASTERCARD - MRS	\$ 628.08
			<u>TOTAL CREDIT CARD PAYMENTS</u>	\$ 8,125.88
17170717	17/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 869.05
71030817	03/08/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 584.40
71040817	04/08/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 220.35
71110717	11/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 30.15
71120717	12/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 819.40
71130717	13/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 63.70
71140717	14/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,359.35
71180717	18/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 356.95
71200717	20/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 209.85
71210717	21/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 655.70
71250717	25/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 120.20
71260717	26/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 233.55
71270717	27/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 701.90

72010817	01/08/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 147.40
72020817	02/08/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 757.15
72030817	03/08/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 339.10
72040817	04/08/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 671.30
72100717	10/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 1,265.95
72110717	11/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 25.70
72120717	12/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 769.10
72130717	13/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 35.80
72140717	14/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 133.50
72150717	14/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 923.35
72170717	17/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 116.30
72180717	19/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 29.80
72190717	19/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 2,108.05
72200717	20/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 367.95
72210717	21/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 43.90
72240717	25/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 54.70
72250717	25/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 409.05
72280717	28/07/2017	TRANSPORT DEPT OF	TRANS LICENSING	\$ 882.65
			<u>TOTAL LICENSING PAYMENTS</u>	\$ 15,305.30
DDEBIT	12/07/2017	PAYROLL	PAYROLL	\$ 55,828.00
DDEBIT	26/07/2017	PAYROLL	PAYROLL	\$ 54,211.00
			<u>TOTAL PAYROLL PAYMENTS</u>	\$ 110,039.00
			<u>TOTAL PAYMENTS</u>	\$ 553,593.34

Credit Card Payment summary

Credit card payments made between

10/06/2017 - 11/07/2017

CEO		
Novotel Canberra	Accommodation - Cr Girando	\$ 1,243.46
		\$ 1,243.46
DCEO		
Moora Betta Home	Oven - Thomas St	\$ 689.00
Jaycar	Solar Panels - Milligan Island	\$ 134.80
Shire of Coorow	Licensing CW 0023	\$ 2,295.80
Moora Betta Home	Oven- Spain St	\$ 689.00
Wix	Events Calendar - Wildflower Country	\$ 65.00
		\$ 3,873.60
MWS		
IINET	June Data	\$ 54.99
Westnet	GH Library Internet	\$ 29.95
Shire of Coorow	Licensing CW 0017	\$ 2,295.80
		\$ 2,380.74
MRS		
Telstra	Internet	\$ 145.00
Trybooking	Training PA	\$ 120.30
Leeman Fish & Chips	Refreshments	\$ 60.00
Johber PTY LTD	Diesel	\$ 20.00
Roadrunner Mechanical	Parts for CW0026	\$ 282.78
		\$ 628.08
Total Credit Card Payment		\$ 8,125.88

11.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – JULY 2017

AUTHOR	Erika Clement
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 July 2017
ATTACHMENT	11.4.2.1 - Statement of Financial Activity for July 2017
FILE	ADM 0426 – Finance – 2017/18

SUMMARY:

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

BACKGROUND:

The form of the Monthly Financial Statements presented to Council is a Statement of Financial Activity, which also includes supplementary information including an Operating Statement Function and Activity, Balance Sheet and Cash Flow Graph. A copy of the Statement of Financial Activity for the month ended 31 July 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:

2017/112

Moved: Cr Rackemann

Seconded: Cr Bothe

That Council accepts the Monthly Statement of Financial Activity as included at Attachment 11.4.2 for the period ended 31 July 2017.

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

SHIRE OF COOROW
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2017

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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 31 JULY 2017

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	
Operating Revenues								
Grants, Subsidies and Contributions	8	\$ 1,796,365	\$ 1,796,365	\$ 149,685	\$ 136,016	(13,669)	(9%)	
Profit on Asset Disposal	11	0	0	0	0	0		
Fees and Charges		534,785	534,785	44,548	311,571	267,023	599%	▲
Interest Earnings		70,764	70,764	5,897	1,511	(4,386)	(74%)	
Other Revenue		518,520	518,520	43,208	0	(43,208)	(100%)	▼
Total (Excluding Rates)		2,920,434	2,920,434	243,338	449,098	205,760		
Operating Expense								
Employee Costs		(1,762,577)	(1,762,577)	(146,778)	(160,187)	(13,409)	(9%)	
Materials and Contracts		(2,253,568)	(2,253,568)	(187,728)	(126,583)	61,145	33%	▼
Utilities Charges		(230,500)	(230,500)	(19,186)	742	19,928	104%	▼
Depreciation (Non-Current Assets)		(6,051,277)	(6,051,277)	(504,262)	0	504,262	100%	▼
Interest Expenses	13	(10,861)	(10,861)	(903)	3,453	4,356	482%	
Insurance Expenses		(200,506)	(200,506)	(16,676)	(72,238)	(55,562)	(333%)	▲
Loss on Asset Disposal	11	(18,398)	(18,398)	(1,532)	0	1,532		
Other Expenditure		(64,560)	(64,560)	(5,377)	(1,302)	4,075	76%	
Total		(10,592,246)	(10,592,246)	(882,442)	(356,115)	526,327		
Funding Balance Adjustment								
Add Back Depreciation		6,051,277	6,051,277	504,262	0	(504,262)	(100%)	▼
(Profit)/Loss on Asset Disposal	11	18,398	18,398	1,532	0	(1,532)		
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	9,591	9,591	100%	
Movement in Leave Reserve		0	0	0	0	0		
Adjust Rounding		0	0	0	0	0		
Net Operating (Ex. Rates)		(1,641,057)	(1,641,057)	(172,229)	102,574	274,803		
Capital Revenues								
Grants, Subsidies and Contributions	8	1,177,694	1,177,694	98,137	259,924	161,787	165%	▲
Proceeds from Disposal of Assets	11	185,843	185,843	15,486	0	(15,486)	(100%)	▼
Transfer from Restricted Cash (Unspent Grants)		71,777	71,777	71,777	71,777	0	0%	
Transfer from Reserves	10	38,195	559,695	3,182	0	(3,182)	(100%)	
Total		1,473,509	1,995,009	188,582	331,701	143,119		
Capital Expenses								
Land Held for Resale	11	0	0	0	0	0		
Buildings	11	(382,818)	(382,818)	(31,892)	(4,439)	27,453	86%	▼
Plant and Equipment	11	(643,407)	(643,407)	(53,616)	0	53,616	100%	▼
Tools	11	(5,000)	(5,000)	(416)	0	416	100%	
Furniture and Equipment	11	(32,872)	(32,872)	(2,738)	0	2,738	100%	
Infrastructure Assets - Roads	11	(1,912,797)	(1,912,797)	(163,106)	(22,913)	140,193	86%	▼
Infrastructure Assets - Footpaths	11	(92,400)	(92,400)	(7,699)	0	7,699	100%	
Infrastructure Assets - Other	11	(1,422,535)	(1,422,535)	(130,631)	(11,609)	119,022	91%	▼
Repayment of Debentures	13	(137,199)	(137,199)	(11,432)	0	11,432	100%	▼
Transfer to Reserves	10	(325,792)	(325,792)	(27,146)	0	27,146	100%	▼
Total		(4,954,820)	(4,954,820)	(428,676)	(38,961)	389,715		
Net Capital		(3,481,310)	(2,959,810)	(240,094)	292,740	532,834		
Total Net Operating + Capital		(5,122,367)	(4,600,867)	(412,323)	395,314	807,637		
Rate Revenue		3,122,247	3,122,247	260,186	3,191,649	2,931,463	1127%	▲
Opening Funding Surplus(Deficit)		1,963,417	1,963,417	1,963,417	2,014,096	50,679	3%	
Closing Funding Surplus(Deficit)	3	(36,703)	484,797	1,811,280	5,601,060	3,789,780		

SHIRE OF COOROW
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
FOR THE PERIOD ENDED 31 JULY 2017

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	Var.
Operating Revenues		\$	\$	\$	\$	\$	%	
Governance		16,050	16,050	1,336	829	(507)	(38%)	▼
General Purpose Funding		812,260	812,260	67,685	3,783	(63,902)	(94%)	▼
Law, Order and Public Safety		116,960	116,960	9,743	245	(9,498)	(97%)	▼
Health		4,194	4,194	348	0	(348)	(100%)	▼
Education and Welfare		100,215	100,215	8,350	2,361	(5,989)	(72%)	▼
Housing		97,061	97,061	8,087	5,501	(2,586)	(32%)	▼
Community Amenities		800,470	800,470	66,700	298,514	231,814	348%	▲
Recreation and Culture		826,252	826,252	68,845	1,223	(67,622)	(98%)	▼
Transport		1,114,560	1,114,560	92,879	337,526	244,647	263%	▲
Economic Services		114,807	114,807	9,563	53,437	43,874	459%	▲
Other Property and Services		95,300	95,300	7,939	5,602	(2,337)	(29%)	▼
Total (Excluding Rates)		4,098,128	4,098,128	341,475	709,022	367,547		
Operating Expense								
Governance		(566,337)	(566,337)	(47,170)	(162,568)	(115,398)	(245%)	▲
General Purpose Funding		(292,933)	(292,933)	(24,406)	(141)	24,265	99%	▼
Law, Order and Public Safety		(406,204)	(406,204)	(33,833)	(12,341)	21,492	64%	▼
Health		(186,895)	(186,895)	(15,564)	(466)	15,098	97%	▼
Education and Welfare		(112,989)	(112,989)	(9,403)	(4,410)	4,993	53%	▼
Housing		(13,853)	(13,853)	(1,130)	(3,342)	(2,212)	(196%)	▼
Community Amenities		(899,863)	(899,863)	(74,954)	(20,237)	54,717	73%	▼
Recreation and Culture		(1,734,161)	(1,734,161)	(144,457)	(54,076)	90,381	63%	▼
Transport		(5,770,880)	(5,770,880)	(480,884)	(112,761)	368,123	77%	▼
Economic Services		(254,029)	(254,029)	(21,155)	(9,320)	11,835	56%	▼
Other Property and Services		(354,103)	(354,103)	(29,486)	23,546	53,032	180%	▼
Total		(10,592,246)	(10,592,246)	(882,442)	(356,115)	526,327		
Funding Balance Adjustment								
Add back Depreciation		6,051,277	6,051,277	504,262	0	(504,262)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	10	18,398	18,398	1,532	0	(1,532)	(100%)	▼
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	9,591	9,591	100%	▼
Movement in Leave Reserve (Added Back)		0	0	0	0	0		▼
Adjustments in Faixed Assets		0	0	0	0	0		▼
Adjust Rounding		0	0	0	0	0		▼
Net Operating (Ex. Rates)		(463,363)	(463,363)	(74,092)	362,499	388,081		
Capital Revenues								
Proceeds from Disposal of Assets	11	185,843	185,843	15,486	0	(15,486)	(100%)	▼
Proceeds from New Debentures	12	0	0	0	0	0		▼
Proceeds from Trust Account		0	0	0	0	0		▼
Proceeds from Advances		0	0	0	0	0		▼
Self-Supporting Loan Principal		0	0	0	0	0		▼
Transfer from Restricted Cash (Unspent Grants)		71,777	71,777	71,777	71,777	0	0%	▼
Transfer from Reserves	10	38,195	559,695	3,182	0	(3,182)	(100%)	▼
Total		295,815	817,315	90,445	71,777	(18,668)		
Capital Expenses								
Land Held for Resale	11	0	0	0	0	0		▼
Buildings	11	(382,818)	(382,818)	(31,892)	(4,439)	27,453	86%	▼
Plant and Equipment	11	(643,407)	(643,407)	(53,616)	0	53,616	100%	▼
Tools	11	(5,000)	(5,000)	(416)	0	416	100%	▼
Furniture and Equipment	11	(32,872)	(32,872)	(2,738)	0	2,738	100%	▼
Land	11	0	0	0	0	0		▼
Non-Freehold Shire Land	11	0	0	0	0	0		▼
Infrastructure Assets - Roads	11	(1,912,797)	(1,912,797)	(163,106)	(22,913)	140,193	86%	▼
Infrastructure Assets - Footpaths	11	(92,400)	(92,400)	(7,699)	0	7,699	100%	▼
Infrastructure Assets - Drainage	11	0	0	0	0	0		▼
Infrastructure Assets - Other	11	(1,422,535)	(1,422,535)	(130,631)	(11,609)	119,022	91%	▼
Repayment of Debentures	13	(137,199)	(137,199)	(11,432)	0	11,432	100%	▼
Advances to Community Groups		0	0	0	0	0		▼
Transfer to Reserves	10	(325,792)	(325,792)	(27,146)	0	27,146	100%	▼
Total		(4,954,820)	(4,954,820)	(428,676)	(38,961)	389,715		
Net Capital		(4,659,004)	(4,137,504)	(338,231)	32,816	371,047		
Total Net Operating + Capital		(5,122,367)	(4,600,867)	(412,323)	395,315	759,128		
Rate Revenue		3,122,247	3,122,247	260,186	3,191,649	2,931,463	1127%	▲
Opening Funding Surplus(Deficit)		1,963,417	1,963,417	1,963,417	2,014,096	50,679	3%	
Closing Funding Surplus(Deficit)	3	(36,703)	484,797	1,811,280	5,601,060	3,741,270		

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 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 31 JULY 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 31 JULY 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 31 JULY 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 31 JULY 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 31 JULY 2017**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

Food quality control, contributions to medical and health operations.

EDUCATION AND WELFARE

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

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

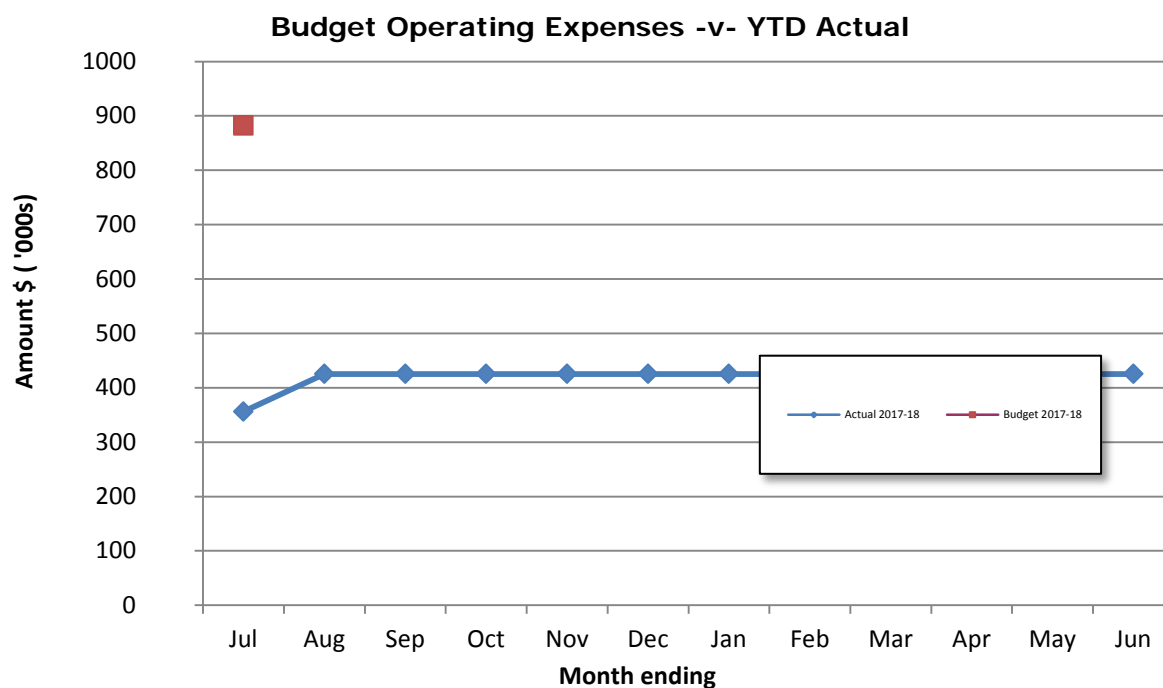
Natural resource management. Tourism facilities, information and directional signs. Weed and pest control services.
Necessary building control services.

OTHER PROPERTY & SERVICES

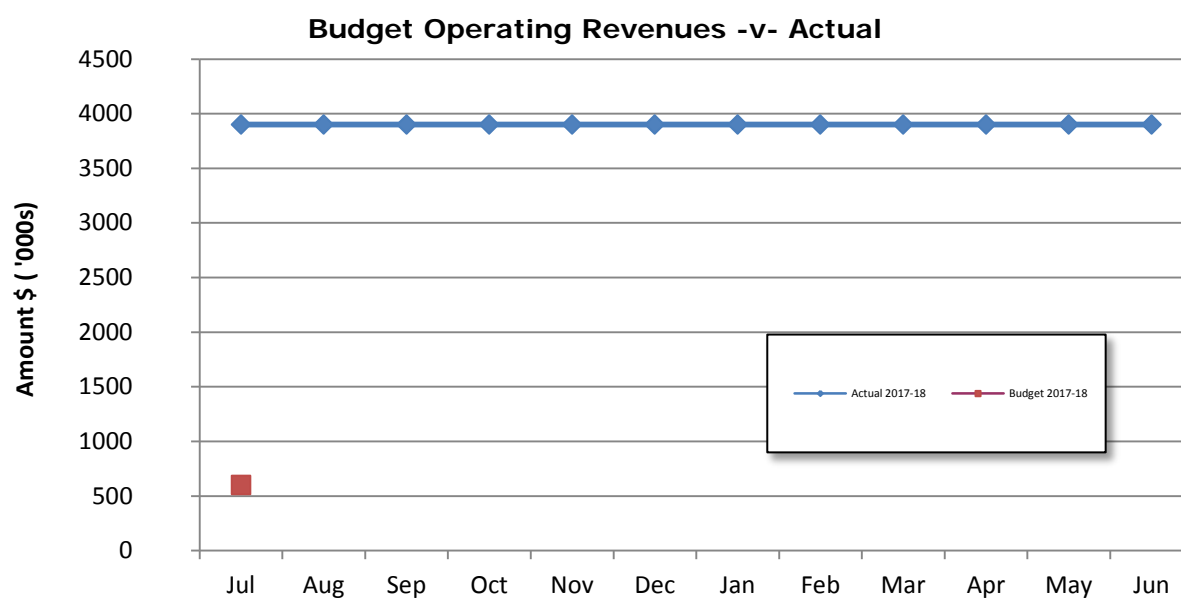
Private works carried out by council and indirect cost allocation pools.
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 2 - Graphical Representation - Source Statement of Financial Activity



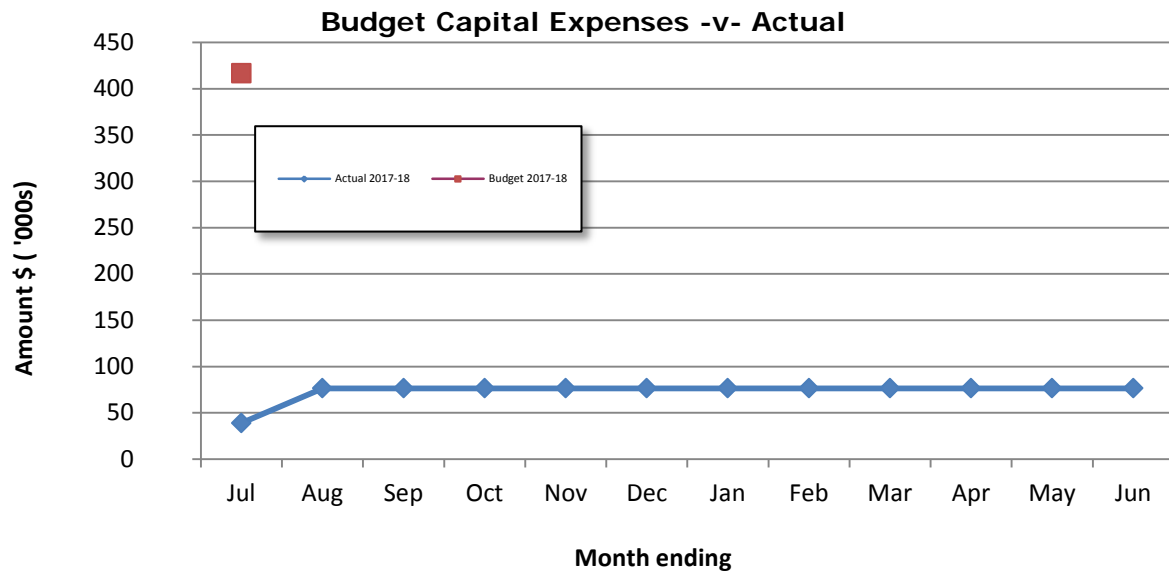
Comments/Notes - Operating Expenses



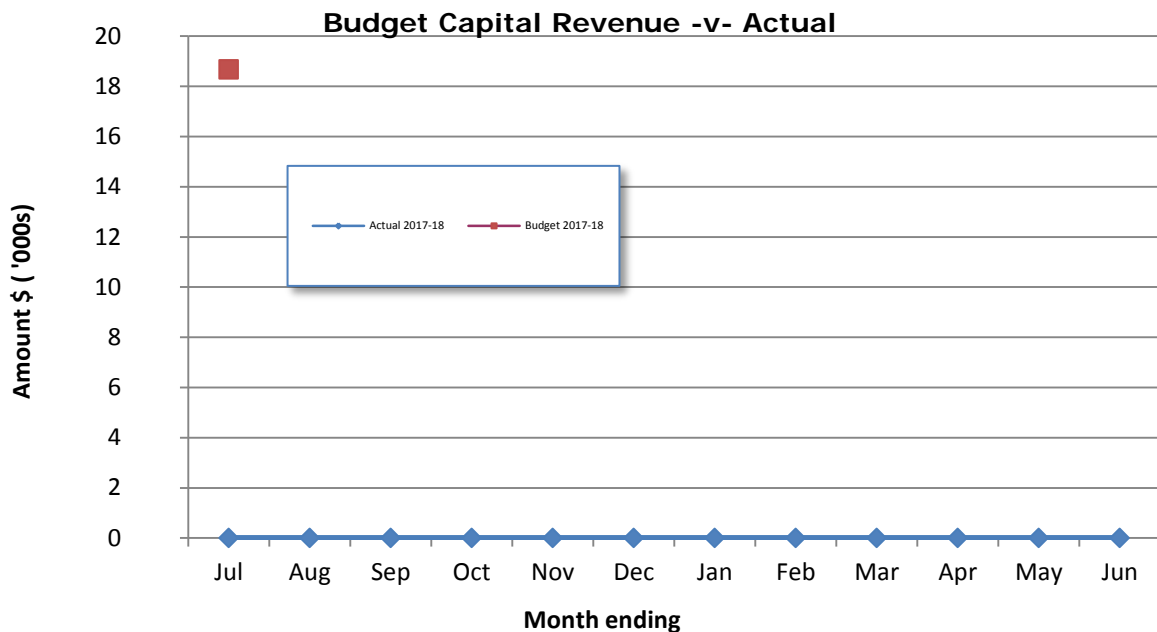
Comments/Notes - Operating Revenues

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

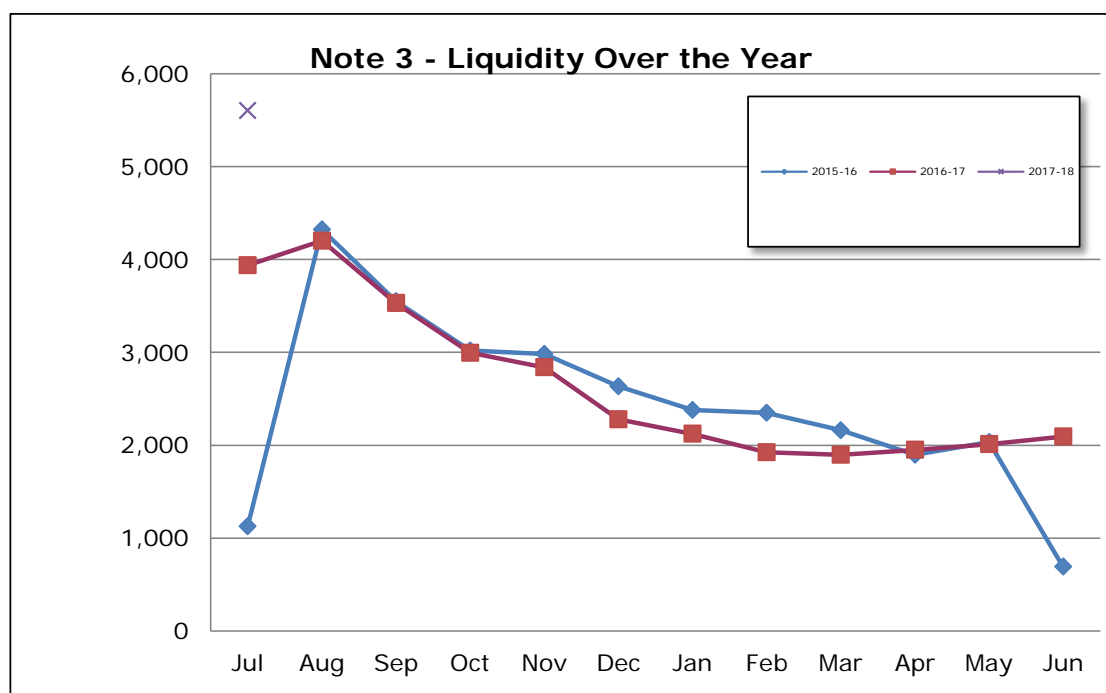


Comments/Notes - Capital Revenues

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 3: SURPLUS/(DEFICIT) POSITION

	Positive=Surplus (Negative=Deficit)		
	31/07/2017	30/06/2017	31/07/2016
Note	This Period	Last Period	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	1,987,981	2,487,955	257,641
Cash Restricted	764,634	764,634	1,252,475
Receivables - Rates and Rubbish	3,615,686	152,265	3,471,550
Receivables - Other	372,923	131,779	708,859
Inventories	10,614	10,614	10,614
	6,751,838	3,547,247	5,701,140
Less: Current Liabilities			
Payables	(174,322)	(465,734)	(312,718)
Loan Liability	(137,203)	(137,203)	(131,613)
Provisions	(393,791)	(393,791)	(393,791)
	(705,317)	(996,729)	(838,122)
Net Current Asset Position	6,046,521	2,550,518	4,863,018
Less: Cash Restricted	(764,634)	(764,634)	(1,252,475)
Add Back: Component of Leave Liability not Required to be funded	172,378	172,378	194,589
Add Back: Current Loan Liability	137,203	137,203	131,613
Add Back: Movement in Deferred Rates	9,591		
Adjustment for Trust Transactions Within Muni	0	0	(567)
Net Current Funding Position	5,601,060	2,095,465	3,936,178



Comments - Net Current Funding Position

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Account		145,014			145,014	BankWest	
Cash Floats		850			850		
Municipal Saver Account		342,117			342,117	Bankwest	
Reserve Account			764,634		764,634	BankWest	
Trust Account				559,999	559,999	BankWest	
(b) Term Deposits							
Reserve Account					0		
Reserve Term Deposit			764,000		764,000	ME BANK	13/04/2018
Municipal Account	2.65%	250,000			250,000	ME Bank	12/12/2017
Municipal Account	2.80%	250,000			250,000	ME Bank	12/02/2018
Municipal Account	2.80%	250,000			250,000	ME Bank	12/04/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	12/06/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	12/06/2018
Municipal Account		250,000			250,000	ME Bank	12/06/2018
Municipal Account					0		
Total		1,987,981	764,000	559,999	4,076,614		

Comments/Notes - Investments

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 5: MAJOR VARIANCES

Comments/Reason for Variance	Variance	
	Timing	Permanent
5.1 OPERATING REVENUE (EXCLUDING RATES) - NATURE OR TYPE		
GRANTS, SUBSIDIES AND CONTRIBUTIONS		
5.1.3 FEES AND CHARGES		
Income is currently more the year to date budget as a result of budget profiling not yet having been done	■	
OTHER REVENUE		
Income is currently less the year to date budget as a result of budget profiling not yet having been done	■	
5.2 OPERATING EXPENSES - NATURE OR TYPE		
MATERIAL AND CONTRACTS		
Expenditure is some \$126,583 lower than budgeted across a large number of accounts. At this early stage of the year is considered a timing varaince	■	
UTILITY CHARGES		
Expenditure is lower than year to date budget by \$19,928 across a large number of accounts. At this early stage in the year this is considered a timing variance.	■	
DEPRECIATION (NON CURRENT ASSETS)		
Depreciation is currently zero as a result of delaying the raising of depreciation for 2017/18 until the 2016/17 Annual Report has been completed. This is considered a timing variance.	■	
INSURANCE EXPENSES		
This is considered a timing issue only.	■	
5.3 CAPITAL REVENUE		
GRANTS, SUBSIDIES AND CONTRIBUTIONS		
Year to date income is \$161,787 higher than budgeted, This is considered to be a timing variance	■	
PROCEEDS FROM DISPOSAL OF ASSETS		
Expenditure is currently \$15,846 less than year to date budget as budget profiling has yet to be carried out	■	
5.4 CAPITAL EXPENSES		
BUILDINGS		
Expenditure is \$27,543 less than budgeted as a number of projects have not yet started	■	
PLANT & EQUIPMENT		
2017 /2018 Plant purchases have nto yet occurred	■	
ROADS		
Expenditure is \$140,193 less than budgeted, there are a number of projects still to commence	■	
DEBENTURE REPAYMENTS		
Expenditure is currently \$11,432 less than year to date budget as budget profiling has yet to be carried out for loan repayments.	■	
INFRASTRUCTURE ASSETS - OTHER		
Expenditure is \$119,022 less than year to date budget as budget profiling has yet to be done.	■	

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 7: RECEIVABLES

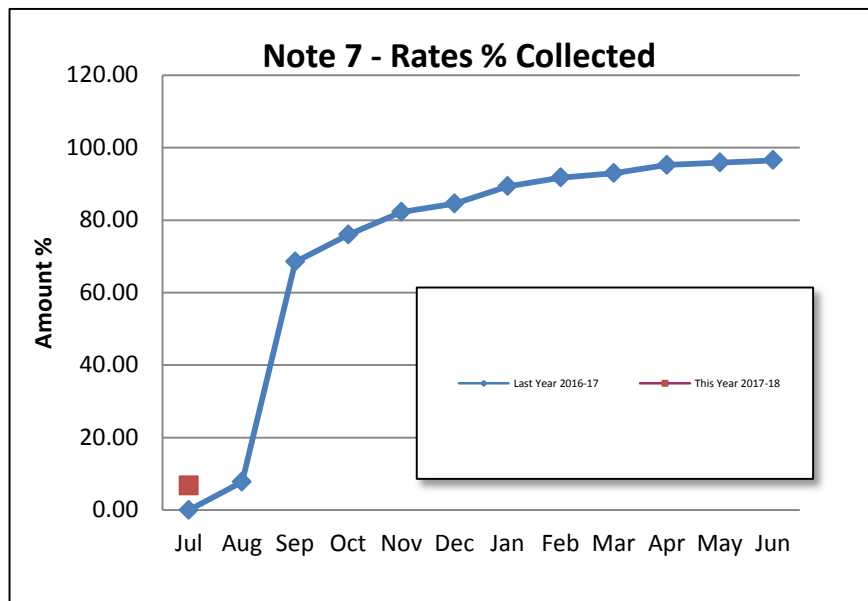
Receivables - Rates and Rubbish

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

Current 2017-18	Previous 2016-17
\$	\$
152,265	113,343
3,577,458	3,076,437
286,605	281,771
3,443,118	3,471,550
7.68%	8.83%

Net Rates Collectable

% Collected



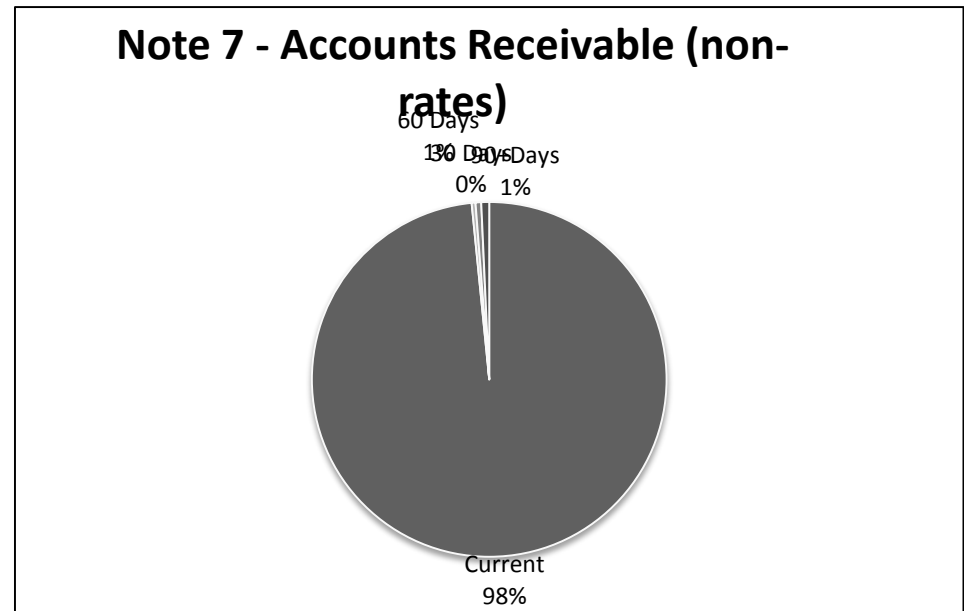
Comments/Notes - Receivables Rates and Rubbish

Receivables - General

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
349,171	1,243	1,825	2,555
Total Outstanding			354,794

Total Outstanding

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 31 JULY 2017

Note 8: GRANTS, SUBSIDIES AND CONTRIBUTIONS

Program/Details	Provider	Approval Yes No	2017-18 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING							
GRANTS COMMISSION ROADS GRANT	Grants Commission	Yes	(269,153)		(269,153)	0	(269,153)
GRANTS COMMISSION GENERAL PURPOSE GRANT	Grants Commission	Yes	(428,583)		(428,583)	0	(428,583)
ESL ADMINISTRATION COMMISSION	Grants Commission	Yes	(4,000)		(4,000)	0	(4,000)
POLICE LICENSING COMMISSIONS	Grants Commission	Yes	(20,000)		(20,000)	(1,762)	(18,238)
BANKING COMMISSION	Grants Commission	Yes	(1,000)		(1,000)	(226)	(775)
LEGAL COSTS RECOVERED	Reimbursements		(10,250)		(10,250)	0	(10,250)
GOVERNANCE							
REIMBURSEMENTS (no gst)	Reimbursements		(100)		(100)	0	(100)
NOVATED LEASE CONTRIBUTIONS (INCOME)	Reimbursements		(9,950)		(9,950)	(829)	(9,121)
COUNCIL PROPERTY VALUATION REBATE	Reimbursements		0		0	0	0
OTHER INCOME (GST)	Reimbursements		(4,000)		(4,000)	0	(4,000)
CONTRIBUTIONS & DONATIONS			0		0	0	0
LAW, ORDER, PUBLIC SAFETY							
DFES GRANTS	DFES	Yes	(109,000)		(109,000)	0	(109,000)
DFES APPLIANCE PROGRAM CONTRIBUTION	DFES	Yes	0		0	0	0
REIMBURSEMENTS (NO GST)			0		0	0	0
SUNDRY INCOME (GST)	Reimbursements		0		0	0	0
HEALTH							
REIMBURSEMENTS	Reimbursements		(1,000)		(1,000)	0	(1,000)
EDUCATION AND WELFARE							
AGED PERSONS UNITS - REIMBURSEMENT (GST FREE)	Reimbursements		(400)		(400)	(37)	(363)
TRANSFER FROM LGCHP TRUST	LGCHP Trust		(19,581)		(19,581)	0	(19,581)
HOUSING							
REIMBURSEMENTS - STAFF HOUSING (NO GST)	Reimbursements		0		0	0	0
REFUND OF HOUSING BONDS - RENTAL PROPERTIES	Reimbursements		0		0	0	0
OTHER INCOME	Reimbursements		0		0	0	0
COMMUNITY AMENITIES							
COASTWEST/COASTCARE GRANT	Coastwest/Coastcare		(454,771)		(454,771)	0	(454,771)
GRANTS/CONTRIBUTIONS (gst)	Contribution		(3,727)		(3,727)	0	(3,727)

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 8: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval Yes No	2017-18 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
ECONOMIC SERVICES		(Yes/No)	\$	\$	\$	\$	\$
DRUMMUSTER INCOME	Reimbursements		(1,000)		(1,000)	0	(1,000)
GRANT INCOME - TOURISM	MWC/Tourism WA	Yes	(35,000)		(35,000)	(50,057)	15,057
RESOURCE SHARING WITH OTHER SHIRES - MRS	Reimbursements		(17,000)		(17,000)	112	0
RECREATION AND CULTURE							
REIMBURSEMENTS - GST	Reimbursements		(500)		(500)	0	(500)
GOVERNMENT GRANTS - SUBSIDY	DRD	Yes	(32,000)		(32,000)	0	0
CHARGES - LEEMAN REC CENTRE			0		0	73	0
COOROW HALL OTHER INCOME			(1,000)		(1,000)	0	0
REIMBURSEMENTS - SUNDRY	Reimbursements		(1,800)		(1,800)	(310)	(1,490)
REIMBURSEMENTS - LIBRARY	Reimbursements		(20)		(20)	0	0
CONTRIBUTION INCOME	Coorow Bowling Club		0		0	0	0
REIMBURSEMENTS	Reimbursements		0		0	0	0
TRANSPORT							
REGIONAL ROAD GROUP GRANTS	Main Roads WA	Yes	(524,667)		(524,667)	(209,867)	(314,800)
ROADS TO RECOVERY FUNDS	Dept of Infra. & Transport	Yes	(462,234)		(462,234)	0	(462,234)
MRWA DIRECT GRANT	Main Roads WA	Yes	(127,659)		(127,659)	(127,659)	0
OTHER PROPERTY & SERVICES							
RE-IMBURSEMENTS - OTHER	Reimbursements		(100)		(100)	(1,000)	900
DAAFGS REFUNDS FUEL REBATES	ATO		(40,000)		(40,000)	(4,378)	(35,622)
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	0	0
TOTALS			(2,887,522)	0	(2,814,967)	(393,406)	(2,371,157)

Comments - Grants and Contributions

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Differential General Rate											
UV - Agricultural	1.5920	201	121,966,000	1,941,699	0	0	1,941,699	1,941,699	0	0	1,941,699
GRV - Townsites	12.0080	728	8,089,906	971,436	0	0	971,436	971,436	500	0	971,936
UV - Mining	16.0764	15	608,022	97,748	0	0	97,748	97,748	0	0	97,748
UV - Mining Exploration	11.5831	5	19,459	2,254	0	0	2,254	2,254	0	0	2,254
				0			0				
Sub-Totals		949	130,683,387	3,013,137	0	0	3,013,137	3,013,137	500	0	3,013,637
Minimum Payment	Minimum \$										
UV - Agricultural	815.00	9	106,800	7,335	0	0	7,335	7,335	0	0	7,335
GRV - Townsites	815.00	202	903,122	164,630	0	0	164,630	16,430	0	0	16,430
UV - Mining	815.00	10	63,750	8,150	0	0	8,150	8,150	0	0	8,150
UV - Mining Exploration	300.00	5	5,123	1,500	0	0	1,500	1,500			1,500
Sub-Totals		226	1,078,795	181,615	0	0	181,615	33,415	0	0	33,415
Discounts							3,194,752				3,047,052
Rates Adjustments							(3,069)				(85,195)
Movement in Excess Rates							(33)				(499)
							0				0
Amount from General Rates							3,191,649				2,961,358
Ex Gratia Rates							0				11,890
Specified Area Rates							0				0
Totals							3,191,649				2,973,248

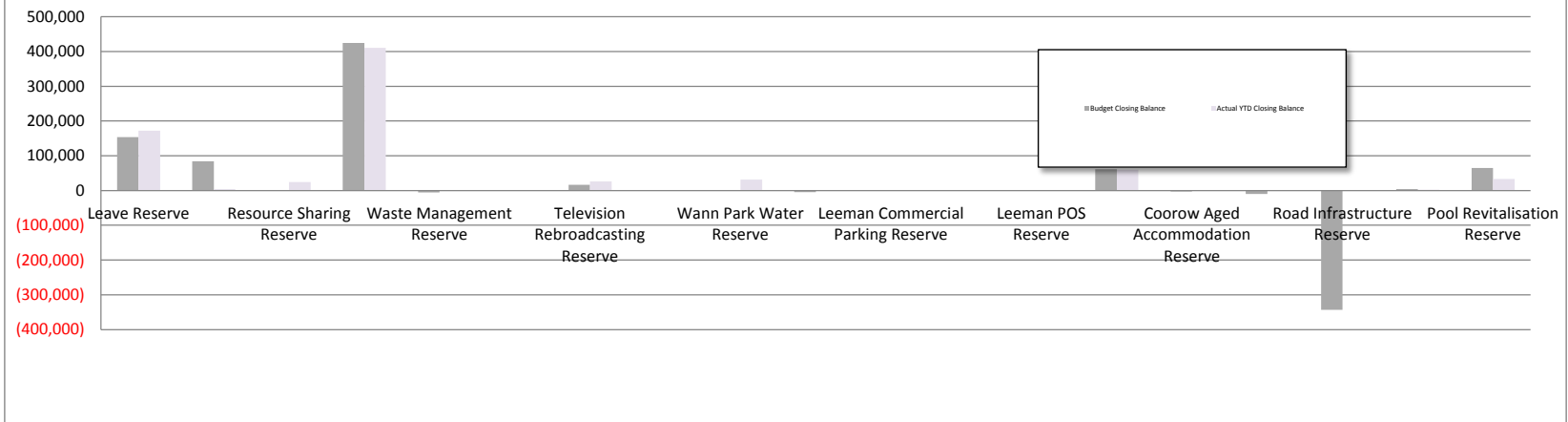
Comments - Rating Information

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 10: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	172,378	4,871	0	0	0	23,580	0	GJ1614-10.07	153,669	172,378
Building Reserve	4,044	99	0	80,000	0	0	0		84,143	4,044
Resource Sharing Reserve	24,285	592	0	0	0	24,232	0		645	24,285
Plant Reserve	410,880	13,692	0	0	0	0	0	GJ1614-10.07	424,572	410,880
Waste Management Reserve	0	136	0	0	0	5,583	0	GJ1614-10.07	(5,447)	0
Green Head Commercial Parking Reserve	0	9	0	0	0	247	0	GJ1614-10.07	(238)	0
Television Rebroadcasting Reserve	26,456	615	0	0	0	10,738	0		16,333	26,456
Unspent Grants Reserve	0	0	0	0	0	0	0		0	0
Wann Park Water Reserve	31,756	774	0	0	0	31,687	0		843	31,756
Community Grant Reserve	0	122	0	0	0	4,999	0	GJ1614-10.07	(4,877)	0
Leeman Commercial Parking Reserve	0		0	0	0	117	0	GJ1614-10.07	(117)	0
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	59,829	133	0	1,408	0	0	0		61,370	59,829
Coorow Aged Accommodation Reserve	0	81	0	0	0	2,549	0	GJ1614-10.07	(2,468)	0
Furniture & Equipment Reserve	0	250	0	0	0	10,250	0	GJ1614-10.07	(10,000)	0
Road Infrastructure Reserve	0	8,573	0	0	0	351,490	0	GJ1614-10.07	(342,917)	0
Coorow Bowling Club Reserve	2,157	53	0	2,100	0	0	0		4,310	2,157
Pool Revitalisation Reserve	32,848	0	0	32,000	0	0	0		64,848	32,848
	764,633	30,000	0	115,508	0	465,472	0		444,669	764,633

Note 10 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Actual Profit(Loss) of Asset Disposal				Disposals	Current Budget					
					This Year					
Cost	Accum Depr	Proceeds	Profit (Loss)		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	TRADE-IN MRS VEHICLE	\$ 32,545	\$ 32,545	\$ 2,712	\$ 0	\$ (2,712)	▼
				TRADE 4WD WORKS SUPERVISOR CW003	23,388	23,388	1,949	0	(1,949)	▼
				CAT 2009 GRADER	127,310	129,910	10,825	0	(10,825)	▼
				TORO GROUNDMASTER MOWER	2,600	129,910	10,825	0	(10,825)	▼
					0	0	0	0	0	↑↑↑
					0	0	0	0	0	↑↑↑
					0	0	0	0	0	↑↑↑
					0	0	0	0	0	↑↑↑
					0	0	0	0	0	↑↑↑
					0	0	0	0	0	↑↑↑
					0	0	0	0	0	↑↑↑
					0	0	0	0	0	↑↑↑
					0	0	0	0	0	↑↑↑
					0	0	0	0	0	↑↑↑
			0		0	0	0	0	0	↑↑↑
0	0	0	0	Totals	185,843	315,753	26,311	0	(26,311)	

Comments - Capital Disposal

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions Information				Summary Acquisitions	Current Budget					
					This Year					Variance (Under)Over
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget			
\$	\$	\$	\$	Property, Plant & Equipment	\$	\$			\$	
0	0	0	0	Land for Resale	0	0	0	0	0	
72,555	0	0	72,555	Buildings	382,818	382,818	31,892	4,439	(27,453)	▼
0	0	0	0	Plant & Equipment	643,407	643,407	53,616	0	(53,616)	▼
0	0	0	0	Furniture & Equipment	32,872	32,872	2,738	0	(2,738)	▼
0	0	0	0	Tools	5,000	5,000	416	0	(416)	▼
0	0	0	0	Land	0	0	0	0	0	↑↑↑
0	0	0	0	Non-Freehold Shire Land	0	0	0	0	0	↑↑↑
				Infrastructure						
986,901	0	0	986,901	Roads	1,957,648	1,957,648	163,106	22,913	(140,193)	▼
0	0	0	0	Footpaths	92,400	92,400	7,699	0	(7,699)	▼
0	0	0	0	Drainage	0	0	0	0	0	↑↑↑
716,918	32,390	0	749,308	Other Infrastructure	1,422,535	1,422,535	130,631	11,609	(119,022)	▼
1,776,374	32,390	0	1,808,764	Totals	4,536,680	4,536,680	390,098	38,962	(351,136)	

Comments - Capital Acquisitions

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions				Buildings	Current Budget						
					This Year						
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over		
\$	\$	\$	\$	0	COOROW OFFICE UPGRADE BUILDING (BUILDINGS)	\$ 0	\$ 0	0	\$ 0	\$ 0	↑↑↑
					LEEMAN OFFICE UPGRADE (BUILDINGS)	10,185	10,185	848	0	(848)	▼
			0		EMPLOYEE HOUSING (BUILDINGS)	74,500	74,500	6,205	0	(6,205)	▼
			0		COUNCIL HOUSING GENERAL CARPET CONTINGENCY (BUIL	5,125	5,125	427	0	(427)	▼
			0		LEEMAN FORESHORE TOILETS (BUILDINGS)	91,992	91,992	7,664	0	(7,664)	▼
40,000			40,000		FIRE SHED GREEN STATION (BUILDINGS)	40,000	40,000	3,333	0	(3,333)	▼
			0		MALEY PARK CAPITAL EXPEND (BUILDINGS)	0	0	0	0	0	↑↑↑
			0		LEEMAN REC CENTRE (BUILDINGS)	8,500	8,500	708	0	(708)	▼
			0		COOROW GOLF CLUB (BUILDINGS)	0	0	0	0	0	↑↑↑
			0		COOROW MEDICAL CENTRE (BUILDINGS)	5,000	5,000	416	0	(416)	▼
			0		COOROW DISTRICT HALL (BUILDINGS)	0	0	0	0	0	↑↑↑
			0		COOROW AQUATIC CTR UPGRADE (BUILDINGS)	60,000	60,000	5,000	0	(5,000)	▼
72,555			72,555		MENS SHED CAPEX (BUILDINGS)	77,516	77,516	6,458	4,439	(2,019)	▼
					LEEMAN FIRE SHED ADDITION (BUILDINGS)	0	0	0	0	0	
			0		DEPOT BUILDING CAPITAL (BUILDINGS)	10,000	10,000	833	0	(833)	▼
72,555	0	0	72,555	Totals		382,818	382,818	31,892	4,439	(27,453)	

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 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
\$	\$	\$	\$	0	\$	\$		\$	\$
				0	50,648	50,648	4,220	0	(4,220)
				0	0	0	0	0	0
				0	0	0	0	0	0
				0	0	0	0	0	0
				0	340,000	340,000	28,333	0	(28,333)
				0	28,982	28,982	2,415	0	(2,415)
				0	0	0	0	0	0
				0	0	0	0	0	0
				0	33,500	33,500	2,792	0	(2,792)
				0	0	0	0	0	0
				0	0	0	0	0	0
				0	40,277	40,277	3,356	0	(3,356)
				0	150,000	150,000	12,500	0	(12,500)
				0	0	0	0	0	0
				0	0	0	0	0	0
				0	0	0	0	0	0
0	0	0	0	Totals	643,407	643,407	53,616	0	(53,616)

Contributions				Furniture & Equipment	Current Budget					
					This Year					Variance (Under)Over
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual		
\$	\$	\$	\$		\$	\$		\$	\$	
			0	ADMIN COMPUTERS (F&E)	27,872	27,872	2,322	0	(2,322)	▼
			0	COOROW HALL OVEN REPLACEMENT	5,000	5,000	416	0	(416)	▼
			0	CARAVAN PARK EQUIPMENT (F&E)	0	0	0	0	0	↑↑↑
0	0	0	0	Totals	32,872	32,872	2,738	0	(2,738)	

Contributions				Tools	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	SUNDRY TOOLS (TOOLS)	\$	\$		\$	\$	
0	0	0	0		5,000	5,000	416	0	(416)	▼
0	0	0	0	Totals	5,000	5,000	416	0	(416)	

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions				Roads	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$		\$		
462,234			462,234	ROADS TO RECOVERY WORKS (INFRA ROADS)	484,464	484,464	40,365	0	(40,365)	▼
524,667			524,667	REGIONAL ROAD GROUP ROADWORKS (INFRA ROADS)	799,565	799,565	66,624	9,518	(57,106)	▼
			0	ROAD CONSTRUCTION (INFRA ROADS)	673,619	673,619	56,117	13,395	(42,722)	▼
			0	BLACK SPOT ROAD CONSTRUCTION (INFRA ROADS)	0	0	0	0	0	↑↑↑
			0	CAR PARK CONSTRUCTION (INFRA ROADS)	0	0	0	0	0	↑↑↑
			0	REGIONAL ROAD GROUP (INFRA ROADS)	0	0	0	0	0	↑↑↑
986,901	0	0	986,901	Totals	1,957,648	1,957,648	163,106	22,913	(140,193)	

Contributions				Footpaths	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	FOOTPATH CONSTRUCTION - COUNCIL FUNDED (FOOTPATHS)	\$ 92,400	\$ 92,400	7,699	\$ 0	\$ (7,699)	▼
			0	FOOTPATH CONSTRUCTION - RTR FUNDED (FOOTPATHS)	0	0	0	0	0	
0	0	0	0	Totals	92,400	92,400	7,699	0	(7,699)	

Contributions				Other Infrastructure	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$		\$	\$	
			0	COASTAL WASTE MANAGEMENT (INFRA OTH)	21,364	21,364	1,780	0	(1,780) ▼	
454,771			454,771	GREEN HEAD WALK TRAILS (INFRA OTH)	482,950	482,950	40,246	0	(40,246) ▼	
3,727			3,727	COASTAL CEMETERY DEVELOPMENT (INFRA OTH)	46,216	46,216	3,851	0	(3,851) ▼	
			0	DEVELOP PUBLIC OPEN SPACE - LOT 601 PETERSON PLACE	169,834	169,834	14,152	1,997	(12,155) ▼	
			0	JOHNS ST FISH CLEANING STATION	22,575	22,575	6,047	0	(6,047) ▼	
172,360	32,390		204,750	WANN PARK WATER SUPPLY CAP EXP (INFRA OTH)	256,423	256,423	21,366	0	(21,366) ▼	
			0		0	0	0	0	0 ↑↑↑	
			0	DYNAMITE BAY BEACH RAMP	45,000	45,000	6,047	0	(6,047) ▼	
			0	SKATE PARK CAPEX (INFRA OTH)	39,906	39,906	3,325	0	(3,325) ▼	
			0	LEEMAN FORESHORE DEVELOPMENT (INFRA OTH)	204,177	204,177	17,013	0	(17,013) ▼	
86,060			86,060	LEEMAN BOWLING GREEN UPGRADE (INFRA OTH)	129,090	129,090	10,757	0	(10,757) ▼	
			0	DYNAMITE BAY SOLAR LIGHTS	5,000	5,000	6,047	0	(6,047) ▼	
716,918	32,390	0	749,308	Totals	1,422,535	1,422,535	130,631	11,609	(119,022)	

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 12: TRUST FUND

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

Trust Items	Opening Balance 1-Jul-17 \$	Amount Received \$	Amount Paid \$	Closing Balance 31-Jul-17 \$
House Bonds - Leeman Aged Unit 1	300	0	0	300
House Bonds - Leeman Aged Unit 2	300	0	0	300
House Bonds - Leeman Aged Unit 3	400	0	0	400
House Bonds - Leeman Aged Unit 4	300	0	0	300
House Bond - Lot 121 Commercial St	0	0	0	0
House Bond - Lot 490 Tamarisk St	0	0	0	0
Aged Unit Bond - Commercial St	300	0	0	300
Leeman Aged Units Surplus	0	0	0	0
Coorow Aged Units Surplus	0	0	0	0
LGCHP Surplus	19,581	0	0	19,581
BCITF Levy	100	0	0	100
BRB Levy	0	185	0	185
Police Licensing	0	67,231	(67,231)	0
Standpipe Card Bond	2,380	0	0	2,380
Leeman Ratepayers Association	5,975	0	0	5,975
Kerbing Deposits	14,100	0	0	14,100
Maley Park Committee	0	0	0	0
Coorow Christmas Tree	0	0	0	0
Coorow Bushfire Brigade	2,025	0	0	2,025
CCLI Number Plate Funds	0	0	0	0
Leeman Number Plate Funds	0	0	0	0
Green Head Number Plate Funds	0	0	0	0
Warradarge Bushfire Brigade	1,350	0	0	1,350
Leeman Bushfire Brigade	3,816	0	0	3,816
Refuse Site Key Bond	400	0	0	400
Public Open Space	495,939	0	0	495,939
Bonds - Other	12,495	53	0	12,548
Snag Island Kids Centre	0	0	0	0
Nomination Deposits	0	0	0	0
Footpath Deposits	0	0	0	0
Trust Adjustments	0	0	0	0
	559,761	67,469	(67,231)	559,999

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2017

Note 13: INFORMATION ON BORROWINGS

Debenture Repayments	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		Maturity Date
		2017-18 Budget \$	2017-18 Actual \$	2017-18 Budget \$	2017-18 Actual \$	2017-18 Budget \$	2017-18 Actual \$	2017-18 Budget \$	2017-18 Actual \$	
Staff Housing										
Loan 79 - Leeman Executive House	23,627	0	0	23,627	0	23,627	23,627	1,233	(134)	27/06/2018
Loan 88 - Leeman MRS House	147,637	0	0	72,483	0	147,637	147,637	5,992	(2,372)	28/02/2019
Loan 89 - Brand St Residence	73,842	0	0	28,829	0	73,842	73,842	2,766	(823)	9/10/2019
Recreation & Culture										
Loan 87 - Maley Park Changerooms	12,264	0	0	12,264	0	12,264	12,264 0	870	(123)	13/06/2018
	257,370	0	0	137,203	0	257,370	257,370	10,861	(3,452)	

(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.

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

Nil

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

Nil

14. MATTERS BEHIND CLOSED DOORS:

Nil

15. DATE OF NEXT MEETING:

15.1 ORDINARY MEETING OF COUNCIL

Ordinary Meeting

Next meeting of Council will be held on Wednesday 20 September 2017 at the Warradarge Community Hall from 5.00 pm.

16. CLOSURE:

There being no further business the President, Cr Moira Girando closed the meeting at 5.45 pm