



**AGENDA FOR THE
ORDINARY COUNCIL MEETING
TO BE HELD ON**

Wednesday 20 April 2016

SHIRE OF MINGENEW



Shire of Mingenew

Ordinary Council Meeting Notice Paper

20 April 2016

Madam President and Councillors,

An ordinary meeting of Council is called for Wednesday, 20 April 2016, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm.

Martin Whitely
Chief Executive Officer

15 April 2016

MINGENEW SHIRE COUNCIL

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CHIEF EXECUTIVE OFFICER
15 APRIL 2016



SHIRE OF MINGENEW

WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

Chief Executive Officer
Shire of Mingenew
PO Box 120
MINGENEW WA 6522

Dear Sir/Madam,

Re: Written Declaration of Interest in Matter before Council

I, (1) _____ wish to declare an interest in the following item to be considered by Council at its meeting to be held on

(2) _____

Agenda Item (3) _____

The type of interest I wish to declare is (4)

- Financial pursuant to Section 5.60A of the Local Government Act 1995
- Proximity pursuant to Section to 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to regulation 11 of the Local Government (Rule of Conduct) Regulations 2007

The nature of my interest is (5)

The extent of my interest is (6)

I understand that the above information will be recorded in the minutes of the meeting and recorded in the Financial Interest Register.

Yours faithfully,

Signed

Date

1. Insert Name
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).

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SHIRE OF MINGENEW

AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 20 April 2016 COMMENCING AT 4.30pm

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**
- 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
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- 6.0 DECLARATIONS OF INTEREST**
- 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**
 - 7.1.1 ORDINARY MEETING HELD 16 MARCH 2016**



**MINUTES FOR THE
ORDINARY COUNCIL MEETING
HELD ON
WEDNESDAY**

16 March 2016

SHIRE OF MINGENEW



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SHIRE OF MINGENEW

MINUTES FOR ORDINARY MEETING OF COUNCIL HELD IN COUNCIL 16 March 2016 COMMENCING AT 4.30pm

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President, Cr Bagley, declared the meeting open at 4.30pm and welcomed all in attendance.

2.0 ATTENDANCE

MA Bagley	President	Rural Ward
GJ Cosgrove	Councillor	Rural Ward
HM Newton	Councillor	Town Ward
LM Eardley	Councillor	Town Ward
MP Pearce	Councillor	Town Ward
KL Criddle	Councillor	Rural Ward
CR Lucken	Councillor	Town Ward

STAFF

MG Whitely	Chief Executive Officer
NS Jane	Deputy Chief Executive Officer

APOLOGIES

Nil

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.0 PUBLIC QUESTION TIME / PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

There being no members of public the President proceeded with the meeting allowing a period of 15 minutes for questions from the public up until 4:45pm

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6.0 DECLARATIONS OF INTEREST

Nil

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 ORDINARY MEETING HELD 10 February 2016.

COUNCIL DECISION – ITEM 7.1

Moved Cr Newton

Seconded Cr Lucken

That the minutes of the ordinary meeting of the Shire of Mingenew held in the Council Chambers on 10 February 2016 be confirmed.

CARRIED: 7/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

9.0 OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 CORPORATE BUSINESS PLAN 2015 - 2019

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0120
Date: 11 March 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the endorsement of the Shire of Mingenew's Corporate Business Plan 2015-2019.

Attachment

A copy of the Corporate Business Plan will be circulated to Councillors prior to the meeting.

Background

The Corporate Business Plan ("CBP") is a key component of the Integrated Planning Framework requirements that were introduced in 2013. The intent of the Integrated Planning Framework was to ensure improved strategic, financial and asset management planning across the WA local government sector.

Comment

The Corporate Business Plan outlines the priorities and strategies that Council will pursue over the next four years to deliver on the community vision documented within the Strategic Community Plan. During the recent review of the Plan, the strategies were amended to reflect a more current perception of the areas that would influence the Shire's direction and community expectations over the next few years. These were in turn assessed against available financial and workforce resources.

The priority for each action has been considered in accordance with available resources, but Council may decide to advance or push back tasks as part of the review of the Plan. The CBP will continue be reviewed annually at various workshops, thereby providing an opportunity to consider any change in priorities based on the circumstances that prevail at that time. Reporting against the measures will form part of Council's regular reporting systems and also be included in the Annual Report.

Council has the option of;

1. Endorsing the Corporate Business Plan 2015 - 2019 without amendment; or
2. Amending any part of the Corporate Business Plan to reflect a change in priorities.

A simplistic approach to the above is that the Corporate Business Plan is reviewed annually each year during the budget process with the adopted budget forming the outcomes to be achieved in the same corresponding year of the Corporate Business Plan with future years to be reviewed on an ongoing basis.

Consultation

Nita Jane, Deputy Chief Executive Officer

Statutory Environment

Section 5.56(1) and (2) of the Act requires that each local government is to plan for the future of the district, by developing plans in accordance with the regulations.

The new regulations also require each local government to include in its Annual Report any changes to either of the above plans.

Policy Implications

Nil

Financial Implications

The Plan is the key driver for the annual budget and the long term financial plan. This linkage ensures that community priorities are adequately funded and that appropriate and endorsed rating strategies are in place to allow any financial impact on the community to be carefully considered.

There is also an ongoing cost associated with the review of the Corporate Business Plan and reporting on the performance measures for each of the actions within the Plan.

Strategic Implications

The Corporate Business Plan has direct links to all of the following documents;

- Community Strategic Plan
- Long Term financial Plan
- Workforce Plan
- Asset Management Plan

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.1
--

That Council;

- 1. Endorses the Shire of Mingenew Corporate Business Plan 2015 – 2019 as provided under separate cover; and**
- 2. Approves for a local public notice being published in accordance with the requirements of the Local Government Act 1995 advising of the endorsement of the Corporate Business Plan.**

COUNCIL DECISION – ITEM 9.1.1

Moved Cr Newton

Seconded Cr Pearce

That this item lay on the table.

CARRIED 7/0

9.1.2 VEHICLE CHANGEOVERS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0342
Date: 11 March 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the changeover of the Works Manager and Deputy Chief Executive Officer (“DCEO”) vehicle into a different modelled vehicle.

Attachment

Nil

Background

Provision was made in the 2015/16 Budget of \$5,000 for the changeover of the Works Manager Vehicle. There was no provision made in the budget for the DCEO vehicle. The CEO has been reviewing the current practise of changing of management’s vehicles, looking to minimise the cost of changing over these vehicles. This process has involved looking at different vehicles that will offer value in disposing of the vehicles at their optimum point of trade in value.

Comment

I have made some enquiries into vehicle pricing for like for like vehicle changeovers and looking into moving into other various models for both the Works Manager and DCEO vehicles.

The current model Pajero for the Works Manager costs around \$15,000 per changeover at 40,000 km’s and \$20,000 per changeover at 60,000-70,000km’s. Current practice by Council has been to change this vehicle each financial year at 40,000km’s. Mitsubishi have released a new Pajero Sports model which the dealers seem keen to promote at the moment. The new model has a smaller engine, but more accessories than the current Pajero GLS model and is also around \$8,000 cheaper to purchase as well.

Pricing from both John Hughes Fleet & Young Motors were comparable, with Young Motors offering a further \$1,000 discount on the normal fleet discount. The cost to change the Works Manager into the Mitsubishi Pajero Sports at the moment would be approximately \$12,000. Young Motors have indicated with the new model that the first changeover may well be nil, however they have made a commitment that if we trade in the Pajero Sports at 15,000km’s then the most we will pay is between \$1,000 - \$2,000. They have also given that same guarantee on the changeover of the Caprice at 15,000km’s.

The DCEO Vehicle (Subaru Forrester) does hold its value quite well. A recent quote to change the vehicle over into the made model was \$9,000 at 55,000km’s. The price to change the vehicle over at 15,000km’s on a regular basis was estimated at \$3,000. It would cost a little bit more to get into the Mitsubishi Sports, around \$4,000 which is basically the cost for the tow ball and bull bar. The Subaru is not economical on fuel and the Pajero Sports is touted to be around 2L/per 100km more efficient on fuel, but that is an unknown at the moment.

I do like the idea of having a guaranteed changeover price at least for a period of time and even based on the \$2k changeover for all three vehicles we will paying about half the changeover costs as we were previously. For that reason my recommendation would be to change over both of the existing vehicles into the new Pajero Sports model.

The cost to change over both vehicles into the Mitsubishi Pajero Sports will be just under \$26,000. There is only provision of \$5,000 made in the Budget for the changeover of the Works Manager vehicle and no provision was made for the DCEO vehicle changeover. Both vehicles have now done 65,000km's and 57,000km's respectively, so they will need to be changed over early in the 2016/17 financial year if they are not done now.

Consultation

Nita Jane, Deputy Chief Executive Officer
Warren Borrett, Works Manager
Ian Bunker, Young Motors
Mike Hearn, John Hughes Fleet
John McMartin, Mid West Auto Group

Statutory Environment

Local Government Act 1995 states;

3.58 Disposing of property

(5) This section does not apply to —

- (d) any other disposition that is excluded by regulations from the application of this section.

Local Government (Functions & General) Regulations 1996 states;

30. Dispositions of property excluded from Act s. 3.58

(3) A disposition of property other than land is an exempt disposition if —

- (b) it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50 000.

Policy Implications

Policy No. 3007 – Purchasing Policy

Financial Implications

An allocation of \$5,000 was made in the 2015/16 Budget for the changeover of the Works Manager vehicle. There was no provision made in the budget for changing over the DCEO vehicle. A decision to change over both of the vehicles in the 2015/16 financial year would require an absolute majority of Council.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.1.2
--

That Council;

- 1. Trade in both the 2014 Mitsubishi Pajero GLS and 2014 Subaru Ferreter 2.0XT Premium at Young Motors for \$34,000 and \$32,000 respectively, and**
- 2. Purchase 2 x Mitsubishi Pajero Sports GLS from Young Motors at \$47,163 or each vehicle (GST Inclusive), and**
- 3. Approve the unbudgeted expenditure for the vehicle changeovers, and**
- 4. Make the necessary adjustment for the unbudgeted expenditure in the budget review process**

MOTION

Moved Cr Cosgrove

Seconded Cr Eardley

That Council;

- 1. Trade in both the 2014 Mitsubishi Pajero GLS and 2014 Subaru Ferreter 2.0XT Premium at Young Motors for \$34,000 and \$32,000 respectively, and**
- 2. Purchase 2 x Mitsubishi Pajero Sports GLS from Young Motors at \$47,163 or each vehicle (GST Inclusive), and**
- 3. Approve the unbudgeted expenditure for the vehicle changeovers, and**
- 4. Make the necessary adjustment for the unbudgeted expenditure in the budget review process**

AMENDMENT

Moved Cr Lucken

Seconded Cr Pearce

That the purchase price be amended as advised by Young Motors to \$45,663.

CARRIED 7/0

COUNCIL DECISION – ITEM 9.1.2

The President put the amended motion:

That Council;

1. Trade in both the 2014 Mitsubishi Pajero GLS and 2014 Subaru Ferreter 2.0XT Premium at Young Motors for \$34,000 and \$32,000 respectively, and
2. Purchase 2 x Mitsubishi Pajero Sports GLS from Young Motors at \$45,663 for each vehicle (GST Inclusive), and
3. Approve the unbudgeted expenditure for the vehicle changeovers, and
4. Make the necessary adjustment for the unbudgeted expenditure in the budget review process

CARRIED 7/0

The President advised the meeting that the reason for the change would need to be recorded in the minutes.

Moved Cr Lucken

Seconded Cr Pearce

That the reason the officer recommendation was changed was because Young Motors had provided an amended quote for the supply of the vehicles.

CARRIED 7/0

**9.1.3 DEPARTMENT OF SPORT AND RECREATION COMMUNITY SPORTING AND
RECREATION FACILITIES SMALL GRANT APPLICATION**

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0204
Date: 11 March 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council endorse an application to be submitted to the Department of Sport and Recreation for the installation of lighting towers at the Recreation Centre oval and surrounds.

Attachment

Nil

Background

Following on from the February 2016 Concept Forum I met with the Department of Sport and Recreation to discuss the suitability of submitting an application for the installation of lighting towers at the Recreation Centre oval and surrounds. The football club have previously acquired 5 x 18m lighting towers so the majority of the costs will be associated with running cabling to the towers and installing appropriate lighting.

Comment

I have requested design and construction quotes from Dongara Drilling and S&K Electrical Contracting for the installation of the lighting towers. The football club have indicated that they are supportive of the project and will formalise their position at their next meeting on Tuesday 15 March 2016.

General comments from S&K Electrical Contracting when they carried out their site visit were that they envisaged that only 2-3 of the towers would be required to provide sufficient lighting to the oval.

I anticipate that the quotes for the project will be received later next week.

Consultation

Mingenew Football Club
Richard Malacari, Department of Sport and Recreation
Bodie Finlay, SK S&K Electrical Contracting
Keith, Dongara Drilling

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

Outcome 3.2.3 – Maintain and further develop the recreation complex

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.3

That Council;

Endorse a funding submission to be submitted to the Department of Sport and Recreation under the Community Sporting and Recreation Facilities Fund for the installation of lighting towers at the Recreation Centre oval and surrounds.

COUNCIL DECISION – ITEM 9.1.3

Moved Cr Eardley

Seconded Cr Lucken

That Council;

Endorse a funding submission to be submitted to the Department of Sport and Recreation under the Community Sporting and Recreation Facilities Fund for the installation of lighting towers at the Recreation Centre oval and surrounds.

CARRIED 7/0

9.1.4 NORTH MIDLANDS FIXED WIRELESS NETWORK

Location/Address: Shire of Mingenew
Name of Applicant: Ted Jack, Community Development Officer, Shire of Coorow
Disclosure of Interest: Nil
File Reference: ADM0075
Date: 11 March 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council support an application for National Stronger Regions Funding for the implementation of a fixed wireless network in the North Midlands servicing the Shires of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah.

Attachment

A copy of the North Midlands Fixed Wireless presentation is attached.

Background

At the latest WALGA Northern Country Zone meeting held on 22 February 2016 there was a presentation made on the proposed NBN Sky Muster satellite broadband service which is anticipated to be rolled out in the Mid West in April 2016. The levels of connectivity have raised concerns and as a result Ted Jack from the Shire of Coorow has prepared a funding proposal to submit under the National Stronger Regions program. The submission involves a series of towers constructed in the Shire's of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah that would result in the delivery of much higher levels of data at a lower cost than will be on offer through the NBN Sky Muster satellite broadband service.

Comment

Feasibility studies conducted by Node 1 have shown that a series of towers installed approximately every 25km's in distance between the Shire's of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah has the capacity to deliver far greater broadband data services at a much lower cost than the proposed NBN Sky Muster roll out. In addition to this the project cost of installing towers between the six Shire's is estimated to cost only \$400,000. This compares the cost of every NBN Sky Muster tower averaging \$500,000 per tower.

A submission is being made on behalf of the Shire's of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah for funding under the National Stronger Regions program. This would require a contribution of \$16,667 from each of the 6 shires to install the towers for the Node 1 project if the grant was successful. If the project was to proceed without any funding the cost to all 6 shires would be \$66,667. This is probably an investment worth considering for the 2016/17 Budget if we are unable to secure grant funding and on the assumption that all 6 Shires were still willing to contribute.

Consultation

Ted Jack, Community Development Officer, Shire of Coorow
Robert Smallwood, Mid West Development Commission
Shane Love, Nationals WA Member for Moore

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The funding submission requires a contribution of \$16,667 from Council. No funds have been allocated in the 2015/16 Budget for the project. However, if the funding application was successful the project would be completed in the 2016/17 financial year which would allow Council to make provision for the contribution in the 2016/17 Budget.

Strategic Implications

Community Strategic Plan

Outcome 1.5.3 – Improved Telecommunications

Outcome 1.5.4 – Lobby to secure the national broadband network in Mingenew

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.4

That Council;

- 1. Support the North Midland Fixed Wires Network funding submission under the National Stronger Regions program, and**
- 2. Commit to making a contribution of \$16,667 for the project in the 2016/17 Budget**

COUNCIL DECISION – ITEM 9.1.4

Moved Cr Pearce

Seconded Cr Eardley

That Council;

- 1. Support the North Midland Fixed Wires Network funding submission under the National Stronger Regions program, and**
- 2. Commit to making a contribution of \$16,667 for the project in the 2016/17 Budget**

CARRIED 7/0

9.1.5 LOT 4 ERNEST STREET, MINGENEW

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0257
Date: 11 March 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that a land valuation is obtained for Lot 4 Ernest Street, Mingenew.

Attachment

A map showing Lot 4 Ernest Street, Mingenew is attached.

Background

At the February 2016 Concept Forum it was discussed that Mr Matt Burney had expressed an interest in establishing a business in Mingenew to compliment his existing business located in Walkaway. Mr Burney was enquiring into potential sites that would be suitable in Mingenew.

Comment

Cr Lucken and the CEO met with Mr Burney to discuss potential sites for him to establish his business in town. The most suitable location the Shire has for Mr Burney's business would be the land located at Lot 4 Ernest Street, Mingenew in the industrial section of town.

Lot 4 Ernest Street is 2.0344 hectares in area and a portion of the land is currently used by Starick Transport as a wash down area for their trucks. Mr Burney, who operates as a mechanic in Walkaway, indicated that he is looking for a sizeable area to construct a shed and have plenty of room for vehicles to access the property. Mr Burney suggested that the location at Lot 4 Ernest Street would be suitable for his business and that if the block was to be subdivided then approximately 1 hectare of land would be more than sufficient for his business. He is seeking from Council the cost to purchase the land so that we can complete his own due diligence for the project.

Starick Transport currently has long standing agreement with the Shire to use Lot 4 Ernest Street as a wash down bay. If the block was to be subdivided into approximately 2 x 1 hectare lots then this would be sufficient for both interested parties. Starick Transport have also indicated to the CEO that they would be very interested in purchasing the land where the wash down bay is located if it was offered to them by the Shire.

If Council choose to sell Lot 4 Ernest Street, Mingenew then the Local Government Act 1995 requires that Council's intention to sell the land must be advertised to the public. Details of the sale would also need to be disclosed along with Council's rationale for awarding the sale of the land to a particular person in the event that interested parties submit offers on the land and the highest offer is not accepted. It would therefore be prudent for Council to obtain a valuation of Lot 4 Ernest Street before proceeding with any proposed sale of the land.

It would also seem like an opportune time to look at subdividing Lot 4 Ernest Street into 2 separate titles. This would then allow the existing wash down area to be offered to Starick Transport and free up the second title for new business opportunities.

Consultation

Mr Matt Burney

Cr Michelle Bagley, President

Cr Crispian Lucken

Statutory Environment

Local Government Act 1995 states;

3.58. Disposing of property

- (1) In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
 - (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or

- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- (d) any other disposition that is excluded by regulations from the application of this section.

Policy Implications

Nil

Financial Implications

There will be a cost to obtain a valuation of the vacant land and further costs would be incurred to subdivide the existing title. These costs would need to be taken into consideration when offering the land or sale. .

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.5

That;

1. Council proceed with a land valuation for Lot 4 Ernest Street, Mingenew and
2. The CEO follow up on obtaining cost estimates to subdivide Lot 4 Ernest Street, Mingenew into two separate titles

COUNCIL DECISION – ITEM 9.1.5

Moved Cr Newton

Seconded Cr Eardley

That;

1. Council proceed with a land valuation for Lot 4 Ernest Street, Mingenew and
2. The CEO follow up on obtaining cost estimates to subdivide Lot 4 Ernest Street, Mingenew into two separate titles

CARRIED 7/0

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 29 FEBRUARY 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 11 March 2016
Author: Nita Jane, Manager Finance and Administration
Senior Officer: Martin Whitely, Chief Executive Officer

Summary

This report recommends that the Monthly Statement of Financial Activity report for the period ending 29 February 2016 is presented to Council for adoption.

Attachment

Finance Report for period ending 29 February 2016.

Background

The Monthly Financial Report to 29 February 2016 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity by Program
- Statement of Capital Acquisitions and Capital Funding
- Explanation of Material Variances
- Net Current Funding Position
- Cash and Investments
- Budget Amendments
- Receivables
- Cash Backed Reserves
- Capital Disposals
- Rating Information
- Information on Borrowings
- Grants & Contributions
- Trust

Comment

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	31,016
Business Cash Maximiser (Municipal Funds)	1,374,103
Trust Account	129,700

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 16 March 2016

Reserve Maximiser Account	274,502
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Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 29 February 2016:

	Current	30+ Days	60+ Days	90+ Days	TOTAL
Amount	19	176	439	4,120	4,754

Rates Outstanding at 29 February 2016 were:

	Current	Arrears	TOTAL
Rates	76,337	28,245	104,782
Rubbish	2,115	0	2,115
TOTAL	78,452	28,245	106,897

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2015/ 2016 financial year.

Consultation

Chief Executive Officer
Senior Finance Officer

Statutory Environment

Local Government Act 1995 Section 6.4
Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (b) budget estimates to the end of the month to which the statement relates; and
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing —

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
- (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications

Nil

Financial Implications

Financial implications are outlined in comments.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.1
--

That the Monthly Statement of Financial Activity for the period 1 July 2015 to 29 February 2016 be received.

COUNCIL DECISION – ITEM 9.2.1

Moved Cr Pearce

Seconded Cr Criddle

That the Monthly Statement of Financial Activity for the period 1 July 2015 to 29 February 2016 be received.

CARRIED 7/0

9.2.2 2015/16 BUDGET REVIEW

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0130
Disclosure of Interest: Nil
Date: 11 March 2016
Author: Nita Jane, Manager of Administration and Finance
Senior Officer: Martin Whitely, Chief Executive Officer

Summary

This report recommends that a date is set for a Special Meeting to conduct the 2015/16 Budget Review.

Attachment

Nil

Background

In accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 Council is required to carry out a review of its annual budget between 1 January and 31 March each financial year. The purpose of the review is to consider the local government's financial performance at the date of the review and to review the outcomes forecast to the end of that financial year.

Comment

The review has not been completed in time for presentation at this meeting of council. It is therefore requested that a Special Meeting of Council be scheduled for Thursday 31st March 2016 to receive the review and adopt any required budget amendments.

Consultation

Martin Whitely, Chief Executive Officer

Statutory Environment

Local Government (Financial Management) Regulations 1996

Policy Implications

The review will ensure that Council policy and directions are implemented.

Financial Implications

To ensure funds are available to meet expenditure.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.2.2

That Council;

Schedule a Special Meeting to be held on Thursday 31 March 2016 at 4.00pm in order to review the 2015/2016 budget and adopt any required budget amendments.

COUNCIL DECISION – ITEM 9.2.2

Moved Cr Lucken

Seconded Cr Pearce

Schedule a Special Meeting to be held on Thursday 31 March 2016 at 4.00pm in order to review the 2015/2016 budget and adopt any required budget amendments.

CARRIED 7/0

9.2.3 ACCOUNTS FOR PAYMENT – MONTH ENDING 29 FEBRUARY 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 9 March 2016
Author: Julie Borrett, Senior Finance Officer
Senior Officer: Nita Jane, Manager of Administration and Finance

Summary

This report recommends that Council confirm the payment of creditors for the month of February 2016 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

Attachment

Copy of list of accounts due (EFT & cheque payments), which will enable Council to confirm the payment of its creditors in accordance with Local Government (Financial Management) Regulations 1996, Section 13(1).

Background

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

Comment

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costings, and that the amounts shown were due for payment.

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.3

That Council

Confirm the accounts as presented for February 2016 from the Municipal Fund totalling \$238,775.53 represented by Electronic Funds Transfers of EFT9597 to EFT9678, Direct Deduction DD7513.1, 2 and 3, DD72.1 2 and 3, Trust Cheque numbers 469 to 472 and Cheque numbers 8036 to 8049.

COUNCIL DECISION – ITEM 9.2.3

Moved Cr Eardley

Seconded Cr Lucken

That Council

Confirm the accounts as presented for February 2016 from the Municipal Fund totalling \$238,775.53 represented by Electronic Funds Transfers of EFT9597 to EFT9678, Direct Deduction DD7513.1, 2 and 3, DD72.1 2 and 3, Trust Cheque numbers 469 to 472 and Cheque numbers 8036 to 8049.

CARRIED 7/0

9.3 PLANNING

9.3.1 PROPOSED CHANGE OF USE - 6 VICTORIA STREET, MINGENEW

Location/Address: 6 Victoria Road, Mingenew (Old Masonic Lodge)
Name of Applicant: Mingenew Irwin Group
Disclosure of Interest: Nil
File Reference: A333
Date: 11 March 2016
Author: Doug Fotheringham, Manager Planning Services, Shire of Irwin

Summary

This report recommends the conditional approval for a proposed change of land use at 6 Victoria Road, Mingenew from a club premises to an office.

Attachment

Development Application and Site Plan.

Background

The Mingenew Irwin Group ("MIG") propose changing the established land use at the above property from Club Premises (Old Masonic Lodge) to Offices, in order for them to operate from this location. There will usually be only one employee on-site, occasionally there will be more. Pre-application advice was provided to MIG from the Shire of Irwin's Planning Services.

Comment

Under Local Planning Scheme (LPS) No.3, Offices are required to provide 1 parking space per 50m² of floor area. The floor area is approximately 170m². Four parking spaces are required and are proposed in the existing car park, as shown on the site plan. The scheme requires the car parking spaces to have minimum dimensions of 2.5m x 5m and to be paved.

Adequate toilet facilities are provided. The proposed office hours are between 8:30am and 5:00pm, which is considered reasonable.

The proposal is largely consistent with the relevant provisions of LPS No. 3.

Consultation

There are no objections in principle from the Shire of Irwin's Development Control Unit.

Statutory Environment

Shire of Mingenew Local Planning Scheme No.3

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.3.1

That;

Council approve the proposed Change of Use from Club Premises to Offices at No. 6 Victoria Road, Mingenew with the following conditions and advice notes;

Conditions:

1. The approved development shall be in accordance with the attached stamped approved plans.
2. A minimum of 4 car parking bays shall be provided as shown on the approved site plan, with minimum dimensions of 2.5m x 5m, constructed and drained to the satisfaction of Shire of Mingenew.

Advice Notes:

1. In accordance with the Building Act, the approved development requires a Building Permit.
2. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire will take no responsibility for incorrectly located buildings.
3. It is the responsibility of the applicant/owner to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.

COUNCIL DECISION – ITEM 9.3.1

Moved Cr Eardley

Seconded Cr Lucken

That;

Council approve the proposed Change of Use from Club Premises to Offices at No. 6 Victoria Road, Mingenew with the following conditions and advice notes;

Conditions:

3. The approved development shall be in accordance with the attached stamped approved plans.
4. A minimum of 4 car parking bays shall be provided as shown on the approved site plan, with minimum dimensions of 2.5m x 5m, constructed and drained to the satisfaction of Shire of Mingenew.

CARRIED 7/0

10.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

11.1 ELECTED MEMBERS

Nil

11.2 STAFF

Nil

12.0 CONFIDENTIAL ITEMS

Nil

13.0 TIME AND DATE OF NEXT MEETING

That the next Ordinary Council Meeting be held on Wednesday 20th April 2016 commencing at 4.30pm.

14.0 CLOSURE

The Shire President then thanked all for attending and declared the meeting closed at 5.00 pm.

These minutes were confirmed at an Ordinary Council meeting on 20th April 2016.

Signed _____
Presiding Officer

Date: _____

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 20 April 2016

7.1.2 SPECIALMEETING - BUDGET REVIEW 2015/16 HELD 31 MARCH 2016



**MINUTES FOR THE
SPECIAL COUNCIL MEETING
HELD ON**

Wednesday 31 March 2016

SHIRE OF MINGENEW



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SHIRE OF MINGENEW

MINUTES FOR THE SPECIAL MEETING OF COUNCIL HELD IN COUNCIL 31 March 2016 COMMENCING AT 5.05pm

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President, Cr Bagley, declared the meeting open at 5.05pm and welcomed all in attendance.

2.0 ATTENDANCE

MA Bagley	President	Rural Ward
GJ Cosgrove	Councillor	Rural Ward
HM Newton	Councillor	Town Ward
MP Pearce	Councillor	Town Ward
KL Criddle	Councillor	Rural Ward
CR Lucken	Councillor	Town Ward

STAFF

MG Whitely	Chief Executive Officer
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APOLOGIES

LM Eardley	Councillor	Town Ward
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3.0 PUBLIC QUESTION TIME / PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

There being no members of public the President proceeded with the meeting allowing a period of 15 minutes for questions from the public up until 5:22pm

4.0 DECLARATIONS OF INTEREST

Nil

5.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

6.1 CHIEF EXECUTIVE OFFICER

6.1.1 BUDGET REVIEW 2015/2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0130
Date: 29 March 2016
Author: Martin Whitely, Chief Executive Officer

SUMMARY

Council is requested to review and adopt the documentation tabled for the 2015/16 Budget Review.

ATTACHMENT

Detailed Budget Review Documents

BACKGROUND

Regulation 33A of the Local Government (Financial Management) requires a local government to carry out a review of its annual budget between 1 January and 31 March each financial year.

COMMENT

There are various timing and permanent timing variances that have been addressed in the budget review. Explanations for these variances are provided in the Budget Review commentary and a conservative approach has been taken in finalising the forecast closing surplus position.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Budget Review process is an integral part of the integrated planning frameworks and risk management processes carried out by Council.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 6.1.1

That Council

- 1. Adopts the 2015/16 Budget Review as tabled, and**
- 2. That administration staff make the required budget amendments within the chart of accounts to reflect those changes adopted in “Note 4 – Predicted Variances” within the 2015/16 Budget Review document.**

COUNCIL DECISION – ITEM 6.1.1

Moved Cr Cosgrove

Seconded Cr Newton

That Council

- 1. Adopts the 2015/16 Budget Review as tabled, and**
- 2. That administration staff make the required budget amendments within the chart of accounts to reflect those changes adopted in “Note 4 – Predicted Variances” within the 2015/16 Budget Review document.**

CARRIED 6/0

7.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil

8.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
Nil

9.0 CONFIDENTIAL ITEMS
Nil

10.0 CLOSURE
The Shire President then thanked all for attending and declared the meeting closed at 5.47 pm.

These minutes were confirmed at an Ordinary Council meeting on 20th April 2016.

Signed _____
Presiding Officer

Date: _____

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9.0 OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 CORPORATE BUSINESS PLAN 2015 - 2019

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0120
Date:	7 April 2016
Author:	Martin Whitely, Chief Executive Officer

Summary

This report recommends the endorsement of the Shire of Mingenew's Corporate Business Plan 2015-2019.

Attachment

Corporate Business Plan.

Background

The Corporate Business Plan ("CBP") is a key component of the Integrated Planning Framework requirements that were introduced in 2012/13. The intent of the Integrated Planning Framework was to ensure improved strategic, financial and asset management planning across the WA local government sector.

Comment

The Corporate Business Plan outlines the priorities and strategies that Council will pursue over the next four years to deliver on the community vision documented within the Strategic Community Plan. During the recent review of the Plan, the strategies were amended to reflect a more current perception of the areas that would influence the Shire's direction and community expectations over the next few years. These were in turn assessed against available financial and workforce resources.

The priority for each action has been considered in accordance with available resources, but Council may decide to advance or push back tasks as part of the review of the Plan. The CBP will continue be reviewed annually at various workshops, thereby providing an opportunity to consider any change in priorities based on the circumstances that prevail at that time. Reporting against the measures will form part of Council's regular reporting systems and also be included in the Annual Report.

Council has the option of:

1. Endorsing the Corporate Business Plan 2015 - 2019 without amendment; or
2. Amending any part of the Corporate Business Plan to reflect a change in priorities.

A simplistic approach to the above is that the Corporate Business Plan is reviewed annually each year during the budget process with the adopted budget forming the outcomes to be achieved in the same corresponding year of the Corporate Business Plan with future years to be reviewed on an ongoing basis.

Consultation

Nita Jane, Deputy Chief Executive Officer

Statutory Environment

Section 5.56(1) and (2) of the Act requires that each local government is to plan for the future of the district, by developing plans in accordance with the regulations.

The new regulations also require each local government to include in its Annual Report any changes to either of the above plans.

Policy Implications

Nil

Financial Implications

The Plan is the key driver for the annual budget and the long term financial plan. This linkage ensures that community priorities are adequately funded and that appropriate and endorsed rating strategies are in place to allow any financial impact on the community to be carefully considered.

There is also an ongoing cost associated with the review of the Corporate Business Plan and reporting on the performance measures for each of the actions within the Plan.

Strategic Implications

The Corporate Business Plan has direct links to all of the following documents;

- Community Strategic Plan
- Long Term financial Plan
- Workforce Plan
- Asset Management Plan

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.1
--

That Council;

- 1. Endorses the Shire of Mingenew Corporate Business Plan 2015 – 2019, and**
- 2. Approves a local public notice being published in accordance with the requirements of the Local Government Act 1995 advising of the endorsement of the Corporate Business Plan.**



Shire of Mingenew
2015 - 2019

Corporate Business Plan

Updated March 2016



Draft

The Shire of Mingenew
P. O Box 120
Mingenew WA 6522
PH 08 9928 1102
FX 08 9928 1128

WA Grassroots Development
Document Management
Version: 6
Status: Update
Date: March 2016



Contents

Message from the Shire President

Integrated Strategic Planning

Priorities for Mingenew

Community Project Descriptions

Financial Estimates

Operational Risk Assessment

Internal Analysis

Resource Capability Assessment



Our Vision:

Standing Proud, Growing Strong

Our Mission:

To provide strong leadership, quality community services and competent financial management to ensure Mingenew has sustained prosperity

Our Values

- Strong leaders, good decisions;
- Striving to be innovative and progressive;
- Respecting our environment and each other; and
- Proud independent community spirit



Message from the Shire President

The Shire of Mingenew has prepared the Corporate Business Plan to operationalise the Strategic Plan that was developed through consultation with the community. This plan therefore provides the framework by which the Community Strategic Plan can be achieved through partnerships with the community, key regional partners and the State and Australian governments.

The Shire was formerly experiencing a population decline with a population base for 2009 in our Strategic Plan noted as 457 residents, however the population in the 2011 census was recorded as 489 and is a positive trend that has reversed the population decline that has been occurring over the last decade.

The attractiveness of the town as a place to live and build a business will be enhanced through projects identified in this plan. The Shire will also continue to support the strong entrepreneurial culture in the Shire, by supporting the industry, community and networks that strengthens local business and enhances industry competitiveness through research and development.

The Corporate Business Plan outlines how these projects and other key priorities will be achieved in the next four years. Each year the annual budget will be prepared from this plan, and hence it provides a year by year “slice” of the projects and priorities of the Council. In this Corporate Business Plan, Council is affirming its support for delivering core services for the community as well as projects that will drive the future growth and development of the Shire.

This plan also outlines the financial and resourcing impact of this investment. The link to the Long Term Financial Plan and the Workforce Plan is critical, as both the financial capacity and human resource capacity to deliver on this plan has been verified through links to those two plans. This is a guarantee to community that the long term financial sustainability of the Shire has been a key factor in vetting the Corporate Business Plan.

The Shire understands it will need to be strongly collaborative and cooperative with community, industry and government stakeholders to deliver on this plan. The Shire will continue its program of regional involvement in organisations such as the Mid West Development Commission. Through strong partnerships the entrepreneurial culture of the community can be appropriately supported.

This plan has been produced through the input of our Senior Staff and our Councillors. This plan captures the views of the community as expressed in the Community Strategic Plan and will be a key guidance document for Council for the next four years.

Council looks forward to working with the community and key stakeholders to deliver on this plan.

Michelle Bagley
Shire President Shire of Mingenew

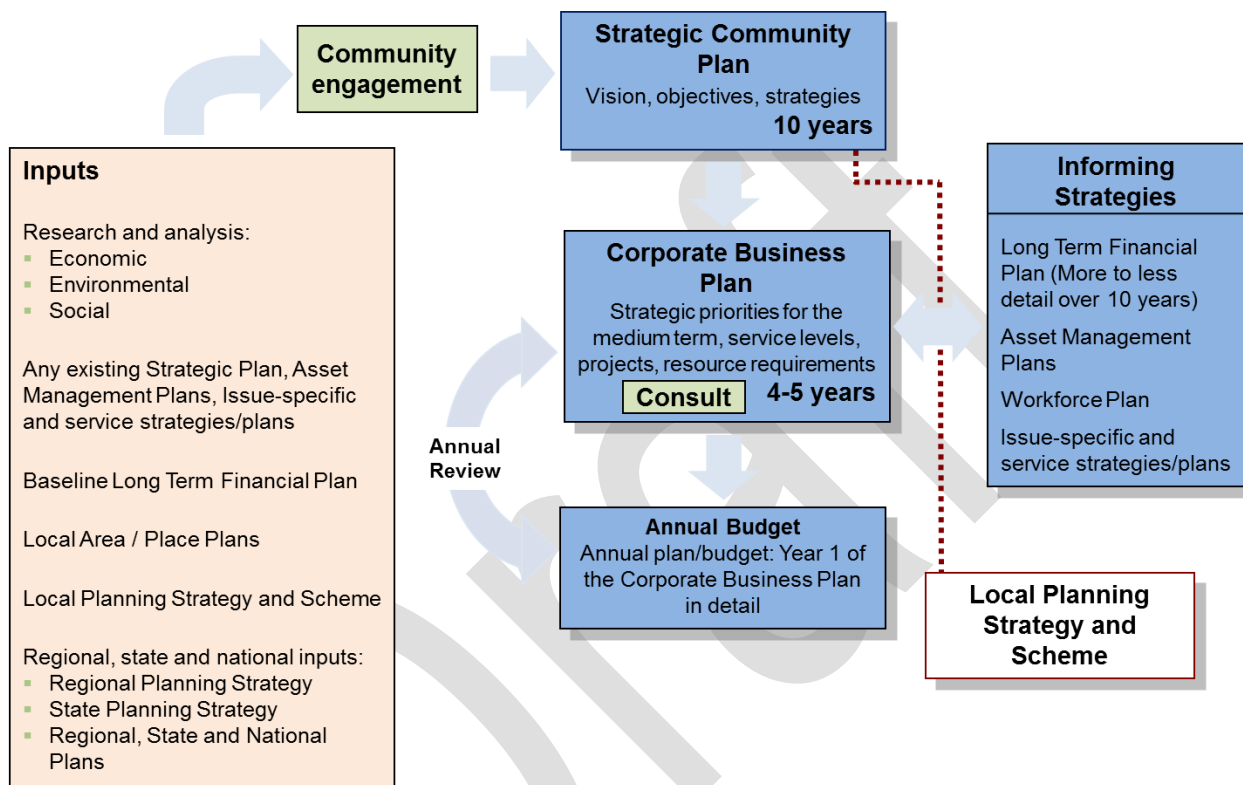


Corporate Planning

The Shire of Mingenew has introduced an Integrated Strategic Planning framework that will drive all activity.

The framework has been developed according to the Integrated Planning and Reporting Framework and Guidelines which were released in October 2010. Section 5.56(1) of the Local Government Act 2005 requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.

Diagram 1: Integrated Strategic Planning Framework



The framework has the following elements:

- 10 year Strategic Community Plan which outlines our vision for the future, our values and our strategic goals. This was adopted by Council in March 2012 and will be reviewed in the 2016/17 financial year.
- 4 year Corporate Business Plan which details what we will do to implement the Strategic Community Plan. This document details the key projects and resources required to deliver on the Strategic Community Plan and details the planned project outputs/outcomes, estimated project costs, source of funds, project schedule and resource required to implement projects. The Corporate Business Plan also contains a risk assessment of the Shire's financial and human resource capacity to implement the Plan over the 4 years.
- An Asset Management Plan which enables the Shire to plan and manage the assets so that the community's aspirations can be reached. It is based upon 'whole of life' and 'whole of organisation' approaches and the effective identification and management of risks associated with the use of assets.

- 10 year Long-term Financial Plan which is a high level document that indicates the Shire's long term financial sustainability, allows for early identification of financial issues and their longer term impacts, and shows the financial impacts of plans and strategies.
- A Workforce Development Plan which will analyse the operational capacity of the Shire, contrast that to the strategic needs created by the plans, and identify the capacity, skills and knowledge gaps and how to address them.
- An Annual Financial Budget which will record the planned activities and expenditure for each year; and
- An Annual Report which provides the community with a detail account of what has been achieved each year and progress made towards the Performance Targets and achievement of Corporate Business Plan.

Priorities for Mingenew

Mingenew has a strong agricultural industry which employs over half the local population. The Shire also features a concentration of employment in the transport industry. Conditions in Mingenew are considered to be one of the best in the North Midlands for agriculture production, with good quality soils and consistent rainfall helping to produce a good variety of commodities. Servicing the resources industry is presenting an opportunity for Mingenew, with companies exploring the possibilities in the Shire, and there is an opportunity for Mingenew to utilise its substantial underground water supply as an asset capable of driving new resource, agriculture and horticulture projects across the North Midlands. ¹

Both this industry context and the Strategic Community Plan outlined that an important element to ensuring population growth will be an increased availability of serviced residential, commercial and industrial land, and ensuring the provision of adequate services to support expected economic growth. The Shire has responded to this need with key projects relating to industrial land provision and development of a business incubator to support the development of small to medium businesses. This will support the Shire and community to lever opportunities from mining or other industries that will develop throughout the region.

Other key issues for the community are to maintain and increase population through good planning and having a long term vision. The planning processes that have been undertaken with the community's input have been a direct response to this issue, and the framework created will continue to generate implementation of projects for the next 4 years. Reviews will also occur during that time, so the community will be able to continue to give input to Council during that time.

The community also asked the Shire to retain the town centre as an attractive place for residents and visitors. The Corporate Business Plan outlines various projects that will further enhance the town centre.

Mingenew's strength is the strong sense of stewardship held by local residents and businesses. The Council will continue to support and encourage this community spirit to ensure the town remains competitive and an attractive place to live and visit. Specific priorities that will be developed are to upgrade the Medical Centre, maintain and enhance Heritage Infrastructure, supporting Wildflower Way and building additional Independent Living accommodation and ongoing support to key community groups will also be maintained.

The final key area that the community wishes to see is the encouragement, nurturing and cultivating of new leaders where Council continues to explore opportunities to provide formal and informal leadership training

¹ North Midlands Economic Development Strategy, Pracsys, 2013

opportunities for upcoming community members. Council has also invested a large internal resource allocation to ensuring the planning, policy and management of the integrated Strategic Planning framework is achieved and excellence in all areas of governance, management and leadership is achieved.

Overall the response to the community’s aspirations as outlined in the Community Strategic Plan has been both direct and strategic in nature. The priority projects for Mingenew are:

	High Priority	Medium Priority
Community	1. Support Tourism Development and Promotions 2. Water Park 3. Upgrade Medical Centre – Ambulance set down facility	4. Family Park and playground 5. Maintain and enhance Heritage Infrastructure 6. Wildflower Country (Regional project)
Environment	7. Waste Transfer Station	8. Pursuing Sustainability project
Economy	9. Residential and Light Industrial land development 10. Improved Digital Access for community 11. Develop Business Incubator Project 12. Support Local Business and Community Groups	
Built Environment/ Infrastructure	13. Roads program 14. Restoration of Rail Station 15. Aged Accommodation Units 16. Key Worker Housing 17. Heavy Traffic By-pass 18. Relocate Shire Depot and redevelop Land	19. Develop Recreation Complex
Governance/ Civic Leadership	20. Leadership support program 21. Invest in Council’s Capacity 22. Leadership and Advocacy role	

How to read this Delivery Program

The Corporate Business Plan includes a Delivery Program with detailed project plans and program areas for the work to be achieved in the next four years. This Plan will replace the former Plan for the Future and will act as the leading document for all principal activities undertaken by Council during the next four years.

The Projects are linked to Objectives under the Strategic Plan and the Programs are the core business of the Shire. Together they form the total development and core program for the Shire. The categories under the Strategic Plan are:

1. Economic
2. Environment
3. Social
4. Civic Leadership

These have been reordered to implement them into the following five categories:

1. Community
2. Environment
3. Economy
4. Built Environment/Infrastructure
5. Governance/Civic Leadership

All outcomes detailed in the Strategic Plan have a corresponding and matching Project or Program area. This is shown by the Strategic Plan link in the project box in each project or program plan. Some outcomes in the Strategic Plan are very general, and some of those have been grouped together into project areas to be achieved in a grouped program.

The following table shows the links between the Strategic Plan Objectives, the programs or projects under the Corporate Business Plan and the Workforce Plan FTE (full time equivalent) allocations. This demonstrates the strong link between the Strategic Plan, Corporate Business Plan and how it informs the Workforce Plan. It also demonstrates the Shire is addressing all areas of need raised by the community in the Strategic Planning process within the existing resource base.

Recurring operational activities are designated as ongoing actions which have a recurring annual budget.

Linkage Diagram

The following diagram shows the link between the Objectives in the Strategic Community Plan and the corresponding programs and projects in the Corporate Business Plan. The final column shows the FTE's allocation and staff position for each program/project. The FTE allocation is on a per annum unless specified where a project is to be completed in a specific year.

Strategic Community Plan			Corp Bus Plan	Workforce Plan
Objectives	Outcomes	Actions	Programs or Projects	FTE's and Staff Position (Per Annum unless stated)
Economy To be a diverse and innovative economic with a range of local employment opportunities	Increase the number of visitors and extend the tourism season within the region	Provide good quality tourism facilities. Consult and support the Mingenew Tourist and Promotions Committee.	Project 1: Support Tourism Development and Promotions	CEO 0.01 DCEO 0.02 CDO 0.02
		Support and encourage tourism development.	Project 1: Support Tourism Development and Promotions	CEO 0.01 CDO 0.04
		Continue to support local events and encourage new events.	Project 1: Support Tourism Development and Promotions	CEO 0.01 CDO 0.04
		Develop and implement a Tourism Plan.	Project 1: Support Tourism Development and Promotions	CEO 0.01 DCEO 0.05 CDO 0.04
		Investigate and develop options for additional tourism and service worker accommodation.	Project 1: Support Tourism Development and Promotions	CEO 0.01 DCEO 0.01 CDO 0.03
		Instigate "Recreational Vehicle" friendly town status.	Project 1: Support Tourism Development and Promotions	CDO 0.02
		Employ a Tourism and Promotional Officer	Project 1: Support Tourism Development and Promotions	
		Install interpretative trails and signage.	Project 1: Support Tourism Development and Promotions	CEO 0.01 CDO 0.03
		Participate and support the Wildflower Country.	Project 6: Wildflower Country / Midlands Route	CEO 0.01 (2016/17) DCEO 0.06 (16/17) CDO 0.03 (16/17)
		Increased availability of serviced land	Ensure there are adequate land options available for residential, commercial and industrial purposes.	Project 9: Residential & Light Industrial Land Development

Protect and enhance economic infrastructure	Maintain and enhance existing historical infrastructure and consider heritage listing and funding opportunities.	Project 14: Restoration of Old Railway Station	CEO 0.01 (2016/17) DCEO 0.01 (16/17) WM 0.01 (16/17) CDO 0.05 (16/17)
	Continue to lead by example to support business accommodation and investigate options to develop business incubators.	Project 11: Develop a Business Incubator Project	CEO 0.02 (16/17) DCEO 0.01 (16/17) WM 0.01 (16/17)
Maintain or increase number of local businesses, industries or services	Support and encourage business unity.	Project 12: Support Local Business & Community Groups	CEO 0.01
	Support sustainable farming and other industry developments including mining.	Project 12: Support Local Business & Community Groups	CEO 0.01 WM 0.01
	Encourage and support value adding industries.	Project 12: Support Local Business & Community Groups	CEO 0.01
	Investigate and facilitate community investment in the relocation of the roadhouse.	Project 12: Support Local Business & Community Groups	CEO 0.01 DCEO 0.01
	Support a buy-local campaign.	Project 12: Support Local Business & Community Groups	CEO 0.01 CDO 0.02
Ensure the provision of adequate services to support economic growth	Increased availability of power.	Project 22: Leadership and Advocacy Role	CEO 0.01
	Efficient use of water resources within the Shire.	Project 22: Leadership and Advocacy Role	CEO 0.01
	Improved telecommunications.	Project 10: Improved Digital Access for the Community	CEO 0.01 (2016/17)
	Lobby to secure the national broadband network.	Project 10: Improved Digital Access for the Community	CEO 0.01 (2016/17)
	Investigate options and advocate for alternative sources of power.	Project 22: Leadership and Advocacy Role	CEO 0.01 (2016/17)

Environment A sustainable natural and built environment that meets current and future community needs	Our natural environment is enhanced, promoted, rehabilitated and leveraged.	Support and promote environmental practices.	Project 7: Waste Transfer Station	CEO 0.02 (16/17) DCEO 0.01 (16/17) WM 0.01 (16/17)
		Efficient use of water resources within the Shire.	Project 8: Pursuing Sustainability	CEO 0.01 WM 0.01
		Promotion of tourism opportunities that are environmentally focussed.	Project 8: Pursuing Sustainability	CDO 0.01
		Lobby government for the protection of natural environment.	Project 8: Pursuing Sustainability	CEO 0.01
		Rehabilitate, protect and conserve shire controlled land.	Project 8: Pursuing Sustainability	CEO 0.01 WM 0.01
		Continue to manage feral flora and fauna.	Project 8: Pursuing Sustainability	WM 0.01
	Indigenous and cultural heritage is acknowledged.	Continue to liaise with the local indigenous and cultural groups.	Project 5: Maintain & Enhance Heritage Infrastructure	CEO 0.01 CDO 0.02
	Retain Mingenew as an attractive town that reflects community values.	Continue to implement the town centre beautification plan.	Project 1: Support Tourism Development and Promotions	CEO 0.01 DCEO 0.01 WM 0.01
		Maintain the high standard of presentation.	Project 1: Support Tourism Development and Promotions	WM 0.01
		Continue participation in Tidy Towns.	Project 1: Support Tourism Development and Promotions	CDO 0.01
	Investigate options for improved shire administration facilities.	Project 18: Relocate Shire Depot and develop Land	CEO 0.01 (2018/19) WM 0.01 (2018/19)	
Provide recognition and retention of places of heritage.	Maintain and enhance existing historical infrastructure.	Project 5: Maintain & Enhance Heritage Infrastructure	DCEO 0.01 WM 0.01 CDO 0.01	
Safe and functional road and ancillary infrastructure.	Maintain and improve road assets.	Project 13: Roads Program	CEO 0.05 DCEO 0.02 WM 0.30	
		Project 17: Heavy Traffic Bypass	CEO 0.01 (2018/19) WM 0.01 (2018/19)	

		Develop and implement a footpath plan.	Project 13: Roads Program	CEO 0.01 WM 0.01
		Develop a plan to improve road signage.	Project 13: Roads Program	CEO 0.01 WM 0.01
	Efficient usage of resources.	Develop and implement a waste management plan.	Project 8: Pursuing Sustainability	CEO 0.02 DCEO 0.01 WM 0.01
		Promote recycling where practical.	Project 8: Pursuing Sustainability	WM 0.01
		Investigate options for water harvesting.	Project 8: Pursuing Sustainability	CEO 0.01 WM 0.01
		Lobby governments for the efficient use of natural resources.	Project 22: Leadership and Advocacy Role	CEO 0.01
Social	Maintain and increase population	Ensure there are adequate land options available for residential, commercial and industrial purposes.	Project 9: Residential and Light Industrial Land Development	CEO 0.01 (2016-18)
A safe and welcoming community where everyone has the opportunity to contribute and belong.	Maintain the provision of high quality community infrastructure.	Investigate and develop a water park.	Project 2: Develop Water Park	CEO 0.01 (2018/19)
		Continue to support youth swimming lessons.	Project 12: Support Local Business & Community Groups	
	Maintain and further develop the recreation complex.	Project 19: Develop Recreation Complex	CEO 0.02 (2017/18) DCEO 0.01 (17/18) WM 0.01 (17/18)	
	Continue to develop senior's facilities.	Project 22: Leadership and Advocacy Role	CEO 0.01	
	Investigate and encourage youth facilities and services.	Project 22: Leadership and Advocacy Role	CEO 0.01	
	Continue to support child care facilities.	Project 12: Support Local Business & Community Groups	CEO 0.01 CDO 0.01	
	Continue to provide facilities to support local community organizations.	Project 12: Support Local Business & Community Groups	CEO 0.01 CDO 0.02	

	Undertake improvements to the Mingenew Main Hall.	Project 12: Support Local Business & Community Groups	CEO 0.01 DCEO 0.01 WM 0.01
	Implement 10 Year Sport and Recreation Plan.	Project 12: Support Local Business & Community Groups	CEO 0.03 CDO 0.02
	Obtain and maintain a bus for community services.	Project 12: Support Local Business & Community Groups	WM 0.01
	Improve and beautify the cemetery.	Project 12: Support Local Business & Community Groups	CEO 0.01 WM 0.01 CDO 0.01
	Investigate and develop a family park and playground	Project 4: Develop Family Park	CEO 0.01 (2016/17) DCEO 0.01 (16/17) WM 0.01 (16/17)
Improved capacity of education and training.	Advocate for bus services for students travelling to higher education.	Project 22: Leadership and Advocacy Role	CEO 0.01 WM 0.01
	Support and promote local traineeships.	Project 21: Invest in Council's Capacity	CEO 0.01
	Continue to support the provision of higher education and vocational training in our region.	Project 22: Leadership and Advocacy Role	CEO 0.01
	Continue to support the local school.	Project 22: Leadership and Advocacy Role	CEO 0.01
Affordable housing options that respond to community needs.	Provide information on the CHA subsidised loans.	Project 22: Leadership and Advocacy Role	CEO 0.01 DCEO 0.01
	Provide accommodation for service workers and housing for seniors.	Project 16: Key Worker Housing	CEO 0.01 (2015/16) DCEO 0.01 (16/17) WM 0.01 (16/17)
	Continue to develop housing for shire employees.	Project 16: Key Worker Housing	CEO 0.01
	Investigate options to utilise vacant houses on farming properties.	Project 12: Support Local Business & Community Groups	CDO 0.01

	Develop new housing for aged through a JV program.	Project 15: Independent Living Units	CEO 0.03 (2016-19) DCEO 0.01 (16-19) WM 0.01 (16-19)
Improved community health and well-being.	Increased access to appropriate medical services.	Project 3: Upgrade Medical Facility	CEO 0.01 (2015/16) DCEO 0.01 (15/16) WM 0.02 (15/16)
	Continue to support medical practitioners and other health organizations.	Project 22: Leadership and Advocacy Role	CEO 0.01
	Improved provision of home and community care service.	Project 22: Leadership and Advocacy Role	CEO 0.01 CDO 0.01
	Promote a drug free culture within the community.	Project 22: Leadership and Advocacy Role	CEO 0.01 CDO 0.01
	Encourage and support shire staff and the community to participate in community organizations.	Project 22: Leadership and Advocacy Role	CEO 0.01
Community events continue to be supported.	Continue to provide quality facilities for events.	Project 12: Support Local Business & Community Groups	CEO 0.01
	Continue to provide administrative support for event organizations.	Project 12: Support Local Business & Community Groups	CEO 0.01 DCEO 0.02 CDO 0.03
	Identify opportunities for special events.	Project 12: Support Local Business & Community Groups	CEO 0.01 DCEO 0.01 WM 0.01 CDO 0.01
Maintain a safe community environment	Implement strategies contained in the Community Safety and Crime Prevention Plan.	Project 22: Leadership and Advocacy Role	CEO 0.01 CDO 0.01
	Undertake a review and upgrade of Street Lighting in the Mingenew town site.	Project 22: Leadership and Advocacy Role	DCEO 0.2
	Continuously improve emergency services.	Project 22: Leadership and Advocacy Role	CEO 0.01
	Continue to lobby to maintain and enhance police services.	Project 22: Leadership and Advocacy Role	CEO 0.01
	Promote participation in emergency service organisations.	Project 22: Leadership and Advocacy Role	CEO 0.01

Civic Leadership A collaborate and innovative community with strong and vibrant leadership	A well informed and engaged community and actively participates.	Continue to support community groups.	Project 12: Support Local Business & Community Groups	CEO 0.02 CDO 0.10
		Provide and encourage leadership within the community.	Project 22: Leadership and Advocacy Role	CEO 0.01 CDO 0.01
		Improve our levels of engagement and communication with all sectors of our community.	Project 22: Leadership and Advocacy Role	CEO 0.02 DCEO 0.02 WM 0.02
		Nurture and encourage young community leaders.	Project 20: Leadership Support Program	CEO 0.01 CDO 0.01
		Community volunteers continue to be supported and acknowledged.	Project 22: Leadership and Advocacy Role	CDO 0.01
An open and accountable local government that is respected, professional and trustworthy.	Continue to deliver quality local government services and facilities.		Project 21: Invest in Council's Capacity	CEO 0.02 DCEO 0.02 WM 0.02
	To be strong advocates representing the Shire's interests.		Project 21: Invest in Council's Capacity	CEO 0.02 DCEO 0.02 WM 0.02
	Provide long term strategic leadership.		Project 21: Invest in Council's Capacity	CEO 0.01
	Provision of professional development opportunities for Councillors and staff.		Project 21: Invest in Council's Capacity	CEO 0.01
	Annual customer feedback surveys.		Project 21: Invest in Council's Capacity	CDO 0.01
	Maintain a high standard of customer service with a can-do attitude.		Project 21: Invest in Council's Capacity	All Staff
Improved partnerships.	To collaborate and investigate opportunities for shared services in cooperation with other local, state and Australian Government agencies, industry and community organizations.		Project 22: Leadership and Advocacy Role	CEO 0.02 DCEO 0.01
Local term planning and strategic management.	Develop and implement the Long Term Financial plan.		Project 21: Invest in Council's Capacity	CEO 0.01 DCEO 0.05

	Develop and implement the Workforce Management plan.	Project 21: Invest in Council's Capacity	CEO 0.01
	Develop and implement Asset Management planning.	Project 21: Invest in Council's Capacity	CEO 0.01 DCEO 0.05
	Develop and implement the Corporate Business Plan.	Project 21: Invest in Council's Capacity	CEO 0.02 DCEO 0.01
	Develop and implement an Information Communications Technology Plan.	Project 21: Invest in Council's Capacity	DCEO 0.02
Achieve a high level of compliance.	Ensure compliance with local, town planning, building and health and all other legislation.	Project 22: Leadership and Advocacy Role	CEO 0.02 DCEO 0.05
	Maintain, review and ensure relevance of Council policies and local laws.	Project 22: Leadership and Advocacy Role	CEO 0.01

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Delivery Program: Program Areas and Project Plans

A safe and welcoming community where everyone has the opportunity to contribute and belong

Program Area: Community Amenities, Recreation and Culture, Education and Welfare and Health

This program area includes core services provided to the community to improve their well-being, access to health services, community events and support to community groups and all recreation and cultural programs provided by the Shire.

Program Costs

Cost	2015/16	2016/17	2017/18	2018/19	Total	Recurrent Cost Post 2019/20
	\$	\$	\$	\$	\$	
Annual Program Costs	152,800	472,545	60,000	105,200	717,000	43,400

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Administration	Chief Executive Officer	0.12
Administration	Deputy Chief Executive Officer	0.18
Works & Services	Manager of Works	0.05
Public Relations	Community Development Officer	0.29

Project Manager: CDO Shire of Mingenew

External Stakeholders: Mingenew Tourist and Promotions Committee

Strategic Plan Link: 1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 1.1.7, 1.1.8, 1.1.9, 2.1.3

Project Description

Scope statement:

Mingenew has an active Tourism group and Council will support the group through in-kind support and through an annual budget allocation including projects such as the Wildflower Country Group. Tourism infrastructure requests eg. New toilets will be consider on an as needs basis.

Project outputs:

- In kind support
- Annual budget allocation

Project outcomes:

- Good quality tourism facilities
- Tourism promotion for community and region
- Interpretative trails and signage

Project Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2018/19
Tourist & Promotions Committee	2,500	2,500	2,500	2,500	10,000	2,500
Area Promotion – Advertising	800	1,000	1,000	1,200	4,000	1,400
Wildflower Country Group	5,500	5,500	5,500	5,500	22,000	5,500
Annual Budget (in-kind)	41,000	41,000	41,000	41,000	164,000	
TOTAL	49,800	50,000	50,000	50,200	200,000	

Source of Funds

Funding Sources	Amount	Status
Council funding	49,800	Budgeted

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Promotion & Development	Chief Executive Officer	0.07
Promotion & Development	Deputy Chief Executive Officer	0.09
Promotion & Development	Manager of Works	0.02
Promotion & Development	Community Development Officer	0.23

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Tourism numbers increase by 5% /annum	Increase in visitation	Mingenew Tourist and Promotions Committee figures

Project Manager: CEO Shire of Mingenew

External Stakeholders: Mid West Development Commission – RfR, Lotterywest,

Strategic Plan Link: 3.2.1

Project Description

Scope statement:

It will be part of an overall children's activity playground including existing skate park and installation of a water park with a number of water features to encourage play and recreation. It will link to the Cecil Newton Park which will create a child/young person recreation precinct in the Main Street.

Project outputs:

- Applications for RfR and Lotteries
- Concept Plans developed by specialist and Water park constructed

Project outcomes:

The facility will provide a fun recreational activity and facility for young people across diverse age groups. Overall, it will enable the community to be attractive to new residents who consider services for children to be important when choosing a town to live.

Project Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2019/20
Concept Plans				10,000	10,000	0
Construction				440,000	440,000	0
TOTAL				450,000	450,000	

Source of Funds

Funding Sources	Amount	Status
RfR CLGF	200,000	Application to be completed
Lotterywest	200,000	Application to be completed
Shire funds	50,000	Future budget

Project Schedule

Major Milestones	Date	Output
Funding applications completed and successful	2018/19	Funding achieved
Concept plans developed and approved	2018/19	Concept agreed & signed off by Council
Construction and installation of park	2018/19	Water Park constructed
Opening organised	2018/19	Opening Celebrations Christmas 2017

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
CEO	Manager	0.01 (2018/19)

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Families and young children satisfaction with facility	Community feedback	Community Survey

Project Manager: CEO Shire of Mingenew

External Stakeholders: Silver Chain Clinic

Strategic Plan Link: 3.5.1, 3.5.2, 3.5.3

Project Description

Scope statement:

The Mingenew Medical Centre entrance for the Ambulance is not protected from the weather. A suitable entrance needs to be nominated and a Porte-Cochere to protect people's privacy and protect them from the elements needs to be constructed.

Project outputs:

- Consultation with medical staff and volunteers to determine best design
- Funding applications
- Construction completed

Project outcomes:

- Community members will be able to be protected when arriving and leaving the medical centre via ambulance or private transport

Project Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2019/20
Construction	93,000				93,000	0
TOTAL					93,000	

Source of Funds

Funding Sources	Amount	Status
Council contribution	52,000	2015/16 Budget
MWDC (RGS)	26,000	Approved
Silver Chain	15,000	Approved

Project Schedule

Major Milestones	Date	Output
Demolition of existing structure	2015/16	Preparation of site for construction
Construction	2015/16	Construction of set down bay
Opening	2015/16	Opening ceremony

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Administration	Chief Executive Officer	0.01
Community Development	Deputy Chief Executive Officer	0.01
Supervision	Manager of Works	0.02

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Community members suitably protected when arriving/leaving by ambulance	Community Satisfaction	Community survey

Project 4: Family Park - Playground**MEDIUM PRIORITY****Project Manager:** CEO Shire of Mingenew**External Stakeholders:** Mid West Development Commission & Lotterywest,**Strategic Plan Link:** 3.2.7**Project Description****Scope statement:**

Create a children's activity playground area with features to encourage play, learning and recreation.

Project outputs:

- Applications for Lotterywest & Mid West Development Commission
- Concept Plans developed by specialist
- Family Park constructed

Project outcomes:

The facility will provide a fun recreational activity and facility for young people across early year age groups.

Overall, it will enable the community to be attractive to new families with young children who consider safe areas to meet, play and develop to be important when choosing a town to live.

Project Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2019/20
Concept Plans		1,500			1,500	
Construction		121,045			121,045	10,000
TOTAL		122,545			122,545	

Source of Funds

Funding Sources	Amount	Status
Mid West Development Commission	48,240	Application to be completed
Lotterywest	36,995	Application to be completed
Shire funds	37,310	Future budget

Project Schedule

Major Milestones	Date	Output
Funding applications completed and successful	2016/17	Funding achieved
Concept plans developed and approved	2016/17	Concept agreed and signed off by Council
Construction and installation of park	2016/17	Family Park constructed
Opening organised	2016/17	Opening Celebrations

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
CEO	Manager	0.01 (2016/17)
Deputy Chief Executive Officer	Manager	0.01 (2016/17)
Works Staff	Works Manager	0.01 (2016/17)

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Families and young children satisfaction with facility	Community feedback	Community Survey
Community participation	Usage of Park	Number of families

Project Manager: Works Manager Shire of Mingenew
External Stakeholders: LotteryWest, Heritage Commission
Strategic Plan Link: 2.4.1, 1.3.1

Project Description

Scope statement:

Heritage buildings are a key part of the built and cultural heritage of Mingenew and provide a key attraction for tourism. Under the Municipal Inventory, 3 sites are considered to be high priority and they include Enanty Barn, Old Railway Station and the Old Roads Board Building. These will be preserved according to the conservation requirements.

An annual program and budget has been allocated against which funds will be obtained to carry out an ongoing program. This program includes the Enanty Barn and the Old Roads Board Building. (The Old Railway Station is a separate project under the Corporate Business Plan)

Project outputs:

- Key buildings will be maintained
- Community's heritage will be protected, interpreted and appreciated

Project outcomes:

- Maintain and restore key buildings in the Townscape that are culturally important to the community.
- Maximise tourism opportunities as a destination on the Wildflower Way.

Project Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2019/20
Annual Budget - mtce	10,000	30,000	10,000	10,000	60,000	10,000
Enanty Barn		50,000			50,000	2,500
Mingenew Museum		30,000			30,000	2,500
Old Roads Board Building		20,000			20,000	2,500
Little Well		30,000			30,000	2,500
War Memorial		100,000			100,000	2,500
TOTAL	10,000	260,000	10,000	10,000	290,000	

Source of Funds

Funding Sources	Amount	Status
Council contribution	20,000	Budgeted/ forward budgets
Heritage Council (Enanty Barn)	50,000	Not confirmed
Heritage Council (Old Roads Board)	20,000	Not confirmed
Lotterywest (Railway Station)	120,000	Not confirmed
Lotterywest (Museum)	30,000	Not confirmed

Project Schedule

Major Milestones	Date	Output
Annual works program	Each annum	Ongoing conservation works
Enanty Barn	2016/17	Completion of restoration works
Museum	2016/17	Completion of restoration works
Old Roads Board	2016/17	Completion of restoration works
Little Well	2016/17	Opening of Little Well site to public

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.01
Deputy Chief Executive Officer	Manager	0.01
Works Manager	Manager	0.01
Community Development Officer	Officer	0.03

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Heritage buildings maintained	Community Satisfaction	Community survey

Draft

Project Manager: Wildflower Country Committee
External Stakeholders: Mid West Development Commission
Strategic Plan Link: 1.1.10

Project Description

Scope statement:

A funding application has been submitted by Wildflower Country Inc for funding to complete this project. The goal of the project is to replicate the Wildflower Way installed on the Dalwallinu to Geraldton road which encourages visitors to visit and stay longer in the region. The Shire's contribution to this project is \$40,000.

Project outputs:

Signage, interpretative information, involvement tourism operators, development of key attractions.

Project outcomes:

Visitors will be more inclined to travel on inland roads to explore towns and districts. This project will work in unison with the caravan park to encourage people to stay longer thus positively impacting on the economy of the community.

Project Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2018/19
Implementation Plan		40,000			40,000	2,500
TOTAL		40,000			40,000	

Source of Funds

Funding Sources	Amount	Status
Councils contribution	40,000	2016/17 Budget

Project Schedule

Major Milestones	Date	Output
Successful funding application	2016/17	Funding contract
Project implemented	2016/17	Project achieved

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.01
Deputy Chief Executive Officer	Manager	0.06
Community Development	Officer	0.03

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Wildflower way completed	Attractive and informative signage along route	Increase in visitors to Shire
Midlands Route	Attractive and informative signage along route	Increase in visitors to Shire
Extended Tourist season	Visitors to Mingenew outside of usual months	Increase in numbers across year

Environment Project Plans

A sustainable natural and built environment that meets current and future community needs

Program Area: Environment

This program area includes core services provided to the community to improve the environment, and includes waste management services, and Parks and Gardens.

Program Costs

Cost	2015/16	2016/17	2017/1	2018/19	Total	Recurrent Cost Post 2019/20
	\$	\$	8	\$	\$	
			\$			
Annual Program Costs	41,000	219,500	66,000	66,000	392,500	66,000

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Administration, Works & Finance	Chief Executive Officer	0.08
Administration, Works & Finance	Deputy Chief Executive Officer	0.02
Administration, Works & Finance	Manager of Works	0.07
Administration, Works & Finance	Community Development Officer	0.01

Project 7: Waste Transfer Station**HIGH PRIORITY****Project Manager:** CEO Shire of Mingenew**External Stakeholders:** Department of Environment Regulation / Mid West Development Commission**Strategic Plan Link:** 2.6.1, 2.6.2**Project Description****Scope statement:**

The construction of the transfer station will allow for better waste control and public safety at the existing landfill site and support better recycling and reduction of waste to landfill.

Project outputs:

- Construction of transfer station at the existing Refuse Waste Site

Project outcomes:

- Completion of manned transfer station and implementation of waste management services
- Rehabilitation of current waste site

Project Costs (to be reviewed once project is sufficiently developed)

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2019/20
Construction of transfer Station		178,500	25,000	25,000	228,000	25,000
TOTAL		178,500	25,000	25,000	228,000	25,000

Source of Funds (to be reviewed once project is sufficiently developed)

Funding Sources	Amount	Status
Council Contribution	128,250	Budget Allocation 2016/17
MWDC (RGS)	50,000	Funding application submitted

Project Schedule (to be reviewed once project is sufficiently developed)

Major Milestones	Date	Output
Funding applications completed	2015/16	Funding achieved
Concept plans developed and approved	2016/17	Concept plan signed off by Council
Construction	2016/17	Transfer Station constructed
Opening organised	2016/17	Opening April 2017

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
CEO	Manager	0.02
Deputy Chief Executive Officer	Manager	0.01
Manager of Works	Manager	0.01

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Project plan undertaken	Plan completed	Project started
Transfer Site constructed	Waste transfer station implemented	Transfer Station Opened

Project Manager: CEO Shire of Mingenew
External Stakeholders: Mingenew Irwin Group, DAFWA, DEC, NACC
Strategic Plan Link: 1.5.2, 2.1, 1.5.5, 1.5.2

Project Description

Scope statement:

This project brings together a number of key actions from the Community Strategic Plan which will be implemented under a general project area called “pursuing sustainability”. They include:

- Support sustainable farming projects
- Efficient use of water resources
- Investigate options and advocate for alternative sources of power
- Support and promote environmental management practices
- Lobby government for the protection of natural environment
- Rehabilitate, protect and conserve shire controlled land
- Manage native and feral flora and fauna
- Investigate options for water harvesting
- Manage rehabilitation of gravel pits

Project outputs:

- Key environmental projects achieved through Council providing in kind support for funded projects.

Project outcomes:

Mingenew will encourage participation in town, shire and regional improvement programs and nurture a stronger sense of stewardship within the community.

Project Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2019/20
MIG contribution	16,000	16,000	16,000	16,000	64,000	16,000
Gravel Pit rehabilitation	25,000	25,000	25,000	25,000	100,000	25,000
Feral Dog Control	5,000	5,000	5,000	5,000	20,000	
TOTAL	41,000	41,000	41,000	41,000	164,000	

Source of Funds (to be reviewed once project is sufficiently developed)

Funding Sources	Amount	Status
Council Contribution	164,000	To be Budgeted

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
CEO	Manager	0.06
Deputy Chief Executive Officer	Manager	0.01
Manager of Works	Manager	0.06
Community Development Officer	Manager	0.01

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Improved environmental indicators	Annual research program	MIG feedback

Economy Project Plans

To be a diverse and innovative economy with a range of local employment opportunities

Program Area: Economic Services, Housing, Law, Order and Public Safety

This program area includes core services provided to the community to ensure their safety, providing housing and ensure the growth and development of the Shire.

Program Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2019/20
Annual Program Costs	6,000	677,668	106,000	6,000	785,668	21,000

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Administration	Chief Executive Officer	0.24
Administration	Deputy Chief Executive Officer	0.07
Works & Services	Manager of Works	0.07
Public Relations	Community Development Officer	0.23

Project Manager: CEO Shire of Mingenew
External Stakeholders: Mid West Development Commission
Strategic Plan Link: 1.2.1, 3.1.1

Project Description

Scope statement:

Mingenew currently has sufficient residential land available for sale within the community (approximately 60 blocks), however a watching brief will be implemented to ensure that the development of new residential land is undertaken in a timely manner as growth proceeds. Demand for light industrial land is the key area of demand for Mingenew which has a number of options to develop industrial land. They include:

- Lot 1 Eleanor Street (subdivided industrial blocks)
- Unallocated Shire land within industrial zoning (Ernest Street Subdivision)

Project outputs:

- Watching brief on residential demand and sales
- Actively develop light industrial sites based upon demand, apply for headworks grants for subdivisions
- Completion of Townsite Strategy Plan

Project outcomes:

Increased number of new businesses, new industry and investment in Mingenew.

Project Costs

Cost	2015/ 16 \$	2016/ 17 \$	2017/ 18 \$	2018/ 19 \$	Total \$	Recurrent Cost Post 2019/20
Ernest Street Subdivision		100,000			100,000	2,500
Rural Residential Subdivision		200,000	100,000		300,000	2,500
TOTAL		200,000			400,000	

Source of Funds

Funding Sources	Amount	Status
Headworks Grant	300,000	Application to be completed
Council in-kind	100,000	Forward Budget

Project Schedule

Major Milestones	Date	Output
Complete Town Expansion Plan	2015/16	Completed Plan
Apply Headworks Grant	2016/17	Headworks funding
Complete Industrial Subdivision	2016/17	Industrial land available for sale
Rural Residential	2017/18	Rural Residential land available for sale

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.02
Deputy Chief Executive Officer	Manager	0.01
Manager of Works	Manager	0.01

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Industrial land developed to demand	New businesses	Number new businesses
Residential Land developed	New residents to town	Number of new residents

Project 10: Improved Digital Communications Access for the Community**HIGH PRIORITY****Project Manager:** CEO Shire of Mingenew**External Stakeholders:** NBN Co. & Telecommunications Service Providers / MWDC**Strategic Plan Link:** 1.5.3, 1.5.4**Project Description****Scope statement:**

The North Midland Council's are currently pursuing a strategy to improve mobile phone tower coverage through construction of a network of mobile phone towers in the North Midlands.

The Shire has leased land to NBN Co. to build a wireless transmission tower, which will potentially give all of Mingenew high-speed wireless communications, however alternate services also need to be explored.

Project outputs:

- Increase mobile phone coverage
- High speed wireless technology installed

Project outcomes:

The Shire of Mingenew will not be disadvantaged by lack of mobile or digital services.

Project Costs

Cost	2015/ 16 \$	2016/ 17 \$	2017/ 18 \$	2018/ 19 \$	Total \$	Recurrent Cost Post 2019/20
North Midlands Digital Strategy		66,668			66,668	5,000
TOTAL		66,668			66,668	

Source of Funds

Funding Sources	Amount	Status
Mid West Development Commission	33,334	Application for funding submitted
Council Own Funds	33,334	Forward Budget

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Administration	Chief Executive Officer	0.02

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Mobile & Internet coverage	Community satisfaction	Annual Community Survey

Project Manager: CEO Shire of Mingenew

External Stakeholders: Mingenew Business Community / Mid West Development Commission

Strategic Plan Link: 1.3.2, 1.4.3

Project Description

Scope statement:

The project will develop a business incubator on available industrial land to make available ready-to-lease business facilities for small/micro industrial or contracting businesses that would like to establish in Mingenew.

Project outputs:

- Business Planning and feasibility study (based on Northampton model)
- Concept and design plan
- Funding obtained
- Construction and fill units

Project outcomes:

- Strong local Business to Business servicing through prevention of business leakage, ensuring higher business productivity
- Capacity to source business services to meet local needs, ensuring construction and trades work can be completed in reasonable time frames

Project Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2018/19
Concept and Design Plan		20,000			50,000	
Construct Incubator		385,000			305,000	5,000
TOTAL		405,000			405,000	

Source of Funds

Funding Sources	Amount	Status
Council Contribution	205,000	2016/17 Budget
Mid West Investment Plan	180,000	Funding Application submitted

Project Schedule

Major Milestones	Date	Output
Concept and Design plan	2016/17	Building Plans
Construct incubator units	2016/17	Units constructed and filled
Opening	2016/17	Opening ceremony

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
CEO	Manager	0.02
Deputy Chief Executive Officer	Manager	0.01
Manager of Works	Manager	0.01

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Number of new businesses	New Businesses established	New business in community

Project Manager: CEO/CDO Shire of Mingenew

External Stakeholders: CRC, Local Business Association, Local Indigenous Groups

Strategic Plan Link: 1.4.1, 1.4.2, 1.4.5, 2.2.1

Project Description

Scope statement:

The Shire provides ongoing support to numerous community groups that hold large community events, manage essential community services and provide valuable support to key sectors of the community. Peppercorn rental, in-kind support and subsidised housing are made available to these groups.

In addition the Shire will make available \$1,000 per annum to the business community to pursue the idea of a shop local campaign.

The Shire will also provide in-kind support for heritage based development at Littlewell Aboriginal Reserve.

Project outputs:

- Support for community groups

Project outcomes:

- Strong community organisations

Project Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2018/19
Council Contribution	6,000	6,000	6,000	6,000	24,000	6,000
TOTAL	6,000	6,000	6,000	6,000	24,000	

Source of Funds

Funding Sources	Amount	Status
Council Contribution	4,000	Future budgets

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.17
Deputy Chief Executive Officer	Manager	0.05
Manager of Works	Manager	0.05
Community Development Officer	Officer	0.23

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Strong community organisations	Community strength	Ongoing success of community groups
Strong community organisations	Community strength	Volunteering numbers in each census

Built Environment and Infrastructure Project Plans

A sustainable built environment that meets current and future community needs

Program Area: Transport, and Other Property and Services

This program area includes core services that provide enabling infrastructure for the community.

Program Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2018/19
Annual Program Costs	1,441,000	2,655,000	2,410,000	6,195,000	12,701,000	1,584,000

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Administration	Chief Executive Officer	0.17
Administration	Deputy Chief Executive Officer	0.06
Works & Services	Manager of Works	0.38
Public Relations	Community Development Officer	0.05

Project Manager: Works Manager, Shire of Mingenew
External Stakeholders: Main Roads & Department of Infrastructure
Strategic Plan Link: FCWP Road works Program, 2.5

Project Description

Scope statement:

The Shire of Mingenew has an extensive road network that comprises sealed and unsealed roads. The upkeep and management of this network is essential to the overall sustainability of the Shire. Management of the road system includes the road pavement, drainage, street lighting, verge maintenance and signage.

Project outputs:

- Kilometres roads upgraded or maintained each year
- Town site footpaths & drainage

Project outcomes:

- Road condition improvement
- Safer roads

Project Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2018/19
Infrastructure Program	1,301,750	1,320,000	1,350,000	1,410,000	5,381,750	1,500,000
TOTAL	1,301,750	1,320,000	1,350,000	1,410,000	5,381,750	

Source of Funds

Funding Sources	Amount	Status
Council Contribution	2,681,750	Budgeted
Grant Funding (RfR & RRG))	2,700,000	To be confirmed

Project Schedule

Major Milestones	Date	Output
Annual road program	Ongoing	Maintenance of asset condition

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.07
Deputy Chief Executive Officer	Manager	0.02
Works Manager	Manager	0.32

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Maintain Road condition	Community satisfaction	Annual Survey
Safe access to and from other towns	Safety of road network	Accidents per annum on shire roads

Project 14: Restoration of Old Railway Station**HIGH PRIORITY****Project Manager:** CDO, Shire of Mingenew**External Stakeholders:** Lotterywest**Strategic Plan Link:** 1.3.1**Project Description****Scope statement:**

The Old Railway Station Building will be renovated and converted into an arts and crafts centre for community use.

Project outputs:

- Restored heritage building

Project outcomes:

- Community group usage of a key heritage building

Project Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2018/19
Undertake Restoration works		120,000				4,000
TOTAL		120,000			120,000	

Source of Funds

Funding Sources	Amount	Status
Lotterywest	100,000	Application to be developed
Council Contribution (in-kind)	20,000	Budgeted

Project Schedule

Major Milestones	Date	Output
Undertake restoration works	2016/17	Construction works completed

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.01 (2016/17)
Deputy Chief Executive Officer	Manager	0.01 (2016/17)
Works Manager	Manager	0.01 (2016/17)
Community Development	Officer	0.05 (2016/17)

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Building restored successfully	Community satisfaction	Annual community survey

Project Manager: CEO/CDO Shire of Mingenew

External Stakeholders: Seniors, HACC, WA Health Services, MWDC, Department of Housing

Strategic Plan Link: 3.2.4, 3.4.2, 3.4.5

Project Description

Scope statement:

To develop aged care accommodation to meet current and future demand. The Project is in three stages:

- Stage 1, 2 units, \$810k
- Stage 2, 2 units, \$850k
- Stage 3, 3 units \$1.1m

Only Stages 1 & 2 will occur in this 4 year Corporate Business Plan (to 2018/19).

Project outputs:

- 7 new aged care units

Project outcomes:

Current and future aged care housing needs is addressed in a timely manner, enabling older people to age in their own community.

Project Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2018/19
Concept Plans/Design		15,000		15,000	30,000	
Construct Stage 1		795,000	10,000	10,000	825,000	10,000
Construction Stage 2				835,000	845,000	10,000
TOTAL		810,000	10,000	860,000	1,690,000	

Source of Funds

Funding Sources	Amount	Status
Council Contribution	525,000	Future budget
WA Country Health Services	435,000	Funding Application submitted
Department of Housing JV	400,000	To be developed
Mid West Development Commission	300,000	Application to be developed

Project Schedule

Major Milestones	Date	Output
Construct Stage 1	2016/17	Independent Living housing
Construction Stage 2	2018/19	Independent Living housing

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.03
Deputy Chief Executive Officer	Manager	0.01
Manager of Works	Manager	0.01

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Aged Persons' housing needs met in timely manner	Number of people who can age safely in place	Retention of aged demographic

Project Manager: CEO Shire of Mingenew
External Stakeholders: Business Community
Strategic Plan Link: 3.4.3

Project Description

Scope statement:

The Project will build key worker housing for key staff positions within the community. The first stage of the project is to build 2 modular units with a shared living area.

Project outputs:

- 2 modular units

Project outcomes:

- Provide accommodation to attract key workers to Mingenew

Project Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2018/19
Completion of Units	25,000					5,000
TOTAL	25,000				25,000	

Source of Funds

Funding Sources	Amount	Status
Council Contribution (in-kind)	25,000	2015/16 Budget

Project Schedule

Major Milestones	Date	Output
Completion of 2 group dwellings	2015/16	Group dwellings completed

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.02 (2015/16)
Deputy Chief Executive Officer	Manager	0.01 (2015/16)
Manager of Works	Manager	0.01 (2015/16)

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Provide high quality accommodation	Key workers can access quality accommodation	Occupancy of housing

Project 17: Heavy Traffic By-pass**HIGH PRIORITY****Project Manager:** CEO Shire of Mingenew**External Stakeholders:** Main Roads, Transport Companies and Heavy Vehicle Operators, Tradespeople**Strategic Plan Link:** 2.3**Project Description****Scope statement:**

Develop a heavy vehicle by-pass around the Mingenew Central Business District (CBD).

Project outputs:

- Heavy vehicle by-pass

Project outcomes:

- Development of Main Street of Mingenew into a tourism and retail precinct

Project Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2018/19
Feasibility Study		20,000		2,000,000	2,020,000	20,000
TOTAL		20,000		2,000,000	2,020,000	

Source of Funds

Funding Sources	Amount	Status
Council contribution	20,000	Future budget
CLGF Regional	311,000	To be confirmed
Other Grants	1,689,000	Applications to be developed

Project Schedule

Major Milestones	Date	Output
Complete Feasibility study	2016/17	Feasibility study
Fund project	2017/18	Funding achieved
Construct project	2018/19	Bypass constructed
Opening ceremony	2018/19	Project opening

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
CEO	Manager	0.01
Manager of Works	Manager	0.01

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Development of by-pass	Vibrant Main street	Traffic Count Main Street

Project 18: Relocate Shire Depot and Redevelop Vacated Land**MEDIUM PRIORITY****Project Manager:** CEO/Works Manager Shire of Mingenew**External Stakeholders:** Community**Strategic Plan Link:** 2.3.4**Project Description****Scope statement:**

Council will relocate the existing Shire Depot from 2018 to 2019 at a cost of \$1.5M. This will make this site available for either residential development or as a possible business incubator site.

Project outputs:

- Relocated Shire Depot
- Land available for development

Project outcomes:

- New and improved shire depot
- Opportunity to develop vacated land that depot was on

Project Costs

Cost	2015/16	2016/17	2017/18	2018/19	Total	Recurrent Cost Post 2018/19
	\$	\$	\$	\$	\$	
Relocation of Depot and subdivision costs				1,500,000		20,000
TOTAL				1,500,000	1,500,000	

Source of Funds

Funding Sources	Amount	Status
Council contribution	1,500,000	Forward Budgets

Project Schedule

Major Milestones	Date	Output
Construction new depot	2018/19	New Depot available for use
Clear in-town depot	2018/19	Land vacated
Rehabilitate vacated land	2018/19	Land rehabilitated
Subdivide land available for sale	2018/19	Subdivision complete

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
CEO	Manager	0.01 (2018/19)
Works Manager	Manager	0.01 (2018/19)

Measuring Success

Outcomes	Tangible indicators of success	Measured by
New depot constructed and vacated depot gains environmental clearance	New depot	Staff satisfaction with new premises
Land available for development	Land available	Development of land

Project Manager: CEO Shire of Mingenew
External Stakeholders: Sporting Groups, Sport and Recreation
Strategic Plan Link: 3.2.9

Project Description

Scope statement:

Firstly to install oval lights at the Recreation Centre oval then to look at a Recreation Centre redevelopment.

Project outputs:

- Oval lights installed at Recreation Centre
- Increasing the capacity of the Recreation Centre

Project outcomes:

- Increase in sporting and community events

Project Costs

Cost	2015/16	2016/17	2017/18	2018/19	Total	Recurrent Cost Post 2018/19
	\$	\$	\$	\$	\$	
Oval lights		185,000			185,000	
Planning future Recreation Centre development	25,000				25,000	
Recreation Upgrade			750,000	25,000	775,000	25,000
TOTAL	25,000	185,000	750,000	25,000	985,000	

Source of Funds

Funding Sources	Amount	Status
Council contribution - Lights	123,333	Forward Budget
CSRFF Sport and Recreation - Lights	61,667	Funding Application submitted
Council contribution - Upgrade	250,000	Forward Budget
CSRFF Sport and Recreation - Upgrade	250,000	Funding Application to be submitted
MWDC - Upgrade	250,000	Funding Application to be submitted

Project Schedule

Major Milestones	Date	Output
Funding application	2016/17	Funding received
Install lighting	2016/17	Lights installed
Recreation Centre Development Plan	2016/17	Plan to improve Recreation Centre facility

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.02
Deputy Chief Executive Officer	Manager	0.01
Manager of Works	Manager	0.01

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Increased facility usage	Increase number of events	Event numbers

Governance and Civic Leadership

A collaborative and innovative community with strong and vibrant leadership.

Program Area: Governance

This program area includes core services provided to the community to administrate the programs of the Shire and ensure the financial sustainability of the Shire is built into the long-term.

Program Costs

Cost	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$	Total \$	Recurrent Cost Post 2019/20
Annual Program Costs	7,500	7,500	7,500	7,500	30,000	7,500

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Administration	Chief Executive Officer	0.37
Administration	Deputy Chief Executive Officer	0.28
Works & Services	Manager of Works	0.07
Public Relations	Community Development Officer	0.07

Project 20: Leadership Support Program**HIGH PRIORITY**

Project Manager: CEO Shire of Mingenew
External Stakeholders: Mid West Leadership Program
Strategic Plan Link: 4.1, 4.2

Project Description**Scope statement:**

Formal and informal leadership training opportunities will be provided to enable succession of leaders through the Council and in key leadership positions within the Community.

Project outputs:

- Leadership training program provided each year locally, or 2-3 members of community sponsored to undertake leadership training and bring skills home to community.

Project outcomes:

Network of skilled local leaders

Project Costs

Cost	2015/16	2016/17	2017/18	2018/19	Total	Recurrent Cost Post 2018/19
	\$	\$	\$	\$	\$	
Leadership training	7,500	7,500	7,500	7,500	30,000	7,500
TOTAL					30,000	

Source of Funds

Funding Sources	Amount	Status
Council contribution	30,000	Budgeted

Project Schedule

Major Milestones	Date	Output
Advertise to community	2016/17	Expressions of interest received
Source training	2016/17	Training providers identified
Undertake training and keep engagement going	2015 - 2019	2-3 new leaders per year

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.01
Community Development	Officer	0.01

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Strong leadership	Greater community engagement	Increase number of community events, increased attendance
Proactive Council	Improved relationship Council and community	More interaction between Councillors and community
Greater choice of Councillors	Younger nominees for vacancies	More nominees for vacant seats

Project Manager: CEO Shire of Mingenew

External Stakeholders:

Strategic Plan Link: 4.4, 4.5

Project Description

Scope statement:

This project includes a range of key activities that will enable the Shire to be a highly professional organisation providing excellence in all areas of governance, management and leadership.

Project outputs:

- Staff training and development
- Professional Development opportunities for Councillors
- Mentor community leaders to become Councillors
- Traineeships within the Shire
- Implemented Integrated planning and reporting framework
- Implement annual customer feedback surveys
- Review of Council policies and laws
- Investigate new sources of revenue and income
- Maintain effective and efficient ICT systems
- Maintain links with regional bodies such as MWDC
- Continue involvement with MainRoadsWA through Regional Road Group

Project outcomes:

- Long term sustainable Council

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation (each year)
Delivering Quality Services	Chief Executive Officer	0.07
Delivering Quality Services	Deputy Chief Executive Officer	0.04
Delivering Quality Services	Manager of Works	0.04
Delivery Quality Services	Community Development Officer	0.01
Integrated Strategic Planning	Chief Executive Officer	0.05
Integrated Strategic Planning	Deputy Chief Executive Officer	0.13

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Community satisfaction with Council Leadership, development and services	Community satisfaction	Annual Survey
Long term financial sustainability of Council whilst meeting community needs	Financial strength of Council	Financial ratios

Project 22: Leadership and Advocacy Role**HIGH PRIORITY****Project Manager:** CEO Shire of Mingenew**External Stakeholders:** All major service providers, State and Australian Government Agencies**Strategic Plan Link:** 4.3**Project Description****Scope statement:**

Continue to lobby and advocate for key government and infrastructure services, help resolve community issues and act on opportunities.

Project outputs:

Advocacy on key issues such as:

- Lobby for quality education within region
- Lobby for enhanced power supply
- Lobby for Roads funding
- Advocate and support the maintenance of adequate police and emergency services
- Lobby for regional health infrastructure

Project outcomes:

Ensure Agencies and Service providers provide a level of service that meets community needs and expectations.

Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Stakeholder relationships	Chief Executive Officer	0.24
Stakeholder relationships	Deputy Chief Executive Officer	0.11
Stakeholder Relationships	Manager of Works	0.03
Stakeholder Relationships	Community Development Officer	0.05

Measuring Success

Outcomes	Tangible indicators of success	Measured by
Agencies and Service Providers meet community needs	Community needs met	Annual community survey

Resource Capability Assessment

The overall resources required to implement the Corporate Business Plan across the four years are within the capacity of existing staff resources. The FTE requirements for 2015/16 year to implement this plan are:

- Chief Executive Officer 0.98
- Deputy Chief Executive Officer 0.61
- Manager of Works 0.64
- Community Development Officer 0.68

These estimated FTE's are within current staffing allocations and will be able to be delivered within current capacities. The Development Plan for the Shire is very conservative and although it does meet the needs of the community as defined in the Strategic Community Plan, only key priorities will be funded and developed in the next 4 years to ensure the Shire also meets its financial sustainability requirements.

The Shire's key strategy for managing times when demand for key staff exceeds supply is to use a local/regionally based network of contractors who know the Shire, have established relationships with the Council and Senior Staff and can get work completed quickly and on budget. The key issue with this model is the continued loss of corporate knowledge from the Shire, so the depth of the business systems are quite critical to ensure knowledge is captured within each project/contract and as much as possible retained within the Shire knowledge base.

Key issues for the Shire are the key person dependencies created by the flat line and small staff structure. This will create challenges for the Shire in managing succession planning for key roles. The mentoring approach suggested already will be the key management strategy to manage the lack of succession, and to support the building of a regional workforce.

Financial Estimates

The Financial Estimates in this plan assume the majority contribution for each project occurs through grants funding for capital works. This has been achieved through reducing project scope or delaying projects to future Corporate Business Plan's.

The updated Corporate Business Plan costings have been attached to this Plan as a reference document. The costs are summarised in the table below. The total expenditure under this plan at the time of adoption is as outlined in the following table.

Costings Summary Corporate Community Plan

	2015/16	2016/17	2017/18	2018/19
Council Contribution	857,300	1,967,977	1,399,500	2,679,700
Mid West Dev Comm	26,000	311,574	250,000	300,000
Lotterywest		286,995		200,000
WA Health Services		435,000		
Main Roads	350,000	350,000	350,000	350,000
Dept of Infrastructure	400,000	350,000	300,000	250,000
Royalties for Regions		200,000	100,000,	511,000
DSR		61,667	250,000	
Other	15,000	70,000		2,089,000
TOTAL	1,648,300	4,033,213	2,649,500	6,379,700

The key impact from the projects is mainly delivered by the Depot Project. All other projects are able to be funded from grants programs or they will not proceed. The Depot Project is internally funded and has a substantial impact on the financial ratios as it will be delivered through an increase in borrowings.

The two key risks that this plan exemplifies is the high degree of dependence upon external revenue sources to develop the community's infrastructure. The second key risk is the increase in borrowings with peak debt at \$1.7M in 2022. Although reserve funds increase from \$0.218M to \$0.414M in the next ten years this is still a low level of reserves from which to continue to grow services and deliver future prospects for the community.

The fiscal outlook for the Shire requires a conservative financial management approach into the future. The Corporate Business Plan has been developed on this basis and will enable the Shire to both meet the needs of the community and improve its long term financial health.

Assets of the Shire

Council provides a range of infrastructure assets to enable services to be delivered to the community.

This plan covers the following assets:-

- Roads comprising roadways (597km),
- Bridges (5), culverts (315),
- Railway crossings (5),
- Road signs (315),
- Floodways (17),
- Footpaths and kerbing

Buildings comprising

- Recreation (12),
- Council/depot (7),
- Public/civic (11) and
- Housing (8)

Other assets covering

- Recreation (12),
- Public/civic (4) and
- Waste (1)

There are two key indicators of cost to provide the services.

- The life cycle cost being the average cost over the life cycle of the asset, and
- The total maintenance and capital renewal expenditure required to deliver existing service levels in the next 10 years covered by Council's long term financial plan.

The life cycle cost to provide the infrastructure service is estimated at \$1,345,438 per annum. Council's planned life cycle expenditure for year 1 of the asset management plan is \$1,301,750 which gives a life cycle sustainability index of 0.97.

Operational Risk Assessment

The following section outlines key systems, processes and resources of the Shire and assesses the current risks to those areas and proposes mitigation measures to be adopted where impact is high.

Systems			
Risk	Assessment of Risk	Impact	Mitigation
Document Management	The time cost of the document management system is inefficient and frustrating for staff.	HIGH The knowledge base of the organisation is held in the document management system which has not been well maintained in the past.	Invest in electronic data management systems that protect data integrity against individual work practices, establish Standard Operating Procedures and monitor their implementation. All staff to be trained in the system.
Project Management	Projects are managed by staff based upon individual systems and there is no consistent project management system in place	HIGH Projects need to be fully planned to enable most efficient work flows within organisation and community	Project Management Training has been undertaken. Implement electronic project management system and ensure all projects are managed through system.
Stakeholder Management System	Stakeholders are managed by Key staff and Councillors through on going communication, without a clear managed process	MEDIUM The current system works as the organisation is small, however increasing the project load will cause the current system to be put under pressure. Loss of any individual will cause loss of key relationships.	Stakeholder relationships to be managed through an electronic management system which records interactions, relationships and follow-up actions required.
ICT system	Current ICT system is sufficient for current resourcing	MEDIUM ICT systems can quickly reach their tipping point, and the functionality of new technology can greatly enhance workforce productivity	Monitor effectiveness and remote access and communication systems between staff and Councillors.
Processes			
HR Processes	Succession Planning challenging due to size of organisation. Attraction and retention of key staff has been difficult in the region. Active Performance management is required to build the organisational culture that is desired	HIGH Having the right team is critical to any successful organisation. Building that team over time and retaining key skill sets will be essential to build efforts to increase productivity.	Introduce a formalised mentoring approach that supports strong HR management at Senior levels. Implement excellent HR systems. Build the regional workforce in roles that are best delivered at that level. Provide flexible working arrangements for staff, and ensure childcare is provided in the community.
Workforce Planning and Cost Modelling	Key cost of organisation is labour cost and work utilisation of all roles difficult to assess, hence making cost control difficult to implement.	HIGH Some roles can be over-utilised and some under and without appropriate work force planning the mismatch is difficult to detect or remedy.	Effective job planning, detailed job descriptions, and monitoring or work output to be implemented to ensure over and under productivity can be managed.
Skills Development	Skills gaps and development to overcome gaps could be a risk	MEDIUM Over reliance on key staff due to ineffective middle management skills/capacity	Training is up to date in organisation however needs related to Corp Bus Plan and project development/ fundraising to be further developed.
Resources			

Workforce	Capacity to develop a high performing organisation that is highly productive and utilises the core staff cost to the best outcome for the community.	HIGH High performing parts of any organisation are affected by lower performance and the culture is set by the "lowest bar" over time. Building a high performance culture is a function of good systems, modelling behaviour and consistent leadership.	Implement systems to monitor work output and measure performance of all staff. All Senior Staff to display values that show productivity and effectiveness is critical. Ensure staff understand staff costs to community outcomes is important to Council.
Council	The task of balancing fiscal responsibility and responding to the community is a key risk for Council.	HIGH Ongoing good leadership is critical within the Council group, as cohesive responsible decision making will be required for many years.	Community expectations about what Council can deliver need to be managed. All consultation processes need the clear context of the fiscal responsibility required by the Shire.
Asset Base	Depreciating asset base which cannot be maintained on revenue base	MEDIUM Long term the Shire will face increasing challenges to develop new infrastructure or community projects and maintain existing assets.	Rationalise existing asset base at every opportunity and only add high value projects that deliver clear outcomes, including revenue generation opportunities. Continue to invest in regional processes that optimise revenue base of the Shires in the region.

Internal Analysis

Required improvements

The following proposed improvements for the internal management of the Shire will support the core goals of developing the community and improving financial sustainability. They relate to the mitigation measures outlined in the risk analysis.

1. Stakeholder relationships to be managed through an electronic management system which records interactions, relationships and follow-up actions required.
2. Monitor effectiveness and remote access and communication systems between staff and Councillors.
3. Introduce a formalised mentoring approach that supports strong HR management at senior levels.
4. Build the regional workforce in roles that are best delivered at that level. Provide flexible working arrangements for staff, and ensure childcare is provided in the community.
5. Effective job planning, detailed job descriptions, and monitoring or work output to be implemented to ensure over and under productivity can be managed.
6. Training is up to date in organisation, however, needs to be related to Corporate Business Plan and project development/ fundraising to be further developed.
7. Implement systems to monitor work output and measure performance of all staff. All Senior Staff to display values that show productivity and effectiveness is critical. Ensure staff understand that staff costs to community outcomes are important to Council.
8. Community expectations about what Council can deliver need to be managed. All consultation processes need the clear context of the fiscal responsibility required by the Shire.
9. Rationalise existing asset base at every opportunity and only add high value projects that deliver clear outcomes, including revenue generation opportunities.
10. Continue to invest in regional processes that optimise revenue base of the Shires in the region

Measuring our Success

Within each Strategic Theme there are a number of key objectives which have specific measurement criteria which are either output or outcome based. These will be used by the Shire to monitor the achievement of the plan. They will be used to monitor project activity, but not reported on in the Annual Report.

Key Performance measures have been set against the 5 strategy areas. These KPM's are designed to be reported against annually in the Shires Annual Plan. This will enable the community to track progress against the objectives and to also understand the impact of the plan's implementation.

Strategy Number	Strategic Area	Key Performance Measures
1	Infrastructure and Natural Assets	Community satisfaction community services (annual survey) Community satisfaction town amenity (annual survey) Community satisfaction core services eg. Roads, pathways (annual survey)
2	Industry and business development	Land Availability for projects Nil waste targets achieved
3	People and place	Annual community satisfaction with cultural, heritage and recreation services (annual survey)
4	Community capacity	Volunteering rate each census period Community satisfaction with engagement with Council (annual survey)
5	Council's capacity	Improvement in Financial ratios Low employee turnover Successful fundraising for key projects

Acknowledgements

This plan has been developed with the active assistance of key staff within the Shire of Mingenew. They include the Chief Executive Officer Martin Whitely, Deputy Chief Executive Officer Nita Jane, Manager of Works Warren Borrett and Shire Councillors..

Attachments

Nil

Signed:

Michelle Bagley
Shire President

Date:

Signed:

Martin Whitely
Chief Executive Officer

Date:

The Last copy of the Corporate Business plan has been endorsed by the Shire of Mingenew at its' Ordinary Meeting held on 26 June 2013 – Resolution number 130603

9.1.2 POOL INSPECTION FEE

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0399
Date: 7 April 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council adopt a new fee for the inspection of swimming pools.

Attachment

Nil

Background

The Shire is required by statute to inspect, once in every four year period, all private pools and spa barriers. The inspection is to ensure that the barrier meets the minimum requirements of AS1926.1. Our records show that there does not appear to have been any pool inspections carried out in recent years. The pool inspections are carried out by the Shire of Irwin on behalf of the Council and currently there is no pool inspection fee listed within our current Fees & Charges Schedule.

Comment

Following a review of our building and health records it was found that there have not been any swimming pool inspections carried out within the Shire of Mingenew in recent years. As such all landowners with a pool have been contacted advising them that a pool inspection will be carried in the first 2 weeks of May 2016. It is a requirement for pool inspections to be carried out every 4 years.

The Shire of Mingenew currently doesn't have a pool inspection listed within our Fees & Charges for the 2015/16 financial year. Council are required to adopt a swimming pool inspection fee if they intend to recover the costs incurred by the relevant officer to carry out the pool inspections.

Looking at surrounding Shire's there is a wide range in the amount that is charged for conducting a swimming pool inspection. Some of these comparative charges are;

- City of Greater Geraldton \$56 per annum
- Shire of Carnamah \$67 per annum
- Shire of Irwin \$30 per annum
- Shire of Coorow \$50 per inspection

Most local government's now appear to charge a yearly amount which form part of the landowner's annual rate assessment. The alternative is to set a fee per inspection. The rationale I have used in setting the pool inspection fee is that Council look to recover the cost of the officers to perform the inspections.

The adoption of a swimming pool inspection fee requires an absolute majority of Council.

Consultation

Julie Borrett, Finance Officer

Statutory Environment

Australian Standard AS 1926.1 – 1993

Local Government Act 1995 Section 6.16 to 6.18 states

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

** Absolute majority required.*

- (2) A fee or charge may be imposed for the following —
 - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
 - (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.

** Absolute majority required.*

6.17. Setting level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
 - (a) the cost to the local government of providing the service or goods; and
 - (b) the importance of the service or goods to the community; and
 - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
 - (a) under section 5.96; or
 - (b) under section 6.16(2)(d); or
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
 - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
 - (b) limit the amount of a fee or charge in prescribed circumstances.

6.18. Effect of other written laws

- (1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —
 - (a) determine an amount that is inconsistent with the amount determined under the other written law; or
 - (b) charge a fee or charge in addition to the amount determined by or under the other written law.
- (2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

Policy Implications

Nil

Financial Implications

The adoption of a fee for the swimming pool inspections is intended to offset the cost of having the swimming pool inspections carried out.

Strategic Implications

Outcome 4.5.1 – Ensure compliance with local, town planning, building, health and all other relevant legislation.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.1.2
--

That Council;

Adopt a swimming pool inspection fee of \$120 (GST Inclusive) to be charged in yearly increments of \$30 a year which will form part of the landowner's annual rate assessment.

9.1.3 NORTH MIDLANDS FIXED WIRELESS NETWORK

Location/Address: Shire of Mingenew
Name of Applicant: Ted Jack, Community Development Officer, Shire of Coorow
Disclosure of Interest: Nil
File Reference: ADM0075
Date: 7 April 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council support an application for funding under the Royalties for Regions Regional Grants Scheme for the implementation of a fixed wireless network in the North Midlands servicing the Shires of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah.

Attachment

Nil

Background

At the March Ordinary Council Meeting Council resolved to make a financial commitment of \$16,667 for a funding proposal submitted under the National Stronger Regions program for a series of towers constructed in the Shire's of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah that would result in the delivery of much higher levels of data at a lower cost than will be on offer through the NBN Sky Muster satellite broadband service. Ted Jack from the Shire of Coorow also prepared and submitted an additional funding application under the Royalties for Regions Regional Grant Scheme as an alternative funding solution for the project in the event that that the funding application was unsuccessful under the National Stronger Regions program.

Comment

Feasibility studies conducted by Node 1 showed that a series of towers installed approximately every 25km's between the Shire's of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah has the capacity to deliver far greater broadband data services at a much lower cost than the proposed NBN Sky Muster roll out. In addition to this the project cost of installing towers between the six Shire's is estimated to cost only \$400,000. This compares the cost of every NBN Sky Muster tower averaging approximately \$500,000 per tower.

A submission was made on behalf of the Shire's of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah for funding under the National Stronger Regions program where Council resolved at the March 2016 Ordinary Meeting to allocate an amount of \$16,667 in the 2016/17 Draft Budget to contribute towards the project if funding was received through the National Stronger Regions program.

Ted Jack from the Shire of Coorow prepared a secondary and submitted this application under the Royalties for Regions Regional Grant Scheme as an alternative funding solution for the project in the event that that the funding application was unsuccessful under the National Stronger Regions program. In this submission the contribution from each of the Shire's was based on a \$1 for \$1 contribution from Royalties for Regions. As such Council's contribution if the project was to be funded through the Regional Grants Scheme would need to double to \$33,334.

Further enquiries have established that the initial capacity of the established network would be able to handle several years of growth before any new infrastructure would be required and the maintenance costs for the towers is estimated to be between \$1,500 - \$3,000 per annum for each Shire. These maintenance costs would include cleaning & checking solar panels, much of which could be carried out by the individual Shire's.

The initial investment of \$33,334 still seems like reasonable value if the level of broadband data service capacity is as expected.

Consultation

Ted Jack, Community Development Officer, Shire of Coorow

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The funding submission under the Regional Grant scheme requires a contribution of \$33,334 from Council. No funds have been allocated in the 2015/16 Budget for the project. However, if the funding application was successful the project would be completed in the 2016/17 financial year which would allow Council to make provision for the contribution in the 2016/17 Budget. Ongoing maintenance costs for the upkeep of the infrastructure would also need to be provided for in the Shire's Asset Management and Long Term Financial Plans.

Strategic Implications

Community Strategic Plan

Outcome 1.5.3 – Improved Telecommunications

Outcome 1.5.4 – Lobby to secure the national broadband network in Mingenew

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.3
--

That Council;

- 1. Support the North Midland Fixed Wireless Network funding submission under the Royalties for Regions Regional Grants Scheme, and**
- 2. Commit to making a contribution of \$33,334 for the project in the 2016/17 Budget**

9.1.4 MINGENEW REFUSE SITE

Location/Address: Shire of Mingenew
Name of Applicant: Ian Watkins, IW Projects
Disclosure of Interest: Nil
File Reference: ADM0161
Date: 15 April 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that the tabled report on the Mingenew Refuse site is received by Council.

Attachment

Contaminated Site Assessment – Preliminary Site Investigation

Background

In October 2015 a letter was received from the Department of Environment Regulation (“DER”) advising that in June 2007 the Shire was notified that land located where the Mingenew Refuse site is operated had been classified as a potentially contaminated site and that further investigation of the site was required. There was no evidence that these investigations had been carried out so DER required an investigation to be carried out by a suitably qualified environmental consultant.

Comment

In January 2016 Mr Ian Watkins of IW Projects was engaged to complete a preliminary site investigation of the refuse site. IW Projects conducted a site visit on 2 February 2016 and the draft report was subsequently received on 11 April 2016 and is tabled for Council information.

The purpose of the investigation was to establish if there were any signs of contamination at the site and to prepare a report for DER.

The report found that based on the preliminary site investigation undertaken of the Mingenew Waste Management Facility, it has been concluded that it is extremely unlikely that the waste management activities on site will or would have had any negative impact to any adjacent human or ecological receptors.

IW Projects have requested some further information from the Shire before the report is finalised and forwarded to the DER for comment. DER will then advise the Shire if any further site investigations are required. The report from IW Projects recommends that no further site investigations are required.

If the Shire were instructed to carry out works directed by DER as a result of the findings, these costs would not be eligible to be claimed through the Shire’s Statutory Liability section of the Management Liability insurance cover.

Consultation

Mr Ian Watkins, IW Projects
Naomi Telford, Department of Environment

Statutory Environment

Contaminated Sites Act 2003
Environmental Protection Act 1986
National Environmental Protection (Assessment of Site Contamination) Measure 1999

Policy Implications

Nil

Financial Implications

There was a cost associated with engaging the consultant to prepare a report for DER and these costs are covered in our budget allocation for risk management.

Strategic Implications

Community Strategic Plan

Outcome 2.6.1 – Develop and implement a Waste Management Plan

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.4
--

That Council receive the tabled draft report.

SHIRE OF MINGENEW

MINGENEW WASTE MANAGEMENT FACILITY

CONTAMINATED SITE INVESTIGATION – PRELIMINARY SITE INVESTIGATION



Mingenew Waste Management Facility Entrance

Prepared for

SHIRE OF MINGENEW

**IW Projects Pty Ltd
6 Anembo Close, DUNCRAIG, WA 6023
Mobile: 0402 909 291 email: iwatkins@iwprojects.com.au**

**Revision: Draft
Date of Issue: 7 April 2016**

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Executive Summary

In September 2015, the Shire of Mingenew received a letter from the Department of Environment Protection (DER) requesting that the Shire provide available information on the potential contamination of the Mingenew Waste Management Facility and if no information were available, the DER recommended that the Shire commission a suitably qualified environmental consultant to assist in understanding the potentially contaminated nature of the site.

In early January 2016, the Shire commissioned **IW Projects** to undertake a site visit to assess the likelihood of the landfill site causing off-site contamination issues and to compile a report for submission to the DER.

The site was a licensed landfill between 1997 and 2002, where after the licence was cancelled due to the facility receiving less than 500 tonnes of waste per annum. Subsequent to that date, the facility has been a Registered landfill site.

More recently, in XYZ (Martin – do you know about when), a transfer station was developed on site, where the majority of putrescible waste is disposed of in large volume waste bins and removed from site, with only inert waste and bulk domestic waste being landfilled on site.

In 1983, a Water Reserve was declared to the south of the Mingenew townsite. The Water Reserve included the area occupied by the waste management site. The water supply for Mingenew is currently obtained from bores within the Water Reserve, which is of strategic importance to the town of Mingenew as it is the closest potable water supply.

On 2 February 2016, Ian Watkins of **IW Project** undertook an inspection of the site to carry out an initial site investigation to identify the extent and type of waste management activities that have been carried out on site and to identify the contamination potential of these activities.

The investigation identified that the Mingenew Waste Management Facility has the following range of activities:

- Waste transfer station;
- Domestic bulk waste disposal;
- Inert waste disposal;
- Greenwaste burning;
- Scrap metal stockpile;
- Liquid waste disposal ponds;
- Road aggregate storage; and
- Sand extraction pit.

Based on the preliminary site investigation undertaken of the Mingenew Waste Management Facility, it has been concluded that it is extremely unlikely that the waste management activities on site will or would have had any negative impact on any adjacent human or ecological receptors. This conclusion is founded upon the following:

- The waste management site is located within a relatively remote area, with minimal receptors in close proximity;
- The population served by the facility is only approximately 500 people;
- The range and scale of waste management activities are extremely small;
- There is no industrial activity in the shire that would generate any hazardous waste that would be disposed of on site;
- The local geology consist of a complex formation of variable strata layers, some of which are of low permeability;
- The depth to groundwater below the landfill site is estimates to be in excess of 18 m; and
- The local groundwater flow direction is interpreted as being in a northerly direction away from the Water Corporation groundwater extraction bores.

Without there being any obvious potential contamination concerns, there are no remedial actions that would need to be immediately implemented as a result of the historical waste management activities on site.

The Shire is managing the facility in a neat and functional matter; however, there are a number of operational improvements that should be implemented to further improve the environmental performance of the facility and as a consequence, further protect against any potential future contamination. These activities include:

- Relocation and upgrade of the waste transfer station;
- Restrict site access;
- Manning the facility;
- Implement an asbestos management procedure;
- Recycling activities to be relocated to a position adjacent to the new waste transfer station;
- DrumMuster and used motor oil drop-off facilities to be relocated to the waste management facility;
- All non-inert waste materials to be transferred through the transfer station and removed from site;
- Progressive closure of complete landfill areas;
- Installation of a lined liquid pond near the entrance to the site; and
- Decommissioning and rehabilitation of the old liquid waste pond.

Based on the outcome of this preliminary site investigation, there is sufficient information available to conclude that there is no adverse impact to the environment as a result of the waste management activities; hence, it is not recommended that a detailed site investigation be undertaken.

1. Introduction

In September 2015, the Shire of Mingenew received a letter from the Department of Environment Protection (DER) requesting that the Shire provide available information on the potential contamination of the Mingenew Waste Management Facility and if no information were available, the DER recommended that the Shire commission a suitably qualified environmental consultant to assist in understanding the potentially contaminated nature of the site.

In early January 2016, the Shire commissioned **IW Projects** to undertake a site visit to assess the likelihood of the landfill site causing off-site contamination issues and to compile a report for submission to the DER.

2. Site Background

There is limited information on when the Mingenew Waste Management Facility commenced operations as a landfill facility; however, anecdotal evidence is that the site has been in operation for some 40 to 50 years. On-site observations are consistent with this long timeline of activity.

The site was a licensed landfill between 1997 and 2002, where after the licence was cancelled due to the facility receiving less than 500 tonnes of waste per annum. Subsequent to that date, the facility has been a Registered landfill site.

More recently, in XYZ (Martin – do you know about when), a transfer station was developed on site, where the majority of putrescible waste is disposed of in large volume waste bins and removed from site, with only inert waste and bulk domestic waste being landfilled on site.

3. Water Reserve

In 1983, a Water Reserve was declared to the south of the Mingenew townsite. The Water Reserve included the area occupied by the waste management site. The assumption is that the landfill site was in operation prior to the Water Reserve being declared. The logic being, that if the Water Reserve was declared before the landfill was developed, it is highly unlikely that the Shire would develop a landfill site within the townsite's water supply reserve or that the Department of Water or Department of Health would have allowed the development to proceed.

Over time, the groundwater extraction wellfield has been extended to incorporate more of the Water Reserve. Approximately 75% of the Mingenew Water Reserve is located on surrounding private rural-zoned land mostly used for grazing and cereal cropping.

The water supply for Mingenew is currently obtained from three bores, one located approximately 1.1km to the northwest of the landfill (bore 5/86) and two located 0.5 km to the south of the landfill (bores 1/78 and 3/87). A circular well head protection zone of 300 m radius exists around each bore.

The wellfield is of strategic importance to the town of Mingenew as it is the closest potable water supply.

The original borefield (bores 5/86 and 13) is 35 years old, and the southern borefield (bores 1/78 and 3/87) is 26 years old. Water from the southern bore (bores 1/78 and 3/87) is pumped to the 225 m³ Mingenew Collector Tank and thereafter gravity fed to Mingenew Tanks No. 1 and 2. Water from bore 5/86 is also pumped to Mingenew Tanks 1 and 2 where it is gravity fed to the town. Bore 13 (adjacent to bore 5/86) has not been in use since May 2010 due to bacteriological detections, which could not be cleared.

Groundwater is abstracted from the semi-confined aquifer of the Parmelia Formation. The depths of the respective bores are shown in Table 3.1 – Groundwater Extraction Bore Details.

Table 3.1 – Groundwater Extraction Bore Details

Bore	Drill Depth (m bTOC)	Depth to Groundwater (m bTOC)
13	37.8	28.2
1/78	34.0	14.0
5/86	40.4	24.9
3/87	42.6	28.0

Appendix No. 1 – Water Reserve and Groundwater Extraction Infrastructure provides a diagram of the layout and extent of the Water Reserve and groundwater extraction bores.

4. Contaminated Sites Act

4.1. Overview

The process of investigating a potentially contaminated site involves the following stages of investigation:

- Preliminary site investigation;
- Detailed site investigation;
- Remedial action plan;
- Site remediation and validation; and
- Site management plan.

Should the preliminary site investigation determine that there is minimal contamination or minimal impact of any contamination, then it may not be necessary to undertake any further investigations and a site management plan may be sufficient to manager the site.

A preliminary site investigation consists of a desktop study, a detailed site inspection and interviews with relevant personnel. A preliminary site investigation may also include limited sampling and analysis. The information is used to develop an initial conceptual site model. If contamination or sources of contamination (potential areas of concern) are identified, further detailed site investigation is necessary.

A detailed site investigation assesses potential or actual contamination through an appropriate sampling and analysis program. Several phases of investigation (including risk assessment) may be required to adequately characterise the site, particularly for complex sites. The conceptual site model is refined on an iterative basis until there is sufficient information and understanding of the site to devise risk-based strategies to manage the identified risks.

Remedial action plan documents the type and extent of remediation required to ensure that the site is suitable for its current or intended future use, and to protect the surrounding environment and land uses. The plan details the clean-up techniques proposed to achieve the remedial objectives and criteria for assessing the effectiveness of the clean-up in the site validation process.

Site remediation and validation is the process of cleaning up the site (remediation) and evaluating the effectiveness of the clean-up (validation). Where the remedial objectives are not met, further work may be required such as further remediation, risk assessment or ongoing site management.

A site management plan documents ongoing management of the site if this is required, such as long term monitoring and assessment of residual contamination.

The site management plan may require periodic revision and updating to ensure it remains relevant over time. A relevant stakeholder, such as the landowner or body corporate, must assume responsibility for maintaining and implementing the site management plan.

At this stage of the investigation into the possible contamination of the Mingenew Waste Management Facility a preliminary site investigation was undertaken to determine the possible extent of contamination on site and the likely impact thereof.

4.2. Preliminary Site Investigation

The purpose of a preliminary site investigation is to identify the potential sources of contamination and contaminants of concern, the receptors that may be exposed to contamination and the relevant exposure pathways. The scope of work is to be sufficient to provide an initial indication of a site's contamination status, the nature and location of likely sources and receptors, and to determine whether detailed site investigation is warranted.

A preliminary site investigation generally comprises:

- Desktop study (records and published information relevant to the environmental setting and site history);
- Detailed site inspection(s);
- Interviews with site representatives (managers, owners, former employees, neighbours etc);
- Data evaluation;
- Development of an initial conceptual site model; and
- Identification of potential risks and any uncertainties or limitations.

Sampling as part of a preliminary site investigation is generally not recommended, as insufficient information may be available at this stage to inform the sampling program.

The initial conceptual site model, developed from the findings of the preliminary site investigation, forms the basis of further site investigations, if required.

5. Preliminary Site Investigation

5.1. Initial Desktop Study

There has previously been no site investigations into the potential contamination of the Mingenew Waste Management Facility, nor had there been any waste management related studies carried out on the site. Consequently, there was no initial information available to review prior to undertaking the site visit.

5.2. Detailed Site Inspection

On 2 February 2016, Ian Watkins of IW Project undertook an inspection of the site. Ian Watkins is a specialist waste management consultant with many years experience in working on waste management sites, in particular small rural sites. Hence, well suited to carry out the initial site investigation to identify the extent and type of waste management activities that have been carried out on site and to identify the contamination potential of these activities.

Ian Watkins was shown around the site by the Shire CEO, Martin Whitley and in addition, at the time of the site visit, the Water Corporation was undertaking a round of regular borefield monitoring; hence, there was the opportunity to discuss aspects of the groundwater extraction system with the Water Corporation technician.

The site is a typical rural landfill that has been in operation for many years. There are areas of previous waste placement that have been adequately covered over and capped, areas of old waste placement that are yet to be covered over and areas of recent waste placement.

The Mingenew Waste Management Facility has the following range of activities:

- Waste transfer station;
- Domestic bulk waste disposal;
- Inert waste disposal;
- Greenwaste burning;
- Scrap metal stockpile;
- Liquid waste disposal ponds;
- Road aggregate storage; and
- Sand extraction pit.

During the site visit, there was adequate access to all areas of the site to ensure the appropriate level of inspection to adequately assess the waste management activities and potential contaminating activities.

Appendix No. 2 – Conceptual Site Model – Landfill Site Plan provides information on the various areas of the landfill site.

5.2.1. Closed and Capped Landfill Areas

The northern portion of the site near the site entrance was the first area that was used for landfilled. The indication is that waste was landfilled in belowground trenches. On completion of the trenches, the waste was covered over and adequately capped. There is no evidence of waste still being exposed in this area.

This area appears adequately closed and capped to prevent surface water contact with waste and to minimise surface water ingress through the areas of previous waste placement.

Image of Covered Landfill Areas



5.2.2. Waste Transfer Station

The waste transfer station has been developed on the edge of a portion of previous landfill. Sea containers have been used to establish a vertical wall for tipping into waste bins, which are positioned below the vehicle access point. The facility is neat and tidy, without waste having been spilt out of the bins. There are adequate bins to accommodate significant quantity of waste material before there is a need to empty the bins.

The sea container structure is old and well rusted, which causes a few operational issues. There is a need to develop a new waste transfer station to better suit the site needs and operating methodology.

Although the existing arrangement is dated and not in a good state of repair, the waste bins are new and in excellent condition. The bins are watertight; hence, there is no leaching of contaminated runoff from the bins and as such, there are no contamination concerns with this operation.

Image of Waste Transfer Station



5.2.3. Domestic Bulk Waste Disposal

Domestic bulk waste is landfilled to the north of the waste transfer station. This waste stream generally consists of the larger, non-putrescible waste items. There is also a component of commercial waste, inert waste and recyclable waste intermixed within this waste stream. There is evidence of a wide range of waste materials, including used drums, cans and plastic containers, paper and cardboard being disposed of.

Although the vast majority of household waste is collected via the kerbside collection within the townsite and generally the community does the right thing by disposing of self-haul household waste in the transfer station bins, there is still a small component of household waste in the bulk waste area.

Due to the mixed nature of this waste stream and the fact that the site is unmanned, it is likely that there is waste material being disposed of on site that will leach some contaminants into the soil below the landfill. The type and extent of contamination will be highly dependent of the type and quantity of the waste stream.

Images of Domestic Bulk Waste Disposal



5.2.4. Inert Waste Disposal

The southern portion of the site has been used for the disposal of inert waste. This waste is typically from construction and demolition activities. Historically the waste has simply been paddock dumped in available areas; however, more recently, the waste has been used to fill in areas of the site that have been previously excavated for sand or cover material winning.

Due to the inert nature of this waste stream, there is very low potential for any contamination that could leach into the soil strata below the landfill and potentially into the groundwater.

With this material being a construction and demolition type material, there is the potential that some of it may contain asbestos. However, during the site visit, there was no asbestos observed in any of the waste streams. Although asbestos can have serious health impacts, provided it is well managed within a landfill site and adequately buried, the health impacts can be mitigated. Buried asbestos has no negative impact on groundwater quality.

There was no indication on site as what the community is to do with asbestos. The Shire website has an asbestos waste fee quoted; however, there is no formal procedure in place that provides guidance to the community on how to appropriately dispose of asbestos.

Images of Inert Bulk Waste Disposal



5.2.5. Greenwaste Disposal

Greenwaste is collected in a dedicated area and when conditions suit, the greenwaste is burnt in a controlled manner.

This activity has no negative environmental impact on the site and does not result in any site contamination. The ash generated from the burning activity originates from clean greenwaste and is highly unlikely to contain any contaminants.

The ash has a beneficial impact where it can be used in site rehabilitation activities to promote native vegetation establishment.

Image of Greenwaste Stockpile



5.2.6. Scrap Metal Stockpile

Scrap metal is stockpiled separately in preparation for off-site removal to downstream recyclers. The scrap metal stockpile consists mainly of car bodies and roof sheeting. There is a lesser component of white goods, fence wire, structural steel and metal drums.

The items that have the most potential to cause contamination are the car bodies and occasional metal drum (if they contain liquid residue). There is evidence of hydrocarbons spilling from the car bodies. In some cases, car part scavengers have worked on the cars, discharging oil onto the ground. No drums were observed with any residual content.

Although there was some hydrocarbon spillage observed, the extent of this source was extremely small and the vast majority of the contamination would volatilise from the ground surface or biodegrade within the near surface soil strata. Consequently, it

is not deemed that this potential contamination source would have an impact on the groundwater below the site.

Image of Scrap Metal Stockpile



Image of Small Hydrocarbon Spillage



5.2.7. Liquid Waste Disposal Ponds

The site has two small liquid waste disposal ponds and is registered as a controlled waste disposal site within the DER Controlled Waste Tracking System.

From observations on site, only one of the ponds has been utilised for the disposal of liquid waste. The second, smaller pond appears to have only collected some surface water.

The ponds are not lined and have simply been excavated into the natural ground, which is a sandy soil; hence, the ponds operate more as liquid waste soaks as opposed to stabilisation and evaporation ponds. The vast majority of the liquid waste would simply percolate into the soil. There would only be minimal liquid loss due to evapotranspiration.

There is the potential for the liquid waste ponds to contaminate the groundwater; however, this will be a function of the type and quantity of liquid waste being discharged into the ponds and the depth to groundwater.

From site observations, there was no evidence of any oily waste having been discharged into the pond. The residue in the operational pond was dry and solid, without any excessive odour. The odour being emitted from the pond could only be detected within a few metres of the pond. All of this would indicate that the pond has not been used for a reasonable time period, being months or years not weeks and that the liquid waste was predominantly, if not totally, from septage tank cleanouts.

The operational pond is the larger of the two ponds; however, is still small, with dimensions of approximately 4 m wide by 6 m long. The spare pond is even smaller at approximately 2 m wide by 4 m long. Both ponds were developed a number of years ago, as there is evidence of vegetation encroachment and no recent earthworks. The operational pond is only partially full with solid residue and has ample capacity to continue being used. This would indicate that there is not a large volume of liquid waste disposed of on site, as the pond has been in operation for a number of year and has only a small build-up of solid residue.

From observations on site, although the liquid waste ponds have the potential to result in belowground contamination of the site, the impact of the small scale operation is unlikely to have any off-site impact.

Image of Operational Pond



Image of Spare Liquid Waste Pond



5.2.8. Road Aggregate Storage

A portion of the site is used for the stockpiling of road aggregate material. This activity has nothing to do with the waste management activities on site, but is simply optimising available space on site.

The stockpiled aggregate is virgin material, prior to being used in road works. There was no bitumen coated aggregate observed anywhere within the aggregate stockpile area.

This activity has no potential to result in contamination of the site.

Image of Road Aggregate Stockpile



5.2.9. Sand Pit

There is a small sand quarry on the site. The excavated material is used for the Shire road and construction works as well as cover material for the landfill operations.

This activity has no potential to result in contamination of the site.

Image of Sand Extraction Pit



5.2.10. Near Surface Soil Types

From site observations, there is an upper layer of light to yellow coloured fine sand present on the higher ground (southern and south eastern portion) of the site, with the sand layer thinning to the north and north west as the site topography lowers. Below this sand layer is a more silty sandy material turning red to brown in colour.

The sand layer has some silt content and is able to retain strength to a vertical height of up to 2 m as observed in stockpiled material.

There were no excavations deeper than approximately 2 m; hence, there can be no commentary made on the deeper soil strata.

5.2.11. Surface Water Drainage

The topography of the site falls approximately 7 m from the south west to the north east, towards a creek line some 1.7 km away (crossing minor roads, the main road and rail line). The site has a gentle gradient of 3% to 4% and with the natural occurring near surface soil being a sandy to silty sand material; the vast majority of the rainfall falling on site would seep into the ground. Only in heavy rain events would there be any noticeable surface water runoff and this occurring predominantly in the south eastern portion of the site, in disturbed areas around the site entrance road.

There is unlikely to be any surface water runoff from the landfill areas as the southern portion of the site has been well closed and capped, the inert waste area is in a sandy portion of the site (in an old sand excavation) and the active domestic bulk waste area is surrounded by an earth bund.

Image of Earth Bund Around Landfill Area



5.2.12. Site Access Control

The site is unmanned and there is unrestricted access to all areas on site. There is a sign at the site entrance stating that it is illegal for non-residents to use the facility, however, the ability to enforce this is somewhat limited without there being a permanent site presence.

Although there is no access control, the site does have a good level of signage indicating to the site users what to do and it would appear that the community adhere relatively closely to the site operating instructions. There is very little uncontrolled tipping in the incorrect areas. Generally, the community does the right thing and places the correct material in the correct location. There is evidence that the Shire also maintains the site in a neat and tidy fashion; hence, further encouraging the community to “do the right thing”

Even without access control, the site is well maintained by the community and the Shire; hence, this particular aspect of the site management would not in itself lead to any site contamination, the fact that there is no control or knowledge of what is being disposed on site, leaves open an opportunity for the disposal of potentially harmful substances. The greatest being agricultural and industrial chemicals.

Agricultural chemicals and used motor oils are potentially a problem; however, there are active DrumMuster and used motor oil collection systems in the Shire (at the Shire works depot.) and generally it is deemed unusual for the local community to undertake large-scale illegal tipping of these material types, as the likelihood of being recognised is relatively high.

There is no industrial activity in the Shire that would generate any quantities of chemical or hazardous waste; hence, local sources of chemical contamination are seen as minimal. There is however the potential for out-of-Shire waste to be delivered to the landfill illegally. This possibility increases as the disposal costs for other surrounding landfills increase. The greater the increase in disposal price at surrounding landfill facilities, the greater the incentive for unscrupulous operators to seek out unmanned landfill facilities.

Images of Site Signage



5.3. Interviews With Site Representatives

At the time of the site visit, the Shire CEO, Martin Whitley was available to go out to the site and show Ian Watkins around, pointing out the various activities, providing some history and where possible, responding to queries. On completion of the site visit, the meeting continued in the Shire offices, where Ian Watkins viewed available information on the site and further discussed the Shire's waste management history as relevant to site activities.

In addition, while on site, there was an opportunity to have a brief discussion with the Water Corporation well field technician, who provided some initial information on the well field.

5.4. Data Evaluation

Following the site visit, a detailed investigation of the available information was undertaken.

5.4.1. Site Legal Description

The Mingenew Waste Management Facility is located across two properties:

- Lot 6272 on Deposited Plan 217619; and
- Lot 11884 on Deposited Plan 240331.

5.4.2. Site History

Based on available information, the site has only been used as a sand quarry and subsequent waste management site, with occasional stockpiling of road construction materials.

Prior to this, the site consisted of native vegetation.

5.4.3. Proposed Site Usage

This contaminated site preliminary investigation is to assess the potential for off-site contaminated impact as a result of current site activities. There is no proposal to change the site usage; however, there is a proposal to operate the future site waste management activities in a more environmentally sustainable manner.

5.4.4. Physiography and Hydrology

Mingenew is located in the northern part of the Perth Basin and is underlain by the Parmelia Formation. The Parmelia Formation overlies the Yarragadee Formation that consists of interbedded felspathic sandstone, siltstone and claystone. The Jurassic to lower Cretaceous Otorowiri Member of the Parmelia Formation occurs at the base of the formation.

Quaternary sand and clay overlay the eroded, weathered and lateritized surface of the Parmelia Formation. The three major faults that occur in the Mingenew region are the Allanooka Fault (north), Urella Fault (east) and an unnamed fault (south) that can be traced from the Arrowsmith River area 25 km to the south.

There are also several minor faults that may considerably affect the yield and quality of the groundwater from the local aquifer. Groundwater flow is northwards discharging to the Lockier River. The area experiences a typical temperate climate, characterised by hot dry summers and cool, wet winters. The average annual rainfall is approximately 410 mm. Groundwater recharge to the Parmelia Formation is by direct infiltration of rainfall and discharge occurs at springs where contact between the Parmelia Formation and the Otorowiri Member is close to the surface. The Parmelia Formation contains mainly fresh water while groundwater in the underlying Yarragadee Formation is either brackish or saline.

The geology of the area is complex, characterised by faulting, folding, lithological variations and weathering. These factors influence the water quality, with groundwater from some bores having a wide range in iron, chloride and aluminium concentrations.

Source: Water Corporation Mingenew Catchment Management Strategy June 2010

Information provided by the Water Corporation on the drilling logs for a number of its water supply bores as well as information from the Department of Water – Water Information Reporting data base indicates that there are variable layers of sands, clays, sandstone and shale at different depth and different layer configurations throughout the area; hence, not a uniform geological structure, which is consistent with the regional geology description above.

5.4.5. Seasonal and Climatic Conditions

The area experiences a typical temperate, Mediterranean climate, characterised by hot dry summers and cool, wet winters. The average annual rainfall is approximately 400 mm (mean rainfall 403 mm, median rainfall 397.5 mm). Research shows that since the 1970s, rainfall has been declining.

Of an average of 69 day of rain per year, only 11 days have rainfall are greater than 10 mm and only 2 days over 25 mm; consequently, the vast majority of the rainfall is light and will percolate into the sandy soils and not generate overland flow.

The temperature ranges from 0 °C up to a maximum mid-40 °C and there is an annual evaporation rate of approximately 2,400 mm.

5.4.6. Surface Water and Wetlands

Within a local scale, there is a low ridgeline spanning from the south of the site through the south west and extending to the west of the site, which ensures that all surface water flows in a north easterly direction towards the creekline some 1.7 km away. From there, the creekline (unknown name) flows approximately 2.8 km to where it joins into the Lockier River to the north of the Mingenew townsite. The Lockier River is a tributary of the Irwin River.

The ridgeline around the south, south west and west of the site also prevents any surface water flow from the west entering the site.

Due to the sandplain nature of the local near surface soil type, there are no significant wetlands present in the area surrounding the site. There are however a number of small springs within the local areas (for which the area is somewhat renown). The nearest being the Eyregulla Spring 2 km to the east of the site and 1.7 km upstream of the creekline (unknown name) running to the east of the site. This spring and associated small wetland will not be impacted upon by the on site waste management activities.

5.4.7. Groundwater

In the *Mingenew Catchment Management Strategy June 2010* The Water Corporation has stated that the groundwater flow is in a northerly direction. This is interpreted as being the general direction of the groundwater movement in the Mingenew catchment (regional groundwater flow direction). In addition, the Water Corporation states that “*The Shire’s waste transfer station is located near the Southern borefield, in the flow path of bores 13 and 5/86.*” The groundwater bores No. 13 and 5/86 are in a northwesterly direction from the waste management facility; hence, implying that the local groundwater flow direction is in a northwesterly direction. Having undertaken a site inspection, including viewing the local topography, a review of contour maps of the site and surrounding areas, groundwater information provided by the Water Corporation and information available from the Department of Water, it is believed that the near surface groundwater flow below the site would typically flow in a northerly direction and not in a north north westerly direction towards the Water Corporation bores.

There are a number of natural springs around the Mingenew townsite (Eyregulla Spring 2 km east of the site, Mingenew Spring 2 km north west of site within the townsite). This would indicate that the near surface groundwater from below the site is unlikely to mix at depth with the regional groundwater and that should there be any contamination of the groundwater as a result of waste management activities, it is highly likely to travel in a northerly direction and remain in the top layer of the groundwater. Consequently, based on the locations of the various groundwater extraction bores, all contaminated groundwater (should there be any) would not flow towards any of the Water Corporation groundwater bores.

From available information, it would appear that the groundwater is at typically 25 m to 28 m below ground to the south and west of the landfill, this being the higher ground. The exception being groundwater extraction bore 1/78, which is at 14 m below ground. The further to the east and the north, the ground level drops off down to the adjacent river system, with a corresponding reduction in depth to groundwater.

5.4.8. Vegetation and Landform

The area of the Mingenew Water Reserve is predominantly agricultural land, focussing on dry land grazing and cereal cropping.

Remanent native vegetation is of the Mingenew Vegetation System with vegetation type being Jam with scattered York Gum (Atlas for the Shire of Mingenew).

5.4.9. Impact on Neighbouring Properties

Due to the small scale of the waste management activities on site, the relatively large size of the site and the undeveloped nature of the neighbouring properties, it is highly unlikely that there would be any negative impact from any on-site activities, including potential groundwater contamination.

It is pointed out that the whole area surrounding the site is a declared Water Reserve.

Table 5.4.1 – Neighbouring Property Land Use provides information on the adjacent properties.

Table 5.4.1 – Neighbouring Property Land Use

Land Use	Direction	Comment
Native vegetation	North – min 500 m	
Sports grounds and race track	North	800 m beyond native vegetation. In direction of groundwater flow below the waste management site.
Golf Course	North East	450 m beyond native vegetation. In direction of groundwater flow below the waste management site.
Native Vegetation	East North East	In direction of groundwater flow below the waste management site.
Rifle Range (Disused)	East	Narrow strip of land.
Agricultural Land	East	Beyond the rifle range, nearest 50 m from site boundary.
Native Vegetation	South – min 500 m	Including two groundwater extraction bores.
Agricultural Land	South	Beyond the native vegetation.
Native Vegetation	West – min 500 m	
Agricultural Land	West	Beyond the native vegetation.

Based on the level of waste management activities on site, the degree of potential contamination from these activities and the neighbouring site uses, it is anticipated that there will be no negative impact on any neighbouring property as a result of waste management activities.

5.4.10. Log of Information Reviewed

As a result of the site inspection, interview with the Shire CEO and detailed investigations undertaken, the following is a log of the information reviewed:

- Site visit;
- Atlas for the Shire of Mingenew – topography, local watercourses, native vegetation;
- Water Corporation:
 - Mingenew Catchment Management Strategy June 2010;
 - Borefield details;
 - Drilling logs and groundwater data for bores 4, 13, 1/78, 3/85 and 5/86;
- Google Earth – site layout, dimensions and levels;
- Landgate Website – Site cadastral information;
- DER Contaminated Sites Data Base – Review of other contaminated sites in the area – none found;
- Department of Water:
 - Groundwater Bore data base;
 - Water Information Reporting data base;
- Bureau of Meteorology – Climate statistics; and
- Water and Rivers Commission Mingenew Water Reserve Water Source Protection Plan report WPR 42 2001.

5.5. Development of Conceptual Site Model

Based on the available data discussed above, a conceptual site model has been developed to assess the potential sources of contamination, receptors that may be impacted by potential contamination and the pathways through which the contamination can be transferred.

The conceptual site model consists of the following:

- A site plan of the waste management site indicating the various activities and possible points of contamination;
- A site plan of the neighbouring area providing the following:
 - Layout of the land;
 - Proximity of the landfill to surrounding receptors;
 - Buffer zones;
 - Basic topography;
 - Surface and groundwater flow direction; and
 - Section lines.
- Section A-A – section through the landfill and adjacent Water Corporation bores showing the following:
 - Location of the landfill in comparison to adjacent features:
 - Water Corporation bores;
 - Local topography;
 - Approximate groundwater levels;
 - Potential contaminated plume flow direction;
 - Landfill buffer zones; and

- Land usage.
- Section B-B – section through the landfill down to the creekline showing the following:
 - Location of the landfill in comparison to adjacent features:
 - Creekline;
 - Main road;
 - Rail line;
 - Local topography;
 - Estimated groundwater levels;
 - Potential contaminated plume flow direction;
 - Landfill buffer zones; and
 - Land usage.

Appendix No. 2 – Conceptual Site Model – Landfill Site Plan, Appendix No. 3 – Conceptual Site Model – Site Plan, Appendix No. 4 – Conceptual Site Model – Section A-A and Appendix No. 5 – Conceptual Site Model – Section B-B provide the diagrams of the conceptual site model.

5.5.1. Potential Sources of Contamination

The following are seen as the potential on-site sources of contamination:

- Liquid waste ponds – nutrients seeping into the groundwater;
- Areas of previous waste placement, in particular putrescible waste areas – nutrient, minimal hydrocarbon, heavy metal and chemical contaminated leachate seeping into the groundwater;
- Domestic bulk waste landfill areas - minimal hydrocarbon, heavy metal and chemical contaminated leachate seeping into the groundwater;
- Scrap metal stockpile – extremely minor hydrocarbon spills.

The following are seen as the potential off-site sources of contamination:

- Adjacent upstream agricultural activity:
 - Broadacre farming:
 - Fertiliser application – nutrients leaching into the groundwater;
 - Fuel spillage - contamination of the groundwater with hydrocarbons;
 - Contamination of the groundwater with pesticides and herbicides.
 - Livestock:
 - Contamination of the groundwater with pathogens;
 - Contamination of the groundwater with nutrients.

Due to the depth to groundwater below the site (estimated at approximately 18 m) it is highly unlikely that any waste management activities would impact the groundwater at that depth.

5.5.2. Potential Receptors

The following is a list of neighbouring receptors:

- Human receptors:
 - Golf course 500 m north;
 - Sports field 800 mm north;
 - Race track and footy oval 1.0 km north;
 - CBH depot 1.4 km north;
 - Mingenew town site north west – edge 1.5 km, centre 2.1 km;
 - Farm house:
 - 4.2 km south east;
 - 4.4 km north east;
 - 5.0 km south west;
- Ecological receptors:
 - Water Corporation groundwater extraction bores:
 - 500 m south;
 - 500 m south south east;
 - 1.1 km north north west 2 off (5/86 in production, No. 13 not in production);
 - General use groundwater bores:
 - 500 m north north east Shire bore on edge of golf course;
 - 600 m to 1.2 km north numerous private bores, army bores and disused town water supply bores around the sports fields and race track;
 - 750 m north east army bore (D12);
 - Surface water:
 - 1.7 km north east (downstream) XYZ creek line;
 - Native vegetation surrounding the site;
 - Farmland:
 - 100 m east;
 - 500 m south;
 - 500 m west.

5.5.3. Contaminants of Concern

Based on the identified activities on site the following is a list of possible contaminates:

- Asbestos;
- Nutrient;
- Chemicals:
 - Hydrocarbons;
 - Herbicides;
 - Pesticides; and
- Heavy metals.

It is pointed out however, that the above list of contaminates are as a result of the legitimate activity of the waste management facility operations and are simply a

function of that activity. All of these are common contaminants within municipal landfill sites.

Due to the small scale of operation, none of the above listed contaminants are deemed as being of concern; however, are simply associated with typical landfill activity; hence, for completeness have been included in the Preliminary Site Investigation reporting.

The only contaminant observed on site was a minor oil spill from the scrap metal stockpile.

5.5.4. Exposure Pathways

Based on the site location, historical and future land use and proximity of receptors, the following are the possible exposure pathways:

- Air – dust, asbestos and odour – a complete pathway, but insignificant due to scale of site activities and proximity of neighbouring receptors;
- Surface water – limited overland flow of stormwater following heavy rainfall events – an incomplete pathway as, within a short distance, the surface water seeps into the sandy soil;
- Groundwater – an incomplete pathway due to depth to groundwater and variable geological strata layers in the area (sand, clay, limestone, shale).

5.6. Potential Risks, Uncertainties and Limitations

The greatest potential risk is the possibility of contaminating the Mingenew townsite drinking water supply as a result of groundwater contamination from landfill leachate. Other than that, there have been no other potential risks identified as a result of the waste management activities on site.

There is a degree of uncertainty surrounding the type and quantity of waste that has been disposed of on site. There are extremely limited records available of historical waste deliveries to site. However, due to the surrounding activities (lack of industrial activity) within the Shire and the small population serviced by the facility, it is seen as highly unlikely that there would be any unusual waste streams of any significant quantity to cause any noticeable contamination.

The Water Corporation has stated that the local groundwater flows in a north north westerly direction. However, based on topography and the limited available groundwater information, it is believed that the groundwater flow is more northerly than north north westerly. The consequence thereof being that if the groundwater flow is more northerly, then should there be a contamination plume below the waste management site (which is deemed unlikely) then this contamination plume would not impact on the Water Corporation groundwater extraction bores.

Based on the typical activities carried out on a small rural waste management site, although there is limited historical data available, there can be a reasonable degree of surety as to the likely contamination on site.

6. Facility Management Plan

Although it is unlikely that there is any meaningful off-site contamination, in order to generally improve waste management activities on site the Shire is proposing to develop and implement a facility management plan, which will provide guidance to the Shire and site operators on how best to operate the site to improve the efficiency of waste management activities and further reduce any possible off-site contamination.

The facility management plan will cover the following aspects:

- Improved waste transfer – relocated and upgrade the existing waste transfer station to a location near the site entrance. This will provide a more efficient operation and move the waste handling activity further away from the Water Corporation groundwater bores;
- Site access – restrict site access to only a small portion of the site. This reduces the risk of uncontrolled disposal of waste around the site;
- Manning the facility – having permanent attendance of the site during opening hours. This will dramatically improve the site management and ensure the appropriate acceptance and disposal of waste, including control of waste types on site;
- Asbestos management – an asbestos management procedure will be developed to inform the Shire and the community on how asbestos is to be managed. This material will continue to be landfilled on site;
- Inert waste disposal – this will continue to be disposed on site. The site attendant will control the quality of the inert material to ensure that only the appropriate material is landfilled;
- Greenwaste – this will continue to be burnt on site, ideally relocated to near the site entrance;
- Recycling – scrap metal and other recyclable materials will be separated from the general waste stream and stockpiled (ideally near the site entrance) for off-site removal to downstream recyclers;
- DrumMuster and used motor oil – relocation of the existing DrumMuster and used motor oil collection points from the Shire depot to the waste management facility;
- Waste transfer operations – all other waste materials will be transferred through the transfer station and removed from site;
- Landfill progressive closure – existing and previous landfill areas will be adequately closed and rehabilitated; and
- Liquid waste – the existing liquid waste ponds will be decommissioned and rehabilitated and a new pond system developed near the site entrance. This will significantly reduce the infiltration of liquid waste into the soil and potentially reaching the groundwater.

7. Conclusion

Based on the preliminary site investigation undertaken of the Mingenew Waste Management Facility, it has been concluded that it is extremely unlikely that the waste management activities on site will or would have had any negative impact to any adjacent human or ecological receptors. This conclusion is founded upon the following:

- The waste management site is located within a relatively remote area, with minimal receptors in close proximity;
- The population served by the facility is only approximately 500 people;
- The range and scale of waste management activities are extremely small;
- There is no industrial activity in the shire that would generate any hazardous waste that would be disposed of on site;
- The local geology consist of a complex formation of variable strata layers, some of which are of low permeability;
- The depth to groundwater below the landfill site is estimates to be in excess of 18 m; and
- The local groundwater flow direction is interpreted as being in a northerly direction away from the Water Corporation groundwater extraction bores.

8. Recommendation

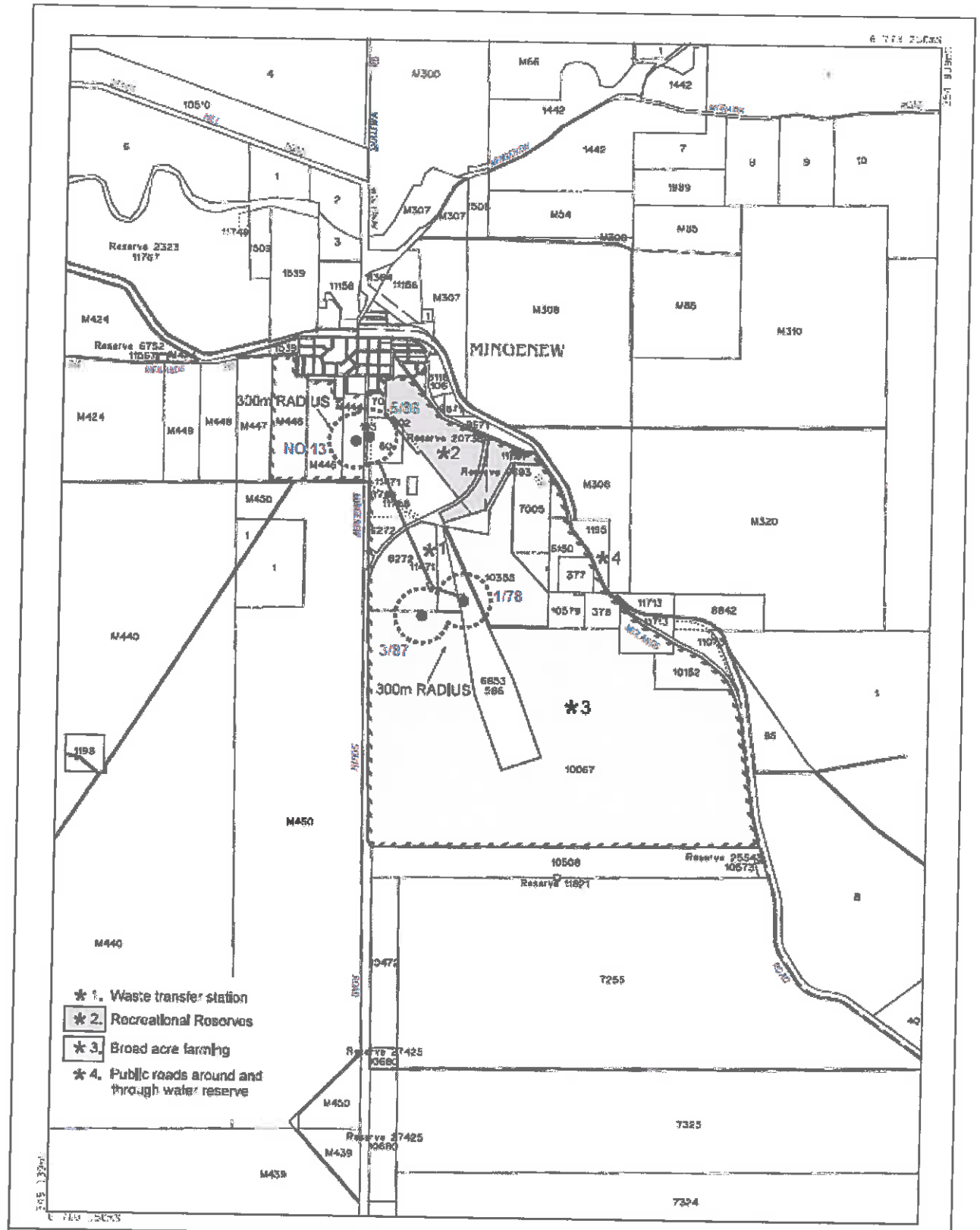
Without there being any obvious potential contamination concerns, there are no remedial actions that would need to be immediately implemented as a result of the historical waste management activities on site.

The Shire is managing the facility in a neat and functional matter; however, there are a number of operational improvements that should be implemented to further improve the environmental performance of the facility and as a consequence, further protect against any potential future contamination. These activities include:

- Relocation and upgrade of the waste transfer station;
- Restrict site access;
- Manning the facility;
- Implement an asbestos management procedure;
- Recycling activities to be relocated to a location adjacent to the new waste transfer station;
- DrumMuster and used motor oil drop-off facilities to be relocated to the waste management facility;
- All non-inert waste materials to be transferred through the transfer station and removed from site;
- Progressive closure of complete landfill areas;
- Installation of a lined liquid pond near the entrance to the site; and
- Decommissioning and rehabilitation of the old liquid waste pond.

Based on the outcome of this preliminary site investigation, there is sufficient information available to conclude that there is no adverse impact to the environment as a result of the waste management activities; hence, it is not recommended that a detailed site investigation be undertaken.

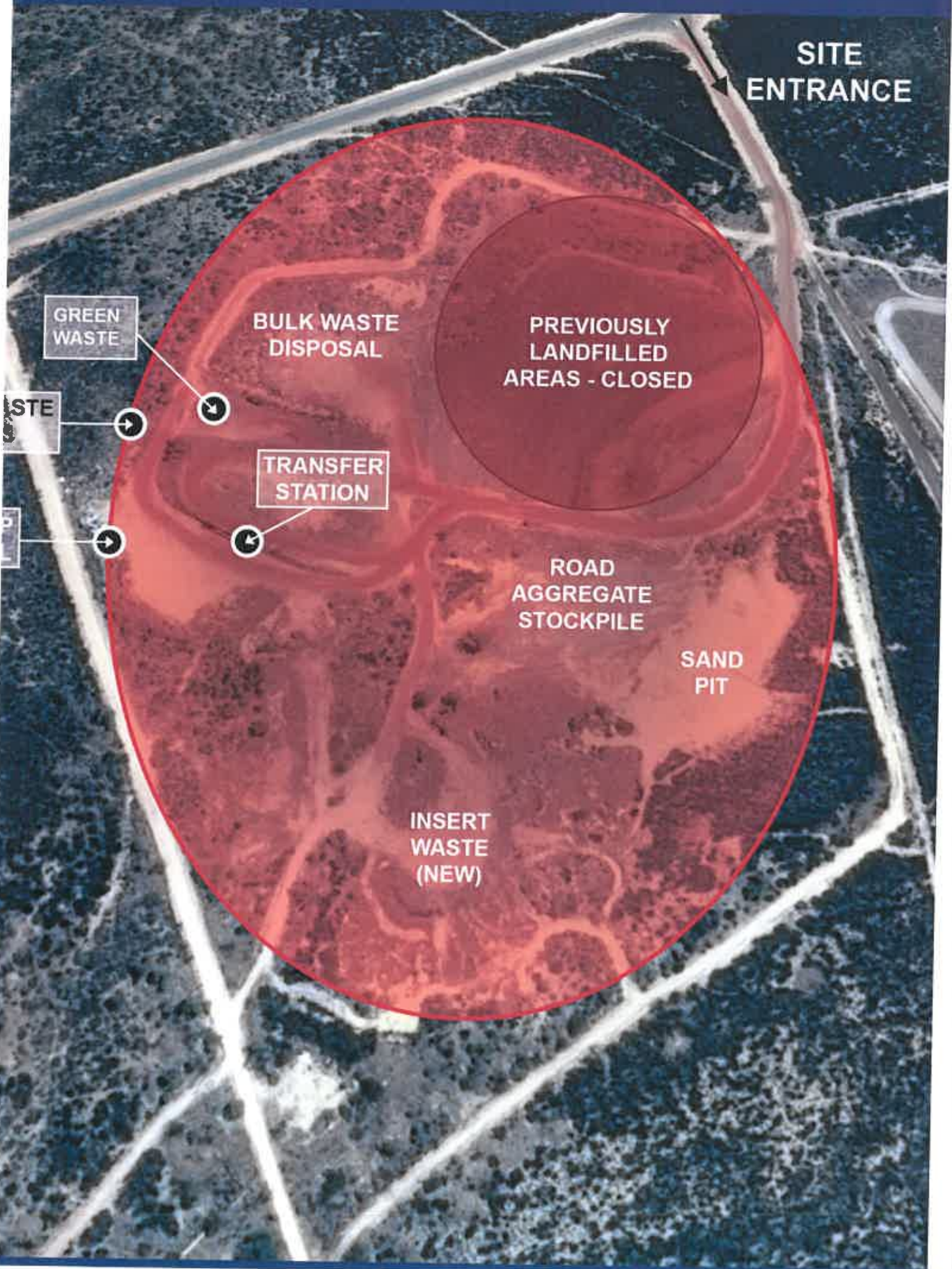
Appendices



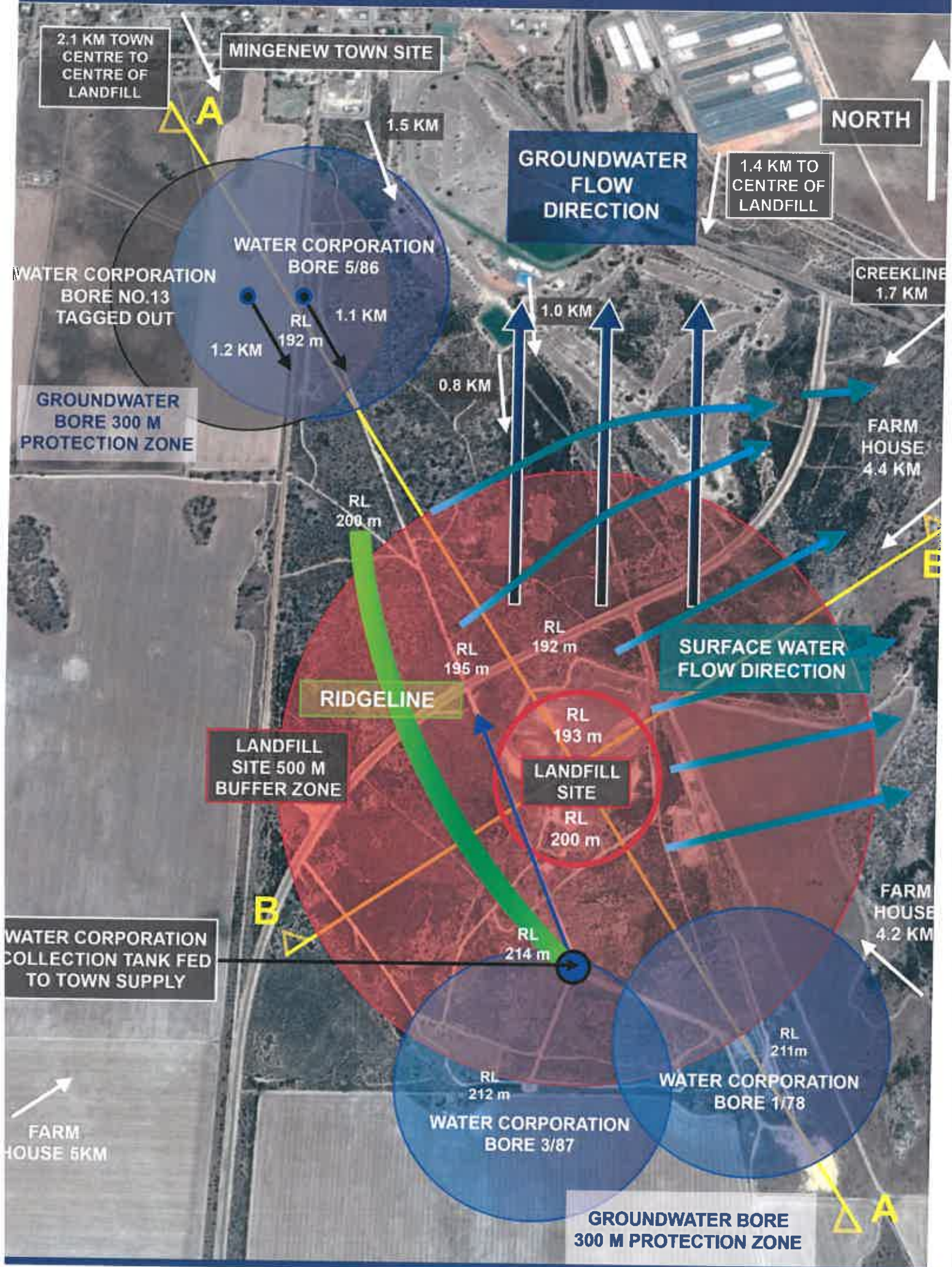
- * 1. Waste transfer station
- * 2. Recreational Reserves
- * 3. Broad acre farming
- * 4. Public roads around and through water reserve

<p>WATER AND RIVERS COMMISSION GDA compliant</p>	<p>LEGEND:</p> <ul style="list-style-type: none"> Production bore Water Reserve boundary 300m Radius wellhead protection zone 		<p>INDEX TO ADJOINING MAPS</p> <table border="1"> <tr> <td>840</td> <td>1840</td> <td>2040</td> </tr> <tr> <td>1639</td> <td>1939</td> <td>2039</td> </tr> <tr> <td>1938</td> <td>2038</td> <td></td> </tr> </table>	840	1840	2040	1639	1939	2039	1938	2038		<p>FIGURE 2. MINGENEW WATER RESERVE POTENTIAL CONTAMINANT THREATS</p> <p>Drawn by N.A.A. Date 30/04/01</p> <p>Policy and Planning Division Water Quality Protection Branch</p>
			840	1840	2040								
			1639	1939	2039								
1938	2038												

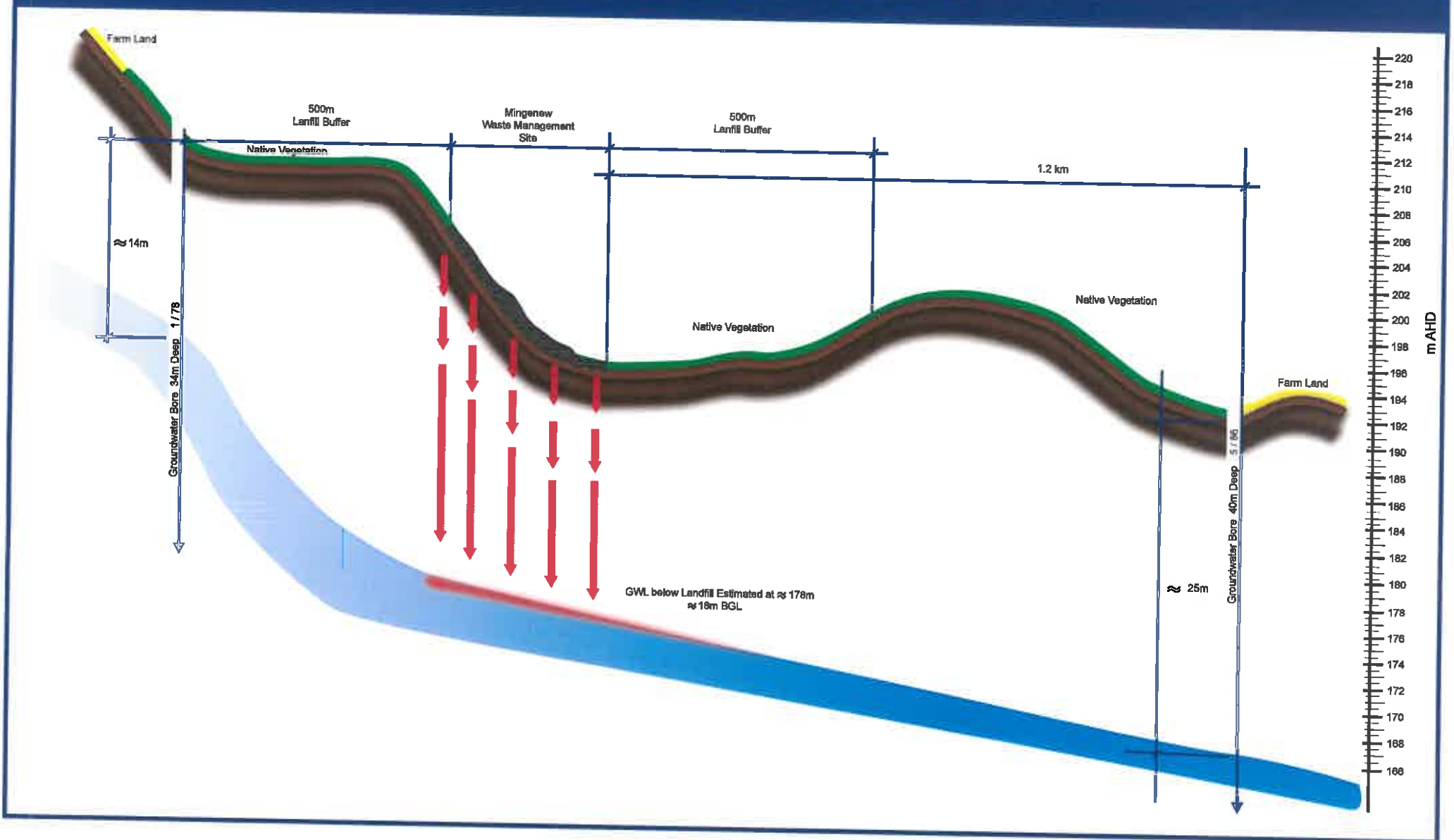
CONCEPTUAL SITE MODEL – Landfill Site Plan



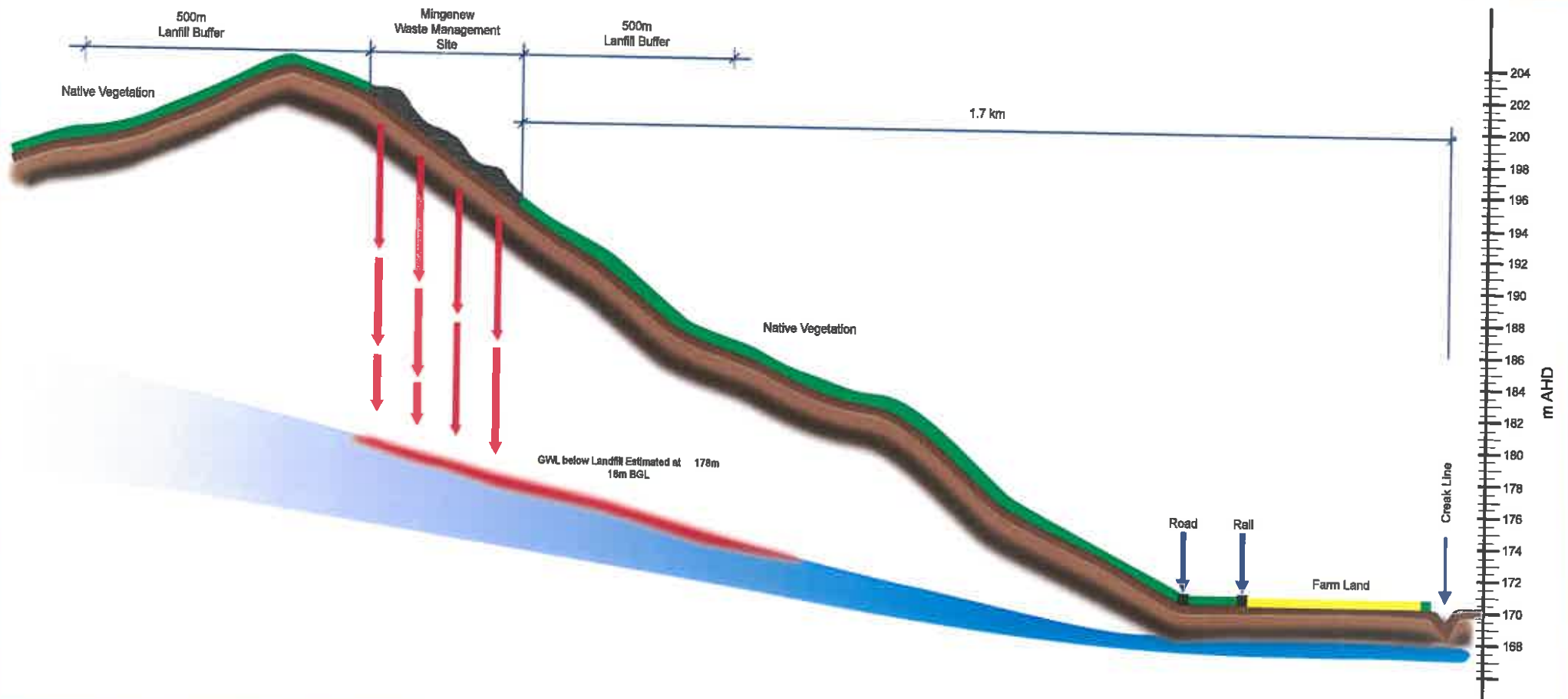
CONCEPTUAL SITE MODEL – Site Plan



CONCEPTUAL SITE MODEL – Section A-A



CONCEPTUAL SITE MODEL – Section B-B



9.1.5 MINGENEW IGA

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0203
Date: 15 April 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council donate 5 x \$100 vouchers to the Mingenew IGA as a promotional tool to advertise the re-opening of the Mingenew IGA.

Attachment

Nil

Background

At the February 2016 Concept Forum it was discussed that the Shire liaises with Adrian Scatena at the Mingenew IGA to organise an opening / welcome event to promote the re-opening of the Mingenew IGA. Council also agreed to offer 5 x \$100 vouchers to the Mingenew IGA to be drawn over a period of 4 weeks for eligible customers spending over a certain amount during this period.

Comment

The Mingenew IGA officially opened for business on Monday 11 April 2016.

There could be the perception that other local businesses are not receiving the same benefit from Council so I thought I would formalise the decision made at the February 2016 Concept Forum.

Consultation

Adrian Scatena, Mingenew IGA
Ella Budrikis, Community Development Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There are funds available in the budget for Council to provide vouchers for promotional activities.

Strategic Implications

Community Strategic Plan
Outcome 1.4.5 – Support a buy local policy

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.5

That;

- 1. Shire staff liaise with Adrian Scatena, Mingenew IGA to organise a welcome event to be held at the Mingenew IGA, and**
- 2. Council provide 5 x \$100 vouchers, with the first \$100 voucher to be drawn at the opening event and the remaining 4 x \$100 vouchers to be issued in the next four weeks, where customers who spend more than \$50 in that week will be eligible to go into the draw.**

9.1.6 LOCAL LAWS REVIEW

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0384
Date: 15 April 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends a review of the Shire's Local Laws is conducted.

Attachment

Shire of Mingenew's Current Local Laws.

Background

The Local Government Act 1995 ("the Act"), requires that Council must every eight years after the adoption of any Local Law, or the last review, to conduct a review of the Local Law to ensure that it still retains currency.

Generally the first part of the review is to establish whether there were any Local Laws that were considered obsolete and consequently requiring repeal without being replaced.

There are two situations that may lead to the repeal of a Local Law;

1. Repealing a local law with the intent of making a new Local Law for substantially the same purpose, but reflecting contemporary practices i.e. new Standing Orders Local Law that reflects contemporary meeting procedure practices; or
2. A Local Law is deemed to be no longer necessary, has a defunct purpose or has been superseded by other legislation.

Section 3.16 of the Act provides the process to be followed for a review of Local Laws. It is appropriate to point out that any outcomes from a review that result in amendments to a Local Law must then be processed as though it was a change to the Local Law and the amendments formally adopted using section 3.12 of the Act.

This in effect means there are two distinct processes to follow - the first being a review and the second the implementation of the outcome of the review.

Comment

Currently there are 28 Shire of Mingenew Local Laws. There are a significant number of Local Laws that may longer not be relevant to the Shire. There are also some Local Laws that are currently not in place that may be required. It is intended that by reviewing the Local Laws Council adopt Local Laws suitable for the Shire.

It is proposed that the Shire conduct a review in accordance with section 3.16 of the Act of the Local Laws for Mingenew as per the **Shire of Mingenew's Current Local Laws** attachment. To commence the review process, Council is required to advertise state-wide its intention to review the Local Laws. A Discussion Paper outlining each Local Law and the subject of the review will need to be prepared as to what changes have been proposed as well as what other changes may be required for administrative or legal reasons along with suggested amendments to the level of penalties that may be applied in the event of a breach of the Local Law.

Consultation

To commence the review process Council is required to advertise state-wide its intention to review the Local Laws. The review will be advertised and the community will be able to access the information and make comments and submissions.

Statutory Environment

In relation the review of Local Laws the Local Government Act 1995 states;

3.16. Periodic review of local laws

- (1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.
- (2) The local government is to give Statewide public notice stating that —
 - (a) the local government proposes to review the local law; and
 - (b) a copy of the local law may be inspected or obtained at any place specified in the notice; and
 - (c) submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.
- (2a) A notice under subsection (2) is also to be published and exhibited as if it were a local public notice.
- (3) After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.
- (4) When its council has considered the report, the local government may determine* whether or not it considers that the local law should be repealed or amended.

The process for the adoption of Local Laws under the Local Government Act 1995 states;

3.12. Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
 - (a) give Statewide public notice stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
 - and
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 20 April 2016

- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.
** Absolute majority required.*
- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
- (a) stating the title of the local law; and
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that copies of the local law may be inspected or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —
making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

Other relevant sections of the Local Government Act 1995 include;

- Section 2.7 – Role of the Council
- Section 3.1 – General Functions

Other relevant legislation is the Interpretation Act 1984.

Policy Implications

Nil

Financial Implications

There are funds available in the budget for Council to proceed with the review of the local laws.

Strategic Implications

Community Strategic Plan

Outcome 4.5.1 – Ensure compliance with local, town planning, building, health and all other relevant legislation

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.6
--

That Council

1. **Proceed with the Review of the Shire of Mingenew Local Laws as per the Department of Local Government Laws Register in accordance with section 3.16 of the Local Government Act 1995, and**
2. **Advertise the Review of the current Local Laws as per the Department of Local Government Local Laws Register in accordance with section 3.16 (2) of the Local Government Act 1995.**

Shire of Mingenew - Current Local Laws

1. Reserve Common 9694
Local Government: Mingenew Shire Gazette Date: 15/08/1919 Page Number: 1499 Action
Type: Amend Title: Reserve Common 9694 Repealed: Notes:
2. Cemetery fees
Local Government: Mingenew Shire Gazette Date: 02/06/1978 Page Number: 1721–2 Action
Type: Amend Title: Cemetery fees Repealed: Notes:
3. Rubbish Depositing of
Local Government: Mingenew Shire Gazette Date: 22/07/1927 Page Number: 1705 Action
Type: Title: Rubbish Depositing of Repealed: Notes:
4. Employees Appointment of
Local Government: Mingenew Shire Gazette Date: 12/12/1941 Page Number: 1786 Action
Type: Title: Employees Appointment of Repealed: Notes:
5. Poundage Fees
Local Government: Mingenew Shire Gazette Date: 19/12/1946 Page Number: 1587 Action
Type: Title: Poundage Fees Repealed: Notes:
6. Long Service Leave
Local Government: Mingenew Shire Gazette Date: 23/07/1954 Page Number: 1312/13 Action
Type: Title: Long Service Leave Repealed: Notes:
7. Noxious Weeds
Local Government: Mingenew Shire Gazette Date: 16/11/1966 Page Number: 2950 Action
Type: Title: Noxious Weeds Repealed: Notes:
8. Fencing
Local Government: Mingenew Shire Gazette Date: 27/08/1968 Page Number: 2606 Action
Type: Title: Fencing Repealed: Notes:
9. Verandahs - Erection of
Local Government: Mingenew Shire Gazette Date: 06/02/1969 Page Number: 465-67 Action
Type: Title: Verandahs - Erection of Repealed: Notes:
10. Vehicles Driven on Shire Land (control of)
Local Government: Mingenew Shire Gazette Date: 19/02/1969 Page Number: 632-33 Action
Type: Title: Vehicles Driven on Shire Land (control of) Repealed: Notes:
11. Old Refrigerators - Draft Model By-law No. 8
Local Government: Mingenew Shire Gazette Date: 22/12/1964 Page Number: 4078 Action
Type: Adopt Title: Old Refrigerators - Draft Model By-law No. 8 Repealed: Notes:
12. Damage to Streets - Draft Model By-law No. 1
Local Government: Mingenew Shire Gazette Date: 22/12/1964 Page Number: 4079 Action
Type: Adopt Title: Damage to Streets - Draft Model By-law No. 1 Repealed: Notes:
13. Animals and Vehicles - Draft Model By-law No. 7
Local Government: Mingenew Shire Gazette Date: 22/12/1964 Page Number: 4079 Action
Type: Adopt Title: Animals and Vehicles - Draft Model By-law No. 7 Repealed: Notes:
14. Signs, Hoardings and Billpostings - Draft Model By-law No. 13
Local Government: Mingenew Shire Gazette Date: 22/12/1964 Page Number: 4080 Action
Type: Adopt Title: Signs, Hoardings and Billpostings - Draft Model By-law No. 13 Repealed:
Notes:

15. Standing Orders - Draft Model By-law No. 4
Local Government: Mingenew Shire Gazette Date: 10/06/1965 Page Number: 1743/4 Action Type: Adopt Title: Standing Orders - Draft Model By-law No. 4 Repealed: Notes:
16. Inflammable Liquids - Draft Model By-law No. 12
Local Government: Mingenew Shire Gazette Date: 10/06/1965 Page Number: 1744 Action Type: Adopt Title: Inflammable Liquids - Draft Model By-law No. 12 Repealed: Notes:
17. Control of Hawkers - Draft Model by-law
Local Government: Mingenew Shire Gazette Date: 10/06/1965 Page Number: 1745 Action Type: Adopt Title: Control of Hawkers - Draft Model By-law Repealed: Notes:
18. Petrol Pumps - Draft Model By-law No. 10
Local Government: Mingenew Shire Gazette Date: 17/08/1966 Page Number: 2231 Action Type: Adopt Title: Petrol Pumps - Draft Model By-law No. 10 Repealed: Notes:
19. Control of Vehicles on Streets - Metric Conversion
Local Government: Mingenew Shire Gazette Date: 25/01/1974 Page Number: 228 Action Type: Amend Title: Control of Vehicles on Streets - Metric Conversion Repealed: Notes:
20. Erection of Verandahs - Metric Conversion
Local Government: Mingenew Shire Gazette Date: 25/01/1974 Page Number: 229 Action Type: Amend Title: Erection of Verandahs - Metric Conversion Repealed: Notes: -
21. Control of Hawkers (No. 6) - Metric Conversion
Local Government: Mingenew Shire Gazette Date: 18/04/1975 Page Number: 1195/6 Action Type: Amend Title: Control of Hawkers (No. 6) - Metric Conversion Repealed: Notes:
22. Old Refrigerators and Cabinets (No. 8) - Metric Conversion
Local Government: Mingenew Shire Gazette Date: 24/04/1975 Page Number: 1228/9 Action Type: Amend Title: Old Refrigerators and Cabinets (No. 8) - Metric Conversion Repealed: Notes:
23. Signs Hoardings and Billposting - Metric Conversion
Local Government: Mingenew Shire Gazette Date: 30/05/1975 Page Number: 1671/2/3 Action Type: Amend Title: Signs Hoardings and Billposting - Metric Conversion Repealed: Notes:
24. Dogs - Manner and Mode of Keeping
Local Government: Mingenew Shire Gazette Date: 28/09/1979 Page Number: 3020/21 Action Type: Adopt Title: Dogs - Manner and Mode of Keeping Repealed: Notes:
25. Dogs
Local Government: Mingenew Shire Gazette Date: 05/02/1988 Page Number: 289 Action Type: Amend Title: Dogs Repealed: Gazette: Notes:
26. Dogs – Manner and Mode of Keeping
Local Government: Mingenew Shire Gazette Date: 19/01/1996 Page Number: 230 Action Type: Amend Title: Dogs – Manner and Mode of Keeping Repealed: Gazette: Notes:
27. Revocation of Certain By-laws Local Government: Mingenew Shire Gazette Date: 10/06/1965 Page Number: 1745/6 Action Type: Title: Revocation of Certain By-laws Repealed: Notes:
28. Refuse, Rubbish Clearing Land and Removal of
Local Government: Mingenew Shire Gazette Date: 17/08/1966 Page Number: 2229/30 Action Type: Title: Refuse, Rubbish Clearing Land and Removal of Repealed: Notes:

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 MARCH 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 12 April 2016
Author: Nita Jane, Manager Finance and Administration
Senior Officer: Martin Whitely, Chief Executive Officer

Summary

This report recommends that the Monthly Statement of Financial Activity report for the period ending 31 March 2016 is presented to Council for adoption.

Attachment

Finance Report for period ending 31 March 2016.

Background

The Monthly Financial Report to 31 March 2016 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity by Program
- Statement of Capital Acquisitions and Capital Funding
- Explanation of Material Variances
- Net Current Funding Position
- Cash and Investments
- Budget Amendments
- Receivables
- Cash Backed Reserves
- Capital Disposals
- Rating Information
- Information on Borrowings
- Grants & Contributions
- Trust

Comment

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	45,857
Business Cash Maximiser (Municipal Funds)	1,175,551
Trust Account	107,998
Reserve Maximiser Account	274,503

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 20 April 2016

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 31 March 2016:

Amount	Current (1,191)	30+ Days 1,053	60+ Days 0	90+ Days 1,345	TOTAL 1,207
--------	--------------------	-------------------	---------------	-------------------	----------------

Rates Outstanding at 31 March 2016 were:

	Current	Arrears	TOTAL
Rates	22,045	27,245	49,290
Rubbish	2,070	0	2,070
TOTAL	24,115	27,245	51,360

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2015/2016 financial year.

Consultation

Chief Executive Officer
Senior Finance Officer

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 20 April 2016

- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications

Nil

Financial Implications

Financial implications are outlined in comments.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.1
--

That the Monthly Statement of Financial Activity for the period 1 July 2015 to 31 March 2016 be received.

SHIRE OF MINGENEW
MONTHLY FINANCIAL REPORT
For the Period Ended 31 March 2016

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

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Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.
No matters of significance are noted.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 March 2016 of \$1,117,715.

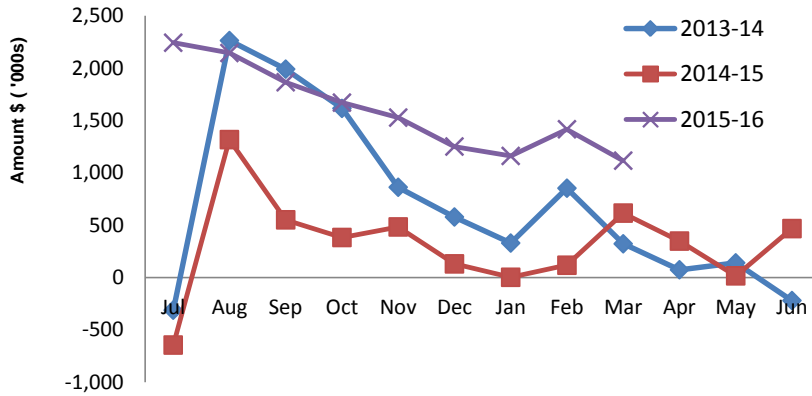
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation

Prepared by: Nita Jane
Reviewed by: Martin Whitely
Date prepared: 11/04/2016

Shire of Mingenew
Monthly Summary Information
 For the Period Ended 31 March 2016

Liquidity Over the Year (Refer Note 3)



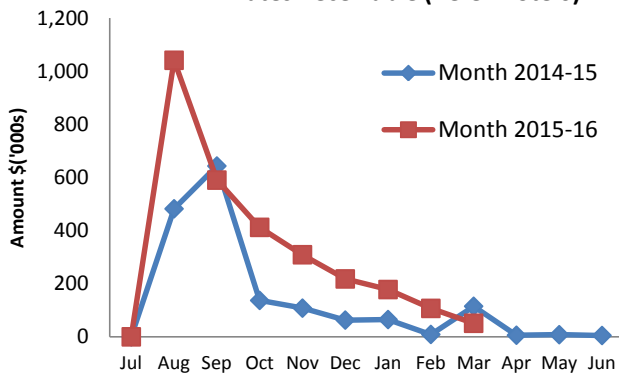
**Cash and Cash Equivalents
as at period end**

Unrestricted	\$ 891,711
Restricted	\$ 604,624
	\$ 1,496,335

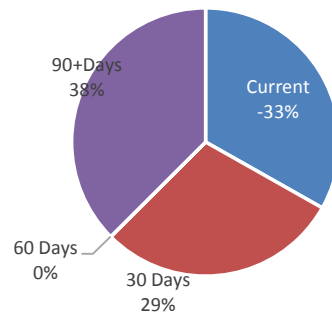
Receivables

Rates	\$ 53,937
Other	\$ 1,207
	\$ 55,144

Rates Receivable (Refer Note 6)



**Accounts Receivable Ageing (non-rates)
(Refer Note 6)**

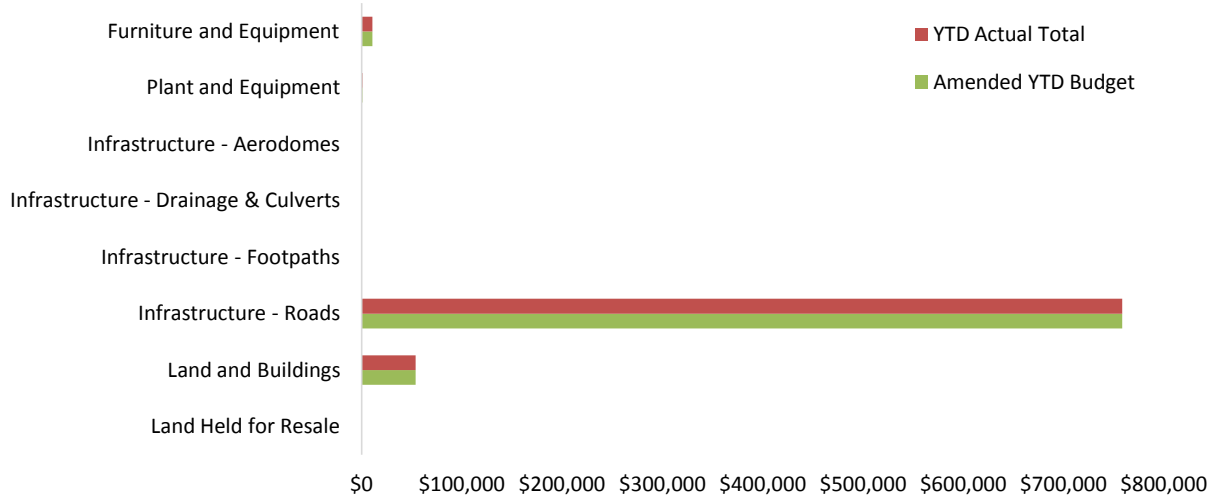


Comments

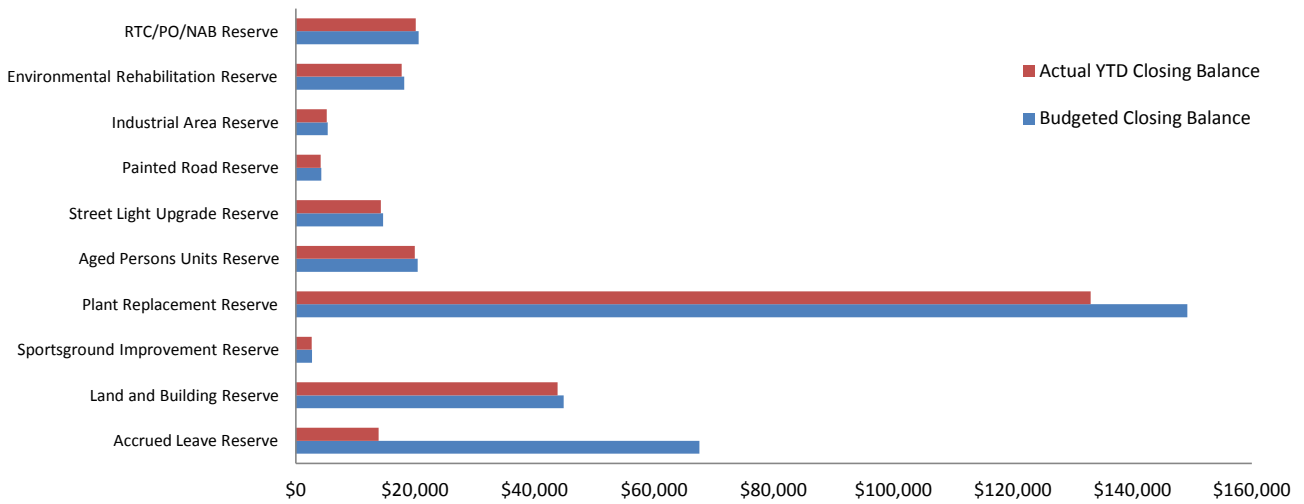
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Mingenew
Monthly Summary Information
 For the Period Ended 31 March 2016

Capital Expenditure Program YTD (Refer Note 13)



Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)



Comments

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

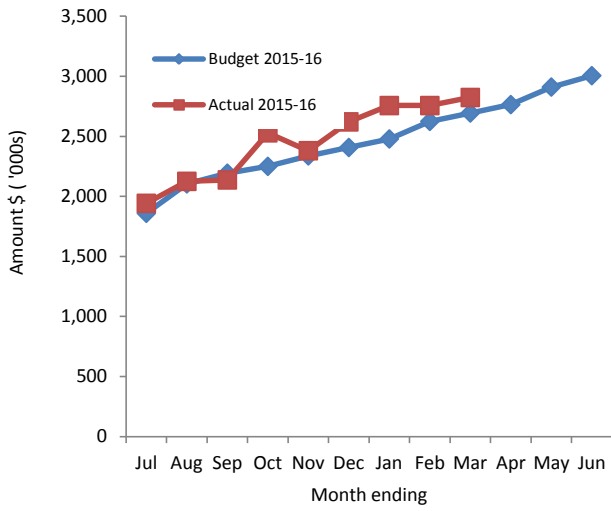
Shire of Mingenew

Monthly Summary Information

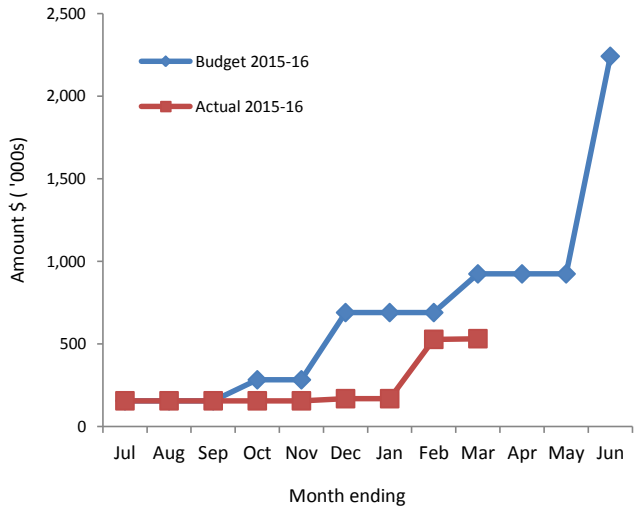
For the Period Ended 31 March 2016

Revenues

Budget Operating Revenues -v- Actual (Refer Note 2)

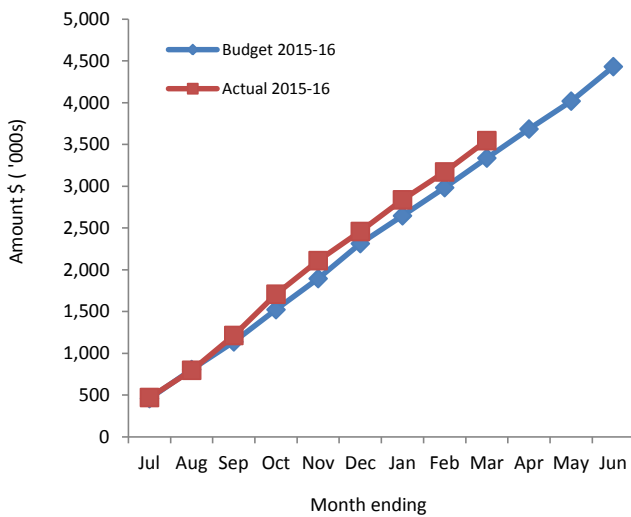


Budget Capital Revenue -v- Actual (Refer Note 2)

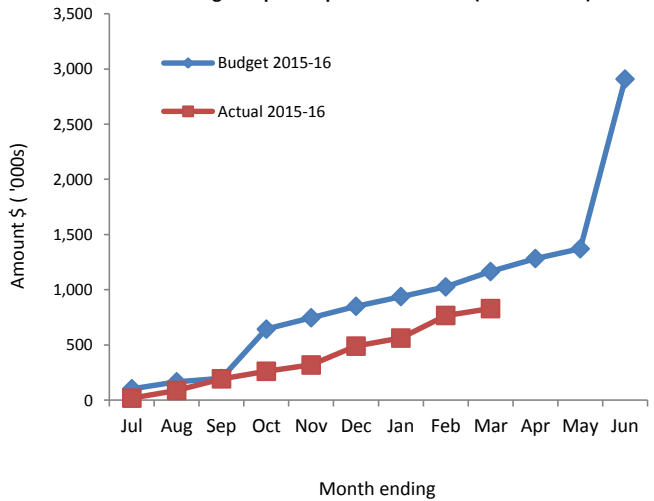


Expenditure

Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



Comments

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

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 March 2016

Note	2015/16 Forecast Budget	2015/16 Original Budget (a)	2015/16 YTD Budget (a)	2015/16 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
	\$	\$	\$	\$	\$	%	
General Purpose Funding	2,016,809	2,093,128	1,947,849	1,945,839	(2,010)	(0.10%)	
Governance	16,334	12,564	14,239	8,323	(5,916)	(41.55%)	
Law, Order and Public Safety	36,110	33,780	28,160	22,341	(5,819)	(20.66%)	
Health	1,000	1,000	747	436	(311)	(41.63%)	
Education and Welfare	6,194	5,290	5,370	5,532	162	3.01%	
Housing	112,263	117,343	84,177	80,032	(4,145)	(4.92%)	
Community Amenities	76,775	86,175	74,790	73,319	(1,471)	(1.97%)	
Recreation and Culture	31,086	31,086	30,779	30,569	(210)	(0.68%)	
Transport	553,694	551,558	519,352	516,223	(3,129)	(0.60%)	
Economic Services	11,630	10,630	8,694	5,652	(3,042)	(34.99%)	
Other Property and Services	168,171	128,359	141,117	148,195	7,078	5.02%	
Total Operating Revenue	3,030,066	3,070,913	2,855,274	2,836,460	(16,804)		
Operating Expense							
General Purpose Funding	(67,530)	(83,530)	(39,219)	(35,865)	3,354	8.55%	
Governance	(191,164)	(200,235)	(183,785)	(179,412)	4,373	2.38%	
Law, Order and Public Safety	(122,139)	(133,639)	(69,950)	(66,131)	3,819	5.46%	
Health	(64,962)	(69,122)	(44,006)	(39,074)	4,932	11.21%	▲
Education and Welfare	(62,731)	(56,731)	(45,770)	(43,765)	2,006	4.38%	
Housing	(294,427)	(278,427)	(190,303)	(188,152)	2,151	1.13%	
Community Amenities	(177,600)	(180,101)	(123,990)	(117,448)	6,542	5.28%	
Recreation and Culture	(1,008,724)	(903,725)	(735,120)	(727,688)	7,432	1.01%	
Transport	(2,610,280)	(2,206,314)	(2,007,095)	(2,017,205)	(10,111)	(0.50%)	
Economic Services	(235,403)	(228,403)	(165,098)	(154,416)	10,682	6.47%	
Other Property and Services	(109,966)	(92,008)	24,002	22,530	(1,472)	6.13%	
Total Operating Expenditure	(4,944,926)	(4,432,234)	(3,580,334)	(3,546,626)	33,708		
Funding Balance Adjustments							
Add back Depreciation	2,370,200	1,850,000	1,777,653	1,774,749	(2,904)	(0.16%)	
Adjust (Profit)/Loss on Asset Disposal	(15,370)	(25,370)	(8,020)	(1,217)	6,803	(84.82%)	
Adjust Provisions and Accruals	0	0	0	0	0		
Net Cash from Operations	439,970	463,309	1,044,573	1,063,366	20,803		
Capital Revenues							
Grants, Subsidies and Contributions	780,595	2,065,347	519,328	519,194	(134)	(0.03%)	
Proceeds from Disposal of Assets	112,273	110,000	13,182	13,182	(0)	(0.00%)	
Total Capital Revenues	892,868	2,175,347	532,510	532,376	(134)		
Capital Expenses							
Land Held for Resale	0	(200,000)	0	0	0		
Land and Buildings	(215,750)	(974,000)	(51,111)	(53,709)	(2,598)	(5.08%)	
Infrastructure - Roads	(1,145,880)	(1,151,751)	(755,078)	(758,757)	(3,679)	(0.49%)	
Infrastructure - Footpaths	0	(150,000)	0	0	0		
Infrastructure - Drainage & Culverts	0	0	0	0	0		
Infrastructure - Aerodomes	0	0	0	0	0		
Infrastructure - Other	(50,000)	(280,000)	0	0	0		
Plant and Equipment	(144,000)	(125,000)	0	(875)	(875)		
Furniture and Equipment	(18,280)	(28,000)	(15,780)	(15,801)	(21)	(0.13%)	
Total Capital Expenditure	(1,573,910)	(2,908,751)	(821,969)	(829,142)	(7,173)		
Net Cash from Capital Activities	(681,042)	(733,404)	(289,459)	(296,766)	(7,307)		
Financing							
Proceeds from New Debentures	0	0	0	0	0		
Proceeds from Advances	0	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0	0		
Transfer from Reserves	(0)	0	0	(0)	(0)		
Advances to Community Groups	0	0	0	0	0		
Repayment of Debentures	(172,463)	(172,463)	(151,573)	(151,376)	198	0.13%	
Transfer to Reserves	(91,797)	(25,428)	0	(2,842)	(2,842)		
Net Cash from Financing Activities	(264,260)	(197,891)	(151,573)	(154,218)	(2,645)		
Net Operations, Capital and Financing	(505,332)	(467,988)	603,541	612,382	10,851		
Opening Funding Surplus(Deficit)	505,333	467,988	505,333	505,333	0	0.00%	
Closing Funding Surplus(Deficit)	0	(0)	1,108,874	1,117,715	10,851		

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 MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 March 2016

	Note	2015/16 Amended Annual Budget	2015/16 Original Budget (a)	2015/16 YTD Budget (a)	2015/16 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
Operating Revenues								
Rates	9	\$ 1,710,713	\$ 1,754,614	\$ 1,718,289	\$ 1,709,614	(8,675)	(0.50%)	
Operating Grants, Subsidies and Contributions	11	559,688	522,884	456,180	451,821	(4,359)	(0.96%)	
Fees and Charges		268,809	296,559	226,232	233,563	7,331	3.24%	
Service Charges		0	0	0	0	0		
Interest Earnings		31,498	24,498	23,562	28,983	5,421	23.01%	
Other Revenue		443,988	446,988	422,991	411,262	(11,729)	(2.77%)	
Profit on Disposal of Assets	8	15,370	25,370	8,020	1,217			
Total Operating Revenue		3,030,066	3,070,913	2,855,274	2,836,460	(12,011)		
Operating Expense								
Employee Costs		(923,615)	(861,988)	(606,098)	(654,630)	(48,532)	(8.01%)	
Materials and Contracts		(742,049)	(828,372)	(456,203)	(361,617)	94,586	20.73%	▲
Utility Charges		(156,042)	(161,042)	(89,486)	(71,856)	17,630	19.70%	▲
Depreciation on Non-Current Assets		(2,370,200)	(1,850,000)	(1,777,653)	(1,774,431)	3,222	0.18%	
Interest Expenses		(63,422)	(63,422)	(51,581)	(51,421)	160	0.31%	
Insurance Expenses		(170,214)	(166,025)	(162,576)	(171,847)	(9,271)	(5.70%)	
Other Expenditure		(519,385)	(501,385)	(436,737)	(460,507)	(23,770)	(5.44%)	
Loss on Disposal of Assets	8	0	0	0	0			
Total Operating Expenditure		(4,944,926)	(4,432,234)	(3,580,334)	(3,546,308)	34,026		
Funding Balance Adjustments								
Add back Depreciation		2,370,200	1,850,000	1,777,653	1,774,431	(3,222)	(0.18%)	
Adjust (Profit)/Loss on Asset Disposal	8	(15,370)	(25,370)	(8,020)	(1,217)	6,803	(84.82%)	
Adjust Provisions and Accruals		0	0	0	0	0		
Net Cash from Operations		439,970	463,309	1,044,573	1,063,366	25,595		
Capital Revenues								
Grants, Subsidies and Contributions	11	780,595	2,065,347	519,328	519,194	(134)	(0.03%)	
Proceeds from Disposal of Assets	8	112,273	110,000	13,182	13,182	(0)	(0.00%)	
Total Capital Revenues		892,868	2,175,347	532,510	532,376	(134)		
Capital Expenses								
Land Held for Resale	13	0	(200,000)	0	0	0		
Land and Buildings	13	(215,750)	(974,000)	(51,111)	(53,709)	(2,598)	(5.08%)	
Infrastructure - Roads	13	(1,145,880)	(1,151,751)	(755,078)	(758,757)	(3,679)	(0.49%)	
Infrastructure - Footpaths	13	0	(150,000)	0	0	0		
Infrastructure - Drainage & Culverts	13	0	0	0	0	0		
Infrastructure - Aerodomes	13	0	0	0	0	0		
Infrastructure - Other	13	(50,000)	(280,000)	0	0	0		
Plant and Equipment	13	(144,000)	(125,000)	0	(875)	(875)		
Furniture and Equipment	13	(18,280)	(28,000)	(15,780)	(15,801)	(21)	(0.13%)	
Total Capital Expenditure		(1,573,910)	(2,908,751)	(821,969)	(829,142)	(7,173)		
Net Cash from Capital Activities		(681,042)	(733,404)	(289,459)	(296,766)	(7,307)		
Financing								
Proceeds from New Debentures		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	7	(0)	0	0	(0)	(0)		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(172,463)	(172,463)	(151,573)	(151,376)	198	0.13%	
Transfer to Reserves	7	(91,797)	(25,428)	0	(2,842)	(2,842)		
Net Cash from Financing Activities		(264,260)	(197,891)	(151,573)	(154,218)	(2,645)		
Net Operations, Capital and Financing		(505,332)	(467,988)	603,541	612,382	15,644		
Opening Funding Surplus(Deficit)	3	505,333	467,988	505,333	505,333	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	(0)	1,108,874	1,117,715	15,644		

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 MINGENEW
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 March 2016

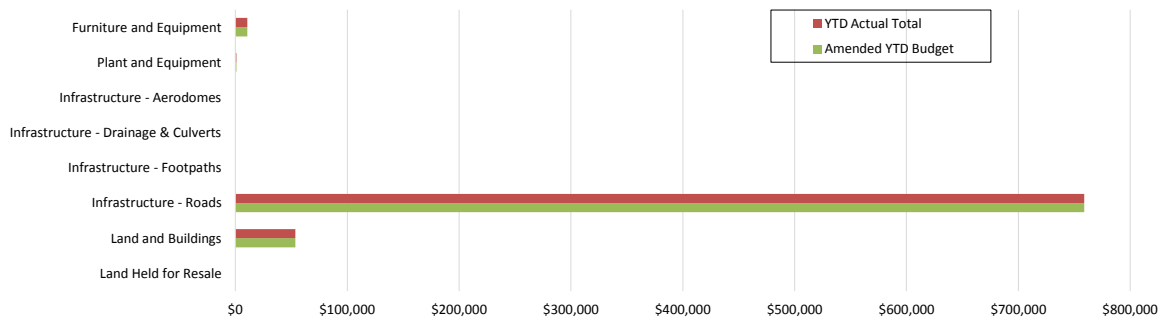
		YTD 31 03 2016					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land Held for Resale	13	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Land and Buildings	13	40,184	13,525	53,709	53,709	215,750	0
Infrastructure - Roads	13	753,445	5,312	758,757	758,757	1,145,880	0
Infrastructure - Footpaths	13	0	0	0	0	0	0
Infrastructure - Drainage & Culverts	13	0	0	0	0	0	0
Infrastructure - Aerodomes	13	0	0	0	0	0	0
Infrastructure -Other	13	0	0	0	0	50,000	0
Plant and Equipment	13	875	0	875	875	144,000	0
Furniture and Equipment	13	4,611	5,959	10,570	10,570	18,280	0
Capital Expenditure Totals		799,115	24,796	823,911	823,911	1,573,910	0

Funded By:

Capital Grants and Contributions	515,747	519,328	849,299	3,581
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	13,182	13,182	112,273	0
Own Source Funding - Cash Backed Reserves				
Land and Building Reserve	5	0	0	5
Sportsground Improvement Reserve	0	0	0	0
Plant Replacement Reserve	0	0	0	0
Aged Persons Units Reserve	0	0	0	0
Street Light Upgrade Reserve	0	0	0	0
Painted Road Reserve	-5	0	0	(5)
Industrial Area Reserve	0	0	0	0
Total Own Source Funding - Cash Backed Reserves	0	0	0	0
Own Source Funding - Operations	294,982	291,401	612,338	3,581
Capital Funding Total	823,911	823,911	1,573,910	0

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF MINGENEW
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 March 2016

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
	\$	\$	\$	\$
Operating Revenues				
General Purpose Funding - Rates	2,093,128	(76,319)	2,016,809	1,947,849
Governance	12,564	3,770	16,334	14,239
Law, Order and Public Safety	33,780	2,330	36,110	28,160
Health	1,000	0	1,000	747
Education and Welfare	5,290	904	6,194	5,370
Housing	117,343	(5,080)	112,263	84,177
Community Amenities	86,175	(9,400)	76,775	74,790
Recreation and Culture	31,086	0	31,086	30,779
Transport	551,558	2,136	553,694	519,352
Economic Services	10,630	1,000	11,630	8,694
Other Property and Services	128,359	39,812	168,171	141,117
Total Operating Revenue	3,070,913	(40,847)	3,030,066	2,855,274
Operating Expense				
General Purpose Funding	(83,530)	16,000	(67,530)	(39,219)
Governance	(200,235)	9,071	(191,164)	(183,785)
Law, Order and Public Safety	(133,639)	11,500	(122,139)	(69,950)
Health	(69,122)	4,160	(64,962)	(44,006)
Education and Welfare	(56,731)	(6,000)	(62,731)	(45,770)
Housing	(278,427)	(16,000)	(294,427)	(190,303)
Community Amenities	(180,101)	2,500	(177,600)	(123,990)
Recreation and Culture	(903,725)	(104,999)	(1,008,724)	(735,120)
Transport	(2,206,314)	(403,966)	(2,610,280)	(2,007,095)
Economic Services	(228,403)	(7,000)	(235,403)	(165,098)
Other Property and Services	(92,008)	(17,958)	(109,966)	24,002
Total Operating Expenditure	(4,432,234)	(512,692)	(4,944,926)	(3,580,334)
Funding Balance Adjustments				
Add back Depreciation	1,850,000	520,200	2,370,200	1,777,653
Adjust (Profit)/Loss on Asset Disposal	(25,370)	10,000	(15,370)	(8,020)
Adjust Provisions and Accruals	0	0	0	0
Net Cash from Operations	463,309	(23,339)	439,970	1,044,573
Capital Revenues				
Grants, Subsidies and Contributions	2,065,347	(1,284,752)	780,595	519,328
Proceeds from Disposal of Assets	110,000	2,273	112,273	13,182
Total Capital Revenues	2,175,347	(1,282,479)	892,868	532,510
Capital Expenses				
Land Held for Resale	(200,000)	200,000	0	0
Land and Buildings	(974,000)	758,250	(215,750)	(51,111)
Infrastructure - Roads	(1,151,751)	5,871	(1,145,880)	(755,078)
Infrastructure - Footpaths	(150,000)	150,000	0	0
Infrastructure - Drainage & Culverts	0	0	0	0
Infrastructure - Aerodomes	0	0	0	0
Infrastructure - Other	(280,000)	230,000	(50,000)	0
Plant and Equipment	(125,000)	(19,000)	(144,000)	0
Furniture and Equipment	(28,000)	9,720	(18,280)	(15,780)
Total Capital Expenditure	(2,908,751)	1,334,841	(1,573,910)	(821,969)
Net Cash from Capital Activities	(733,404)	52,362	(681,042)	(289,459)
Financing				
Proceeds from New Debentures	0	0	0	0
Proceeds from Advances	0	0	0	0
Self-Supporting Loan Principal	0	0	0	0
Transfer from Reserves	0	(0)	(0)	0
Advances to Community Groups	0	0	0	0
Repayment of Debentures	(172,463)	0	(172,463)	(151,573)
Transfer to Reserves	(25,428)	(66,369)	(91,797)	0
Net Cash from Financing Activities	(197,891)	(66,369)	(264,260)	(151,573)
Net Operations, Capital and Financing	(467,988)	(37,346)	(505,332)	603,541
Opening Funding Surplus(Deficit)	467,988	37,345	505,333	505,333
Closing Funding Surplus(Deficit)	(0)	(1)	0	1,108,874

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

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.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(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.

(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.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(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	25 to 50 years
Construction other than Buildings (Public Facilities)	5 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Heritage Assets	25 to 50 years
Roads	25 years
Footpaths	50 years
Sewerage Piping	75 years
Water Supply Piping and Drainage Systems	75 years

(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.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(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 MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

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 and service charges.

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 the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. 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.

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 MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

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:

"Standing proud, growing strong"

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

"Economic: To be a diverse and innovative economy with a range of local employment opportunities.

Environment: A sustainable natural and built environment that meets current and future community needs.

Social: A safe and welcoming community where everyone has the opportunity to contribute and belong.

Civic Leadership: A collaborative and innovative community with strong and vibrant leadership."

(s) Reporting Programs

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

GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

EDUCATION AND WELFARE

Support of day care for children. Autumn Centre for Senior Citizens.
Youth & seniors projects.

HOUSING

Provision and maintenance of rented housing accommodation for pensioners and employees.

COMMUNITY AMENITIES

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

RECREATION AND CULTURE

Parks, gardens and recreation reserves, library services, walk trails, youth recreation,
Public halls and Mingenew Recreation Centre.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase and cleaning of streets.

ECONOMIC SERVICES

Tourism, community development, pest control, building services and private works.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding	(2,010)	(0.10%)			
Governance	(5,916)	(41.55%)			
Law, Order and Public Safety	(5,819)	(20.66%)			
Health	(311)	(41.63%)			
Education and Welfare	162	3.01%			
Housing	(4,145)	(4.92%)			
Community Amenities	(1,471)	(1.97%)			
Recreation and Culture	(210)	(0.68%)			
Transport	(3,129)	(0.60%)			
Economic Services	(3,042)	(34.99%)			
Other Property and Services	7,078	5.02%			
Operating Expenses					
General Purpose Funding	3,354	8.55%			
Governance	4,373	2.38%			
Law, Order and Public Safety	3,819	5.46%			
Health	4,932	11.21%			
Education and Welfare	2,006	4.38%			
Housing	2,151	1.13%			
Community Amenities	6,542	5.28%			
Recreation and Culture	7,432	1.01%			
Transport	(10,111)	(0.50%)			
Economic Services	10,682	6.47%			
Other Property and Services	(1,472)	6.13%			
Capital Revenues					
Grants, Subsidies and Contributions	(134)	(0.03%)			
Proceeds from Disposal of Assets	(0)	(0.00%)			
Capital Expenses					
Land Held for Resale	0				
Land and Buildings	(2,598)	(5.08%)			
Infrastructure - Roads	(3,679)	(0.49%)			
Infrastructure - Footpaths	0				
Infrastructure - Drainage & Culverts	0				
Infrastructure - Aerodomes	0				
Plant and Equipment	(875)				
Furniture and Equipment	(21)	(0.13%)			
Financing					
Loan Principal	198	0.13%			

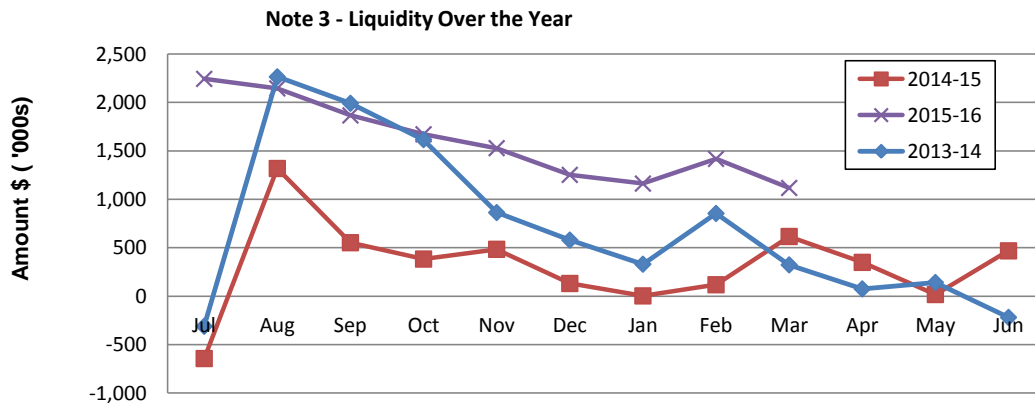
All variances are within the limits adopted for the 2015/2016 year.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Mar 2016	30th June 2016	YTD 01 Apr 2015
		\$	\$	\$
Current Assets				
Cash - Unrestricted	4	891,711	482,373	350,208
Cash - Restricted Reserves	4	274,806	271,964	271,216
Cash - Restricted Unspent Grants		329,818	329,818	307,752
Investments		0	0	0
Rates - Current	6	53,937	34,985	48,332
Sundry Debtors	6	1,207	54,737	24,686
Provision for Doubtful Debts		(1,585)	(1,585)	(1,370)
ESL Levy		0	0	0
GST Receivable		16,184	0	16,714
Receivables - Other		0	0	0
Inventories - Fuel & Materials		(2,768)	9,025	25,418
Inventories - Land Held for Resale		40,394	80,788	80,788
		1,603,705	1,262,105	1,123,743
Current Liabilities				
Sundry Creditors		(180,595)	(368,901)	(380,605)
GST Payable		(2,334)	6	(2,633)
PAYG		(12,671)	5,876	(9,537)
Accrued Interest on Debentures		24,810	(24,734)	(17,236)
Accrued Salaries & Wages		0	(16,268)	(15,670)
Current Employee Benefits Provision		(239,906)	(239,906)	(225,457)
Current Loan Liability		(21,088)	(172,463)	15,808
		(431,783)	(816,389)	(635,330)
NET CURRENT ASSETS		1,171,921	445,716	488,413
Less:				
Cash - Restricted Reserves		(274,806)	(271,964)	(271,216)
Inventories - Land Held for Resale		(40,394)	(80,788)	(80,788)
Add Back:				
Current Loan Liability		21,088	172,463	(15,808)
Cash Backed Employee Provisions	7	239,906	239,906	225,457
Net Current Funding Position (Surplus / Deficit)		1,117,714	505,333	346,058

(0)



Comments - Net Current Funding Position

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	2.35%	891,413	329,817		1,221,229	NAB	At Call
Trust Bank Account	0.00%			107,994	107,994	NAB	At Call
Cash Maximiser Account (Muni)	2.35%					NAB	At Call
Cash On Hand	Nil	300	0		300	NAB	At Call
Reserve Funds	2.35%	0	274,806		274,806	NAB	At Call
(b) Term Deposits							
Short Term Deposits	0.00%	0	0		0		
Total		891,713	604,623	107,994	1,604,329		

Comments/Notes - Investments

Restricted Cash

(1) Municipal Fund

Purpose for Funds Being Restricted	Funding Organisation	Date to be Expended	Amount
1 Depot Hill Rd	2012/13 CLGF Regional	28 February 2016	51,630
2 2014/15 Road Projects	Roads to Recovery	30 June 2018	134,248
3 Yarragadee Bridge	Roads to Recovery	30 June 2016	35,871
4 Ambulance Set Down Bay	Mid West Development Commission	31 January 2016	23,400
5 Men's Shed Ablution	Mid West Development Commission	30 November 2015	31,025
6 Rural Watch	Office of Crime Prevention	30 September 2015	3,643
7 Mingenew Mullewa Rd	2012/13 CLGF Individual	28 February 2016	50,000
Sub-total			329,817

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 5: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Actual Opening value as per audited financial report 30/6/2015				37,347		37,347
0011	Rates Levied	31/03/2016	Operating Revenue			(8,137)	29,210
0121	Interim Rates Levied	31/03/2016	Operating Revenue			(35,764)	(6,554)
0131	Rates Legal Fees Recovered	31/03/2016	Operating Revenue			(14,600)	(21,154)
0472	Rating Valuations	31/03/2016	Operating Revenue		5,000		(16,154)
0482	Rate Legal Costs	31/03/2016	Operating Revenue		11,000		(5,154)
0091	General Purpose Grant	31/03/2016	Operating Revenue			(433)	(5,587)
0071	Local Road Grants	31/03/2016	Operating Revenue			(24,385)	(29,972)
4903	Bank Interest on Investments	31/03/2016	Operating Revenue		7,000		(22,972)
0033	Reimbursements	31/03/2016	Operating Expenses		1,770		(21,202)
0022	Election Expenses	31/03/2016	Operating Revenue		5,500		(15,702)
0072	Council Chambers Mtce	31/03/2016	Operating Expenses			(3,000)	(18,702)
0113	Sundry Income - Other	31/03/2016	Operating Revenue		2,000		(16,702)
0292	Insurance	31/03/2016	Operating Expenses			(4,188)	(20,890)
0032	Staff Conferences	31/03/2016	Operating Revenue		5,000		(15,890)
0392	Telephone	31/03/2016	Operating Expenses			(3,540)	(19,430)
0412	Postage and Freight	31/03/2016	Operating Expenses			(1,200)	(20,630)
0502	Consultants	31/03/2016	Operating Expenses		10,000		(10,630)
0595	Proceeds from Sale - Plant & Equipment	31/03/2016	Operating Expenses		27,273		16,643
0614	Realisation on Sale of Plant & Equipment	31/03/2016	Operating Expenses	(27,273)			16,643
6530	Asset Depreciation	31/03/2016	Non Cash Item	3,500			16,643
0833	Dog/Cat Registration Fees	31/03/2016	Operating Revenue		1,500		18,143
0843	Fines & Penalties	31/03/2016	Operating Revenue		400		18,543
0853	Impounding Fees	31/03/2016	Operating Revenue		430		18,973
6540	Asset Depreciation	31/03/2016	Non Cash Item	11,500			18,973
1582	Medical Practitioner Support	31/03/2016	Operating Expenses		6,660		25,633
1492	Mosquito Control	31/03/2016	Operating Expenses			(2,300)	23,333
1492	Mosquito Control	31/03/2016	Operating Expenses	(200)			23,333
1633	Seniors Weeks Community Grant	31/03/2016	Operating Expenses			(2,000)	21,333
1643	Grants - Other Welfare	31/03/2016	Operating Revenue		2,904		24,237
1682	Community Christmas Tree	31/03/2016	Operating Expenses			(2,000)	22,237
6570	Asset Depreciation	31/03/2016	Non Cash Item	(4,000)			22,237
1745	Country Housing Grant	31/03/2016	Capital Revenue			(80,000)	(57,763)
1753	GEHA House Rent	31/03/2016	Operating Revenue			(5,080)	(62,843)
6580	Asset Depreciation	31/03/2016	Non Cash Item	(16,000)			(62,843)
1803	Domestic Refuse Removal	31/03/2016	Operating Revenue			(3,900)	(66,743)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
6590	Asset Depreciation	31/03/2016	Non Cash Item	7,000			(66,743)
2213	Charges - Rezonings	31/03/2016	Operating Revenue			(3,000)	(69,743)
2122	Town Plan Scheme	31/03/2016	Operating Expenses		3,000		(66,743)
2393	Sundry Income	31/03/2016	Operating Revenue			(2,500)	(69,243)
2405	Contributions & Donations	31/03/2016	Operating Revenue			(150,000)	(219,243)
2302	Cemetery Operations & Maintenance	31/03/2016	Operating Expenses			(12,000)	(231,243)
2312	Community Activities	31/03/2016	Operating Expenses		4,500		(226,743)
2433	Grant Contributions	31/03/2016	Capital Revenue			(300,000)	(526,743)
2915	Capital Expenditure Grant Contributions	31/03/2016	Capital Revenue			(95,000)	(621,743)
2642	Public Parks & Gardens	31/03/2016	Operating Expenses			(35,000)	(656,743)
6600	Asset Depreciation	31/03/2016	Non Cash Item	(70,000)			(656,743)
3123	Museum Conservation Grant	31/03/2016	Capital Revenue			(30,000)	(686,743)
3163	Heritage Grant	31/03/2016	Capital Revenue			(50,000)	(736,743)
3173	Grants Other Culture	31/03/2016	Capital Revenue			(20,000)	(756,743)
3113	Lotterywest Giant - Railway Station	31/03/2016	Capital Revenue			(120,000)	(876,743)
3315	Capital Project Grants	31/03/2016	Capital Revenue			(150,000)	(1,026,743)
4203	Road to Recovery Grant	31/03/2016	Capital Revenue		22,748		(1,003,995)
3533	Street Lighting	31/03/2016	Operating Revenue			(2,000)	(1,005,995)
3322	Maintenance Grading	31/03/2016	Operating Expenses			(30,000)	(1,035,995)
3342	Asset Preservation Urban	31/03/2016	Operating Expenses			(10,000)	(1,045,995)
3372	Bridge, Culverts & Pipes	31/03/2016	Operating Expenses		3,000		(1,042,995)
3402	Depot Maintenance	31/03/2016	Operating Expenses		5,000		(1,037,995)
3422	Lighting of Streets	31/03/2016	Operating Expenses		10,000		(1,027,995)
3432	Street Cleaning	31/03/2016	Operating Expenses		6,000		(1,021,995)
3452	Street Pruning	31/03/2016	Operating Expenses		4,000		(1,017,995)
3492	Drainage	31/03/2016	Operating Expenses		10,000		(1,007,995)
6620	Asset Depreciation	31/03/2016	Non Cash Item	(390,000)			(1,007,995)
3574	Realisation on Sale of Plant & Equipment	31/03/2016	Non Cash Item	25,000			(1,007,995)
3585	Sale of Plant & Equipment	31/03/2016	Non Cash Item		(25,000)		(1,032,995)
6721	Profit on Sale of Asset Disposal	31/03/2016	Non Cash Item	(10,000)			(1,032,995)
7510	MRWA Service Agreement Income	31/03/2016	Operating Revenue		14,136		(1,018,859)
7050	Superannuation - MWLGSA Staff	31/03/2016	Operating Expenses			(1,170)	(1,020,029)
7120	Other Allowances - MWLGSA Staff	31/03/2016	Operating Expenses			(30)	(1,020,059)
7150	Vehicle Costs - MWLGSA Staff	31/03/2016	Operating Expenses			(192)	(1,020,251)
7340	Other Employee Costs - MWLGSA Staff	31/03/2016	Operating Expenses			(3,070)	(1,023,321)
7360	Communication Expenses - MWLGSA Staff	31/03/2016	Operating Expenses			(132)	(1,023,453)
7990	Overheads Allocated to Works	31/03/2016	Operating Expenses		2,185		(1,021,268)
1201	Main Roads ISA State Route Maintenance	31/03/2016	Operating Expenses			(6,967)	(1,028,235)
4003	Grants - General	31/03/2016	Capital Revenue			(112,500)	(1,140,735)
6630	Asset Depreciation	31/03/2016	Non Cash Item	(12,000)			(1,140,735)
4082	Group Scheme Expenses	31/03/2016	Operating Expenses		10,000		(1,130,735)
4273	Water Sales	31/03/2016	Operating Revenue		1,000		(1,129,735)
4232	Water Supply Stand Pipes	31/03/2016	Operating Expenses			(5,000)	(1,134,735)
4333	Charges - Private Works Various	31/03/2016	Operating Revenue			(4,000)	(1,138,735)
4282	Private Works - Various	31/03/2016	Operating Expenses		10,000		(1,128,735)
7262	Administration	31/03/2016	Operating Expenses		7,999		(1,120,736)
4453	Diesel Rebates	31/03/2016	Operating Revenue			(3,000)	(1,123,736)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
4493	Reimbursements	31/03/2016	Operating Revenue		6,812		(1,116,924)
4472	Fuel & Oils	31/03/2016	Operating Expenses		40,000		(1,076,924)
4492	Parts & Repairs	31/03/2016	Operating Expenses		20,000		(1,056,924)
4502	Expendable Tools	31/03/2016	Operating Expenses			(1,000)	(1,057,924)
4562	Depreciation of Plant	31/03/2016	Non Cash Item	(60,000)			(1,057,924)
6890	Depreciation Written Back	31/03/2016	Operating Expenses			(2,548)	(1,060,472)
4225	Contributions towards Capital Projects	31/03/2016	Capital Revenue			(200,000)	(1,260,472)
4623	MWIRSA Reimbursements	31/03/2016	Operating Revenue		25,000		(1,235,472)
4675	Expenses Recovered (Income)	31/03/2016	Operating Revenue		15,000		(1,220,472)
4662	MWIRSA Expenses	31/03/2016	Operating Expenses			(25,000)	(1,245,472)
4682	Expenses Recovered (Expense)	31/03/2016	Operating Expenses			(15,000)	(1,260,472)
6640	Asset Depreciation	31/03/2016	Non Cash Item	10,000			(1,260,472)
4924	Industrial Area Development	31/03/2016	Capital Expenses		100,000		(1,160,472)
4924	Rural Residential Area Development	31/03/2016	Capital Expenses		100,000		(1,060,472)
0594	Shire Office	31/03/2016	Capital Expenses			(5,251)	(1,065,723)
9003	Staff Housing	31/03/2016	Capital Expenses			(2,041)	(1,067,764)
9004	Staff Housing	31/03/2016	Capital Expenses			(3,485)	(1,071,249)
9006	Staff Housing	31/03/2016	Capital Expenses			(973)	(1,072,222)
1774	Aged Care Units	31/03/2016	Capital Expenses		100,000		(972,222)
2434	Recreation Centre / Town Hall	31/03/2016	Capital Expenses		150,000		(822,222)
2434	Water Park	31/03/2016	Capital Expenses		150,000		(672,222)
0067	Enanty Barn	31/03/2016	Capital Expenses		50,000		(622,222)
0068	Museum	31/03/2016	Capital Expenses		30,000		(592,222)
0069	Old Roads Building	31/03/2016	Capital Expenses		20,000		(572,222)
0072	Old Railway Station	31/03/2016	Capital Expenses		120,000		(452,222)
5964	Business Incubator	31/03/2016	Capital Expenses		150,000		(302,222)
6058	Moore Street - Drainage	31/03/2016	Capital Expenses			(30,000)	(332,222)
1227	Yarragadee Bridge	31/03/2016	Capital Expenses		35,871		(296,351)
1291	Midlands Road Town Footpaths	31/03/2016	Capital Expenses		150,000		(146,351)
0072	War Memorial Project	31/03/2016	Capital Expenses		100,000		(46,351)
0073	Cemetery	31/03/2016	Capital Expenses		50,000		3,649
2884	Tennis Courts	31/03/2016	Capital Expenses		100,000		103,649
2884	Hockey Oval Lights	31/03/2016	Capital Expenses			(15,000)	88,649
0054	CEO Vehicle	31/03/2016	Capital Expenses		15,000		103,649
0054	DCEO Vehicle	31/03/2016	Capital Expenses			(42,000)	61,649
3554	Works Manager Vehicle	31/03/2016	Capital Expenses		8,000		69,649
0014	Councillor Laptops / Ipads	31/03/2016	Capital Expenses		2,959		72,608
0574	Office Computer	31/03/2016	Capital Expenses			(918)	71,690
0584	PA System	31/03/2016	Capital Expenses		410		72,100
2854	Outdoor Cinema	31/03/2016	Capital Expenses		12,500		84,600
2854	Bouncy Castle & Water Slide	31/03/2016	Capital Expenses			(5,231)	79,369
	RV Friendly Sites	31/03/2016	Capital Expenses			(5,000)	74,369
8021	Transfers to Accrued Leave Reserves	31/03/2016	Capital Expenses			(53,369)	21,000
6351	Transfers to Plant Replacement Reserve	31/03/2016	Capital Expenses			(13,000)	8,000
0222	Donations	16/12/2015	Operating Expenses			(2,000)	6,000
0222	Donations	10/02/2016	Operating Expenses			(1,000)	5,000

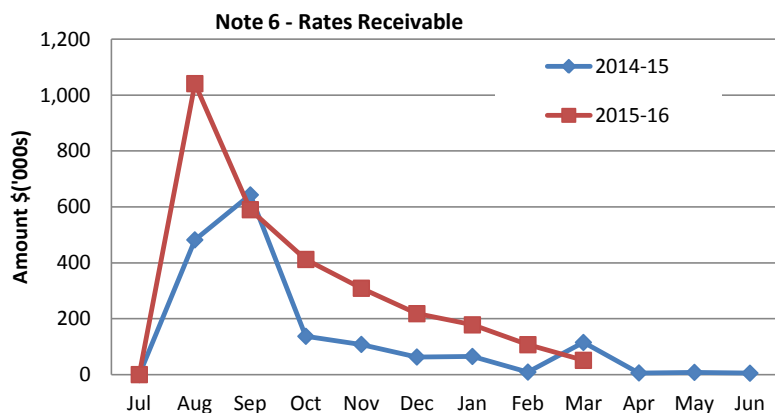
GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Job 1212	Midlands Road	10/02/2016	Operating Expenses	\$	\$	\$ (5,000)	\$ 0
				(532,473)	1,763,904	(1,763,904)	

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 31 Mar 2016	30 June 2015
Opening Arrears Previous Years	\$ 22,660	\$ 18,152
Levied this year	1,709,614	1,473,879
<u>Less</u> Collections to date	(1,678,337)	(1,469,371)
Equals Current Outstanding	53,937	22,660
Net Rates Collectable	53,937	22,660
% Collected	96.89%	98.48%



Comments/Notes - Receivables Rates

Majority of outstanding rates is made up of three assessments:

A152	6166.32
A353	12739.09
A482	29700.96

A353 - process has commenced for possession of land.

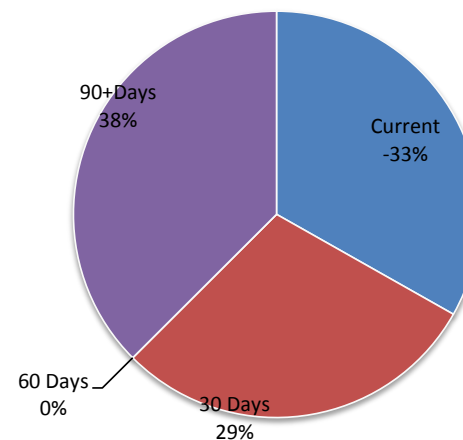
Aside from these, recovery of rates is good.

Receivables - General

	Current	30 Days	60 Days	90+Days
Receivables - General	\$ (1,191)	\$ 1,053	\$ 0	\$ 1,345
Total Receivables General Outstanding				1,207

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

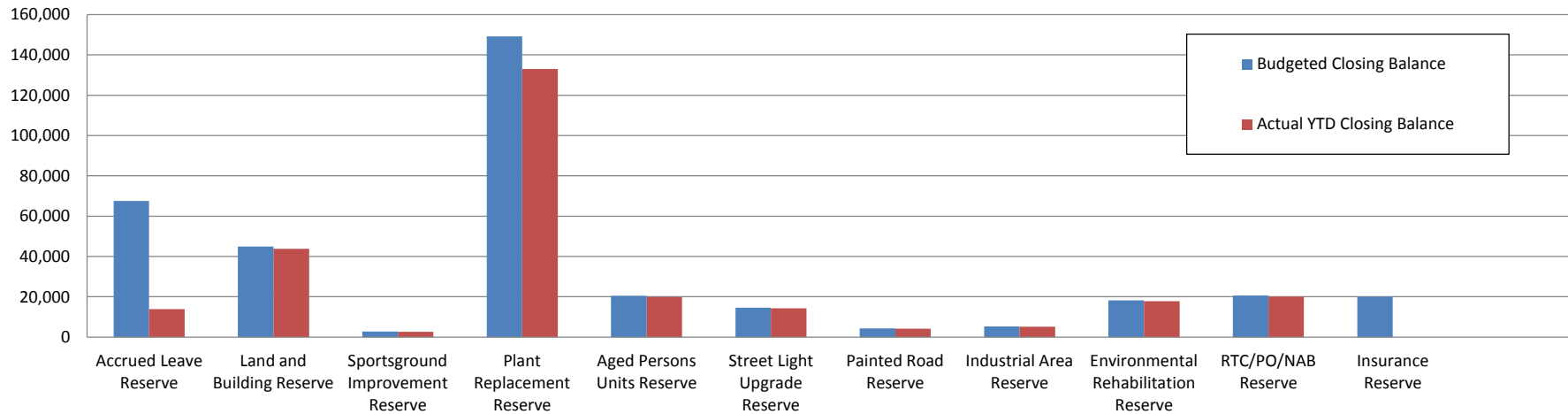
Debtors >90 days - payments have commenced via AMPAC

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 7: Cash Backed Reserve

Name	Opening Balance	YTD Budget Interest Earned	Actual Interest Earned	YTD Budget Transfers In (+)	YTD Actual Transfers In (+)	YTD Budget Transfers Out (-)	YTD Actual Transfers Out (-)	Transfer out Reference	Budgeted Closing Balance	Actual YTD Closing Balance
Accrued Leave Reserve	\$ 13,724	\$ 198	\$ 143	\$ 53,643	\$ 0	\$ 0	\$ 0		\$ 67,565	\$ 13,867
Land and Building Reserve	43,342	648	458	866	0	0	(5)		44,856	43,795
Sportsground Improvement Reserve	2,659	36	28	53	0	0	0		2,748	2,687
Plant Replacement Reserve	131,625	1,962	1,376	15,626	0	0	0		149,213	133,000
Aged Persons Units Reserve	19,739	288	206	394	0	0	0		20,421	19,945
Street Light Upgrade Reserve	14,118	207	148	282	0	0	0		14,607	14,266
Painted Road Reserve	4,146	54	39	83	0	0	5		4,283	4,190
Industrial Area Reserve	5,159	72	54	103	0	0	0		5,334	5,213
Environmental Rehabilitation Reserve	17,565	261	184	350	0	0	0		18,176	17,748
RTC/PO/NAB Reserve	19,887	297	208	397	0	0	0		20,581	20,095
Insurance Reserve	0	0	0	20,000	0	0	0		20,000	0
	271,964	4,023	2,842	91,797	0	0	0	0	367,784	274,806

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 03 2016			
					2015/16 Budget Profit/(Loss)	2015/16 Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
0	0	0	0	CEO Vehicle	8,020	0	(8,020)	Sold by tender.
40,890	(27,779)	13,182	71	DCEO Vehicle	0	0	0	
0	0	0	0	Road Inspector Vehicle	7,000	71	(6,929)	
				Works Manager Vehicle	350	0	(350)	
40,890	(27,779)	13,182	71		15,370	71	(15,299)	

Comments - Capital Disposal/Replacements

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	2014/15 Budget Rate Revenue \$	2015/16 Budget Interim Rate \$	2015/16 Budget Back Rate \$	2015/16 Budget Total Revenue \$
Differential General Rate											
GRV - Mingenew - Residential	13.1289	135	1,322,880	173,680	(12,362)	129	161,447	173,680	1,500	400	175,580
GRV - Mingenew - Commercial	13.1289	17	384,380	50,465	(3,009)		47,457	50,465			50,465
GRV - Mingenew - Industrial	13.1289	1	12,480	1,638			1,638	1,638			1,638
GRV - Yandanooka	6.5645	2	14,716	966			966	966			966
UV - Rural	1.4310	125	97,585,500	1,396,449	83		1,396,532	1,396,449	3,500		1,399,949
UV - Mining	30.0000	7	53,155	15,947	(3,009)	(518)	12,420	21,924			21,924
Sub-Totals		287	99,373,111	1,639,144	(18,296)	(389)	1,620,459	1,645,121	5,000	400	1,650,521
Minimum Payment	Minimum \$										
GRV - Mingenew - Residential	636	75	92,612	47,700	(6,996)		40,704	46,428	0	0	46,428
GRV - Mingenew - Commercial	636	10	16,686	6,360	(5,088)		1,272	6,360	0	0	6,360
GRV - Mingenew - Industrial	636	4	9,583	2,544	(1,908)		636	2,544	0	0	2,544
GRV - Yandanooka	318	1	20	318	(318)		0	0	0	0	0
UV - Rural	636	19	504,100	12,084	(636)		11,448	12,084	0	0	12,084
UV - Mining	636	5	(8,949)	3,180	(1,492)	(86)	1,602	3,180	0	0	3,180
Sub-Totals		114	614,052	72,186	(16,438)	(86)	55,662	70,596	0	0	70,596
Discounts							1,676,121				1,721,117
Amount from General Rates							0				0
Ex-Gratia Rates							1,676,121				1,721,117
Specified Area Rates							33,494				33,497
Totals							0				0
							1,709,615				1,754,614

Comments - Rating Information

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			YTD Actual	YTD Budget	YTD Actual	YTD Budget	YTD Actual	YTD Budget
			\$	\$	\$	\$	\$	\$
Education & Welfare								
Loan 137 - Senior Citizens Buildings	101,512		2,361	2,396	99,151	99,116	3,398	6,751
Housing								
Loan 133 - Triplex	83,767		10,631	10,630	73,136	73,137	5,745	6,128
Loan 134 - SC Housing	57,444		5,314	5,314	52,130	52,130	3,627	3,888
Loan 136 - Staff Housing	125,720		9,525	7,258	116,195	118,462	8,297	8,750
Loan 142 - Staff Housing	75,003		9,192	9,192	65,811	65,811	3,891	4,168
Recreation & Culture								
Loan 138 - Pavilion Fitout	97,452		0	2,301	97,452	95,151	3,262	4,860
Transport								
Loan 139 - Roller	53,149		13,981	13,981	39,168	39,168	3,445	2,718
Loan 141 - Grader	129,354		22,845	22,845	106,509	106,509	8,017	6,363
Loan 143 - 2 x Trucks	107,044		52,274	52,274	54,770	54,770	4,792	3,888
Loan 144 - Side Tipping Trailer	75,003		9,192	9,191	65,811	65,812	3,891	3,123
Loan 145 - Drum Roller	154,192	0	16,062	16,191	138,130	138,001	2,979	4,320
	1,059,640	0	151,376	151,573	908,265	908,067	51,345	54,957

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

Nil

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2015-16 Forecast Budget	2015-16 Original Budget	Variations Additions (Deletions)	Operating 2015/16 Budget	Capital 2015/16 Budget	Recoup Status	
								2015-16 YTD Actual	2015-16 YTD Budget
		(Y/N)	\$	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING									
Financial Assistance Grant - Roads	Grants Commission	Y	140,251	164,636	(24,385)	164,636	0	113,828	123,477
Financial Assistance Grant - General	Grants Commission	Y	135,695	136,128	(433)	136,128	0	93,132	102,096
LAW, ORDER, PUBLIC SAFETY									
ESL Administration Grant	Department of Fire & Emergency Services	Y	4,400	4,400	0	4,400	0	4,400	4,400
ESL Annual Grant	Department of Fire & Emergency Services	Y	25,000	25,000	0	25,000	0	12,500	18,747
HEALTH									
Ambulance Set Down Bay	Mid West Development Commission	Y	2,600	2,600	0	0	2,600	0	17,600
Ambulance Set Down Bay	Silver Chain	Y	15,000	15,000	0	0	15,000	0	0
Childcare Facility Upgrade	Lotterywest	N	10,000	10,000	0	0	10,000	0	0
EDUCATION & WELFARE									
Seniors Week	Department of Local Government & Communities	Y	0	2,000	(2,000)	2,000	0	0	1,494
Men's Shed Ablution	Mid West Development Commission	Y	6,351	3,447	2,904	0	3,447	2,798	3,447
HOUSING									
Aged Care Units	Mid West Development Commission	N	0	80,000	(80,000)	0	80,000	0	0
COMMUNITY AMENITIES									
Thank a Volunteer Day	Department of Local Government & Communities	N	500	500	0	500	0	0	0
Anzac Day	Lotterywest	N	3,000	3,000	0	3,000	0	0	2,619
Cemetery Upgrade	Mid West Development Commission	N	0	50,000	(50,000)	0	50,000	0	0
War Memorial Project	Mid West Development Commission	N	0	100,000	(100,000)	0	100,000	0	0
RECREATION AND CULTURE									
Museum	Lotterywest	N	0	30,000	(30,000)	0	30,000	0	0
Enanty Barn	State Heritage Council	N	0	50,000	(50,000)	0	50,000	0	0
Old Roads Board	State Heritage Council	N	0	20,000	(20,000)	0	20,000	0	0
Railway Station	Lotterywest	N	0	120,000	(120,000)	0	120,000	0	0
Town Hall / Recreation Centre Upgrade	Lotterywest	N	0	150,000	(150,000)	0	150,000	0	0
Water Park	Lotterywest	N	0	150,000	(150,000)	0	150,000	0	0
Tennis Courts	Department of Sport & Recreation	N	0	80,000	(80,000)	0	80,000	0	(7,916)
Outdoor Cinema	Lotterywest	N	0	15,000	(15,000)	0	15,000	0	7,916
TRANSPORT									
Direct Grant	Main Roads WA	Y	65,800	65,800	0	65,800	0	65,800	65,800
Regional Road Group	Main Roads WA	Y	389,667	389,667	0	0	389,667	155,866	389,667
Roads To Recovery	Department of Infrastructure	Y	359,881	337,133	22,748	0	337,133	359,881	337,133
Main Street Footpaths	Mid West Development Commission	N	0	150,000	(150,000)	0	150,000	0	0
Street Lighting	Main Roads WA	Y	5,000	7,000	(2,000)	7,000	0	2,425	0
ECONOMIC SERVICES									
Business Incubator	Mid West Development Commission	N	0	112,500	(112,500)	0	112,500	0	0
ECONOMIC SERVICES									
Industrial Subdivision	Mid West Development Commission	N	0	100,000	(100,000)	0	100,000	0	0
Rural Residential Subdivision	Mid West Development Commission	N	0	100,000	(100,000)	0	100,000	0	8,333
TOTALS			1,163,145	2,473,811	(1,310,666)	408,464	2,065,347	810,630	1,074,813
Operating	Operating		313,846	342,664				294,883	252,167
Non-Operating	Non-operating		849,299	2,131,147				515,747	794,094
			<u>1,163,145</u>	<u>2,473,811</u>				<u>810,630</u>	<u>1,046,261</u>

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

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:

Description	Opening Balance 1 Jul 15	Amount Received	Amount Paid	Closing Balance 31-Mar-16
	\$	\$	\$	\$
BCITF Levy	0	1,139	(1,095)	44
BRB Levy	0	1,273	(1,213)	60
Autumn Committee	974	0	0	974
Community Bus	2,660	300	(900)	2,060
ANZAC Day Breakfast Donation	279	0	0	279
Building Relocation Bond	1,000	0	0	1,000
Mid West Industry Road Safety Alliance	47,343	55,000	(78,182)	24,161
Mingenev Cemetery Group	4,314	0	0	4,314
Other Bonds	1,878	755	(125)	2,508
Rates Incentive Prizes	100	0	(100)	0
Rec Centre Kitchen Upgrade	1,000	0	(1,000)	0
Sinosteel Community Trust Fund	63,415	0	0	63,415
Tree Planter - LCDC	88	0	0	88
Weary Dunlop Memorial	87	0	0	87
Mingenev P & C - NBN Rental	5,836	6,010	(11,846)	0
Joan Trust	4,461	500	0	4,961
Youth Advisory Council	746	0	0	746
Centenary Committee	897	0	0	897
Community Christmas Tree	132	0	0	132
Silverchain Committee	2,267	0	0	2,267
Nomination Fees	0	320	(320)	0
	137,477	65,297	(94,781)	107,993

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
	Land Held for Resale						
	Community Amenities						
	Other Property & Services						
	Industrial Area Development	4924	0	100,000	(8,333)	0	0
	Rural Residential Area Development	4924	0	100,000	8,333	0	0
	Other Property & Services Total		0	200,000	0	0	0
	Land Held for Resale Total		0	200,000	0	0	0
	Land & Buildings						
	Governance						
	Shire Office	0594	15,251	10,000	0	0	15,251
	Housing Total		15,251	10,000	0	0	15,251
	Health						
	Ambulance Set Down Bay	0074	93,000	93,000	0	872	92,128
	Child Care Facility	0075	15,000	15,000	0	0	15,000
	Health Total		108,000	108,000	0	872	107,128
	Education & Welfare						
	Men's Shed Ablution Block	0048	36,000	36,000	35,998	31,120	4,880
	Education & Welfare Total		36,000	36,000	35,998	31,120	4,880
	Land & Buildings						
	Housing						
	Construction - Staff Housing	9003	2,041	0	1,530	7,292	(5,251)
	Construction - Staff Housing	9004	3,485	0	2,610	3,485	0
	Construction - Staff Housing	9005	0	0	0	903	(903)
	Construction - Staff Housing	9006	973	0	973	973	0
	Construction - Staff Housing	9010	25,000	25,000	10,000	9,064	15,936
	Aged Care Units	1774	0	100,000	0	0	0
	Housing Total		31,499	125,000	15,113	21,717	9,782
	Recreation And Culture						
	Recreation Centre Town Hall	2434	(150,000)	150,000	0	0	(150,000)
	Water Park	2434	150,000	150,000	0	0	150,000
	Enanty Barn	0067	0	50,000	0	0	0
	Museum	0068	0	30,000	0	0	0
	Old Roads Building	0069	0	20,000	0	0	0
	Old Railway Station	0070	0	120,000	0	0	0
	Recreation And Culture Total		0	520,000	0	0	0
	Transport Total						
	Depot	3274	25,000	25,000	0	0	25,000
	Transport Total		25,000	25,000	0	0	25,000
	Economic Services						
	Business Incubator	5964	0	150,000	0	0	0
	Economic Services Total		0	150,000	0	0	0
	Land & Buildings Total		215,750	974,000	51,111	53,709	162,041
	Infrastructure - Drainage/Culverts						
	Transport						
	Nil		0	0	0	0	0
	Transport Total		0	0	0	0	0
	Infrastructure - Drainage/Culverts Total		0	0	0	0	0
	Infrastructure - Footpaths						
	Transport						
	Midlands Road Town Footpaths	1291	0	150,000	0	0	0
	Transport Total		0	150,000	0	0	0
	Infrastructure - Footpaths Total		0	150,000	0	0	0
	Infrastructure - Other						
	Community Amenities						
	War Memorial Project	0072	0	100,000	0	0	0
	Little Well Project	0071	30,000	30,000	0	0	30,000
	Cemetery	0073	0	50,000	0	0	0
	Community Amenities Total		30,000	180,000	0	0	30,000
	Recreation						
	Tennis Courts	2884	20,000	100,000	0	0	20,000
	Community Amenities Total		20,000	100,000	0	0	20,000
	Infrastructure - Other Total		50,000	280,000	0	0	50,000

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
Furniture & Office Equip.							
Governance							
	Laptops / iPads	0014	5,041	8,000	5,041	5,041	0
	Replacement office Computer	0574	918	0	918	918	(0)
	PA System	0584	1,590	2,000	1,590	2,920	(1,330)
	Governance Total		7,549	10,000	7,549	8,879	(1,330)
Recreation							
	Outdoor Cinema	0064	2,500	15,000	0	5,231	(2,731)
	Inflatables - Bouncy Castle & Slide	0078	5,231	0	5,231	0	
	Christmas Lights	0065	3,000	3,000	3,000	1,691	1,309
	Recreation Total		10,731	18,000	8,231	6,922	(1,422)
Transport							
	Nil				0	0	0
	Transport Total		0	0	0	0	0
	Furniture & Office Equip. Total		18,280	28,000	15,780	15,801	(2,719)
Infrastructure - Aerodomes							
Transport							
	Nil						
	Transport Total		0	0	0	0	0
	Infrastructure - Aerodomes Total		0	0	0	0	0
Plant, Equip. & Vehicles							
Governance							
	CEO Vehicle Replacement	0554	87,000	60,000	0	0	87,000
	Governance Total		87,000	60,000	0	0	87,000
Law, Order And Public Safety							
	Nil				0	0	0
	Law, Order And Public Safety Total		0	0	0	0	0
Transport							
	Works Manager Vehicle	3554	42,000	50,000	0	0	42,000
	Sundry Plant	3554	15,000	15,000	0	875	14,125
	Transport Total		57,000	65,000	0	875	56,125
	Plant, Equip. & Vehicles Total		144,000	125,000	0	875	143,125
Roads & Bridges							
Transport							
	2014/15 Mingenew Mullewa Rd (RRG)	RR64	150,000	150,000	75,000	79	149,922
	2015/16 Mingenew Mullewa Rd (RRG)	RR65	434,501	434,500	303,190	322,315	112,186
	Moore Stree	6058	30,000	(1)	5,000	5,295	24,705
	Depot Hill North Rd (R2R)	6066	344,872	344,874	297,633	360,644	(5,773)
	Yandanooka Melara Rd (R2R)	6067	126,507	126,507	74,255	75,191	51,317
	Depot Hill Road (CLGF)	CL05	60,000	60,000	0	0	60,000
	Yarragadee Bridge	1227	0	35,871	0	5,233	(5,233)
	Transport Total		1,145,880	1,151,751	755,078	758,757	387,123
	Roads (Non Town) Total		1,145,880	1,151,751	755,078	758,757	387,123
	Capital Expenditure Total		1,573,910	2,908,751	821,969	829,142	739,537

9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 MARCH 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 4 April 2016
Author: Julie Borrett, Senior Finance Officer
Senior Officer: Nita Jane, Deputy CEO

Summary

This report recommends that Council confirm the payment of creditors for the month of March 2016 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

Attachment

Copy of list of accounts due (EFT & cheque payments), which will enable Council to confirm the payment of its creditors in accordance with Local Government (Financial Management) Regulations 1996, Section 13(1).

Background

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

Comment

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costings, and that the amounts shown were due for payment.

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.2
--

That Council

Confirm the accounts as presented for March from the Municipal Fund totalling \$313,918.08 represented by Electronic Funds Transfers of EFT9679 to EFT9752, Direct Deduction DD7546.1, 2 and 3, DD7562.1 2 and 3, Trust Cheque number 473 and Cheque numbers 8050 to 8056.

Date: 04/04/2016
Time: 11:52:09AM

Shire of MINGENEW
List of accounts for March 2016

USER: SFO
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
473	21/03/2016	MINGENEW SHIRE COUNCIL	MWIRSA REFUND CA81	T		21,857.00
8050	14/03/2016	MINGENEW SHIRE COUNCIL	Payroll deductions	M		190.00
8051	14/03/2016	Telstra Corporation	TELSTRA	M		1,853.13
8052	14/03/2016	TOP MINERALS LTD	Rates refund for assessment A956 MINING TENEMENT	M		219.54
8053	14/03/2016	WATER CORPORATION	CHARGES	M		272.57
8054	21/03/2016	SYNERGY	CHARGES	M		1,925.00
8055	29/03/2016	MINGENEW SHIRE COUNCIL	Payroll deductions	M		190.00
8056	29/03/2016	SYNERGY	CHARGES	M		2,750.80
EFT9679	08/03/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 141	M		23,262.36
EFT9680	08/03/2016	ARL	CHARGES	M		302.50
EFT9681	08/03/2016	Cr Michelle Bagley	FEES	M		3,300.00
EFT9682	08/03/2016	RSM BIRD CAMERON	FEES	M		3,300.00
EFT9683	08/03/2016	Butler Settineri	CHARGES	M		891.00
EFT9684	08/03/2016	Courier Australia	FREIGHT	M		24.95
EFT9685	08/03/2016	CR GARY COSGROVE	FEES	M		887.50
EFT9686	08/03/2016	CR KARL CRIDDLE	FEES	M		887.50
EFT9687	08/03/2016	DONGARA DRILLING & ELECTRICAL	CHARGES	M		82.50
EFT9688	08/03/2016	CR LEAH EARDLEY	FEES	M		887.50

Date: 04/04/2016
Time: 11:52:09AM

Shire of MINGENEW
List of accounts for March 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9689	08/03/2016	IRWIN PLUMBING SERVICES	CHARGES	M		1,887.60
EFT9690	08/03/2016	Crispian Charles Reginald Lucken	FEES	M		887.50
EFT9691	08/03/2016	CR HELEN NEWTON	FEES	M		1,331.25
EFT9692	08/03/2016	CR MARGUERITE PEARCE	FEES	M		887.50
EFT9693	08/03/2016	PRITCHARD BOOKBINDERS	CHARGES	M		89.10
EFT9694	08/03/2016	RECORDS ARCHIVES & HISTORICAL MANAGEMENT	CHARGES	M		660.00
EFT9695	08/03/2016	Signs Plus	GOODS	M		31.00
EFT9696	09/03/2016	Shire of Mingenew - Payroll	PAYROLL	M		34,271.30
EFT9697	09/03/2016	Australian Services Union	Payroll deductions	M		25.80
EFT9698	09/03/2016	CHILD SUPPORT AGENCY	Payroll deductions	M		247.73
EFT9699	09/03/2016	LGRCEU	Payroll deductions	M		20.50
EFT9700	14/03/2016	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	LEASE	M		421.30
EFT9701	14/03/2016	NAB BUSINESS VISA	CREDIT CARD	M		2,016.32
EFT9702	14/03/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 139	M		8,620.97
EFT9703	14/03/2016	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		796.77
EFT9704	14/03/2016	AMPAC	CHARGES	M		180.85
EFT9705	14/03/2016	ABCO PRODUCTS	GOODS	M		819.73
EFT9706	14/03/2016	ANDREWS & CO	CHARGES	M		21,450.00

Date: 04/04/2016
Time: 11:52:09AM

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9707	14/03/2016	AVON WASTE	CHARGES	M		2,276.61
EFT9708	14/03/2016	DONGARA DRILLING & ELECTRICAL	CHARGES	M		962.50
EFT9709	14/03/2016	Great Northern Rural Services	CHARGES	M		573.75
EFT9710	14/03/2016	INTEGRATED DISTRIBUTION PTY LTD	CHARGES	M		902.00
EFT9711	14/03/2016	CANINE CONTROL	FEES	M		998.80
EFT9712	14/03/2016	Reliance Petroleum	FUEL	M		11,711.34
EFT9713	14/03/2016	STARICK TYRES	CHARGES	M		772.86
EFT9714	14/03/2016	MINGENEW BAKERY	CHARGES	M		278.60
EFT9715	14/03/2016	OCLC	CHARGES	M		585.75
EFT9716	14/03/2016	PRIME MEDIA GROUP PTY	CHARGES	M		407.00
EFT9717	14/03/2016	TUDOR HOUSE	CHARGES	M		126.50
EFT9718	14/03/2016	WESTRAC PTY LTD	CHARGES	M		2,302.44
EFT9719	21/03/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOANS	M		45,566.47
EFT9720	21/03/2016	Australian Taxation Office	BAS	M		12,074.00
EFT9721	21/03/2016	Cardno	FEES	M		1,287.00
EFT9722	21/03/2016	LANDGATE	CHARGES	M		64.00
EFT9723	21/03/2016	DONGARA DRILLING & ELECTRICAL	CHARGES	M		2,193.85
EFT9724	21/03/2016	DONGARA BUILDING & TRADE SUPPLIES	CHARGES	M		615.70

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9725	21/03/2016	Great Northern Rural Services	CHARGES	M		4,643.20
EFT9726	21/03/2016	IRWIN PLUMBING SERVICES	CHARGES	M		1,610.95
EFT9727	21/03/2016	ML COMMUNICATIONS	CHARGES	M		929.50
EFT9728	21/03/2016	STARICK TYRES	CHARGES	M		200.00
EFT9729	21/03/2016	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	FEES	M		3,000.00
EFT9730	21/03/2016	RECORDS ARCHIVES & HISTORICAL MANAGEMENT	CHARGES	M		495.00
EFT9731	21/03/2016	LANDMARK	GOODS	M		119.15
EFT9732	21/03/2016	WESTRAC PTY LTD	CHARGES	M		6,520.27
EFT9733	23/03/2016	Shire of Mingenew - Payroll	PAYROLL	M		31,576.86
EFT9734	23/03/2016	Australian Services Union	Payroll deductions	M		25.80
EFT9735	23/03/2016	CHILD SUPPORT AGENCY	Payroll deductions	M		247.73
EFT9736	23/03/2016	LGRCEU	Payroll deductions	M		20.50
EFT9737	23/03/2016	JT PROFESSIONAL SERVICES PTY LTD	CHARGES	M		1,949.70
EFT9738	23/03/2016	SUNSET IT SOLUTIONS	FEES	M		686.80
EFT9739	23/03/2016	SIMTRACK	CHARGES	M		7,520.70
EFT9740	29/03/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 136	M		7,564.10
EFT9741	29/03/2016	AUSTRALIA POST	CHARGES	M		266.48
EFT9742	29/03/2016	AVON WASTE	CHARGES	M		2,288.16

Date: 04/04/2016
Time: 11:52:09AM

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9743	29/03/2016	Courier Australia	FREIGHT	M		39.23
EFT9744	29/03/2016	DONGARA IGA	CHARGES	M		11.82
EFT9745	29/03/2016	DELL AUSTRALIA PTY LTD	CHARGES	M		1,463.00
EFT9746	29/03/2016	Great Northern Rural Services	GOODS	M		240.00
EFT9747	29/03/2016	JR & A HERSEY PTY LTD	CHARGES	M		592.63
EFT9748	29/03/2016	CANINE CONTROL	FEES	M		998.80
EFT9749	29/03/2016	LGMA	CHARGES	M		995.00
EFT9750	29/03/2016	Shire Of Three Springs	FEES	M		4,056.18
EFT9751	29/03/2016	WESTRAC PTY LTD	CHARGES	M		764.54
EFT9752	29/03/2016	MINGENEW FABRICATORS	CHARGES	M		144.38
DD7546.1	09/03/2016	WA SUPER	Payroll deductions	M		5,460.74
DD7546.2	09/03/2016	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,130.03
DD7546.3	09/03/2016	PRIME SUPER	Superannuation contributions	M		209.77
DD7562.1	23/03/2016	WA SUPER	Payroll deductions	M		5,427.13
DD7562.2	23/03/2016	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,082.73
DD7562.3	23/03/2016	PRIME SUPER	Superannuation contributions	M		208.96

Date: 04/04/2016
Time: 11:52:09AM

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	292,061.08
T	TRUST- NATIONAL AUST BANK	21,857.00
TOTAL		313,918.08

NATIONAL BUSINESS MASTERCARD

01 March to 31 March 2016

CEO - Martin Whitely

Meals at conference	\$	76.60
Accommodation for conference	\$	300.00
Fuel	\$	100.00
Refreshments for meeting	\$	26.00
Land Title ID check	\$	39.00
Batteries	\$	24.00
Bank Fees	\$	9.00
	\$	574.60

Work's Manager - Warren Borrett

Screws & nuts	\$	42.70
Bank Fees	\$	9.00
	\$	51.70

Manager of Admin and Finance - Nita Jane

Internet	\$	179.90
Coffee	\$	62.50
Refreshments for meetings/morning tea	\$	11.94
Cleaning goods	\$	7.30
Refreshments for meetings/morning tea	\$	35.38
HDMI cables	\$	40.00
Uniform	\$	480.60
Refreshments for meetings/morning tea	\$	62.96
Refreshments for meetings/morning tea	\$	219.99
Refreshments for meetings/morning tea	\$	24.20
Accommodation for LGMA Conference	\$	350.00
Refreshments for meetings/morning tea	\$	9.95
Plate change	\$	24.70
Bank Fees	\$	9.00
	\$	1,518.42

Total Direct Debit Payment made on 1st April 2015 \$ **2,144.72**

POLICE LICENSING

Direct Debits from Muni Account
01 March to 31 March 2016

Tuesday, 1 March 2016	\$ 982.65
Wednesday, 2 March 2016	\$ 2,100.00
Thursday, 3 March 2016	\$ 2,449.40
Friday, 4 March 2016	\$ 2,386.95
Tuesday, 8 March 2016	\$ 799.55
Wednesday, 9 March 2016	\$ 7,742.15
Thursday, 10 March 2016	\$ 953.80
Friday, 11 March 2016	\$ 2,586.25
Monday, 14 March 2016	\$ 4,351.65
Wednesday, 16 March 2016	\$ 85.45
Thursday, 17 March 2016	\$ 482.90
Friday, 18 March 2016	\$ 406.20
Wednesday, 23 March 2016	\$ 12,141.00
Thursday, 24 March 2016	\$ 345.55
Tuesday, 29 March 2016	\$ 123.35
Wednesday, 30 March 2016	\$ 7,927.75
Thursday, 31 March 2016	\$ 3,562.70
	\$ 49,427.30

BANK FEES

Direct debits from Muni Account 01 March to 31 March 2016

Total direct debited from Municipal Account	\$ 286.36
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PAYROLL

Direct Payments from Muni Account 01 March to 31 March 2016

Wednesday, 9th March 2016	\$ 47,587.90
Wednesday, 23rd March 2016	\$ 44,538.88
	\$ 92,126.78

9.3 ADMINISTRATION

9.3.1 RV FRIENDLY SITE – YANDANOOKA HALL

Location/Address:	Yandanooka North Road, Yandanooka Hall
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0175
Date:	6 April 2016
Author:	Ella Budrikis, Community Development Officer
Senior Officer:	Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council approve the Yandanooka Hall site as an area suitable as an RV Destination.

Attachment

RV Destination Application and Site Plan

Background

At the September Council forum Council discussed the implementation of RV Destination sites being recognised in the Shire of Mingenew.

Comment

An expression of interest was made on the 3rd March 2016 to the Campervan and Motorhome club of Australia. The expression of interest was approved and the Campervan and Motorhome club inspected the site.

Feedback received was that Yandanooka Hall met the basic criteria of a RV destination site. As per the application it was indicated that travellers were able to stay at the site for no longer than 72 hours at no cost.

I have obtained pricing for signage, seating and bins that could be installed at the site. The costs of these items are;

RV Signs	\$280
Directional Signs	\$560
2 x Seats	\$1,032
Bin and Bin Command post	\$ 430
TOTAL SITE COST	\$2,302

The above exclude the costs associated with installing the bin, seats and signs.

Council now need to approve the site so that they can be registered with the Campervan and Motor home Club of Australia. As part of this registration the Campervan and Motor home Club will advertise and promote the Yandanooka Hall site. By approving this site the Shire will also be agreeing to purchase 4 RV Destination signs supplied by the Campervan and Motorhome Club of Australia.

Consultation

Emily Smith, Campervan and Motorhome Club of Australia
Kyran Thorpe, Main Roads
Nita Jane, Deputy Chief Executive Officer
Martin Whitely, Chief Executive Officer

Statutory Environment

Camping & Caravanning Grounds Act 1995

Policy Implications

Nil

Financial Implications

An allocation of \$5,000 was made in the 2015/16 Budget Review for the establishment of RV Friendly sites.

Strategic Implications

Community Strategic Plan

Outcome 1.1.1 – Provide good quality tourism facilities such as rest areas and toilet

Outcome 1.1.3 – Support and encourage tourism development

Outcome 1.1.7 – Instigate 'Recreational Vehicle' friendly town status

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.3.1
--

That Council

- 1. Approve the Yandanooka Hall site as an RV destination.**
- 2. Council approve the installation of a bin, seating and signage at the site.**

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NPA 16380

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choice

RV Friendly Destination Assessment Form

Outline of Proposed RV Friendly Destination

1. This document is confidential when completed. Information contained herein will be used for initial assessment by CMCA. More in-depth details may be required to complete the process.
2. The designation as an RV Friendly Destination refers to a destination that is friendly toward all travellers in recreational vehicles, where large and small vehicles have equal access to facilities such as parking, servicing, etc.
3. Vehicle combinations can range from 5 metres to 19.5 metres in length.
4. RV refers to all recreational vehicles. This includes motorhomes, caravans, campervans and camper trailers. This does not include tent camping.
5. Completion of this document does not commit the Campervan and Motorhome Club of Australia Limited (CMCA) to designate the above mentioned town as an RV Friendly Destination.

RV Friendly Destination

Name of Destination: Yandaroo Town Hall

Location: Yandaroo, Western Australia

Postcode: 6522 State: Western Australia

Contact's name: Ella Budnik

Email: edd@mingenew.wa.gov.au

Phone: (08) 9928 1102 Fax: _____

Website: www.mingenew.wa.gov.au

Description of business/attraction: Quiet picturesque country location.

wildflower area during summer.

What services/products are available/opening hours, etc.? _____

Name of nearest town? Mingenew Kilometres from town: 21 km

Is free potable water available? Yes No

Is a free dump point available? Yes No

Date: _____



RV Friendly Facilities

This section is essential for assessment, please answer all questions carefully.

Is there low cost or no cost parking available for all RV tourists? (e.g. large caravan combinations, big rigs) Yes No

Size of RV the area can accommodate? (Allow for full turning circle of up to 35 metres for big rigs) < 11 metres > 11 metres

Number of units provided for: approx 30

Describe the access: (e.g. directions to get there, if it is easy to find, if it is well signposted, road condition) travel along

Midlands Rd, turn onto Yandawocker North East Road follow for approx 400 metres
(first parking area is found directly off the first bend)

Facilities

Parking limits	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Hours:		
Self-contained only	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No			
Length of stay	<input type="checkbox"/> 24hrs	<input type="checkbox"/> 48hrs	<input checked="" type="checkbox"/> 72hrs	<input type="checkbox"/> 96hrs	<input type="checkbox"/> Other
Pets permitted	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Conditional		
Mobile phone service	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
Parking permit required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Cost:	<input type="text"/>	
Services	<input type="checkbox"/> Showers	<input type="checkbox"/> Rubbish bins	<input checked="" type="checkbox"/> Toilets	<input type="checkbox"/> Covered seating	
	<input type="checkbox"/> Power	<input type="checkbox"/> BBQ	<input type="checkbox"/> Water		

Promotion in The Wanderer

- CMCA will promote your RV Friendly Destination by publishing a complimentary article in one edition of our monthly Club magazine, *The Wanderer*. The owner or authorised tourism operator can provide information and images for this article.
- To compliment this article you may wish to advertise in the magazine to further promote your region, upcoming events, etc. CMCA National Headquarters can provide the contact details for advertising.

Will the owner supply editorial and photos for the complimentary article? Yes No

Would the owner want to place an advertisement in conjunction with an article? Yes No

Additional comments: maybe, depending on the cost

RV Friendly Destination Signage

Does the owner agree to the purchase and erection of signs in the vicinity of the destination? Yes No

How many signs does the owner wish to order? (\$75 for one or \$140 set of two)

Quantity: 2 or 4 Cost: \$

Location where signs will be erected: Midlands Road (2)

Yandawocker North East Road (1) Entry to site (1)

Postal address for delivery of signs: PO Box 120 Mingenew WA

6522



Sign: 280mm x 370mm

Please return completed form to CMCA:

CMCA, PO Box 254 HRMC, NSW 2310.

F: 02 4978 8799.

E: memberbenefits@cmca.net.au

CMCA Office Use Only

Final recommendation: Yes No

Comments: _____

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of
choice

Letter of Understanding

RE: RV FRIENDLY DESTINATION™

The Campervan and Motorhome Club of Australia Limited (CMCA) acknowledge that the **Yandanooka Town Hall** has met the criteria to be accepted as an 'RV Friendly Destination™'.

By the signing of this letter, representatives of the **Yandanooka Town Hall** and CMCA acknowledge a mutual understanding for the **Yandanooka Town Hall** to be part of the RV Friendly Destination™ Program.

Shire of Mingenew has agreed to erect the following signs: RV Destination™ signs (4) at a total cost of **\$280.00**, to be placed within the **Yandanooka Town Hall** grounds or at another place as agreed with representatives of CMCA.

Shire of Mingenew has agreed to allow short term overnight parking (72 hours) for these self-contained Motorhomes, Campervans and Caravans at **Yandanooka Town Hall**. Permit fees will be nil cost per night.

CMCA has given an undertaking to promote the **Yandanooka Town Hall** and associated tourist attractions in its magazine *The Wanderer*. CMCA will also promote the **Yandanooka Town Hall** on the CMCA website.

Shire of Mingenew and CMCA authorise the implementation of web links between their respective web sites for the purposes of promoting **Yandanooka Town Hall** as an RV Friendly Destination™.

Shire of Mingenew and CMCA acknowledge that this Letter of Understanding is made on behalf of the Recreational Vehicle community as a whole, and is not restricted to Members of CMCA.

CMCA reserves the right to withdraw the RV Friendly Destination™ status for Yandanooka Town Hall should Shire of Mingenew withdraw any of the benefits set out in this Letter of Understanding, or alter any such benefits to the extent that they are no longer considered to be in the spirit of this Letter of Understanding.

Should CMCA withdraw the RV Friendly Destination™ status for Yandanooka Town Hall, Shire of Mingenew agrees that all RV Friendly Destination™ signage will be removed.

Signed for and on behalf of:

CAMPERVAN AND MOTORHOME CLUB OF AUSTRALIA LIMITED by

Signature:

Name:

Emily Smith

Position held:

Member Services Officer

Date:

Signed for and on behalf of:

SHIRE OF MINGENEW by

Signature:

Name:

Position held:

Date:



Change: Zone: 50 Northing: 6,756,654 Easting: 363,776

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9.3.2 RV FRIENDLY SITE – ENANTY BARN

Location/Address: Mingenew-Morawa Road, Enanty Barn
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0175
Date: 6 April 2016
Author: Ella Budrikis, Community Development Officer
Senior Officer: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council approves the Enanty Barn site as an area approved as an RV Destination.

Attachment

RV Destination Application and Site Plan

Background

At the September Council forum Council discussed the implementation of RV Destination sites being recognised in the Shire of Mingenew.

Comment

An expression of interest was made on the 11th March 2016 to the Campervan and Motorhome club of Australia. The expression of interest was approved and the Campervan and Motorhome club inspected the site.

Feedback received was that the Enanty Barn site met the basic criteria of a RV destination site. As per the application it was indicated that travellers were able to stay at the site for no longer than 24 hours at no cost.

I have obtained pricing for signage and bins that could be installed at the site. The costs of these items are

RV Signs	\$280
Directional Signs	\$675
Bin and Bin Command post	\$ 430
TOTAL SITE COST	\$1,385

The above exclude the costs associated with installing the bin, seats and signs.

Council now need to approve the site so that they can be registered with the Campervan and Motor home Club of Australia. As part of this registration the Campervan and Motor home Club will advertise and promote the Enanty Barn site. By approving this site the Shire will also be agreeing to purchase 4 RV Destination signs supplied by the Campervan and Motorhome Club of Australia.

Consultation

Emily Smith, Campervan and Motorhome Club of Australia
Kyrán Thorpe, Main Roads
Nita Jane, Deputy Chief Executive Officer
Martin Whitely, Chief Executive Officer

Statutory Environment

Camping and Caravanning Grounds Act 1995

Policy Implications

Nil

Financial Implications

An allocation of \$5,000 was made in the 2015/16 Budget Review for the establishment of RV Friendly sites.

Strategic Implications

Community Strategic Plan

Outcome 1.1.1 – Provide good quality tourism facilities such as rest areas and toilet

Outcome 1.1.3 – Support and encourage tourism development

Outcome 1.1.7 – Instigate 'Recreational Vehicle' friendly town status

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.3.2
--

That Council

- 1. Council approve the Enanty Barn Site as an RV destination site.**
- 2. Council approve the installation of a bin and signage at the site.**

RV Friendly Destination Assessment Form

Outline of Proposed RV Friendly Destination

1. This document is confidential when completed. Information contained herein will be used for initial assessment by CMCA. More in-depth details may be required to complete the process.
2. The designation as an RV Friendly Destination refers to a destination that is friendly toward all travellers in recreational vehicles, where large and small vehicles have equal access to facilities such as parking, servicing, etc.
3. Vehicle combinations can range from 5 metres to 19.5 metres in length.
4. RV refers to all recreational vehicles. This includes motorhomes, caravans, campervans and camper trailers. This does not include tent camping.
5. Completion of this document does not commit the Campervan and Motorhome Club of Australia Limited (CMCA) to designate the above mentioned town as an RV Friendly Destination.

RV Friendly Destination

Name of Destination: Enanty Barn

Location: Mingenew- Morawa Road Mingenev Shire

Postcode: 6522 State: WA

Contact's name: Ella Budrikis

Email: cdo@mingenev.wa.gov.au

Phone: 0899281102 Fax: _____

Website: www.mingenev.wa.gov.au

Description of business/attraction: The Enanty Barn site is a Historical Tourist attraction.

The Original Barn is still standing. The barn has been turned into a tourist site through the use of information boards. The Barn is open for people to view 24 hours 7 days a week.

What services/products are available/opening hours, etc.? _____

Name of nearest town? Mingenew Kilometres from town: 3kms

Is free potable water available? Yes No

Is a free dump point available? Yes No

Date: www.mingenev.wa.gov.au



RV Friendly Facilities

This section is essential for assessment, please answer all questions carefully.

Is there low cost or no cost parking available for all RV tourists? (e.g. large caravan combinations, big rigs) Yes No

Size of RV the area can accommodate? (Allow for full turning circle of up to 35 metres for big rigs) < 11 metres > 11 metres

Number of units provided for: 5

Describe the access: (e.g. directions to get there, if it is easy to find, if it is well signposted, road condition) Travel along Midlands Rd towards Dongara. Turn Right on to

Mingenew-Mullewa Rd. follow for approx 700m. Turn Right on to Morowa Rd follow for approx 2km, you will find the Enanty Barn on the left.

Facilities

Parking limits Yes No **Hours:** 24

Self-contained only Yes No

Length of stay 24hrs 48hrs 72hrs 96hrs Other

Pets permitted Yes No Conditional

Mobile phone service Yes No

Parking permit required Yes No **Cost:**

Services Showers Rubbish bins Toilets Covered seating
 Power BBQ Water

Promotion in The Wanderer

- CMCA will promote your RV Friendly Destination by publishing a complimentary article in one edition of our monthly Club magazine, *The Wanderer*. The owner or authorised tourism operator can provide information and images for this article.
- To compliment this article you may wish to advertise in the magazine to further promote your region, upcoming events, etc. CMCA National Headquarters can provide the contact details for advertising.

Will the owner supply editorial and photos for the complimentary article? Yes No

Would the owner want to place an advertisement in conjunction with an article? Yes No

Additional comments: Both Boxes are ticked yes

RV Friendly Destination Signage

Does the owner agree to the purchase and erection of signs in the vicinity of the destination? Yes No

How many signs does the owner wish to order? (\$75 for one or \$140 set of two)

Quantity: 4 Cost: \$

Location where signs will be erected: Morawa Rd - Both Directions

Corner of Midlands Rd and Mingeneu- Mullewa Rd. Corner of Mingeneu Mullewa Rd and Morawa Rd

Postal address for delivery of signs: PO Box 120 Mingeneu WA 6522



Sign: 280mm x 370mm

Please return completed form to CMCA:

CMCA, PO Box 254 HRMC, NSW 2310.

F: 02 4978 8799.

E: memberbenefits@cmca.net.au

CMCA Office Use Only

Final recommendation: Yes No

Comments: _____

Letter of Understanding **freedom of choice**

RE: RV FRIENDLY DESTINATION™

The Campervan and Motorhome Club of Australia Limited (CMCA) acknowledge that the **Enanty Barn** has met the criteria to be accepted as an 'RV Friendly Destination™'.

By the signing of this letter, representatives of the **Enanty Barn** and CMCA acknowledge a mutual understanding for the **Enanty Barn** to be part of the RV Friendly Destination™ Program.

Shire of Mingenew has agreed to erect the following signs: RV Destination™ signs (4) at a total cost of **\$280.00**, to be placed within the **Enanty Barn** grounds or at another place as agreed with representatives of CMCA.

Shire of Mingenew has agreed to allow short term overnight parking (24 hours) for these self-contained Motorhomes, Campervans and Caravans at **Enanty Barn, Morowa Rd, Mingenew**.

Permit fees will be nil cost per night.

CMCA has given an undertaking to promote the **Enanty Barn** and associated tourist attractions in its magazine *The Wanderer*. CMCA will also promote the **Enanty Barn** on the CMCA website.

Shire of Mingenew and CMCA authorise the implementation of web links between their respective web sites for the purposes of promoting **Enanty Barn** as an RV Friendly Destination™.

Shire of Mingenew and CMCA acknowledge that this Letter of Understanding is made on behalf of the Recreational Vehicle community as a whole, and is not restricted to Members of CMCA.

CMCA reserves the right to withdraw the RV Friendly Destination™ status for Enanty Barn should Shire of Mingenew withdraw any of the benefits set out in this Letter of Understanding, or alter any such benefits to the extent that they are no longer considered to be in the spirit of this Letter of Understanding.

Should CMCA withdraw the RV Friendly Destination™ status for Enanty Barn, Shire of Mingenew agrees that all RV Friendly Destination™ signage will be removed.

Signed for and on behalf of:

CAMPERVAN AND MOTORHOME CLUB OF AUSTRALIA LIMITED by

Signature:

Name:

Emily Smith

Position held:

Member Services Officer

Date:

Signed for and on behalf of:

SHIRE OF MINGENEW by

Signature:

Name:

Position held:

Date:

Locker River

Sign in

ENANTY BARN
BENCHES ARE IN BETWEEN
THE TREES



Google

10.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 MIDLANDS ROAD KERBING

Location/Address: Shire of Mingenew
Name of Applicant: Leah Eardley, Palm Roadhouse
Disclosure of Interest: Nil
File Reference: A795
Date: 12 April 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report tables a request from Cr Eardley to replace the kerbing to the entrance of the Palm Roadhouse on the Midlands Road, Mingenew.

Attachment

Nil

Background

An email was received from Cr Eardley on 12 April 2016 requesting “the viability for the shire to see if its possible for the curbing to be removed and taken back as far possible from the front of the Palm Roadhouse on the midlands road. The curbing that is in place there at the moment is very difficult for trucks, cars caravans to drive over it and is a very steep drop. A mountable curbing would make such a difference for the public to come and go as they please or removed all together as this is a busy area for traffic and parking”.

Comment

There is no Shire Policy relating directly relating to requests for kerbing. However, I have included a copy of the Shire’s Policy for Crossings which is in some way similar to the recent request. This is shown under Policy Implications.

Approval from Main Roads would also be required to carry out any proposed works since the Midlands Road is a State road. I do not see this as being an issue if the Shire was not requesting the kerbing to be replaced by Main Roads.

There are no funds in the 2015/16 Budget to complete the works requested. If Council were to proceed with the request then an absolute majority of Council would be required to endorse the unbudgeted expenditure. An approximate cost for mountable kerbing is \$25 m² plus costs associated with the removal of the existing kerb and preparation for the kerbing to be installed.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

There is no Shire Policy on the treatment of requests for kerbing. The closest policy on such a request is for requests for crossings and the policy is shown below.

7002 CROSSINGS

Except in the case of a Government authority or department, where a proper work authority shall be sufficient, where Council agrees to undertake the construction of crossings it will require prepayment by the owner/occupier for their 50% contribution.

Crossings are to be constructed to the standard specifications as set out by Council. In the case of above standard crossings, prepayment of 75% of the additional cost estimate is required, with the balance being finalised on the completion of works. Council shall determine the number of crossovers it can cater for in any one year, dependent upon budgeting and works program restraints.

Council policy is to comply with requests for crossovers on a 'first come, first served' basis, within the budget constraints and consideration of Council's works program as determined by the CEO and/or Works Manager.

Where a second crossover is to be installed by the Council the total cost is to be met by the land owner. This policy does not apply when crossovers are installed as part of Council's footpath installation program

Financial Implications

There are no funds allocated in the 2015/16 Budget for undertake the proposed works.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.1

That;

Council consider the request for kerbing on Midlands Road for entry to the Palm Roadhouse during the preparation of the 2016/17 Budget.

11.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

11.1 ELECTED MEMBERS

11.2 STAFF

12.0 CONFIDENTIAL ITEMS

12.1 LOT 4 ERNEST STREET

This matter will be dealt with as a confidential item in accordance with Section 5.23 (2)(e) of the Local Government Act 1995 as it related to information that has a commercial value to a person or persons.

13.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 18 May 2016 commencing at 4.30pm.

14.0 CLOSURE