



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

Wednesday 18 October 2017

Table of Contents

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2.0	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	3
3.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4.0	PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	3
5.0	APPLICATIONS FOR LEAVE OF ABSENCE	3
6.0	DECLARATIONS OF INTEREST	3
7.0	CONFIRMATION OF PREVIOUS MEETING MINUTES	3
7.1.1	ORDINARY MEETING HELD 20 SEPTEMBER 2017	3
7.1.2	BUSH FIRE ADVISORY MEETING HELD 26 SEPTEMBER 2017	4
8.0	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION	4
9.0	OFFICERS REPORTS	4
9.1	CHIEF EXECUTIVE OFFICER	5
9.1.1	CORPORATE BUSINESS PLAN 2017-2021	5
9.1.2	APPOINTMENT OF BUSH FIRE CONTROL OFFICERS	7
9.1.3	TENDER – SUPPLY OF BLUE METAL & BITUMEN	10
9.1.5	SHIRE OFFICE HOURS – NORMAL OFFICE HOURS	14
9.1.6	COMMOM SEAL	16
9.2	FINANCE	18
9.2.1	FINANCIAL STATEMENTS FOR PERIOD ENDING 30 SEPTEMBER 2017	18
9.2.2	ACCOUNTS FOR PAYMENT – MONTH ENDING 30 SEPTEMBER 2017	21
9.3	ADMINISTRATION	23
9.4	TOWN PLANNING	23
9.5	BUILDING	23
10.0	ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	23
11.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	23
11.1	ELECTED MEMBERS	23
11.2	STAFF	23
12.0	CONFIDENTIAL ITEMS	23
12.1	CEO PERFORMANCE REVIEW	23
13.0	TIME AND DATE OF NEXT MEETING	24
14.0	CLOSURE	24

SHIRE OF MINGENEW

MINUTES FOR ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON 18 October 2017 COMMENCING AT 4.30pm

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MA Bagley	President	Rural Ward
GJ Cosgrove	Councillor	Rural Ward
KL Criddle	Councillor	Rural Ward
LM Eardley	Councillor	Town Ward
CR Lucken	Councillor	Town Ward

STAFF

M Whitely	Chief Executive Officer
B Bow	Governance Officer
R Brennan	Works Supervisor

APOLOGIES

Nil

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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

There being no members of public the President proceeded with the meeting allowing a period of 15 minutes for questions from the public up until 4:46pm

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6.0 DECLARATIONS OF INTEREST

9.2.2 - Cr Eardley declared a financial interest in the item and as such would vacate the meeting during council consideration of item.

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1.1 ORDINARY MEETING HELD 20 SEPTEMBER 2017

COUNCIL DECISION – ITEM 7.1.1

Moved Cr Cosgrove

Seconded Cr Lucken

That the minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 20 September 2017 be confirmed.

CARRIED 5/0

7.1.2 BUSH FIRE ADVISORY MEETING HELD 26 SEPTEMBER 2017

COUNCIL DECISION – ITEM 7.1.2

Moved Cr Cosgrove

Seconded Cr Criddle

That the minutes of the Bush Fire Advisory Meeting held at the Mingenew Recreation Centre on 26 September 2017 be received.

CARRIED 5/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

9.0 OFFICERS REPORTS

DRAFT

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 CORPORATE BUSINESS PLAN 2017-2021

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0120
Date:	13 October 2017
Author:	Martin Whitely, Chief Executive Officer

Summary

This report recommends the endorsement of the Shire of Mingenew Corporate Business Plan 2017-2021.

Attachment

Shire of Mingenew Corporate Business Plan 2017-2021.

Background

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

Comment

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

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

Council has the option of:

1. Endorsing the Corporate Business Plan 2017 - 2021 without amendment; or
2. Amending any part of the Corporate Business Plan to reflect a change in priorities.

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

With community consultation for the Community Strategic Plan review to commence in February 2018, the outcomes from this review will need to be reflected in the Corporate Business Plan document.

Consultation

Durga Ojha, Finance Manager
Rocky Brennan, Works Supervisor

Statutory Environment

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

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

Policy Implications

Nil

Financial Implications

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

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

Strategic Implications

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

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.1

That Council;

- 1. Endorses the Shire of Mingenew Corporate Business Plan 2017 – 2021, and**
- 2. Approves a local public notice being published in accordance with the requirements of the Local Government Act 1995 advising of the endorsement of the Corporate Business Plan.**

COUNCIL DECISION – ITEM 9.1.1

Moved Cr Eardley

Seconded Cr Cosgrove

That Council;

- 1. Endorses the Shire of Mingenew Corporate Business Plan 2017 – 2021, and**
- 2. Approves a local public notice being published in accordance with the requirements of the Local Government Act 1995 advising of the endorsement of the Corporate Business Plan.**

CARRIED 5/0

9.1.2 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0147
Date: 13 October 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council appoints Bush Fire Officers for the Shire of Mingenew for the 2017/18 fire season.

Attachment

Nil

Background

The Mingenew Bush Fire Advisory Meeting was held on Tuesday 26 September 2017. At this meeting the Bush Fire Advisory Committee made recommendations for the appointment of Bush Fire Control Officers including the positions of Chief Fire Control Officer, Deputy Chief Fire Control Officer & Fire Weather Officers.

Comment

The following positions were endorsed at the Bush Fire Advisory Committee meeting;

Chief Bush Fire Control Officer

Murray Thomas

Deputy Chief Bush Fire Control Officer

Nick Duane

Permit Issuing Officers

Murray Thomas

Martin Whitely

Fire Weather Officers

Murray Thomas

Martin Whitely

Bush Fire Control Officers

Mingenew Town

Captain – Anthony Smyth

Deputy Captain – Trevor Anderson

Yandanooka

Captain - Nick Duane

Deputy Captain - Justin Bagley

Lockier

Captain - Daniel Michael

Deputy Captain - Tim Dempster

Guranu

Captain - Ben Cobby

Deputy Captain – Gavin Elsgood

Mingenew North

Captain - Alex Pearse

Deputy Captain - Andrew Green

Consultation

Shire of Mingenew Fire Brigades

Statutory Environment

Bush Fire Act 1954

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

Outcome 3.7.3 – Continuously improve emergency services

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.2

That Council endorse the recommendations of the Bush Fire Advisory Committee for the relevant Bush Fire Control Officer dignitaries for the 2017/18 fire season as follows;

Chief Bush Fire Control Officer – Murray Thomas

Deputy Chief Bush Fire Control Officer – Nick Duane

Permit Issuing Officers - Murray Thomas & Martin Whitely

Fire Weather Officers - Murray Thomas & Martin Whitely

Bush Fire Control Officers

Mingenew Town

Captain – Anthony Smyth

Deputy Captain – Trevor Anderson

Yandanooka

Captain - Nick Duane

Deputy Captain - Justin Bagley

Lockier

Captain - Daniel Michael

Deputy Captain - Tim Dempster

Guranu

Captain - Ben Cobley

Deputy Captain – Gavin Elsgood

Mingenew North

Captain - Alex Pearse
Deputy Captain - Andrew Green

COUNCIL DECISION – ITEM 9.1.2

Moved Cr Eardley

Seconded Cr Criddle

That Council endorse the recommendations of the Bush Fire Advisory Committee for the relevant Bush Fire Control Officer dignitaries for the 2017/18 fire season as follows;

Chief Bush Fire Control Officer – Murray Thomas

Deputy Chief Bush Fire Control Officer – Nick Duane

Permit Issuing Officers - Murray Thomas & Martin Whitely

Fire Weather Officers - Murray Thomas & Martin Whitely

Bush Fire Control Officers

Mingenew Town

Captain – Anthony Smyth

Deputy Captain – Trevor Anderson

Yandanooka

Captain - Nick Duane

Deputy Captain - Justin Bagley

Lockier

Captain - Daniel Michael

Deputy Captain - Tim Dempster

Guranu

Captain - Ben Cobley

Deputy Captain – Gavin Elsgood

Mingenew North

Captain - Alex Pearse

Deputy Captain - Andrew Green

CARRIED 5/0

9.1.3 TENDER – SUPPLY OF BLUE METAL & BITUMEN

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0113
Date: 16 October 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the appointment of a suitably qualified contractor for the supply of bitumen and aggregate of the Shire’s 2017/18 road program.

Attachment

A copy of all the submissions received were tabled.

Background

Tenders were called for the supply of bitumen and aggregate of the Shire’s 2017/18 road program through WALGA eQuotes and closed at 12pm on Monday 16 October 2017.

Comment

In total three submissions were received and below is a summarised table of the submissions received. All pricing is GST Exclusive;

	Bitutek	Fulton Hogan	Colas
Description of Road Projects to be Completed			
Mingenew Mullewa Rd (3.8km reconstruction - 2 coat seal)	143,640	154,584	149,940
Coalseam Rd (3km reconstruction - 2 coat seal)	113,400	122,040	118,149
TOTAL PRJECT COST	\$257,040	\$276,624	\$268,089

Where submissions received listed separately costs for mobilisation and demobilisation, these costs were apportioned to the road projects on a pro rata basis.

Bitutek were awarded the contract for the works completed in both the 2014/15, 2015/16 and 2016/17 financial years.

All submissions received were within the Shire’s budget allocation for the works to be completed.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Local Government (Functions & General) Regulations 1996

Policy Implications

Policy No. 3007 – Purchasing Policy

Financial Implications

All submissions received were within the Shire's budget allocation for the works to be completed.

Strategic Implications

Community Strategic Plan

Outcome 2.5.1 – Maintain and improve road assets.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.3

That Council;

Award the supply of bitumen and aggregate of the Shire's 2017/18 road program on a full contract basis for the amount of \$257,040 to Bitutek Pty Ltd.

COUNCIL DECISION – ITEM 9.1.3

Moved Cr Eardley

Seconded Cr Lucken

Award the supply of bitumen and aggregate of the Shire's 2017/18 road program on a full contract basis for the amount of \$257,040 to Bitutek Pty Ltd.

CARRIED 5/0

9.1.4 SHIRE OFFICE HOURS – CHRISTMAS PERIOD

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0089
Date: 13 October 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council approves the Shire Office to be closed over the Christmas and New Year period.

Attachment

Nil

Background

During the Christmas and New Year period it is proposed that the Shire Office be closed from 12pm on Friday 22 December 2017 until Friday 5 January 2018, re-opening as per usual on Monday 8 January 2018. This will mean that any payments or licensing will not be processed during this period. This works out to be four normal working days. With sufficient notification the community will be able to make alternate arrangements for licensing and other payments and a skeleton works crew will still be on board during the break for any road maintenance.

Comment

Staff will be required to take annual leave or RDO's during this period and the proposed office hours will be as follows;

Wednesday 20 December 2017	8.30am to 5.00pm
Thursday 21 December 2017	8.3am to 5.00pm
Friday 22 December 2017	8.30am to 12.00pm
Saturday 23 December 2017	Closed
Sunday 24 December 2017	Closed
Monday 25 December 2017	Closed
Tuesday 26 December 2017	Closed
Wednesday 27 December 2017	Closed
Thursday 28 December 2017	Closed
Friday 29 December 2017	Closed
Saturday 30 December 2017	Closed
Sunday 31 December 2017	Closed
Monday 1 January 2018	Closed
Tuesday 2 January 2018	Closed
Wednesday 3 January 2018	Closed
Thursday 4 January 2018	Closed
Friday 5 January 2018	Closed
Saturday 6 January 2018	Closed
Sunday 7 January 2018	Closed
Monday 8 January 2018	8.30am to 5.00pm

Consultation

Notification of the office opening times will be published in the Mingenew Matters and Shire Office noticeboard in the months leading up to Christmas.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.4

That Council;

- 1. Endorse the Shire Office to be closed for normal business from 12pm on Friday 22 December 2017 through to Friday 5 January 2018 inclusive, and**
- 2. Notification of the office hours over the Christmas period are advertised in the Mingenew Matters**

COUNCIL DECISION – ITEM 9.1.4

Moved Cr Lucken

Seconded Cr Eardley

That Council;

- 1. Endorse the Shire Office to be closed for normal business from 12pm on Friday 22 December 2017 through to Friday 5 January 2018 inclusive, and**
- 2. Notification of the office hours over the Christmas period are advertised in the Mingenew Matters**

CARRIED 5/0

9.1.5 SHIRE OFFICE HOURS – NORMAL OFFICE HOURS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0089
Date: 13 October 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council approves the Shire Office to change the current office hours.

Attachment

Nil

Background

Currently the opening hours for the Shire Office are 9.00am – 4.30pm. Licensing is available to the public from 9.00am – 4.00pm which aligns with the Department of Transport operational times.

Comment

It is likely that the current office opening hours were endorsed to align with the licensing operating hours at the Department of Transport in Perth. Currently staff are in the office from 8.00am – 5.00pm and the phone lines are answered during this time.

I am recommending that the Shire move the opening time forward to 8.30am and keep the closing time at 4.30pm. This will still allow 30 minutes in the morning prior to opening and 30 minutes after the closing time each day to reconcile the till, licensing, petty cash, etc which will be sufficient time to carry out these duties. Licensing will still only be available from 9.00am – 4.00pm, however opening at 8.30am will allow an additional 30 minutes each day for people to attend the office for non licensing enquiries.

Consultation

Notification of the new office opening times will be published in the Mingenew Matters and Shire Office noticeboard in the months leading up to Christmas.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.5
--

That Council endorse the normal Shire Office opening hours be amended to open at 8.30am and close at 4.30pm Monday to Friday and that public notice is given for the new opening hours.

COUNCIL DECISION – ITEM 9.1.5

Moved Cr Lucken

Seconded Cr Cosgrove

That Council endorse the normal Shire Office opening hours be amended to open at 8.30am and close at 4.30pm Monday to Friday and that public notice is given for the new opening hours.

CARRIED 5/0

DRAFT

9.1.6 COMMOM SEAL

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0396
Date: 13 October 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report seeks Council endorsement to use the common seal for the purpose of gazetting the local laws endorsed by Council at the September 2017 Ordinary Meeting.

Attachment

Nil

Background

At the September 2017 Ordinary Meeting Council resolved to adopt local laws in accordance with section 3.12 of the Local Government Act 1995. Part of this process is to have these local laws gazetted which will require the use of the Shire's common seal to be affixed and the documentation signed by the President and Chief Executive Officer.

Comment

Section 9.49A of the Local Government Act 1995 requires a document to be executed which contains the common seal to be signed by the President and Chief Executive Officer (or other Senior Employee of which there are none) and to be approved by Council to do so.

Consultation

Nil

Statutory Environment

Section 9.49A of 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.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

Policy Implications

Nil

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.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.6

That Council endorse the common seal to be affixed to the following documents;

- **Repeal Local Law 2017**
- **Standing Orders Local Law 2017**
- **Cemeteries Local Law 2017**
- **Extractive Industries Local Law 2017**
- **Health Local Law 2017**
- **Fencing Local Law 2017**
- **Animal, Environment and Nuisance Local Law 2017, and**
- **Waste Local Law 2017**

COUNCIL DECISION – ITEM 9.1.6

Moved Cr Cosgrove

Seconded Cr Criddle

That Council endorse the common seal to be affixed to the following documents;

- **Repeal Local Law 2017**
- **Standing Orders Local Law 2017**
- **Cemeteries Local Law 2017**
- **Extractive Industries Local Law 2017**
- **Health Local Law 2017**
- **Fencing Local Law 2017**
- **Animal, Environment and Nuisance Local Law 2017, and**
- **Waste Local Law 2017**

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 30 SEPTEMBER 2017

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 14 October 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that the Monthly Statement of Financial Activity report for the period ending 30 September is presented to Council for adoption.

Attachment

Finance Report for period ending 30 September 2017

Background

The Monthly Financial Report to 30 September 2017 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 Fund & Cash on Hand	\$458,511
3 Month Term Deposit @ 2.45%	\$750,000
3 Month Term Deposit @ 2.45%	\$750,000
Restricted Funds	\$568,498

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 18 October 2017

Trust Fund	\$69,940
Reserve fund (6 Month Term Deposit) @ 2.55%	\$396,475

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 30 September 2017:

Amount	Current	30+ Days	60+ Days	90+ Days	TOTAL
	80,621	3,225	77	704	84,627

Rates Outstanding at 30 September 2017 were:

	September 2017	August 2017
Rates	603,004	1,798,785
Rubbish	23,669	70,850
ESL	7,709	26,482
TOTAL	634,382	1,896,117

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2017/18 financial year.

Consultation

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

Policy Implications

Nil

Financial Implications

Financial implications are outlined in comments.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION - ITEM 9.2.1

That the Monthly Statement of Financial Activity for the period 1 July 2017 to 30 September 2017 be received.

COUNCIL DECISION – ITEM 9.2.1

Moved Cr Cosgrove

Seconded Cr Eardley

That the Monthly Statement of Financial Activity for the period 1 July 2017 to 30 September 2017 be received.

CARRIED 5/0

9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 30 SEPTEMBER 2017

Disclosure of Financial Interest Item 9.2.2- Cr Eardley

Prior to any consideration of item 9.2.2, President Bagley advised the meeting that she had received written disclosure of interest from Cr Eardley relating to this matter. Cr Eardley had disclosed a financial interest under the financial provisions of the Act as her business was listed on the Accounts for Payment Summary.

4:55pm - Cr Eardley left the meeting and did not participate in discussions or vote on the matter.

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	ADM0042
Disclosure of Interest:	Nil
Date:	13 October 2017
Author:	Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council confirm the payment of creditors for the month of September 2017 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 are 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 September 2017 from the Municipal & Trust Fund totalling \$438,678.84 represented by Electronic Funds Transfers of EFT 11022 to 11027, 11029 and EFT 11031 to 11080, Direct Deduction DD8213.1.1, 2, 3, 4, 5 & 6 , DD 8226.1, 2, 3, 4,&6, Municipal Cheque numbers 8523 to 8524 and Trust Cheque number 504.

COUNCIL DECISION – ITEM 9.2.2

Moved Cr Cosgrove

Seconded Cr Lucken

That Council confirm the accounts as presented for September 2017 from the Municipal & Trust Fund totalling \$438,678.84 represented by Electronic Funds Transfers of EFT 11022 to 11027, 11029 and EFT 11031 to 11080, Direct Deduction DD8213.1.1, 2, 3, 4, 5 & 6 , DD 8226.1, 2, 3, 4,&6, Municipal Cheque numbers 8523 to 8524 and Trust Cheque number 504.

CARRIED 4/0

4:57pm- Cr Eardley returned to the meeting

President Bagley read aloud for the benefit of Cr Eardley the Council decision for Agenda item 9.2.2

9.3 ADMINISTRATION

Nil

9.4 TOWN PLANNING

Nil

9.5 BUILDING

Nil

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

Nil

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

11.1 ELECTED MEMBERS

Nil

11.2 STAFF

Nil

12.0 CONFIDENTIAL ITEMS

12.1 CEO PERFORMANCE REVIEW

This matter was dealt with as a confidential item in accordance with Section 5.23 of the Local Government Act as it contains information about a matter affecting an employee which relates to a matter to be discussed at the meeting.

COUNCIL DECISION- MEETING CLOSED TO PUBLIC

Moved Cr Lucken

Seconded Cr Cosgrove

That the meeting be closed to members of the public in accordance with section 5.23 of the Local Government Act as it contains information about a matter affecting an employee and/or a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

CARRIED 5/0

5:00pm - The meeting was closed to the public

5:00pm - The CEO, Governance Officer and Works Supervisor left the meeting

COUNCIL DECISION- MEETING REOPENED TO PUBLIC

Moved Cr Cosgrove

Seconded Cr Lucken

That the meeting be reopened to members of the public

CARRIED 5/0

5:10pm - The CEO, Governance Officer and Works Supervisor returned to the meeting

COUNCIL DECISION- ITEM 12.1

Moved Cr Cosgrove

Seconded Cr Lucken

That:

1. The performance review of the Chief Executive Officer be received
2. A further 2 year contract extension until 31 December 2019 with a Total Remuneration Package of \$195,800 to the current Chief Executive Officer, Martin Whitely be endorsed.

CARRIED 5/0

13.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 15 November 2017 commencing at 4.30pm.

14.0 CLOSURE

The Presiding Person closed the meeting at 5.12pm.

These minutes were confirmed at an Ordinary Council meeting on 15 November 2017.

Signed _____
Presiding Officer

Date: _____

DRAFT