



# **Minutes Ordinary Council Meeting**

## **21 February 2018**

Held at the Leeman Recreation Centre



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Signed on behalf of Council

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

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

# Minutes

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

The President Cr Moira J Girando, welcomed those present and opened the Meeting at 5.03 pm.

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

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

President  
Deputy President

Mr P J Crispin  
Mrs L J Parola  
Mr K Bean

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

**Leave of Absence**

Cr R J Clement  
Cr M R Bothe

**Apologies**

Nil

**Members of the Public**

Sergeant David McDonald – Leeman Police until 5.58  
Dave Curtis – Snag Island Community Garden until 5.43pm  
Jennifer Griffiths – Cliff Park Volunteer until 5.58pm  
Barrie Griffiths - Cliff Park Volunteer until 5.58pm  
Rod Wilson - Cliff Park Volunteer until 5.58pm  
Ronnie Wilson - Cliff Park Volunteer until 5.58pm  
Leanne Green – Green Head Community Association until 5.58pm  
Carol Forrest - Green Head Community Association until 5.58pm  
Deanne Lovelady - Green Head Community Association until 5.58pm

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

#### 3.1 Deanne Lovelady – Community Scheme Water – Cliff Park

*We observe the very regular consumption of our community Scheme Water from the rotational sprinkler system being used for the maintenance of the non-native and introduced plants at Cliff Park, commonly known as:*

- *Aloe Vera*
- *Agave*
- *Nasturtium*
- *Canna Lilies*
- *Iris*
- *Frangipani*
- *Bird-of-Paradise*

*and other assorted bulbs, corms and rhizomes.*

*Please can the Shire confirm that the Scheme Water consumption at Cliff Park is being accurately metered and assessed by the Water Corporation?*

*Is the meter at Cliff Park registered with the Water Corporation?*

#### **Response**

*The Shire confirms that the Scheme Water consumption at Cliff Park is being accurately metered and assessed by a registered meter by the Water Corporation.*

### 4. **PUBLIC QUESTION TIME:**

Four written questions from the public were received as follows:

#### 4.1 Desmond Allach – Water Use and Management

*What Management position and/or person is responsible for water use and management in the Shire of Coorow*

#### **Response**

All staff play their part in managing the water resources (including reclaimed/storm water) of the Shire via direction from their managers. Ultimately, the Chief Executive Officer is responsible for all staff and their actions.

#### 4.2 Ryan Allach – Safety

##### Safety

- *Who is the Shire's Risk Manager*
- *Has the safety of the artificial dunes been assessed internally and verified by the Shire's Risk Manager as indicated by the Shire President, as recorded in the Minutes of Ordinary Council Meeting, dated 18 October 2017 in Public Question Time.*
- *If the Shire's Risk Manager has verified the artificial dunes as being safe for public use and access for council workers, it is requested that a copy of this approval be provided.*

##### Response

- 1) The Shire does not have a dedicated Risk Manager as risk management is a function of all staff.
- 2) The safety of the sand mounds has been assessed by staff and managers and continues to be assessed each day.
- 3) There is not official document or report that can be provided.

#### 4.3 Edwina Lefroy – Water Efficiency Practises

*To secure our water supply for generations to come, can the Shire of Coorow please confirm its Executive and staff are informed about and understand the Water Corporation's Waterwise Guidelines, which ensure compliance for permanent water efficiency Practises?*

##### Response

The Shire is aware of waterwise guide lines which is one of the main reasons that we are continuing to implement water collection and saving schemes such as the Leeman foreshore project. Investigations are currently being done regarding the feasibility of capturing the water from Ocean View Drive into tanks for watering at Cliff Park.

#### 4.4 (Craig Lovelady) – Water Usage at Cliff Park

*How much water, volume in litres, was consumed in CLIFF PARK from:*

- *1 July 2015 – 30 June 2016 and*
- *1 July 2016 – 30 June 2017 and*
- *from 1 July 2017 – current?*

*Please provide:*

1. *The metred volume and*
2. *The Water Corporation consumption charges for the corresponding periods.*

##### Response

According to data from the Water Corporation, the water consumption from Cliff Park for the past five years was:

<b>Year ended 30 June</b>	<b>Consumption (kl)</b>	<b>\$</b>
2013	1,624	3,074.15
2014	1,720	3,379.82
2015	1,945	4,007.84
2016	1,579	3,409.05
2017	1,289	TBA
To 22/12/17	596	1,395.07

## **5. APPLICATION FOR LEAVE OF ABSENCE:**

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

- Councillor Girando from 26 February to 4 March 2018
- Councillor Rackemann from 1 March to 7 March, 13 March to 23 March and 28 March to 3 April 2018

### **RESOLUTION:**

**2018/001A**

**Moved: Cr Oakes**

**Seconded: Cr Peck**

***The following Leave of Absence from Council Meetings and Duties be approved:***

- ***Councillor Girando from 26 February to 4 March 2018***
- ***Councillor Rackemann from 1 March to 7 March, 13 March to 23 March and 28 March to 3 April 2018***

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

## **6. DECLARATION OF INTEREST:**

Cr S D Peck - Item 11.1.5 Proposed Gypsum Mine – Lot 600 Launer Road, Eganu

## **7. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Sergeant Dave McDonald wanted to thank the Shire for allowing him to move into the Shire house and indicated that he would be attending the Local Emergency Management Meeting in Coorow tomorrow.

The President noted that an email had been received advising that an online petition has being distributed regarding the sand treatments at Cliff Park. Whilst Council had not received any petition, the President advised that Councillors had visited the site today and that an item relating to the sand mounds (but not the gardens at Cliff Park) would be referred to the next Council meeting.

Carol Forest advised that there were three members of the Green Head Community Association in attendance.

## **8. CONFIRMATION OF MINUTES**

### **8.1 ORDINARY MEETING HELD WEDNESDAY 13 DECEMBER 2017 AT THE COOROW DISTRICT HALL**

AUTHOR Peter Crispin  
DISCLOSURE OF INTEREST Nil  
DATE OF REPORT 8 February 2018

**OFFICER RECOMMENDATION/ RESOLUTION: 2018/001**

**Moved: Cr Sims Seconded: Cr Rackemann**

***That the Minutes of the Ordinary Meeting held on Wednesday 13 December 2017 be confirmed as a true and correct record.***

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

### **8.2 ANNUAL ELECTORS MEETING HELD WEDNESDAY 13 DECEMBER 2017 AT THE COOROW DISTRICT HALL**

AUTHOR Peter Crispin  
DISCLOSURE OF INTEREST Nil  
DATE OF REPORT 8 February 2018

**OFFICER RECOMMENDATION/ RESOLUTION: 2018/002**

**Moved: Cr Oakes Seconded: Cr Peck**

***That the Minutes of the Annual Electors Meeting held on Wednesday 13 December 2017 confirmed and a true and correct record.***

***CARRIED /  
Simple Majority***

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

Nil

## **10. MATTER FOR WHICH MEETING MAY BE CLOSED:**

Item 14.1 – Appointment of Acting Chief Executive Officer



## 11. REPORTS:

### 11.1 CHIEF EXECUTIVE OFFICER:

#### 11.1.1 PERMISSION TO COLLECT NATIVE PLANT SEED FROM LAND WITHIN THE SHIRE OF COOROW

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	31 January 2018
ATTACHMENT	Email from Neil McMulkin, Native Vegetation Superintendent, Iluka Resources Limited
FILE	ADM0109 – Environmental Management – Collection of Seeds

#### **SUMMARY:**

**To consider a request from Iluka Resources Limited for the collection of native plant seeds and cuttings from reserves and other areas managed by the Shire of Coorow until the end of 2020 picking season (28 February 2021).**

#### **BACKGROUND:**

The Shire has received an application from Neil McMulkin, Native Vegetation Superintendent, Iluka Resources Limited for permission to collect native plant seeds and cuttings from reserves and other areas managed by the Shire of Coorow until the end of the 2020 picking season.

In 2008 the Shire investigated the need for staff inductions and Public Liability Insurance for people working in Council Vested Reserves. As Iluka Resources Limited is not a contractor or an employee of the Shire, there is no need for the Shire to undertake an induction.

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

#### **COMMENT:**

Seed collected from within reserves and other areas managed by the Shire of Coorow will be used in an extensive native vegetation rehabilitation program at Eneabba.

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

1. Permission will normally be for a twelve month period;
2. All persons collecting native seed are to be staff members/contractors and licensed according to the Wildlife Conservation Act (1950) and abide by the condition of the license
3. All staff are to wear high visibility safety vests;
4. Any stationary vehicles are to use revolving amber flashing lights;

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

**STATUTORY ENVIRONMENT:**

Wildlife Conservation Act 1950

**STRATEGIC IMPLICATIONS:**

By allowing the collection of seed, Council provides a mechanism for the survival of various and endangered native flora.

**POLICY IMPLICATIONS:**

Policy 8.1.1 - TRANSPORT/ENGINEERING – Management of Road Reserves

**FINANCIAL IMPLICATIONS:**

Nil

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION/RESOLUTION:**

**2018/003**

**Moved: Cr Rackemann**

**Seconded: Cr Oakes**

***That Iluka Resources Limited be granted permission to collect native plant seeds and cuttings from vegetation within reserves and other areas managed by the Shire of Coorow subject to the following conditions:***

- 1. Permission is for an extended period, finishing on 28 February 2021 or until cancelled in writing by the Shire of Coorow;***
- 2. All persons collecting native seed are to be Iluka Resources Limited staff members/contractors and licensed according to the Wildlife Conservation Act 1950 and abide by the condition of the license***
- 3. All staff/contractors are to wear high visibility safety vests;***
- 4. Any stationary vehicles are to use revolving amber flashing lights;***
- 5. Appropriate hygiene measures be followed at all times to prevent the spread of plant disease and weeds;***
- 6. All care be taken to avoid the disturbance of fauna habitat;***
- 7. All care be taken to avoid any disturbance that may lead to soil degradation; and***
- 8. No work to commence in Shire reserves until the Shire has received a current Certificate for Public Liability Insurance.***

**CARRIED 6/0  
Simple Majority**

### 11.1.2 APPLICATION FOR MEMORIAL SEAT AT LEEMAN FORESHORE

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	February 2018
<b>ATTACHMENT</b>	Email from Laura Gilbertson
<b>FILE</b>	ADM0509

#### **SUMMARY:**

**To consider approving an application from Mrs Laura Gilbertson to install a memorial seat with two plaques commemorating her husband and father-in-law, on the Leeman foreshore.**

#### **BACKGROUND:**

Mrs Laura Gilbertson is seeking permission to install a memorial seat including two (2) plaques commemorating her husband Gerard Gilbertson and his father Alex Gilbertson. Mrs Gilbertson is seeking permission to install this on the Leeman foreshore under the Ti Trees to the right of the old jetty as shown below:



Both Gerard and Alex were fishermen who lived in Leeman for many decades.

#### **COMMENT:**

Policy 7.3.7 states criteria that a plaque must meet before being considered. It would appear that the policy was reviewed to remove any ambiguity, but unfortunately this

still exists depending on how the policy is read. See the same two statements below, highlighted differently, which still create ambiguity.

1. "Memorial plaques will only be considered where they satisfy the following criteria: *Commemorating a deceased individual* or individuals who were members of the Green Head and/or Leeman Communities".
2. "Memorial plaques will only be considered where they satisfy the following criteria: *Commemorating a deceased individual or individuals who* were members of the Green Head and/or Leeman Communities".

As both Gerard and Alex Gilbertson were long term Leeman residents, this would appear to satisfy either interpretation and the approval would appear to be straight forward.

#### **STATUTORY ENVIRONMENT:**

**Local Government Act 1995**      *s2.7. Role of council*  
*Part 3 – Functions of local governments*

#### **STRATEGIC IMPLICATIONS:**

##### *A Sense of Community*

*We belong to a cohesive, connected community. There is a strong sense of community pride and identity.*

#### **POLICY IMPLICATIONS:**

Recreation and culture 7.3.7 - Plaques on Cliff Park and Harold Heil Reserve Memorial Walls.

#### **FINANCIAL IMPLICATIONS:**

There are no known financial implications as the proponent will cover all costs.

#### **VOTING REQUIREMENT:**

Simple Majority

#### **OFFICERS RECOMMENDATION/ RESOLUTION:**

**2018/004**

**Moved: Cr Sims**

**Seconded: Cr Rackemann**

***That Mrs Laura Gilbertson be granted permission to install a memorial bench and plaques for her husband (Gerard Gilbertson) and his father (Alex Gilbertson) at the foreshore in Leeman, noting that the plaques must comply with the requirements of policy 7.3.7.***

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

### 11.1.3 THIRD PARTY APPEAL RIGHTS

<b>AUTHOR</b>	Simon Lancaster
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	7 February 2018
<b>ATTACHMENT</b>	Nil
<b>FILE</b>	ADM0425

#### **SUMMARY:**

WALGA have been reviewing the issue of Third Party Appeal Rights ie the ability for parties other than the applicant to lodge appeals against a decision to refuse an application or lodge appeal against a condition(s) imposed as part of the approval of an application. Third Party Appeal Rights can also extend to the ability for a party other than the applicant or the decision making authority to lodge appeal against the approval of an application.

#### **BACKGROUND:**

A Discussion Paper was presented to WALGA's May 2017 State Council meeting that provided a review of the arguments both for and against Third Party Appeal Rights, and this can be viewed at the following link:

[https://api.ning.com/files/\\*mpdmyo75l35DJu3lir5CmtV-NXfll37tQDi3-BYjWKMnDkW5CE88GV4zzfpkkqXdzZKURxg5DUPuMmr0y5DNz4gaLy7wvPJ/ThirdPartyAppealsDiscussionPaperFinalDraft3April2017.pdf](https://api.ning.com/files/*mpdmyo75l35DJu3lir5CmtV-NXfll37tQDi3-BYjWKMnDkW5CE88GV4zzfpkkqXdzZKURxg5DUPuMmr0y5DNz4gaLy7wvPJ/ThirdPartyAppealsDiscussionPaperFinalDraft3April2017.pdf)

WALGA subsequently sought feedback from Local Governments on the discussion paper and a Report outlining the submissions received can be viewed at the following link:

[https://api.ning.com/files/77IPnUIUbUQ4weXk-AE9u2K24QcVI4K2tavljegmzjqEBqpFP2RVbANmmmnJ\\*C4rKacrsepnv0VsUWwSpSbhP-AiSZ9milO/OutcomesofConsultationandPreferredModelReportFINALNov2017.pdf](https://api.ning.com/files/77IPnUIUbUQ4weXk-AE9u2K24QcVI4K2tavljegmzjqEBqpFP2RVbANmmmnJ*C4rKacrsepnv0VsUWwSpSbhP-AiSZ9milO/OutcomesofConsultationandPreferredModelReportFINALNov2017.pdf)

This matter was again discussed at WALGA's September 2017 State Council Meeting where it was resolved that:

- "1 State Council notes that there is increased support for the introduction of some form of Third Party Appeal rights.*
- 2 WALGA undertake further consultation with members on Third Party Appeal Rights, including Elected Member workshops, discuss the various concerns and suggestions raised in response to the discussion paper, the form and scope of any such appeal right should include the appropriate jurisdiction including JDAPS, SAT and WAPC to determine a preferred model.*
- 3 The findings to be distributed for comment and the Item then be reconsidered by State Council.*
- 4 WALGA continue to advocate that an independent review of decision making within the WA planning system is required,*

*including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process.”*

WALGA’s current position is to not support Third Party Appeal Rights and this was made at its February 2008 State Council meeting. This position was formed on the basis that the strategic and statutory planning process in WA, and consideration of applications by Local Governments, already takes into account the views of affected parties and the community generally. WALGA’s 2008 stance considered that there was no justification for Third Party Appeal Rights legislation and there were significant negative implications for Local Government, industry and the community.

WALGA now considers that in the intervening years there have been several changes to planning legislation, including changes to the structure planning process, the *Planning and Development (Local Planning Schemes) Regulations 2015* and the introduction of Development Assessment Panels (DAP’s). These changes have resulted in the removal of Local Government in determining many aspects of the planning process, which in turn has led to the request to investigate the introduction of Third Party Appeal Rights to improve community representation in the planning process.

WALGA is requesting that its Local Government members consider the following as the preferred model for Third Party Appeal Rights in Planning in Western Australia, and advise of their support or otherwise of this model by 15 March 2018:

*“Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels.”*

**COMMENT:**

It might be considered that the biggest drivers for this call for WALGA to review the issue of Third Party Appeal Rights are Local Governments who have taken issue with the decisions of DAP’s, particularly those inner metropolitan Local Governments that have not supported higher density developments that have been subsequently approved by DAP’s.

Whilst many Local Governments hold the view that DAP’S are unwanted, inefficient, unrepresentative and bureaucratic, it is suggested that the introduction of any level of Third Party Appeal Rights should not be supported as it will create a precedent for their introduction at all levels of the planning system. Third Party Appeal Rights will encourage vexatious or competitive parties to lodge appeals, they will add further levels of bureaucracy, uncertainty and delay to the planning system, raise an unrealistic level of expectation for communities in the ability to prevent development, and will increase costs to Local Governments in defending appeals. Local Government remains the most representative, accountable and transparent tier of government and it is considered that Councillors make decisions that take account of the communities they represent and there is little benefit and substantial risk in pursuing any form of Third Party Appeal Rights.

**STATUTORY ENVIRONMENT:**

The *Planning and Development Act 2005* establishes a right of appeal and Schedule 2 Part 9 of the *Planning and Development (Local Planning Schemes) Regulations 2015* establishes the parties able to lodge appeal as being:

*“76 Review of decisions*

*(1) In this clause —*

*affected person, in relation to a reviewable determination, means —*

- (a) the applicant for development approval; or*
- (b) the owner of land in respect of which an application for development approval is made;*

*reviewable determination means a determination by the local government to —*

- (a) refuse an application for development approval; or*
- (b) to grant development approval subject to conditions; or*
- (c) to refuse to amend or cancel a development approval on an application made under clause 77.*

- (2) An affected person may apply to the State Administrative Tribunal for a review of a reviewable determination in accordance with the Planning and Development Act 2005 Part 14.”*

On 24 March 2011 the *Planning and Development (Development Assessment Panels) Regulations 2011* commenced operation.

**STRATEGIC IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

The introduction of Third Party Appeal Rights will ultimately lead to greater costs to Local Government through greater numbers of appeals being lodged, and appeals becoming more complex and lengthy.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION/RESOLUTION:**

**2018/005**

**Moved: Cr Peck**

**Seconded: Cr Jack**

***That Council advise WALGA that it does not support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels, as it is considered that this will create a precedent for the State Government to introduce Third Party Appeal Rights for all development decisions.***

**CARRIED 6/0  
Simple Majority**



#### 11.1.4 LEEMAN TO GREEN HEAD COASTAL STRATEGY

<b>AUTHOR</b>	Simon Lancaster
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	7 February 2018
<b>ATTACHMENT</b>	Copy of Leeman to Green Head Coastal Strategy provided as separate attachment
<b>FILE</b>	ADM0433

#### **SUMMARY:**

**The draft Leeman to Green Head Coastal Strategy has been prepared and is presented to Council for its consideration. This report recommends that the Leeman and Green Head Coastal Strategy be advertised for public comment.**

#### **BACKGROUND:**

A copy of the draft Leeman to Green Head Coastal Strategy has been provided as a **separate attachment** to the agenda for Council's review.

The purpose of the Strategy is to give regard for the Shire's existing planning framework and produce actionable recommendations to address the coastal issues being faced by Council.

The Strategy outcomes are as follows:

- review, investigate and make recommendation for nature based low impact camping and recreation sites along the coast between Leeman and Green Head;
- provide strategic consideration for the designation of off-road vehicle tracks to contain and improve access;
- provide actions relating to infrastructure and amenities, environmental and coastal management, and protection of areas of heritage significance.

#### **COMMENT:**

Table 9 of the Strategy makes recommendations in relation to each of the coastal nodes between Leeman and Green Head.

Section 4.6-Implementation and Table 10-Recommendations and Actions of the Strategy make a series of recommendations relating to the issues of Land Use, Access, Management and Implementation.

#### **STATUTORY ENVIRONMENT:**

The State Coastal Planning Policy ('SPP2.6') was prepared under Part 3 of the *Planning and Development Act 2005* to provide guidance for decision-making within the coastal zone including managing development and land use change, establishment of foreshore reserves, and to protect, conserve and enhance coastal values. The Coastal Strategy is required to be prepared in accordance with SPP 2.6.

Section 2.1 of SPP2.6 notes that:

*“There are pressures on the coastal zone for use by different groups in the community for a variety of purposes including a mix of recreational, residential, industrial and commercial uses. Planning for coastal zone land is about balancing these often competing needs and desires in a way that takes into account the values of the coastal zone, which include its scenic, aesthetic and ecological qualities; recreational opportunities; and social, indigenous, cultural and economic importance. The overall effect of these values contributes to the psychological wellbeing and health of the Western Australian community. The presence of coastal hazards is also an important consideration.”*

The Leeman to Green Head Coastal Strategy would not be a statutory document but would instead be a strategic document used to inform Council's future decision making in relation to expenditure, grant applications, development, future land use and management of the Shire of Coorow coastline between its two coastal townsites.

#### **STRATEGIC IMPLICATIONS:**

The Shire of Coorow Local Planning Strategy (2015) and Green Head and Leeman Townsite Local Planning Strategy (2012) make recommendations in relation to the coastal section between Leeman and Green Head and these have been considered in the Coastal Strategy with regards to how they might be implemented.

#### **POLICY IMPLICATIONS:**

The Shire called for expressions of interest in accordance with the procedures laid out in its Policy Manual, and received 7 submissions that were subsequently reviewed against evaluation criteria, with Land Insights (in conjunction with Edge Planning and Property) being appointed as the successful firm.

#### **FINANCIAL IMPLICATIONS:**

The consultant has drawn upon the extensive range of preceding documents as evidenced in Appendix A-Literature Review of the Coastal Strategy.

The consultant gave a presentation to Councillors on 15 November 2017 on their preliminary findings.

It is suggested that the Leeman to Green Head Coastal Strategy should be advertised for a period of 60 days to allow sufficient time/opportunity for comment.

It is further suggested that the following advertising measures would be appropriate:

- public notices placed in the Snag Island News and Magpie Squawk;
- posters displayed at the Shire of Coorow Leeman office, Leeman Recreation Centre and Green Head Community Centre;
- placement of a copy of the draft strategy on the Shire of Coorow website;
- display of the draft strategy at the Shire of Coorow Leeman office/library;
- correspondence advising of the draft strategy and where it may be viewed being sent to the following local community groups:
  - Leeman Progress Association;
  - Green Head Community Association; &
  - Green Head Men's Shed.

- correspondence advising of the draft strategy and where it may be viewed being sent to the following government agencies:
  - Department of Aboriginal Affairs;
  - Department of Biodiversity, Conservation & Attractions;
  - Department of Fire & Emergency Services;
  - Department of Lands;
  - Department of Mines, Industry Regulation & Safety;
  - Department of Planning;
  - Department of Water & Environment Regulation;
  - LandCorp; &
  - Tourism WA.

At the completion of the advertising period all received submissions would be presented to Council for consideration, and to discuss modifications that might be warranted arising from the nature of the submissions received and other matters.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION/ RESOLUTION:**

**2018/006**

**Moved: Cr Rackemann**

**Seconded: Cr Sims**

***That Council resolve to advertise the Leeman to Green Head Coastal Strategy for public comment for a period of 60 days and at the conclusion of the advertising period return the draft strategy and any received submissions to a further meeting of Council for consideration.***

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

Cr S D Peck declared a direct Financial Interest in Item 11.1.5 Proposed Gypsum Mine – Lot 600 Launer Road, Eganu and left the meeting at 5.21pm

#### 11.1.5 PROPOSED GYPSUM MINE – LOT 600 LAUNER ROAD, EGANU

<b>AUTHOR</b>	Simon Lancaster
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	9 February 2018
<b>FILE</b>	A1848
<b>ATTACHMENT</b>	11.1.5

#### **SUMMARY:**

Council is in receipt of an application to extract gypsum from Lot 600 Launer Road, Eganu. This application has been advertised for comment and this report recommends conditional approval for the matters relating to Council and referral of the matters relating to the *Mining Act 1978* to the Department of Mines, Industry Regulation and Safety.

#### **BACKGROUND:**

Lot 600 is a 642.9781ha property located on the north-eastern corner of the Launer Road and Winchester South Road intersection, approximately 18 km west of the Coorow townsite.

**Figure 1 – Aerial Photograph of Lot 600 Launer Road, Eganu**



Lot 600 has a 3.89 km frontage along its southern boundary to Launer Road, and a 4.39 km frontage along its western boundary with Winchester South Road.



The applicant is proposing to extract 100,000 to 150,000 tonnes of gypsum to a depth of 1.5 m from an exposed deposit over a 5 to 15 year period dependant on the resource and demand.

A copy of the applicant's submitted information is provided as **Attachment 11.1.5**.

Lot 600 (formerly known as Lot 9924) contains an Agroforestry (Mallee Plantation) development that was approved by the Shire on 18 August 2008. The proposed gypsum extraction area and access alignment would not require clearing of native vegetation or the Mallee Plantation.

Council supported the boundary rationalisation of Lots 9923 and 9924 at its 21 September 2011 meeting that created Lots 600 and 601.

The applicant proposes to access Launer Road at a location approximately 3 km east of the Winchester South Road intersection. The Shire's Manager of Works and Services has inspected the proposed access point and raises no objection. Truck movements are proposed to consist of 60 tonne trucks operating generally over February to March.

**Figure 2 – View from proposed access point onto Launer Rd looking east**



**Figure 3 – View from proposed access point onto Launer Rd looking west**



**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 extraction operations and does not prescribe a buffer distance for extractive industries that do not require blasting, instead deeming that buffer distances should be set on a case by case basis. Extractive industries requiring blasting are recommended to have a 1 km buffer distance and extractive industries for sand are recommended to have a 300-500 m buffer distance depending on the size of the operation.

The gypsum extraction would be located approximately 2 km north-east of the closest third-party residence upon Lot 10045 and as such there is considered to be an acceptable expected impact upon surrounding residents from the proposed gypsum extraction operations.

The gypsum extraction area would be setback approximately 2 km from Launer Road, and 1 km from Winchester South Road.

**STATUTORY ENVIRONMENT:**

Lot 600 Launer Road, Eganu 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."*

The *Planning and Development (Local Planning Schemes) Regulations 2015* defines 'Industry-Extractive' as being:

*"means premises, other than premises used for mining operations, that are used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes —*

- (a) the processing of raw materials including crushing, screening, washing, blending or grading;*
- (b) activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration."*

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.

The Department of Mines, Industry Regulations and Safety have assessed this proposal and advised that gypsum is a mineral under the *Mining Act 1978*, and that unless the land is mineral to owner, any extraction of gypsum cannot be authorised by an extractive industry licence and must occur under the *Mining Act*.

The Shire's involvement in this matter therefore will relate to governance of the access point onto the local road network and the associated vehicle movements on the local road network and the gypsum extraction operations are required to be assessed by the Department of Mines, Industry Regulations and Safety.

The *Mining Act 1978* defines minerals as being:

*"minerals means naturally occurring substances obtained or obtainable from any land by mining operations carried out on or under the surface of the land, but does not include —*

- (a) soil; or*
- (b) a substance the recovery of which is governed by the Petroleum and Geothermal Energy Resources Act 1967 or the Petroleum (Submerged Lands) Act 1982; or*
- (ba) without limiting paragraph (b), geothermal energy resources as defined in the Petroleum and Geothermal Energy Resources Act 1967 section 5(1); or*
- (c) a meteorite as defined in the Museum Act 1969; or*
- (d) any of the following substances if it occurs on private land —*
  - (i) limestone, rock or gravel; or*

- (ii) shale, other than oil shale; or
- (iii) sand, other than mineral sand, silica sand or garnet sand; or
- (iv) clay, other than kaolin, bentonite, attapulgite or montmorillonite.”

The *Mining Act 1978* defines mining operations as being:

*“mining operations means any mode or method of working whereby the earth or any rock structure stone fluid or mineral bearing substance may be disturbed removed washed sifted crushed leached roasted distilled evaporated smelted combusted or refined or dealt with for the purpose of obtaining any mineral or processed mineral resource therefrom whether it has been previously disturbed or not and includes —*

- (a) the removal of overburden by mechanical or other means and the stacking, deposit, storage and treatment of any substance considered to contain any mineral; and*
- (b) operations by means of which salt or other evaporites may be harvested; and*
- (c) operations by means of which mineral is recovered from the sea or a natural water supply; and*
- (da) operations by means of which a processed mineral resource is produced and recovered; and*
- (d) the doing of all acts incident or conducive to any such operation or purposes.”*

Section 8.5 of the Scheme does note that

*”8.5 Requirement for consultation to commence mining  
In considering proposals to commercially extract minerals, Council may exercise its discretion to inform the Minister for Mines and the Minister for Planning in writing that the granting of a mining lease or general purpose lease is contrary to the provisions of the Scheme and the Local Planning Strategy.”*

However in this instance it is not considered that Council would object to the mining proposal given that the mineral in question is gypsum, the finite resource deposit, the mining operations would not interfere with the rural operations upon the lot or the in the locality, and the larger lot/rural setting for the proposal.

### **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.

#### **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 and Department of Water & Environment and Regulation and other relevant state government departments.

#### **FINANCIAL IMPLICATIONS:**

In the event that the mining operation has an impact on the condition of Launer Road (or the wider local road network), it is considered reasonable that a contribution to future maintenance be required of the landowner/applicant to avoid financial burden on the Shire, and ensure the landowner/applicant provides compensation commensurate with the additional wear imposed by heavy haulage movements associated with this mining operation.

#### **PUBLIC CONSULTATION:**

The application was advertised for public comment from 21 December 2017 until 19 January 2018 with the following actions being undertaken inviting comment:

- Placement of an advisory sign on-site; &
- Direct notification being sent to the landowners of the five surrounding lots that are within a 2 km radius;
- Direct notification being sent to the following government agencies; Alinta Energy, ATCO Gas, Department of Aboriginal Affairs, Department of Primary Industries & Regional Development, Department of Fire & Emergency Services, Department of Mines, Industry Regulation & Safety, Department of Biodiversity, Conservation & Attractions, Department of Water & Environmental Regulation, Telstra, Water Corporation and Western Power.

At the conclusion of the advertising period seven submissions had been received, six from government agencies offering technical comment upon the application, and one

from a landowner, no objections to the application were received. Copies of the received submissions can be provided to Councillors upon request.

A summary of the received submissions is provided as follows:

Western Power

Before commencing any work it is essential to complete a Dial Before You Dig enquiry to obtain the location and voltage of the Western Power network. It is recommended that persons planning to undertake works in high risk areas near transmission or communication assets act in a safe manner at all times and in accordance with all applicable legal and safety requirements (including the 'duty of care' under the laws of negligence, Worksafe requirements and guidelines, Australian Standards and Western Power policies and procedures).

Craig Bronickis

Can consideration please be given to school bus run as there is approximately 10 children on the bus.

ATCO Gas

ATCO Gas does not currently have gas mains nor infrastructure within the vicinity of Lot 600, our closest assets are approximately 45 km to the west, and therefore has no objection to the proposal.

Department of Mines, Industry Regulation and Safety

Gypsum is a mineral under the *Mining Act 1978*. Unless the land is mineral to owner, any extraction of gypsum cannot be authorised by an Extractive Industry Licence and must occur under the Mining Act. Therefore, unless the proponent can supply documentation that the land is mineral to owner, they will be required to apply for a mining tenement under the Mining Act.

Department of Primary Industries & Regional Development

Department does not object to the proposed extraction of gypsum. No weed management plan was supplied and the Department can therefore not comment on this aspect of the application.

Department of Planning, Lands & Heritage

A review of the Register of Places and Objects as well as the Aboriginal Heritage Database confirms that Lot 600 does not intersect any reported Aboriginal heritage places. The Department recommends the proponent takes into consideration the State's Aboriginal Heritage Due Diligence Guidelines. The guidelines have been developed to assist proponents identify any risks to Aboriginal heritage and to mitigate risk where heritage sites may be present.

Water Corporation

This land is remote from the Water Corporation's water and wastewater services therefore there will be known impact on our infrastructure or operations.

**VOTING REQUIREMENTS:**

Simple Majority

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

That Council:

- 1 Advise the applicant that the Department of Mines, Industry Regulation and Safety have determined that their proposal is deemed to be a mining operation and that its separate approval under the Mining Act 1978 will be required to be obtained to extract gypsum from Lot 600 Launer Road, Eganu. It is the landowner/applicant's responsibility to obtain any approvals as required under separate legislation to those administered by Council before the mining operation commences.
- 2 Advise the Department of Mines, Industry Regulation and Safety that Council supports the proposal to extract gypsum from Lot 600 Launer Road, Eganu subject to the following conditions being imposed:
  - (a) the permitted hours of mining operation, inclusive of the on-site mining operation and all associated vehicle movements shall be Monday to Saturday 7:00 am to 6:00 pm, with no operations on Sundays and Public Holidays.
  - (b) The applicant shall, prior to commencement of the mining operation, submit (and subsequently adhere to) a Weed 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.
  - (c) The landowner/applicant shall undertake post-closure rehabilitation of the mining operation site, and post-closure obligations shall have regard for the Department of Planning's Visual Landscape Planning in Western Australia to ensure that the rehabilitation of the closed extractive industry site improves the visual and conservation values of the landscape.
- 3 Approve the application as it pertains to those matters that require approval of Council (ie the access point onto the local road network and use of the local road network) subject to the following conditions:
  - (a) Vehicles associated with the mining operation must access Launer 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 landowner/applicant.
  - (b) The landowner/applicant is responsible to ensure that no parking of vehicles associated with the mining operation occurs within a public carriageway, including the road verge.
  - (c) The installation of traffic warning/safety signage in the vicinity of the access point onto Launer Road during times of mining operation shall be

(d) Repairing of any damage to Launer Road (or the wider local road network) is required by reason of use of the road(s) in connection with the mining operation to the approval of the local government with all costs met by the landowner/applicant.

- (i) In relation to condition 3(a) the landowner/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.
- (ii) 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.

### **Seconded: Cr Oakes**

**(b) The landowner/applicant shall undertake post-closure rehabilitation of the mining operation site, and post-closure obligations shall have regard for the Department of Planning's Visual Landscape Planning in Western Australia to ensure that the rehabilitation of the closed**

***extractive industry site improves the visual and conservation values of the landscape.***

**3 Approve the application as it pertains to those matters that require approval of Council (ie the access point onto the local road network and use of the local road network) subject to the following conditions:**

- (a) Vehicles associated with the mining operation must access Launer 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 landowner/applicant.**
- (b) The landowner/applicant is responsible to ensure that no parking of vehicles associated with the mining operation occurs within a public carriageway, including the road verge.**
- (c) The installation of traffic warning/safety signage in the vicinity of the access point onto Launer Road during times of mining operation shall be to the approval of the local government, with all costs met by the landowner/applicant.**
- (d) Repairing of any damage to Launer Road (or the wider local road network) is required by reason of use of the road(s) in connection with the mining operation to the approval of the local government with all costs met by the landowner/applicant.**

**Notes:**

- (i) In relation to condition 3(a) the landowner/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.**
- (ii) 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.**

**CARRIED 5/0  
Simple Majority**

*Note: Councillors removed Note 2(a) as they believed it to be too prescriptive due to the isolation of the farm.*

Notes accompanying planning application for gypsum pit

No requirement to clear any vegetation

Area cannot be seen from any road ( located centrally in farm)

Approximate pit tonnage 100000 to 150000 tonnes

Anticipated yearly sales growing to between 5000/10000 tonnes over a five year period

Most truck movements between February to end of March

Truck load capacity up to 60 tonnes

Signage to be provided at point of entry and egress

Machinery used will comprise of:-

Excavator 40 tonne

Dump truck 30 tonne

Loader (950 Cat equivalent)

Hours of operation ,daylight hours as required

Nearest neighbour accommodation 3klms

Depth of pit to approximately 1.5 mts below natural ground

Life expectancy of pit approximately 15 years

Site to be restored to general agricultural use at end of life

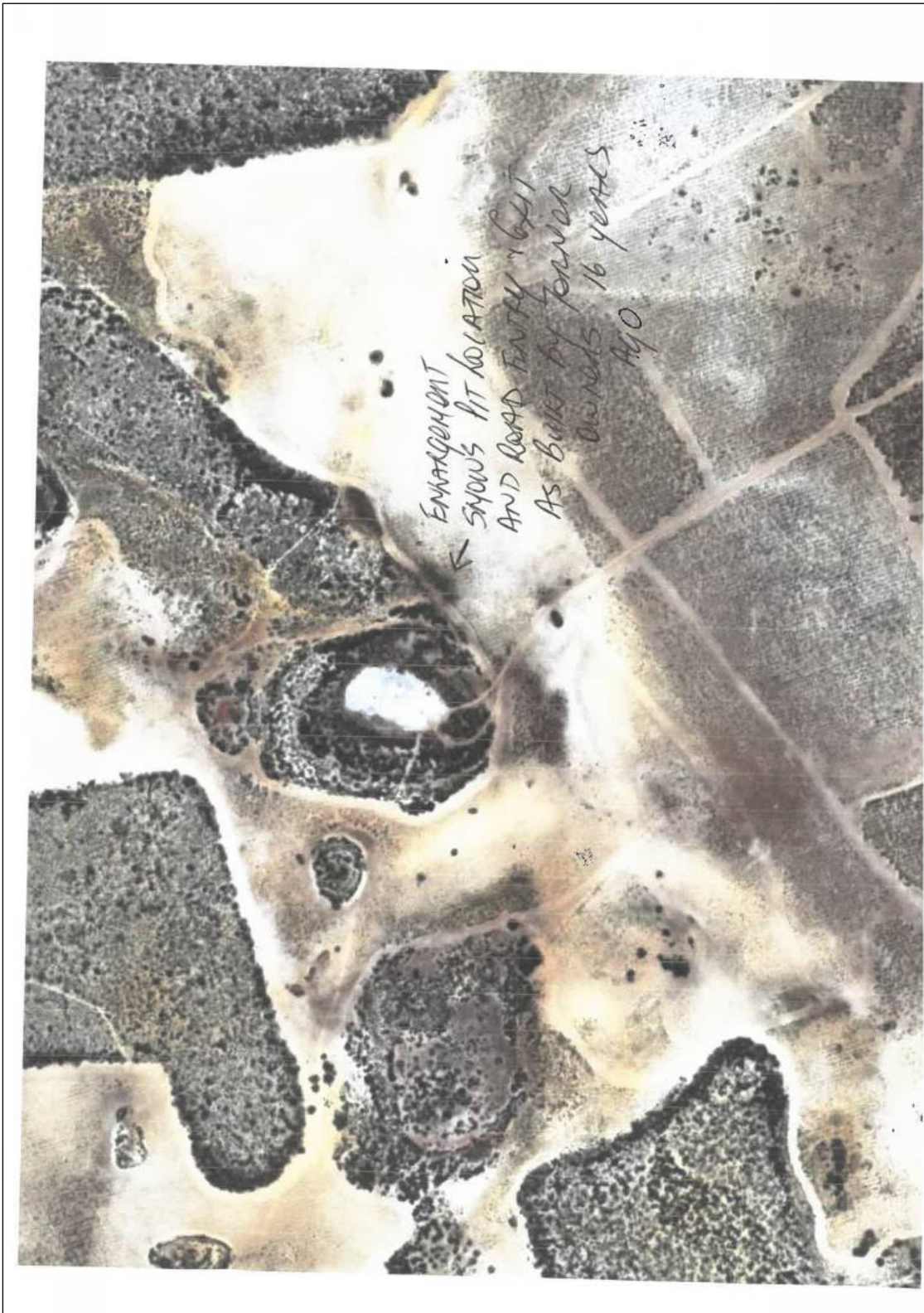












NOTE: CR S D Peck returned to the Meeting at 5.32pm

#### 11.1.6 ORGANISATIONAL STRUCTURE – ADMINISTRATION STAFF

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	25 January 2018
<b>FILE</b>	ADM0056- Corporate Management – Organisational Review
<b>ATTACHMENT</b>	Adopted Corporate Structure from 2 January 2018

#### **SUMMARY:**

**To consider the Shire's administrative positions following the recent corporate restructure.**

#### **BACKGROUND:**

Council adopted the attached Corporate Structure at its Ordinary Meeting of Council held 18 October 2017 which removed the Manager Regulatory Services position, commencing on 2 January 2018. The corporate structure does not detail the administrative positions that report to the Deputy Chief Executive Officer.

As a result of the restructure, regulatory functions relating to Planning, Building and Health have been contracted out to the Shire of Dandaragan, with the more administrative functions of the former role to be carried out by Senior and administration staff.

A workshop was held with the majority of administrative and all Senior staff on Friday 18 December 2017 to consider the tasks undertaken by staff, how much time they require and who should undertake them moving forward.

As a result of the workshop, and subsequent discussions with staff, Council are now asked to endorse the following administrative positions reporting to the Deputy Chief Executive Officer:

#### **Coorow Administration Centre**

- Senior Finance Officer (1 FTE)
- Records/Purchasing Officer (1 FTE)
- Customer Service Officer (1 FTE)
- Creditors Officer (0.8 FTE)

#### **Leeman Administration Centre**

- CEO's Personal Assistant (1 FTE)
- Property Administration Officer (1 FTE)
- Administration Officer (1 FTE)
- Customer Service Officer (0.6 FTE)

**COMMENT:**

Essentially, the structure introduces a new full time role 'Property Administration Officer' who will coordinate the inspection, maintenance, upgrades and leasing of Shire owned buildings and houses as well as assisting with customer service and other tasks. It is envisaged that the Property Administration Officer will go to Coorow once a week (with the Chief Executive Officer) to deal with all property issues in Coorow.

The most significant change being noticed since the departure of the Manager Regulatory Services has been increase of administration time (for the Leeman Administration Officer) in dealing with queries from the public and coordinating applications with the Shire of Dandaragan. In the months of January and February, this has been significant with a number of delicate issues being dealt with (illegal building changes, building without permits, extension of permit after fire, Worksafe investigation, etc). The team at Dandaragan have been very patient, but follow up from our end has taken up to 50% of the Administration Officer's time.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995 Section 5.2 Administration of local governments

Local Government Act 1995 Part 5 - Division 4 – Local government employees

**STRATEGIC IMPLICATIONS:**

Administration positions need to be allocated across the Shire to ensure that services are provided where they are needed at the least cost to the Shire and ratepayers.

**POLICY IMPLICATIONS:**

Policy 3.1.1 - Service Provision across the Shire specifies the services to be provided from each administration centre. While the policy needs to be amended to reflect the removal of the Manager Regulatory Services position, the proposed administration positions will ensure that the services required at each administration centre are provided as adopted.

**FINANCIAL IMPLICATIONS:**

The annual cost savings from the restructure have yet to be determined, however are expected to be significant and will impact positively on the 2018/19 draft budget and next iteration of the Long Term Financial Plan

The financial benefits will only be minor this financial year as a large amount of leave was paid out to the Manager Regulatory Services on the cessation of his contract.

Depending of the number of health, planning and building applications/licences in future years, there could be significant operational savings as a result of the restructure.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION/RESOLUTION:**

**2018/008**

***Moved: Cr Rackemann***

***Seconded: Cr Oakes***

***That the following administrative positions reporting to the Deputy Chief Executive Officer be endorsed:***

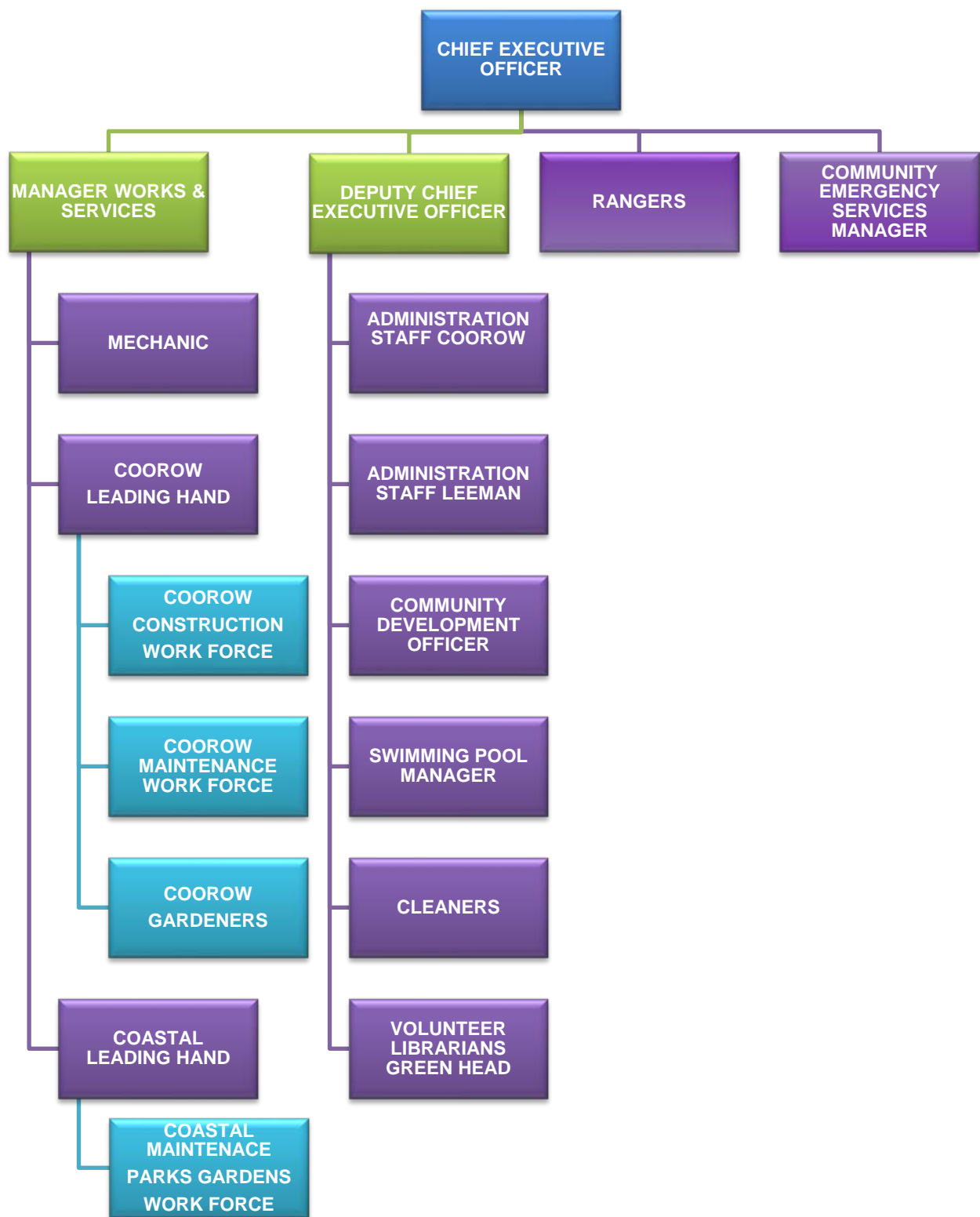
***Coorow Administration Centre***

- ***Senior Finance Officer (1 FTE)***
- ***Records/Purchasing Officer (1 FTE)***
- ***Customer Service Officer (1 FTE)***
- ***Creditors Officer (0.8 FTE)***

***Leeman Administration Centre***

- ***CEO's Personal Assistant (1 FTE)***
- ***Property Administration Officer (1 FTE)***
- ***Administration Officer (1 FTE)***
- ***Customer Service Officer (0.6 FTE)***

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



### 11.1.7 DRAFT TENDER 3 BAYS WALKWAY – TRAIL CONSTRUCTION

<b>AUTHOR</b>	Ted Jack
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	7 February 2018
<b>FILE</b>	ADM0553
<b>ATTACHMENT</b>	RFT 03/2018

#### **SUMMARY:**

**For Council to consider the draft tender document for the construction of the trail elements of the 3 Bays Walkway project.**

#### **BACKGROUND:**

The fully funded 3 Bays Walkway project contains a number of components such as lookouts, seating, beach access and pathways. The lookouts are nearing completion and the major part of the project, the construction of the pathways, will need to be put out to tender as it exceeds \$150,000.

#### **COMMENT:**

This tender document is for the procurement of a supplier to construct a minimum of 1,200 metres concrete and a minimum of 680 metres of stabilised crushed limestone.

Proposed advertising date set for 22nd February with closing date, 9th March 2018 (12pm).

#### **STATUTORY ENVIRONMENT:**

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

#### **STRATEGIC IMPLICATIONS:**

Theme 1: Community Wellbeing

#### **Healthy Lifestyles**

*We are a healthy community with an active lifestyle and high standard of living.*

Our communities have active and healthy lifestyles

\* Facilitate healthy lifestyles within the community through recreation facilities and programs

\* Advocate for health services that best meet the needs of local residents

#### **POLICY IMPLICATIONS:**

Policy 3.6.2 – Purchases of Goods & Services

**FINANCIAL IMPLICATIONS:**

As this tender item is fully funded under the project there are no additional financial implications for the Shire.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION/RESOLUTION:**

**2018/009**

***Moved: Cr Jack***

***Seconded: Cr Peck***

***That the draft tender document RFT 03/2018 - 3 Bays Walkway (including specifications) be approved for advertising as attached.***

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

## REQUEST FOR TENDER [DRAFT]

<b>Request for Tender (RFT)</b>	<b>3 BAYS WALKTRAIL - GREEN HEAD</b>
<b>Deadline:</b>	<b>12pm – Friday 9<sup>th</sup> March 2018</b>
<b>Address for Delivery:</b>	<i>Shire of Coorow Att: Chief Executive Officer PO Box 42 Coorow, WA 6515</i>
<b>RFT Number:</b>	<b>03/2018</b>



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## PRINCIPAL'S REQUEST

### CONTRACT REQUIREMENTS IN BRIEF

This tender is for:

- A) the construction of a minimum of 1,200 metres of concrete pathway at 2,000 mm in width and 100 mm thickness. Earthworks will be required in some areas to redirect trail, remove topsoil and brush, provide base and create levels.
- B) the construction of approximately 680 metres of crushed limestone pathway at approximately 2000mm width and 100mm thickness.

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

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

### CONTACT PERSONS

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

#### Specification Enquiries

Name: **Ted Jack**, Community Development Officer/Project Manager

**Kelvin Bean**, Manager of Works & Services

Telephone : **08 9952 0100 or 0472 848 749 (Ted), 0428 521 103 (Kelvin)**

Facsimile: **08 9952 1173**

Email: [cdo@coorow.wa.gov.au](mailto:cdo@coorow.wa.gov.au) (Ted)  
[mws@coorow.wa.gov.au](mailto:mws@coorow.wa.gov.au) (Kelvin)

### SITE INSPECTION/MEETING

A site meeting will be a formal requirement of this tender process. Please contact Ted Jack on (08) 9952 0100 or 0472 848 749 to arrange the site meeting no later than 28 February 2018.

### PRICE BASIS

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

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

## **SPECIFICATION**

### **GENERAL**

Construction of a concrete walk path/trail for the Shire of Coorow to be constructed over existing walk trail (gravel and sand) in Green Head (6514). There will be sections (identified on scope of works map) that require modifications to the trail alignment which will require earthworks to be completed by the contracted party. Parts of the trail may require modification to levels due to steepness of inclines or declines.

Some areas will require additional concrete above the scope such as viewpoint/seating pads and lookout infill which will be discussed at the site meeting. The cost for these works should be supplied in the same tender but as a separately costed line item.

### **LAYOUT**

The path shall follow the general alignment of the existing trail but may be formed in segments of up to four metres in length. The edges shall be parallel and the width maintained unless otherwise specified.

### **CONSTRUCTION**

The Pathway shall be constructed from unreinforced concrete to a thickness of 100 mm, with at least a 28-day cylinder compressive strength of 25 MPA, maximum aggregate size of 14 mm and a slump of 50 - 80 mm. The subgrade shall be thoroughly wetted immediately prior to laying the concrete.

### **SURFACE FINISH**

Surface finish to be lightly brushed broom finish. All work is to be of high quality, uniform appearance and executed in a tradesman- like manner.

### **JOINTS**

Grooved crack control joints are generally to be at 2.5 metre centres with a 12 mm wide expansion joint at 10 metre centres except where required to be shorter such as inclines, declines, bends or corners. Expansion joints are to be filled to the full depth of the concrete with a 12 mm thick approved proprietary expansion material. Expansion joints must also be installed where the Pathway abuts service covers or the like.

Following a minimum of 7 days curing period for the concrete, expansion joints must be thoroughly cleaned and sealed with an approved material. If necessary part of the joint filler shall be cut back to allow a minimum depth of 10 mm caulking agent to be applied to the joint. The finished joint shall be tooled off in a professional manner to produce a smooth finish slightly concave of the finished concrete surface.

The following materials are approved:

Dimet - Jointex (58 degrees - 62 degrees Celsius softening point)

Non Porite - Bitumen impregnated canite by the cold solvent process

Expandite - Flexcell or equal and approved

### **PRAM RAMPS**

Tender shall make provision within the submitted individual project price for the installation Pram Ramps to Austroads Standard AS1428.4 where applicable.

## **CROSSOVERS**

The crossover is to be blended into the new path. The grade of the new path at the point of crossover shall be a minimum of 2% and a maximum of 5%. Where the gradient of the crossover exceeds 5% the gradient of the verge area between the new path and the property boundary shall not exceed 18% over 1.8 metres

## **STABILISED CRUSHED LIMESTONE PATHWAY [ ~680 METRES ]**

The walk trail will also consist of a section of crushed stabilised limestone [up to 20mm] for the far northern section [see CONSTRUCTION GUIDE MAP].

There are sections north of the concrete sections that require a stabilised crushed limestone surface (using to 5% cement mix) to be constructed. The path sections currently has approximately 330 metres of compacted gravel as a base at approximately 2,000 mm wide which leads into approximately 150 metres of pre-existing (unbound) crushed limestone at similar width. Both of these sections require stabilised crushed limestone (up to 5% cement mix) surface to be constructed with the 150 metres of existing limestone to be reinforced and stabilised/sealed.

Finally 130 metres of stabilised crushed limestone will need to be constructed from the end of the current limestone path to the south-west corner of Anchorage Bay carpark. Approximately 55 metres of stabilised crushed limestone pathway will need to be constructed from this new 130 metre path adjacent to the Morphet Park toilet block through the scrub to the beach to serve as a beach access path. Clearing of this scrub for the trail will be conducted by the Shire of Coorow.

Total length of stabilised crushed limestone to be constructed = 680 metres by approximately 2,000mm wide and will need to be approximately 100 mm thick.

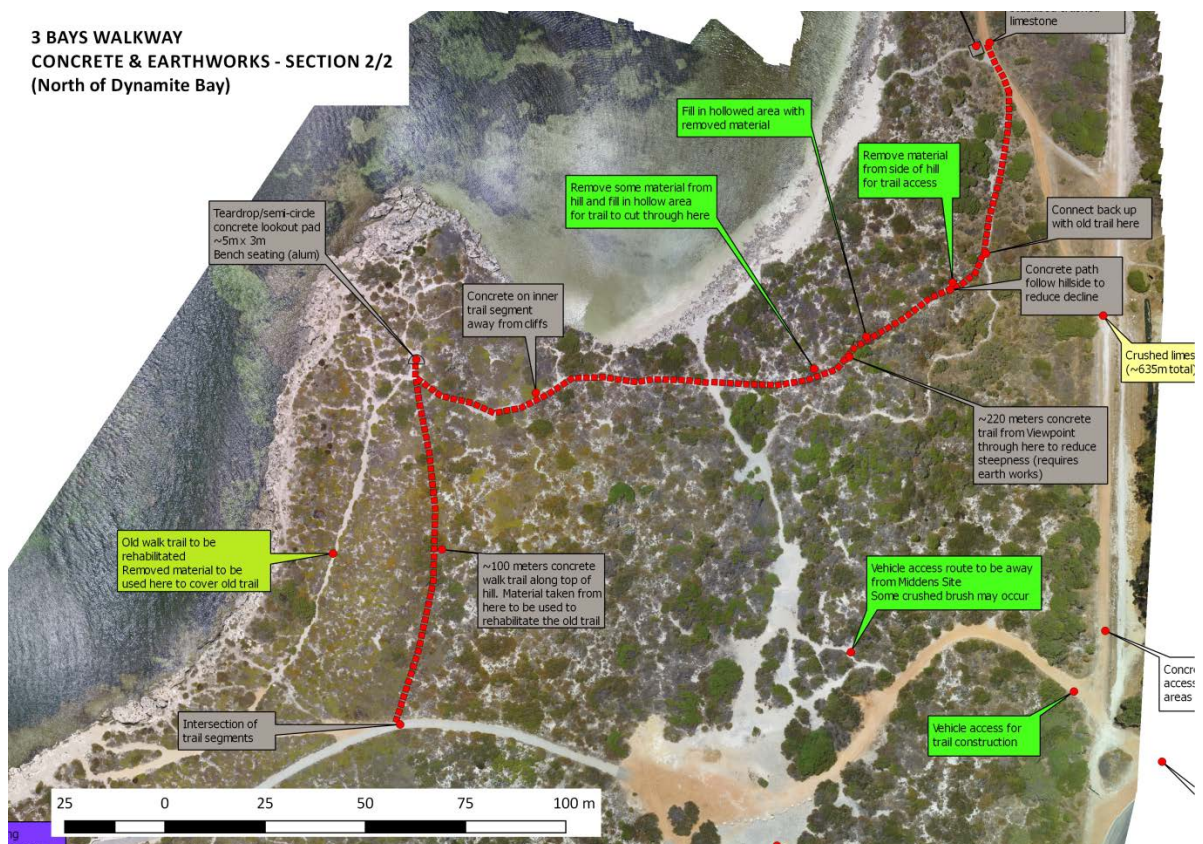
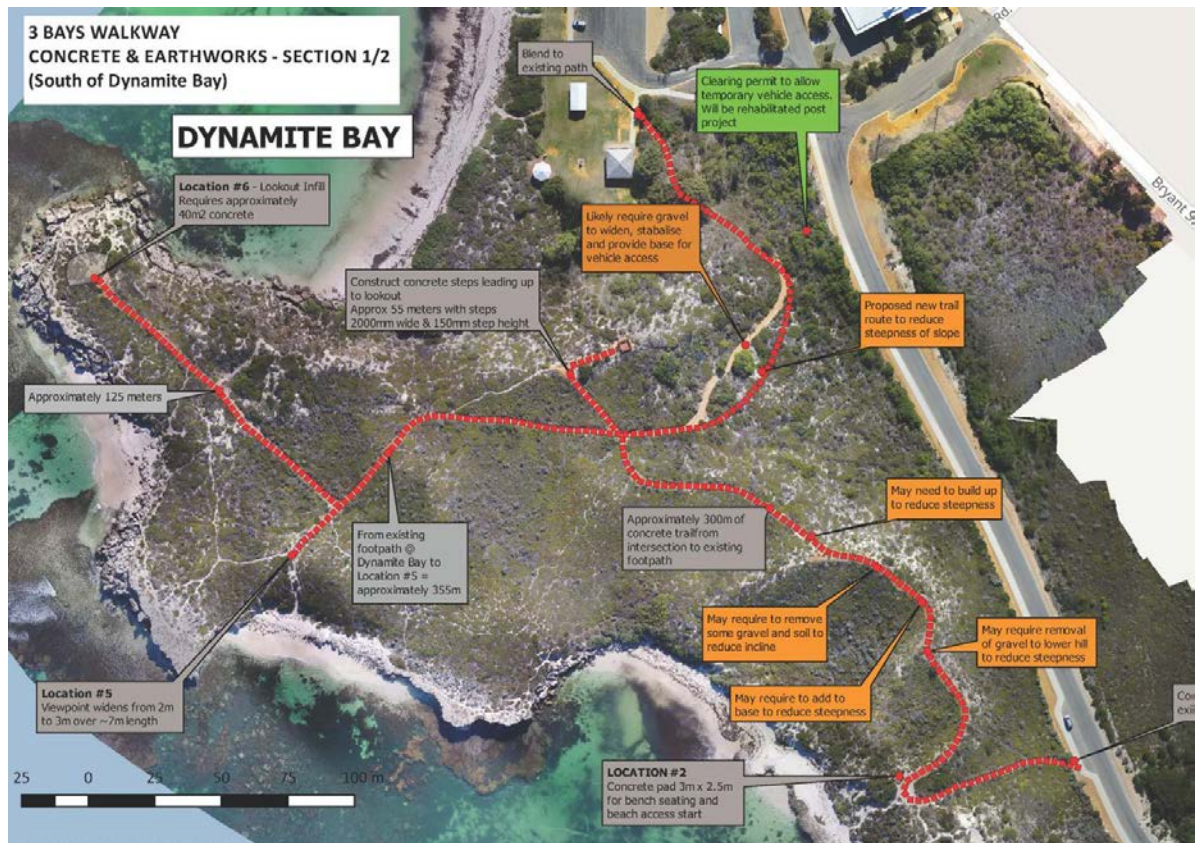
## **IMPLEMENTATION TIMETABLE**

The project will need to commence within the month of April and be completed by end of June 2018.

## **CONSTRUCTION GUIDE MAP**

Below are maps outlining the general trail path and associated works for concrete and stabilised crushed limestone with some associated earthworks.





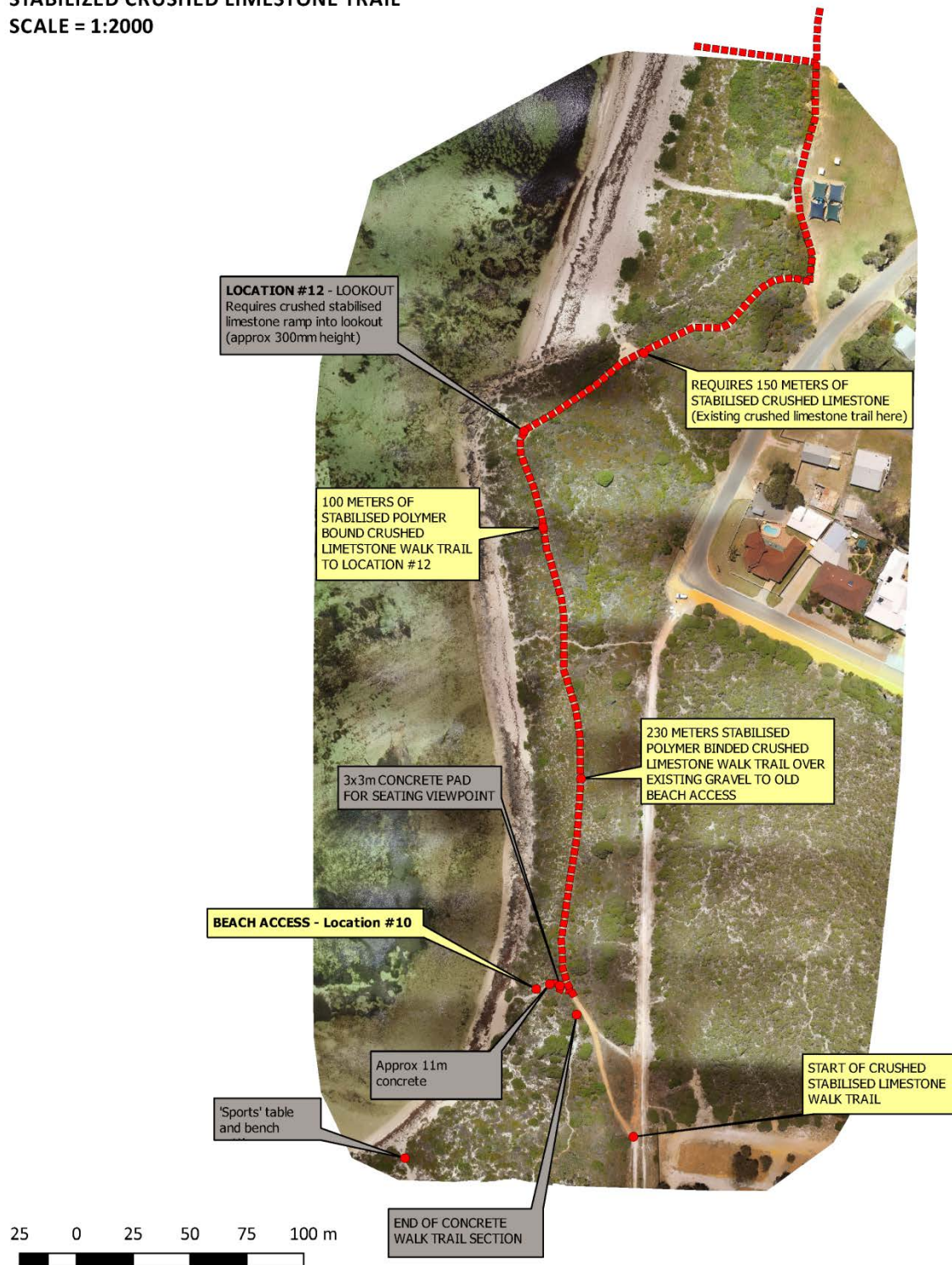


## **STABILIZED CRUSHED LIMESTONE TRAIL SECTION**

3 BAYS WALKWAY

STABILIZED CRUSHED LIMESTONE TRAIL

SCALE = 1:2000





#### 11.1.8 SNAG ISLAND COMMUNITY GARDEN – REQUEST FOR FUNDING

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	8 February 2018
<b>FILE</b>	ADM0051
<b>ATTACHMENT</b>	Email and Confidential Statement (separate attachment from Snag Island Community Garden

#### **SUMMARY:**

**To consider the request to provide monetary and other support to Snag Island Community Garden Inc to help with the establishment of the garden.**

#### **BACKGROUND:**

At the meeting held 16 August 2017, Council resolved:

#### **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***

Since this time, Snag Island Community Garden Inc has attained charitable status and has been receiving donations and fundraising. They have now fenced the site and have purchased a bore pump to provide water to the site. Other items that have been acquired include two sheds and planter pods.

A proposal to amalgamate this group with the Leeman Green Head Community Garden group who operate behind the Trash 2 Treasure building has not proceeded as stated in the attached email.

The group has also seeking a number of things from the Shire such as:

1. A monetary contribution of around \$2,000 which would purchase a 3 phase generator and reticulation pipe
2. Some aggregate/cracker dust for installation of a driveway.
3. Some sand to fill the planters
3. Permission to keep double the number of chickens normally allowed (24 instead of 12)

On 13 December 2017 Council considered these requests from the group and resolved:

**RESOLUTION:**

**2017/156**

**Moved: Cr Sims**

**Seconded: Cr Oakes**

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

- 1) provide up to 2 truck loads each of gravel, sand and aggregate/cracker dust for use at the site***
- 2) allow 24 chickens (no roosters) to be kept at the site***

***CARRIED 8/0  
Simple Majority***

This varied from the Officer Recommendation as no detailed quotations had been provided for a bore pump or generator.

The group now have a bore (including pump and pipe to the garden) that can provide water for the poultry and fruit trees that have already been planted. They are asking Council for a contribution to purchase a generator to operate the bore, some funding towards reticulation pipe/sprinklers and some soil for filling the planters. Attached are a statement of income and expenditure and a list of promises made for the next stage of development of the community garden.

**COMMENT:**

There is currently \$2,700 in money held from the sale of special Leeman licence plates that can be used for community purposes and could fund a monetary contribution from the Shire. The last contribution made from this funding source was \$1,600 to the Turquoise Coast Table Tennis Association.

The monetary donation would be used for purchasing of a generator (as the current one is only on loan) and reticulation pipe/sprinklers for the future garden beds. Quotations are included in the confidential attachment.

Labour has been promised to help erect the garden beds when the sprinkler system has been installed.

Sand and gravel/soil are available should Council approve this as a donation.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

**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:**

Any monetary contribution could be met from the Leeman special licence funding (currently has \$2,700 available).

Provision of sand and gravel would require a small amount of staff time for delivery.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

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

- 1) provide a monetary contribution of \$\_\_\_\_\_ from the Leeman Special Licence Plate funding, and
- 2) provide up to four truck loads each of sand and gravel/soil for use in the planter boxes and at the site.

**MOTION:**

**Moved: Cr Sims**

**Seconded: Cr Peck**

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

- 1) ***provide a monetary contribution of \$1,000 from the Leeman Special Licence Plate funding, and***
- 2) ***provide up to four truck loads each of sand and gravel/soil for use in the planter boxes and at the site.***

**AMENDMENT**

**2018/010**

**Moved: Cr Rackemann**

**Seconded: Cr Girando**

**That the motion be amended to increase the contribution from \$1,000 to \$1,700.**

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

**SUSTANTIVE RESOLUTION:**

**2018/011**

**Moved: Cr Sims**

**Seconded: Cr Peck**

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

- 1) ***provide a monetary contribution of \$1,700 from the Leeman Special Licence Plate funding, and***
- 2) ***provide up to four truck loads each of sand and gravel/soil for use in the planter boxes and at the site.***

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

## Snag Island Community Garden – First Developments



Fenced Area and Chicken pens

Gazebo and Small Shade House



Chicken Pens & First Plantings

Bore & Pump

Dave Curtis left the meeting at 5.43pm and did not return.

## **11.2 MANAGER OF WORKS AND SERVICES:**

11.2.1 NIL

## **11.3 DEPUTY CHIEF EXECUTIVE OFFICER:**

### **11.3.1 ACCOUNTS FOR PAYMENT**

<b>AUTHOR</b>	Caroline Hirt
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	09 February 2018

#### **SUMMARY:**

**Council approval is required for payment of accounts made within the month December 2017 to approve payments of accounts due in February 2018.**

#### **COMMENT:**

Approval is sought for the following list of payments of accounts made since Council's last meeting on 13 December 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:**

**2018/012**

**Moved: Cr Rackemann**

**Seconded: Cr Sims**

***That payment listed in 11.4.1 Accounts Due and Submitted to Council up to 9<sup>th</sup> of February 2018 including:***

**MUNICIPAL FUND**

<b>Cheque</b>	<b>20129 – 20158</b>	<b>\$ 66,114.59</b>
<b>Collection</b>	<b>71010218 – 72310118</b>	<b>\$ 77 985.10</b>
<b>Summaries</b>		
<b>Payroll DD's</b>	<b>13/12/2017 – 07/02/2018</b>	<b>\$ 281,114.00</b>
<b>EFTS</b>	<b>12159 – 12349</b>	<b>\$ 590,262.01</b>
<b>Superannuation</b>	<b>13/12/2017 – 07/02/2017</b>	<b>\$ 85,299.40</b>
<b>Credit Card</b>	<b>13111217 – 13100118</b>	<b>\$ 5,821.48</b>
<b>Totalling</b>		<b>\$ 1,106,596.50</b>

**TRUST FUND**

<b>EFTS</b>	<b>12156 - 12348</b>	<b>\$ 16,739.67</b>
<b>Cheques</b>	<b>11020218</b>	<b>\$ 28.25</b>
<b>Totalling:</b>		<b>\$ 16,767.92</b>

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

### List of Accounts Due & Submitted to Council 09.02.2018

Chq/EFT	Date	Name	Description	Trust	Muni
EFT12156	06/12/2017	CEDAR HOMES	KERBING BOND REFUND	\$ 500.00	
EFT12157	06/12/2017	CONSTRUCTION TRAINING FUND	BCITF NOVEMBER 2017	\$ 763.25	
EFT12158	06/12/2017	BUILDING COMMISSION	BSL NOVEMBER 2017	\$ 885.23	
EFT12213	19/12/2017	ROBIN MCBRIDE BROUN	REFUND - XMAS BBQ 2017	\$ 108.20	
EFT12317	01/02/2018	JOHN CORTESE	REFUND - LANCE CLEMENT SEND OFF 19.01.18	\$ 96.65	
EFT12347	02/02/2018	CONSTRUCTION TRAINING FUND	BCITF DECEMBER 2017	\$ 8,391.92	
EFT12348	02/02/2018	BUILDING COMMISSION	BRB DECEMBER 2017	\$ 5,994.42	
11020218	02/02/2018	SHIRE OF COOROW	BRB COMMISSIONS JANUARY 2018	\$ 28.25	
			<b>TOTAL TRUST PAYMENTS</b>	<b>\$ 16,767.92</b>	
EFT12159	06/12/2017	SHIRE OF COOROW	BSL COMMISSIONS NOVEMBER 2017		\$ 69.75
EFT12160	08/12/2017	AUSTRALIA POST-LPO	POSTAGE - NOVEMBER 17		\$ 329.09
EFT12161	08/12/2017	AUSTRAL MERCANTILE	LEGAL CHARGES		\$ 1,520.75
EFT12162	08/12/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		\$ 27.45
EFT12163	08/12/2017	ALL DECOR	NEW CARPET TILES & VINYL - CW MEDICAL		\$ 10,350.00
EFT12164	08/12/2017	BALA FARM	6942 CUBIC MTRS GRAVEL - WADDY FOREST RD, MCPARTLAND RD		\$ 20,826.00
EFT12165	08/12/2017	BUNNINGS	SCREWS, BOLTS, DRILL BITS, MULTIGRIPS		\$ 641.35
EFT12166	08/12/2017	BOC GASES	GAS BOTTLE RENTAL - NOVEMBER 17		\$ 50.59
EFT12167	08/12/2017	BINDOON TRACTORS	BONNET GAS STRUTS - CW085		\$ 503.74
EFT12168	08/12/2017	TUTT BRYANT EQUIPMENT	REAR WIPER, STARTER MOTOR, SYMBOL - CW3316		\$ 1,542.31
EFT12169	08/12/2017	COURIER AUSTRALIA	FREIGHT X GPC (COVS), WESTRAC, TUTT BRYANT		\$ 92.32
EFT12170	08/12/2017	CHEFMASTER	LITTER BAGS - LE & GH STREETS		\$ 550.80
EFT12171	08/12/2017	COASTAL MOBILE AUTO REPAIRS	30,000KM SERVICE - CW0050		\$ 291.31
EFT12172	08/12/2017	EASIFLEET	NOVATED LEASE - MRS		\$ 455.84
EFT12173	08/12/2017	DFES	ESL NOVEMBER 2017		\$ 2,501.75
EFT12174	08/12/2017	FAMILY SHOPPING CENTRE	REFRESHMENTS, CLEANING MATERIAL		\$ 143.44
EFT12175	08/12/2017	FUEL DISTRIBUTORS	DIESEL (2)		\$ 5,929.05
EFT12176	08/12/2017	GREEN HEAD PLUMBING & GAS	PUMP REPAIRS - LE REC CENTRE		\$ 313.50
EFT12177	08/12/2017	GREEN HEAD GENERAL STORE	DIESEL - CW0055		\$ 79.48
EFT12178	08/12/2017	GIRANDO MJ	REIMBURSE - TRAVEL EXPENSES OCT/NOV/DEC 17		\$ 1,652.82
EFT12179	08/12/2017	GREAT SOUTHERN FUELS	DIESEL (1), OILS		\$ 30,809.38
EFT12180	08/12/2017	HERSEY JR & A PTY LTD	SUNSCREEN, FLY NETS, R-CLIPS, LINCH PINS		\$ 720.91



EFT12181	08/12/2017	HITACHI CONST MACHINERY	DRIVE SHAFTS, HUB SEALS, BEARINGS, TIE ROD END - CW0014		\$ 1,379.28
EFT12182	08/12/2017	JURIEN HOME TIMBER & HARDWARE	CHINA HAT COWLS, SCREWS, INSECT SCREEN, TRAILER PLUGS, RISER TUBE, METAL SADDLE, ADHESIVE, ADAPTOR TAPS, DECK TIGHTS		\$ 1,020.00
EFT12183	08/12/2017	TED JACK	REIMBURSEMENT - TREE GUARDS, PHONE SCREEN		\$ 195.95
EFT12184	08/12/2017	LG PROFESSIONALS AUSTRALIA WA	2017/2018 MEMBERSHIP - COUNCIL CORPORATE		\$ 938.00
EFT12185	08/12/2017	LEEMAN COUNTRY & SPORTING CLUB	BUS HIRE - CHRISTMAS PARTY 01/12/17		\$ 206.16
EFT12186	08/12/2017	LEEMAN POST AND FUEL	REFRESHMENTS, FLY & SURFACE SPRAY, SIM CARDS, INTERNET RECHARGE, ICE		\$ 395.13
EFT12187	08/12/2017	LEEMAN PLUMBING & EXCAVATION	FLUSH PLATES - LEEMAN FORESHORE TOILETS		\$ 793.76
EFT12188	08/12/2017	LANDMARK PRODUCTS PTY LTD	FISH CLEANING STATION - MORPHETT PARK JETTY		\$ 7,964.00
EFT12189	08/12/2017	LAND INSIGHTS	GH & LE DEVT FRAMEWORK-PLANNING SERVICE		\$ 7,236.90
EFT12190	08/12/2017	MUCH AMORE CATERING	CATERING SHIRE CHRISTMAS PARTY ON 1/12/17		\$ 2,475.00
EFT12191	08/12/2017	NORTH MIDLANDS MOTORS	REPAIRS AIRCON, IDLER PULLEY, BELT - CW0085		\$ 628.65
EFT12192	08/12/2017	O'CALLAGHAN PTY LTD	80,000KMS SVC, 4X TYRES-CW000, TYRES - CW3457		\$ 1,615.32
EFT12193	08/12/2017	LEANNE PAROLA	INTERNET - 15/11/17 - 14/12/17		\$ 59.95
EFT12194	08/12/2017	SEASIDE SUPPLIES	REFRESHMENTS, CHICKEN PIECES (RANGER), TOILET SEATS (GH COMM CENTRE)		\$ 38.33
EFT12195	08/12/2017	SHIRE OF MINGENEW	LGMA GOLF DAY REGISTRATION 2017		\$ 255.55
EFT12196	08/12/2017	STATEWIDE BEARINGS	SEALS, CUPS, BEARINGS - SLASHER		\$ 91.65
EFT12197	08/12/2017	THINK WATER GERALDTON	ASSTD WATER FITTINGS - GH PARKS		\$ 60.10
EFT12198	08/12/2017	WESTERN GREY	GATE REPAIRS, RE-HANG KIOSK DOOR - CW POOL		\$ 319.00
EFT12199	08/12/2017	WESTRAC EQUIPMENT	COOLANT - CW3456		\$ 383.33
EFT12200	08/12/2017	WA ELECTORAL COMMISSION	ELECTION COSTS 2017		\$ 13,643.58
EFT12201	08/12/2017	W A TREASURY CORPORATION	LOAN NO. 87 INTEREST		\$ 6,479.49
EFT12202	08/12/2017	WA CARAVAN & CAMPING	ADVERTISEMENT - NOVEMBER 2017 VOLUME 18		\$ 745.00
EFT12203	14/12/2017	AUSTRALIAN TAXATION OFFICE	BAS NOVEMBER 2017		\$ 31,216.00
EFT12204	18/12/2017	BEAN KL	CHRISTMAS LIGHTS COMPETITION WINNER 2017		\$ 50.00
EFT12205	18/12/2017	RICHARD ELLIOT WALDRON	CHRISTMAS LIGHTS COMPETITION WINNER 2017		\$ 50.00
EFT12206	18/12/2017	BOQ	PHOTOCOPIER LEASE TO 22/01/18		\$ 420.88
EFT12207	18/12/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		\$ 27.45
EFT12208	18/12/2017	COVS	SWIVEL		\$ 181.89
EFT12209	18/12/2017	EASIFLEET	NOVATED LEASE - MRS		\$ 455.84
EFT12210	18/12/2017	DFES	INSURANCE CLAIM BFB LIGHT TANKER - CW0043		\$ 70,000.00
EFT12211	18/12/2017	MAIN STREET HARDWARE COOROW	HYDRAULIC HOSE - CW0034		\$ 1,708.64

EFT12212	18/12/2017	ST JOHN AMBULANCE AUSTRALIA-LE	DONATION FOR DEFIB PADS - ST JOHN LEEMAN		\$ 200.00
EFT12214	21/12/2017	AVON WASTE	WASTE REMOVAL - NOVEMBER 2017		\$ 29,326.08
EFT12215	21/12/2017	BUNNINGS	DOOR STOPS - LE DEPOT, AERATOR - 29 NAIRN ST, ASSTD WATER FITTINGS - PUBLIC TOILETS LE		\$ 84.90
EFT12216	21/12/2017	BEAN KL	INTERNET 16/10/17 - 15/11/17		\$ 69.95
EFT12217	21/12/2017	COURIER AUSTRALIA	FREIGHT X LIBRARY, JR & A HERSEY, WESTRAC		\$ 147.90
EFT12218	21/12/2017	COVS	CABLE FOR RETIC - LE FORESHORE TOILET		\$ 116.69
EFT12219	21/12/2017	COOROW COMMUNITY LAND- HOTEL	MEALS/REFRESHMENTS - COUNCIL MEET 13/12/17		\$ 607.00
EFT12220	21/12/2017	ENEABBA GENERAL STORE	CAMLOCK FITTING - CW0042		\$ 52.00
EFT12221	21/12/2017	FIVE STAR BUSINESS MACHINES	PHOTOCOPIER METER PLAN CHARGES - LE		\$ 919.25
EFT12222	21/12/2017	FRONTLINE FIRE & RESCUE	GARMIN SMARTDRIVE, MALE & FEMALE ADAPTOR		\$ 922.61
EFT12223	21/12/2017	GREEN HEAD PLUMBING & GAS	SUPPLY & FIT SHOWER SET - CW DEPOT		\$ 442.15
EFT12224	21/12/2017	HERSEY JR & A PTY LTD	RAGS,GLOVES,LINEMARKING,SUNSCREEN		\$ 1,085.70
EFT12225	21/12/2017	HILLS FIRE EQUIPMENT	FIRE EQUIPMENT MAINTENANCE 2017		\$ 2,715.46
EFT12226	21/12/2017	HERRINGS COASTAL PLUMBING & GAS	INSTALLATION NEW OVEN - MALEY PARK		\$ 423.50
EFT12227	21/12/2017	IT VISION	RECORDS TRAINING 06/12/17 - 07/12/17 PA & RO		\$ 1,895.30
EFT12228	21/12/2017	I SWEEP TOWN & COUNTRY	SWEEPING OF TOWNS - LE & GH		\$ 6,237.00
EFT12229	21/12/2017	LANDGATE	GRV - 26/08/17 - 03/11/17 SCHEDULE G2017/10		\$ 113.50
EFT12230	21/12/2017	MIDWEST CHEMICAL & PAPER	CLEANING MATERIAL, TOILET ROLL DISPENSERS, GRIDDLE KITS		\$ 2,036.45
<i>EFT12231</i>	<i>21/12/2017</i>	<i>MAIN STREET HARDWARE COOROW</i>	<i>ASSTD WATER FITTINGS - CW POOL UPGRADE</i>		<i>\$ 193.43</i>
EFT12232	21/12/2017	OFFICEWORKS BUSINESS DIRECT	ASSTD STATIONERY - CW		\$ 604.53
EFT12233	21/12/2017	OPTIMA PRESS	PRINTING THE GREEN HEAD BOOK		\$ 2,541.00
EFT12234	21/12/2017	LEANNE PAROLA	WATER ACCOUNT TO 02/11/17		\$ 146.53
EFT12235	21/12/2017	QUANTOCK S & L ELECTRICS	REPAIR PUMP-GH PARK & MALEY PK		\$ 1,679.59
EFT12236	21/12/2017	LEONIE JOY QUANTOCK	REIMBURSE - MEALS - RECORDS TRAINING DEC17		\$ 135.25
EFT12237	21/12/2017	PETER SKIPPINGS	REPLACE FLY SCREENS - GH COMMUNITY CENTRE		\$ 530.60
EFT12238	21/12/2017	SHIRE OF CHAPMAN VALLEY	PLANNING SERVICES SEP TO DEC 2017		\$ 2,398.00
EFT12239	21/12/2017	SWAN AUSSIE SHEDS	STEEL BEAMS,C/BOND SHEETS-GH DEPOT TOILET		\$ 1,572.20
EFT12240	21/12/2017	SITECH	SERVICES & REPAIRS - CW0013		\$ 3,063.50
EFT12241	21/12/2017	T-QUIP	T-BAR, ROLLERS, BOLTS, TUBE, SCREWS -CW3513		\$ 1,380.95
EFT12242	21/12/2017	CODY THORNE	TILING REPAIRS - CW CARAVAN PARK		\$ 858.00
EFT12243	21/12/2017	TOTAL TYRE SERVICE	2 X TYRES - CW0014		\$ 712.80
<i>EFT12244</i>	<i>21/12/2017</i>	<i>WCC ELECTRICAL</i>	<i>POWERPOINT FOR RETIC CONTROL - CW POOL</i>		<i>\$ 213.79</i>
EFT12245	21/12/2017	WESTRAC EQUIPMENT	30 X BLADES - CW009		\$ 6,222.74
EFT12246	21/12/2017	WURTH AUSTRALIA PTY LTD	ASSTD NUTS - RESTOCKING WORKSHOP		\$ 96.65

EFT12247	21/12/2017	W A TREASURY CORPORATION	LOAN NO. 79 INTEREST		\$ 12,285.72
EFT12248	21/12/2017	WINDSOR LODGE COMO	MEALS & ACCOMM 05/12/17 & 06/12/17 - RECORDS TRAINING - LEONIE		\$ 622.00
EFT12249	22/12/2017	ALL DECOR	SUPPLY & INSTALL NEW CARPET - LOT 5 BRISTOL		\$ 3,395.00
EFT12250	22/12/2017	BOC GASES	MEDICAL OXYGEN - CW POOL		\$ 19.20
EFT12251	05/01/2018	AUSTRALIA POST-LPO	POSTAGE - DECEMBER 17		\$ 77.84
EFT12252	05/01/2018	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	BROADCASTING/RETRANSMISSION RENEWAL TO 16/01/2019 - GH (LICENCE NO. 1155798/1 & 1155799/1)		\$ 88.00
EFT12253	05/01/2018	AVON WASTE	WASTE REMOVAL - DECEMBER 2017		\$ 24,743.23
EFT12254	05/01/2018	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		\$ 27.45
EFT12255	05/01/2018	BORAL CONSTRUCTION MATERIALS	50 X 20KG BAGS COLDMIX		\$ 1,210.00
EFT12256	05/01/2018	BOC GASES	GAS BOTTLE RENTAL - DECEMBER 17		\$ 50.56
EFT12257	05/01/2018	BEAN KL	ELECTRICITY ACCOUNT TO 12/12/17		\$ 659.74
EFT12258	05/01/2018	ERIKA NOLENE CLEMENT	REIMBURSE - DIARIES & YEAR PLANNERS 2018		\$ 175.55
EFT12259	05/01/2018	FAMILY SHOPPING CENTRE	REFRESHMENTS (INCL. X-MAS PARTY), PRINTER CARTRIDGE, CLEANING MATERIAL, GAS		\$ 1,552.08
EFT12260	05/01/2018	GREEN HEAD GENERAL STORE	FUEL - CW0042, CW0038		\$ 50.84
EFT12261	05/01/2018	JURIEN BAY CONCRETE	SUPPLY & LAY CONCRETE SLAB - CW SKATE PARK		\$ 5,775.00
EFT12262	05/01/2018	JURIEN CONCRETE SERVICE	SUPPLY & LAY CONCRETE SLAB - GH DEPOT SHED		\$ 3,929.92
EFT12263	05/01/2018	KLEENHEAT GAS	FACILITY FEE - LOT 50 NAIRN ST, LPG-MALEY PARK		\$ 309.31
EFT12264	05/01/2018	LEEMAN SENIORS	FUEL AND BUS HIRE - DEC 17		\$ 283.70
EFT12265	05/01/2018	LYONSDEN ENTERPRISES	PAVING AT GREEN HEAD/LEEMAN CEMETERY		\$ 18,110.40
EFT12266	05/01/2018	LAND INSIGHTS	GH AND LE DEVT FRAMEWORK - DRAFT		\$ 7,236.90
EFT12267	05/01/2018	MAIN STREET HARDWARE COOROW	ASSTD WATER FITTINGS - CW POOL		\$ 202.67
EFT12268	05/01/2018	WCC ELECTRICAL	VARIOUS ELECTRICAL REPAIRS - LOT 131 SPAIN		\$ 1,137.35
EFT12269	18/01/2018	CODY THORNE	LABOUR & MATERIAL - CW SKATE RAMPS		\$ 1,500.00
EFT12270	19/01/2018	AUSTRAL MERCANTILE	LEGAL CHARGES		\$ 396.00
EFT12271	19/01/2018	BOQ	PHOTOCOPIER LEASE TO 22/02/18		\$ 420.88
EFT12272	19/01/2018	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		\$ 27.45
EFT12273	19/01/2018	BOC GASES	MEDICAL OXYGEN BOTTLE RENTAL - CW POOL		\$ 64.51
EFT12274	19/01/2018	BEAN KL	INTERNET 16/11/17 - 15/12/17		\$ 69.95
EFT12275	19/01/2018	MICHAEL BOTHE	COUNCIL MEET FEES OCT-DEC 17		\$ 750.00
EFT12276	19/01/2018	COURIER AUSTRALIA	FREIGHT X LIBRARY, WATER LAB, TOTAL TYRES, WESTRAC		\$ 239.30
EFT12277	19/01/2018	REDMACH PTY LTD	BATTERIES - CW0026		\$ 767.23
EFT12278	19/01/2018	ROBERT JOHN CLEMENT	COUNCIL MEET FEES OCT-DEC 17		\$ 750.00

EFT12279	19/01/2018	EMMA CULLEN	COUNCIL MEET FEES OCT 17		\$ 250.00
EFT12280	19/01/2018	DEPARTMENT OF TRANSPORT	ANNUAL JETTY LICENCE - DEE STREET LEEMAN		\$ 40.10
EFT12281	19/01/2018	DC TREE SERVICES	TREE TRIM & LIMB REMOVAL - LE FORESHORE		\$ 8,000.00
EFT12282	19/01/2018	FIVE STAR BUSINESS MACHINES	PHOTOCOPIER METER PLAN CHARGES - LE		\$ 458.15
EFT12283	19/01/2018	GIRANDO MJ	COUNCIL MEET FEES OCT - DEC 17		\$ 3,850.00
<i>EFT12284</i>	<i>19/01/2018</i>	<i>GREEN HEAD MEN'S SHED</i>	<i>ABLUTION BLOCK CLEANING - JAN - MAR 2018</i>		<i>\$ 2,772.00</i>
EFT12285	19/01/2018	HILLE THOMPSON & DELFOS	SUBDIVISION FOR TOOTBARDIE RD - CLEARANCE COMPONENT (FINAL INVOICE)		\$ 770.00
EFT12286	19/01/2018	HITACHI	BEARINGS, CUTTING EDGES, PLOW NUTS-CW0014		\$ 2,883.80
EFT12287	19/01/2018	HALF WAY MILL ROADHOUSE	FUEL - CW0042, CW0044, CW0051, BATTERIES		\$ 1,000.80
EFT12288	19/01/2018	JASON SIGNMAKERS	ASSTD SIGNS - NO CAMPING, NO DOGS - GH & LE		\$ 1,142.90
EFT12289	19/01/2018	JURIEN TYRE & AUTO	4 X TYRES & WHEEL ALIGNMENT - CW0050		\$ 1,306.00
EFT12290	19/01/2018	BRUCE ANDREW JACK	COUNCIL MEET FEES OCT - DEC 17		\$ 1,375.00
EFT12291	19/01/2018	LG PROFESSIONALS AUSTRALIA WA	FINANCE PROFS CONFERENCE - ERIKA CLEMENT		\$ 1,100.00
EFT12292	19/01/2018	LANDMARK	4 X 200LTR CHLORINE		\$ 638.00
EFT12293	19/01/2018	LEEMAN COUNTRY & SPORTING CLUB	XMAS FUNCTION - REFUELLING OF BUS FOR HIRE		\$ 66.01
EFT12294	19/01/2018	LANDGATE	GRV CHARGES 04/11/17 - 15/12/17		\$ 199.70
EFT12295	19/01/2018	LEWIS ELECTRICS	CHECK & REPAIR SMOKE ALARMS - UNIT 2 MORCOMBE RD		\$ 151.80
EFT12296	19/01/2018	LEEMAN POST AND FUEL	MOBLIE PHONE (RANGER), FLY SPRAY, MILK		\$ 483.95
EFT12297	19/01/2018	LOCK & LOAD GUNS AND AMMO	AMMUNITION - CW CORELLA CONTROL		\$ 496.16
EFT12298	19/01/2018	THE MATTHEWS FAMILY TRUST	KEY CUTS - LE REC CENTRE		\$ 9.60
EFT12299	19/01/2018	MAIN STREET HARDWARE COOROW	PATIO TUBING FOR TRAFFIC SIGNS		\$ 703.43
EFT12300	19/01/2018	OFFICEWORKS BUSINESS DIRECT	OFFICE CHAIR - CW		\$ 268.95
EFT12301	19/01/2018	O'CALLAGHAN PTY LTD	TYRES - CW0024, CW004, CW0010, CW005, CW0034, CW0059		\$ 11,470.80
EFT12302	19/01/2018	VICTOR ROY OAKES	COUNCIL MEET FEES OCT - DEC 17.		\$ 750.00
EFT12303	19/01/2018	PURCHER-INTERNATIONAL PTY LTD	BRAKES, BEARING SETS, WASHERS,SEALS -CW004		\$ 1,923.72
EFT12304	19/01/2018	PRINTEK COMPUTER SERVICES	1 X SET TOP BOX - LE OFFICE		\$ 99.00
EFT12305	19/01/2018	LEONIE JOY QUANTOCK	REIMBURSE - AUSTRALIA DAY MEDAL ENGRAVING		\$ 69.99
EFT12306	19/01/2018	DAMIEN ANDREW RACKEMANN	COUNCIL MEET FEES OCT, DEC 17		\$ 550.00
EFT12307	19/01/2018	SEASIDE SUPPLIES	REFRESHMENTS (INCL. SHIRE X-MAS PARTY)		\$ 274.50
EFT12308	19/01/2018	PETER SKIPPINGS	FENCE REPAIRS - UNIT 3 & 4 MORCOMBE RD		\$ 819.93
EFT12309	19/01/2018	GUY CHARLES SIMS	COUNCIL MEET FEES OCT - DEC 17		\$ 750.00
EFT12310	19/01/2018	SPIDERWEB PLUMBING & GAS	PLUMBING REPAIRS - GH COMM CENTRE		\$ 183.38
EFT12311	19/01/2018	WESTRAC EQUIPMENT	REPAIRS - CW0035		\$ 21,574.78
EFT12312	19/01/2018	WILLIAMS & SON	MONITORING - GH LAKES RESERVE (CPS 6891/1)		\$ 3,157.00

EFT12313	19/01/2018	W A TREASURY CORPORATION	GUARANTEE FEE ON LOANS TO DECEMBER 2017		\$ 861.63
EFT12314	23/01/2018	GREEN HEAD PLUMBING & GAS	COMPLETE PLUMBING WORK - GH FISH CLEANING		\$ 1,277.94
EFT12315	25/01/2018	AUSTRALIAN TAXATION OFFICE	BAS DECEMBER 2017		\$ 59,230.00
EFT12316	25/01/2018	DFES	ESL DECEMBER 2017		\$ 2,317.23
EFT12318	02/02/2018	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		\$ 27.45
EFT12319	02/02/2018	JASMIN BUTTERS	WA POLICE CLEARANCE - REIMBURSEMENT		\$ 52.60
EFT12320	02/02/2018	BUNNINGS	SILICONE, ASSTD WATER FITTINGS		\$ 211.71
EFT12321	02/02/2018	BOC GASES	GAS BOTTLE RENTAL - JANUARY 2018		\$ 46.32
EFT12322	02/02/2018	COOROW CRC	CATERING - AUS CITIZENSHIP CEREMONY 18/01/18		\$ 200.00
EFT12323	02/02/2018	COURIER AUSTRALIA	FREIGHT - LIBRARY, SUNNY SIGNS		\$ 72.61
EFT12324	02/02/2018	COOROW FUEL SUPPLY	DIESEL (1)		\$ 25,454.00
EFT12325	02/02/2018	DARRELL CURNOW	REIMBURSE - 2 X PANTS		\$ 120.00
EFT12326	02/02/2018	EASIFLEET	NOVATED LEASE - MRS		\$ 455.84
EFT12327	02/02/2018	GREAT NORTHERN RURAL SERVICES	PVC SLIPFIX - DYNAMITE BAY PARK		\$ 65.41
EFT12328	02/02/2018	GOLDINGS PAVING / EASY CARE TURF	SANDSTONE PAVERS - LE FORESHORE TOILETS, COOROW POOL UPGRADE		\$ 9,484.60
EFT12329	02/02/2018	JASON SIGNMAKERS	2 X NO FIRE SIGNS - LE		\$ 771.32
EFT12330	02/02/2018	JURIEN HOME TIMBER & HARDWARE	CORRIGATED SHEETS - BACK BEACH TOILETS & SHACK TRACK TOILETS		\$ 226.05
EFT12331	02/02/2018	BRENDA ALISON JOHNSON	VACUUM & VACUUM BAGS - LE OFFICE		\$ 263.95
EFT12332	02/02/2018	LOCAL GOVERNMENT PROF	FINANCE PROF CONFERENCE - LEANNE PAROLA		\$ 630.00
EFT12333	02/02/2018	LE & GH CRC	DONATION FOR AUS DAY CITZN AWARDS - LE & GH		\$ 400.00
EFT12334	02/02/2018	LEWIS ELECTRICS	REPLACE SMOKE ALARM - UNIT 2/21 MORCOMBE		\$ 148.50
EFT12335	02/02/2018	LEEMAN PLUMBING & EXCAVATION	INVESTIGATE BLOCKAGE - LE FORSHORE TOILETS		\$ 148.50
EFT12336	02/02/2018	HOWARD PHILLIP MATTHEWS	CLOTHES LINE,CURTAIN ROD-453 MORCOMBE RD		\$ 78.00
EFT12337	02/02/2018	MAIN STREET HARDWARE COOROW	WATERFITTINGS,RISER REMOVAL TOOL-CW PARK		\$ 25.70
EFT12338	02/02/2018	PAPER PLUS OFFICE NATIONAL	ASSTD STATIONERY - LE OFFICE		\$ 201.26
EFT12339	02/02/2018	LEANNE PAROLA	INTERNET 15/12/17 - 14/01/18		\$ 179.28
EFT12340	02/02/2018	SUNNY SIGN COMPANY PTY LTD	2 X SPEED SIGNS		\$ 451.55
EFT12341	02/02/2018	SPIDERWEB PLUMBING & GAS	REPAIR LEAKING TAP - UNIT 3, 21 MORCOMBE RD		\$ 114.95
EFT12342	02/02/2018	TRANSPORT SPARES & EQUIPMENT	BATTERY - SPRAY RIG		\$ 121.06
EFT12343	02/02/2018	TOP MAINTENANCE & CABINETS	NEW OVEN CABINET - LOT 131 SPAIN ST		\$ 650.00
EFT12344	02/02/2018	WINCHESTER INDUSTRIES	BLUE METAL DUST - COASTAL CEMETARY, GREENHEAD ROADS, LAUNER ROAD UPGRADE. 14MM WASHED STONE - CW GREENHEAD ROAD UPGRADE		\$ 25,262.60

EFT12345	02/02/2018	WURTH AUSTRALIA PTY LTD	RUST REMOVER, BRAKE CLEAN, CARBY CLEAN - CW DEPOT		\$ 175.41
EFT12346	02/02/2018	PACIFIC BRANDS - WORKWEAR GROUP	UNIFORM - CSO LEEMAN (SHIPWAY)		\$ 199.76
EFT12349	02/02/2018	DFES	ESL JANUARY 2018		\$ 3,638.09
			<b><u>TOTAL EFT PAYMENTS</u></b>		<b>\$ 590,262.01</b>
20129	08/12/2017	SYNERGY	ELECTRICITY ACCOUNT TO 21/11/17		\$ 1,803.05
20130	08/12/2017	TELSTRA	MRS - INTERNET TO 23/11/17		\$ 98.45
20131	13/12/2017	FAMILY SHOPPING CENTRE -LOTTO	PAYROLL DEDUCTIONS		\$ 140.00
20132	18/12/2017	BAXTER JAMES BOTHE	CHRISTMAS LIGHTS COMPETITION WINNER 2017		\$ 50.00
20134	19/12/2017	DON ERIC COOPER	CHRISTMAS LIGHTS COMPETITION WINNER 2017		\$ 50.00
20135	19/12/2017	JOHN CADBY	CHRISTMAS LIGHTS COMPETITION WINNER 2017		\$ 50.00
20136	19/12/2017	MAXWELL W P FORREST	CHRISTMAS LIGHTS COMPETITION WINNER 2017		\$ 50.00
20137	19/12/2017	GLORIA LITCHFIELD	CHRISTMAS LIGHTS COMPETITION WINNER 2017		\$ 50.00
20138	19/12/2017	TERRY & KATRINA WILLOUGHBY	CHRISTMAS LIGHTS COMPETITION WINNER 2017		\$ 50.00
20139	19/12/2017	ROBERT ALLAN WYNNE	CHRISTMAS LIGHTS COMPETITION WINNER 2017		\$ 50.00
20140	20/12/2017	FAMILY SHOPPING CENTRE -LOTTO	PAYROLL DEDUCTIONS		\$ 140.00
20141	21/12/2017	SYNERGY	ELECTRICITY ACCOUNT TO 06/12/17		\$ 12,490.35
20142	21/12/2017	TELSTRA	PHONE ACCOUNTS TO 24/12/17		\$ 3,763.69
20143	21/12/2017	WATER CORPORATION	WATER ACCOUNT TO 31/12/17		\$ 17,704.54
20144	05/01/2018	SYNERGY	ELECTRICITY ACCOUNT TO 19/12/2017		\$ 1,597.20
20145	05/01/2018	TELSTRA	BUSHFIRE SMS PHONE ACCOUNT TO 22/12/17		\$ 20.00
20146	05/01/2018	WATER CORPORATION	WATER ACCOUNT TO 22/12/17		\$ 16,305.53
20147	11/01/2018	LE VOLUNTEER MARINE RESCUE	AUSTRALIA DAY AWARD 2018		\$ 500.00
20148	10/01/2018	FAMILY SHOPPING CENTRE -LOTTO	PAYROLL DEDUCTIONS		\$ 140.00
20149	19/01/2018	STEVE PECK	COUNCIL MEET FEES NOV/DEC 2017		\$ 550.00
20150	19/01/2018	SYNERGY	ELECTRICITY ACCOUNT TO 02/01/18		\$ 4,474.40
20151	19/01/2018	TELSTRA	PHONE ACCOUNTS TO 02/01/18		\$ 3,768.12
20152	24/01/2018	FAMILY SHOPPING CENTRE -LOTTO	PAYROLL DEDUCTIONS		\$ 140.00
20153	02/02/2018	SYNERGY	ELECTRICITY ACCOUNT TO 26/01/18		\$ 1,709.30
20154	02/02/2018	TELSTRA	BUSHFIRE SMS PHONE ACCOUNT TO 21/02/18		\$ 113.39
20155	02/02/2018	WATER CORPORATION	WATER ACCOUNT TO 19/01/18 - LOT 50 NAIRN ST		\$ 11.77
20156	07/02/2018	SHIRE OF COOROW - PETTY CASH	FUEL - CW0023, CW3457, PLATE CHANGE - CW002, NAPKINS - XMAS PARTY, LEMC REIMBURSE - KYLE POLLITT, PARKING, BANNER IN THE TERRACE		\$ 154.80
20158	07/02/2018	FAMILY SHOPPING CENTRE -LOTTO	PAYROLL DEDUCTIONS		\$ 140.00
			<b><u>TOTAL CHEQUE PAYMENTS</u></b>		<b>\$ 66,114.59</b>

DD26212.1	13/12/2017	WA SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 13,615.35
DD26212.2	13/12/2017	ULTIMATE SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 1,259.86
DD26212.3	13/12/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 538.56
DD26212.4	13/12/2017	ONE PATH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 188.42
DD26212.5	13/12/2017	AMP LIFE LIMITED SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 188.42
DD26212.6	13/12/2017	SHOALWATER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 72.82
DD26212.7	13/12/2017	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 215.79
DD26252.1	27/12/2017	WA SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 13,310.95
DD26252.2	27/12/2017	ULTIMATE SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 1,259.86
DD26252.3	27/12/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 321.15
DD26252.4	27/12/2017	ONE PATH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 180.63
DD26252.5	27/12/2017	AMP LIFE LIMITED SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 180.63
DD26252.6	27/12/2017	SHOALWATER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 107.16
DD26252.7	27/12/2017	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 215.79
DD26256.1	27/12/2017	WA SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 6,734.21
DD26256.2	30/12/2017	WA SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 2,856.94
DD26302.1	10/01/2018	WA SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 12,085.82
DD26302.2	10/01/2018	ULTIMATE SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 1,259.86
DD26302.3	10/01/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 360.67
DD26302.4	10/01/2018	ONE PATH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 185.24
DD26302.5	10/01/2018	AMP LIFE LIMITED SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 185.24
DD26302.6	10/01/2018	SHOALWATER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 138.76
DD26302.7	10/01/2018	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 215.79
DD26366.1	24/01/2018	WA SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 12,373.85
DD26366.2	24/01/2018	ULTIMATE SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 1,259.86
DD26366.3	24/01/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 397.57
DD26366.4	24/01/2018	ONE PATH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 19.71
DD26366.5	24/01/2018	AMP LIFE LIMITED SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 185.83
DD26366.6	24/01/2018	SHOALWATER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 78.31
DD26366.7	24/01/2018	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 215.79
DD26419.1	07/02/2018	WA SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 12,798.07
DD26419.2	07/02/2018	ULTIMATE SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 1,259.86
DD26419.3	07/02/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 483.86
DD26419.4	07/02/2018	AMP LIFE LIMITED SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 183.23
DD26419.5	07/02/2018	SHOALWATER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS		\$ 149.75
DD26419.6	07/02/2018	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS		\$ 215.79



			<b><u>TOTAL SUPERANNUATION PAYMENTS</u></b>		<b>\$ 85,299.40</b>
13111217	11/12/2017	BANKWEST	MASTERCARD - CEO		\$ 1,156.25
13111217	11/12/2017	BANKWEST	MASTERCARD - DCEO		\$ 2,092.90
13111217	11/12/2017	BANKWEST	MASTERCARD - MWS		\$ 908.04
13111217	11/12/2017	BANKWEST	MASTERCARD - MRS		\$ 1,244.55
13100118	10/01/2018	BANKWEST	MASTERCARD - CEO		\$ 145.00
13100118	10/01/2018	BANKWEST	MASTERCARD - DCEO		\$ 189.80
13100118	10/01/2018	BANKWEST	MASTERCARD - MWS		\$ 84.94
			<b><u>TOTAL CREDIT CARD PAYMENTS</u></b>		<b>\$ 5,821.48</b>
71010218	01/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 386.00
71030118	03/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 10,954.00
71040118	04/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,058.55
71041217	04/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,303.80
71050118	05/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 195.15
71050218	05/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 808.10
71051217	05/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 687.50
71061217	06/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 9,624.80
71070218	07/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 76.35
71071217	07/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 360.85
71080118	08/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 643.80
71080218	08/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 334.80
71081217	08/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 2,818.95
71090118	09/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,872.40
71100118	10/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 54.70
71110118	11/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,233.70
71111217	11/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 175.25
71121217	12/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 621.50
71131217	13/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 2,386.40
71141217	14/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 127.50
71170118	17/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 8.90
71180118	18/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 751.25
71181217	18/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 6,342.85
71190118	19/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 2,160.15
71191217	19/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 297.70
71201217	20/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,633.80
71211217	21/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,031.35

71220118	22/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 506.70
71221217	22/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 114.70
71230118	23/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 459.25
71240118	24/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 133.50
71250118	25/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,819.30
71300118	30/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 3,886.55
71310118	31/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 265.05
72010218	01/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 2,132.50
72020218	02/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,391.80
72040118	04/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,545.35
72041217	04/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 545.85
72050118	05/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 360.30
72051217	05/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 855.70
72060218	06/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 29.70
72061217	06/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 239.50
72070218	07/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,393.50
72071217	07/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 116.40
72080118	08/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,834.45
72080218	08/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 575.20
72081217	08/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 193.90
72090118	09/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 16.90
72100118	10/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 537.25
72110118	11/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 555.50
72111217	11/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 249.45
72120118	12/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 87.80
72121217	12/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 25.70
72150118	15/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,127.30
72160118	16/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 533.00
72160118	16/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 851.45
72170118	17/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 758.70
72180118	18/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 230.70
72181217	18/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 582.30
72181217	18/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,075.85
72191217	19/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 146.90
72201217	20/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 214.35
72211217	21/12/2017	TRANSPORT DEPT OF	TRANS LICENSING		\$ 166.80
72220118	22/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,478.50

72230118	23/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$	272.80
72240118	24/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$	544.90
72250118	25/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$	92.40
72290118	29/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$	1,532.85
72300118	30/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$	186.90
72310118	31/01/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$	367.50
			<b><u>TOTAL LICENSING PAYMENTS</u></b>		<b>\$</b>	<b>77,985.10</b>
DDEBIT	13/12/2017	PAYROLL	PAYROLL		\$	63,636.00
DDEBIT	20/12/2017	PAYROLL	PAYROLL		\$	58,971.00
DDEBIT	20/12/2017	PAYROLL	PAYROLL		\$	43,854.00
DDEBIT	24/01/2018	PAYROLL	PAYROLL		\$	56,364.00
DDEBIT	07/02/2018	PAYROLL	PAYROLL		\$	58,289.00
			<b><u>TOTAL PAYROLL PAYMENTS</u></b>		<b>\$</b>	<b>281,114.00</b>
			<b><u>TOTAL PAYMENTS</u></b>	<b>\$ 16,767.92</b>		<b>\$ 1,028,611.48</b>

## Credit Card Payment summary

Credit card payments made between

10.11.17 - 11.12.17

<b>CEO</b>		
CROWN PROMENADE PERTH	ACCOMMODATION - LG PROFESSIONALS CONFERENCE	\$ 700.35
CROWN PROMENADE PERTH	DINNER - LG PROFESSIONALS CONFERENCE	\$ 320.75
HALF WAY MILL ROADHOUSE	LUNCH - LEMC MEETING AT WARRADARGE	\$ 54.00
DOMÉ CAFÉ GERALDTON	LUNCH - LG ACT REVIEW	\$ 81.15
		<b>\$ 1,156.25</b>
<b>DCEO</b>		
HOTELS.COM	<i>(REFUND) ACCOMMODATION - DOT TRAINING - CW CSO</i>	-\$ 34.39
CROWN PROMENADE PERTH	ACCOMMODATION - LG PROFESSIONALS CONFERENCE (CDO)	\$ 1,451.45
TELSTRA	INTERNET RECHARGE - CW POOL	\$ 150.00
BP MOORA OPT	FUEL - CW000	\$ 132.09
HALF WAY MILL ROADHOUSE	FUEL - CW000	\$ 70.00
MOORA BETTA HOME LIVING	KETTLE - CW OFFICE	\$ 89.95
BUNNINGS	PAINT - CW POOL UPGRADE, FAREWELL GIFT - MRS, PERSONAL EXPENSES	\$ 283.80
BUNNINGS	<i>(REIMBURSEMENT) PERSONAL EXPENSES</i>	-\$ 50.00
WOOLWORTHS	PERSONAL EXPENSES	\$ 165.33
WOOLWORTHS	<i>(REIMBURSEMENT) PERSONAL EXPENSES</i>	-\$ 165.33
		<b>\$ 2,092.90</b>
<b>MWS</b>		
SHIRE OF COOROW	PLATE REMAKE - CW004	\$ 29.70
COOROW FUEL SUPPLY	FUEL - WATERING PARKS	\$ 200.00
WESTERN AUSTRALIA PLANNING	CLEARING PERMIT - TOOTBARDI ROAD	\$ 593.40
IINET	INTERNET - CW OFFICE	\$ 54.99
WESTNET	INTERNET - HG LIBRARY	\$ 29.95
		<b>\$ 908.04</b>
<b>MRS</b>		
SHIRE OF MOORA	SEPTIC CLEAN - LOT 29 SPAIN ST	\$ 947.90
SHIRE OF COOROW	BUILDING LEVY - GH DEPOT TOILET	\$ 61.65
MOORA MOTEL	ACCOMMODATION - MOORA HEALTH CONFERENCE	\$ 200.00
OMEGA ARGO PTY LTD	MEAL - MOORA HEALTH CONFERENCE	\$ 35.00
		<b>\$ 1,244.55</b>
<b>Total Credit Card Payment</b>		<b>\$ 5,401.74</b>

## **Credit Card Payment summary**

Credit card payments made between

12.12.17 - 10.01.18

<b>CEO</b>		
LEEMAN FISH & CHIPS	STAFF TRAINING IN LEEMAN 15.12.17	\$ 106.00
BANKWEST	ANNUAL FEE	\$ 39.00
		<b>\$ 145.00</b>
<b>DCEO</b>		
MOORA HEALTH CENTRE	WILLIAM BUYING MEDICAL ASSESSMENT	\$ 75.05
ELECTRICAL HOME AIDS	VACCUM CLEANER BAGS 5PK	\$ 114.75
		<b>\$ 189.80</b>
<b>MWS</b>		
IINET	INTERNET - CW OFFICE	\$ 54.99
WESTNET	INTERNET - HG LIBRARY	\$ 29.95
		<b>\$ 84.94</b>
<b>MRS</b>		
<b><u>Total Credit Card Payment</u></b>		<b><u>\$ 419.74</u></b>

### 11.3.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – DECEMBER 2017

<b>AUTHOR</b>	Erika Clement
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	10 January 2017
<b>ATTACHMENT</b>	11.3.2. - Statement of Financial Activity for December 2017
<b>FILE</b>	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 December 2017 is included at Attachment 11.3.2 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

#### **STRATEGIC IMPLICATIONS:**

Nil

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

Nil

#### **PUBLIC CONSULTATION:**

Not required

#### **VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION/ RESOLUTION:**

**2018/013**

***Moved: Cr Rackemann***

***Seconded: Cr Oakes***

***That Council accepts the Monthly Statement of Financial Activity as included at Attachment 11.3.2 for the period ended 31 December 2017.***

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



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

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	
<b>Operating Revenues</b>		\$	\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	8	1,796,365	1,653,050	847,009	663,378	(183,631)	(22%)	▼
Profit on Asset Disposal	11	0	0	0	10,951	10,951		
Fees and Charges		534,785	548,585	427,902	447,326	19,425	5%	
Interest Earnings		70,764	95,764	25,500	29,390	3,890	15%	
Other Revenue		518,522	518,520	21,075	19,901	(1,174)	(6%)	
<b>Total (Excluding Rates)</b>		<b>2,920,436</b>	<b>2,815,919</b>	<b>1,321,486</b>	<b>1,170,946</b>	<b>(150,540)</b>		
<b>Operating Expense</b>								
Employee Costs		(1,762,577)	(1,752,577)	(850,020)	(792,052)	57,968	7%	
Materials and Contracts		(2,253,568)	(2,177,424)	(1,122,735)	(812,912)	309,823	28%	▼
Utilities Charges		(230,500)	(230,500)	(115,116)	(90,797)	24,319	21%	▼
Depreciation (Non-Current Assets)		(6,051,277)	(6,051,277)	(3,025,572)	(3,105,956)	(80,384)	(3%)	
Interest Expenses	13	(10,861)	(10,861)	(5,418)	(1,525)	3,893	72%	
Insurance Expenses		(200,506)	(200,506)	(170,897)	(207,594)	(36,697)	(21%)	▲
Loss on Asset Disposal	11	(18,398)	(18,398)	(9,192)	(450)	8,742		
Other Expenditure		(64,560)	(64,560)	(32,270)	(118,048)	(85,778)	(266%)	▲
<b>Total</b>		<b>(10,592,246)</b>	<b>(10,506,102)</b>	<b>(5,331,220)</b>	<b>(5,129,334)</b>	<b>201,886</b>		
<b>Funding Balance Adjustment</b>								
Add Back Depreciation		6,051,277	6,051,277	3,025,572	3,105,956	80,384	3%	
(Profit)/Loss on Asset Disposal	11	18,398	18,398	9,192	(10,501)	(19,693)		
Movement in Employee Benefits Prov (NC)		0	0	0	0	0		
Movement in Deferred Pensioner Rates (NC)		0	0	0	9,591	9,591	100%	
Movement in Leave Reserve		3,441	3,441	3,441	0	(3,441)	(100%)	
Adjust Rounding			(2)	0		0		
<b>Net Operating (Ex. Rates)</b>		<b>(1,598,695)</b>	<b>(1,617,070)</b>	<b>(971,530)</b>	<b>(853,342)</b>	<b>118,188</b>		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions	8	1,177,694	1,192,694	580,160	648,435	68,275	12%	▲
Proceeds from Disposal of Assets	11	185,843	185,843	92,916	24,000	(68,916)	(74%)	▼
Transfer from Restricted Cash (Unspent Grants)		71,777	71,777	71,777	74,504	2,727	4%	
Transfer from Reserves	10	38,195	38,195	19,092	0	(19,092)	(100%)	▼
<b>Total</b>		<b>1,473,509</b>	<b>1,488,509</b>	<b>763,945</b>	<b>746,939</b>	<b>(17,006)</b>		
<b>Capital Expenses</b>								
Land Held for Resale	11	0	0	0	0	0		
Buildings	11	(382,818)	(378,968)	(191,004)	(170,121)	20,883	11%	▼
Plant and Equipment	11	(643,407)	(637,634)	(332,671)	(164,411)	168,260	51%	▼
Tools	11	(5,000)	(5,000)	(2,496)	0	2,496	100%	
Furniture and Equipment	11	(32,872)	(32,872)	(16,428)	(6,060)	10,368	63%	▼
Infrastructure Assets - Roads	11	(1,957,648)	(1,957,648)	(1,235,516)	(726,661)	508,855	41%	▼
Infrastructure Assets - Footpaths	11	(92,400)	(92,400)	(46,194)	0	46,194	100%	▼
Infrastructure Assets - Other	11	(1,422,535)	(1,468,535)	(790,515)	(260,619)	529,896	67%	▼
Repayment of Debentures	13	(137,203)	(137,199)	(68,592)	(67,887)	705	1%	
Transfer to Reserves	10	(286,596)	(286,596)	(143,280)	0	143,280	100%	▼
<b>Total</b>		<b>(4,960,479)</b>	<b>(4,996,852)</b>	<b>(2,826,696)</b>	<b>(1,395,759)</b>	<b>1,430,937</b>		
<b>Net Capital</b>		<b>(3,486,969)</b>	<b>(3,508,342)</b>	<b>(2,062,751)</b>	<b>(648,820)</b>	<b>1,413,931</b>		
<b>Total Net Operating + Capital</b>		<b>(5,085,664)</b>	<b>(5,125,412)</b>	<b>(3,034,280)</b>	<b>(1,502,162)</b>	<b>1,532,119</b>		
Rate Revenue		3,122,247	3,122,247	3,122,234	3,096,815	(25,419)	(1%)	
Opening Funding Surplus(Deficit)		1,963,417	2,003,105	2,003,105	2,030,684	27,579	1%	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(0)</b>	<b>(60)</b>	<b>2,091,059</b>	<b>3,625,338</b>	<b>1,534,279</b>		

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

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300% 3	Var.
<b>Operating Revenues</b>								
Governance		\$ 16,050	\$ 16,050	\$ 8,016	\$ 16,389	\$ 8,373	% 104%	
General Purpose Funding		837,260	793,102	377,408	374,714	(2,694)	(1%)	
Law, Order and Public Safety		116,960	100,801	50,376	176,112	125,736	250%	▲
Health		4,194	4,194	2,954	4,709	1,755	59%	
Education and Welfare		100,215	100,215	50,100	14,321	(35,779)	(71%)	▼
Housing		97,061	97,061	58,317	54,335	(3,982)	(7%)	
Community Amenities		775,199	745,087	523,340	319,546	(203,794)	(39%)	▼
Recreation and Culture		826,252	827,402	139,118	173,875	34,757	25%	▲
Transport		1,114,560	1,060,421	514,505	465,443	(49,062)	(10%)	
Economic Services		114,807	129,807	90,652	105,992	15,340	17%	▲
Other Property and Services		95,573	134,474	86,860	113,948	27,088	31%	▲
<b>Total (Excluding Rates)</b>		<b>4,098,130</b>	<b>4,008,613</b>	<b>1,901,646</b>	<b>1,819,383</b>	<b>(82,263)</b>		
<b>Operating Expense</b>								
Governance		(566,337)	(556,337)	(338,238)	(326,276)	11,962	4%	
General Purpose Funding		(292,933)	(292,933)	(146,436)	(145,181)	1,255	1%	
Law, Order and Public Safety		(406,204)	(406,204)	(215,372)	(324,552)	(109,180)	(51%)	▲
Health		(186,895)	(166,495)	(83,184)	(72,088)	11,096	13%	▼
Education and Welfare		(112,989)	(112,989)	(56,418)	(48,455)	7,963	14%	
Housing		(13,853)	(13,853)	(6,780)	(47,655)	(40,875)	(603%)	▲
Community Amenities		(899,863)	(830,680)	(388,509)	(373,074)	15,435	4%	
Recreation and Culture		(1,734,161)	(1,726,161)	(864,734)	(875,708)	(10,974)	(1%)	
Transport		(5,770,880)	(5,753,145)	(2,876,436)	(2,887,244)	(10,808)	(0%)	
Economic Services		(254,029)	(254,029)	(128,877)	(107,851)	21,026	16%	▼
Other Property and Services		(354,103)	(393,277)	(226,236)	78,750	304,986	135%	▼
<b>Total</b>		<b>(10,592,246)</b>	<b>(10,506,102)</b>	<b>(5,331,220)</b>	<b>(5,129,333)</b>	<b>201,887</b>		
<b>Funding Balance Adjustment</b>								
Add back Depreciation		6,051,277	6,051,277	3,025,572	3,105,956	80,384	3%	
Adjust (Profit)/Loss on Asset Disposal	10	18,398	18,398	9,192	(10,501)	(19,693)	(214%)	▼
Adjust Employee Benefits Provision (Non-Current)		0	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	9,591	9,591	100%	
Movement in Leave Reserve (Added Back)		3,441	3,441	3,441	0	(3,441)	(100%)	
Adjust Rounding		0	(2)	0	0	0		
<b>Net Operating (Ex. Rates)</b>		<b>(421,001)</b>	<b>(424,376)</b>	<b>(391,370)</b>	<b>(204,904)</b>	<b>180,315</b>		
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	11	185,843	185,843	92,916	24,000	(68,916)	(74%)	▼
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	74,504	2,727	4%	
Transfer from Reserves	10	38,195	38,195	19,092	0	(19,092)	(100%)	▼
<b>Total</b>		<b>295,815</b>	<b>295,815</b>	<b>183,785</b>	<b>98,504</b>	<b>(85,281)</b>		
<b>Capital Expenses</b>								
Land Held for Resale	11	0	0	0	0	0		
Buildings	11	(382,818)	(378,968)	(191,004)	(170,121)	20,883	11%	▼
Plant and Equipment	11	(643,407)	(637,634)	(332,671)	(164,411)	168,260	51%	▼
Tools	11	(5,000)	(5,000)	(2,496)	0	2,496	100%	
Furniture and Equipment	11	(32,872)	(32,872)	(16,428)	(6,060)	10,368	63%	▼
Land	11	0	0	0	0	0		
Non-Freehold Shire Land	11	0	0	0	0	0		
Infrastructure Assets - Roads	11	(1,957,648)	(1,957,648)	(1,235,516)	(726,661)	508,855	41%	▼
Infrastructure Assets - Footpaths	11	(92,400)	(92,400)	(46,194)	0	46,194	100%	▼
Infrastructure Assets - Drainage	11	0	0	0	0	0		
Infrastructure Assets - Other	11	(1,422,535)	(1,468,535)	(790,515)	(260,619)	529,896	67%	▼
Repayment of Debentures	13	(137,203)	(137,199)	(68,592)	(67,887)	705	1%	
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(286,596)	(286,596)	(143,280)	0	143,280	100%	▼
<b>Total</b>		<b>(4,960,479)</b>	<b>(4,996,852)</b>	<b>(2,826,696)</b>	<b>(1,395,759)</b>	<b>1,430,937</b>		
<b>Net Capital</b>		<b>(4,664,663)</b>	<b>(4,701,036)</b>	<b>(2,642,911)</b>	<b>(1,297,255)</b>	<b>1,345,656</b>		
<b>Total Net Operating + Capital</b>		<b>(5,085,664)</b>	<b>(5,125,412)</b>	<b>(3,034,280)</b>	<b>(1,502,159)</b>	<b>1,525,970</b>		
Rate Revenue		3,122,247	3,122,247	3,122,234	3,096,815	(25,419)	(1%)	
Opening Funding Surplus(Deficit)		1,963,417	2,003,105	2,003,105	2,030,684	27,579	1%	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(0)</b>	<b>(60)</b>	<b>2,091,059</b>	<b>3,625,340</b>	<b>1,528,131</b>		

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

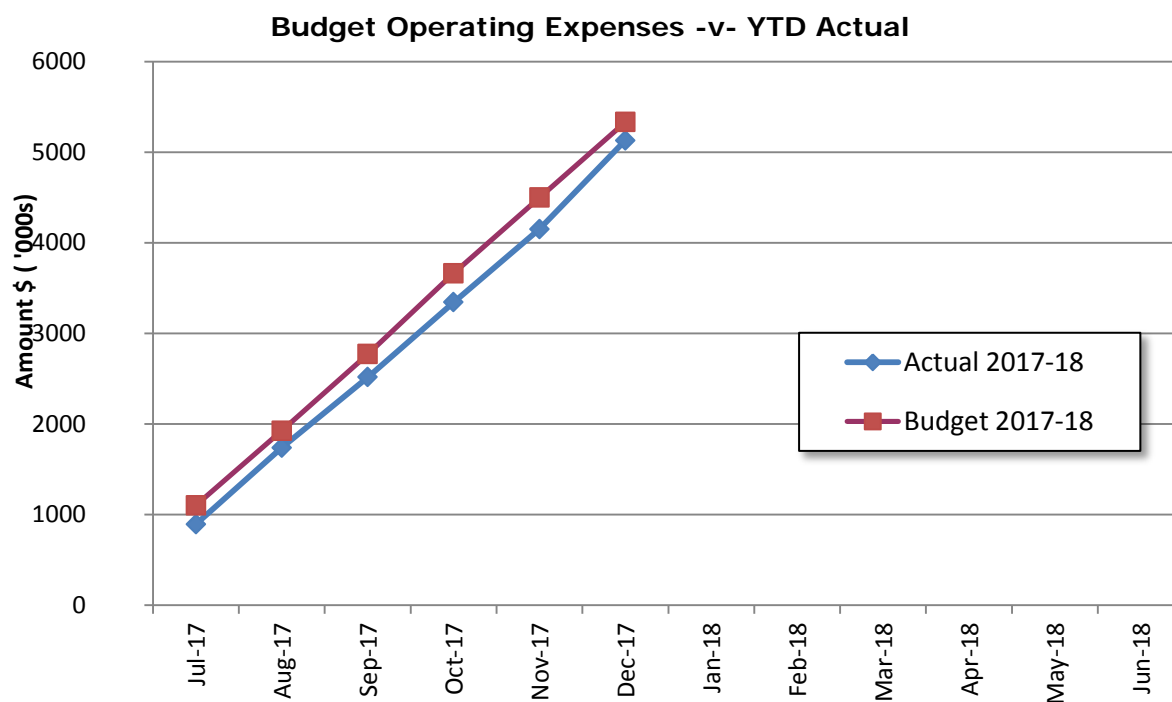
Natural resource management. Tourism facilities, information and directional signs. Weed and pest control services.  
Necessary building control services.

**OTHER PROPERTY & SERVICES**

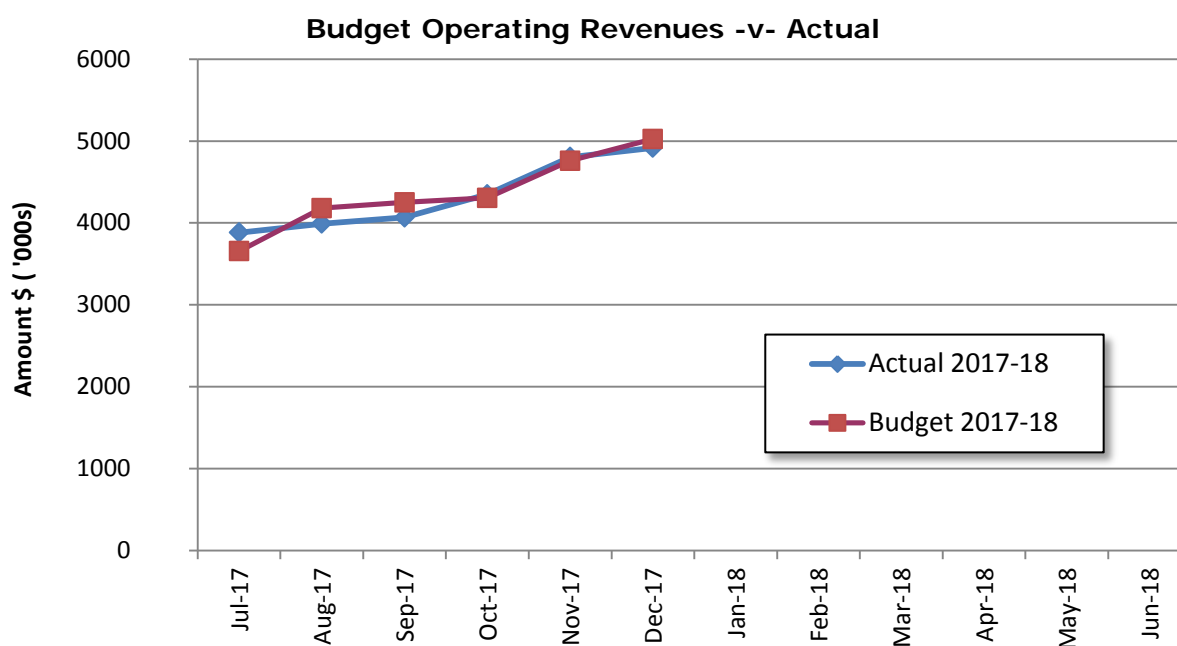
Private works carried out by council and indirect cost allocation pools.  
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

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

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



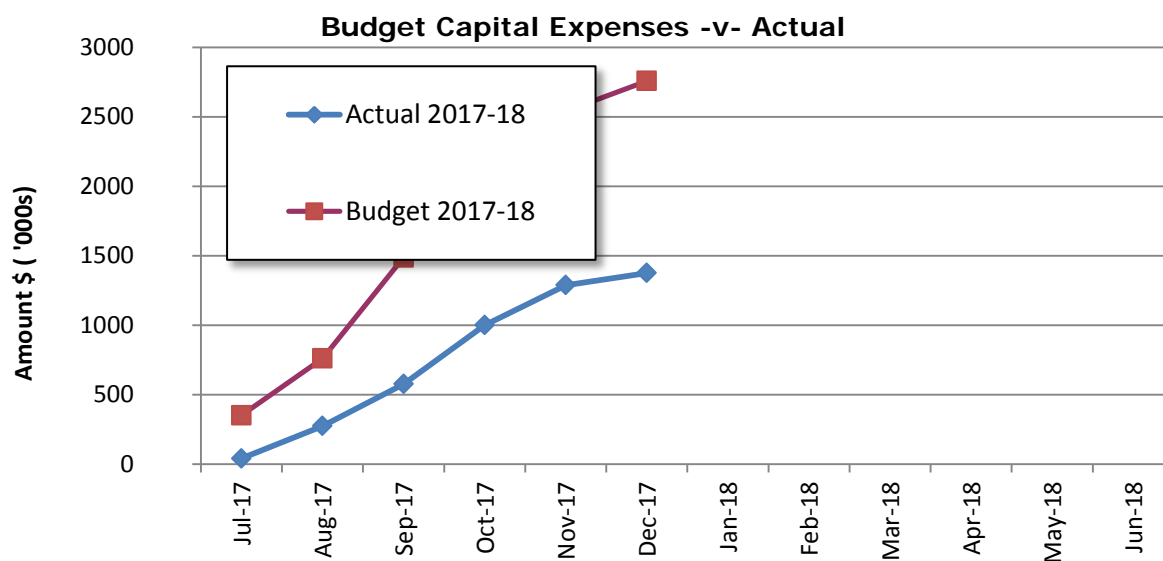
**Comments/Notes - Operating Expenses**



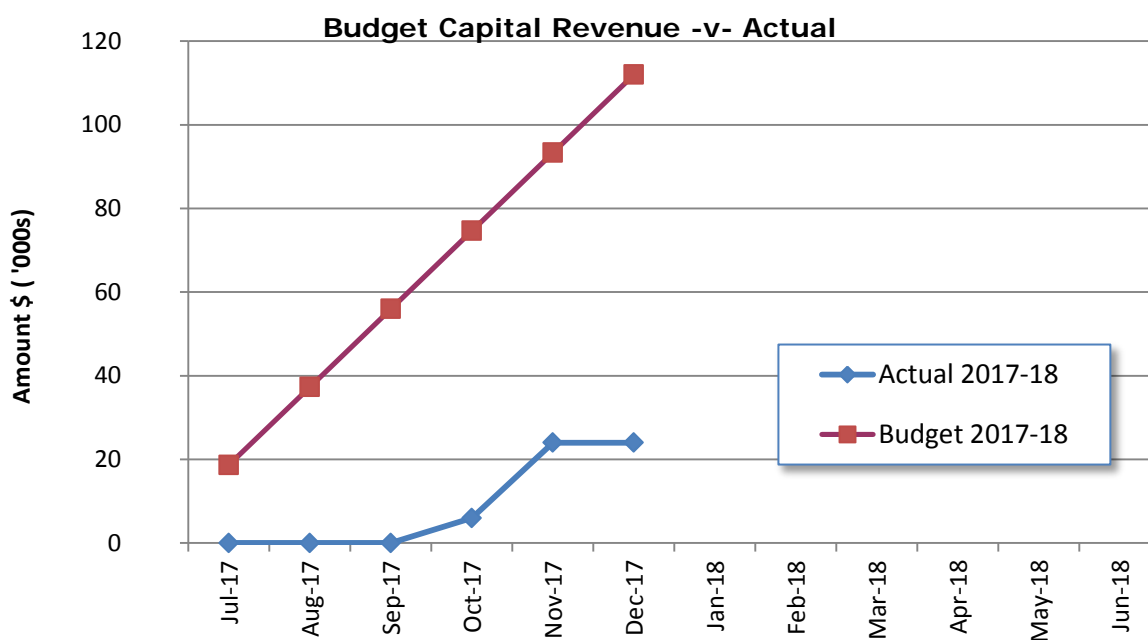
**Comments/Notes - Operating Revenues**

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

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



**Comments/Notes - Capital Expenses**

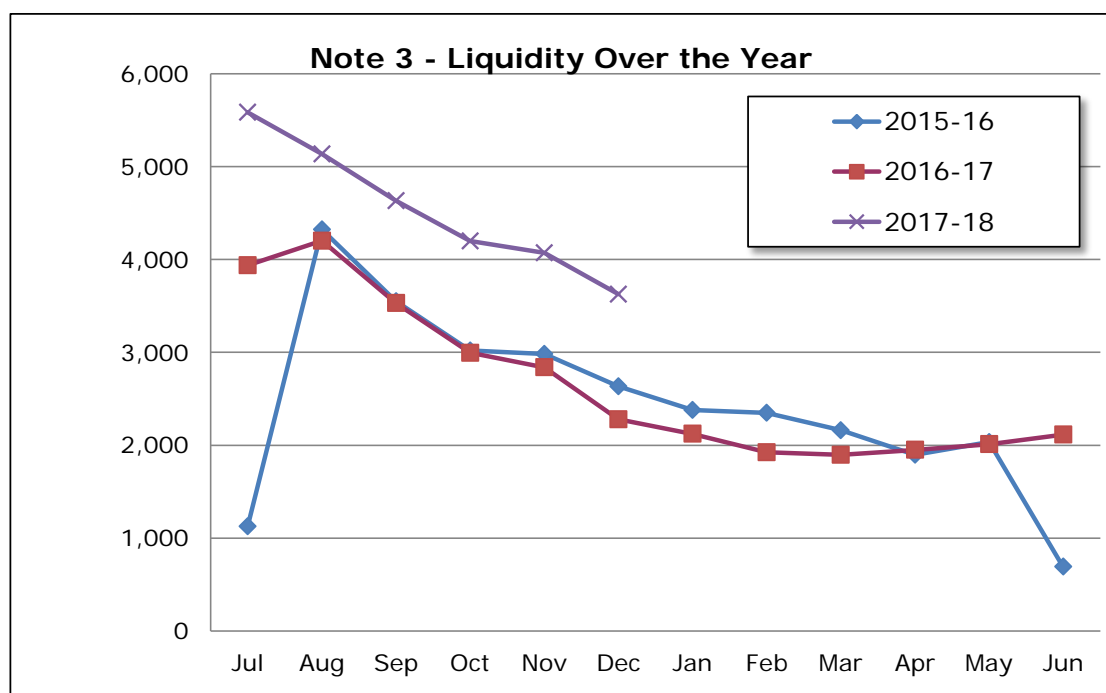


**Comments/Notes - Capital Revenues**

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

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

	Positive=Surplus (Negative=Deficit)		
	31/12/2017	30/11/2017	31/12/2016
Note	This Period	Last Period	Same Period Last Year
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3,408,547	3,681,335	2,012,455
Cash Restricted	764,634	764,634	1,285,427
Receivables - Rates and Rubbish	476,436	620,288	386,735
Receivables - Other	61,438	106,874	215,148
Inventories	14,369	14,369	10,614
	4,725,424	5,187,500	3,910,378
<b>Less: Current Liabilities</b>			
Payables	(89,868)	(118,384)	(147,466)
Loan Liability	(69,316)	(86,990)	(66,490)
Provisions	(416,710)	(416,710)	(393,791)
	(575,894)	(622,084)	(607,747)
<b>Net Current Asset Position</b>	4,149,530	4,565,416	3,302,631
Less: Cash Restricted	(764,634)	(764,634)	(1,285,427)
Add Back: Component of Leave Liability not Required to be funded	172,378	172,378	194,737
Add Back: Current Loan Liability	69,316	86,990	66,490
Add Back: Movement in Deferred Rates	9,591		
Adjustment for Trust Transactions Within Muni	(10,841)	0	213
<b>Net Current Funding Position</b>	3,625,341	4,060,150	2,278,644



**Comments - Net Current Funding Position**

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

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
Municipal Account		(130,232)			(130,232)	BankWest	
Cash Floats		850			850		
Municipal Saver Account		287,929			287,929	Bankwest	
Reserve Account			634		634	BankWest	
Trust Account				549,793	549,793	BankWest	
(b) <b>Term Deposits</b>							
Reserve Account					0		
Reserve Term Deposit	2.80%		764,000		764,000	ME BANK	13/04/2018
Municipal Account	2.33%				0	Bankwest	
Municipal Account	2.55%	250,000			250,000	ME Bank	28/01/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	12/02/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	7/03/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	12/03/2018
Municipal Account	2.65%	250,000			250,000	Bankwest	29/03/2018
Municipal Account	2.80%	250,000			250,000	ME Bank	12/04/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	29/04/2018
Municipal Account	2.75%	250,000			250,000	ME Bank	8/05/2018
Municipal Account	2.65%	250,000			250,000	ME Bank	12/05/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	12/05/2018
Municipal Account	2.65%	250,000			250,000	ME Bank	29/05/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	12/06/2018
Municipal Account	2.70%	250,000			250,000	ME Bank	29/06/2018
<b>Total</b>		3,408,547	764,000	549,793	4,722,975		

**Comments/Notes - Investments**

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

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance	Variance	
	Timing	Permanent
<b>5.1 OPERATING REVENUE (EXCLUDING RATES) - NATURE OR TYPE</b>		
<b>GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
Year to date income is \$183,631 less than budgeted as a result of funding for the 3 Bays Walkway project not yet having been received. This is a timing issue only.	■	
<b>5.2 OPERATING EXPENSES - NATURE OR TYPE</b>		
<b>MATERIAL AND CONTRACTS</b>		
Expenditure is some \$309,823 lower than budgeted across a large number of accounts. The largest being Parts & Repairs \$82,159 and Rural Road Maintenance \$38,388.	■	
<b>UTILITY CHARGES</b>		
Expenditure is lower than year to date budget by \$24,319 across a large number of accounts. This is considered a timing variance.	■	
<b>INSURANCE EXPENSES</b>		
This is considered a timing issue only as a result of budget profiling.	■	
<b>OTHER EXPENDITURE</b>		
Expenditure is \$85,778 more than the year to date budget largely as a result of accounting for return of DFES Vehicles and will be addressed in the budget review.		■
<b>5.3 CAPITAL REVENUE</b>		
<b>GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
Year to date income is \$68,275 higher than budgeted, largely as a result of not budgeting for changing over DFES vehicles and timing variances. It will be addressed in the budget review.	■	■
<b>PROCEEDS FROM DISPOSAL OF ASSETS</b>		
Income is currently \$68,916 less than year to date budget as new vehicles have not been purchased yet.	■	
<b>TRANSFER FROM RESERVES</b>		
Income is currently \$19,092 less than the year to date budget as transfers have yet to be carried out.	■	
<b>5.4 CAPITAL EXPENSES</b>		
<b>BUILDINGS</b>		
Expenditure is \$20,883 less than budgeted as a number of projects have not yet started.	■	
<b>PLANT &amp; EQUIPMENT</b>		
Expenditure is \$168,260 less than year to date budget as a result of minimal plant purchases at this time.	■	
<b>FURNITURE &amp; EQUIPMENT</b>		
Expenditure is currently \$10,368 less than the year to date budget as a result of the new server not yet being invoiced. This is considered a timing variance only.	■	
<b>ROADS</b>		
Expenditure is \$508,855 less than budgeted, with sealing works yet to be arranged.	■	
<b>FOOTPATHS</b>		
Expenditure is \$46,194 less budgeted as the footpaths projects have yet to commence	■	
<b>INFRASTRUCTURE ASSETS - OTHER</b>		
Expenditure is \$529,896 less than year to date budget as Leeman Water Harvesting, Green Head Walk trails and Peterson Place Public Open Space still in progress	■	
<b>TRANSFER TO RESERVES (RESTRICTED ASSETS)</b>		
Expenditure is \$143,280 less than budgeted, which is considered a timing issue only.	■	



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

**Note 6: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption - Opening Surplus</b>		Opening Surplus(Deficit)	\$	\$	\$	\$
	<b>Budget Adoption - Closing Surplus</b>		Opening Surplus(Deficit)			(1,963,417)	1,963,417
	<b>Actual Opening Surplus</b>				39,688		0
3313	MRWA DIRECT GRANT	2017/126	Operating Revenue			(54,139)	39,688
3382	RURAL ROADS MAINTENANCE	2017/126	Operating Expenses		17,735		(14,451)
C026	TEASDALE ROAD	2017/126	Capital Expenses		60,000		3,284
C013	WADDY FOREST ROAD	2017/126	Capital Expenses			(60,000)	63,284
0753	DFES GRANTS	2017/126	Operating Revenue			(16,159)	3,284
4003	COASTWEST/COASTCARE GRANT	2017/126	Operating Revenue			(25,271)	(12,875)
2103	OTHER CONTRIBUTIONS	2017/126	Operating Revenue			(43,912)	(38,146)
4032	COASTWEST/COASTCARE EXPENDITURE	2017/126	Operating Expenses		69,183		(82,058)
2064	GREEN HEAD WALK TRAILS (INFRA OTH)	2017/126	Capital Expenses			(6,000)	(12,875)
G014	GREEN HEAD PARKS & RESERVES	2017/126	Operating Expenses		6,000		(18,875)
4502	PLANT / VEHICLE LICENSES	2017/126	Operating Expenses			(39,174)	(12,875)
4513	RE-IMBURSEMENTS - OTHER	2017/126	Operating Revenue		39,174		(52,049)
0091	GRANTS COMMISSION ROADS GRANT	2017/126	Operating Revenue			(22,902)	(12,875)
0181	GRANTS COMMISSION GENERAL PURPOSE GRANT	2017/126	Operating Revenue			(21,256)	(35,777)
6963	GRANT INCOME - TOURISM	2017/126	Operating Revenue		15,000		(57,033)
6854	MILLIGAN ISLAND ECO TOURISM SITE (INFRA OTH)	2017/126	Capital Expenses			(40,000)	(42,033)
31F4	GREEN HEAD SPORTING CLUB (BUILDINGS)	2017/126	Capital Expenses			(3,150)	(82,033)
24E2	GREEN HEAD SPORTMANS CLUB	2017/126	Operating Expenses		2,000		(85,183)
2463	REIMBURSEMENTS - NO GST	2017/126	Operating Revenue		1,150		(83,183)
6364	PURCHASE RIDE-ON MOWER (P&E)	2017/126	Capital Expenses		5,773		(82,033)
0623	INTEREST ON INVESTMENTS	2017/126	Operating Revenue		25,000		(76,260)
H001	LOT 50 NAIRN STREET	2017/126	Capital Expenses		7,000		(51,260)
2SW2	ADMINISTRATION SALARIES	2017/126	Operating Expenses		10,000		(44,260)
1803	CHARGES - REFUSE REMOVAL	2017/126	Operating Revenue		6,000		(34,260)
1923	CHARGES REFUSE REMOVAL - COMMERCIAL	2017/126	Operating Revenue		7,800		(28,260)
1602	VISITING GP SUBSIDY	2017/126	Operating Expenses		20,400		(20,460)
	<b>Closing Funding Surplus (Deficit)</b>			<b>0</b>	<b>331,903</b>	<b>(2,295,380)</b>	<b>(60)</b>

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

**Note 7: RECEIVABLES**

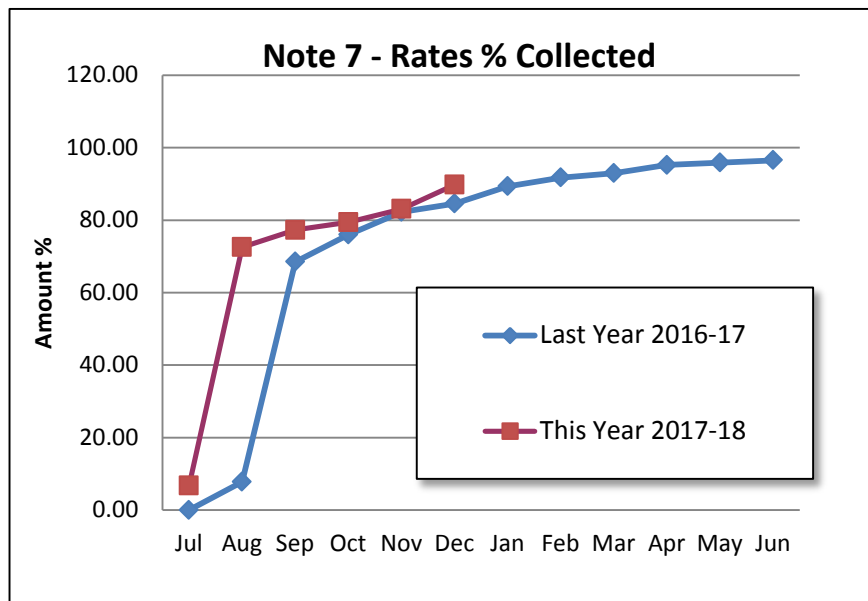
**Receivables - Rates and Rubbish**

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

Current 2017-18	Previous 2016-17
\$	\$
171,831	113,343
3,502,953	3,378,910
3,299,958	3,105,518
<b>374,826</b>	<b>386,735</b>
89.80%	88.93%

**Net Rates Collectable**

% Collected

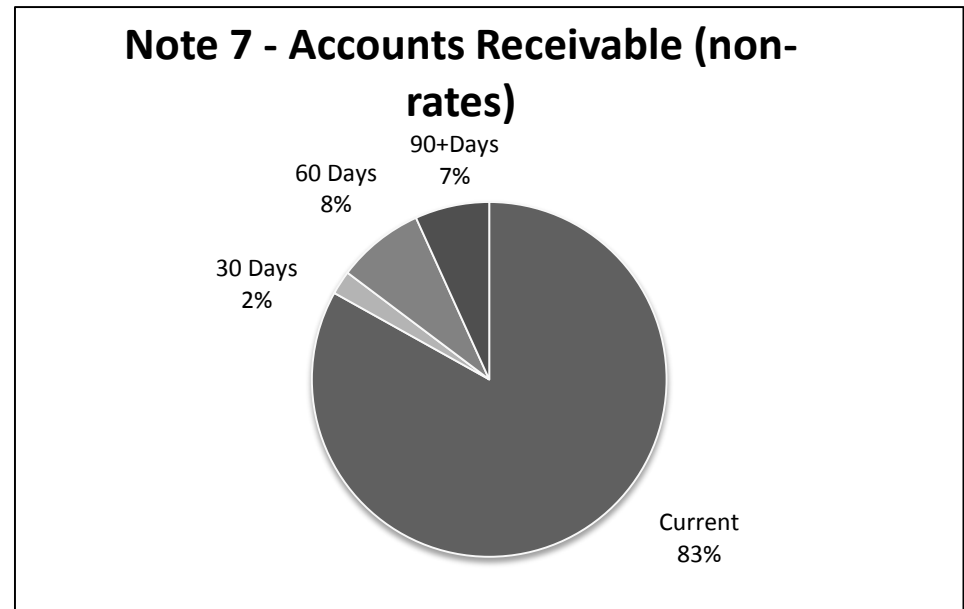


**Comments/Notes - Receivables Rates and Rubbish**

**Receivables - General**

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
37,452	979	3,587	3,053
<b>Total Outstanding</b>			<b>45,071</b>

Amounts shown above include GST (where applicable)



**Comments/Notes - Receivables General**

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

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

Program/Details	Provider	Approval Yes No	2017-18 Budget	Recoup Status	
				Received	Not Received
		(Yes/No)	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>					
GRANTS COMMISSION ROADS GRANT	Grants Commission	Yes	(246,251)	(123,126)	(123,126)
GRANTS COMMISSION GENERAL PURPOSE GRANT	Grants Commission	Yes	(407,327)	(203,664)	(203,664)
ESL ADMINISTRATION COMMISSION	Grants Commission	Yes	(4,000)	(4,000)	0
POLICE LICENSING COMMISSIONS	Grants Commission	Yes	(20,000)	(9,877)	(10,123)
BANKING COMMISSION	Grants Commission	Yes	(1,000)	(557)	(443)
LEGAL COSTS RECOVERED	Reimbursements		(10,250)	(908)	(9,342)
<b>GOVERNANCE</b>					
REIMBURSEMENTS (no gst)	Reimbursements		(100)	(6,909)	6,809
NOVATED LEASE CONTRIBUTIONS (INCOME)	Reimbursements		(9,950)	(5,802)	(4,148)
COUNCIL PROPERTY VALUATION REBATE	Reimbursements		0	(3,420)	3,420
OTHER INCOME (GST)	Reimbursements		(4,000)	(0)	(4,000)
<b>LAW, ORDER, PUBLIC SAFETY</b>					
DFES GRANTS	DFES	Yes	(92,841)	(25,349)	(67,492)
DFES APPLIANCE PROGRAM CONTRIBUTION	DFES	Yes	0	(136,688)	136,688
VOLUNTEER BUSHFIRE BRIGADE GRANTS INCOME -INC GST			(3,128)	0	(3,128)
<b>HEALTH</b>					
REIMBURSEMENTS	Reimbursements		(1,000)	(710)	(290)
<b>EDUCATION AND WELFARE</b>					
AGED PERSONS UNITS - REIMBURSEMENT (GST FREE)	Reimbursements		(400)	(289)	(111)
GREEN HEAD MEN'S SHED	Reimbursements		(72,555)	0	(72,555)
<b>HOUSING</b>					
REIMBURSEMENTS - STAFF HOUSING (NO GST)	Reimbursements		0	0	0
<b>COMMUNITY AMENITIES</b>					
COASTWEST/COASTCARE GRANT	Coastwest/Coastcare		(429,500)	(10,000)	(419,500)
GRANTS/CONTRIBUTIONS (gst)	Contribution		(3,727)	0	(3,727)

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

**Note 8: GRANTS AND CONTRIBUTIONS**

Program/Details	Provider	Approval Yes No (Yes/No)	2017-18 Budget	Recoup Status	
				Received	Not Received
<b>ECONOMIC SERVICES</b>			\$	\$	\$
DRUMMUSTER INCOME	Reimbursements		(1,000)	0	(1,000)
GRANT INCOME - TOURISM	MWC/Tourism WA	Yes	(50,000)	(56,707)	6,707
RESOURCE SHARING WITH OTHER SHIRES - MRS	Reimbursements		(17,000)	112	0
<b>RECREATION AND CULTURE</b>					
REIMBURSEMENTS - GST	Reimbursements		(500)	(500)	0
CSRFF GRANTS & CONTRIB	CSRFF		(22,581)	(23,904)	1,323
GOVERNMENT GRANTS - SUBSIDY	DRD	Yes	(32,000)	(32,000)	0
RECREATION BOATING FACILITES FUND GRANT			(16,930)	0	0
CHARGES - LEEMAN REC CENTRE			0	(60)	0
COOROW HALL OTHER INCOME			(1,000)	(748)	0
REIMBURSEMENTS - NO GST	Reimbursements		(1,150)	(1,150)	0
CONTRIBUTIONS/GRANTS	Dept of Water	No	(172,360)	(40,000)	(132,360)
REIMBURSEMENTS - SUNDRY	Reimbursements		(1,800)	(771)	(1,029)
REIMBURSEMENTS - LIBRARY	Reimbursements		(20)	(13)	0
CONTRIBUTIONS	Leeman Bowling Club		(63,479)	(63,479)	0
<b>TRANSPORT</b>					
REGIONAL ROAD GROUP GRANTS	Main Roads WA	Yes	(524,667)	(209,867)	(314,800)
ROADS TO RECOVERY FUNDS	Dept of Infra. & Transport	Yes	(462,234)	(181,269)	(280,965)
MRWA DIRECT GRANT	Main Roads WA	Yes	(73,520)	(73,520)	0
<b>OTHER PROPERTY &amp; SERVICES</b>					
RE-IMBURSEMENTS - OTHER	Reimbursements		(39,274)	(40,865)	1,591
DAAFGS REFUNDS FUEL REBATES	ATO		(40,000)	(28,804)	(11,196)
CONTRIBUTION LSL	Reimbursements		0	(25,278)	0
REIMB WORKERS COMP	Reimbursements		(20,000)	(1,207)	(18,793)
REIMBURSEMENTS - OTHER	Contributions		(200)	(457)	0
<b>TOTALS</b>			<b>(2,845,744)</b>	<b>(1,311,814)</b>	<b>(1,525,224)</b>

Comments - Grants and Contributions

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

**Note 9: RATING INFORMATION**

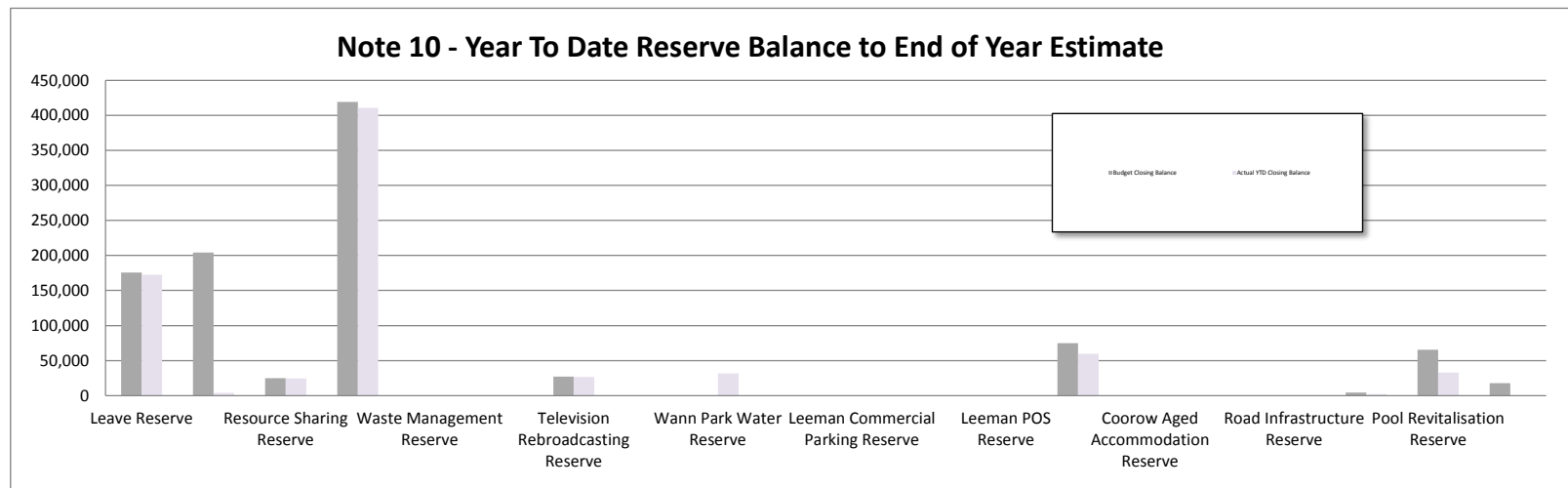
<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Interim Rates \$</b>	<b>Back Rates \$</b>	<b>Total Revenue \$</b>	<b>Amended Budget Rate Revenue \$</b>	<b>Amended Budget Interim Rate \$</b>	<b>Amended Budget Back Rate \$</b>	<b>Amended Budget Total Revenue \$</b>
<b>Differential General Rate</b>											
UV - Agricultural	1.5920	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	2,598	0	974,034	971,396	525	0	971,921
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
<b>Sub-Totals</b>		949	130,683,387	3,013,137	2,598	0	3,015,735	3,013,097	525	0	3,013,622
<b>Minimum Payment</b>	<b>Minimum \$</b>										
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	165,445	0	0	165,445
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
<b>Sub-Totals</b>		226	1,078,795	181,615	0	0	181,615	182,430	0	0	182,430
Discounts							3,197,350				3,196,052
Rates Adjustments							(90,132)				(85,195)
Movement in Excess Rates							(184)				(499)
<b>Amount from General Rates</b>							(19,566)				0
Ex Gratia Rates							<b>3,087,468</b>				<b>3,110,358</b>
Specified Area Rates							9,348				11,890
<b>Totals</b>							0				0
							<b>3,096,816</b>				<b>3,122,248</b>

**Comments - Rating Information**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 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	3,441	0	0	0	0	0	GJ1614-10.07	175,819	172,378
Building Reserve	4,044	81	0	200,000	0	0	0		204,125	4,044
Resource Sharing Reserve	24,285	485	0	0	0	0	0		24,770	24,285
Plant Reserve	410,880	8,202	0	0	0	0	0	GJ1614-10.07	419,082	410,880
Waste Management Reserve	0	0	0	0	0	0	0	GJ1614-10.07	0	0
Green Head Commercial Parking Reserve	0	0	0	0	0	0	0	GJ1614-10.07	0	0
Television Rebroadcasting Reserve	26,456	528	0	0	0	0	0		26,984	26,456
Unspent Grants Reserve	0	0	0	0	0	0	0		0	0
Wann Park Water Reserve	31,756	634	0	0	0	32,390	0		0	31,756
Community Grant Reserve	0	0	0	0	0	0	0	GJ1614-10.07	0	0
Leeman Commercial Parking Reserve	0	0	0	0	0	0	0	GJ1614-10.07	0	0
Green Head POS Reserve	0	0	0	0	0	0	0		0	0
Leeman POS Reserve	0	0	0	0	0	0	0		0	0
Leeman Aged Accommodation Reserve	59,829	1,194	0	19,581	0	5,805	0		74,799	59,829
Coorow Aged Accommodation Reserve	0	0	0	0	0	0	0	GJ1614-10.07	0	0
Furniture & Equipment Reserve	0	0	0	0	0	0	0	GJ1614-10.07	0	0
Road Infrastructure Reserve	0	0	0	0	0	0	0	GJ1614-10.07	0	0
Coorow Bowling Club Reserve	2,157	43	0	2,100	0	0	0		4,300	2,157
Pool Revitalisation Reserve	32,848	656	0	32,000	0	0	0		65,504	32,848
Tourist Infrastructure Reserve	0	0	0	17,651	0	0	0		17,651	0
	<b>764,633</b>	<b>15,264</b>	<b>0</b>	<b>271,332</b>	<b>0</b>	<b>38,195</b>	<b>0</b>		<b>1,013,034</b>	<b>764,633</b>



**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 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	\$ 16,272	\$ 0	\$ (16,272)	▼
				TRADE 4WD WORKS SUPERVISOR CW003	23,388	23,388	11,694	0	(11,694)	▼
				CAT 2009 GRADER	127,310	129,910	64,950	6,000	(58,950)	▼
7,589	2,375	6,000	787	TORO GROUNDMASTER MOWER	2,600	129,910	64,950	6,000	(58,950)	▼
600	150	0	(450)	COUNCILLOR COMPUTERS	0	0	0	(450)	(450)	▼
23,636	15,801	18,000	10,164	PROCEEDS FROM SALE OF ASSETS - FIRE PREVENTION	0	0	0	18,000	18,000	▲
31,825	18,326	24,000	10,501	Totals	185,843	315,753	157,866	29,550	(128,316)	

**Comments - Capital Disposal**



**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 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	YTD Actual		
\$	\$	\$	\$	<b>Property, Plant &amp; Equipment</b>	\$	\$			\$	
0	0	0	0	Land for Resale	0	0	0	0	0	
72,555	0	0	72,555	Buildings	382,818	378,968	191,004	170,121	(20,883)	▼
0	0	0	0	Plant & Equipment	643,407	637,634	332,671	164,411	(168,260)	▼
0	0	0	0	Furniture & Equipment	32,872	32,872	16,428	6,060	(10,368)	▼
0	0	0	0	Tools	5,000	5,000	2,496	0	(2,496)	▼
0	0	0	0	Land	0	0	0	0	0	↑↑↑
0	0	0	0	Non-Freehold Shire Land	0	0	0	0	0	↑↑↑
				<b>Infrastructure</b>						
986,901	0	0	986,901	Roads	1,957,648	1,957,648	1,235,516	726,661	(508,854)	▼
0	0	0	0	Footpaths	92,400	92,400	46,194	0	(46,194)	▼
0	0	0	0	Drainage	0	0	0	0	0	↑↑↑
716,918	32,390	0	749,308	Other Infrastructure	1,422,535	1,468,535	790,515	260,619	(529,896)	▼
1,776,374	32,390	0	1,808,764	Totals	4,536,680	4,573,057	2,614,824	1,327,872	(1,286,951)	

Comments - Capital Acquisitions

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 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	5,088	10,226	5,138	▲
			0		EMPLOYEE HOUSING (BUILDINGS)	74,500	67,500	33,732	65,929	32,197	▲
			0		COUNCIL HOUSING GENERAL CARPET CONTINGENCY (BUIL	5,125	5,125	2,562	0	(2,562)	▼
			0		LEEMAN FORESHORE TOILETS (BUILDINGS)	91,992	91,992	45,984	26,293	(19,691)	▼
40,000			40,000		FIRE SHED GREEN STATION (BUILDINGS)	40,000	40,000	19,998	0	(19,998)	▼
			0		LEEMAN FIRE SHED ADDITION (BUILDINGS)	0	0	0	3,100	3,100	▲
			0		LEEMAN REC CENTRE (BUILDINGS)	8,500	8,500	4,248	6,550	2,302	▲
			0		COOROW GOLF CLUB (BUILDINGS)	0	0	0	0	0	↑↑↑
			0		COOROW MEDICAL CENTRE (BUILDINGS)	5,000	5,000	2,496	5,182	2,686	▲
			0		GREEN HEAD SPORTING CLUB (BUILDINGS)	0	3,150	3,150	3,150	0	↑↑↑
			0		COOROW AQUATIC CTR UPGRADE (BUILDINGS)	60,000	60,000	30,000	26,646	(3,354)	▼
72,555			72,555		MENS SHED CAPEX (BUILDINGS)	77,516	77,516	38,748	7,435	(31,313)	▼
					MALEY PARK GARDENERS SHED (BUILDINGS)	0	0	0	2,963	2,963	
					LAND & BUILDINGS (BUILDINGS)	0	0	0	4,227	4,227	
					DEPOT BUILDING CAPITAL (BUILDINGS)	10,000	10,000	4,998	2,010	(2,988)	
			0		IMPROVEMENTS TO RETRANSMISSION (BUILDINGS)	0	0	0	6,409	6,409	▲
72,555	0	0	72,555	Totals		382,818	378,968	191,004	170,121	(20,883)	

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 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	MRS VEHICLE (P&E)	50,648	50,648	25,320	0	(25,320)	▼
			0	DFES APPLIANCE PROGRAM FIRE UNIT (P&E)	0	0	0	136,688	136,688	▲
			0	VEHICLE FOR RANGER (P&E)	0	0	0	0	0	↑↑↑
			0	PURCHASE MOSQUITO FOGGER (P&E)	0	0	0	0	0	↑↑↑
			0	PURCHASE GRADER (P&E)	340,000	340,000	169,998	0	(169,998)	▼
			0	PURCHASE LOW LOADER TRAIL (P&E)	28,982	28,982	14,490	0	(14,490)	▼
			0	DUAL CAB 4X4 - MANAGER WORKS & SERVICES - CW 002 (P&E)	0	0	0	0	0	↑↑↑
			0	PURCHASE WATER TANKER (P&E)	0	0	0	0	0	↑↑↑
			0	PURCHASE RIDE-ON MOWER (P&E)	33,500	27,727	27,727	27,724	(3)	▼
			0	COASTAL LEADING HAND UTILITY (P&E)	0	0	0	0	0	↑↑↑
			0	WORKS UTILITIES CW017 (P&E)	0	0	0	0	0	↑↑↑
			0	4WD UTILITY - WORKS SUPERVISOR (P&E)	40,277	40,277	20,136	0	(20,136)	▼
			0	PURCHASE NEW TRUCK - MTCE CREW	150,000	150,000	75,000	0	(75,000)	▼
0	0	0	0	Totals	643,407	637,634	332,671	164,411	(168,260)	

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	13,932	0	(13,932)	▼
			0	COUNCILLOR COMPUTERS	0	0	0	0	0	↑↑↑
			0	FURNITURE & FITTINGS (F&E)	5,000	5,000	2,496	6,060	3,564	▲
			0	CARAVAN PARK EQUIPMENT (F&E)	0	0	0	0	0	↑↑↑
0	0	0	0	Totals	32,872	32,872	16,428	6,060	(10,368)	

Contributions				Tools	Current Budget				
					This Year				
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	SUNDRY TOOLS (TOOLS)	\$	\$		\$	\$
			0		5,000	5,000	2,496	0	(2,496)
0	0	0	0	Totals	5,000	5,000	2,496	0	(2,496)

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

**Note 11: CAPITAL DISPOSALS AND ACQUISITIONS**

Contributions				Roads	Current Budget					
					This Year					Variance (Under)Over
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual		
\$	\$	\$	\$		\$	\$		\$	\$	
462,234			462,234	ROADS TO RECOVERY WORKS (INFRA ROADS)	484,464	484,464	181,269	189,026	7,757	▲
524,667			524,667	REGIONAL ROAD GROUP ROADWORKS (INFRA ROADS)	799,565	799,565	799,565	264,946	(534,619)	▼
			0	ROAD CONSTRUCTION (INFRA ROADS)	673,619	673,619	254,682	272,715	18,033	▲
			0	BLACK SPOT ROAD CONSTRUCTION (INFRA ROADS)	0	0	0	(26)	(26)	▼
			0	REGIONAL ROAD GROUP (INFRA ROADS)	0	0	0	0	0	↑↑↑
986,901	0	0	986,901	Totals	1,957,648	1,957,648	1,235,516	726,661	(508,854)	

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	46,194	\$ 0	\$ (46,194)	▼
			0	FOOTPATH CONSTRUCTION - RTR FUNDED (FOOTPATHS)	0	0	0	0	0	
0	0	0	0	Totals	92,400	92,400	46,194	0	(46,194)	

Contributions				Other Infrastructure	Current Budget					
					This Year					Variance (Under)Over
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual		
\$	\$	\$	\$		\$	\$		\$	\$	
			0	COASTAL WASTE MANAGEMENT (INFRA OTH)	21,364	21,364	10,680	0	(10,680)	▼
454,771			454,771	GREEN HEAD WALK TRAILS (INFRA OTH)	482,950	488,950	244,476	28,806	(215,670)	▼
3,727			3,727	COASTAL CEMETERY DEVELOPMENT (INFRA OTH)	46,216	46,216	23,106	8,673	(14,433)	▼
			0	DEVELOP PUBLIC OPEN SPACE - LOT 601 PETERSON PLACE	169,834	169,834	84,912	24,343	(60,569)	▼
			0	JOHNS ST FISH CLEANING STATION	22,575	22,575	22,575		(22,575)	▼
172,360	32,390		204,750	WANN PARK WATER SUPPLY CAP EXP (INFRA OTH)	256,423	256,423	128,196	6,193	(122,003)	▼
			0	MILLIGAN ISLAND ECO TOURISM SITE (INFRA OTH)	0	40,000	40,000	44,000	4,000	▲
			0	DYNAMITE BAY BEACH RAMP	45,000	45,000	45,000	0	(45,000)	▼
			0	SKATE PARK CAPEX (INFRA OTH)	39,906	39,906	19,950	3,352	(16,598)	▼
			0	LEEMAN FORESHORE DEVELOPMENT (INFRA OTH)	204,177	204,177	102,078	0	(102,078)	▼
86,060			86,060	LEEMAN BOWLING GREEN UPGRADE (INFRA OTH)	129,090	129,090	64,542	129,090	64,548	▲
			0	DYNAMITE BAY SOLAR LIGHTS	5,000	5,000	5,000	16,162	11,162	▲
			0	MORPHETT PK INFRASTRUCTURE (INFRA OTH)	0	0	0	0	0	↑↑↑
716,918	32,390	0	749,308	Totals	1,422,535	1,468,535	790,515	260,619	(529,896)	

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 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-Dec-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	(19,581)	0
BCITF Levy	100	10,856	(2,556)	8,400
BRB Levy	0	8,567	(2,813)	5,754
Police Licensing	0	212,678	(201,724)	10,954
Standpipe Card Bond	2,380	140	0	2,520
Leeman Ratepayers Association	5,975	0	0	5,975
Kerbing Deposits	14,100	0	(500)	13,600
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	100	0	100
Leeman Number Plate Funds	0	100	0	100
Green Head Number Plate Funds	0	100	0	100
Warradarge Bushfire Brigade	1,350	0	(1,350)	0
Leeman Bushfire Brigade	3,816	0	(3,816)	0
Refuse Site Key Bond	400	0	(200)	200
Public Open Space	495,939	247	0	496,186
Bonds - Other	12,495	734	(108)	13,121
Snag Island Kids Centre	0	0	0	0
Nomination Deposits	0	480	(480)	0
Footpath Deposits	0	0	0	0
Trust Adjustments	0	0		
	559,761	234,002	(233,128)	560,635

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 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 \$	
<b>Staff Housing</b>										
Loan 79 - Leeman Executive House	23,627	0	0	23,627	11,655	23,627	11,972	1,233	497	27/06/2018
Loan 88 - Leeman MRS House	147,637	0	0	72,483	35,914	147,637	111,723	5,992	322	28/02/2019
Loan 89 - Brand St Residence	73,842	0	0	28,829	14,299	73,842	59,543	2,766	369	9/10/2019
<b>Recreation &amp; Culture</b>										
Loan 87 - Maley Park Changerooms	12,264	0	0	12,264	6,019	12,264	6,245 0	870	337	13/06/2018
	257,370	0	0	137,203	67,887	257,370	189,483	10,861	1,525	

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

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

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

### 11.3.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – JANUARY 2018

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	9 February 2018
<b>ATTACHMENT</b>	11.3.2. - Statement of Financial Activity for January 2018
<b>FILE</b>	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 usually presented to Council is a Statement of Financial Activity, which also includes supplementary information including an Operating Statement Function and Activity, Balance Sheet and Cash Flow Graph.

#### **COMMENT:**

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

The Shire converted its chart of accounts to a new model in January and staff are still preparing the new monthly financial statement format. As a result, less information than usual is provided for the period ending 31 January 2018, however all mandatory information is included and the closing surplus balances to the net current assets at 31 January 2018.

A copy of the Statement of Financial Activity for the month ended 31 January 2018 is included at Attachment 11.4.2 for Councillors' information.

#### **STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulations 1996,  
34. Financial reports to be prepared s. 6.4

#### **STRATEGIC IMPLICATIONS:**

Nil

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

Nil

#### **VOTING REQUIREMENTS:**

Simple Majority



**OFFICER RECOMMENDATION RESOLUTION:**

**2018/014**

***Moved: Cr Oakes***

***Seconded: Cr Sims***

***That Council accepts the Monthly Statement of Financial Activity as included at Attachment 11.3.3 for the period ended 31 January 2018.***

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

**SHIRE OF COOROW**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 January 2018**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	3	2,003,105	2,003,105	<b>2,030,686</b>	27,581	1%	
<b>Revenue from operating activities</b>							
Governance		100	56	6,909	6,853	12237%	
General Purpose Funding - Rates	9	3,122,247	3,122,460	3,096,792	(25,668)	(1%)	
General Purpose Funding - Other		769,102	370,349	367,822	(2,527)	(1%)	
Law, Order and Public Safety		64,801	39,441	59,591	20,150	51%	▲
Health		4,194	3,159	4,709	1,550	49%	
Education and Welfare		27,660	16,128	16,790	662	4%	
Housing		97,061	64,773	58,777	(5,996)	(9%)	
Community Amenities		736,050	516,964	314,526	(202,438)	(39%)	▼
Recreation and Culture		297,262	115,295	119,231	3,936	3%	
Transport		93,520	85,182	85,613	431	1%	
Economic Services		79,807	47,171	56,587	9,416	20%	
Other Property and Services		150,424	104,087	130,018	25,931	25%	▲
		<b>5,442,227</b>	<b>4,485,064</b>	<b>4,317,366</b>	(167,699)	(4%)	
<b>Expenditure from operating activities</b>							
Governance		(556,337)	(349,674)	(361,598)	(11,924)	(3%)	
General Purpose Funding		(292,933)	(177,345)	(173,066)	4,279	2%	
Law, Order and Public Safety		(406,204)	(252,141)	(361,944)	(109,803)	(44%)	▼
Health		(166,495)	(97,048)	(78,934)	18,114	19%	▲
Education and Welfare		(112,989)	(65,821)	(56,791)	9,030	14%	
Housing		(13,853)	(6,510)	(42,654)	(36,144)	(555%)	▼
Community Amenities		(830,680)	(462,944)	(429,263)	33,681	7%	
Recreation and Culture		(1,726,161)	(998,678)	(981,613)	17,065	2%	
Transport		(5,753,145)	(3,372,908)	(3,180,380)	192,528	6%	
Economic Services		(254,029)	(166,416)	(119,357)	47,059	28%	▲
Other Property and Services		(393,276)	(376,163)	(192,458)	183,705	49%	▲
		<b>(10,506,102)</b>	<b>(6,325,648)</b>	<b>(5,978,059)</b>	347,589	5%	
<b>Operating activities excluded from budget</b>							
Add back Depreciation		6,051,277	3,529,834	3,630,813	100,979	3%	
Adjust (Profit)/Loss on Asset Disposal	8	18,398	10,724	(10,501)	(21,225)	(198%)	▼
Adjust Provisions and Accruals		3,443	0	0	0		
<b>Amount attributable to operating activities</b>		<b>1,009,243</b>	<b>1,699,974</b>	<b>1,959,618</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	11	1,688,633	591,259	648,435	57,176	10%	
Proceeds from Disposal of Assets	8	185,843	108,402	24,000	(84,402)	(78%)	▼
Land and Buildings	13	(378,968)	(219,324)	(193,650)	25,674	12%	▲
Infrastructure Assets - Roads	13	(1,957,648)	(1,235,976)	(737,435)	498,541	40%	▲
Infrastructure Assets - Other	13	(1,468,535)	(911,488)	(292,709)	618,779	68%	▲
Infrastructure Assets - Footpaths	13	(92,400)	(53,893)	0	53,893	100%	▲
Plant and Equipment	13	(675,506)	(405,573)	(170,471)	235,102	58%	▲
<b>Amount attributable to investing activities</b>		<b>(2,698,581)</b>	<b>(2,126,593)</b>	<b>(721,830)</b>	1,404,762	66%	▲
<b>Financing Activities</b>							
Transfer from Reserves	7	38,195	18,893	0	(18,893)	(100%)	▼
Transfer from Restricted Cash		71,777	71,777	74,504	2,727	(4%)	
Repayment of Debentures	10	(137,203)	(80,024)	(67,887)	12,137	15%	▲
Transfer to Reserves	7	(286,596)	(156,870)	0	156,870	100%	▲
<b>Amount attributable to financing activities</b>		<b>(313,827)</b>	<b>(146,224)</b>	<b>6,617</b>	152,841	105%	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(60)</b>	<b>1,430,263</b>	<b>3,275,091</b>			

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

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

**SHIRE OF COOROW**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 January 2018**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Opening Funding Surplus (Deficit)</b>	3	\$ 2,003,105	\$ 2,030,686	\$ 2,030,686	\$ 0	% 0%	
<b>Revenue from operating activities</b>							
Rates	9	3,122,247	3,122,460	3,096,792	(25,668)	(1%)	
Operating Grants, Subsidies and Contributions	11	1,653,050	862,350	687,285	(175,065)	(20%)	▼
Fees and Charges		548,585	447,931	466,270	18,340	4%	
Interest Earnings		95,764	31,000	36,166	5,166	17%	
Other Revenue		518,520	21,324	19,901	(1,423)	(7%)	
Profit on Disposal of Assets	8	0	0	10,951	10,951		
		<b>5,938,166</b>	<b>4,485,064</b>	<b>4,317,366</b>	<b>(167,699)</b>	<b>(4%)</b>	
<b>Expenditure from operating activities</b>							
Employee Costs		(1,752,577)	(1,355,077)	(1,234,710)	120,367	9%	
Materials and Contracts		(2,177,424)	(1,116,282)	(659,204)	457,078	41%	▲
Utility Charges		(230,500)	(111,552)	(114,134)	(2,582)	(2%)	
Depreciation on Non-Current Assets		(6,051,277)	(3,529,834)	(3,630,813)	(100,979)	(3%)	
Interest Expenses		(10,861)	(6,321)	(2,387)	3,934	62%	
Insurance Expenses		(200,506)	(162,164)	(207,594)	(45,430)	(28%)	▼
Other Expenditure		(64,559)	(33,890)	(128,767)	(94,877)	(280%)	▼
Loss on Disposal of Assets	8	(18,398)	(10,724)	(450)			
		<b>(10,506,102)</b>	<b>(6,325,844)</b>	<b>(5,978,059)</b>	<b>347,785</b>	<b>5%</b>	
<b>Operating activities excluded from budget</b>							
Add back Depreciation		6,051,277	3,529,834	3,630,813	100,979	3%	
Adjust (Profit)/Loss on Asset Disposal	8	18,398	10,724	(10,501)	(21,225)	(198%)	▼
Adjust Provisions and Accruals		3,439	0	0	0		
<b>Amount attributable to operating activities</b>		<b>1,505,178</b>	<b>1,699,778</b>	<b>1,959,618</b>			
<b>Investing activities</b>							
Grants, Subsidies and Contributions	11	1,192,694	591,259	648,435	57,176	10%	
Proceeds from Disposal of Assets	8	185,843	108,402	24,000	(84,402)	(78%)	▼
Land and Buildings	13	(378,968)	(219,324)	(193,650)	25,674	12%	▲
Infrastructure Assets - Roads	13	(1,957,648)	(1,235,976)	(737,435)	498,541	40%	▲
Infrastructure Assets - Other	13	(1,468,535)	(911,488)	(292,709)	618,779	68%	▲
Infrastructure Assets - Footpaths	13	(92,400)	(53,893)	0	53,893	100%	▲
Plant and Equipment	13	(675,506)	(405,573)	(170,471)	235,102	58%	▲
<b>Amount attributable to investing activities</b>		<b>(3,194,520)</b>	<b>(2,126,593)</b>	<b>(721,830)</b>	<b>1,404,762</b>	<b>66%</b>	
<b>Financing Activities</b>							
Transfer from Reserves	7	38,195	18,893	0	(18,893)	(100%)	▼
Transfer from Restricted Cash (Unspent Grants)		71,777	71,777	74,504	2,727	(4%)	
Repayment of Debentures	10	(137,199)	(80,024)	(67,887)	12,137	15%	▲
Transfer to Reserves	7	(286,596)	(156,870)	0	156,870	100%	▲
<b>Amount attributable to financing activities</b>		<b>(313,823)</b>	<b>(146,224)</b>	<b>6,617</b>	<b>152,841</b>	<b>105%</b>	
<b>Closing Funding Surplus (Deficit)</b>	3	<b>(60)</b>	<b>1,457,648</b>	<b>3,275,091</b>	<b>1,817,443</b>	<b>125%</b>	▲

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

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

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

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**Note 1: Significant Accounting Policies**

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

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

There have been no changes to the Shire of Coorow's significant accounting policies since adopting the 2016/2017 budget.

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**Note 2: Explanation of Material Variances**

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	6,853	12237%			
Housing	(5,996)	(9%)			
Community Amenities	(202,438)	(39%)	▼	Timing	3 Bays Walkway Grant has not yet been received
Recreation and Culture	3,936	3%			
Transport	431	1%			
Economic Services	9,416	20%			
Other Property and Services	25,931	25%	▲	Permanent	Recoup of Long Service Leave not budgeted for
<b>Operating Expense</b>					
General Purpose Funding	4,279	2%			
Law, Order and Public Safety	(109,803)	(44%)	▼	Permanent	DFES vehicle changeovers not budgeted for
Health	18,114	19%	▲	Permanent	Restructure savings/no doctor coming to Leeman
Education and Welfare	9,030	14%			
Housing	(36,144)	(555%)	▼	Timing	Housing allocations lower than expenditure
Community Amenities	33,681	7%			
Recreation and Culture	17,065	2%			
Transport	192,528	6%			
Economic Services	47,059	28%	▲	Timing	Promotions, Caravan Park/Milligan Island, allocations
Other Property and Services	183,705	49%	▲	Timing	Parts & repairs, fuel, allocations
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	57,176	10%			
Proceeds from Disposal of Assets	(84,402)	(78%)	▼	Permanent	Grader not changed over
<b>Capital Expenses</b>					
Land and Buildings	25,674	12%	▲	Timing	Journal for Green Head Mens shed not done yet
Infrastructure - Roads	498,541	40%	▲	Timing	Seal works yet to be undertaken
Infrastructure - Other	618,779	68%	▲	Timing	Public Open Space, Leeman Water, 3 Bays Walkway
Infrastructure - Footpaths	53,893	100%	▲	Timing	Yet to seek quotations
Plant and Equipment	235,102	58%	▲	Permanent	Grader will be removed in budget review
<b>Financing</b>					
Loan Principal	12,137	15%	▲	Timing	Timing only

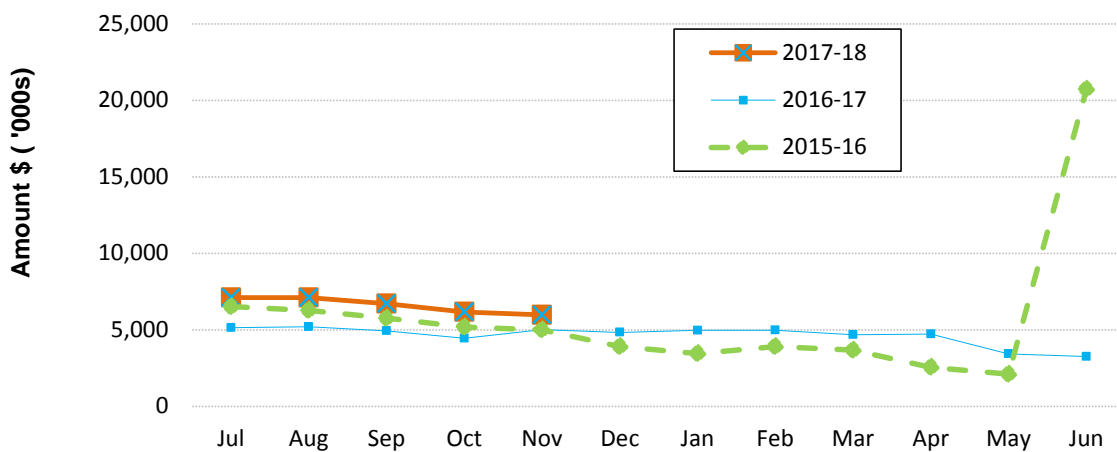
**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2017	31 Jan 2017	31 Jan 2018
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	2,413,451	1,908,472	3,210,647
Cash Restricted - Conditions over Grants	11	74,504	0	0
Cash Restricted	4	764,634	1,294,541	764,634
Receivables - Rates	6	162,700	257,189	358,092
Receivables - Other	6	131,319	271,042	36,978
Inventories		14,369	12,950	5,215
		3,560,977	3,744,193	4,375,566
<b>Less: Current Liabilities</b>				
Payables		(446,821)	(126,591)	(91,529)
Provisions Loans		(137,203)	(66,490)	(69,316)
Provisions Leave		(416,710)	(393,791)	(416,710)
		(1,000,734)	(586,872)	(577,555)
Less: Cash Reserves	7	(764,634)	(1,294,541)	(764,634)
Less: Unspent Grants		(74,504)	0	0
Add: Loan Current		137,203	66,490	69,316
Less: SSL Repayments		0	0	0
Add: Leave Reserve		172,378	196,118	172,378
Trust imbalance		0	0	20.00
<b>Net Current Funding Position</b>		<b>2,030,686</b>	<b>2,125,388</b>	<b>3,275,091</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**Note 7: Cash Backed Reserve**

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	172,378	3,441	0	0	0	0	0	175,819	172,378
Building Reserve	4,044	81	0	200,000	0	0	0	204,125	4,044
Resource Sharing Reserve	24,285	485	0	0	0	0	0	24,770	24,285
Plant Reserve	410,880	8,202	0	0	0	0	0	419,082	410,880
Rebroadcasting Reserve	26,456	528	0	0	0	0	0	26,984	26,456
Wann Park Reserve	31,756	634	0	0	0	(32,390)	0	0	31,756
Joint Venture Housing Reserve	59,829	1,194	0	19,581	0	(5,805)	0	74,799	59,829
Bowling Club Reserve	2,157	43	0	2,100	0	0	0	4,300	2,157
Road Infrastructure Reserve	0	0	0	0	0	0	0	0	0
Pool Revitalisation Reserve	32,848	656	0	32,000	0	0	0	65,504	32,848
Tourist Infrastructure Reserve	0	0	0	17,651	0	0	0	17,651	0
	<b>764,634</b>	<b>15,264</b>	<b>0</b>	<b>271,332</b>	<b>0</b>	<b>(38,195)</b>	<b>0</b>	<b>1,013,035</b>	<b>764,634</b>

Unspent Grant Reconciliation	Opening Balance	Transfer TO	Transfer From	Interest	Actual YTD Closing Balance
	\$	\$	\$	\$	\$
CEACA Stage I (WATC)	1,642,508.08			6,108.87	1,648,616.95
CEACA Stage I (COMM Bank)	276,515.73			4,409.33	280,925.06
CEACA Stage II (WATC)	19,774,580.25			120,484.05	19,895,064.30
CEACA Stage II (COMM Bank)	351,467.21			1,214.04	352,681.25
Black spot Totadgin Hall Road	92,775.39			644.91	93,420.30
Cummins Theatre Audience Development	14,660.00			50.63	14,710.63
Cummins Theatre Renewal of Tech Equip	28,640.00			98.93	28,738.93
Community Development Grants	14,850.00			51.29	14,901.29
CBD Redevelopment (Job 1215)	87,943.45			303.78	88,247.23
CBD Business Case (Job 1216)	27,840.00			96.17	27,936.17
Kids Sport	5,551.22			19.18	5,570.40
NRM Barriers to Baiting	12,955.00			44.75	12,999.75
Lenihan Park Nature Play Space	10,000.00			34.55	10,034.55
Youth Trainee	10,000.00			34.55	10,034.55
	<b>22,350,286.33</b>	<b>0</b>	<b>0</b>	<b>133,595.03</b>	<b>22,483,881.36</b>

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**Note 9: Rating Information**

	Rate in	Number of Properties	Rateable Value	YTD Actual			Total Revenue	Amended Budget			
				Rate Revenue	Interim Rates	Back Rates		Rate Revenue	Interim Rate	Back Rate	Total Revenue
<b>RATE TYPE</b>	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV - Townsites	12.0080	728	8,089,906	971,436	2,598	0	974,034	971,396	525	0	971,921
UV - Agricultural	1.5920	201	121,966,000	1,941,699	0	0	1,941,699	1,941,699	0	0	1,941,699
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
<b>Sub-Totals</b>		<b>949</b>	<b>130,683,387</b>	<b>3,013,137</b>	<b>2,598</b>	<b>0</b>	<b>3,015,735</b>	<b>3,013,097</b>	<b>525</b>	<b>0</b>	<b>3,013,622</b>
<b>Minimum Payment</b>	<b>Minimum</b>										
	\$										
GRV - Townsites	815.00	202	903,122	164,630	0	0	164,630	165,445	0	0	165,445
UV - Agricultural	815.00	9	106,800	7,335	0	0	7,335	7,335	0	0	7,335
UV - Mining	815.00	10	63,750	8,150	0	0	8,150	8,150	0	0	8,150
UV - Mining Exploration	300.00	5	5,123	1,500	0	0	1,500	1,500	0	0	1,500
<b>Sub-Totals</b>		<b>226</b>	<b>1,078,795</b>	<b>181,615</b>	<b>0</b>	<b>0</b>	<b>181,615</b>	<b>182,430</b>	<b>0</b>	<b>0</b>	<b>182,430</b>
		<b>1,175</b>	<b>131,762,182</b>	<b>3,194,752</b>	<b>2,598</b>	<b>0</b>	<b>3,197,350</b>	<b>3,195,527</b>	<b>525</b>	<b>0</b>	<b>3,196,052</b>
Movement in Excess Rates							(19,566)				
Discounts							(90,132)				(85,195)
<b>Amount from General Rates</b>							<b>3,087,651</b>				<b>3,110,857</b>
Write Offs							(207)				(500)
Ex-Gratia Rates							9,348				11,890
Specified Area Rates											0
<b>Totals</b>							<b>3,096,792</b>				<b>3,122,247</b>

**Comments - Rating Information**



#### 11.3.4 2017/2018 BUDGET REVIEW

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	23 January 2018
<b>ATTACHMENT</b>	2017/2018 Budget Review
<b>FILE</b>	ADM0619

#### **SUMMARY:**

**To consider adopting the Budget review as at 31 December 2017 and approving the Budget Amendments as presented.**

#### **COMMENT:**

In accordance with the provisions of the Local Government (Financial Management) Regulations 1996, a budget review document as at 31 December 2017 has been prepared (please refer to Budget Review submitted as a separate attachment).

The spread sheet displayed as an attachment to this report shows a balanced budget. This figure includes a number of amendments, the most significant of these being:

- Deferring purchase of replacement Grader (\$340,000) and removing purchase of vehicle for former MRS position (\$50,648) with budgeted changeover costs being transferred to Plant Reserve (\$150,000)
- Recognition of replacement of a Fire Brigade Vehicle (\$0 impact) and refunding insurance claim on Fire Brigade Vehicle not budgeted for (\$70,000)
- Transfer funds from Reserve to use for emergency works at Maley Park Function Centre (\$50,000)
- Contract Building Officer as a result of the restructure (\$30,000)
- Contribution received for Long Service Leave not budgeted for (\$25,000)
- Additional Roads to Recovery Funds of \$13,289 to be spent on Wubin Gunyidi Road project (\$0 impact)
- Savings of \$113,000 from a number of completed road projects being transferred to the Road Infrastructure Reserve for future road projects (\$0 impact)
- Capital upgrades to Coorow Aquatic Centre and transfer of Reserve balance as a result of State Government changing grant conditions and awarding an additional grant (\$0 impact)
- Surplus funds from Leeman Foreshore toilets being transferred to other Leeman Foreshore Redevelopment projects (\$0 impact).
- Adjustments to opening surplus and restricted cash figures as a result of Auditors' adjustments to the 2016/17 Financial Statements (\$27,579)

A more comprehensive list of the proposed budget amendments is included in Note 4 of the attached Budget Review.

In presenting the information to Council, management has been somewhat conservative with the estimated year end position, given that the review of the data takes place with six months remaining of the financial year.

Management will continue to monitor the Budget to the end of the financial year and attempt to identify further savings and/or alternative sources of funds.

**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulations 1996, 33A Review of budget

**STRATEGIC IMPLICATIONS:**

There will be some impact on the Long Term Financial Plan as a result of transferring funds to/from reserves.

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

The proposed budget review aims to result in a balanced end of year position.

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION/RESOLUTION:**

**2018/015**

**Moved: Cr Peck**

**Seconded: Cr Rackemann**

***That the Shire of Coorow Budget Review as at 31 December 2017 be adopted as presented, in accordance with clause 33A of the Local Government (Financial Management) Regulations 1996 and that the budget be amended accordingly.***

***CARRIED 6/0  
Absolute Majority***

### 11.3.5 AMENDMENT TO DELEGATION 3.2.2 – PAYMENT OF ACCOUNTS (CREDITORS)

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Author is named in the Delegation
<b>DATE OF REPORT</b>	24 January 2018
<b>ATTACHMENT</b>	Draft Delegation 3.2.2 Payment of Accounts
<b>FILE</b>	ADM0609

#### **SUMMARY:**

**To consider amending delegation 3.2.2 – Payment of Accounts (Creditors) to replace the Manager Regulatory Services with the Senior Finance Officer.**

#### **COMMENT:**

Prior to the recent organisational restructure which removed the position of Manager Regulatory Services, there were four senior staff able to co-sign payments and other instructions re the Shire bank accounts, ie:

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

It would be prudent to keep four staff members able to co-authorise payments in the case that two are unavailable when payments are required. It is recommended that the Senior Finance Officer be given co-approval rights.

#### **STATUTORY ENVIRONMENT:**

Local Government Act 1995, Section 5.42

Local Government (Financial Management) Regulations 1996, Regulations 12 and 13

#### **STRATEGIC IMPLICATIONS:**

There are no strategic implications.

#### **POLICY IMPLICATIONS:**

There are no policy implications.

#### **FINANCIAL IMPLICATIONS:**

There are no direct financial implications.

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION RESOLUTION:**

**2018/016**

***Moved: Cr Rackemann***

***Seconded: Cr Sims***

***That Delegation 3.2.2 – Payment of Accounts (Creditors) be amended as attached***

***CARRIED 6/0  
Absolute Majority***

## DELEGATION NUMBER – 3.2.2

SUB SECTION: Finance

LEGISLATIVE POWER: Local Government Act 1995  
Section 5.42  
Local Government (Financial Management) Regulations  
1996 Regs 12 & 13

DELEGATION SUBJECT: Payment of Accounts (Creditors)

DELEGATE: Chief Executive Officer

The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:

- 1) The payee's name
- 2) The amount of the payment
- 3) The date of the payment
- 4) Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes.

All payments must be signed / authorised by any two of the following Officers:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Manager Works and Services
- Senior Finance Officer

*The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the Deputy Chief Executive Officer.*

### 11.3.6 GREEN HEAD BOWLING CLUB REQUEST FOR DONATION

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	22 January 2018
<b>ATTACHMENT</b>	Nil
<b>FILE</b>	ADM0051

#### **SUMMARY:**

**To consider a request for a monetary donation from the Green Head Bowling Club to purchase prizes for raffles.**

#### **BACKGROUND:**

The Green Head Bowling Club will be holding its annual "Welcome Day" on Saturday 19 May 2018. The Club advises that they try to run the day at a profit to raise funds to maintain the bowling greens.

#### **COMMENT:**

The prize pool for the "Welcome Day" is \$600 and the Club will attempt to recoup this money by running raffles on the day. Any sponsorships received will be used to purchase prizes for the raffles and the sponsors will be publicly acknowledged. Last year Bendigo Bank sponsored the day for \$200.

#### **STATUTORY ENVIRONMENT:**

There are no statutory implications.

#### **STRATEGIC IMPLICATIONS:**

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

- *Support live performance, exhibitions and other arts opportunities*
- *Encourage increased town site interaction through sport and cultural events*
- *Encourage strong community participation and involvement*
- *Provide social facilities and services to serve the lifestyle needs of our communities*
- *Improve services and facilities that actively support youth, disability and seniors in the region*

While sponsoring a sporting event would appear to be in keeping with the Community Strategic Plan, the Shire does not usually provide monetary donations to sporting clubs.

Sponsoring this event would set a precedent to the other sporting clubs who hold open days who would undoubtedly also appreciate sponsorship (bowls, golf, darts, table tennis etc).

#### **POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

The 2017/2018 Budget includes \$5,000 funding for unplanned donations which can only be approved by Council resolution. There is currently \$3,963 remaining of this provision.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION/RESOLUTION:**

**2018/017**

***Moved: Cr Jack***

***Seconded: Cr Peck***

**That the Green Head Bowling Club's request for sponsorship for the 2018 "Welcome Day" be denied.**

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

### 11.3.7 USE OF SHIRE FACILITIES BY SPORTING CLUBS/ORGANISATIONS

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	22 January 2018
<b>ATTACHMENT</b>	Submission and request by Green Head Sporting Club
<b>FILE</b>	

#### **SUMMARY:**

**To consider the requests by the Green Head Sporting Club and to adopt a policy for the use of Shire facilities by Sporting Clubs/Organisations.**

#### **COMMENT:**

A submission has been received from the Green Head Sporting Club Incorporated seeking the Shire of Coorow's comments and support for the proposed upgrade of the Green Head Sporting Club. A copy of the submission and associated documents is provided for Councillors' information.

Essentially, the Club is looking to expand and upgrade its facilities and estimates that it will cost \$240,000. They are willing to contribute \$71,834 towards the project and are proposing a Shire contribution of \$79,833 and grant funds of \$38,333. They have not suggested who would contribute the other \$50,000.

The current Long Term Financial Plan includes a total project amount of \$300,000 in 2021/22, with the Shire contributing \$100,000. This contribution is proposed to be funded largely from reserve funds, which means that the project could possibly be brought forward if grant funds were approved.

Staff forwarded a copy of the submission to the Department of Sport and Recreation to provide feedback as to the likelihood of funding for the project. The response indicated that a CSRFF application under the current proposal wouldn't likely be endorsed.

This is mainly due to the nature of the facilities is mixed between sporting/recreation and social, with the social element being an issue. The activities which for the most part are upgrades and/or maintenance so aren't strongly supported (acoustics, interior wall renovations, verandah and roof variations).

Any activity that has anything to do with social aspects are not supported/eligible, eg cool room, function room, BBQ area, kitchen upgrades and bar upgrades. Things like the competition room, a storeroom and upgrading the toilet for disabled access may be supported however.

It may be possible for the Green Head Sporting Club to apply to Lotterywest for funding as these are mostly community based upgrades so could very likely be supported, (eg prior projected funded include the Coorow Hall upgrades, Green Head Mens Shed meeting room).



After researching the levels of expenditure on sport and recreation facilities for the three towns, the Green Head Sporting Club Inc also have requested that the Shire consider taking on the electricity and water costs of the Club (approximately \$5,700 per annum).

Their letter, including a summary of the current levels of assistance provided by the Shire to a number of organisations, is attached.

Staff are of the opinion that community groups with exclusive use of a facility should pay for their own utilities and have prepared a draft policy for Council consideration. While it may not be possible to change existing lease documents, any future leases could be based on the guidelines established by the policy.

It is recommended that the draft policy be advertised for public comment as it has the potential to impact a number of local organisations in the future, as well as the long term financial sustainability and service provision of the Shire.

**STATUTORY ENVIRONMENT:**

There are no direct statutory implications.

**STRATEGIC IMPLICATIONS:**

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

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

The level of support provided by the Shire to its sporting and other local organisation has developed through ad hoc arrangements in the past. It would be beneficial to set a direction to guide future decisions on what the ratepayers should and should not be subsidising and to eventually bring equity to local groups.

**POLICY IMPLICATIONS:**

There are currently no policies in place regarding leases and/or seasonal arrangements with sporting or other community groups utilising Shire facilities.

**FINANCIAL IMPLICATIONS:**

The two requests have the potential to impact on the long term financial plan and future budgets of the Shire. The upgrades to the Green Head Sports Club building are already included in the Long Term Financial Plan, however there has been no provision for increased levels of expenditure to pay for water or power.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION/ RESOLUTION:**

**2018/018**

**Moved: Cr Oakes**

**Seconded: Cr Rackemann**

**That:**

- 1) Draft policy 7.6.1 be advertised for public comment.**
- 2) The Green Head Sports Club be advised that the Shire is willing to contribute one third of the capital costs of upgrades to the Green Head Sports Club buildings.**
- 3) The Green Head Sports Club be advised that the Shire is not able to assist with its operational costs.**

**CARRIED 6/0  
Simple Majority**

## **POLICY – RECREATION & CULTURE**

Sub Section:	Sporting Clubs/Organisations
Policy Number:	7.6.1
<b>Policy Subject:</b>	<b>Use of Shire Facilities by Sporting Clubs/Organisations</b>
Policy:	The Shire strives to provide an equitable level of support to local Sporting Clubs/Organisations.
Objectives:	To establish guidance as to future management of Council owned facilities utilised by Sporting Clubs and other local Groups with the aim of eventually providing the same level of support.
Guidelines:	<ol style="list-style-type: none"><li>1) Sporting Clubs and community organisations are to be categorised into two groups:<ul style="list-style-type: none"><li>• Organisations with exclusive use of a Shire facility:<ul style="list-style-type: none"><li>○ Coorow Bowling Club</li><li>○ Coorow Community Resource Centre</li><li>○ Coorow Golf Club</li><li>○ Coorow Heritage Group</li><li>○ Green Head Mens Shed</li><li>○ Green Head Sporting Club</li><li>○ Leeman Country &amp; Sporting Club</li><li>○ Snag Island Community Garden</li></ul></li><li>• Organisations who do not have the exclusive use of a Shire facility:<ul style="list-style-type: none"><li>○ Coorow Carpet Bowls</li><li>○ Coorow Hockey Club</li><li>○ Coorow Latham Cricket Club</li><li>○ Coorow Latham Netball Club</li><li>○ Coorow Latham Football Club</li><li>○ Coorow Swimming Club</li><li>○ Coorow Tennis Club</li><li>○ Green Head Church Group</li><li>○ Green Head Community Association</li><li>○ Turquoise Coast Table Tennis Association</li></ul></li></ul></li><li>2) Future leases for the exclusive use of Shire facilities by sporting clubs or community groups should be based on the following:<ul style="list-style-type: none"><li>• Rent of \$10 + GST per annum</li><li>• All outgoings including water, electricity, gas, telecommunications and rubbish services to be paid by the organisation</li><li>• Building insurance to be paid by the Shire</li><li>• Maintenance items of up to \$1,000 should be arranged for and paid by the organisation</li><li>• Organisation to arrange annual gutter cleaning, air</li></ul></li></ol>

- conditioner servicing, termite inspection and fire extinguisher servicing
  - Maintenance items costing more than \$1,000 should be referred to the Shire for approval and action
  - Capital upgrades and renewal to be considered by the Shire with a maximum contribution of 1/3 by the Shire
- 2) Sporting Clubs and organisations with seasonal or ongoing use of Shire facilities should be offered this use based on a written agreement incorporating the following:
- an annual fee based on 10% of the maintenance costs of the venue (including water and electricity)
  - the cost of any work requested by the organisation that is not included as part of normal maintenance shall be met in full by the user group requesting that work
  - the user be responsible for leaving the building/facility in a clean and tidy condition, any additional cleaning required by the Shire will be charged to the user group

First Adopted:

Last Review:

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

Nil

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

**RESOLUTION:**

**2018/019**

***Moved: Cr Rackemann***

***Seconded: Cr Peck***

That two (2) items of urgent business be considered

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

Councillor Sims declared an impartiality interest in both items as he is closely associated with the Acting Principal of the Coorow Primary School.

**13.1 WAIVER OF EXCLUSIVE USE FEE – COOROW SWIMMING POOL**

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	19 February 2018
<b>ATTACHMENT</b>	Email from Charles Wass, Chairperson Coorow Primary School
<b>FILE</b>	ADM0013 – Community Services – Swimming Pool

**SUMMARY:**

**To consider a request to waive the exclusive use fee for use of the Coorow Swimming Pool for the Coorow Primary School swimming carnival.**

**BACKGROUND:**

On Friday 23 February 2018, the Coorow Primary School will be holding a swimming carnival. This requires exclusive use of the pool whilst the carnival is being held. The Chairperson, Charles Wass, has requested that Council consider waiving the fee for exclusive use as the education budget of the school is extremely tight.

**COMMENT:**

Despite the fact that education and schools should be funded by the Government, Council should consider the community benefits of this event prior to making a decision.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995 - s**6.12** Power to defer, grant discounts, waive or write off debts

**STRATEGIC IMPLICATIONS:**

There are no strategic implications.

**POLICY IMPLICATIONS:**

Delegation 3.2.3 Waiving of Fees and Charges for Council Facilities

**FINANCIAL IMPLICATIONS:**

Income of \$304 (\$76 x 4) will be foregone if the fee waiver is approved

**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION/ RESOLUTION:**

**2018/020**

**Moved: Cr Jack**

**Seconded: Cr Rackemann**

**That:**

- 1) the hire fees be waived for the Coorow Primary School to hold the swimming carnival on Friday 23 February 2018; and**
- 2) the Donations account (2040129) be debited and the Coorow Swimming Pool income account (3110220) be credited for the amount of \$304.**

**CARRIED 5/1  
Absolute Majority**

<b>13.2 COOROW P &amp; C – WAIVING OF HALL HIRE FEES</b>
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<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	21 February 2018
<b>ATTACHMENT</b>	Emailed Letter from Stacey Coughlan, Coorow P & C
<b>FILE</b>	ADM0051 – Community Relations – Sponsorship - Donations

**SUMMARY:**

**To consider a request to covering the hire fee for use of the Coorow Community Hall for the Coorow P & C Bogan Bingo night.**

**BACKGROUND:**

On Friday 16 March 2018, the Coorow P & C will be holding a Bogan Bingo night at the Coorow Town Hall. Stacey Coughlan representing the Coorow P & C, has requested that Council consider covering the fee for hiring the Coorow Town Hall which will allow them to raise more money for the school.

**COMMENT:**

Despite the fact that education and schools should be funded by the Government, Council should consider the community benefits of this event prior to making a

decision. The 2017/18 Budget includes a donation of \$100 for the Coorow P & C for their annual fundraising event.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995 - s**6.12** Power to defer, grant discounts, waive or write off debts

**STRATEGIC IMPLICATIONS:**

There are no strategic implications.

**POLICY IMPLICATIONS:**

Delegation 3.2.3 Waiving of Fees and Charges for Council Facilities

**FINANCIAL IMPLICATIONS:**

There will be an extra cost of \$50 if the donation is allowed to cover the Coorow Hall Hire Fee.

**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION/ RESOLUTION:**

**2018/021**

**Moved: Cr Jack**

**Seconded: Cr Peck**

***That the donation to the Coorow P & C for their annual fundraising event be increased to \$150 to cover the hire cost of the Coorow Town Hall, to be funded from the Donations account (2040129).***

**CARRIED 6/0  
Absolute Majority**

**14. MATTERS BEHIND CLOSED DOORS:**

**PROCEDURAL RESOLUTION:**

**2018/022**

**Moved: Cr Oakes**

**Seconded: Cr Peck**

***That Council goes behind closed doors for item 14.1***

**CARRIED 6/0  
Simple Majority**

The members of the public left the meeting at 5.58 pm

#### 14.1 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Chief Executive Officer – Leave Application Deputy Chief Executive Officer – Higher Duties
DATE OF REPORT	31 January 2018
ATTACHMENT	Nil
FILE	Personal

#### OFFICER RECOMMENDATION/ RESOLUTION:

2018/023

*Moved: Cr Rackemann*

*Seconded: Cr Jack*

*That:*

- 1. The Chief Executive Officer's request for annual leave for the period Friday 2 March 2018 to Friday 9 March 2018 (both dates inclusive) be approved;*
- 2. Mrs Leanne Parola, Deputy Chief Executive Officer, be appointed as the Shire of Coorow's Acting Chief Executive Officer for the period Friday 2 March 2018 to Friday 9 March 2018 (both dates inclusive); and,*
- 3. That the Deputy Chief Executive Officer be paid 100% higher duties for the duration of the period as Acting Chief Executive Officer.*

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



**PROCEDURAL RESOLUTION:**

2018/024

**Moved: Cr Rackemann**

**Seconded: Cr Oakes**

***That Council comes from behind closed doors***

**CARRIED 6/0  
Simple Majority**

**15. DATE OF NEXT MEETING:**

**15.1 ORDINARY MEETING OF COUNCIL**

**Ordinary Meeting**

Next meeting of Council will be held on Wednesday 21 March 2017 at the Coorow District Hall from 5.00 pm.

**16. CLOSURE:**

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