



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

16 December 2015

SHIRE OF MINGENEW



MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 16 December 2015

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SHIRE OF MINGENEW

MINUTES FOR ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON 16 December 2015 COMMENCING AT 4.00pm

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President, Cr Bagley, declared the meeting open at 4.00pm 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	Manager of Finance and Administration

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 of questions from the public up until 4:20pm

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 18th November 2015

COUNCIL DECISION – ITEM 7.1

Moved Cr Pearce

Seconded Cr Cosgrove

That the minutes of the ordinary meeting of the Shire of Mingenew held in the council chambers on 18th November 2015 be confirmed.

CARRIED: 7/0

7.2 AUDIT COMMITTEE MEETING 18th November 2015

COUNCIL DECISION – ITEM 7.2

Moved Cr Newton

Seconded Cr Eardley

That the minutes of the audit committee meeting held in the council chambers on 18th November 2015 be confirmed.

CARRIED: 7/0

7.3 SPECIAL MEETING OF COUNCIL HELD 18th November 2015

COUNCIL DECISION – ITEM 7.3

Moved Cr Pearce

Seconded Cr Newton

That the minutes of the special meeting of the Shire of Mingenew held in the council chambers on 18th November 2015 be confirmed.

CARRIED: 7/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9.0 OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 PERMIT FOR CONCESSIONALLY LOADED COMBINATION

Location/Address: Shire of Mingenew
Name of Applicant: Len Kirkby, Fuel Distributors of Western Australia Pty Ltd
Disclosure of Interest: Nil
File Reference: ADM0197
Date: 9th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the approval of a concessionally loaded combination permit for Fuel Distributors to access Boolinda Road in the Shire of Mingenew.

Attachment

Attached is some information on the vehicle description and configuration for the RAV Network.

Background

Fuel Distributors of Western Australia Pty Ltd has been awarded the CBH contract to deliver diesel to the rail locomotives at the Mingenew receival point. Fuel Distributors are requesting a permit to run 27.5m pocket road trains with 5 and 6 axle dog trailers along the Midlands Road turning onto Boolinda Road and into CBH.

Boolinda Road is on the RAV 7 network and has been approved for extra mass (23.5 tonne per tri axle) from Main Roads previously with the following conditions;

1. That written approval is required from the local government, and
2. No right turn into the CBH Facility located 20m north of the railway crossing

Comment

The Shire is required to either support or not support the request for a concessionally loaded combination. Supporting the application will allow the operator to apply to Main Heavy Vehicle Services for an Accredited Mass Management Scheme (AMMS) permit.

The issue Fuel Distributors has is that even though Boolinda Road is a RAV 7 with a permitted mass of up to 107.5 tonnes, the configuration they are using is essentially a RAV 4 type configuration which only allows them up to a maximum mass of 87.5 tonnes. It is possible under a 27.5m pocket road train with 5 and 6 axle dog trailer combination with twin steer that their total mass would be 99 tonnes. A single steer same type configuration could also possibly be up to 94.5 tonnes. Either way, both configurations would exceed the allowable mass by 11.5 or 6.5 tonnes respectively.

The Midlands Road within the Shire of Mingenew is already approved by Main Roads for the same coessionally loaded combination being requested by Fuel Distributors.

Fuel Distributors may also be required to seek permission from CBH/Main Roads if they intend to access the right turn into the CBH Facility located 20m north of the railway crossing.

Boolinda Road is only a very short section of road and it is unlikely that any major damage would be done by allowing the extra mass request, however if Council approves the request it may place any number of conditions on the permit holder including compensation for damage to the road.

Consultation

Bernie Miller, Main Roads
Rod Gillis, Main Roads
Nita Jane, Manager Administration & Finance
Len Kirkby, Fuel Distributors

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Community Strategic Plan
Outcome 2.5.1 – Maintain and improve road assets.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.1

That Council;

Approve the request from Fuel Distributors for a concessionally loaded combination permit to run 27.5m pocket road trains with 5 and 6 axle dog trailers on Boolinda Road.

COUNCIL DECISION – ITEM 9.1.1

Moved Cr Newton

Seconded Cr Lucken

That Council;

Approve the request from Fuel Distributors for a concessionally loaded combination permit to run 27.5m pocket road trains with 5 and 6 axle dog trailers on Boolinda Road.

CARRIED 7/0

[Home](#) > [Using Roads](#) > [Heavy Vehicles](#) > [Notices](#) > Prime Mover, Trailer

Prime Mover, Trailer

Roads and conditions

- [Vehicle Categories](#) (As of February 2015)
- [Operating conditions](#) (As of October 2015)
- [Addendums](#) - Find out what changes have been made to the conditions of use, and roads added to or removed from the road tables.
- [RAV Mapping Tool](#) (Current as at May 2015) - An interactive web-based application that can assist you in planning your journey. The RAV mapping tool should be used as a guide only and approved roads should be checked using the road tables and addendums.
- [RAV Mapping Tool "How to" Guide](#) (As of June 2015)

Category & RAV Network	Vehicle Description and Configuration	Length (m)	Max Mass (T)	Axle	Road Table
1	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER 	(A) ≤20	50	4	
	(B) PRIME MOVER TOWING AN OVERHEIGHT SEMI TRAILER 	(B) ≤19	42.5	3	Network 1 (Road Name Order)
	(C) SHORT B-DOUBLE 	(C) ≤20	50	4	
	(D) TWINSTEER PRIME MOVER TOWING SEMI TRAILER 	(D) ≤19	47.5	3	
2	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER 	(A) ≤27.5	65.5	4	Network 2 (Road Name Order)
	(B) PRIME MOVER TOWING SEMI TRAILER 	(B) ≤20	42.5	3	Network 2 (Road Name Order)
	(C) B-DOUBLE 	(C) ≤27.5	67.5	4	
	(D) SHORT B TRIPLE 	(D) ≤27.5	87.5	5	Network 2 (LGA Order)
	(E) CAR CARRIER SEMI TRAILER 	(E) ≤25	42.5	3	
3	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER 	≤27.5	84	5	Network 3 (Road Name Order) Network 3 (LGA Order)
	(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER 	≤27.5	87.5	5	Network 4 (Road Name Order) Network 4 (LGA Order)
5	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER 	(A) >27.5, ≤36.5	84	5	Network 5 (Road Name Order)
	(B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY 	(B) >27.5, ≤36.5	84+d	6	Network 5 (LGA Order)
	(C) >27.5, 67.5+d	67.5+d	5	Network 5 (LGA Order)	

	(C) B-DOUBLE TOWING A CONVERTER DOLLY	≤36.5			
	(D) B-TRIPLE	(D) >27.5, ≤36.5	84	5	
	(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER	(A) >27.5, ≤36.5	87.5	5	Network 6 (Road Name Order)
6	(B) B-TRIPLE	(B) >27.5, ≤36.5	87.5	5	Network 6 (LGA Order)
	(C) PRIME MOVER SEMI TRAILER TOWING A 6 AXLE TRAILER & CONVERTER DOLLY	(C) >27.5, ≤36.5	87.5+d	6	
	(A) PRIME MOVER, TOWING SEMI TRAILER AND B DOUBLE	(A) >27.5, ≤36.5	107.5	6	Network 7 (Road Name Order)
7	(B) B-DOUBLE TOWING A DOG TRAILER	(B) >27.5, ≤36.5	107.5	6	Network 7 (LGA Order)
	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS	(A) >36.5, ≤53.5	120.5	7	Network 9 (Road Name Order)
9	(B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY	(B) >36.5, ≤53.5	84+d	6	
	(C) B DOUBLE TOWING A DOG TRAILER	(C) >36.5, ≤45	107.5	6	Network 9 (LGA Order)
	(D) PRIME MOVER, SEMI TRAILER TOWING A B-DOUBLE	(D) 36.5, ≤45	107.5	6	
	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X 6 AXLE DOG TRAILERS	(A) >36.5, ≤53.5	127.5	7	
10	(B) B-DOUBLE TOWING A CONVERTER DOLLY CONNECTED TO 2 SEMI TRAILERS	(B) >36.5, ≤53.5	127.5	7	Network 10 (Road Name Order)
	(C) PRIME MOVER, SEMI TRAILER TOWING B TRIPLE	(C) >36.5, ≤53.5	127.5	7	
	(D) B-DOUBLE TOWING 2 DOG TRAILERS	(D) >36.5, ≤53.5	147.5	8	Network 10 (LGA Order)
	(E) DOUBLE ROAD TRAIN TOWING B-DOUBLE TRAILERS	(E) >36.5, ≤53.5	147.5	8	
	(F) PRIME MOVER, SEMI TRAILER TOWING A 6 AXLE DOG TRAILER AND CONVERTER DOLLY	(F) >36.5, ≤53.5	87.5+d	6	

Modified: 04 Dec 2015

9.1.2 PURCHASING POLICY

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0133
Date: 10th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends an amendment to the Shire's Purchasing Policy to bring the policy in line with recent legislative changes to the tendering threshold.

Attachment

Purchasing Policy - with proposed changes highlighted in yellow.

Background

The State Government recently passed legislation with these changes being formally gazetted in September 2015. These legislative amendments dealing with the tendering process for good and services within Local Government saw changes to the Local Government (Functions & General) Regulations 1996.

Comment

Amendments to the *Local Government (Functions and General) Regulations 1996* were published in the *Government Gazette* on 18 September 2015 and take effect from the 1st October 2015.

The Shire's Purchasing Policy deals with the purchasing of good and services and deals specifically with thresholds applied when conducting a tendering process. Previously any contractual arrangement where the value of the goods or services were known, or expected to exceed \$100,000 would need to comply with the tender regulations. This threshold has now been increased to \$150,000 and along with the other amendments mentioned above, these amendments need to be reflected in the Shire Purchasing Policy.

A summary of the key amendments is provided below.

Tender Threshold

The tender threshold has been increased from \$100,000 to \$150,000. For the purchase of goods and services under this threshold, the amendments have introduced the requirement for the purchasing policy to include the minimum number of oral and written quotes that must be received. If the contract for goods or services is expected to be more than \$150,000 a public tender process is required.

Amendments have been made to Regulation 11 (2) which relates to circumstances when tenders do not need to be publically invited. This includes when goods or services are obtained through:

- the WA Local Government Association preferred supplier program
- a person registered on the Aboriginal Business Directory WA for contracts worth \$250,000 or less, or
- an Australian Disability Enterprise.

It is also not necessary to invite public submissions if the term of the original contract is being renewed or extended where -

- (i) the original contract was entered into after a public submission period
- (ii) the invitation to tender included the option for a renewal or extension
- (iii) the original contract contained an option to renew or extend, and
- (iv) the supplier's tender included a requirement for such an option.

Anti-avoidance provisions

Regulation 12 has been amended to ensure that contracts are not split for the purposes of avoiding the tender threshold. It is expected that if a local government reasonably believes that the purchase of a good or service from one supplier will exceed the tender threshold of \$150,000 they should publically invite tenders.

Receiving and opening tenders

Regulation 16 has been amended to require that when tenders are opened there must be at least two employees of the local government present, or one local government employee and at least one person authorised by the Chief Executive Officer.

Varying a contract

Regulation 21A is a new regulation that provides that a contract cannot be varied once a local government has entered into a contract for the supply of goods or services unless:

- the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract, or
- the variation is a renewal or extension of the original term of the contract (in accordance with regulation 11 (2U)).

Panels of pre-qualified suppliers

Part 4 Division 3 has been inserted into the regulations to introduce the ability for local governments to create a panel of pre-qualified suppliers. There are some conditions on developing a panel including;

- the need for a local government to develop a written policy outlining
- how the panel will operate
- how each supplier will be invited to quote
- consistent communication with the panel; and
- the recording and retention of quotes and purchases from suppliers.

In establishing a panel, persons are to be publicly invited to apply. State-wide public notice is required and it must be open for at least 14 days following the first notice (not including the advertisement's publishing date).

There is a range of detailed information that needs to be made available about the proposed panel including: the written policy; details of how the panel will operate; the period for which the panel will be established; and, the number of suppliers the local government intends to appoint to the panel.

Once a panel has been established, local governments may enter into a contract (or contracts) with any of the pre-qualified suppliers. However, the contract(s) cannot exceed 12 months and cannot contain an option to renew or extend its term. If it is expected that a contract is to exceed 12 months the particular good or service should be put to tender.

Regulation 13 of the *Local Government (Audit) Regulations 1996* has been amended to require local governments to carry out an audit of compliance for panels of tenders in accordance with section

7.13 (1)(i) of the *Local Government Act 1995*.

Other amendments

Several other additions to the amendments around the tender provisions include;

- the prescribed value of abandoned vehicle wrecks under regulation 29A(a) has been increased to \$500.
- The consideration under 30(3)(b) has been increased to \$75,000 in regards to the disposition of property. This provision has been reworked to clarify that if the entire consideration received for the sale of property is used to purchase new property, which is not worth more than \$75,000, it is an exempt disposition.

More information

A copy of the regulations as published in the Government Gazette can be viewed on the State Law Publisher's website at www.slp.wa.gov.au

Consultation

Nita Jane, Manager Administration & Finance
Stuart Fraser, Department of Local Government

Statutory Environment

Part 4 — Provision of goods and services of the Local Government (Functions & General) Regulations 1996 relates specifically to the requirements of a local government for the provision of good and services.

Local Government Act 1995 states;

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Policy Implications

Amendments to the *Local Government (Functions and General) Regulations 1996* has resulted in a need to make some changes to the Shire's Purchasing Policy The proposed changes are highlighted in yellow.

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

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

Outcome 4.5.2 - Maintain, review and ensure relevance of Council policies and local laws.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.2

That Council;

Review and adopt the Purchasing Policy as presented.

COUNCIL DECISION – ITEM 9.1.2

Moved Cr Cosgrove

Seconded Cr Eardley

That Council;

Review and adopt the Purchasing Policy as presented.

CARRIED 7/0

unconfirmed

3007 PURCHASING POLICY

The Shire of Mingenew is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance.

1. OBJECTIVES

- To ensure best practice policies and procedures are followed in relation to internal purchasing for the Local Government.
- To ensure compliance with the Local Government Act 1995 ("the Act") and the Local Government Act (Functions and General) Regulations 1996 ("the Regulations").
- To ensure compliance with the State Records Act 2000 and associated records management practices and procedures of the Local Government.
- To undertake purchasing processes that ensures value for money for the Local Government by delivering the most advantageous outcome possible.
- To ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers.
- To ensure efficient and consistent purchasing processes are implemented and maintained across the organization.

2. ETHICS & INTEGRITY

2.1 Code of Conduct

All officers and employees of the Local Government undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Local Government must act in an honest and professional manner at all times which supports the standing of the Local Government.

2.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Local Government policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Local Government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

3. VALUE FOR MONEY

3.1 Policy

Value for money is an overarching principle governing purchasing which allows the best possible outcome to be achieved for the Local Government. It is important to note that compliance with the purchasing specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

3.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

4. PURCHASING THRESHOLDS AND PROCESSES

4.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Local Governments, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General) Regulations 1996* and this Purchasing Policy.

4.2 Policy

Purchasing that is **below \$150,000** in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers.

Purchasing that **exceeds \$150,000**, in total value (excluding GST) must be put to public Tender **unless** a regulatory Tender exemption is utilised by the Local Government. Tender exemptions to be applied must be in accordance with **Regulation 11A of the *Local Government (Functions and General) Regulations 1996***.

Application of a tender

Determining purchasing value is to be based on the following considerations:

- The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased, or
- The actual or expected value of a contract over the full contract period (including all options to extend)

4.3 Purchasing Thresholds - Requirements

Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Local Government:

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$9,999	<p>Obtain at least one (1) verbal or written quotation from suppliers supported by evidence of the quotation (e.g. email, fax or record of quotation) in each instance. All quotations from suppliers should be in writing.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.</p>
\$10,000 - \$49,999	<p>Obtain at least two (2) written quotations (e.g. email, fax or original copy).</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.</p>
\$50,000 - \$149,999	<p>Obtain at least three (3) written quotations (e.g. email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>
\$150,000 and above	<p>Conduct a public Tender process in accordance with this policy. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>

Where considered necessary, a Local Government may consider calling public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$150,000 threshold (excluding GST). This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers.

If a decision is made to undertake a public Tender for contracts of less than \$150,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy must be followed in full.

4.4 Purchasing Procedures

4.4.1 Tender or Request for Quotation through Tender Exempt Panels (\$150,000 or over in value)

For the procurement of goods, services or works where the value exceeds \$150,000, the Local Government must either undertake:

1. a public Tender process; or
2. a Request for Quotation process from a Tender exempt panel of pre-qualified suppliers.

Using a Tender Exempt Panel of Pre-Qualified Suppliers

When accessing a Tender exempt panel of pre-qualified suppliers, the Local Government must utilise a Request for Quotation process through eQuotes or in writing direct with the Preferred Suppliers.

In undertaking a Request for Quotation, the Local Government does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a public Tender.

Additionally, the Local Government does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Local Government are fully protected.

Keeping the scope of the Request for Quotation focused on the Specification and the selection criteria that will be utilised by the Local Government to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Local Government.

Request for Quotation Process

In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

The Request for Quotation documentation must include:

- written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
- selection criteria to be applied;
- price schedule;

- conditions of responding; and
- validity period of offer.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, selection **must** be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Local Government.

The evaluation process should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.

The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with **Regulation 11A of the Local Government (Functions & General) Regulations 1996**.

Public Tender

In the event that a Local Government elects to call a public Tender:

- Before Tenders are publicly invited, the Local Government must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted.
- The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchase. For Tenders with a total estimated value (ex GST) of between \$50,000 and **\$149,999**, the Evaluation Panel must contain a minimum of two (2) members. For Tenders with a total estimated value (ex GST) of **\$150,000** and above, the Evaluation Panel must contain a minimum of three (3) members.
- A Tender Notice must be advertised in a State wide publication e.g. "The West Australian" newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday.
- The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.

The Tender Notice must include:

- a brief description of the goods or services required;
- information as to where and how Tenders may be submitted;
- the date and time after which Tenders cannot be submitted; and
- a contact person to supply more detailed information if required.

The detailed information must include:

- such information as the Local Government decides should be disclosed to those interested in submitting a Tender response;
- detailed specifications of the goods or services required;
- the criteria for deciding which Tender response should be accepted;
- whether or not the Local Government has decided to submit a Tender response; and

Tenders must not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Local Government not to compromise its duty to be fair.

If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Local Government may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation.

A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected.

No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of at least 2 employees of the local government, or one employee of the local government and at least one person authorised by the CEO to open tenders in accordance with Regulation 16 of the Local Government (Functions & General) Regulations 1996.

The details of all Tender responses received and opened must be recorded in the Tender Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as *commercial-in-confidence* to the Local Government. Members of the public are entitled to be present.

The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least two (2) Local Government officers present at the opening of Tender responses.

Where the Local Government has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations
- the specification for goods and/or services remains unchanged; and
- purchasing is arranged within six months of the closing date of the lapsed Tender.

Tender responses that have not been rejected must be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous.

If after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Local Government and Tenderer have entered into a contract, a minor variation may be made by the Local Government. A minor variation may **not** alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.

Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:

- The name of the successful Tenderer.
- The total value of consideration of the winning offer.

The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

For this procurement range, selection of Tenderer **must** be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Local Government.

To comply with the requirements of Regulation 18(4) of the *Local Government (Functions and General) Regulations 1996*, the Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response.

The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

4.4.2 Request for Quotation (\$50,000 or over to \$149,999 in value)

For the procurement of goods or services where the value exceeds \$50,000 but is less than \$149,999, it is recommended that at least three (3) written quotations be obtained from the market or from a pre-qualified panel of suppliers.

In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- Provide a Request for Quotation that includes as a minimum:
 - written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
 - selection criteria to be applied;
 - price schedule;
 - conditions of responding; and
 - validity period of offer.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.

- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Local Government.

For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Local Government.

The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with **Regulation 17 of the Local Government (Functions & General) Regulations 1996**.

4.4.3 Request for Quotation (under \$50,000 in value)

Written Requests for Quotations

For the procurement of goods or services where the value is under \$50,000, it is recommended that at least two (2) written quotations be obtained from the market or from a pre-qualified panel of suppliers.

In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.
- Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred

Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Local Government.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Verbal Requests for Quotations

For the procurement of goods or services where the value is under \$9,999 the Local Government may undertake a verbal Request for Quotation process.

At least one (1) quotation must be obtained from the market or the Local Government may purchase from a Tender exempt panel of pre-qualified suppliers.

The requirements relating to verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the Local Government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

5. RECORDS MANAGEMENT

Policy

Records of all Tenders and Requests for Quotation must be retained in compliance with the *State Records Act 2000 (WA)* and in accordance with **Regulation 17 of the Local Government (Functions & General) Regulations 1996.**

Application

All records associated with the Tender process must be recorded and retained in the Tender Register in accordance with Regulation 17 of the Local Government (Functions & General) Regulations 1996.

All records associated with a Request for Quotation must include:

- Quotation documentation
- Internal documentation.
- Approval documentation.
- Order forms and requisitions.

6. SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

Sustainable Procurement is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.

Corporate Social Responsibility (CSR) in procurement is defined as purchasing which provides preference to organisations that can demonstrate compliance with ethical and regulatory standards and can demonstrate making a positive impact on the communities and markets in which they operate. ISO

26000 provides guidance on how Local Governments can procure goods and services in a socially responsible way.

Policy

Local Government is committed to providing a preference to organisations that demonstrate both sustainable business practices and high levels of corporate social responsibility. Where appropriate, the Local Government shall endeavour to design Requests for Quotation and Tenders to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Local Government's sustainability objectives.

Application

In practical terms sustainability and corporate social responsibility in procurement means the Local Government shall endeavour at all times to identify and purchase products and services that:

- have been determined as necessary;
- demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- demonstrate environmental best practice in water efficiency;
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, are free of toxic or polluting materials and consume minimal energy during the production stage;
- can be refurbished, reused, recycled or reclaimed. Those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste will be given priority;
- demonstrate a regard for the local economy and a supply chain that supports local business development;
- are ethically sourced from sustainable and fair trade supply chains;
- (with regards to motor vehicles) feature the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- (with regards to new buildings and refurbishments) use renewable energy and technologies where available.

Policy Amendment – 16 April 2014 (Resolution 140402)

Policy Amendment – 18 June 2014 (Resolution 140606)

Policy Amendment – 16 December 2015

9.1.3 REVIEW OF DELEGATION REGISTER

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0342
Date: 10th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends an amendment to the level of purchase order authorisation under the Delegations Register to reflect changes required to the Purchasing Policy resulting from tender threshold being increased to \$150,000.

Attachment

A copy of the Register of Delegations.

Background

Local Governments are required to keep a register of delegations and to review the delegations at least once every financial year, as per Local Government Act 1995 sections 5.18 and 5.46. These delegations include those from Council to the Chief Executive Officer and Committees, and the Chief Executive Officer to other staff. Council last reviewed the Delegations Register in June 2015. The main purpose of this review is to make an amendment to Delegation No. 2 – Purchase Order Authorisation to bring it in line with the recent amendment to the tender threshold.

Comment

The recommended changes to the Register of Delegations have been highlighted in yellow. The only Delegation that has been amended is Delegation No. 2 – Purchase Order Authorisation which has been brought about by the recent legislation passed in September 2015 to the Local Government (Functions & General) Regulations 1996 which has increased the tender threshold from \$100,000 to \$150,000.

Consultation

Nita Jane, Manager Administration & Finance

Statutory Environment

Local Government (Functions & General) Regulations 1996

Local Government Act 1995 states;

5.18. Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

Policy Implications

An amendment to Policy No. 3007 – Purchasing Policy was required to update the policy with the legislative changes and amendments to the Local Government (Functions & General) Regulations 1996. These changes were dealt with at Agenda Item 9.1.2.

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

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

Outcome 4.5.2 - Maintain, review and ensure relevance of Council policies and local laws.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.3

That Council;

Review and Adopt the amended Delegations Register as presented.

COUNCIL DECISION – ITEM 9.1.3

Moved Cr Lucken

Seconded Cr Pearce

That Council;

Review and Adopt the amended Delegations Register as presented.

CARRIED 7/0



Register Of Delegations

December 2015

Reviewed by Shire of Mingenew – December 2015
Previously reviewed by Shire of Mingenew – June 2015

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SUMMARY OF DELEGATIONS BY OFFICER

INTRODUCTION

1. General

The Local Government Act 1995 allows for a local government to delegate to the Chief Executive Officer (sections 5.42 and 5.43) the exercise of any of its powers of the discharge of any of its duties under the Act.

The Act allows for the Chief Executive Officer to delegate any of his powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if he desires. The powers cannot, however, be further sub-delegated.

The purpose of this document is to detail which authorities have been delegated by Council to the Chief Executive Officer, and which the Chief Executive Officer has further delegated to respective staff.

The manual details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council. This enables easier cross referencing.

2. Limits on Delegations to the CEO

The following are decisions that can not be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- Accepting a tender which exceeds an amount determined by the local government;
- Appointing an auditor
- Acquiring or disposing of any property valued at an amount determined by the local government;
- Any of the local government's powers under Section 5.98, 5.99 and 5.100 of the Act;
- Borrowing money on behalf of the local government;
- Hearing or determining an objection of a kind referred to in Section 9.5;
- Any power or duty that requires the approval of the Minister or Governor; or
- Such other duties or powers that may be prescribed by the Act.

3. Register of, and Records Relevant to, Delegations

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- How the person exercised the power or discharges the duty;
- When the person exercised the power or discharged the duty; and

- The persons or classes or persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

All employees with delegated authority will be issued with a register where a record of each occasion the persons exercises their delegated authority is recorded. The onus is on the person exercising delegated authority to ensure that a record is made.

4. Transfer of Authority Due to Absence

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

FINANCE

01 PAYMENTS FROM TRUST AND MUNICIPAL FUNDS

Function to be performed: To make payments from the Municipal Fund Bank Accounts and the Trust Fund Bank Accounts for payment of creditors and payroll.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the following Officers.

Payments made by Cheque require two authorisations being from the following:

- Chief Executive Officer and Manager Finance & Administration
- Chief Executive Officer and a Councillor
- Manager Finance & Administration and a Councillor.

Electronic Transfer or Direct Deposits require one authorisation (subject to National Australia Bank's online banking security protocols) being:

- Chief Executive Officer.
- Manager Finance & Administration.

Conditions: Compliance with Regulations 12 and 13 of the Local Government (Financial Management) Regulations 1996 and Council policies.

Each payment from the Municipal Fund Bank Accounts and the Trust Fund Bank Accounts is to be noted on a list compiled each month showing:

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

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

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference:	s5.42 & s5.44 – Local Government Act 1995 Local Government (Financial Management) Regs 1996
Council Policy:	N/A
Date Adopted:	18 June 2014
Date Reviewed:	18 June 2014 17 June 2015 16 December 2015
Date Reviewed and Amended:	18 June 2014

02 PURCHASE ORDER AUTHORISATION

Function to be performed: Council delegates its authority and power to the Chief Executive Officer to sign Purchase Orders for items contained within the current budget.

This delegation includes authorisation for the CEO to accept a tender for purchase up to an amount of **\$150,000** (Local Government Act 1995 section 5.43 (b)).

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the following Officers:

- Level 1 - Chief Executive Officer*
- Level 2 - Manager Finance & Administration*
- Level 2 - Works Manager*
- Level 3 - Community Development Officer*

Conditions: Limits on amounts:

- a) Level 1 - **\$150,000** excluding the purchase of freehold land and real estate.
- b) Level 2 - up to \$60,000 excluding the purchase of freehold land and real estate.
- c) Level 3 - Within area of responsibility up to a maximum of \$1,000 excluding Capital items.

Record of Use:

- Duplicate of Purchase Order to be handed to Senior Finance Officer.
- Triplicate stored in original Purchase Order Book. Completed Order Books to be returned to Senior Finance Officer for archiving.
- Register to be kept of Purchase Order Books issued and returned.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: S5.42 Local Government Act 1995

Council Policy: Policy 3007 – Purchasing Policy

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 10 December 2015

03 INVESTMENTS

Function to be performed: Council delegates its authority and power to the Chief Executive Officer to

1. Invest money held in the Municipal or Trust Funds that is not required for the time being for any purpose in accordance with Part III of the Trustees Act 1962 or in an investment approved by the Minister.
2. To establish and document internal control procedures to be followed to ensure control over the investments.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power and power to the Manager Finance & Administration for renewals and reinvestments in the same type of investments already approved by the Chief Executive Officer.

Conditions:

- 1) The establishing of documental internal control procedures to be followed to ensure control over the investments.
- 2) Compliance with Clause 19(2) Local Government (Financial Management) Regulations 1996
- 3) Council Policy 3002 - Investments.

Record of Use: Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: S5.42, S5.44 & S6.14 Local Government 1995
Financial Management Regulations 1996
Trustees Act 1962
Council Policy 3002 - Investments

Council Policy: 3002 - Investments

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

04 POWER TO WAIVE OR WRITE OFF DEBTS

Function to be performed: Function to be performed for the purposes of section 6.12 (1) (b) & (c) of the Local Government Act 1995, the Chief Executive Officer is delegated the power to approve the waiver or write off of an amount of money not exceeding \$100.00 which, in the Chief Executive Officer's opinion, is unrecoverable subject to all such waivers and write offs being subsequently notified to Council.

Delegated to: Chief Executive Officer

On delegated to

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Manager Finance & Administration with written approval from the Chief Executive Officer.

Conditions: Report to Council at the next Concept Forum Meeting.

Record of Use:

- Concept Forum Notes.
- Retention of file copy of relevant correspondence.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: S5.42 & 5.44 Local Government Act 1995

Council Policy: 3006 – Debt Collection

Date Adopted: 18 June 2014

Date Reviewed:
18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

05 RATE BOOK

Function to be performed: Council delegates its authority and power to the Chief Executive Officer for the performance of the following functions of Council:-

1. The discharge of the obligations specified in Section 6.39(1) of the Local Government Act 1995.
2. The service of Notices of Valuation and Rates referred to in Section 6.41(1) of the Local Government Act 1995.
3. The time allowed for the payment of the rate before it becomes in arrears 6.50(2) of the Local Government Act 1995.
4. The powers conferred in Section 6.40 of the Local Government Act 1995.
5. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book 6.76(4) of the Local Government Act 1995.
6. The recovery of rates by complaint or action pursuant to the provisions of 6.56 and 6.64 of the Local Government Act 1995.
7. Entering into an agreement in accordance with 6.49 of the Local Government Act 1995.
8. Requiring a lessee to pay rent to the Council in satisfaction of rates and service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority, under Section 5.42/5.44 of the Local Government Act, 1995, has delegated this power/duty to the Manager Finance & Administration.

Conditions: Nil.

Record of Use: Retention of file copy of relevant correspondence.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: S5.42 & S5.42 Local Government Act 1995

Council Policy: 3006.1 – Debt Collection - Rates

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

06 MINOR DONATIONS – MONETARY

Function to be performed: Council delegates its authority and power to the Chief Executive Officer to approve minor donations of \$100 or less.

Delegated to: Chief Executive Officer

On delegated to: N/A.

Conditions:

- Subject to Council Policy 3004 – Donations.
- Report to Council at the next Concept Forum Meeting.
- All donations to be by cheque or bank transfer only.

Record of Use:

- Concept Forum Notes.
- Record to be kept on appropriate file and payment voucher.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: S5.42 Local Government Act 1995.

Council Policy: 3004 - Donations

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

42 DEBT RECOVERY ACTION

Function to be performed: To collect all monies owing to the Shire of Mingenew in a timely and cost effective manner.

Delegated to: Chief Executive Officer

On delegated to: N/A.

Conditions: - Compliance with the Local Government Act 1995, s5.46(3)

Record of Use: - In line with requirements of the Local Government Act 1995, s.5.46(3)

Reference: S5.42, s5.44 & s5.45 - Local Government Act 1995.
Local Government (Financial Management) Regs 1996

Council Policy: 3006

Date Adopted: 15 October 2014

Date Reviewed: 17 June 2015
16 December 2015

Date Reviewed and Amended: 15 October 2014

STAFF**07 STAFF HOUSING**

Function to be performed: Council delegates its authority and power to the Chief Executive Officer to make all arrangements in regard to occupancy and maintenance of all staff accommodation provided by Council in accordance with Council Policy.

For the purpose of S5.43 (d) of the Local Government Act 1995 the amount determined by the local Government for the purpose of this delegation is a maximum of \$300 per week rental exclusive of utilities and subject always to council policy.

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions:

- 1) In exercising this delegation, the Chief Executive Officer shall have regard to Council Policy Manual, Section 5000 – Housing.
- 2) This delegation not to be on delegated

Record of Use: In accordance with Shire of Mingenew's Rental Agreement – Agreements to be kept on Personnel files.

Reference: S5.42 Local Government Act 1995.

Council Policy:

- 5001 – Allocation of Staff Housing
- 5002 – Residential Rentals / Leases
- 5003 – Telephones in Council and Staff Houses
- 5004 – Water Charges in Staff Housing (Council Owned)
- 5005 – Water Charges for Staff (Occupying Non - Council Property)
- 5006 – Water Charges for Non - Staff Persons Occupying Council Property

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015

16 December 2015

Date Reviewed and Amended: 18 June 2014

08 CONFERENCES, SEMINARS AND TRAINING COURSES

<i>Function to be performed:</i>	Section 5.41 (g) of the Local Government Act 1995 provides that it is a CEO's function to "be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees)." Council acknowledges that this function includes the authority and power to approve the attendance of Council staff at conferences, seminars and training courses. Attendance is to enhance the professional or occupational development of the officer, provide benefits to the individual or the Council and be relevant to the duties and responsibilities of the officer.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	N/A.
<i>Conditions:</i>	1) In exercising this function, the Chief Executive Officer shall have regard to Council Policy 4006 – Professional Development. 2) This function is not to be on delegated
<i>Record of Use:</i>	Conference, Seminar or Training outcome documentation to be kept on Personnel Files
<i>Reference:</i>	S5.42 Local Government 1995.
<i>Council Policy:</i>	4006 – Professional Development 4006.1 – Payment of Expenses
<i>Date Adopted:</i>	18 June 2014
<i>Date Reviewed:</i>	18 June 2014 17 June 2015 16 December 2015
<i>Date Reviewed and Amended:</i>	18 June 2014

ADMINISTRATION

09 LIQUOR – SALE AND CONSUMPTION (COUNCIL PROPERTY)

Function to be performed: Council delegates its authority and power to the Chief Executive Officer to approve applications for the sale of liquor from property under the care, control and management of Council and to approve applications to consume liquor on property under the care, control and management of Council.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power to the Manager Finance & Administration.

Conditions: In exercising this delegation, the Chief Executive Officer shall have regard to the provisions of the appropriate State Legislation regarding consumption and sale of liquor and shall, when appropriate, consult with local Police.

Record of Use: Applications and approvals to be kept in Filing System.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: S5.42 Local Government 1995

Council Policy: 6002 – Hall & Recreation Centre Hire

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

10 CONTRACT VARIATIONS

<i>Function to be performed:</i>	Council delegates its authority and power to the Chief Executive Officer to approve minor variations to contracts entered into by Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A.
<i>Conditions:</i>	<ul style="list-style-type: none">- Monetary variations to contracts are not to exceed the amount set aside in the budget adopted by Council.- Report to Council at the next Concept Forum Meeting
<i>Record of Use:</i>	<ul style="list-style-type: none">- Record to be kept on appropriate file and Contract Register.- Concept Forum Notes. <p>Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.</p>
<i>Reference:</i>	S5.42 & S5.44 Local Government 1995
<i>Council Policy:</i>	N/A.
<i>Date Adopted:</i>	18 June 2014
<i>Date Reviewed:</i>	18 June 2014 17 June 2015 16 December 2015
<i>Date Reviewed and Amended:</i>	18 June 2014

11 LEGAL ADVICE

Function to be performed: Council acknowledges that section 5.41(d) provides that it is a CEO's function to "manage the day to day operations of the local government". This function includes seeking legal advice when required or deemed necessary or appropriate. The CEO therefore has the authority and power to obtain from an appropriate solicitor or lawyer, such legal advice and opinions as is deemed necessary in the exercise of the proper and prudent management of the Municipality.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority, under Section 5.41 of the Local Government Act, 1995, has delegated this power to the Manager Finance & Administration subject to a limit of \$2,000 expenditure (Exc GST) on each particular issue and after consultation with the CEO.

Conditions: Subject to provisions being made in the adopted Budget and Council Resolutions.

Record of Use: Retention of Confidential File copy of relevant correspondence in safe or where confidentiality is not an issue, filing of all relevant documents in the Council filing system.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: S5.41, 5.42 & S5.44 Local Government Act 1995

Council Policy: N/A

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014

17 June 2015

16 December 2015

Date Reviewed and Amended: 18 June 2014

12 ENFORCEMENTS AND LEGAL PROCEEDINGS

Function to be performed:	<ol style="list-style-type: none"> 1) To appoint persons or classes of person to be authorized for the purposes of performing particular functions in regard to the enforcement of laws. 2) To issue to each person authorised to enforce laws a certificate stating that the person is so authorized and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorized person. 3) To extend the time period within which infringement notices may be paid (S9.19 of the Act) 4) Use discretion to withdraw any infringement notice issued by an Authorised Office under the Act, following consideration of any submissions of special circumstances relating to it received from the Authorised Office, the notice recipient or other persons (S9.20 of the Act)
Delegated to:	Chief Executive Officer
On delegated to:	N/A.
Conditions:	Compliance with: Local Government Act 1995, S9.23 Dog Act 1976 Bush Fire Act 1954 Health Act 1911 Miscellaneous Provisions Act 1960
Record of Use:	Retention of File copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	<ul style="list-style-type: none"> - S5.42, S5.44, S9.10, S9.19, S9.20 and S9.23 Local Government Act 1995 - Section 44.9 Miscellaneous Provisions Act 1960
Council Policy:	N/A.
Date Adopted:	18 June 2014
Date Reviewed:	18 June 2014 17 June 2015 16 December 2015
Date Reviewed and Amended:	18 June 2014

13 EXPENDITURE PRIOR TO ADOPTION OF BUDGET

Function to be performed: The Chief Executive Officer is delegated authority to authorise operating expenditure and appropriate capital expenditure that is:

- is of a routine nature and/or;
- was a budgeted expense in the previous financial year and is likely to be carried forward.

from the Municipal Fund prior to the adoption of the annual budget.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to the Manager Finance & Administration and Works Manager subject in both cases to a limit of \$5,000 on any one supply/purchase and excluding capital items.

Conditions: Nil.

Record of Use: Retention of documentation involved

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: S5.42 Local Government Act 1995

Council Policy: N/A

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

14 CERTAIN THINGS TO BE DONE IN RESPECT OF LAND

Function to be performed:	Council delegates its authority and power to the Chief Executive Officer to issue notices pursuant to Section 3.25 of the Local Government Act 1995.
Delegated to:	Chief Executive Officer
On delegated to:	N/A.
Conditions:	<ol style="list-style-type: none">1. Subject to the express provisions contained in the applicable Act, Council's Resolutions and Policies.2. Applicant being advised of objections and/or appeal rights.
Record of Use:	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	S3.25 Local Government Act 1995
Council Policy:	N/A.
Date Adopted:	18 June 2014
Date Reviewed:	18 June 2014 17 June 2015 16 December 2015
Date Reviewed and Amended:	18 June 2014

15 IMPOUNDING GOODS – AUTHORISED EMPLOYEE

Function to be performed: The Chief Executive Officer is delegated authority to:

1. Authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding;
2. Take appropriate action in respect to impounded non perishable goods in accordance with Section 3.42;
3. Give notice in accordance with Section 3.44 to collect goods;
4. Refuse to allow goods to be collected until all costs have been paid in accordance with Section 3.46;
5. Take action to recover expenses in accordance with Section 3.48

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to the Environmental Health Officer and Ranger.

Conditions: Subject to the express provisions contained in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996, Pt 6.

Record of Use: Report to Council.

Reference: Local Government 1995 Act (As Amended) – S5.42
Local Government 1995 Act – Sections 3.39, 3.42, 3.44,
3.46 and 3.48

Council Policy: N/A

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

16 SALE OF IMPOUNDED/SEIZED/CONFISCATED VEHICLES, ANIMALS OR GOODS

Function to be performed: Council delegates its authority and power to the Chief Executive Officer to dispose of any vehicles, animals or goods that have been impounded/seized/confiscated under the provisions of Section 3.47 and 3.58 of the Local Government Act 1995.

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions:

1. The Chief Executive Officer may dispose of the above only after calling public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations.
2. The Chief Executive Officer is authorised pursuant to Section 5.43(B) of the Local Government Act 1995 to accept any tender up to the value of \$5000.
3. Tenders for amounts exceeding \$5000 shall be referred to the Council for consideration.

Record of Use: Report to Council at the next Concept Forum Meeting.

Reference: Local Government Act 1995 – S3.47, S3.58, S5.42 & S5.43.
Local Government (Functions and General) Regulations, Pt 4.

Council Policy: N/A

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

17 PROCEEDINGS UNDER DOG ACT

Function to be performed: In accordance with Section 44 of the Dog Act 1976, the Chief Executive Officer is delegated authority to institute and carry on proceedings in the name of the Shire of Mingenew in respect to offences alleged to have been committed within the district of the Shire of Mingenew against the Dog Act.

This delegation also enables the Chief Executive Officer to issue infringement notices pursuant to the provisions of Section 29 of the Dog Act 1976.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Ranger.

This delegation not to be on delegated.

Conditions: Nil.

Record of Use: Report to Council at the next Concept Forum Meeting.

Reference: Dog Act 1976 – S.44 & S.29

Council Policy: N/A

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

18 OPENING FENCES AND GATES

Function to be performed:	Council delegates its authority and power to the Chief Executive Officer to approve the opening of fences and the erection of gates on road surveys on both boundary and internal fencing of properties.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	<ul style="list-style-type: none"> - In any circumstances considered controversial, the applications are to be referred to Council. - All requirements of Section 3.36 to be applied
Record of Use:	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	<ul style="list-style-type: none"> - Local Government Act 1995, S3.36 - Provisions of the Local Government Act 1995, Schedule 3.2
Council Policy:	N/A
Date Adopted:	18 June 2014
Date Reviewed:	18 June 2014 17 June 2015 16 December 2015
Date Reviewed and Amended:	18 June 2014

19 OFFENCES – BUSH FIRES ACT

Function to be performed:	The Chief Executive Officer is delegated authority to consider allegations of offences alleged to have been committed against the Bush Fires Acts within the district of the Shire of Mingenew and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of Mingenew Shire Council against any person alleged to have committed any of those offences. This delegation extends to the issue of infringement notices in accordance with the provisions of Section 59A of the Bush Fires Act 1954.
Delegated to:	Chief Executive Officer
On delegated to:	<i>The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Community Emergency Services Manager.</i>
Conditions:	Report to Council at the next Concept Forum Meeting.
Record of Use:	Retention of file copy of relevant correspondence and / or infringement notice. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	Bush Fires Act 1954 – S.59(3)
Council Policy:	N/A
Date Adopted:	18 June 2014
Date Reviewed:	18 June 2014 17 June 2015 16 December 2015
Date Reviewed and Amended:	18 June 2014

20 BURNING – VARIATION TO RESTRICTED AND PROHIBITED BURNING

<i>Function to be performed:</i>	That pursuant to Section 17 (10) and 18 (5) of the Bush Fires Act, the Shire President and Chief Executive Officer, in consultation with the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers are delegated authority jointly, the Council's powers and duties under the Bush Fires Act 1954 in respect to varying the prohibited burning times and the restricted burning times.
<i>Delegated to:</i>	Chief Executive Officer and Shire President
<i>On delegated to:</i>	N/A.
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Bush Fires Act 1954 – S.17(10) & S.18(5)
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 June 2014
<i>Date Reviewed:</i>	18 June 2014 17 June 2015 16 December 2015
<i>Date Reviewed and Amended:</i>	18 June 2014

ENGINEERING

21 TRAFFIC REGULATORY SIGNS

Function to be performed: Council delegates its authority and power to the Chief Executive Officer to install appropriate traffic regulatory signs at such places as the Chief Executive Officer considers necessary.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to the Works Manager.

Conditions:

- Approval of Main Roads and other Statutory bodies to be gained where relevant.
- All signs to be in accordance with relevant legislation, guidelines and standards.

Record of Use: Retention of file copy of relevant correspondence.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Local Government Act 1995 (As Amended) – S5.42

Council Policy: Nil

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014

17 June 2015

16 December 2015

Date Reviewed and Amended: 18 June 2014

22 EVENTS ON ROADS – CLOSING OF THOROUGHFARE

Function to be performed: Council delegates its authority and power to the Chief Executive Officer to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to the Works Manager.

Conditions: The Officer shall have regard to Section 3.50 of the Local Government Act 1995.

Record of Use: Retention of file copy of relevant correspondence.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Local Government Act 1995 – S3.50 & S5.42
Road Traffic (Events on Roads) Regulations 1991

Council Policy: Nil

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

23 CERTAIN THINGS TO BE DONE BY OWNERS OR OCCUPIERS OF LAND

Function to be performed: Council delegates its authority and power to the Chief Executive Officer, to take what action is deemed necessary in achieving the purpose for which a notice was given pursuant to Section 3.25 and 3.26 of the Local Government Act from persons who failed to comply with the said notice and for the recovery of costs.

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions: Nil.

Record of Use: Retention of file copy of relevant correspondence.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Local Government Act 1995 S5.42 & S3.25
Local Government Act 1995, Schedule 3.1 - Division 1
Local Government Act 1995, Schedule 3.1 - Division 2

Council Policy: Nil

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

24 NOTIFICATION TO AFFECTED OWNERS ABOUT PROPOSALS

Function to be performed:	Council delegates its authority and power to the Chief Executive Officer to ensure the requirements of Section 3.51 of the Local Government Act 1995, are observed relating to affected land owners of land works being notified of proposals and allowed a reasonable time to make submissions in order that such may be considered.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Compliance the Local Government (Functions and General) Regulations 1996.
Record of Use:	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	Local Government Act 1995, S5.42 & S3.51(3) Local Government (Functions & General) Regulations 1996
Council Policy:	N/A
Date Adopted:	18 June 2014
Date Reviewed:	18 June 2014 17 June 2015 16 December 2015
Date Reviewed and Amended:	18 June 2014

25 ENSURING PUBLIC ACCESS MAINTAINED

Function to be performed: Council delegates its authority and power to the Chief Executive Officer to ensure that when works are carried out associated with the fixing or altering the level of or alignment of a public thoroughfare to ensure that access by vehicle to land adjoining the thoroughfare can be reasonably provided.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Works Manager.

Conditions: Compliance the Local Government (Functions and General) Regulations 1996 and all other relevant legislation.

Record of Use: Retention of file copy of relevant correspondence.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Local Government Act 1995 – S5.42, S3.49, S3.50 & S3.51
Local Government (Functions & General) Regulations 1996

Council Policy: N/A

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015

16 December 2015

Date Reviewed and Amended: 18 June 2014

26 POWERS OF ENTRY ONTO LAND

<i>Function to be performed:</i>	Council delegates its authority and power to the Chief Executive Officer to undertake the functions and duties required under Part 3 - Subdivision 3 - (Power of Entry) of the Local Government Act 1995 in respect of Section 3.39 - Appointment of Authorised Persons for the purpose of removing and impounding goods that are involved in the contravention which can lead to impounding. Section 3.40 - Removal of Vehicle and impounding of goods by an authorised person. Section 3.42 - Action required in respect to impounding of non-perishable goods. Section 3.44 - The Issue of Notices regarding collection of goods if not confiscated. Section 3.46 - Withholding of goods pending payment of costs. Section 3.47 - The Disposal of confiscated goods. Section 3.48 - Recovery of Costs incurred in the impounding exercise.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Compliance with the Local Government (Functions and General) Regulations 1996.
<i>Record of Use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act 1995 (As Amended) – S5.42, S3.39, S3.40, S3.44, S3.46 & S3.47 Local Government (Function & General) Regulations 1996
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 June 2014
<i>Date Reviewed:</i>	18 June 2014 17 June 2015 16 December 2015
<i>Date Reviewed and Amended:</i>	18 June 2014

27 ROAD CLOSURES - TEMPORARY

Function to be performed: Council delegates its authority and power to the Chief Executive Officer to temporarily close a street or a portion of a street for a period not exceeding 60 days to vehicles in cases of emergency in connection with Council works or by reason of heavy rain, if a street is likely to be damaged by the passage of traffic of any particular class.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Works Manager.

Conditions: Compliance with the Local Government (Functions and General) Regulations 1996.

Record of Use: Retention of file copy of relevant correspondence.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Local Government Act 1995 – S5.42, S3.50 & S3.51
Local Government (Function & General) Regulations 1996

Council Policy: N/A

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

28 DISPOSAL OF SURPLUS EQUIPMENT, MATERIALS, TOOLS ETC

Function to be performed: Council delegates its authority and power to the Chief Executive Officer to sell, by calling for expressions of interest, holding of a surplus goods sale at Council's depot, or any other fair means, items of surplus equipment, materials, tools etc which are no longer required, or are deemed outmoded or are no longer serviceable.

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions: This delegation applies only to items with a written down value of less than \$5000. Any sale organised by the Chief Executive Officer under this delegated authority shall be advertised by placing notices on appropriate notice boards within the Mingenew Township.

Record of Use: Retention of file copy of relevant correspondence.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Local Government (Miscellaneous Provisions) Act 1960

Council Policy: N/A

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

29 ROAD TRAINS AND EXTRA MASS PERMITS

Function to be performed: The Chief Executive Officer is delegated authority to determine any application recommending approval or refusal, with or without conditions, for referral to MainRoads WA to use road trains and for extra mass permits on any local road within the district. The Chief Executive Officer shall have regard to any Council policy on the issue that may be established from time to time.

Delegated to: Chief Executive Officer

On delegated to

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to the Works Manager.

Conditions: Nil.

Record of Use: Retention of file copy of relevant correspondence.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Local Government Act 1995 - S5.42

Council Policy: Nil

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014

17 June 2015

16 December 2015

Date Reviewed and Amended: 18 June 2014

TOWN PLANNING & BUILDING

30 BUILDING NOTICES

Function to be performed: Council delegates its authority and power to the Chief Executive Officer to issue notices pursuant to the provisions of the Building Act 2011 and Building Regulations 2012.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to the Building Surveyor.

Conditions:

1. Subject to the express provisions contained in the Act, Council's Policies and Resolutions.
2. Applicant being advised of objection and/or appeal rights.

Record of Use: File copies of notices issued.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Building Act 2011
Building Regulations 2012

Council Policy: Policy Manual – Section 9000 – Building Approvals

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 19 August 2015

31 BUILDING LICENCES

Function to be performed: Council delegates its authority and power to the “Building Surveyor” in accordance with S374 (1b) of the Local Government (Miscellaneous Provisions) Act 1960 in respect of:-

1. Approval or refusal of plans and specifications relating to applications for building licences and the authority to issue or refuse building licences, including the authority to impose conditions as appropriate.
2. The authority to extend, for a period not exceeding twelve months, time for an applicant who has been issued a licence, to complete construction.
3. The authority to approve or refuse amended plans and/or specifications including the authority to impose conditions as appropriate.

Delegated to: Building Surveyor

On delegated to: N/A

- Conditions:**
1. Subject to the provisions of the Building Act 2011 and Building Regulations 2012 and subject to the relevant building codes, Local Laws, Council’s Policies and specific Resolutions of Council.
 2. Prior to issuing a building licence in respect of an outbuilding which exceeds 75m² in area or 3m in height, the application shall be submitted to Council for consideration.
 3. Applicant being advised of objection and/or appeal rights.

Record of Use: Licences and correspondence issued.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Building Act 2011 and Building Regulations 2012

Council Policy: Policy Manual – Section 9000 – Building Approvals

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 19 August 2015

32 DEMOLITION LICENCES

Function to be performed: The Chief Executive Officer is delegated authority to approve the issue of a demolition licence Building Act 2011 to take down a building or a part of a building and such licence may be subject to such conditions as the Chief Executive Officer considers necessary for the safe and proper execution of the work.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Building Surveyor.

Conditions: Nil.

Record of Use: Licences and correspondence issued.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Building Act 2011
Building Regulations 2012

Council Policy: Nil

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014

17 June 2015

16 December 2015

Date Reviewed and Amended: 19 August 2015

33 BUILDING – EXTENSIONS OF TIME TO COMPLETE

Function to be performed:	Council delegates its authority and power to the Building Surveyor in accordance with the Building Act 2011 to approve of an extension of time where it was not possible to complete the building within the period specified in the Building Licence.
Delegated to:	Building Surveyor
On delegated to:	N/A.
Conditions:	<p>Subject to the payment of an additional Building Licence fee calculated in the following manner:-</p> <p>The fee payable is to be in proportion to the extent of the building to be completed for example:</p> <ul style="list-style-type: none"> - if 25% of the building is completed, then 75% of the fee is charged - if 50% of the building is completed, then 50% of the fee is charged - if 75% of the building is completed, then 25% of the fee is charged
Record of Use:	<p>Licences and correspondence issued.</p> <p>Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.</p>
Reference:	<p>Building Act 2011 Building Regulations 2012</p>
Council Policy:	
Date Adopted:	18 June 2014
Date Reviewed:	<p>18 June 2014 17 June 2015 16 December 2015</p>
Date Reviewed and Amended:	19 August 2015

34 WORKS – UNLAWFUL

Function to be performed: Council delegates its authority and power to the Chief Executive Officer to issue stop work where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant issue of a notice.

The Chief Executive Officer is to withdraw stop work notices where the breach for which the notice has been issued is corrected to the satisfaction of the Chief Executive Officer.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Building Surveyor.

- Conditions:**
1. Before exercising the authority contained in this delegations, the Chief Executive Officer shall liaise with Council's Building Surveyor.
 2. Subject to the express provisions contained in the Local Government Act 1995, Council's Resolutions and Policies.
 3. Applicant being advised of objections and/or appeal rights.

Record of Use: Notices and correspondence issued.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Building Act 2011
Building Regulations 2012

Council Policy: Nil

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014

17 June 2015

16 December 2015

Date Reviewed and Amended: 19 August 2015

35 BUILDINGS - DANGEROUS

Function to be performed:	Council delegates its authority and power to the Chief Executive Officer to carry out the following functions :- <ol style="list-style-type: none"> 1. Shore up or otherwise secure the building as well as providing a hoarding or fence around the building to protect the public from danger. 2. Serve written notice upon the owner or the occupier of the building requiring that the building be taken down, secured or repaired.
Delegated to:	Chief Executive Officer
On delegated to:	<i>The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Building Surveyor.</i>
Conditions:	<ol style="list-style-type: none"> 1. Before exercising the authority contained in this delegation the Chief Executive Officer shall liaise with Council's Building Surveyor. 2. Subject to the express provisions contained in the Local Government Act 1995 and Council's Policies and Resolutions. 3. Applicant being advised of objections and/or appeal rights.
Record of Use:	Certificates, notices and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	Building Act 2011 Building Regulations 2012
Council Policy:	Nil
Date Adopted:	18 June 2014
Date Reviewed:	18 June 2014 17 June 2015 16 December 2015
Date Reviewed and Amended:	19 August 2015

36 CERTIFICATES OF CLASSIFICATION

Function to be performed: The Chief Executive Officer is delegated authority to issue Certificates of Classification of Buildings in accordance with the Building Act 2011.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Building Surveyor.

Conditions: Nil.

Record of Use: Retention of file copy of relevant correspondence.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Building Act 2011

Council Policy: Nil

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014

17 June 2015

16 December 2015

Date Reviewed and Amended: 19 August 2015

37 DANGEROUS EXCAVATION IN OR NEAR PUBLIC THOROUGHFARES

<i>Function to be performed:</i>	The Chief Executive Officer is delegated authority to take all appropriate action in accordance with Local Government (Uniform Local Provisions) Regulation No. 11 to remove, or have removed, any dangerous excavation in a public thoroughfare or land adjoining a public thoroughfare
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A.
<i>Conditions:</i>	Nil.
<i>Record of Use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act 1995 – S5.42
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 June 2014
<i>Date Reviewed:</i>	18 June 2014 17 June 2015 16 December 2015
<i>Date Reviewed and Amended:</i>	18 June 2014

38 DEVELOPMENT APPLICATIONS - ADVERTISING

Function to be performed: The Chief Executive Officer is delegated authority to advertise development applications for public comment where the Chief Executive Officer considers such applications should have public comment prior to consideration by Council and to make available from Council's files information regarding the development application so as the public are in a position to make a proper assessment.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Planning Officer.

Conditions: Nil.

Record of Use: Retention of file copy of relevant correspondence.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Local Government Act 1995 – S3.36
Town Planning Scheme No3

Council Policy: Nil

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

HEALTH**39 HEALTH ACT – NOTICES AND ORDERS**

Function to be performed: Council delegates its authority and power to the Chief Executive Officer to exercise and discharge all of the following powers and functions under the Health Act 1911 (as amended):-

1. The forming of opinions and making of declarations.
2. The grant and issue of licences, permits, certificates and approvals.
3. The issue of notices, orders and requisitions and the carrying out and putting into effect of notices, orders and requisitions.
4. The ordering and authorisation of legal proceedings for breaches of the Act and all Regulations, Local Laws and Orders made thereunder.

Delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Environmental Health Officer.

On delegated to: No on delegation permitted.

Conditions:

1. Subject to the provisions of the Health Act, Local Laws and Council Policies.
2. Applicant being advised of objections and/or appeal rights.
4. Detailed report to Council monthly.

Record of Use: Retention of file copy of relevant correspondence.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Health Act 1911

Council Policy: Nil.

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

40 TREATMENT OF SEWERAGE AND DISPOSAL OF LIQUID WASTE

Function to be performed: Pursuant to the provisions of Section 26 of the Health Act 1911 Chief Executive Officer is hereby appointed and authorised to exercise and discharge powers and functions conferred on local government for the purpose of Regulations 4 of the Health (Treatment of Sewage & Disposal of Liquid Waste) Regulations 1974.

Delegated to: Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Environmental Health Officer.

Conditions: Nil.

Record of Use: Retention of file copy of relevant correspondence.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Health Act 1911- S26

Council Policy: N/A.

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015
16 December 2015

Date Reviewed and Amended: 18 June 2014

41 AUTHORISED PERSONS

Function to be performed: Council appoints the Chief Executive Officer and the Environmental Health Officer under Section 17(1) of the Caravan Parks & Camping Grounds Act 1995 to be an authorised person for the purpose of the Act.

Council appoints the Chief Executive Officer and the Environmental Health Officer to issue infringement notices and appoints the Chief Executive Officer to withdraw notices under Section 23(1) of the Caravan Parks and Camping Grounds Act 1995

Delegated to: Chief Executive Officer and Environmental Health Officer

On delegated to: N/A.

Conditions: Nil.

Record of Use: Notices and correspondence issued.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Caravan Parks and Camping Regulations 1997

Council Policy: N/A.

Date Adopted: 18 June 2014

Date Reviewed: 18 June 2014
17 June 2015

16 December 2015

Date Reviewed and Amended: 18 June 2014

Delegation 41 - End of Register**SUMMARY OF DELEGATIONS – By Officer****Chief Executive Officer**

Section	No.	Delegation Title
Finance	01	Payments from Trust and Municipal Funds
Finance	02	Purchase Order Authorisation
Finance	03	Investments
Finance	04	Power to Waive or Write Off Debts
Finance	05	Rate Book
Finance	06	Minor Donations
Finance	42	Debt Recovery Action
Staff	07	Staff Housing
Staff	08	Conferences, Seminars and Training Courses
Administration	09	Liquor – Sale and Consumption (Council Property)
Administration	10	Contract Variations
Administration	11	Legal Advice
Administration	12	Enforcements and Legal Proceedings
Administration	13	Expenditure Prior to Adoption of Budget
Administration	14	Certain things to be done in Respect of Land
Administration	15	Impounding Goods – Authorised Employee
Administration	16	Sale of Impounded/Seized/Confiscated Vehicles, Animals or Goods
Administration	17	Proceedings under Dog Act
Administration	18	Opening Fences and Gates
Administration	19	Offences – Bush Fires Act
Administration	20	Burning – Variation to Restricted and Prohibited Burning
Engineering	21	Traffic Regulatory Signs
Engineering	22	Events on Roads – Closing of Thoroughfare
Engineering	23	Certain things to be done by Owners or Occupiers of Land
Engineering	24	Notification to Affected Owners About Proposals
Engineering	25	Ensure Public Access Maintained
Engineering	26	Powers of Entry onto Land
Engineering	27	Road Closures – Temporary
Engineering	28	Disposal of Surplus Equipment, Materials, Tools etc
Engineering	29	Road Trains and Extra Mass Permits
Town Planning & Building	30	Building Notices

Town Building	Planning &	32	Demolition Licences
Town Building	Planning &	34	Works – Unlawful
Town Building	Planning &	35	Buildings – Dangerous
Town Building	Planning &	36	Certificates of Classification
Town Building	Planning &	37	Dangerous Excavation in or near Public Thoroughfares
Town Building	Planning &	38	Development Applications – Advertising
Health		39	Health Act – Notices & Orders
Health		40	Treatment of Sewerage and Disposal of Liquid Waste
Health		41	Authorised Persons

Works Manager

Section	No.	Delegation Title
Finance	02	Purchase Order Authorisation
Administration	13	Expenditure Prior to Adoption of Budget
Engineering	21	Traffic Regulatory Signs
Engineering	22	Events on Roads – Closing of Thoroughfare
Engineering	25	Ensure Public Access Maintained
Engineering	27	Road Closures – Temporary
Engineering	29	Road Trains and Extra Mass Permits

Manager of Finance and Administration

Section	No.	Delegation Title
Finance	01	Payments from Trust and Municipal Funds
Finance	02	Purchase Order Authorisation
Finance	03	Investments
Finance	04	Power to Waive or Write Off Debts
Finance	05	Rate Book
Administration	09	Liquor – Sale and Consumption (Council Property)
Administration	11	Legal Advice
Administration	13	Expenditure Prior to Adoption of Budget

Community Development Officer

Section	No.	Delegation Title
Finance	02	Purchase Order Authorisation

Environmental Health Officer

Section	No.	Delegation Title
Administration	15	Impounding Goods – Authorised Employee
Health	39	Health Act – Notices & Orders
Health	40	Treatment of Sewerage and Disposal of Liquid Waste
Health	41	Authorised Persons

Ranger

Section	No.	Delegation Title
Administration	15	Impounding Goods – Authorised Employee
Administration	17	Proceedings under Dog Act

Community Emergency Services Manager

Section	No.	Delegation Title
Administration	19	Offences – Bush Fires Act

Building Surveyor

Section	No.	Delegation Title
Town Planning & Building	30	Building Notices
Town Planning & Building	31	Building Licences
Town Planning & Building	32	Demolition Licences
Town Planning & Building	33	Building – Extensions of Time to Complete
Town Planning & Building	34	Works – Unlawful
Town Planning & Building	35	Buildings – Dangerous
Town Planning & Building	36	Certificates of Classification

9.1.4 DONATION – THREE SPRINGS / ARRINO RSL

Location/Address: Shire of Mingenew
Name of Applicant: Three Springs/Arrino RSL
Disclosure of Interest: Nil
File Reference: ADM0051
Date: 9th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report is for the endorsement of a donation made to the Three Springs/Arrino RSL for which a Council Resolution was not originally made for the unbudgeted expenditure.

Attachment

Nil

Background

At the October 2015 Council Forum as request from the Three Springs/Arrino RSL was considered to make a contribution towards the purchase and transport of an armoured personnel carrier which would be housed at a purpose built shelter in Three Springs and it was agreed by Council make a donation of \$1,000.

Comment

Payment of the donation was made in November 2015 and since the donation to the Three Springs/Arrino RSL has already been made and it was not a budgeted item, the Local Government Act 1995 requires that the expenditure is reported at the next Ordinary Council Meeting. An absolute majority of Council is required.

Consultation

Shire Councillors

Statutory Environment

Local Government Act 1995 states as follows;

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.
- (2) Where expenditure has been incurred by a local government —
 - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Policy Implications

Section 3004 of The Shire of Mingenew's Policy Manual deals with donations as follows;

3004.1 DONATIONS AND GRANTS – LOCAL NATURE

Council shall consider requests for donations that are not part of normal budgetary considerations on their individual merit however, generally will decline appeals for donations:

- of a state or National nature type
 - if they are not concerned or connected with the local area.
- Exceptions to the above will be:
- Disaster or emergency appeals.

3004.2 RETURNED SERVICES LEAGUE – ANZAC DAY CEREMONY

Council is to support the arrangements for the Anzac Day functions.

3004.3 SUPPORT TO NORTH MIDLAND SHOW

Upon receipt of their request this Council donate, an amount up to that allocated in the annual budget to this group to be used as prize money.

3004.3 SUPPORT TO MIDWEST GROUP OF AFFILIATED AGRICULTURAL SOCIETIES

Upon receipt of their request this Council donate an amount up to that allocated in the annual budget to this group

Financial Implications

A provisional amount of \$250 was made in the budget for miscellaneous donations. Making a small donation to the Three Springs/Arrino RSL towards costs for the personnel carrier will have a minimal impact on the Shire's financial position for the 2015/16 financial year.

Strategic Implications

There are no direct links with the Shire's Community Strategic Plan.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.1.4

That Council;

Endorse the donation of \$1,000 made to the Three Springs/Arrino RSL towards the purchase and transport of an armoured personnel carrier to be housed in Three Springs.

COUNCIL DECISION – ITEM 9.1.4

Moved Cr Cosgrove

Seconded Cr Criddle

That Council;

Endorse the donation of \$1,000 made to the Three Springs/Arrino RSL towards the purchase and transport of an armoured personnel carrier to be housed in Three Springs.

CARRIED 7/0

9.1.5 DONATION - SHIRE OF ESPERANCE

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0051
Date: 9th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the approval of a donation to the Shire of Esperance to assist with the disaster costs of the recent bush fire events.

Attachment

Attached is some information on two different alternatives to make a donation towards the Shire of Esperance Bush Fire Appeal.

Background

During the November 2015 Council Forum it was agreed by Council that a donation to assist with costs associated with the bush fires in the Shire of Esperance.

Comment

Historically Council's have contributed towards to the Lord Mayor's Distress Relief Fund when making a donation relating to natural disasters. The fund is administered by the City of Perth who meet the cost of administering the fund and the monies received are distributed by an independent board based on applications received to access money in the fund.

A further Infopage was released by WALGA on the 7th December 2015 releasing information about looking to establish a support program to assist local governments recovering from natural disasters and other emergencies. Within the information bulletin details are provided to make financial contributions directly to the Shire of Esperance.

There are also a number of other various organisations that are accepting donations on behalf of the Bush Fire Appeal. However given their is an option to donate directly to the Shire of Esperance this seems appropriate in this situation since as a fellow local government entity we appreciate the costs that will be involved for the Shire throughout the disaster management process.

Consultation

Shire Councillors

Statutory Environment

Local Government Act 1995 states as follows;

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

- (2) Where expenditure has been incurred by a local government —
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Policy Implications

Section 3004 of The Shire of Mingenew's Policy Manual deals with donations as follows;

3004.1 DONATIONS AND GRANTS – LOCAL NATURE

Council shall consider requests for donations that are not part of normal budgetary considerations on their individual merit however, generally will decline appeals for donations:

- of a state or National nature type
- if they are not concerned or connected with the local area.
Exceptions to the above will be:
 - Disaster or emergency appeals.

3004.2 RETURNED SERVICES LEAGUE – ANZAC DAY CEREMONY

Council is to support the arrangements for the Anzac Day functions.

3004.3 SUPPORT TO NORTH MIDLAND SHOW

Upon receipt of their request this Council donate, an amount up to that allocated in the annual budget to this group to be used as prize money.

3004.3 SUPPORT TO MIDWEST GROUP OF AFFILIATED AGRICULTURAL SOCIETIES

Upon receipt of their request this Council donate an amount up to that allocated in the annual budget to this group

Financial Implications

A provisional amount of \$250 was made in the budget for miscellaneous donations. Making a small donation to the Shire of Esperance will have a minimal impact on the Shire's financial position for the 2015/16 financial year.

Strategic Implications

There are no direct links with the Shire's Community Strategic Plan.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.1.5
--

That Council;

Make a donation of \$1,000 directly to the Shire of Esperance to assist with the costs associated with the recent bush fire events within the Shire of Esperance.

COUNCIL DECISION – ITEM 9.1.5

Moved Cr Pearce

Seconded Cr Eardley

That Council;

Make a donation of \$1,000 directly to the Shire of Esperance to assist with the costs associated with the recent bush fire events within the Shire of Esperance.

CARRIED 7/0

unconfirmed



07 December 2015

Assistance Announced for Esperance Fire Victims

Victims of the Esperance fires will be able to begin applying for financial assistance from the Lord Mayor's Distress Relief Fund (LMDRF), this week.

The Board of the LMDRF, has today released measures which will be used to distribute money to those affected.

Lord Mayor Lisa Scaffidi said the generosity of the public, organisations and business has seen more than \$1.2 million raised to date.

"The kindness of people to donate so much money, especially at this time of year, is overwhelming, Ms Scaffidi said.

"The Board will work closely with the Shire of Esperance which will coordinate applications, and all of the money that has been raised will be disbursed to those affected."

Seven categories of assistance have been developed, including for the next of kin of those who died, people who suffered property loss or damage, and funding to help support the community as part of the broader recovery.

The Board has defined the following categories.

For Owners / Owner Occupiers of properties impacted by the bushfire there are three levels of LMDRF grant assistance available as follows:

Level One shall apply in those instances where the place of residence and contents have been totally destroyed;

Level Two shall apply in those instances where the place of residence and contents have been damaged but the house remains habitable;

Level Three shall apply in those instances where there has been other property damage / loss.

For Occupiers (those renting) of properties impacted by the bushfire there are two levels of LMDRF grant assistance available as follows:

Level Four shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed;

Level Five shall apply in those instances where there has been partial damage/loss of house contents and other personal effects.

For Next of Kin of those who lost their lives in the bushfire there is one level of LMDRF grant assistance available as follows:

Level Six shall apply in those instances where costs were incurred as a result of the fatality.

For Esperance Shire Council there is one level of LMDRF grant assistance available as follows:



Level Seven shall apply to a proposal or proposals for community well-being activities to assist in the broader recovery program.

People can access an application form online, or directly at the front counter of the Shire of Esperance.

For more information regarding grant assistance categories or for online application forms, visit www.appealswa.org.au

Issued by: Michael Holland, Senior Communications and Public Relations Officer, 0409 378 926, michael.holland@cityofperth.wa.gov.au

INFOPAGE



To: Chief Executive Officer

From: Ricky Burges, CEO

Organisation: All Councils

Date: 7 December 2015

Reference: EMSP001

Priority: High

Subject: **WALGA EMERGENCY MANAGEMENT SUPPORT PROGRAM
and Assistance for Shire of Esperance**

IN BRIEF:

Operational Area:	Office of the CEO
Key Issues:	<ul style="list-style-type: none">• WALGA is establishing a new support program to assist Local Governments recovering from natural disasters and other emergencies.• Purpose of the support program is to enable other Local Governments to provide financial support, staff resources or plant and equipment to assist with the recovery process.• Details of how Local Governments can support the Shire of Esperance's recovery efforts are set out below.
Action Required:	Consideration of support to Shire of Esperance

Each year several Local Governments in WA experience disasters that affect their communities and result in significant recovery operations. This can be due to fire, flood, cyclone and other natural or manmade hazards. During an event key State Government agencies and emergency response organisations provide assistance on the ground, however, many of these quickly depart and the affected Local Government is left to coordinate a significant recovery effort to get the community back to normal.

Whilst the Lord Mayors Disaster Relief Fund is a mechanism for individuals and organisations to donate to affected community members, it is limited in its application.

For example, a number of Councils have indicated that they would prefer to donate funds direct to the Shire of Esperance to assist with recovery efforts, rather than through the Lord Mayor's Distress Fund. The Lord Mayor's fund is tied and must go direct to people who have suffered in an event.

Whilst acknowledging the effects that disasters have on individuals, in many cases Local Governments also suffer hardship and additional services and funding is needed.

In order to enable Local Governments to provide this type of targeted support and assist each other with recovery efforts after an event, WALGA is establishing a new Emergency Support Program (ESP).

Through the Emergency Support Program, Local Governments will be able to contribute funding, staff resources or plant and equipment to an affected Council to assist with the recovery process. The Program will operate as outlined on page 2 below.

In the first instance WALGA is seeking expressions of interest from Local Governments that are interested in providing support to the Shire of Esperance, to assist with its recovery from the recent bushfires that occurred in November.

There are two ways that an interested Local Government can support the Shire of Esperance:

- 1 Financial contributions to fund recovery efforts; and
- 2 Provision of staff resources with experience in disaster recovery



Financial Support

To enable other Local Governments to make financial donations to assist with the Shire's recovery efforts, the Shire of Esperance has set up a Trust which will be managed by the Recovery Team at the Shire.

Financial Donations can be made to:

Bank: Commonwealth
 BSB: 066-511
 Account: 1010 5160
 Name: Shire of Esperance

Staff Resources

The Shire is seeking an additional Local Government Officer with experience in Local Government disaster recovery and / or formal training in disaster recovery. It is preferable that the officer is available on secondment for a period of 2 - 4 months.

Local Governments that have a suitable officer and are willing to cover all associated salary costs are requested to provide details to WALGA in the first instance. Note: Shire of Esperance will provide accommodation for the officer.

Emergency Support Program Arrangements

Eligible Incidents	Fire, Flood, Cyclone, Earthquake, other natural disaster
Affected Local Government	<ul style="list-style-type: none"> ➤ Provides details to WALGA of the type of support required Eg staff resources, financial assistance, plant ➤ Provides details of Trust Account
WALGA	<ul style="list-style-type: none"> ➤ Acts as Broker and advertises on behalf of affected Local Government ➤ Identifies shortlisted applicants to back fill key staff, liaises between parties, provides Bank Account details if funds urgently required
Other Local Governments	<ul style="list-style-type: none"> ➤ Advises WALGA of assistance offered eg staff, plant (note contributing Local Government to cover cost of staff on secondment, plant transfer) ➤ Transfers financial donation to affected Local Government's bank account

For further information please contact:

Senior Policy Officer, Melissa Pexton 0467 763 625 or email mpexton@walga.asn.au.

9.1.6 DRAINAGE IMPROVEMENTS - MOORE STREET

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0071
Date: 10th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends improvements to the Moore Street and Phillips Street intersection to rectify the current drainage issues on Moore Street.

Attachment

Three suggested options for the drainage improvements are shown at the attachment.

Background

At the September 2015 Concept Forum a letter from Maria Newton was tabled for Council information and during the forum there was discussion by Council as to the appropriate measures to take place to address the concerns raised in relation to the drainage issues on Moore Street. This involved the Works Manager to liaise directly with the property owners at 1 Moore Street, Mingenew to discuss, and put in place some arrangement to stop the water flow from entering their property.

A second letter from Maria Newton dated 15th September 2015 was tabled for Council information at the October 2015 Concept Forum. The matters raised in the letter followed on from the previous letter regarding the flow of water onto the property at 1 Moore Street, Mingenew, the stagnant water in the drain and a further concern raised in relation to turning left onto Phillips Street from Moore Street.

Following discussions with Council on this matter it was agreed that the following actions would be undertaken to try and rectify your concerns;

1. Following consultation with the owners of 1 Moore Street, Mingenew that a step would be installed at the property to prevent water flowing into the property
2. Other measures were to be considered to reduce the water run off from Phillips Street onto the property at 1 Moore Street, Mingenew
3. Work to be undertaken to improve the flow of stagnant water from the drain
4. Appropriate mosquito control measures to be in place for all areas with stagnant water supply
5. A trial closure of Moore Street at the Phillips Street end of the same mentioned road to address concerns with the line of sight when turning left onto Phillips Street

Comment

Since the Councillor Concept Forum was held on 21st October 2015 the following measures have been implemented;

1. A step has been installed at the front of the Moore Street residence
2. The owners of the Moore Street property have been consulted to install a barrier kerb at the front of their property to divert any water run off from Phillips Street away from their property
3. Mosquito tablets have been placed in various drainage outlets within the town site, including Moore Street
4. Mosquito fogging within the town site and industrial area has also taken place
5. Signage was put in place and the end of Moore Street was blocked off at the Phillips Street end to close off all access to and from Phillips Street

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 16 December 2015

Since Moore Street was blocked off late last week I have since requested that this signage be removed until such time that adequate consultation has taken place with the residents of Moore Street regarding the trial road closure and appropriate public advertising of the proposed road works could also be put in place. The Shire will also be carrying out some works on the existing drainage on Moore Street in the coming weeks as it appears that the existing drainage continues to be blocked. These works will be carried out prior to the Christmas break.

On reflection, after seeing the road closure in effect for only a few days, I am concerned that this is not the best possible long term solution. As such I have prepared three different options which could possibly address the drainage issues on Moore Street, all of which have varying costs to implement. The three options are shown in the attachment and below is a brief summary of the estimated costs to complete each of the three options;

Description of works to be completed	Option 1	Option 2	Option 3
Barrier Kerb - Materials	\$3,750	\$3,750	\$3,750
Barrier Kerb – Preparation (Outside Staff & Plant Costs)	\$1,250	\$1,250	\$1,250
Road Closure - Signage	\$500		\$500
Road Closure - Outside Staff	\$200		\$200
2 x Sump, Entry Drain & Pipes - Materials		\$3,000	\$3,000
2 x Sump, Entry Drain & Pipes – Installation (Staff & Plant Costs)		\$2,000	\$2,000
Phillip & Moore St East intersection - kerbing		\$1,500	
Phillip & Moore St East intersection - footpath		\$2,000	
Phillip & Moore St East intersection – Preparation (Staff & Plant)		\$2,500	
- Remove concrete kerb, foot path, and box out ready for gravel		\$1,500	
- graveling and compaction			
Phillip & Moore St East intersection – Materials			
- Two coat seal		\$1,500	
Contingency	\$300	\$1,000	\$300
Sub-total: Materials	\$4,550	\$12,750	\$7,550
Sub-total: Staff & Plant Costs	\$1,450	\$7,250	\$3,450
TOTAL COST	\$6,000	\$20,000	\$11,000

The above three options are some of the possible solutions. There are also a number of other alternatives with slight variations that can be discussed with Council.

Of the three alternatives shown above, option 2 would be my preferred option. While it is more expensive than the other three options, it would seem to address the two issues of drainage onto Moore Street and turning left onto Phillips Street from Moore Street more effectively in the long term.

While there are only limited funds in the budget for drainage improvements, completing the project as part of our Roads to Recovery program is an option available to Council which will reduce the financial burden to Council since the project would be fully funded. It does mean however that if the project is listed a Roads to Recovery project that it will reduce Council's capacity to deliver other projects in the remaining three years of the program by the same value of the project.

Should Council proceed with any of the options, or a variation to one of the options, either through utilising the Roads to Recovery program or the Shire's own resources the project will still require a resolution of Council by absolute majority since the project was not previously allowed for in the 2015/16 Budget.

Consultation

Warren Borrett, Works Manager

Statutory Environment

The Local Government Act requires any proposal to complete works previously unbudgeted expenditure to be resolved by absolute majority of Council;

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

Policy Implications

Policy No. 2010 – Complaints Handling Procedure

Financial Implications

Provision of \$2,500 was made in the 2015/16 Budget for minor drainage improvements. The project could be added to the Roads to Recovery program for the 2015/16 financial year which would neutralise the cost of the project and therefore have no impact on the bottom line for the 2015/16 financial year.

Strategic Implications

Community Strategic Plan

Outcome 2.5.1 – Maintain and improve road assets

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.1.6

That Council;

1. Proceed with Option 2 as shown within this report, and
2. Add the project to the 2015/16 Roads to Recovery program for completion this financial year

COUNCIL DECISION – ITEM 9.1.6

Moved Cr Pearce

Seconded Cr Newton

An allocation of \$5,000 is made to allow detailed drainage plans for Moore Street, including the Moore Street / Phillips Street intersection, to be prepared for further consideration by Council on completion of the drainage plans.

CARRIED 7/0

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

Moved Cr Pearce

Seconded Cr Newton

That the reason the officer recommendation was changed was because elected members felt obtaining detailed drainage plans including levels will ensure the correct action is taken to rectify the drainage issues in Moore Street.

CARRIED 7/0

Moore Street Drainage Issue - OPTION 1



Option 1

1. Install barrier kerbing along Phillip Street and Moore Street in front of Colin Newton & Ann Ferrel's property
2. Close road off the road at the Phillip Street and Moore Street intersection
3. Entry and exit to and from Moore Street from George Street and William Street only

Moore Street Drainage Issue - OPTION 2



Option 2

1. Realign the corner of Phillip & Moore Street on the east intersection
2. Slightly widen the left hand turn into Moore Street from Phillips Street
3. Install barrier kerbing along Phillip Street and Moore Street in front Colin Newton & Ann Ferrel's property
4. Install new sump or soak well on Phillip Street and run through to second additional sump/soak well installed on Moore Street
5. Replace kerbing and footpath on the east intersection of Phillip & Moore Street

Moore Street Drainage Issue - OPTION 3



Option 3

1. Install barrier kerbing along Phillip Street and Moore Street in front Colin Newton & Ann Ferrel's property
2. Close road off the road at the Phillip Street and Moore Street intersection
3. Entry and exit to and from Moore Street from George Street and William Street only
4. Install new sump or soak well on Phillip Street and run through to second additional sump/soak well installed on Moore Street

9.1.7 ACTING CHIEF EXECUTIVE OFFICER

Location/Address: Shire of Mingenew
Name of Applicant: Martin Whitely, Chief Executive Officer
Disclosure of Interest: Nil
File Reference: ADM0077
Date: 10th December 2015
Author: Martin Whitely, Chief Executive Officer

Disclosure of Financial Interest Item 9.1.7 – Mrs Nita Jane, Manager Finance & Administration

Prior to any consideration of Item 9.1.7, Mrs Jane declared a financial interest in this matter.

4.18pm – Mrs Jane left the meeting.

Summary

The purpose of this report is to appoint an Acting CEO while the CEO is on leave.

Attachment

Nil

Background

The CEO will be on annual leave from the 11th January 2016 through to the 29th January 2016. Council must resolve to appoint an Acting CEO if they are to be delegated the same powers delegated to a CEO under the Local Government Act 1995.

Comment

For a week while the CEO is on leave the Works Manager will also be on leave for a period of a week. During this period Mr Rocky Brennan will be supervising the outside staff and I have also suggested that the Chief Bush Fire Control Officer be advised that Mr Brennan be the point of contact in the event of a fire during this period.

Mrs Nita Jane, Manager Administration & Finance will be working during January 2016. It is my suggestion that Ms Nita Jane be appointed as acting CEO during this period since she will be working during the period when both the CEO and Works Manager are on leave.

During the period as Acting CEO that Mrs Jane is paid an agreed amount in addition to her regular contractual agreement to reflect any higher duties undertaken during this period.

Consultation

Nita Jane, Manager Administration & Finance
Cr Michelle Bagley, President

Statutory Environment

Local Government Act 1995 states as follows;

5.36. Local government employees

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

- (2) A person is not to be employed in the position of CEO unless the council —
- (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

5.41. Functions of CEO

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day to day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

Outcome 4.2.1 – Continue to deliver quality local government services and facilities

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.7

That Council;

- 1. Appoint Mrs Nita Jane as Acting Chief Executive Officer for the period commencing Monday 11th January 2016 through to Friday 29th January 2016 inclusive, and**
- 2. Believes that Mrs Nita Jane is suitably qualified for the position; and**
- 3. That an amount of \$20,000 per annum (pro rata) is paid to Mrs Nita Jane in addition to her regular contractual agreement to reflect any higher duties undertaken during this period.**

COUNCIL DECISION – ITEM 9.1.7

Moved Cr Newton

Seconded Cr Cosgrove

That Council;

- 1. Appoint Mrs Nita Jane as Acting Chief Executive Officer for the period commencing Monday 11th January 2016 through to Friday 29th January 2016 inclusive, and**
- 2. Believes that Mrs Nita Jane is suitably qualified for the position; and**
- 3. That an amount of \$20,000 per annum (pro rata) is paid to Mrs Nita Jane in addition to her regular contractual agreement to reflect any higher duties undertaken during this period.**

CARRIED 7/0

4.23pm – Mrs Jane returned to the meeting.

9.1.8 COMMON SEAL

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0206
Date: 10th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the endorsement of the common seal for an application to obtain a duplicate copy of the Certificate of Title for Lot 73 on Plan 573, which is the building leased to National Australia Bank Limited ("NAB") at 50 Midlands Road, Mingenew.

Attachment

Nil

Background

In July 2015 the Heads of Agreement for the lease terms and conditions for 50 Midlands Road, Mingenew was signed and returned to National Australia Bank Limited. Shortly afterwards an Extension of Lease agreement was signed by the CEO & President and returned to NAB. When the Extension of Lease Agreement was to be registered it was found that there was no record of the original duplicate Certificate of Title document held by the Shire. The Certificate of Title for 50 Midlands Road, Mingenew was issued to Corrs Chambers Westgarth lawyers and forwarded to the Shire of Mingenew on 2 May 2013. The Certificate of Title can not be located within the contracts file, nor has it been deposited at the NAB for safe keeping. The Certificate of Title is required for the Extension of Lease Agreement to be registered.

Comment

All efforts have been exhausted trying to locate the original Certificate of Title. The document could not be located in any of the contract or lease agreement files, safe nor was it deposited with the bank for save keeping. To obtain a duplicate copy of the Certificate of Title a statutory declaration is required to be submitted to Landgate. The statutory declaration has been completed, however Landgate have requested that the declaration has the common seal affixed in order for them to process the request for a duplicate Certificate of Title to be released.

Consultation

Nita Jane, Manager Administration & Finance
Fred Jones, Senior Consultant, Landgate

Statutory Environment

Transfer of Land Act 1893

The Local Government Act 1995 states;

9.49A. Execution of documents

- (1) A document is duly executed by a local government if —
 - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or

- (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
 - (a) the mayor or president; and
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer,

each of whom is to sign the document to attest that the common seal was so affixed.

Policy Implications

Nil

Financial Implications

There is a cost of approximately \$200 for the issue of a replacement of a duplicate Certificate of Title.

Strategic Implications

Community Strategic Plan

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.8

That Council;

Endorse the use of the common seal to be attached to the statutory declaration in order to obtain a duplicate Certificate of Title for Lot 73 on Plan 573 on Certificate of Title Volume 377 Folio 83.

COUNCIL DECISION – ITEM 9.1.8

Moved Cr Pearce

Seconded Cr Eardley

That Council;

Endorse the use of the common seal to be attached to the statutory declaration in order to obtain a duplicate Certificate of Title for Lot 73 on Plan 573 on Certificate of Title Volume 377 Folio 83.

CARRIED 7/0

9.1.9 STAFF BONUS PAYMENT

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0063
Date: 10th December 2015
Author: Martin Whitely, Chief Executive Officer

Disclosure of Financial Interest Item 9.1.9 – Cr Criddle and Cr Eardley

Cr Criddle and Cr Eardley declared a financial interest in this item as they are both potential recipients of the staff bonus payment scheme and left the meeting at 4.30pm.

COUNCIL DECISION ON DISCLOSURE

Moved Cr Cosgrove

Seconded Cr Pearce

That Cr Criddle and Cr Eardley be allowed to participate in discussion and decision making procedures on this matter as it is felt that their interest is insignificant and that it will not influence their conduct in relation to consideration of Item 9.1.9

CARRIED 5/0

4.32pm - Both Cr Criddle and Cr Eardley returned to the meeting and participated in discussion with Agenda Item 9.1.9.

Summary

This report recommends the approval of a staff bonus payment.

Attachment

Nil

Background

Nil

Comment

I would propose that staff receive an end of year bonus payment. The bonuses would be paid on the basis that staff who have been employed with the Shire for over three months would receive a \$200 bonus and staff that have only recently joined the Shire would receive a \$100 bonus. In total, \$3,200 in bonuses would be paid, being 15 employees at \$200 and 2 employees at \$100.

The bonus would be issued by way of a voucher issued by the Shire. This voucher can only be used to spend at a local business within the Shire of Mingenew. That is, local businesses that agree to participate in the arrangement would attach the voucher that has been redeemed by the staff member to the invoice and the Shire would pay this invoice up to the value of the voucher.

With the IGA currently closed and in the process of being re-opened by the owners of the Dongara IGA, for the purposes of the vouchers being issued Council may also agree to the voucher being redeemed at the Dongara IGA during the interim period.

The purpose of the proposed bonus is two fold. Firstly, staff have encountered a rather turbulent 12-18 months and the vouchers issued would be a way of rewarding staff performance during this period and also aid in promoting morale within the workforce. Secondly, by making the vouchers only redeemable at local business Council will, in some small way, be supporting our local businesses as well.

Consultation

Cr Michelle Bagley, President

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There will be no further impost on Council for a bonus payment to staff as these costs would be absorbed within the salaries budget for the 2015/16 financial year.

Strategic Implications

Community Strategic Plan

Outcome 1.4.5 – Support a Buy Local campaign

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.9

That Council;

1. Issue a voucher to the value of \$200 to staff employed for a period of three months or more
2. Issue a voucher to the value of \$100 to staff employed for a period of less than three months, and
3. The vouchers issued can only be redeemed at a business operated within the Shire of Mingenew

COUNCIL DECISION – ITEM 9.1.9

Moved Cr Cosgrove

Seconded Cr Lucken

That Council;

1. Issue a voucher to the value of \$200 to staff employed for a period of three months or more
2. Issue a voucher to the value of \$100 to staff employed for a period of less than three months, and
3. The vouchers issued can only be redeemed at a business operated within the Shire of Mingenew

CARRIED 7/0

9.1.10 APPOINTMENT OF AUDITOR

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0362
Date: 11th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the appointment of a Shire auditor for a three year term commencing in the 2015/16 financial year.

Attachment

Nil

Background

Our current auditors, RSM have been the Shire’s auditors for the past 3 years. Their current 3 year agreement has now expired and a Shire auditor must now be appointed, as a minimum for 2015/16 financial year. The appointment of an auditor for a local government is to be appointed on the recommendation of the Audit Committee.

Comment

An invitation was sent to 10 organisations to provide a submission for audit services for a three year term, of which six applicants have made a submission. Of the six applicants I have had some involvement with five of them. The one applicant I have not had any involvement with are AMD Chartered Accountants, however they do have a good reputation. All of the six of the applicants would be suitable for the appointment of the Shire’s auditor.

A summary of the submissions received is tabled below. In order to make like comparisons with each of the submission the following assumptions have been made;

- Accommodation is provided free of charge at the key worker housing unit
- Attendance is required at 1 Audit Committee Meeting each year
- A total of 4 acquittals will be required to be audited each year
- Travel calculations are based on a 800km round trip
- Travel incidentals are capped at \$500
- Disbursements are capped at \$200
- All pricing is GST Exclusive

	Butler Settineri	Moore Stephens	Macleod	AMD	RSM	PKF
2016 Audit Fee	\$9,980	\$14,000	\$12,000	\$17,400	\$19,791	\$17,500
2017 Audit Fee	\$10,480	\$14,500	\$12,550	\$17,900	\$20,378	\$18,000
2018 Audit Fee	\$11,000	\$15,000	\$12,700	\$18,400	\$20,989	\$18,500
Travel Costs	\$528	\$700/\$750/ \$800	\$3000/\$3150/ \$3300	\$4,500	\$200	At Cost
Accommodation	Shire	Shire	Included	Included	\$0	Shire
Travel Incidentals	\$0	At cost	Included	Included	\$0	\$500
Disbursements	\$200	\$200	Included	Included	\$0	\$200
No. of Acquittals included	1	0	1	0	4	0

Cost per additional acquittal	\$810	\$800	\$500	\$750* (*approx)	Unknown	\$1,250
Attendance at Audit Committee	Yes In Person	No	Yes In Person	Yes Phone	Yes Phone	No
Attendance at additional meetings	\$420 hour	\$400 phone conference		\$380 hour	Unknown	\$375 hour
Other	Nil	Nil	Nil	Nil	Nil	Nil
Comments	Travel - \$0.66km	Includes review of AMP & LTP		Initial Consult \$1,500 + travel	Travel costs are estimated	Pricing excludes Travel
Cost – Year 1	\$13,138	\$18,100	\$16,500	\$24,500	\$19,991	\$22,700
Cost – Year 2	\$13,638	\$18,650	\$17,200	\$25,400	\$20,578	\$23,200
Cost – Year 3	\$14,158	\$19,200	\$17,500	\$25,900	\$21,189	\$23,700

Consultation

Nita Jane, Manager Administration & Finance

Statutory Environment

7.3. Appointment of auditors

- (1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.

* *Absolute majority required.*

- (2) The local government may appoint one or more persons as its auditor.
- (3) The local government's auditor is to be a person who is —
- a registered company auditor; or
 - an approved auditor.

Policy Implications

Nil

Financial Implications

Audit fees are provided for each financial year. The pricing for the submissions received for the audit services are all within the allocation made in the 2015/16 Budget.

Strategic Implications

Community Strategic Plan

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

Voting Requirements

Simple Majority

COMMITTEE RECOMMENDATION – ITEM 9.1.10

That Council;

Appoint Butler Settineri as the Shire of Mingenew's auditor for a three year term in accordance with the proposal submitted.

COUNCIL DECISION – ITEM 9.1.10

Moved Cr Lucken

Seconded Cr Criddle

That Council;

Appoint Butler Settineri as the Shire of Mingenew's auditor for a three year term in accordance with the proposal submitted.

CARRIED 7/0

unconfirmed

9.1.11 MOBILE BLACK SPOT PROGRAMME

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0075
Date: 11th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council nomination any mobile black spot locations for consideration for the second round of the Mobile Black Spot Programme.

Attachment

Nil

Background

The Minister for Communications, Senator the Hon Mitch Fifield, has called for nominations of regional and remote mobile black spot locations around Australia to be submitted by 31 December 2015 for consideration under round 2 of the Mobile Black Spot Programme. Nominated mobile black spots will be added to a national database which will be provided to mobile network operators as part of the round 2 competitive selection process scheduled to begin in early 2016. The Government expects to announce the successful round 2 locations by the end of 2016.

Comment

The call for mobile black spot nominations was only released on the 9th December 2015 and close at the end of the month leaving only a very short window of opportunity. Although the funding is competitively based, only those projects that are submitted will be considered for funding. The application process for submitting projects is extremely simple and can be done online, so I see no harm in submitting several different locations should Council think they are appropriate.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Community Strategic Plan
Outcome 1.5.3 – Improved telecommunications

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.11

That Council;

Nominate a number of different black spot locations for consideration under round 2 of the Mobile Black Spot Programme

COUNCIL DECISION – ITEM 9.1.11

Moved Cr Lucken

Seconded Cr Criddle

That Council;

The CEO be authorised to nominate a number of different black spot locations for consideration under round 2 of the Mobile Black Spot Programme.

CARRIED 7/0

unconfirmed

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR THE PERIOD ENDING 30th NOVEMBER 2015

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 9th December 2015
Author: Nita Jane, Manager Finance and Administration
Senior Officer: Martin Whitely, Chief Executive officer

Summary

The Monthly Statement of Financial Activity report for the period ending 30th November 2015 is presented to Council for adoption.

Attachment

Finance Report for period ending 30th November 2015.

Background

The Monthly Financial Report to the 30th November 2015 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	47,162
Business Cash Maximiser (Municipal Funds)	1,270,610

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 16 December 2015

Trust Account	149,027
Reserve Maximiser Account	273,615

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 30th November 2015:

Amount	Current	30+ Days	60+ Days	90+ Days	TOTAL
	1,150	1,825	25	23,076	26,076

Rates Outstanding at 30th November 2015 were:

	Current	Arrears	TOTAL
Rates	276,955	28,660	305,615
Rubbish	2,305	0	2,305
TOTAL	279,260	28,660	307,920

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 1st July 2015 to 30th November 2015 be received.

COUNCIL DECISION – ITEM 9.2.1

Moved Cr Eardley

Seconded Cr Cosgrove

That the Monthly Statement of Financial Activity for the period 1st July 2015 to 30th November 2015 be received.

CARRIED 7/0

SHIRE OF MINGENEW

MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2015

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 30 November 2015 of \$1,528,161.

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: 7/12/2015

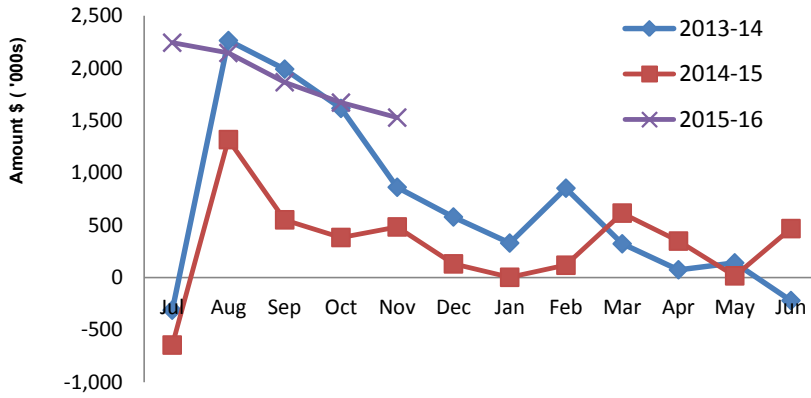
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Shire of Mingenew

Monthly Summary Information

For the Period Ended 30 November 2015

Liquidity Over the Year (Refer Note 3)



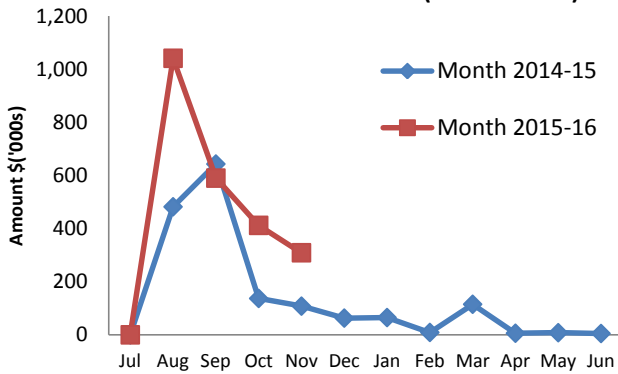
Cash and Cash Equivalents as at period end

Unrestricted	\$ 994,085
Restricted	\$ 603,433
	\$ 1,597,518

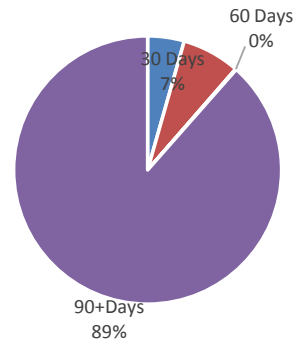
Receivables

Rates	\$ 309,344
Other	\$ 26,076
	\$ 335,419

Rates Receivable (Refer Note 6)



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



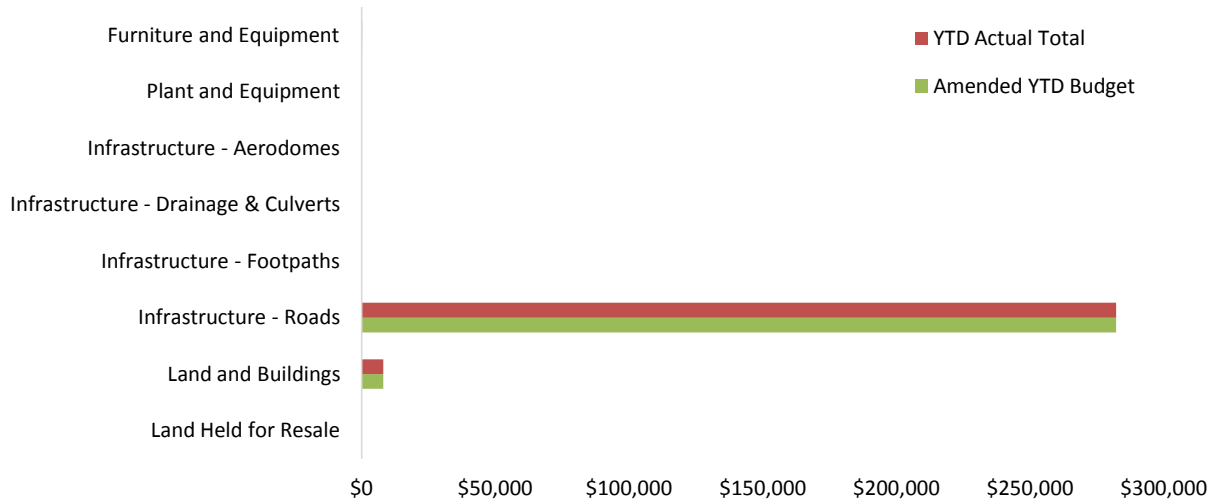
Comments

Net funding position is looking good at >\$1.5m compared to <\$1m last year.
 Rate collections have slowed a bit with <\$100k received during November.
 Next rate instalment is due 4 January 2016, final instalment due 7 March 2016.

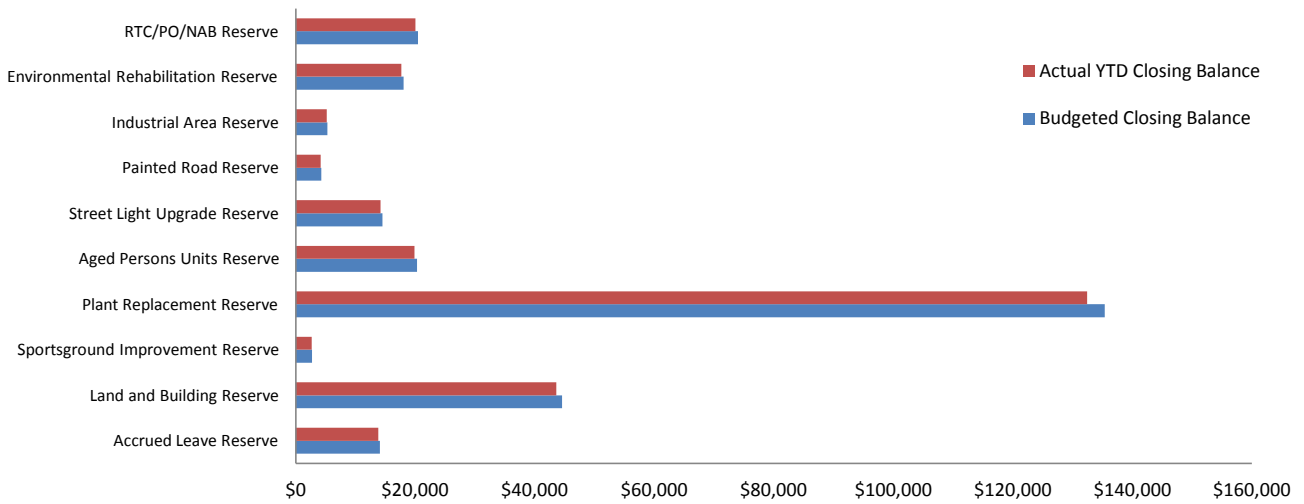
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Mingenew
Monthly Summary Information
 For the Period Ended 30 November 2015

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.

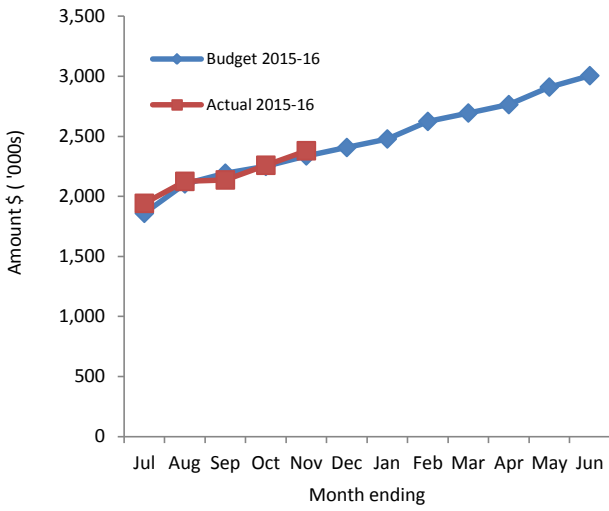
Shire of Mingenew

Monthly Summary Information

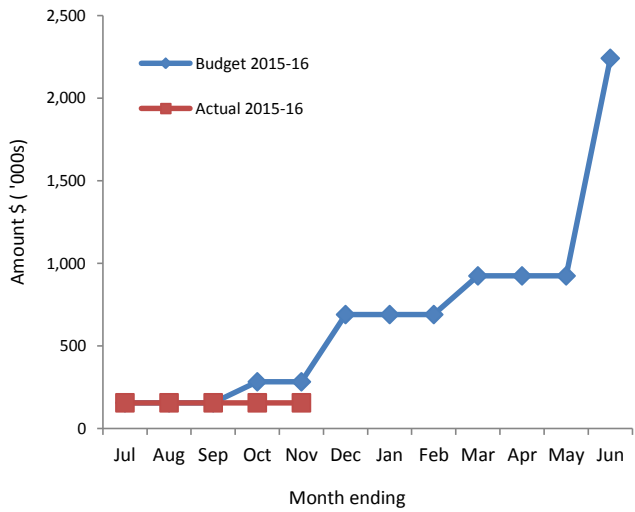
For the Period Ended 30 November 2015

Revenues

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

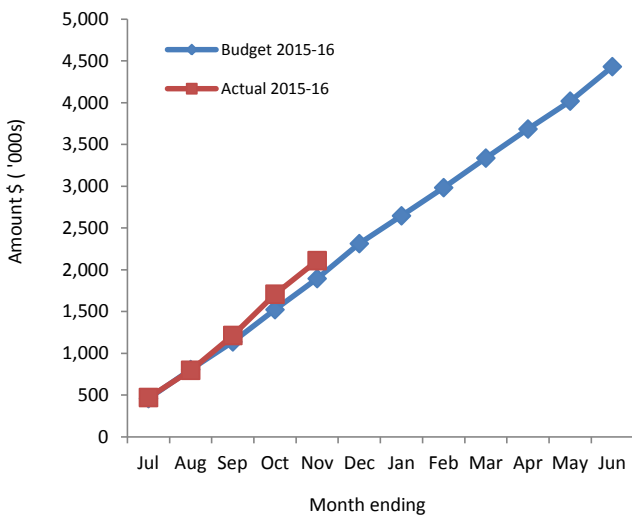


Budget Capital Revenue -v- Actual (Refer Note 2)

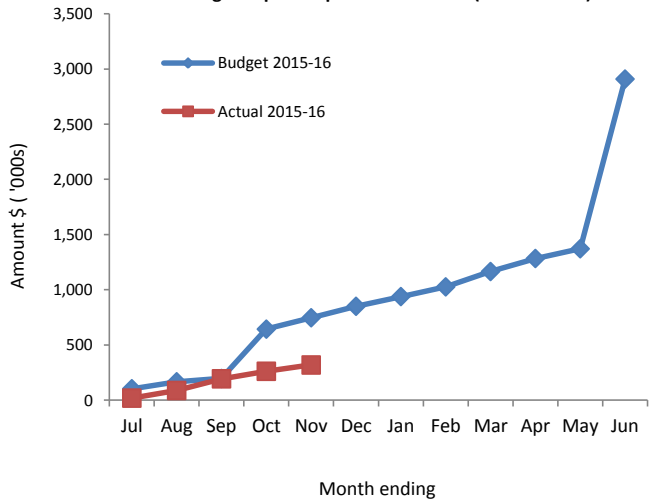


Expenditure

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 30 November 2015

	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		2,093,128	2,093,128	1,917,566	1,869,620	(47,946)	(2.50%)	
Governance		12,564	12,564	9,900	15,885	5,985	60.46%	
Law, Order and Public Safety		33,780	33,780	16,625	15,297	(1,328)	(7.99%)	
Health		1,000	1,000	415	0	(415)	(100.00%)	
Education and Welfare		5,290	5,290	2,200	1,374	(826)	(37.56%)	
Housing		117,343	117,343	48,880	40,347	(8,533)	(17.46%)	
Community Amenities		86,175	86,175	78,360	71,499	(6,861)	(8.76%)	
Recreation and Culture		31,086	31,086	30,403	30,307	(96)	(0.31%)	
Transport		551,558	551,558	258,045	282,522	24,477	9.49%	
Economic Services		10,630	10,630	4,415	4,108	(307)	(6.96%)	
Other Property and Services		128,359	128,359	49,720	50,027	307	0.62%	
Total Operating Revenue		3,070,913	3,070,913	2,416,529	2,380,985	12,402		
Operating Expense								
General Purpose Funding		(83,530)	(83,530)	(24,370)	(19,539)	4,831	19.82%	▲
Governance		(200,235)	(200,235)	(124,271)	(117,388)	6,883	5.54%	
Law, Order and Public Safety		(133,639)	(133,639)	(57,638)	(41,847)	15,791	27.40%	▲
Health		(69,122)	(69,122)	(26,968)	(24,290)	2,678	9.93%	
Education and Welfare		(56,731)	(56,731)	(25,269)	(24,510)	759	3.00%	
Housing		(278,427)	(278,427)	(119,004)	(116,963)	2,040	1.71%	
Community Amenities		(180,101)	(180,101)	(70,555)	(66,877)	3,678	5.21%	
Recreation and Culture		(903,725)	(903,725)	(375,346)	(407,656)	(32,310)	(8.61%)	
Transport		(2,206,314)	(2,206,314)	(946,906)	(1,121,544)	(174,638)	(18.44%)	▼
Economic Services		(228,403)	(228,403)	(89,512)	(91,838)	(2,326)	(2.60%)	
Other Property and Services		(92,008)	(92,008)	(4,725)	(76,744)	(72,019)	(1524.20%)	▼
Total Operating Expenditure		(4,432,234)	(4,432,234)	(1,864,564)	(2,109,196)	(244,632)		
Funding Balance Adjustments								
Add back Depreciation		1,850,000	1,850,000	770,820	984,493	213,673	27.72%	▲
Adjust (Profit)/Loss on Asset Disposal	8	(25,370)	(25,370)	(8,020)	0	8,020	(100.00%)	
Adjust Provisions and Accruals		0	0	0	0	0		
Net Cash from Operations		463,309	463,309	1,314,765	1,256,282	(10,537)		
Capital Revenues								
Grants, Subsidies and Contributions	11	2,065,347	2,065,347	177,047	155,866	(21,181)	(11.96%)	▼
Proceeds from Disposal of Assets	8	110,000	110,000	40,000	0	(40,000)	(100.00%)	▼
Total Capital Revenues		2,175,347	2,175,347	217,047	155,866	(61,181)		
Capital Expenses								
Land Held for Resale	13	(200,000)	(200,000)	0	0	0		
Land and Buildings	13	(966,804)	(966,804)	(128,202)	(36,261)	91,941	71.72%	▲
Infrastructure - Roads	13	(1,151,751)	(1,151,751)	(395,498)	(282,205)	113,293	28.65%	▲
Infrastructure - Footpaths	13	(150,000)	(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	(280,000)	(280,000)	0	0	0		
Plant and Equipment	13	(125,000)	(125,000)	(60,000)	0	60,000	100.00%	▲
Furniture and Equipment	13	(28,000)	(28,000)	(13,000)	(122)	12,878	99.06%	▲
Total Capital Expenditure		(2,901,555)	(2,901,555)	(596,700)	(318,588)	278,112		
Net Cash from Capital Activities		(726,208)	(726,208)	(379,653)	(162,722)	216,931		
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)	(86,232)	(69,080)	17,152	19.89%	▲
Transfer to Reserves	7	(25,428)	(25,428)	0	(1,651)	(1,651)		
Net Cash from Financing Activities		(197,891)	(197,891)	(86,232)	(70,732)	15,500		
Net Operations, Capital and Financing		(460,791)	(460,791)	848,880	1,022,829	221,894		
Opening Funding Surplus(Deficit)	3	467,988	467,988	467,988	505,333	37,345	7.98%	
Closing Funding Surplus(Deficit)	3	7,197	7,197	1,316,868	1,528,161	259,239		

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 30 November 2015

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							
9	\$ 1,754,614	\$ 1,754,614	\$ 1,751,459	\$ 1,710,499	(40,961)	(2.34%)	
					0		
11	522,884	522,884	277,197	295,510	18,313	6.61%	
	296,559	296,559	183,438	168,457	(14,981)	(8.17%)	
	0	0	0	0	0		
	24,498	24,498	10,175	19,993	9,818	96.49%	
	446,988	446,988	186,240	186,527	287	0.15%	
8	25,370	25,370	8,020	0			
	3,070,913	3,070,913	2,416,529	2,380,985	(27,524)		
Operating Expense							
	(861,988)	(861,988)	(324,757)	(470,439)	(145,682)	(44.86%)	▼
	(828,372)	(828,372)	(309,913)	(212,512)	97,401	31.43%	▲
	(161,042)	(161,042)	(59,947)	(29,992)	29,955	49.97%	▲
	(1,850,000)	(1,850,000)	(770,820)	(984,493)	(213,673)	(27.72%)	▼
	(63,422)	(63,422)	(28,882)	(26,557)	2,325	8.05%	
	(166,025)	(166,025)	(153,830)	(171,703)	(17,873)	(11.62%)	▼
	(501,385)	(501,385)	(216,415)	(213,501)	2,914	1.35%	
8	0	0	0	0			
	(4,432,234)	(4,432,234)	(1,864,564)	(2,109,196)	(244,632)		
Funding Balance Adjustments							
	1,850,000	1,850,000	770,820	984,493	213,673	27.72%	▲
8	(25,370)	(25,370)	(8,020)	0	8,020	(100.00%)	
	0	0	0	0	0		
	463,309	463,309	1,314,765	1,256,282	(50,463)		
Capital Revenues							
11	2,065,347	2,065,347	177,047	155,866	(21,181)	(11.96%)	▼
8	110,000	110,000	40,000	0	(40,000)	(100.00%)	▼
	2,175,347	2,175,347	217,047	155,866	(61,181)		
Capital Expenses							
13	(200,000)	(200,000)	0	0	0		
13	(966,804)	(966,804)	(128,202)	(36,261)	91,941	71.72%	▲
13	(1,151,751)	(1,151,751)	(395,498)	(282,205)	113,293	28.65%	▲
13	(150,000)	(150,000)	0	0	0		
13	0	0	0	0	0		
13	0	0	0	0	0		
13	(280,000)	(280,000)	0	0	0		
13	(125,000)	(125,000)	(60,000)	0	60,000	100.00%	▲
13	(28,000)	(28,000)	(13,000)	(122)	12,878	99.06%	▲
	(2,901,555)	(2,901,555)	(596,700)	(318,588)	278,112		
	(726,208)	(726,208)	(379,653)	(162,722)	216,931		
Financing							
	0	0	0	0	0		
	0	0	0	0	0		
	0	0	0	0	0		
7	0	0	0	0	0		
	0	0	0	0	0		
10	(172,463)	(172,463)	(86,232)	(69,080)	17,152	19.89%	▲
7	(25,428)	(25,428)	0	(1,651)	(1,651)		
	(197,891)	(197,891)	(86,232)	(70,732)	15,500		
Net Operations, Capital and Financing							
	(460,791)	(460,791)	848,880	1,022,829	181,968		
3	467,988	467,988	467,988	505,333	37,345	7.98%	
3	7,197	7,197	1,316,868	1,528,161	219,313		

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 30 November 2015

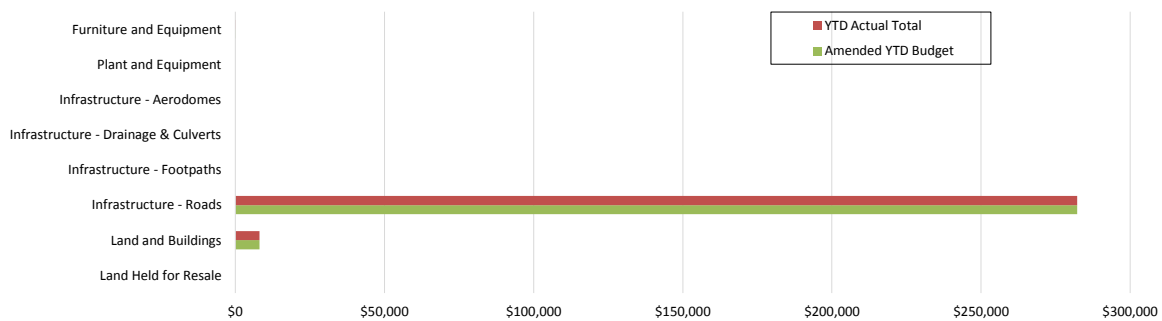
Capital Acquisitions	Note	YTD 30 11 2015					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land Held for Resale	13	\$ 0	\$ 0	\$ 0	\$ 0	\$ 200,000	\$ 0
Land and Buildings	13	8,118	0	8,118	8,118	966,804	0
Infrastructure - Roads	13	276,972	5,233	282,205	282,205	1,151,751	0
Infrastructure - Footpaths	13	0	0	0	0	150,000	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	280,000	0
Plant and Equipment	13	0	0	0	0	125,000	0
Furniture and Equipment	13	122	0	122	122	28,000	0
Capital Expenditure Totals		285,212	5,233	290,445	290,445	2,901,555	0

Funded By:

Capital Grants and Contributions	155,866	177,047	2,131,147	21,181
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	40,000	110,000	(40,000)
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	134,579	73,398	660,408	61,181
Capital Funding Total	290,445	290,445	2,901,555	0

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF MINGENEW
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 30 November 2015

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
	\$	\$	\$	\$
Operating Revenues				
General Purpose Funding - Rates	2,093,128	0	2,093,128	1,917,566
Governance	12,564	0	12,564	9,900
Law, Order and Public Safety	33,780	0	33,780	16,625
Health	1,000	0	1,000	415
Education and Welfare	5,290	0	5,290	2,200
Housing	117,343	0	117,343	48,880
Community Amenities	86,175	0	86,175	78,360
Recreation and Culture	31,086	0	31,086	30,403
Transport	551,558	0	551,558	258,045
Economic Services	10,630	0	10,630	4,415
Other Property and Services	128,359	0	128,359	49,720
Total Operating Revenue	3,070,913	0	3,070,913	2,416,529
Operating Expense				
General Purpose Funding	(83,530)	0	(83,530)	(24,370)
Governance	(200,235)	0	(200,235)	(124,271)
Law, Order and Public Safety	(133,639)	0	(133,639)	(57,638)
Health	(69,122)	0	(69,122)	(26,968)
Education and Welfare	(56,731)	0	(56,731)	(25,269)
Housing	(278,427)	0	(278,427)	(119,004)
Community Amenities	(180,101)	0	(180,101)	(70,555)
Recreation and Culture	(903,725)	0	(903,725)	(375,346)
Transport	(2,206,314)	0	(2,206,314)	(946,906)
Economic Services	(228,403)	0	(228,403)	(89,512)
Other Property and Services	(92,008)	0	(92,008)	(4,725)
Total Operating Expenditure	(4,432,234)	0	(4,432,234)	(1,864,564)
Funding Balance Adjustments				
Add back Depreciation	1,850,000	0	1,850,000	770,820
Adjust (Profit)/Loss on Asset Disposal	(25,370)	0	(25,370)	(8,020)
Adjust Provisions and Accruals	0	0	0	0
Net Cash from Operations	463,309	0	463,309	1,314,765
Capital Revenues				
Grants, Subsidies and Contributions	2,065,347	0	2,065,347	177,047
Proceeds from Disposal of Assets	110,000	0	110,000	40,000
Total Capital Revenues	2,175,347	0	2,175,347	217,047
Capital Expenses				
Land Held for Resale	(200,000)	0	(200,000)	0
Land and Buildings	(966,804)	0	(966,804)	(128,202)
Infrastructure - Roads	(1,151,751)	0	(1,151,751)	(395,498)
Infrastructure - Footpaths	(150,000)	0	(150,000)	0
Infrastructure - Drainage & Culverts	0	0	0	0
Infrastructure - Aerodomes	0	0	0	0
Infrastructure - Other	(280,000)	0	(280,000)	0
Plant and Equipment	(125,000)	0	(125,000)	(60,000)
Furniture and Equipment	(28,000)	0	(28,000)	(13,000)
Total Capital Expenditure	(2,901,555)	0	(2,901,555)	(596,700)
Net Cash from Capital Activities	(726,208)	0	(726,208)	(379,653)
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)	(86,232)
Transfer to Reserves	(25,428)	0	(25,428)	0
Net Cash from Financing Activities	(197,891)	0	(197,891)	(86,232)
Net Operations, Capital and Financing	(460,791)	0	(460,791)	848,880
Opening Funding Surplus(Deficit)	467,988	0	467,988	467,988
Closing Funding Surplus(Deficit)	7,197	0	7,197	1,316,868

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

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 30 November 2015

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 30 November 2015

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 30 November 2015

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 30 November 2015

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.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

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.

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.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

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.

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

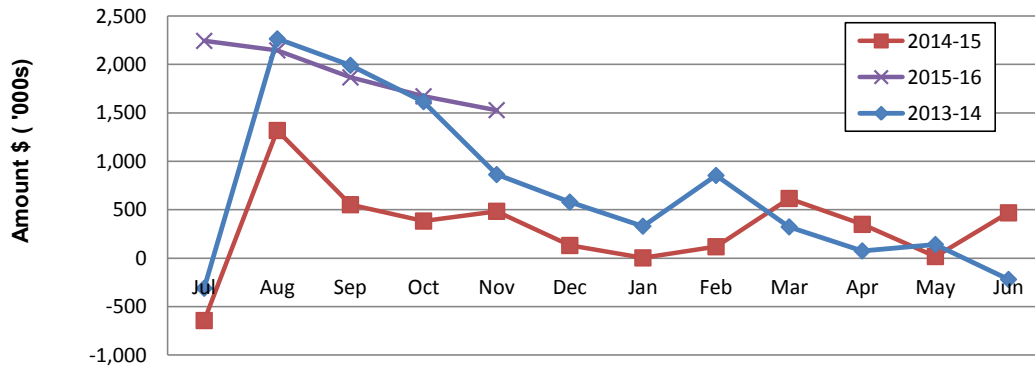
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding	(47,946)	(2.50%)			Council properties made non rateable after budget \$32k, Reduced Grants Commission \$12k
Governance	5,985	60.46%			
Law, Order and Public Safety	(1,328)	(7.99%)			
Health	(415)	(100.00%)			
Education and Welfare	(826)	(37.56%)			
Housing	(8,533)	(17.46%)			
Community Amenities	(6,861)	(8.76%)			
Recreation and Culture	(96)	(0.31%)			
Transport	24,477	9.49%			MWIRSA funds invoiced \$22k
Economic Services	(307)	(6.96%)			
Other Property and Services	307	0.62%			
Operating Expenses					
General Purpose Funding	4,831	19.82%	▲		Admin allocations down by \$3260, Rates Written Off down by \$830
Governance	6,883	5.54%			
Law, Order and Public Safety	15,791	27.40%	▲		Admin allocations down by \$1552, Depreciation down by \$4758, ESL Grant down by \$2691, Control Expenses down by \$4375
Health	2,678	9.93%			
Education and Welfare	759	3.00%			
Housing	2,040	1.71%			
Community Amenities	3,678	5.21%			
Recreation and Culture	(32,310)	(8.61%)			
Transport	(174,638)	(18.44%)	▼		Depreciation up by \$159,708
Economic Services	(2,326)	(2.60%)			Depreciation up by \$24,161, MWIRSA expenditure up by \$4625, Recoverable Expenditure up by \$7562, OHS up by \$3676, Roman Update up by \$4575
Other Property and Services	(72,019)	(1524.20%)	▼		
Capital Revenues					
Grants, Subsidies and Contributions	(21,181)	(11.96%)	▼		
Proceeds from Disposal of Assets	(40,000)	(100.00%)	▼		No disposal of assets to date
Capital Expenses					
Land Held for Resale	0				
Land and Buildings	91,941	71.72%	▲		Delay with Ambulance Setdown Project \$41,562 Mens Shed Ablutions to be completed \$12,387, Aged Care project to commence \$20,000 Mingenew Mullewa Road timing variance \$132k, Yandanooka Melara Road timing variance \$36k
Infrastructure - Roads	113,293	28.65%	▲		
Infrastructure - Footpaths	0				
Infrastructure - Drainage & Culverts	0				
Infrastructure - Aerodomes	0				
Plant and Equipment	60,000	100.00%	▲		No purchases to date
Furniture and Equipment	12,878	99.06%	▲		Limited purchases to date
Financing					
Loan Principal	17,152	19.89%	▲		Timing variance with Loan 145

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 30 Nov 2015	30th June 2015	YTD 30 Nov 2014
		\$	\$	\$
Current Assets				
	4	994,085	482,373	512,236
	4	273,615	271,964	372,949
		329,818	329,818	0
		0	0	0
	6	309,344	34,985	310,278
	6	26,076	54,737	55,624
		(1,585)	(1,585)	(1,370)
		0	0	0
		12,760	0	43,338
		0	0	0
		5,830	9,025	26,124
		40,394	80,788	40,394
		1,990,337	1,262,105	1,359,573
Current Liabilities				
		(162,703)	(368,901)	(405,817)
		(1,018)	6	(12,433)
		(9,254)	5,876	(11,937)
		24,810	(24,734)	(17,236)
		0	(16,268)	(15,670)
		(239,906)	(239,906)	(225,457)
		(103,383)	(172,463)	(67,213)
		(491,454)	(816,389)	(755,764)
NET CURRENT ASSETS		1,498,882	445,716	603,810
Less:				
		(273,615)	(271,964)	(372,949)
		(40,394)	(80,788)	(40,394)
Add Back:				
		103,383	172,463	67,213
	7	239,906	239,906	225,457
Net Current Funding Position (Surplus / Deficit)		1,528,161	505,333	483,137

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	2.35%	993,786	329,817		1,323,603	NAB	At Call
Trust Bank Account	0.00%			147,731	147,731	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	273,615		273,615	NAB	At Call
(b) Term Deposits							
Short Term Deposits	0.00%	0	0		0		
Total		994,086	603,432	147,731	1,745,249		

Comments/Notes - Investments

Restricted Cash

(1) Municipal Fund

Purpose for Funds Being Restricted

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 30 November 2015

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 Permanent Changes		Opening Surplus	\$	\$	\$	\$ 0
				0	0	0	

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

Note 5 (a): CORPORATE BUSINESS PLAN LINKAGE

A number of additional operating actions were forecast to be undertaken during the current period of the Corporate Business Plan CBP which result in additional operating expenditure or revenue. The additional activities for the current year are summarised below along with the amount included within the budget and budget amendments.

Strategy Ref	Strategy	Action Ref	Action	2015/16 per CBP	GL Account	Adopted Budget	Amended Budget	YTD Expenditure	
ECONOMIC									
1.1	Increase the number of visitors and extend the tourism season within the region	Project 1.1	Support Tourism Development and Promotions	41,000	3912	800	6,300	5,673	
		Project 1.5	Wildflower Way and Artbelt		50,000	3942	4,000	2,500	2,500
1.2	Increased availability of serviced, residential, commercial and industrial land Protect and enhance economic infrastructure To maintain and increase the number of local businesses, industries and services that will provide a range of employment opportunities for the people of Mingenew	Project 3.1	Residential and Light Industrial Land Development						
1.3		Project 3.3							
1.4		Project 3.4	Develop a Business Incubator Project Support local business and community groups		1,000				
1.5	Ensure the provision of adequate services to support economic growth	Project 3.2	Improved digital communications access for the community						
			Licensing services			32,930			
ENVIRONMENT									
2.1	Our natural environment is enhanced, promoted, rehabilitated and leveraged so it continues to be an asset to our community	Project 2.2	Pursuing sustainability project	41,000	3892	3,000	3,000	0	
2.2		Refer Project 3.4				3102	400	750	500
2.3	Our indigenous and cultural heritage is acknowledged To retain Mingenew as an attractive town that is a comfortable and welcoming place to live and visit, and reflects our lifestyle values	Project 4.5	Heavy traffic by-pass	20,000					
		Project 4.6	Relocate Shire depot and Redevelop Vacated Land						
2.4	To provide recognition and retention of places of heritages		Public Gardens & Reserves		2642	181,503	136,544	76,139	
		Project 1.4	Maintain and enhance heritage infrastructure	30,000					
		Project 4.2	Restoration of old Railway Station			3042	35,000	0	0
					3122	9,500	1,212	632	
					3054	17,000	220,000	0	
2.5	Safe and functional road and ancillary infrastructure	Project 4.1	Roads Program	1,508,000					

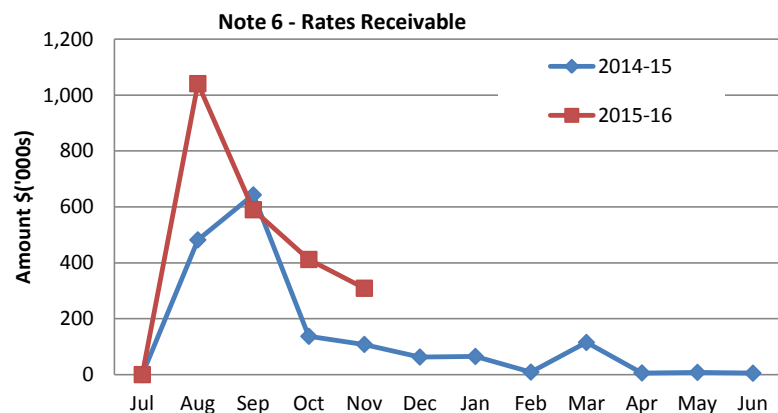
Strategy Ref	Strategy	Action Ref	Action	2015/16 per CBP	GL Account		Adopted Budget	Amended Budget	YTD Expenditure
ECONOMIC									
2.6	Efficient usage of resources	Project 2.1	Waste Management - Regional Project			Construction Maintenance	1,873,585 515,481		
SOCIAL									
3.1	Maintain and increase population		Refer project 3.1						
3.2	Maintain the provision of high quality community infrastructure	Project 4.7	Develop Recreation Complex						
						1652 Senior Citizens Building	7,747	10,342	6,351
						2322 Public Conveniences	20,627	18,210	8,581
						2652 Sporting Complex & Amenities	278,545	323,318	132,345
						2834 Recreation Centre Upgrades	33,200	0	0
3.3	Improved capacity of education and training					Library	64,315		
3.4	Affordable housing options that respond to community needs	Project 4.3	Aged Care Units						
		Project 4.4	Key Worker Housing		9010	Key Worker Housing	104,500	25,000	8,118
3.5	Improved community health and well-being	Project 1.3	Upgrade Medical Facility - Ambulance setdown at Silver Chain						
						3112 Mingenew Mens Shed	25,000	2,090	633
						3082 Arts & Crafts Centre	1,970	2,954	1,687
						1582 GP & Dental Services Support	31,634	31,660	9,138
3.6	Community events continue to be supported								
						1682 Community Christmas Tree	1,500	1,000	100
						2312 Community Activities	1,150	10,650	358
3.7	Maintain a safe community environment								
						0752 Ranger Services	23,340	25,920	10,719
						0742 Community Emergency Services Manager	15,000	16,500	3,339
CIVIC LEADERSHIP									
4.1	A well informed and engaged community that actively participates	Project 5.1	Leadership support	7,500					
4.2	An open and accountable local government that is respected, professional and trustworthy								
4.3	Improved partnerships	Project 5.3	Leadership and advocacy role						
4.4	Long term planning and strategic management	Project 5.2	Invest in Council's capacity						
4.5	Achieve a high level of compliance				0502	Consultants - Record Keeping	4,000	40,000	0
Total				1,698,500			3,285,727	877,949	266,812

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 30 Nov 2015	30 June 2015
Opening Arrears Previous Years	\$ 22,660	\$ 18,152
Levied this year	1,710,499	1,473,879
Less Collections to date	(1,423,815)	(1,469,371)
Equals Current Outstanding	309,344	22,660
Net Rates Collectable	309,344	22,660
% Collected	82.15%	98.48%



Comments/Notes - Receivables Rates

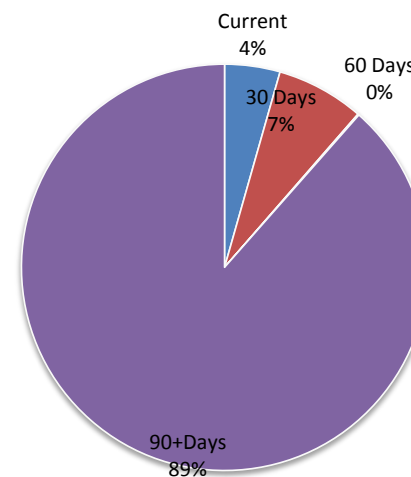
Final notices were sent 14 September and letters of demand were sent during October.
 A number of arrangements have been put in place with ratepayers
 Next instalment is due 4 January 2016 and final instalment due 7 March 2016.

Receivables - General

	Current	30 Days	60 Days	90+Days
Receivables - General	\$ 1,150	\$ 1,825	\$ 25	\$ 23,076
Total Receivables General Outstanding				26,076

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

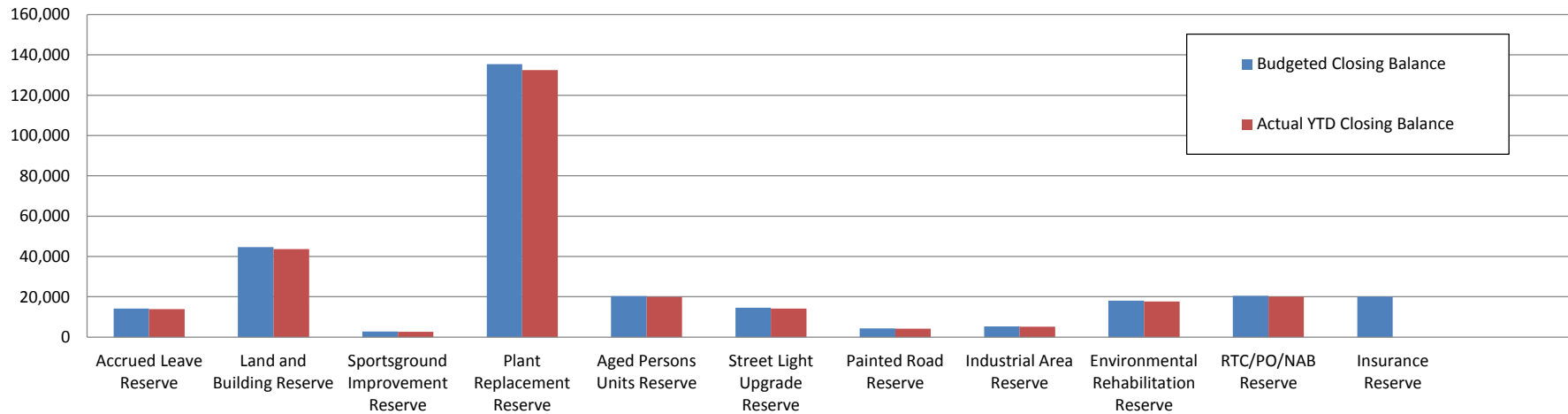
Debtors >90 days include Sporting Club annual charges of \$21,654
 Legal action has commenced on one debtor over 90 days of \$1003

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

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	\$ 110	\$ 83	\$ 274	\$ 0	\$ 0	\$ 0		\$ 14,108	\$ 13,807
Land and Building Reserve	43,342	360	268	866	0	0	(5)		44,568	43,605
Sportsground Improvement Reserve	2,659	20	16	53	0	0	0		2,732	2,675
Plant Replacement Reserve	131,625	1,090	799	2,626	0	0	0		135,341	132,424
Aged Persons Units Reserve	19,739	160	120	394	0	0	0		20,293	19,859
Street Light Upgrade Reserve	14,118	115	86	282	0	0	0		14,515	14,204
Painted Road Reserve	4,146	30	20	83	0	0	5		4,259	4,172
Industrial Area Reserve	5,159	40	31	103	0	0	0		5,302	5,190
Environmental Rehabilitation Reserve	17,565	145	107	350	0	0	0		18,060	17,672
RTC/PO/NAB Reserve	19,887	165	121	397	0	0	0		20,449	20,008
Insurance Reserve	0	0	0	20,000	0	0	0		20,000	0
	271,964	2,235	1,651	25,428	0	0	(0)	0	299,627	273,615

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 30 November 2015

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 11 2015			
					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)	
0	0	0	0	Road Inspector Vehicle	7,000	0	(7,000)	
0	0	0	0	Works Manager Vehicle	10,350	0	(10,350)	
0	0	0	0		25,370	0	(25,370)	

Comments - Capital Disposal/Replacements

Tenders have been called for the sale of the Amarak (Road Inspector Vehicle) closing 10th December 2015.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

Note 9: RATING INFORMATION	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 \$
RATE TYPE											
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	(67)	(3,083)	12,797	21,924			21,924
Sub-Totals		287	99,373,111	1,639,144	(15,354)	(2,954)	1,620,836	1,645,121	5,000	400	1,650,521
Minimum Payment	Minimum \$										
GRV - Mingenew - Residential	636	75	92,612	47,700	(6,360)		41,340	46,428	0	0	46,428
GRV - Mingenew - Commercial	636	10	16,686	6,360	(3,816)		2,544	6,360	0	0	6,360
GRV - Mingenew - Industrial	636	4	9,583	2,544	(1,272)		1,272	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			12,084	12,084	0	0	12,084
UV - Mining	636	5	(8,949)	3,180		(1,272)	1,908	3,180	0	0	3,180
Sub-Totals		114	614,052	72,186	(11,766)	(1,272)	59,148	70,596	0	0	70,596
Discounts							1,679,984				1,721,117
Amount from General Rates							0				0
Ex-Gratia Rates							1,679,984				1,721,117
Specified Area Rates							33,494				33,497
Totals							0				0
							1,713,478				1,754,614

Comments - Rating Information

Rate income is reduced due to council properties being made non-rateable after budget adoption.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

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	3,056	6,751
Housing								
Loan 133 - Triplex	83,767		5,226	5,315	78,541	78,452	2,819	3,064
Loan 134 - SC Housing	57,444		2,616	2,657	54,828	54,787	1,755	1,944
Loan 136 - Staff Housing	125,720		5,839	3,629	119,881	122,091	3,992	4,375
Loan 142 - Staff Housing	75,003		4,539	4,596	70,464	70,407	1,879	2,084
Recreation & Culture								
Loan 138 - Pavilion Fitout	97,452		0	2,301	97,452	95,151	2,933	2,700
Transport								
Loan 139 - Roller	53,149		6,878	6,991	46,271	46,158	1,743	1,510
Loan 141 - Grader	129,354		11,250	11,423	118,104	117,931	3,965	3,535
Loan 143 - 2 x Trucks	107,044		25,832	26,137	81,212	80,907	2,526	2,160
Loan 144 - Side Tipping Trailer	75,003		4,539	4,596	70,464	70,407	1,879	1,735
Loan 145 - Drum Roller	154,192	0	0	16,191	0	138,001	0	2,400
	1,059,640	0	69,080	86,232	836,368	973,408	26,546	32,258

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 30 November 2015

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	164,636	164,636	0	164,636	0	75,885	82,318
Financial Assistance Grant - General	Grants Commission	Y	136,128	136,128	0	136,128	0	62,088	68,064
LAW, ORDER, PUBLIC SAFETY									
ESL Administration Grant	Department of Fire & Emergency Services	Y	4,400	4,400	0	4,400	0	0	4,400
ESL Annual Grant	Department of Fire & Emergency Services	Y	25,000	25,000	0	25,000	0	6,250	10,415
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	2,000	2,000	0	2,000	0	0	830
Men's Shed Ablution	Mid West Development Commission	Y	3,447	3,447	0	0	3,447	0	3,447
HOUSING									
Aged Care Units	Mid West Development Commission	N	80,000	80,000	0	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	1,455
Cemetery Upgrade	Mid West Development Commission	N	50,000	50,000	0	0	50,000	0	0
War Memorial Project	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
RECREATION AND CULTURE									
Museum	Lotterywest	N	30,000	30,000	0	0	30,000	0	0
Enanty Barn	State Heritage Council	N	50,000	50,000	0	0	50,000	0	0
Old Roads Board	State Heritage Council	N	20,000	20,000	0	0	20,000	0	0
Railway Station	Lotterywest	N	120,000	120,000	0	0	120,000	0	0
Town Hall / Recreation Centre Upgrade	Lotterywest	N	150,000	150,000	0	0	150,000	0	0
Water Park	Lotterywest	N	150,000	150,000	0	0	150,000	0	0
Tennis Courts	Department of Sport & Recreation	N	80,000	80,000	0	0	80,000	0	0
Outdoor Cinema	Lotterywest	N	15,000	15,000	0	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	156,000
Roads To Recovery	Department of Infrastructure	Y	337,133	337,133	0	0	337,133	0	0
Main Street Footpaths	Mid West Development Commission	N	150,000	150,000	0	0	150,000	0	0
Street Lighting	Main Roads WA	Y	7,000	7,000	0	7,000	0	0	0
ECONOMIC SERVICES									
Business Incubator	Mid West Development Commission	N	112,500	112,500	0	0	112,500	0	0
ECONOMIC SERVICES									
Industrial Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
Rural Residential Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	8,333
TOTALS			2,473,811	2,473,811	0	408,464	2,065,347	365,889	426,578
Operating	Operating		342,664	342,664				210,023	168,644
Non-Operating	Non-operating		2,131,147	2,131,147				155,866	222,630
			<u>2,473,811</u>	<u>2,473,811</u>				<u>365,889</u>	<u>391,274</u>

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

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 30-Nov-15
	\$	\$	\$	\$
BCITF Levy	0	904	(904)	0
BRB Levy	0	1,030	(929)	101
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	19,250	(8,292)	58,301
Mingenew Cemetery Group	4,314	0	0	4,314
Other Bonds	1,878	559	(125)	2,312
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
Mingenew P & C - NBN Rental	5,836	0	0	5,836
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	22,863	(12,570)	147,770

SHIRE OF MINGENEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 November 2015

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator		Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
Infrastructure Assets							
Land Held for Resale							
Community Amenities							
Other Property & Services							
Industrial Area Development	4924	100,000	100,000	(8,333)	0	100,000	
Rural Residential Area Development	4924	100,000	100,000	8,333	0	100,000	
Other Property & Services Total		200,000	200,000	0	0	0	
Land Held for Resale Total		200,000	200,000	0	0	0	
Land & Buildings							
Governance							
Shire Office	0594	10,000	10,000	10,000	0	10,000	
Housing Total		10,000	10,000	10,000	0	10,000	
Health							
Ambulance Set Down Bay	0074	85,804	85,804	57,204	144	85,660	
Child Care Facility	0075	15,000	15,000	0	0	15,000	
Health Total		100,804	100,804	57,204	144	100,660	
Education & Welfare							
Men's Shed Ablution Block	0048	36,000	36,000	35,998	23,611	12,389	
Education & Welfare Total		36,000	36,000	35,998	23,611	12,389	
Land & Buildings Housing							
Construction - Staff Housing	9004	0	0	0	3,485	(3,485)	
Construction - Staff Housing	9005	0	0	0	903	(903)	
Construction - Staff Housing	9010	25,000	25,000	25,000	8,118	16,882	
Aged Care Units	1774	100,000	100,000	0	0	100,000	
Housing Total		125,000	125,000	25,000	12,506	112,494	
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	50,000	50,000	0	0	50,000	
Museum	0068	30,000	30,000	0	0	30,000	
Old Roads Building	0069	20,000	20,000	0	0	20,000	
Old Railway Station	0070	120,000	120,000	0	0	120,000	
Recreation And Culture Total		520,000	520,000	0	0	520,000	
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	150,000	150,000	0	0	150,000	
Economic Services Total		150,000	150,000	0	0	150,000	
Land & Buildings Total		966,804	966,804	128,202	36,261	930,543	
Infrastructure - Drainage/Culverts							
Transport							
Nil							
Transport Total		0	0	0	0	0	
Infrastructure - Drainage/Culverts Total		0	0	0	0	0	
Infrastructure - Footpaths							

SHIRE OF MINGENEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 November 2015

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
	Transport						
	Midlands Road Town Footpaths	1291	150,000	150,000	0	0	150,000
	Transport Total		150,000	150,000	0	0	150,000
	Infrastructure - Footpaths Total		150,000	150,000	0	0	150,000
	Infrastructure - Other						
	Community Amenities						
	War Memorial Project	0072	100,000	100,000	0	0	100,000
	Little Well Project	0071	30,000	30,000	0	0	30,000
	Cemetery	0073	50,000	50,000	0	0	50,000
	Community Amenities Total		180,000	180,000	0	0	180,000
	Recreation						
	Tennis Courts	2884	100,000	100,000	0	0	100,000
	Community Amenities Total		100,000	100,000	0	0	100,000
	Infrastructure - Other Total		280,000	280,000	0	0	280,000
	Furniture & Office Equip.						
	Governance						
	Laptops / IPads	0014	8,000	8,000	8,000	0	8,000
	PA System	0584	2,000	2,000	2,000	0	2,000
	Governance Total		10,000	10,000	10,000	0	10,000
	Recreation						
	Outdoor Cinema	2854	15,000	15,000	0	0	15,000
	Christmas Lights	2854	3,000	3,000	3,000	122	2,878
	Recreation Total		18,000	18,000	3,000	122	17,878
	Transport						
	Nil				0	0	0
	Transport Total		0	0	0	0	0
	Furniture & Office Equip. Total		28,000	28,000	13,000	122	27,878
	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	60,000	60,000	60,000	0	60,000
	Governance Total		60,000	60,000	60,000	0	60,000
	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	50,000	50,000	0	0	50,000
	Sundry Plant	3554	15,000	15,000	0	0	15,000
	Transport Total		65,000	65,000	0	0	65,000
	Plant , Equip. & Vehicles Total		125,000	125,000	60,000	0	125,000

SHIRE OF MINGENEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 November 2015

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
Roads & Bridges							
Transport							
	2014/15 Mingenew Mullewa Rd (RRG)	RR64	150,000	150,000	0	0	150,000
	2015/16 Mingenew Mullewa Rd (RRG)	RR65	434,500	434,500	142,780	9,812	424,688
	Moore Street	6058	(1)	(1)	0	795	(796) Signage requirements
	Depot Hill North Rd (R2R)	6066	344,874	344,874	143,685	253,570	91,304
	Yandanooka Melara Rd (R2R)	6067	126,507	126,507	49,034	12,795	113,712
	Depot Hill Road (CLGF)	CL05	60,000	60,000	59,999	0	60,000
	Yarragadee Bridge	1227	35,871	35,871	0	5,233	30,638
	Transport Total		1,151,751	1,151,751	395,498	282,205	869,545
	Roads (Non Town) Total		1,151,751	1,151,751	395,498	282,205	869,545
	Capital Expenditure Total		2,901,555	2,901,555	596,700	318,588	2,382,967

9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 30th November 2015

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 8th December 2015
Author: Julie Borrett, Senior Finance Officer
Senior Officer: Nita Jane, Manager of Administration and Finance

Summary

Council to confirm the payment of creditors for the month of November 2015 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 November 2015 from the Municipal Fund totalling \$227,473.25 represented by Electronic Funds Transfers of EFT 9369 to EFT9473, Direct Deduction DD7394.1, 2 and 3, DD7397.1 DD7417 1, 2 and 3, Trust Cheque numbers 463 to 466 and Cheque numbers 8014-8023.

COUNCIL DECISION – ITEM 9.2.2

Moved Cr Eardley

Seconded Cr Lucken

That Council confirm the accounts as presented for November 2015 from the Municipal Fund totalling \$227,473.25 represented by Electronic Funds Transfers of EFT 9369 to EFT9473, Direct Deduction DD7394.1, 2 and 3, DD7397.1 DD7417 1, 2 and 3, Trust Cheque numbers 463 to 466 and Cheque numbers 8014-8023.

CARRIED 7/0

Date: 21/12/2015
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Shire of MINGENEW
List of accounts for November 2015

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
463	02/11/2015	MINGENEW SHIRE COUNCIL	MWIRSA REFUND CP85	T		4,147.00
464	16/11/2015	Building & Construction Industry Training Fund	FEES	T		903.63
465	16/11/2015	Builder's Registration Board	FEES	T		929.31
466	30/11/2015	MINGENEW SHIRE COUNCIL	MWIRWA REFUND CP85	T		1,353.00
8014	02/11/2015	MINGENEW SHIRE COUNCIL	RATES	M		1,380.00
8015	09/11/2015	ELGAS LTD	CHARGES	M		118.80
8016	09/11/2015	MINGENEW SHIRE COUNCIL	Payroll deductions	M		175.00
8017	06/11/2015	Michael Warren	Payroll Cheques	M		864.75
8017	09/11/2015	PALM ROADHOUSE	NEWSPAPERS	M		64.60
8018	09/11/2015	TELSTRA	CHARGES	M		84.63
8020	16/11/2015	SYNERGY	POWER	M		1,862.50
8021	16/11/2015	TELSTRA	TELSTRA	M		1,667.33
8022	23/11/2015	MINGENEW SHIRE COUNCIL	Payroll deductions	M		180.00
8023	23/11/2015	SYNERGY	POWER	M		1,993.50
EFT9369	02/11/2015	ABCO PRODUCTS	GOODS	M		37.70
EFT9370	02/11/2015	Courier Australia	FREIGHT	M		24.91
EFT9371	02/11/2015	EJ DIESEL	CHARGES	M		377.69
EFT9372	02/11/2015	FREDS MOWER REPAIRS	PARTS	M		204.90

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9373	02/11/2015	Great Northern Rural Services	GOODS	M		43.40
EFT9374	02/11/2015	GEARING BUTCHERS	MEAT	M		180.34
EFT9375	02/11/2015	CANINE CONTROL	FEES	M		998.80
EFT9376	02/11/2015	LGIS RISK MANAGEMENT	CHARGES	M		525.32
EFT9377	02/11/2015	Reliance Petroleum	FUEL	M		10,105.87
EFT9378	02/11/2015	LGIS INSURANCE BROKING	INSURANCE	M		3,228.50
EFT9379	02/11/2015	LGIS WORKCARE	INSURANCE	M		1,518.55
EFT9380	02/11/2015	PIRTEK (GERALDTON) PTY LTD	GOODS	M		39.55
EFT9381	02/11/2015	MINGENEW FABRICATORS	CHARGES	M		117.18
EFT9382	04/11/2015	Shire of Mingenew - Payroll	PAYROLL	M		25,463.10
EFT9383	04/11/2015	Australian Services Union	Payroll deductions	M		25.80
EFT9384	04/11/2015	CHILD SUPPORT AGENCY	Payroll deductions	M		247.73
EFT9385	04/11/2015	LGRCEU	Payroll deductions	M		20.50
EFT9386	09/11/2015	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	LEASE	M		421.30
EFT9387	09/11/2015	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		860.00
EFT9388	09/11/2015	BATAVIA COAST AUTO ELECTRICAL PTY LTD	CHARGES	M		417.35
EFT9389	09/11/2015	Courier Australia	FREIGHT	M		13.26
EFT9390	09/11/2015	DONGARA DRILLING & ELECTRICAL	CHARGES	M		2,512.95

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9391	09/11/2015	Great Northern Rural Services	CHARGES	M		1,116.40
EFT9392	09/11/2015	IRWIN PLUMBING SERVICES	CHARGES	M		14,419.90
EFT9393	09/11/2015	LGMA	FEES	M		225.00
EFT9394	09/11/2015	MID WEST GROUP OF AFFILIATED AG. SOCIETIES	DONATION	M		150.00
EFT9395	09/11/2015	MORAWA SHIRE	CHARGES	M		3,070.40
EFT9396	09/11/2015	MINGENEW SPRING CARAVAN PARK	CHARGES	M		1,948.50
EFT9397	09/11/2015	ST JOHN AMBULANCE IRWIN	CHARGES	M		1,791.00
EFT9398	16/11/2015	NAB BUSINESS VISA	CREDIT CARD	M		5,084.79
EFT9399	16/11/2015	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		77.00
EFT9400	16/11/2015	Australian Taxation Office	BAS	M		5,875.00
EFT9401	16/11/2015	AMPAC	FEES	M		613.06
EFT9402	16/11/2015	LEADING EDGE COMPUTERS	CHARGES	M		2,190.00
EFT9403	16/11/2015	ABCO PRODUCTS	GOODS	M		135.52
EFT9404	16/11/2015	BUNNINGS BUILDING SUPPLIES PTY LTD	CHARGES	M		37.91
EFT9405	16/11/2015	BATAVIA COAST AUTO ELECTRICAL PTY LTD	CHARGES	M		178.50
EFT9406	16/11/2015	ELLA BUDRIKIS	REIMBURSEMENT	M		182.80
EFT9407	16/11/2015	Courier Australia	FREIGHT	M		38.79
EFT9408	16/11/2015	DONGARA GLASS AND GLAZING	CHARGES	M		189.50

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9409	16/11/2015	DONGARA DRILLING & ELECTRICAL	CHARGES	M		1,469.91
EFT9410	16/11/2015	DONGARA BUILDING & TRADE SUPPLIES	GOODS	M		216.95
EFT9411	16/11/2015	GH COUNTRY COURIER	FREIGHT	M		46.81
EFT9412	16/11/2015	GERALDTON AG SERVICES	CHARGES	M		126.98
EFT9413	16/11/2015	Great Northern Rural Services	GOODS	M		45.15
EFT9414	16/11/2015	CANINE CONTROL	FEES	M		998.80
EFT9415	16/11/2015	Reliance Petroleum	FUEL	M		16,302.27
EFT9416	16/11/2015	MINGENEW COMMUNITY RESOURCE CENTRE	CHARGES	M		525.00
EFT9417	16/11/2015	LGIS LIABILITY	INSURANCE	M		198.30
EFT9418	16/11/2015	STARICK TYRES	TYRES	M		1,489.67
EFT9419	16/11/2015	OAKWAY HOLDINGS PTY LTD	GOODS	M		256.90
EFT9420	16/11/2015	PEMCO DIESEL PTY LTD	CHARGES	M		1,537.46
EFT9421	16/11/2015	ROWE GROUP	CHARGES	M		1,540.00
EFT9422	16/11/2015	ST JOHN AMBULANCE IRWIN	CHARGES	M		179.40
EFT9423	16/11/2015	SHEFFIELD RESOURCES LTD	Rates refund for assessment A840 MINING TENEMENT MINGENEW 6522	M		66.75
EFT9424	16/11/2015	Shire Of Three Springs	FEES	M		3,672.70
EFT9425	16/11/2015	TRUCKLINE	PARTS	M		1,446.36
EFT9426	16/11/2015	THREE SPRINGS P.A.C.E	CHARGES	M		100.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9427	16/11/2015	WESTRAC PTY LTD	CHARGES	M		3,660.91
EFT9428	16/11/2015	MINGENEW FABRICATORS	CHARGES	M		4,090.63
EFT9429	16/11/2015	WEST COAST AUTO SMASH REPAIRS	CHARGES	M		300.00
EFT9430	18/11/2015	Shire of Mingenew - Payroll	PAYDAY 18/11/2015	M		27,123.96
EFT9431	18/11/2015	Australian Services Union	Payroll deductions	M		25.80
EFT9432	18/11/2015	CHILD SUPPORT AGENCY	Payroll deductions	M		247.73
EFT9433	18/11/2015	LGRCEU	Payroll deductions	M		20.50
EFT9434	23/11/2015	ABCO PRODUCTS	CHARGES	M		41.50
EFT9435	23/11/2015	Courier Australia	FREIGHT	M		118.87
EFT9436	23/11/2015	COOKS TOURS	CHARGES	M		880.00
EFT9437	23/11/2015	DONGARA DRILLING & ELECTRICAL	CHARGES	M		1,260.73
EFT9438	23/11/2015	DONGARA GOLF CLUB INC	CHARGES	M		1,552.50
EFT9439	23/11/2015	GERALDTON TV & RADIO SERVICES	CHARGES	M		851.02
EFT9440	23/11/2015	VEOLIA ENVIRONMENTAL SERVICES AUSTRALIA PTY LTD	CHARGES	M		7,459.61
EFT9441	23/11/2015	CANINE CONTROL	FEES	M		998.80
EFT9442	23/11/2015	LGIS RISK MANAGEMENT	INSURANCE	M		2,875.40
EFT9443	23/11/2015	MARKETFORCE	CHARGES	M		730.52
EFT9444	23/11/2015	MINGENEW BAKERY	CATERING	M		390.20

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9445	23/11/2015	Northern Country Zone Of Walga	SUBSCRIPTION	M		1,700.00
EFT9446	23/11/2015	PEMCO DIESEL PTY LTD	CHARGES	M		1,122.88
EFT9447	23/11/2015	PRITCHARD BOOKBINDERS	CHARGES	M		155.10
EFT9448	23/11/2015	PRIME MEDIA GROUP PTY	CHARGES	M		1,353.00
EFT9449	23/11/2015	RECORDS ARCHIVES & HISTORICAL MANAGEMENT	CHARGES	M		1,705.00
EFT9450	23/11/2015	LANDMARK	GOODS	M		569.31
EFT9451	23/11/2015	ST JOHN AMBULANCE IRWIN	CHARGES	M		417.60
EFT9452	23/11/2015	SV & DJ STRIBLEY CONTRACTING	CHARGES	M		572.00
EFT9453	23/11/2015	TRUCKLINE	PARTS	M		3,064.27
EFT9454	23/11/2015	WESTRAC PTY LTD	CHARGES	M		2,041.68
EFT9455	23/11/2015	Martin Gerard Whitely	REIMBURSEMENT	M		394.05
EFT9456	23/11/2015	Cr Michelle Bagley	REFUND OF NOMINATION FEES	T		80.00
EFT9457	23/11/2015	CR GARY COSGROVE	REFUND OF NOMINATION FEES	T		80.00
EFT9458	23/11/2015	CR LEAH EARDLEY	REFUND OF NOMINATION FEES	T		80.00
EFT9459	23/11/2015	CR HELEN NEWTON	REFUND OF NOMINATION FEE	T		80.00
EFT9460	30/11/2015	SGFLEET	LEASE	M		1,552.52
EFT9461	30/11/2015	AUSTRALIA POST	POSTAGE	M		342.53
EFT9462	30/11/2015	Asphalt In A Bag	CHARGES	M		1,718.75

Date: 21/12/2015
Time: 1:47:41PM

Shire of MINGENEW
List of accounts for November 2015

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9463	30/11/2015	AVON WASTE	CHARGES	M		6,038.97
EFT9464	30/11/2015	ATI-MIRAGE	CHARGES	M		1,140.00
EFT9465	30/11/2015	Courier Australia	FREIGHT	M		358.69
EFT9466	30/11/2015	DONGARA DRILLING & ELECTRICAL	CHARGES	M		6.47
EFT9467	30/11/2015	FREDS MOWER REPAIRS	CHARGES	M		585.30
EFT9468	30/11/2015	IRWIN PLUMBING SERVICES	CHARGES	M		2,565.20
EFT9469	30/11/2015	MINGENEW BAKERY	CATERING	M		765.15
EFT9470	30/11/2015	Three Springs - Arrino RSL	DONATION	M		1,000.00
EFT9471	30/11/2015	TROPHIES AND TREASURES	CHARGES	M		31.00
EFT9472	30/11/2015	WESTRAC PTY LTD	CHARGES	M		40.51
EFT9473	30/11/2015	MINGENEW FABRICATORS	CHARGES	M		2,563.54
DD7394.1	04/11/2015	WA SUPER	Payroll deductions	M		4,671.87
DD7394.2	04/11/2015	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,051.20
DD7394.3	04/11/2015	PRIME SUPER	Superannuation contributions	M		195.88
DD7397.1	04/11/2015	WA SUPER	Superannuation contributions	M		87.38
DD7417.1	18/11/2015	WA SUPER	Payroll deductions	M		4,815.41
DD7417.2	18/11/2015	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,051.20
DD7417.3	18/11/2015	PRIME SUPER	Superannuation contributions	M		195.88

Date: 21/12/2015
Time: 1:47:41PM

Shire of MINGENEW
List of accounts for November 2015

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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	219,820.31
T	TRUST- NATIONAL AUST BANK	7,652.94
TOTAL		227,473.25

unconfirmed

NATIONAL BUSINESS MASTERCARD

01 November to 30 November 2015

CEO - Martin Whitley

Meals at conference	\$	1,691.60
Diesel	\$	68.96
Refreshments	\$	60.98
Christmas lights/decorations	\$	1,303.28
Beer	\$	82.00
Charger	\$	71.00
Movies for Movie Night/Christmas Tree	\$	29.90
Bank Fees	\$	9.00
	\$	3,316.72

Work's Manager - Warren Borrett

Shed	\$	629.00
Parts	\$	55.00
Toilet seat	\$	17.40
Expanding foam	\$	15.55
Bank Fees	\$	9.00
	\$	725.95

Manager of Admin and Finance - Nita Jane

Internet	\$	179.90
Refreshments	\$	13.99
Carpet cleaner & ladder	\$	34.27
Refreshments	\$	17.64
Goods for Senior's Morning Tea	\$	16.36
Goods for Chambers	\$	34.98
Refreshments for Senior's Morning Tea	\$	28.40
Refreshments	\$	18.00
Refreshments	\$	79.24
Goods for chambers and Christmas Tree	\$	41.58
Beer	\$	48.00
Coffee	\$	52.00
Refreshments	\$	47.94
Goods for Senior's Morning Tea	\$	12.50
Cleaning goods and refreshments	\$	216.89
Bank Fees	\$	9.00
	\$	850.69

Total Direct Debit Payment made on 1st November 2015 \$ **4,893.36**

POLICE LICENSING

**Direbt Debits from Muni Account
01 November to 30 November 2015**

Monday, 2 November 2015	\$	196.70
Tuesday, 3 November 2015	\$	384.95
Wednesday, 4 November 2015	\$	77.70
Thursday, 5 November 2015	\$	60.75
Friday, 6 November 2015	\$	90.70
Monday, 9 November 2015	\$	184.35
Tuesday, 10 November 2015	\$	440.80
Wednesday, 11 November 2015	\$	7,195.00
Thursday, 12 November 2015	\$	215.05
Friday, 13 November 2015	\$	799.65
Monday, 16 November 2015	\$	56.45
Tuesday, 17 November 2015	\$	621.35
Wednesday, 18 November 2015	\$	403.85
Thursday, 19 November 2015	\$	1,367.95
Friday, 20 November 2015	\$	199.00
Monday, 23 November 2015	\$	5,334.35
Tuesday, 24 November 2015	\$	8,390.50
Wednesday, 25 November 2015	\$	1,044.35
Friday, 27 November 2015	\$	258.90
Monday, 30 November 2015	\$	283.90
	\$	27,606.25

BANK FEES

**Direct debits from Muni Account
01 November to 30 November 2015**

Total direct debited from Municipal Account	\$	96.64
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PAYROLL

**Direct Payments from Muni Account
01 November to 30 November 2015**

Wednesday, 4th November 2015	\$	37,945.15
Wednesday, 18th November 2015	\$	38,311.40
	\$	76,256.55

9.2.3 2014/2015 ANNUAL REPORT

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
Date: 11th December 2015
Author: Nita Jane – Manager Finance & Administration

SUMMARY

To consider and accept the Shire of Mingenew Annual Report (Incorporating the Annual Financial Report) for the year ending 30 June 2015.

ATTACHMENT

2014/2015 Annual Report.

BACKGROUND

The Local Government Act 1995 requires Council to prepare and accept an Annual Report for each financial year by 31 December after that financial year.

The Annual Report highlights the Shire of Mingenew achievements from the Strategic Community Plan in the 2014/2015 Financial Year.

COMMENT

The Annual Report, prepared in accordance with the requirements of the Local Government Act, is enclosed with the agenda papers for Councillors' perusal, consideration and acceptance.

Council's Auditors, RSM Bird Cameron, have completed an audit of Council's financial records and have forwarded an audit report to the Shire President as well as a management letter.

The audit report is included in the annual report with no matter, in the opinion of the auditors, to indicate significant adverse trends in the financial position or the financial management practices of the Shire and no other matters indicating non-compliance with Part 6 of the Local Government Act 1995, Local Government (Financial Management) Regulations 1996.

Once the Annual Report has been accepted, Council is required to give local public notice of the availability of the Annual Report as soon as practicable.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995, sections 5.53 provides that the Annual Report is to contain the following:

- A report from the Shire President
- A report from the Chief Executive Officer
- An overview of the plan for the future of the district made in accordance with Section 5.56, including major initiatives that are proposed to commence or continue in the next financial year
- The financial report for the financial year
- Such information as may be prescribed in relation to the payments made to employees

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 16 December 2015

- The auditor's report for the financial year
- A matter on which a report must be made under section 29(2) of the Disability Services Act 1993
- Details of entries made under section 5.121 during the financial year in the register of complaints, including –
 - The number of complaints recorded in the register of complaints; and
 - How the recorded complaints were dealt with; and
 - Any other details that the regulations may require;
 - And
- Such other information as may be prescribed.

The Local Government Act 1995 Section 7.2 provides:

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by each local government.

The Local Government Act 1995 Section 7.12A provides:

- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to –
 - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to –
 - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
 - (b) forward a copy of that report to the Minister,
By the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is no financial or budget implications.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

COMMITTEE RECOMMENDATION – ITEM 9.2.3

1. That Council endorse the Audit Findings Report from RSM Australia for the year ending 30 June 2015 noting that no further reporting to Council is required in relation to the findings in the report, and
2. That Council accepts the 2014/15 Annual Report, complete with the 2014/15 Annual Financial Statements, for the year ended 30 June 2015.

COUNCIL DECISION – ITEM 9.2.3

Moved Cr Criddle

Seconded Cr Eardley

1. That Council endorse the Audit Findings Report from RSM Australia for the year ending 30 June 2015 noting that no further reporting to Council is required in relation to the findings in the report, and
2. That Council accepts the 2014/15 Annual Report, complete with the 2014/15 Annual Financial Statements, for the year ended 30 June 2015.

CARRIED 7/0

9.2.4 ANNUAL ELECTORS MEETING

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
Date: 11th December 2015
Author: Nita Jane – Manager Finance & Administration

SUMMARY

To set a date for the Annual Electors Meeting.

ATTACHMENT

Nil.

BACKGROUND

The Local Government Act 1995 requires Council to hold a general meeting of electors once every financial year and not more than 56 days after accepting the annual report from the previous financial year.

COMMENT

Council will be considering the 2014/2015 Annual Report at this Council meeting and once this is adopted consideration is required for the time and location to hold this years Annual Electors Meeting.

Once the Annual Electors Meeting has been set, public notice will be given.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995, sections 5.27

5.27 Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

5.29 Convening elector's meetings

- (1) The CEO is to convene an electors' meeting by giving –
 - (a) at least 14 days local public notice; and
 - (b) each council member at least 14 days notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is no financial or budget implications.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

COMMITTEE RECOMMENDATION – ITEM 9.2.4

That Council

Set a date for the Annual Electors Meeting between the period 31 December 2015 through to 10 February 2016.

COUNCIL DECISION – ITEM 9.2.4

Moved Cr Pearce

Seconded Cr Eardley

That Council:

1. Set the Annual Electors Meeting for 7pm on Wednesday 10 February 2016, and
2. Change the date for the Ordinary meeting of Council for February to 10 February 2016 at 4.00pm and Public Notice of this change be given.

CARRIED 7/0

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

Moved Cr Pearce

Seconded Cr Newton

That the reason the officer recommendation was changed was to move the date forward for the February 2016 Ordinary Council Meeting to accommodate the Annual Electors Meeting being held on the same date as the Council Meeting.

CARRIED 7/0

9.3 ADMINISTRATION

9.3.1 FREEDOM OF INFORMATION ACT 1992 – INFORMATION STATEMENT

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0303
Date:	20 th November 2015
Author:	Nita Jane, Manager Finance & Administration
Senior Officer:	Martin Whitely, Chief Executive Officer

SUMMARY

This report includes a copy of the revised Shire of Mingenew Information Statement (IS) and recommends that Council review and endorse the Information Statement as amended.

ATTACHMENT

Revised Shire of Mingenew Information Statement

BACKGROUND

The Freedom of Information Act, 1992 (FOI Act) requires that all Local Governments have an IS made available for inspection and/or purchase by members of the public. The FOI Act requires that the Information Statements is reviewed and amended to remain compliant with the FOI Act.

COMMENT

Information Statements are an important part of FOI legislation. They assist members of the public to exercise their rights under the FOI Act, by describing the information and records available, together with a summary of the responsibilities and functions carried out by each agency.

The IS can be published electronically on Council's website, as a stand-alone hard copy or incorporated into Council's Annual Report or a combination of all the options. A copy of the IS Must also be provided to the Information Commissioner when first produced and when any amendments are made.

CONSULTATION

Grace Grandia, Senior Advisory Officer, Office of the Information Commissioner

STATUTORY ENVIRONMENT

Freedom of Information Act, 1992

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There are costs associated with producing copies of the IS, however the FOI Act allows Council to charge members of the public for a copy of the IS and other documents that may be requested.

STRATEGIC IMPLICATIONS

The Shire of Mingenew Community Strategic Plan supports the notion of open and accountable government.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION – ITEM 9.3.1

That Council

1. Review and endorse the amended Freedom of Information – Information Statement, and
2. Provide a copy of the amended Information Statement to the Information Commissioner.

COUNCIL DECISION – ITEM 9.3.1

Moved Cr Cosgrove

Seconded Cr Newton

That Council

1. Review and endorse the amended Freedom of Information – Information Statement, and
2. Provide a copy of the amended Information Statement to the Information Commissioner.

CARRIED 7/0

FREEDOM OF INFORMATION STATEMENT



**FREEDOM OF INFORMATION
2015**

This Information Statement is published by the Council in accordance with the requirements of Section 96 of the Freedom of Information Act 1992 (Western Australia).

The Council is pleased to comply with the legislation and welcomes enquiries.

An updated Information Statement will be published at least every 12 months.

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1. MISSION STATEMENT

The Shire of Mingenew of Mingenew operates in a relatively stable environment in which the expectations and requirements of the community and government, as well as environmental and economic facts impact on its activities and overall performance. Council is committed to improve the quality of life of the residents of Mingenew through services based on the principles of quality, equity, value and responsiveness and to ensure operations of the Shire are conducted in a cost efficient and effective manner as not to unfairly impose upon its ratepayers and residents.

Its objectives are to:

- Provide high quality roads and other services to residents in the community at reasonable cost;
- Strengthen the financial viability of Council by improving efficiency and effectiveness; and
- By recognising the need to be responsible to the electorate in providing information on the activities of the Shire and to involve electors in everyday decision making, to increase the awareness of the Shire's objectives and policies for all those who live and work in the Shire, and to help the community understand the need to reconcile often conflicting factors in planning and providing services.

By these means, the community confidence in the Shire as an efficient provider of services and an effective manager of its resources will be gained.

2. DETAILS OF LEGISLATION ADMINISTERED

Including, but not limited to:

- Local Government Act 1995
- Freedom of Information Act 1992
- Dog Act 1976
- Cat Act 2011
- Planning and Development Act 2005
- And all other legislation relevant to Local Government functions

3. COUNCIL STRUCTURE

The Shire of Mingenew consists of seven (7) Councillors including the Shire President. Councillors are elected for a four year term with four members retiring in one election and the balance (three) retiring at the next. An election is held in October of every second year. The President of the Council is elected by the Councillors at the first meeting following the ordinary election.

Extraordinary elections are held to fill any vacancies which may have occurred during the year.

Council is the decision making body of all policy matters.

The CEO reports to Council and the present Shire organisational structure is shown in Figure 1 (attached).

4. DETAIL OF DECISION MAKING PROCESS

Ordinary meetings of Full Council are generally held on the third Wednesday of every month (except the month of January when Council is in recess), and commence at 4.00pm. Members of the public are welcome to attend and Public Question Time is the first item of business.

The main business of the meeting is to consider reports and make resolutions.

Correspondence and applications on any matters to be considered by Council must be received at the Council office at least one week prior to the week of the Council meeting if they are to be guaranteed of being dealt with at this meeting.

4.1 Minutes

Unconfirmed Minutes of Full Council are available at the Shire office and on its website within:

- 10 days after the Ordinary Council Meeting

Minutes will be confirmed at the next month's meeting. No Council decisions are final until the Minutes have been confirmed.

5. MINGENEW SHIRE COUNCILLORS

Councillor MA (Michelle) Bagley (President)	Term expires October 2019
Councillor MP (Marguerite) Pearce	Term expires October 2017
Councillor GJ (Gary) Cosgrove	Term expires October 2019
Councillor HM (Helen) Newton	Term expires October 2019
Councillor C (Crispian) Lucken	Term expires October 2017
Councillor LM (Leah) Eardley	Term expires October 2019
Councillor KL (Karl) Criddle	Term expires October 2017

COUNCIL REPRESENTATIVES FOR COMMITTEES 2015/2017

COMMITTEE	DELEGATE	DELEGATE	PROXY	PROXY
Northern Country Zone of WALGA	MA Bagley	HM Newton	MP Pearce	
Tourist & Promotions Committee	MP Pearce	CDO	LM Eardley	
Lions Expo Committee	HM Newton		GJ Cosgrove	
MRWA Regional Road Group	GJ Cosgrove		C Lucken	
Silver Chain Branch Committee	MP Pearce		HM Newton	
CRC Management Committee	KL Criddle		HM Newton	
LEMIC Committee	GJ Cosgrove		CEO	
Audit Committee	ALL OF COUNCIL			
Executive Management Committee	MA Bagley	HM Newton	Delegate GJ Cosgrove	Delegate CEO
Development Assessment Panels	MA Bagley	GJ Cosgrove		
Wildflower Country Inc	MP Pearce		MA Bagley	CEO

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6. DELEGATIONS

The CEO has the delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in Council's Delegation Register and are reviewed by Council annually. The CEO has the power under the Local Government Act 1995 to sub-delegate a number of these Authorities.

In keeping with the legislative requirements:

- To determine policies to be applied by the Council in exercising its discretionary powers
- To determine the type, range and scope of projects to be undertaken by the Council
- To develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the Council

The Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

7. SERVICES FOR THE COMMUNITY

Full Council makes decision on policy issues relating to services that are provided for members of the public.

These services currently include:

Roads/Footpaths/Kerbing	Stormwater Drainage
Traffic Control Devices	Street Lighting
Street Tree Planting	Refuse Collection & Tip Control
Public Toilets	Public Library
Parks and Reserves	Museum and Heritage Buildings
Animal Control	Drum Muster
Environmental Health Matters	Pest Control
Town Planning	Occupational Health and Safety
Community Information	Noxious Weed Controls
Building Control	Citizenship Ceremonies
Landcare	Support Volunteer Fire Brigades
Emergency Planning	Support dental and doctor services
Support day care for children	Police Licensing
Autumn Centre for Seniors	Youth and seniors projects
Housing – staff, seniors, community	Cemetery
Recreation Facilities	

8. PUBLIC PARTICIPATION

8.1 Council Meetings

Members of the public have a number of opportunities to put forward their views on particular issues before Council.

These are:

1. Deputations – With the permission of the Presiding Officer or the President, a member of the public can address a Committee or Council personally or on behalf of a group of residents for a period of time determined by the Committee and/or Council on any issue relevant to Council.
2. Presentation to Council - With prior notification, approval and arrangement with Council, a member of the public can address Council on any issue relevant to Council.
3. Petitions – Written petitions can be addressed to the Council on any issue within the Council's jurisdiction.
4. Written Requests – A member of the public can write to the Council on any Council policy, activity or service.
5. Elected Members – Member of the Public can contact their Elected Members of Council, to discuss any issue relevant to Council.

8.2 Community Consultation

The Council consults with local residents on particular issues that affect their neighbourhood as per the following examples:

1. Electors are invited to attend the annual general meeting of electors to discuss any specific issues over a large range of topics. All residents may attend, but only electors on the Council Electoral Roll are eligible to vote.
2. Working Party/Sub-Committee – Local residents are invited to work with Members of Council and staff, to develop strategies to address various matters as they may arise.

9. ACCESS TO DOCUMENTS

9.1 Documents Available for Inspection

The following documents are available for public inspection at the Council Office free of charge. Members of the public may purchase copies of these documents and the charges are shown below:

Document	Fee
Council Agenda	\$7.50 per month \$55.00 per year
Council Minutes	\$7.50 per month \$55.00 per year
Policy Manual)
Annual Budget)
Annual Financial Statements)
Council Local Laws) At the set photocopying rate + binding
Planning/Building Application Register) if required.
Annual Report)
Strategic Community Plan)
Corporate Business Plan)
Delegation Register)
Directional Maps)
Building Plans)

Shire of Mingenew Freedom of Information Statement

Council Town Planning Scheme No. 2 Scheme Text Electoral rolls Freedom of Information Statement	\$15 per Ward \$25.00 District Roll
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10. OTHER INFORMATION REQUESTS

10.1 FOI Operations:

It is the aim of the agency to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, *the Freedom of Information Act 1992* provides members of the public with the right to apply for documents held by the agency and to enable the public to ensure that personal information in the document is accurate, complete, up to date and not misleading.

10.2 Freedom of Information Applications:

Access applications have to-

- be in writing,
- give enough information so that the documentation requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator:-

Postal Address:

Shire of Mingenew
PO Box 120
MINGENEW WA 6522

In Person:

Mingenew Shire Office
Victoria Street
MINGENEW WA 6522

The application will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days.

10.3 Freedom of Information Charges

A scale of fees and charges are set under the FOI Act Regulations. Apart from the application fee for non-personal information all charges are discretionary. The charges are as follows:-

1. Type of Fee

Personal information about the applicant	No fee
Application fee (for non-personal information)	\$30.00

2. Type of Charge

• Charge for time dealing with application (per hour, or pro rata)	\$30.00
• Access time supervised by staff (per hour, or pro rata)	\$30.00
• Photocopying staff time (per hour, or pro rata)	\$30.00
• Per photocopy	.20c
• Transcribing from tape, film or computer (per hour, or pro rata)	\$30.00
• Duplicating a tape, film or computer information	Actual Cost
• Delivery, packaging and postage	Actual Cost

Deposits

• Advance deposit may be required	25%
• Further advance deposit may be required to meet the charge for dealing with the application	75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge is reduced by 25%.

11. ACCESS ARRANGEMENTS

Access to documents can be granted by way of inspection of a document, a copy of a computer disk or USB drive.

12. NOTICE OF DECISION

As soon as possible, but in any case within 45 days, the applicant will be provided with a notice of decision which will include details such as –

- the date the decision was made;
- the name and designation of the officer who made the decision;
- if the document is an exempt document, the reasons for classifying the matter exempt or the fact that access is given to an edited document;
- information on the right to review and the procedures to be followed to exercise those rights.

Refusal of Access

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. Applications should be made in writing within 30 days of receiving the notice of decision.

Applicants will be notified of the outcome of the review within 15 days.

If the applicant disagrees with the result the applicant can apply to the information Commissioner for an external review, and details would be advised to applicants when the internal review is issued.

Martin Whitely
Chief Executive Officer

16 December 2015

THIS INFORMATION STATEMENT ENDORSED BY COUNCIL ON:

ATTACHMENTS

- Application for Access to Documents
- Figure 1 – Corporate Structure

unconfirmed

**SHIRE OF MINGENEW
APPLICATION FOR ACCESS TO DOCUMENTS**

(Under the Freedom of Information Act 1992, Section 12)

DETAILS OF APPLICANT:

Surname: Given Names

Australian Postal Address:

Post Code: Telephone Number(s):

If the application is on behalf of an organisation:

Name of Organisation/Business:

DETAILS OF REQUEST: (please tick) Personal Documents Non-Personal Documents

I am applying for access to document(s) concerning

(If space provided is not sufficient, please attach details on a separate sheet).

FORM OF ACCESS: (Please tick appropriate box)

I wish to inspect the document(s) YES NO

I require a copy of the document(s) YES NO

I require access in another form YES NO

(Specify)

FEES AND CHARGES:

Attached is a cheque/cash to the amount of \$..... to cover the application fee. I understand that before I obtain access to documents, I may be required to pay processing charges in respect of this application, and that I will be supplied with a statement of charges if appropriate.

In certain cases, a reduction in fees and charges may apply – see section on FEES AND CHARGES on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction.

I am requesting a reduction in fees and charges: YES NO (Please tick appropriate box)

APPLICANTS SIGNATURE: Date:

(OFFICE USE ONLY)

FOI Reference Number:

Received on:/...../..... Deadline for response:/...../.....

Acknowledgment sent on:/...../.....

Proof of Identity (If applicable)

Type: Sighted: Number:

PLEASE NOTE

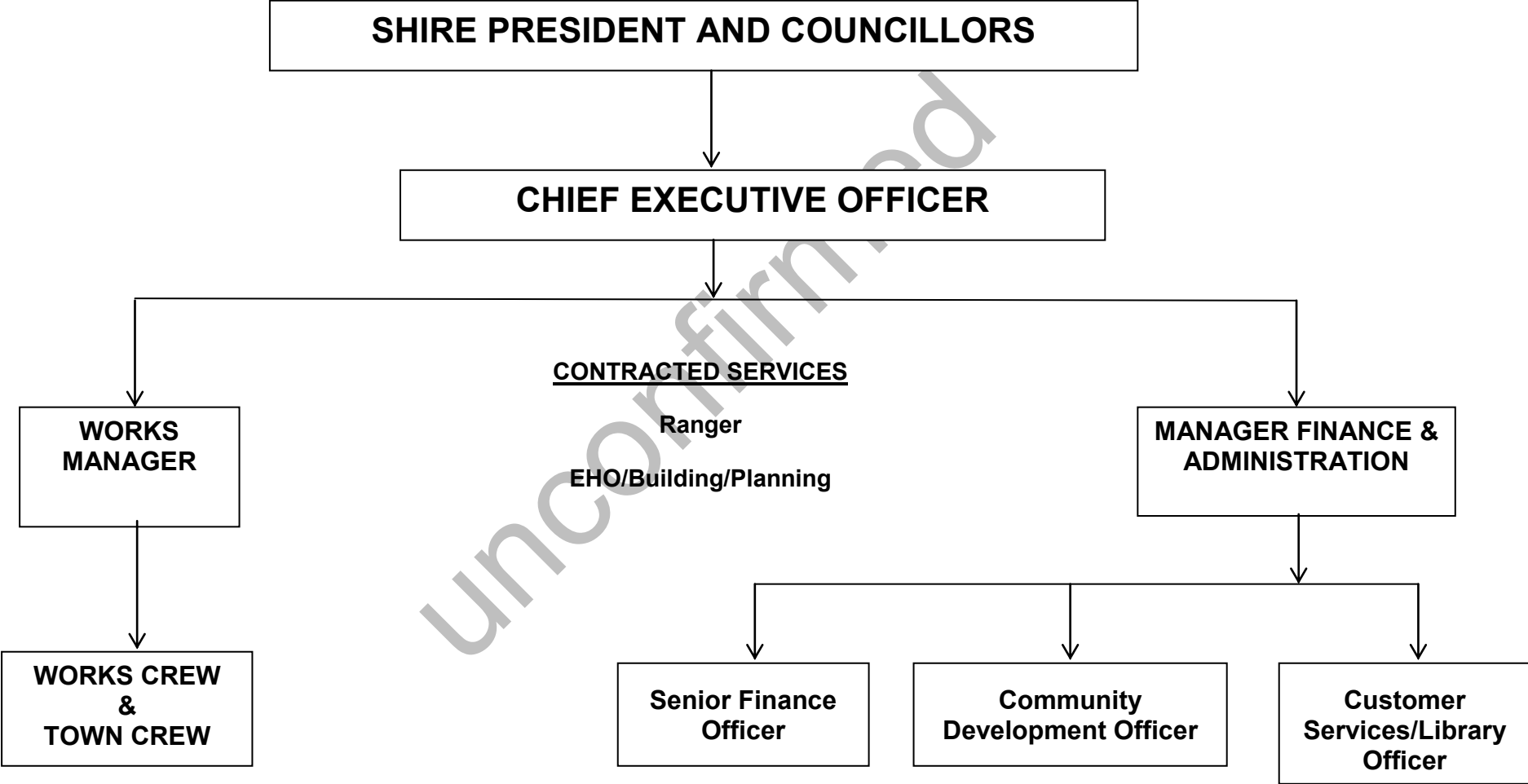
FREEDOM OF INFORMATION APPLICATION

- Provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Mingenew may request proof of your identity.
- If you are seeking access to document(s) on behalf of another person, written authorisation is required.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Office of the Information Commission. The Freedom of Information Act is available for purchase from the State Government Bookshop, 815 Hay Street, Perth (Telephone: 9222 8216).

unconfirmed

SHIRE OF MINGENEW

ORGANISATIONAL STRUCTURE 2014/2015



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

11.1.1 MIDWEST AERO MEDICAL

The President advised the meeting that she sought leave to introduce an urgent item of business. The reason for the urgency was that it relates to the provision of medical (general practitioner) services to the community for the foreseeable future with a proposed reduction in service by the provider from 4 visits per month to 3 visits per month.

COUNCIL DECISION – ITEM 11.1.1

Moved Cr Newton

Seconded Cr Eardley

That the meeting consider the information provided.

CARRIED 7/0

COUNCIL DECISION – ITEM 11.1.1

Moved Cr Newton

Seconded Cr Eardley

That the information be received.

CARRIED 7/0

11.1.2 MINGENEW IRWIN GROUP – WATER HARVESTING PROJECT

The President advised the meeting that she sought leave to introduce an urgent item of business. The reason for the urgency was in relation to the grant application for a Water Harvesting Project being developed by the Mingenew Irwin Group which was discussed when Ms Sheila Charlesworth attended the earlier Council Concept Forum. The urgency of the matter being that the submission date for the grant application closes on 31 December 2015 and the next meeting of Council is not scheduled until February 2016.

COUNCIL DECISION – ITEM 11.1.2 – New Business of an Urgent Nature – Mingenew-Irwin Group Water Harvesting Project

Moved Cr Pearce

Seconded Cr Criddle

That New Business of an Urgent Nature, being Mingenew-Irwin Group Water Harvesting Project proposal, is introduced to the meeting.

CARRIED 7/0

Disclosure of Impartiality Interest Item 11.1.2 – Cr Newton

Cr Newton declared an impartiality interest as she is a board member of Mingenew-Irwin Group. Cr Newton mentioned that as a consequence there may be the perception that her impartiality on this matter may be affected and that she would take this into consideration and vote accordingly.

COUNCIL DECISION – ITEM 11.1.2 – New Business of an Urgent Nature – Mingenew-Irwin Group Water Harvesting Project

Moved Cr Cosgrove

Seconded Cr Lucken

That the Shire of Mingenew gives “in principle” support for the grant application which is being submitted by Mingenew-Irwin Group for the development of a Water Harvesting Project.

CARRIED 7/0

unconfirmed

11.1.3 PERFORMANCE REVIEW – CHIEF EXECUTIVE OFFICER

The President advised the meeting that she sought leave to introduce an urgent item of business. The reason for the urgency was to endorse the Performance Review for the Chief Executive Officer which had been carried out earlier that day. Endorsing the Performance Review for the Chief Executive Officer at the December Meeting would result in the process being completed within 12 months of his commencement which is early in January 2016.

COUNCIL DECISION – ITEM 11.1.3 – New Business of an Urgent Nature – Performance Review – Chief Executive Officer

Moved Cr Eardley

Seconded Cr Pearce

That New Business of an Urgent Nature, being the Performance Review of the Chief Executive Officer, is introduced to the meeting.

CARRIED 7/0

Disclosure of Financial Interest Item 11.1.3 – Mr Martin Whitely

Mr Whitely declared a financial interest in Item 11.1.3 and left the meeting at 5.05pm

COUNCIL DECISION – MEETING CLOSED TO PUBLIC

Moved Cr Pearce

Seconded Cr Cosgrove

That the meeting be closed to members of the public in accordance with section 5.23(2)(a) of the Act to allow council to discuss a matter that concerns an employee.

CARRIED 7/0

5.06pm – Mrs Nita Jane left the meeting.

COUNCIL DECISION – ITEM 11.1.3

Moved Cr Newton

Seconded Cr Eardley

That:

- 1. The Performance Review of the Chief Executive Officer be received, and**
- 2. The Chief Executive Officer receives a 3% increase on his salary effective from his anniversary date.**

CARRIED 7/0

COUNCIL DECISION – MEETING OPEN TO PUBLIC

Moved Cr Pearce

Seconded Cr Cosgrove

That the meeting again be opened to the public.

CARRIED 7/0

5.14pm – Mr Martin Whitely and Mrs Nita Jane returned to the meeting.

11.2 STAFF
Nil

12.0 CONFIDENTIAL ITEMS

COUNCIL DECISION – MEETING CLOSED TO PUBLIC

Moved Cr Pearce

Seconded Cr Cosgrove

That the meeting be closed to members of the public in accordance with section 5.23(2)(a) of the Act to allow council to discuss a matter that concerns an employee.

CARRIED 7/0

5.15pm – The President advised the meeting was closed to the public.

12.1 DISPOSAL OF PROPERTY – VOLKSWAGEN AMAROK 4x4 VEHICLE

The CEO tabled a confidential report on this matter.

OFFICER RECOMMENDATION – ITEM 12.1

That Council;

1. Accept the submission from Warren and Julie Borrett of \$14,500 for the disposal of the Volkswagen Amarok 4x4 vehicle, and
2. Make the necessary budget adjustment for the lower than budgeted sale price during the budget review process

COUNCIL DECISION – ITEM 12.1

Moved Cr Lucken

Seconded Cr Criddle

That Council;

1. Accept the submission from Warren and Julie Borrett of \$14,500 for the disposal of the Volkswagen Amarok 4x4 vehicle, and
2. Make the necessary budget adjustment for the lower than budgeted sale price during the budget review process

CARRIED 7/0

COUNCIL DECISION – MEETING OPEN TO PUBLIC

Moved Cr Pearce

Seconded Cr Cosgrove

That the meeting again be opened to the public.

CARRIED 7/0

5.20pm – The President advised the meeting was open to the public.

13.0 TIME AND DATE OF NEXT MEETING

That the next Ordinary Council Meeting be held on Wednesday 10th February 2016 commencing at 4.00pm.

As per Council Decision 9.2.4 the date for the February 2016 Ordinary Council Meeting was amended.

14.0 CLOSURE

The Shire President then thanked all for attending and declared the meeting closed at 5.22 pm.

These minutes were confirmed at an Ordinary Council meeting on 10th February 2016.

Signed _____
Presiding Officer

Date: _____

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