



# **Minutes**

## **Ordinary Council Meeting**

# **21 March 2018**

Held at the Coorow District Hall



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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

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:.....	4
2.	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE PREVIOUSLY APPROVED .....	4
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:.....	4
4.	PUBLIC QUESTION TIME: .....	4
5.	APPLICATION FOR LEAVE OF ABSENCE:.....	5
6.	DECLARATION OF INTEREST: .....	5
7.	PETITIONS/DEPUTATIONS/PRESENTATIONS .....	5
8.	CONFIRMATION OF MINUTES .....	5
8.1	GREEN HEAD COAST CARE MEETING HELD MONDAY 12 FEBRUARY 2018 HELD AT THE GREEN HEAD COMMUNITY CENTRE .....	5
8.2	AUDIT COMMITTEE MEETING HELD WEDNESDAY 21 FEBRUARY 2018 HELD AT THE LEEMAN RECREATION CENTRE .....	6
8.3	ORDINARY MEETING HELD WEDNESDAY 21 FEBRUARY 2018 HELD AT THE LEEMAN RECREATION CENTRE .....	6
9.	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:.....	6
10.	MATTER FOR WHICH MEETING MAY BE CLOSED; .....	6
11.	REPORTS: .....	7
11.1	CHIEF EXECUTIVE OFFICER: .....	7
11.1.1	SHIRE OF COOROW AUDIT COMMITTEE – 2017 COMPLIANCE AUDIT RETURN .....	7
11.1.2	OFFICE CLOSURE – 3 APRIL 2018.....	9
11.1.3	TENDER FOR 3 BAYS WALKWAY – TRAIL CONSTRUCTION – RFT 03/18 .....	11
11.1.4	TENDER FOR SALE OF 2016 FORD RANGER UTILITY – 01/2018 .....	13
11.1.5	CLIFF PARK LANDSCAPE TREATMENTS .....	15
11.1.6	INTRODUCTION OF FEE FOR OVERFLOW CAMPING AT LEEMAN.....	18
11.2	MANAGER OF WORKS AND SERVICES: .....	19
11.2.1	NIL .....	19
11.3	DEPUTY CHIEF EXECUTIVE OFFICER: .....	20
11.3.1	ACCOUNTS FOR PAYMENT .....	20
11.3.2	MONTHLY STATEMENT OF FINANCIAL ACTIVITY – FEBRUARY 2018.....	27
12.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN: .....	28
13.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION: .....	28
14.	MATTERS BEHIND CLOSED DOORS:.....	28
15.	DATE OF NEXT MEETING: .....	28
15.1	ORDINARY MEETING OF COUNCIL.....	28
16.	CLOSURE: .....	28

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

The President Cr Moira J Girando, welcomed those present and opened the Meeting at 5.00 pm.

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

Councillor M J Girando  
Councillor B A Jack  
Councillor M R Bothe  
Councillor R J Clement  
Councillor V R Oakes  
Councillor S D Peck  
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 D A Rackemann

**Apologies**  
Nil

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

Nil

4. **PUBLIC QUESTION TIME:**

Nil

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

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

- Councillor Rackemann from 28 March to 4 April 2018 and 12 April to 18 April 2018

**RESOLUTION:**            **2018/025A**

**Moved: Cr     Bothe            Seconded: Cr Sims**

***Cr D Rackemann be granted a leave of absence from 28 March 2018 to 4 April 2018 and 12 April to 18 April 2018.***

**CARRIED 7/0  
Simple Majority**

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

Nil

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

Nil

## 8. **CONFIRMATION OF MINUTES**

8.1	GREEN HEAD COAST CARE MEETING HELD MONDAY 12 FEBRUARY 2018 HELD AT THE GREEN HEAD COMMUNITY CENTRE
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AUTHOR	Peter Crispin
DISCLOSURE OF INTEREST	Nil
DATE OF REPORT	8 February 2018

**OFFICER RECOMMENDATION/ RESOLUTION:**            **2018/025**

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

***That the Minutes of the Green Head Coast Care Meeting held on Monday 12 February 2018 be received.***

**CARRIED 7/0  
Simple Majority**

**8.2 AUDIT COMMITTEE MEETING HELD WEDNESDAY 21 FEBRUARY 2018  
HELD AT THE LEEMAN RECREATION CENTRE**

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

**OFFICER RECOMMENDATION/ RESOLUTION: 2018/026**

**Moved: Cr Peck Seconded: Cr Clement**

***That the Unconfirmed Minutes of the Audit Committee Meeting held on Wednesday 21 February 2018 be received.***

**CARRIED 7/0  
Simple Majority**

**8.3 ORDINARY MEETING HELD WEDNESDAY 21 FEBRUARY 2018 HELD AT  
THE LEEMAN RECREATION CENTRE**

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

**OFFICER RECOMMENDATION/ RESOLUTION: 2018/027**

**Moved: Cr Oakes Seconded: Cr Sims**

***That the Minutes of the Ordinary Meeting held on Wednesday 21 February 2018 confirmed as a true and correct record.***

**CARRIED 7/0  
Simple Majority**

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

The CEO's confidential performance review document has been provided to Councillors and should be completed and returned to the Shire President via the Administration Office within two weeks.

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

Nil

## **11. REPORTS:**

### **11.1 CHIEF EXECUTIVE OFFICER:**

#### **11.1.1 SHIRE OF COOROW AUDIT COMMITTEE – 2017 COMPLIANCE AUDIT RETURN**

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	12 March 2018
<b>ATTACHMENT</b>	11.1.1
<b>FILE</b>	ADM0057

#### **SUMMARY:**

**Presentation of the 2017 Compliance Audit Return to Council for adoption.**

#### **BACKGROUND:**

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

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

The Compliance Audit return must then be:

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

A copy of the Return is submitted for Councillors' perusal, comment and adoption by Council at its Ordinary Meeting to be held in March 2018. It is a requirement that the Shire President and Chief Executive Officer sign the Return.

#### **COMMENT:**

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

#### **STATUTORY ENVIRONMENT:**

Nil

#### **STRATEGIC IMPLICATIONS:**

Nil

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

Nil

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION/\_RESOLUTION:**

**2018/028**

***Moved: Cr Peck***

***Seconded: Cr Sims***

***That the:***

- 1. Recommendation of the Shire of Coorow Audit Committee be accepted and that the 2017 Compliance Audit Return (submitted as separate Attachment 11.1.1 to the report of the Deputy CEO dated 21 February 2018) be adopted;***
- 2. Adoption of the 2017 Compliance Audit Return be recorded in the Minutes of Council; and***
- 3. Chief Executive Officer and the Shire President be authorised to sign/certify the 2017 Compliance Audit Return.***

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



### 11.1.2 OFFICE CLOSURE – 3 APRIL 2018

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	This item pertains to all office staff
<b>DATE OF REPORT</b>	14 March 2018
<b>ATTACHMENT</b>	Nil
<b>FILE</b>	ADM0275 Governance Authorisations

#### **SUMMARY:**

**To consider the closing of the Shire administration offices on Tuesday 3 April 2018, with staff using the extra public holiday from the Easter break to accommodate the day off.**

#### **BACKGROUND:**

In 2018 the Easter break falls between 30 March and 2 April, and according to the employment awards, all staff are entitled to one extra public holiday at this time. Policy 2.1.25 states that this day should be taken at Easter subject to work rosters. If not taken then, it must be taken with a fortnight of it becoming due.

#### **COMMENT:**

It has been suggested that it would work better for rostering if the extra public holiday was taken by all staff on the same day, being Tuesday 3 April 2018.

This would mean that the offices hours would become:

Friday 30 March – Tuesday 3 April	Easter	CLOSED
Wednesday 4 April		OPEN

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

Where possible the outside crew will also use 3 April 2018 for their extra public holiday.

#### **STATUTORY ENVIRONMENT:**

Nil

#### **STRATEGIC IMPLICATIONS:**

Nil

#### **POLICY IMPLICATIONS:**

Policy 2.1.25 – Public Holidays in Lieu

#### **FINANCIAL IMPLICATIONS:**

Nil

**VOTING REQUIREMENT:**

Simple Majority

**OFFICERS RECOMMENDATION/RESOLUTION:**

**2018/029**

**Moved: Cr Sims**

**Seconded: Cr Oakes**

***That the Coorow and Leeman Administration Offices be closed on Tuesday 3 April 2018 with staff using the extra public holiday in lieu from the Easter break.***

**CARRIED 7/0  
Simple Majority**

11.1.3	TENDER FOR 3 BAYS WALKWAY – TRAIL CONSTRUCTION – RFT 03/18
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<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	14 March 2018
<b>ATTACHMENT</b>	Tender Summary will be provided at the meeting
<b>FILE</b>	ADM0553 – Parks & Reserves – Green Head & Leeman POS

**SUMMARY:**

To consider tenders received for the ‘3 Bays Walkway – Trail Construction’ tender RFT 03/2018.

**BACKGROUND:**

RFT 03/2018 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 was advertised in the West Australian on 28 February 2018, and local publications and social media following this. Tender submissions close at 4.00pm 16 March 2018.

More than 20 people attended the site meeting held 9 March 2018 and interest was shown from several companies.

**COMMENT:**

As the closing date is 4:00pm 16 March 2018 (after the agendas have been completed), a confidential report listing the tenders and assessments will be presented to Council on meeting day.

**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 REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION**

That RFT 03/2018 - 3 Bays Walkway tender for the construction of concrete and stabilised crushed limestone pathways be awarded to \_\_\_\_\_ at a cost of \$\_\_\_\_\_ (excluding GST).

**RESOLUTION:**

**2018/030**

***Moved: Cr Peck***

***Seconded: Cr Sims***

***That RFT 03/2018 - 3 Bays Walkway tender for the construction of concrete and stabilised crushed limestone pathways be awarded to Jurien Bay Concrete & Earthworks at a cost of \$248,837 (excluding GST).***

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

*CEO Declared an interest as his son-in-law was one of the tenderers.*

#### 11.1.4 TENDER FOR SALE OF 2016 FORD RANGER UTILITY – 01/2018

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	14 March 2018
<b>ATTACHMENT</b>	Tender Summary will be provided at the meeting
<b>FILE</b>	ADM0341 – Plant & Equipment & Stores – Fleet Management

#### **SUMMARY:**

**To consider tenders received for the outright sale of 2016 Ford Ranger 4x4 Dual Cab Utility tender RFT 01/2018.**

#### **BACKGROUND:**

RFT 01/2018 for the outright sale of a 2016 Ford Ranger 4x4 Dual Cab Utility was advertised in the West Australian on 24 February 2018, and local publications and social media following this. Tender submissions close at 4.00pm 16 March 2018.

Only two (2) people have inspected the vehicle up until now.

#### **COMMENT:**

As the closing date is 4:00pm 16 March 2018 (after the agendas have been completed), a confidential report listing the tenders and assessments will be presented to Council on meeting day.

#### **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:**

Nil

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

The 2017/18 Amended Budget contains an estimated income of \$32,545 (excluding GST).

#### **VOTING REQUIREMENTS:**

Absolute Majority

## **OFFICER RECOMMENDATION**

That RFT 01/2018 – Outright sale of 2016 Ford Ranger 4x4 Dual Cab Utility tender be awarded to \_\_\_\_\_ for a purchase price of \$\_\_\_\_\_ (including GST).

**RESOLUTION:** **2018/031**

**Moved: Cr Jack**

**Seconded: Cr Bothe**

***That RFT 01/2018 – Outright sale of 2016 Ford Ranger 4x4 Dual Cab Utility tender be awarded to Peter Kevin Every for a purchase price of \$37,150 (including GST).***

**CARRIED 7/0  
Absolute Majority**

### 11.1.5 CLIFF PARK LANDSCAPE TREATMENTS

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	14 March 2018
<b>FILE</b>	ADM0509
<b>ATTACHMENT</b>	Green Head Community Association Powerpoint Presentation

#### **SUMMARY:**

**To review the landscape treatments (sand mounds) that were installed at Cliff Park following ongoing vandalism.**

#### **BACKGROUND:**

Cliff Park is situated on the Reserve 31229 and has been developed over approximately 20 years. Over a considerable number of years there has been vandalism occurring at Cliff Park. This is not the normal type of vandalism (graffiti, breakages, etc) but the indiscriminate cutting, pruning and poisoning of trees.

In 2017 the vandalism took on a new turn that included the hammering of copper nails into the trees, and holes drilled in to the trunks, presumably for poison to be administered. A significant number of the trees have died.

It was the continuation and escalation of the vandalism at the park over many years that necessitated the installation of raised landscaping treatments in August/September 2017.

#### **COMMENT:**

The 'landscaping treatments' are sand mounds which have been covered in matting and planted with a variety of plants. Further vandalism has occurred, with people trampling the plants and/or tearing them out.

Since the mounds were installed, the Shire has received ongoing complaints and public questions (mainly from the same three families) and the volunteer park custodians and shire staff have been followed, photographed and in some cases, subjected to abuse. This behaviour is evidence of the emotion that this issue has raised in some parts of the community.

At the Ordinary Meeting of Council held 21 February 2018, the Shire President, Councillor Girando, advised those in attendance that an item relating to the sand mounds (but not the gardens at Cliff Park) would be prepared for the next Council meeting.

As a follow up to this, a meeting of the Green Head Community Association was held on Monday 5 March 2018 to form a view regarding the mounds and to make a recommendation to Council from the Association. 34 people attended that meeting.

A copy of a powerpoint presentation from the Green Head Community Association meeting is attached. The meeting resolved as follows:

- 1) That the sand mounds installed by the Shire at Cliff Park be removed, and that no other obstructions to the sea view, either large signs or walls, be put in their place*
- 2) That the alternatives in the space vacated by the sand mounds at Cliff Park will be planned with suitable professional advice to include an entry statement to the park, inclusive of native garden comprising native plants and shrubs endemic to the local area, incorporating local artform such as relevant metal sculptures*

These recommendations do not address the original issue of the vandalism of the trees and plants at Cliff Park in any way and would not serve as a deterrent to further criminal acts.

The mounds have yet to be in place for a winter, so have not had a chance to be properly vegetated. While most of the planted species on the mounds have died or been illegally removed, many indigenous plants have sprouted and are slowly covering the mounds.

Many options are available to Council including:

- 1) retain the mounds until new trees can be planted and are grown to the height of the trees previously cut down
- 2) remove the mounds and install large signs similar to the ones used by the Town of Bassendean after trees on their verges are cut down or poisoned
- 3) remove the mounds and not replace them, returning the area to its original use as a car park
- 4) adoption of one, or both, of the Green Head Community Association's recommendations

Unfortunately, no funds have been included in the 2017/2018 budget for signs or other treatments.

To remove the mounds and not replace them with something else to block the view of the water could be seen as rewarding the people who cut down and/or poisoned the trees and may not act as a deterrent to future acts of vandalism.

#### **STATUTORY ENVIRONMENT:**

There are no applicable statutory implications

#### **STRATEGIC IMPLICATIONS:**

Our Future Coorow 2017-2027, the Community Strategic Plan includes an objective to "Create and maintain safe and attractive places for people to live, work and play".



**POLICY IMPLICATIONS:**

There are no direct policy implications.

**FINANCIAL IMPLICATIONS:**

The 2017/2018 Budget does not include any further funding for capital works at Cliff Park.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That:

- 1) the landscape treatments at Cliff Park be removed after the installation of appropriate signage;
- 2) the community be advised that the signage will be removed when trees have been reestablished to the former height; and
- 3) further community consultation be undertaken for possible uses of the former carpark.

**RESOLUTION:****2018/032*****Moved: Cr Sims******Seconded: Cr Jack***

That:

- 1) the landscape treatments at Cliff Park be removed after the installation of appropriate signage;
- 2) the community be advised that the signage will be removed when trees have been reestablished to the former height;
- 3) that the CCTV cameras at Cliff Park be upgraded to achieve night surveillance; and
- 4) further community consultation be undertaken for possible uses of the former carpark.

**Defeated 3/4****Councillors Jack and Sims requested that their affirmative votes be recorded****RESOLUTION:****2018/033*****Moved: Cr Oakes******Seconded: Cr Clement***

***That:***

- 1) the landscape treatments at Cliff Park be removed;***
- 2) that advanced trees, similar to those previously in place, be planted in place of the ones that were killed;***
- 3) that the CCTV cameras be upgraded to ones with night vision capability.***

***CARRIED 6/1  
Simple Majority***

#### 11.1.6 INTRODUCTION OF FEE FOR OVERFLOW CAMPING AT LEEMAN

<b>AUTHOR</b>	Peter Crispin
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	14 March 2018
<b>FILE</b>	ADM0440 – Community Services – Caravan Parks
<b>ATTACHMENT</b>	Nil

#### **SUMMARY:**

**To consider introducing a fee for overflow camping at Wann Park Oval, Leeman.**

#### **BACKGROUND:**

In previous years the Leeman Caravan Park has used an agreement with the Shire to run overflow camping at Wann Park Oval, Leeman.

Since the imposition of a nightly fee for each camper by the Shire, the Leeman Caravan Park has decided not to use this facility.

Given that on the previous long weekend (5 March) that the Leeman and Green Head Caravan Parks and the Milligan Island Campsites were all full, it is thought that the previously used overflow site at Wann Park Leeman could be made available, managed by Ranger Services.

#### **COMMENT:**

It is proposed that the Shire coordinate the use of Wann Park for overflow camping over the Easter period. Ranger services would be responsible for collecting fees and overall management of the campers and community groups could be engaged to provide the cleaning of the recreation centre and removal of rubbish (emptying of bins).

The fee that is set would need to cover the cost of the cleaning, rubbish removal and management. It is proposed that the fee be set somewhere between \$20 and \$25 per night.

Both the Leeman and Green Head Caravan parks have already advised that they are completely full for the Easter period and will refer anyone else to the Shire.

It is thought that Milligan Island will also fill up very quickly.

#### **STATUTORY ENVIRONMENT:**

Local Government Act 1995, Sections 6.16 to 6.19 apply

#### **STRATEGIC IMPLICATIONS:**

There are no strategic implications.

#### **POLICY IMPLICATIONS:**

There are no policies relevant to the provision of overflow camping.

**FINANCIAL IMPLICATIONS:**

The potential income will cover the costs of cleaning, rubbish removal and management so there should be no impact on the financials.

**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION/RESOLUTION:**

**2018/034**

***Moved: Cr Jack***

***Seconded: Cr Oakes***

***That a fee of \$25 per night for overflow camping at Wann Park, Leeman be introduced and advertised accordingly.***

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

**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>	Annie Rudd
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	09 March 2018

#### **SUMMARY:**

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

#### **COMMENT:**

Approval is sought for the following list of payments of accounts made since Council's last meeting on 21 February 2018 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:****2018/035****Moved: Cr     Bothe****Seconded: Cr Sims**

***That payment listed in 11.4.1 Accounts Due and Submitted to Council up to 9 March 2018 including:***

**MUNICIPAL FUND**

<b><i>Cheque</i></b>	<b><i>20159 - 20168</i></b>	<b><i>\$     54,906.26</i></b>
<b><i>Collection</i></b>	<b><i>71020318 - 72660318</i></b>	<b><i>\$     36,492.25</i></b>
<b><i>Summaries</i></b>		
<b><i>Payroll DD's</i></b>	<b><i>21/02/2018 – 07/03/2018</i></b>	<b><i>\$     118,366.00</i></b>
<b><i>EFTS</i></b>	<b><i>12350 - 12430</i></b>	<b><i>\$     260,316.40</i></b>
<b><i>Superannuation</i></b>	<b><i>21/02/2018 – 07/03/2018</i></b>	<b><i>\$     29,907.56</i></b>
<b><i>Credit Card</i></b>	<b><i>13090218</i></b>	<b><i>\$     1,337.03</i></b>
<b><i>Totalling</i></b>		<b><i>\$     501,325.50</i></b>

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

**List of Accounts Due & Submitted to Council 09.03.18**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Trust</b>	<b>Muni</b>
EFT12350	13/02/2018	HERITAGE TANKS AUSTRALIA	DEPOSIT - 3 X 25000LTR WATER TANKS - WANN PARK		\$ 4,655.00
EFT12351	16/02/2018	AUSTRALIA POST-LPO	POSTAGE - JANUARY 2018		\$ 176.56
EFT12352	16/02/2018	AVON WASTE	WASTE REMOVAL - JANUARY 2018		\$ 30,467.17
EFT12353	16/02/2018	ACES-ANIMAL CARE	2 X SNAKE TONGS		\$ 230.40
EFT12354	16/02/2018	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		\$ 27.45
EFT12355	16/02/2018	BUNNINGS	TOOLS, STORAGE CONTAINERS, WETTING AGENT,HEX SCREWS		\$ 392.18
EFT12356	16/02/2018	BEAN KL	INTERNET 16/12/18 - 15/01/18		\$ 69.95
EFT12357	16/02/2018	BINDOON TRACTORS	CASE DRAIN KIT - CW3312		\$ 204.30
EFT12358	16/02/2018	COURIER AUSTRALIA	FREIGHT - LIBRARY, PATHWEST, JASON SIGNS		\$ 140.67
EFT12359	16/02/2018	REDMACH PTY LTD	HYD HOSE MANUFACTURE - CW0024, BATTERY - CW0026		\$ 854.30
EFT12360	16/02/2018	COASTAL MOBILE AUTO REPAIRS	40,000KM SERVICE - CW0050		\$ 609.00
EFT12361	16/02/2018	CARNAMAH TYRE SALES	REPAIR LOADER TYRE AND NEW O RING - CW0013		\$ 373.50
EFT12362	16/02/2018	FAMILY SHOPPING CENTRE	REFRESHMENTS - OZ DAY, IT VISION MEETING, CITIZENSHIP CEREMONY, COCKY SHOOT, BATTERIES, CLEANING MATERIAL		\$ 437.14
EFT12363	16/02/2018	FUEL DISTRIBUTORS	DIESEL (2)		\$ 5,824.35
EFT12364	16/02/2018	FRONTLINE FIRE & RESCUE	CAMLOCKS - FIRE VEHICLES		\$ 1,323.69
EFT12365	16/02/2018	GREEN HEAD PLUMBING & GAS	REPLACE PIPES & REPAIRS - LE FORESHORE TOILETS		\$ 712.94
EFT12366	16/02/2018	GH COUNTRY COURIERS	FREIGHT - BRAKE DRUM - CW004		\$ 101.02
EFT12367	16/02/2018	GREAT NORTHERN RURAL SERVICES	WATERFITTINGS & PARTS - WANN PARK UPGRADE		\$ 15,038.43
EFT12368	16/02/2018	GERALDTON MOWER & REPAIRS	GEAR HEAD		\$ 774.40
EFT12369	16/02/2018	GREEN HEAD COMMUNITY	3 X GREEN HEAD HISTORY BOOKS - CW LIBRARY		\$ 120.00
EFT12370	16/02/2018	GREAT SOUTHERN FUELS	DEGREASER & RECOSOL - CW004		\$ 544.10
EFT12371	16/02/2018	SHIRE OF IRWIN	REIMB-CESM 01/10/17 - 31/12/17		\$ 4,762.22
EFT12372	16/02/2018	LANDMARK	PROTECTIVE CLOTHING		\$ 195.12
EFT12373	16/02/2018	LANDGATE	RURAL UV VALUATION-06/01/18-19/01/18		\$ 80.90
EFT12374	16/02/2018	LEWIS ELECTRICS	ELECTRICAL WORKS - LOT 50 NAIRN ST		\$ 867.90
EFT12375	16/02/2018	LEEMAN POST AND FUEL	REFRESHMENTS, STATIONERY, PEST CONTROL-GH HALL		\$ 191.50
EFT12376	16/02/2018	MIDWEST CHEMICAL & PAPER	LOO ROLL, CLEANING ITEMS - COASTAL PUBLIC TOILETS		\$ 771.43
EFT12377	16/02/2018	MOORA TOYOTA	ASSTD FILTERS - CW002, CW000, CW3505		\$ 491.08
EFT12378	16/02/2018	METAL ARTWORK CREATIONS	NAME BADGE - PRESIDENT GIRANDO		\$ 28.60
EFT12379	16/02/2018	MACH 1 AUTO ONE GERALDTON	JOCKEY WHEEL, PETROL CLEANER		\$ 109.09
EFT12380	16/02/2018	MAIN STREET HARDWARE COOROW	PORTABLE PUMP, SCREWS - WORKSHOP TOILET		\$ 1,257.93
EFT12381	16/02/2018	NORTH MIDLANDS MOTORS	REPAIR AIR CON - CW007		\$ 344.80
EFT12382	16/02/2018	O'CALLAGHAN PTY LTD	2 X TYRE TUBES, 1 X TYRE (CLAIM PENDING) - CW0032		\$ 216.70
EFT12383	16/02/2018	PURCHER-INTERNATIONAL PTY LTD	AXLE GASKET - CW004		\$ 14.61

EFT12384	16/02/2018	PAPER PLUS OFFICE NATIONAL	ASSTD STATIONARY - LE DEPOT		\$ 221.06
EFT12385	16/02/2018	LEANNE PAROLA	INTERNET 15/02/18 - 14/03/18		\$ 59.95
EFT12386	16/02/2018	PEMCO DIESEL	REPAIRS, HUB, SPRING HANGERS, PINS/BUSHES - CW0034		\$ 3,903.46
EFT12387	16/02/2018	REPEAT PLASTICS (WA)	TABLE & BENCH SETTING - THREE BAYS WALKWAY		\$ 1,919.50
EFT12388	16/02/2018	SEASIDE SUPPLIES	MILK, PAPER TOWEL, SUGAR SOAP		\$ 24.80
EFT12389	16/02/2018	STATEWIDE BEARINGS	BEARINGS & COVERS - CW3457		\$ 347.60
EFT12390	16/02/2018	SPIDERWEB PLUMBING & GAS	TOILET REPAIRS - UNIT 1 MORCOMBE ROAD		\$ 155.10
EFT12391	16/02/2018	ST JOHN AMBULANCE - IRWIN SUB	AED BATTERY AND PADS - WARRADARGE BUSH BRIG		\$ 414.00
EFT12392	16/02/2018	TOTALLY WORKWEAR GERALDTON	PROTECTIVE CLOTHING		\$ 261.50
EFT12393	16/02/2018	WCC ELECTRICAL & AIR CON	ELECTRIC WORK-OVEN, RANGE, PWRPOINT-CW HALL		\$ 2,214.43
EFT12394	16/02/2018	WESTRAC EQUIPMENT	2 X 1000HR SERIVCE KITS - CW007 & CW3456		\$ 1,869.54
EFT12396	16/02/2018	WALLIS COMPUTER SOLUTIONS	EATON 9PX UPS WITH FOUR YEAR WARRANTY		\$ 6,425.17
EFT12397	21/02/2018	W A TREASURY CORPORATION	LOAN NO. 88 INTEREST PAYMENT - PURCHASE HOUSE		\$ 38,608.38
EFT12398	26/02/2018	SNAG ISLAND COMMUNITY GARDEN	PURCHASE GENERATOR		\$ 1,870.00
EFT12399	06/03/2018	AVON WASTE	WASTE REMOVAL FEBRUARY 2018		\$ 23,949.12
EFT12400	06/03/2018	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		\$ 27.45
EFT12401	06/03/2018	BUNNINGS	BIN, STORAGE TUBS, BRACKETS&MDF-LE DEPOT TOILETS		\$ 650.26
EFT12402	06/03/2018	BOC GASES	GAS BOTTLE RENTAL FEBRUARY 18		\$ 42.17
EFT12403	06/03/2018	BEAN KL	POWER ACCOUNT TO 14/02/18		\$ 1,201.74
EFT12404	06/03/2018	COURIER AUSTRALIA	FREIGHT - LIBRARY, SUNNY SIGNS, NEWTOWN TOYOTA		\$ 91.33
EFT12405	06/03/2018	COVS	SEALANT, SOLDERING FLUID, UHF MICROPHONES		\$ 592.34
EFT12406	06/03/2018	CARNAMAH FAMILY MEDICAL	FEES FOR SERVICES 2017 -4/10,18/10,25/10,1/11,08/11, 15/11, 22/11, 29/11/,06/12,13/12/,20/12		\$ 5,280.00
EFT12407	06/03/2018	DIRECT CONTRACTING PTY LTD	DEMOLISH FLOODWAY, INSTALL CULVERTS - LAUNER RD		\$ 48,532.00
EFT12408	06/03/2018	FORPARK AUSTRALIA	BURMESE BRIDGE - LE PARKS		\$ 683.10
EFT12409	06/03/2018	FAMILY SHOPPING CENTRE	REFRESHMENTS, TAPE - CW POOL, CW OFFICE CLEANING, POSTAGE, REFRESHMENTS - COCKY SHOOT & LEMC MEETING		\$ 467.21
EFT12410	06/03/2018	FIVE STAR BUSINESS MACHINES	PHOTOCOPIER METER PLAN CHARGES		\$ 1,212.10
EFT12411	06/03/2018	MOORE STEPHENS	BUDGETING WORKSHOP		\$ 2,138.40
EFT12412	06/03/2018	HERSEY JR & A PTY LTD	GUIDE POSTS-CW-GH ROAD, PPE, MARK SPRAY BRUSHES, SLEDGE HAMMER		\$ 2,590.96
EFT12413	06/03/2018	JASON SIGNMAKERS	FLOOD, WATER DEPTH SIGNS, R2R SIGNS, POSTS-LAUNER RD, R2R SIGNS-GUNYIDI-WUBIN RD&THOMAS RD		\$ 1,190.75
EFT12414	06/03/2018	K9 K10 ELECTRICAL WA	ALARM MONITORING JAN - MAR 18 - CW & LE		\$ 205.72
EFT12415	06/03/2018	METAL ARTWORK CREATIONS	NAME BADGE		\$ 14.30
EFT12416	06/03/2018	THE MATTHEWS FAMILY TRUST	KEY-27 NAIRN ST, CLEANER STORE&KITCHEN KEYS-LE REC CENTRE		\$ 13.50
EFT12417	06/03/2018	MAIN STREET HARDWARE COOROW	4 OUTLET POWER BOARD - CW SHIRE DEPOT		\$ 33.95

EFT12418	06/03/2018	MARKETFORCE PTY LTD	ADVERT - WEST AUSTRALIAN 24/02/2018 - SFO	\$ 1,093.94
EFT12419	06/03/2018	NEW TOWN TOYOTA	FUEL, AIR, OIL & CABIN AIR FILTERS - CW0013	\$ 240.21
EFT12420	06/03/2018	OFFICEWORKS BUSINESS DIRECT	ASSTD STATIONARY - LE & CW, HAND TOWELS - CW	\$ 178.21
EFT12421	06/03/2018	O'DRISCOLL'S MECHANICAL	MANUFACTURE STEEL PLATES - CW0018	\$ 82.50
EFT12422	06/03/2018	EDWARD POL	PROTECTIVE CLOTHING	\$ 79.90
EFT12424	06/03/2018	TOTAL EDEN	40 X ADAPTORS FOR SPRINKLERS - MORPHETT PARK	\$ 62.96
EFT12426	06/03/2018	WESTRAC EQUIPMENT	SPIDER BEARNG, BRACKET, O RING,SERVICE KIT-CW0010	\$ 1,147.73
EFT12427	06/03/2018	WINCHESTER INDUSTRIES	300 TONNE BLUE METAL DUST - LAUNER RD UPGRADE	\$ 1,655.23
EFT12428	06/03/2018	WALLACES NEWS & DRAPERY	12 X HIVIS VESTS WITH SHOOTER EMBROIDERED	\$ 239.40
EFT12429	08/03/2018	AUSTRALIAN TAXATION OFFICE	BAS JANUARY 2018	\$ 18,697.00
EFT12430	08/03/2018	AUSTRALIAN TAXATION OFFICE	BAS FEBRUARY 2018	\$ 17,220.00
			<b><u>TOTAL EFT PAYMENTS</u></b>	<b><u>\$260,316.40</u></b>
20159	16/02/2018	SYNERGY	ELETRICITY ACCOUNT TO 01/02/18	\$ 9,456.25
20160	16/02/2018	TELSTRA	PHONE ACCOUNTS TO 02/02/18	\$ 3,711.76
20161	21/02/2018	FAMILY SHOPPING CENTRE -LOTTO	PAYROLL DEDUCTIONS	\$ 140.00
20162	06/03/2018	AUSTRALIA POST	PO BOX RENTAL TO 31/03/19 - CW	\$ 136.00
20163	06/03/2018	SYNERGY	ELECTRICITY ACCOUNT TO 14/02/18	\$ 6,320.60
20164	06/03/2018	HEATHER SEWELL	STATIONERY - WARRADARGE BUSHFIRE STATION	\$ 151.66
20165	06/03/2018	TELSTRA	BUSHFIRE SMS PHONE ACCOUNT TO 21/03/18	\$ 20.00
20166	06/03/2018	WATER CORPORATION	WATER ACCOUNT TO 15/02/18	\$ 34,661.74
20167	06/03/2018	SHIRE OF COOROW	PETTY CASH LE - REFRESHMENTS, LOO ROLLS, TISSUES, SCHEDULE BOARD, CARD (CHRIS) KEY 27 NAIRN ST	\$ 158.25
20168	07/03/2018	FAMILY SHOPPING CENTRE -LOTTO	PAYROLL DEDUCTIONS	\$ 150.00
			<b><u>TOTAL CHEQUE PAYMENTS</u></b>	<b><u>\$ 54,906.26</u></b>
DD26477.1	21/02/2018	WA SUPER	PAYROLL DEDUCTIONS	\$ 12,717.08
DD26477.2	21/02/2018	ULTIMATE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,259.86
DD26477.3	21/02/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 444.98
DD26477.4	21/02/2018	AMP LIFE LIMITED SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 188.42
DD26477.5	21/02/2018	SHOALWATER SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 72.82
DD26477.6	21/02/2018	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 215.79
DD26537.1	07/03/2018	WA SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 12,786.60
DD26537.2	07/03/2018	ULTIMATE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,259.86
DD26537.3	07/03/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 435.51
DD26537.4	07/03/2018	AMP LIFE LIMITED SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 185.83
DD26537.5	07/03/2018	SHOALWATER SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 125.02
DD26537.6	07/03/2018	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 215.79
			<b><u>TOTAL SUPERANNUATION PAYMENTS</u></b>	<b><u>\$ 29,907.56</u></b>



13090218	09/02/2018	BANKWEST	MASTERCARD - CEO		528.83
13090218	09/02/2018	BANKWEST	MASTERCARD - DCEO		496.36
13090218	09/02/2018	BANKWEST	MASTERCARD - MWS		311.84
			<b><u>TOTAL CREDIT CARD PAYMENTS</u></b>		<b><u>\$ 1,337.03</u></b>
71020318	02/03/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 4,122.40
71080318	08/03/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 247.20
71120218	12/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 42.50
71130218	13/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 768.05
71140218	14/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 2,779.50
71150218	15/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 2,785.20
71160218	16/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,671.00
71190218	19/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,698.00
71210218	21/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 700.50
71220218	22/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 6,635.55
71230218	23/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,869.45
71260218	26/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,345.20
71270218	27/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,914.50
71280218	28/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 3,296.30
72010318	01/03/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 603.20
72020318	02/03/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 146.85
72060318	06/03/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 761.25
72120218	12/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 148.20
72140218	14/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 493.40
72150218	15/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 439.95
72210218	21/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 898.25
72220218	22/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 131.05
72230218	23/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,053.00
72260218	26/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 1,107.25
72270218	27/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 578.55
72280218	28/02/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 117.60
72660318	06/03/2018	TRANSPORT DEPT OF	TRANS LICENSING		\$ 138.35
			<b><u>TOTAL LICENSING PAYMENTS</u></b>		<b><u>\$ 36,492.25</u></b>
DDEBIT	21/02/2018	PAYROLL	PAYROLL		\$ 58,421.00
DDEBIT	07/03/2018	PAYROLL	PAYROLL		\$ 59,945.00
			<b><u>TOTAL PAYROLL PAYMENTS</u></b>		<b><u>\$118,366.00</u></b>
			<b><u>TOTAL PAYMENTS</u></b>		<b><u>\$501,325.50</u></b>

## **Credit Card Payment summary**

Credit card payments made between

11.01.18 - 09.02.18

<b>CEO</b>		
DEPT OF TRANSPORT	PLATE CHANGE & RETAIN - CW001	\$ 55.40
ONLINE JOB ADS	ADVERTISING - WORKS POSITION	\$ 111.07
THE SHOE KINGS GROUP	ENGRAVING AUSTRALIA DAY MEDALS	\$ 76.00
BANKWEST	FOREIGN TRANSACTION FEES - ONLINE JOB ADS	\$ 3.28
		\$ 283.08
SHIRE OF COOROW	BUILDING FEES - 3 BAYS WALKWAY	\$ 528.83
<b>DCEO</b>		
HARDWARE PLUS	REFRESHMENTS - CITIZENSHIP CEREMONY	\$ 21.65
FARMER JACKS	REFRESHMENTS - STAFF TRAINING IT VISION	\$ 35.07
BP MOORA	FUEL - CW 000	\$ 149.64
WINDSOR LODGE	CONFERENCE EXP - ACCOM SFO & DCEO- LG FINANCE	\$ 290.00
		\$ 496.36
<b>MWS</b>		
MAIN ROADS	PERMIT - CW0010	\$ 50.00
SHIRE OF COOROW	TRAINING - DARREL CURNOW HC LICENCE	\$ 176.90
IINET	INTERNET - CW OFFICE	\$ 54.99
WESTNET	INTERNET - HG LIBRARY	\$ 29.95
		\$ 311.84
<b>Total Credit Card Payment</b>		<b>\$ 1,337.03</b>

***The item was withdrawn.***

### **11.3.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – FEBRUARY 2018**

<b>AUTHOR</b>	Leanne Parola
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>DATE OF REPORT</b>	12 March 2018
<b>ATTACHMENT</b>	11.3.2 - Statement of Financial Activity for February 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. The majority of the new format has been completed, with only a summary of budget amendments to date not included. All mandatory information is provided and the closing surplus balances to the net current assets at 28 February 2018.

A copy of the Statement of Financial Activity for the month ended 28 February 2018 is included at Attachment 11.3.2 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:**

That Council accepts the Monthly Statement of Financial Activity as include at attachment 11.3.2 for the period ending 28 February 2018.

**RESOLUTION:**

**2018/**

***Moved: Cr***

***Seconded: Cr***

***CARRIED /  
Simple Majority***

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

Nil

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

Nil

**14. MATTERS BEHIND CLOSED DOORS:**

Nil

**15. DATE OF NEXT MEETING:**

**15.1 ORDINARY MEETING OF COUNCIL**

**Ordinary Meeting**

Next meeting of Council will be held on Wednesday 18 April 2018 at the Green Head Community Centre from 5.00 pm.

**16. CLOSURE:**

There being no further business the President, Cr Moira Girando JP closed the meeting at 5.50 pm