



**AGENDA FOR THE  
ORDINARY COUNCIL MEETING  
TO BE HELD ON  
WEDNESDAY  
23 October 2013**

**SHIRE OF MINGENEW**



## ORDINARY COUNCIL MEETING NOTICE PAPER

23 October 2013

Madam President and Councillors,

An ordinary meeting of Council is called for Wednesday, 23 October 2013, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.00 pm.

**Mike Sully**  
**Chief Executive Officer**

18 October 2013

**MINGENEW SHIRE COUNCIL**

**DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Mingenew Shire Council for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Mingenew Shire Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement occurring during Council/Committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of Mingenew Shire Council during the course of any meeting is not intended to be and is not taken as notice of approval from the Mingenew Shire Council. The Mingenew Shire Council warns that anyone who has an application lodged with the Mingenew Shire Council must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Mingenew Shire Council in respect of the application.

**CHIEF EXECUTIVE OFFICER**

18 OCTOBER 2013

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## SHIRE OF MINGENEW

### AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 23 October 2013 COMMENCING AT 4.00pm

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS BY CHIEF EXECUTIVE OFFICER
  - 1.1 SWEARING IN OF NEWLY ELECTED COUNCILLORS – GLEDHILL AND PEARCE
  - 1.2 ELECTION OF SHIRE PRESIDENT  
Swearing in of Shire President.  
  
**The elected Shire President to take the chair.**
  - 1.3 ELECTION OF DEPUTY PRESIDENT  
Swearing in of Deputy President.
- 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE
- 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
- 4.0 PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS
- 5.0 APPLICATIONS FOR LEAVE OF ABSENCE
- 6.0 DECLARATIONS OF INTEREST
- 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

#### **COUNCIL DECISION ITEM 7.0**

**That the Minutes of the Ordinary Meeting of Council held 17 September 2013 be confirmed as a true and accurate record of proceedings.**

- 8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION
- 9.0 OFFICERS REPORTS
- 9.1 HEALTH, BUILDING AND TOWN PLANNING  
Nil.

### 9.3 CHIEF EXECUTIVE OFFICER

#### 9.3.1 COUNCIL COMMITTEE DELEGATES

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Ni  
**Date:** 11 October 2013  
**Author:** Mike Sully

#### **SUMMARY**

Following the recent Local Government Elections and with changes in Elected Members, Council is required to appoint their delegates to the various committees for 2013 - 2015.

#### **ATTACHMENT**

A copy of the current appointments listing is attached.

#### **BACKGROUND**

Nil

#### **COMMENT**

Nil.

#### **CONSULTATION**

Nil.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995 – section 5.8 – 5.11

#### **POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

Councillors receive a Sitting Fee payment for attendance at meetings where they are the nominated Council delegate. Provision is included in the budget for these payments.

#### **STRATEGIC IMPLICATIONS**

Nil.

#### **VOTING REQUIREMENTS**

Absolute Majority.

**OFFICER RECOMMENDATION – ITEM 9.3.1**

**That Council appoint delegates to the various committees as listed below for 2013 – 2015;**

COMMITTEE	DELEGATE	DELEGATE	PROXY	PROXY
Northern Country Zone of WALGA				
WALGA Conference				
Tourist & Promotions Committee		X		
Lions Expo Committee		X		
MRWA Regional Road Group				
Silver Chain Branch Committee		X		
Mid West Regional Council				
CRC Management Committee		X		
Autumn Centre Committee		X		
LEMC Committee		X		
LG Reform / Alliance Group				
Audit Committee	<b>ALL OF COUNCIL</b>			
Sports Advisory Committee		X		
MWLGSA Governance Team		X		
MIG Environmental Division Committee	X	X	X	X
Executive Management Committee				
Development Assessment Panels				
Mingenew Business Alliance		X		

**Delegates for Committees 2011 - 2013**

<b>COMMITTEE</b>	<b>DELEGATE</b>	<b>DELEGATE</b>	<b>PROXY</b>	<b>PROXY</b>
<b>Northern Country Zone of WALGA</b>	MA Bagley	MP Pearce	PJ Gledhill	-
<b>WALGA Conference</b>	MA Bagley	PJ Gledhill	-	-
<b>Tourist &amp; Promotions Committee</b>	MP Pearce	-	CEO	-
<b>Lions Expo Liaison Committee</b>	PJ Ward	-	GJ Cosgrove	-
<b>MRWA Regional Road Group</b>	MA Bagley	PJ Ward	AT Sobey	-
<b>Silver Chain Branch Committee</b>	AT Sobey	-	HM Newton	-
<b>Mid West Regional Council</b>	MA Bagley	PJ Gledhill	MP Pearce	-
<b>CRC Management Committee</b>	HM Newton	-	GJ Cosgrove	-
<b>Autumn Centre Committee</b>	MP Pearce	-	AT Sobey	-
<b>LEMC &amp; Crime Prevention Committee</b>	GJ Cosgrove	PJ Gledhill	-	-
<b>LG Reform / Alliance Group</b>	MA Bagley	PJ Gledhill	-	-
<b>Audit Committee</b>	<b>ALL OF COUNCIL</b>			
<b>Sports Advisory Committee</b>	GJ Cosgrove	-	AT Sobey	-
<b>MWLGSA Governance Team (ISA)</b>	MA Bagley	-	PJ Ward	-
<b>MIG Environmental Division Committee</b>	Not Currently Applicable			
<b>Executive Management Committee</b>	MA Bagley	PJ Gledhill	GJ Cosgrove	-
<b>Development Assessment Panels</b>	MA Bagley	PJ Gledhill	AT Sobey	GJ Cosgrove
<b>Small Business Community Meetings</b>	PJ Ward	-	HM Newton	-



9.3.2 FREEDOM OF INFORMATION ACT 1992 - INFORMATION STATEMENT

**Location/Address:** Albert Facey House, Perth WA  
**Name of Applicant:** Office of the Information Commissioner  
**Disclosure of Interest:** Nil.  
**Date:** 15 October 2013  
**Author:** Mike Sully

**SUMMARY**

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

**ATTACHMENT**

Copy of the draft Shire of Mingenew Information Statement is attached.

**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. Recent additions and amendments to the FOI Act and a requirement that the IS is reviewed regularly requires that Council's existing IS be 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 web site, 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 involved in 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'S RECOMMENDATION – ITEM 9.3.2**

**That Council endorse the draft FOI Information Statement.**

# DRAFT 1

## FREEDOM OF INFORMATION STATEMENT



## FREEDOM OF INFORMATION 2013

**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 2015
Councillor PJ (Peter) Gledhill (Deputy President)	Term expires October 2017
Councillor MP (Marguerite) Pearce	Term expires October 2017
Councillor GJ (Gary) Cosgrove	Term expires October 2015
Councillor AT (Alan) Sobey	Term expires October 2015
Councillor HM (Helen) Newton	Term expires October 2015
Vacancy	Term expires October 2017

**COUNCIL REPRESENTATIVES FOR COMMITTEES 2013/2015**

**(TO BE COMPLETED AFTER THE MEETING ON 23 OCTOBER 2013)**

COMMITTEE	DELEGATE	DELEGATE	PROXY	PROXY
Northern Country Zone of WALGA				
WALGA Conference				
Tourist & Promotions Committee		X		
Lions Expo Committee		X		
MRWA Regional Road Group				
Silver Chain Branch Committee		X		
Mid West Regional Council				
CRC Management Committee		X		
Autumn Centre Committee		X		
LEMC Committee		X		
LG Reform / Alliance Group				
Audit Committee	<b>ALL OF COUNCIL</b>			
Sports Advisory Committee		X		
MWLGSA Governance Team		X		
MIG Environmental Division Committee	X	X	X	X
Executive Management Committee				
Development Assessment Panels				
Mingenew Business Alliance		X		

## 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
Aged Persons Accommodation	Parks and Reserves
Dog and Cat Control	Planning Controls
Environmental Health Matters	Pest Controls
Town Planning	Occupational Health and Safety
Community Information	Noxious Weed Controls
Building Control	Citizenship Ceremonies
Landcare	

## 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	)
Council Budget	)
Council Annual Financial Statements	)
Council Local Laws	) At the set photocopying rate + binding
Planning/Building Application Register	) if required.
Principal Activities Plan	)
Assessment Book	)
Delegation Register	)
Directional Maps	)
Building Plans	)
Council Town Planning Scheme No. 2	)
Scheme Text	)
Electoral rolls	\$15 per Ward \$25.00 District Roll

## 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 (single page)	.20c
• Per photocopy (double page)	.40c
• 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.

**Mike Sully JP**  
**Chief Executive Officer**

**15 October 2013**

**THIS INFORMATION STATEMENT ENDORSED BY COUNCIL ON: .....**

## ATTACHMENTS

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

**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

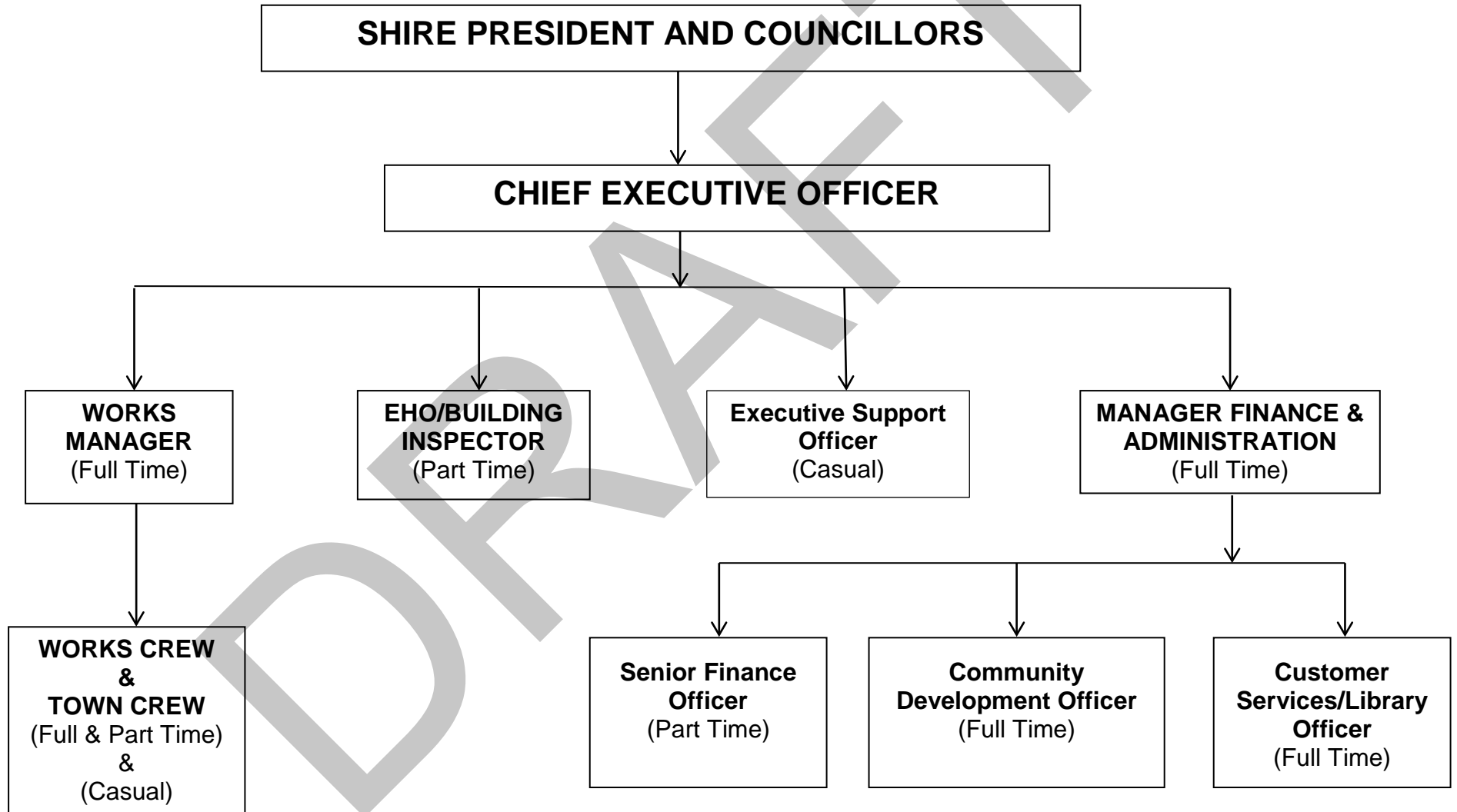
### FREEDOM OF INFORMATION APPLICATION

- 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).

DRAFT

## SHIRE OF MINGENEW

### ORGANISATIONAL STRUCTURE 2013/2014



### 9.3.3 MORAWA EDUCATION, INDUSTRY & TRAINING ALLIANCE - SUPPORT

**Location/Address:** Morawa Senior High School  
**Name of Applicant:** Morawa Education, Industry & Training Alliance  
**Disclosure of Interest:** Nil.  
**Date:** 10 October 2013  
**Author:** Mike Sully

#### **SUMMARY**

This report recommends that Council provide financial support for the development and ongoing operation of the Morawa Education, Industry & Training Alliance (MEITA).

#### **ATTACHMENT**

Full details of MEITA's Operational Plan are included as an attachment.

#### **BACKGROUND**

A partnership comprising of, the Western Australia College of Agriculture Morawa (WACOAM), Morawa District High School (MDHS) and Shire of Morawa was formed in 2004 and extended to include the Institute of Technology in 2009. The partners formed an alliance initially known as Morawa Education Alliance which later became known as the Morawa Education, Industry & Training Alliance (MEITA).

The Alliance was formed when key stakeholders WACOAM & MDHS realised that student outcomes had not been maximized. As a result of this, the splitting off from MDHS, and the establishment of, the WACOAM in 2001 meant that students could no longer access the educational and training programs on offer at each of the now two separate 'schools'. It was recognised that students were being restricted in their access to educational and training opportunities and that facilities were under-utilised. It was also identified that the region lost a significant number of 15-19 year olds due to lack of training opportunities available in the region. Many of these youth did not return once they had left their home communities.

Due to this population decline from 2002 to 2007 (Australian Bureau of Statistics, Regional Population Growth 3218.0) MEITA successfully secured funds through the Agricultural Development Partnership to formulate a Strategic Plan under the banner of 'Community Revitalization through Education'. Funding was secured from the Community Trust for Market Creations to create, design and publish a logo using 'thinking outside the square' as the slogan. Letterhead, business cards for each partner and the logo stamped the creation of the partnership leading to an easily recognisable marketing tool.

The MEITA realised that education and training in Morawa is a crucial 'industry' that influences the economic and social life of numerous regional communities. This was encapsulated in the MEITA Vision: 'to provide a high quality, customer-focused education and training program that will attract and retain the youth of the region and to be recognised as an outstanding educational services provider in regional Western Australia'.

In addition to the three original partners MEITA now has involvement and commitment from Durack Institute of Technology, a major provider of vocational education and training, the Morawa Community Resource Centre, which meets and provides the education and training needs of the local community, and mining stakeholders, Karara Mining Limited, offering innovative university scholarships and Sino Steel Midwest, both developing iron ore projects in the Midwest.

The overarching aim of MEITA is to provide a more vibrant and diversified educational, social and economic environment for local communities, through maximizing and revitalizing educational pathways in the region. MEITA wants students to live, be educated, train and work in the Midwest. MEITA's operational plan lists the following Key Result Areas and Goals directed towards achieving its aim:

Key Result Area One	Provision of an Integrated Model of Education and Training Services	Goals : 1. Establishment of an Industry Training facility in Morawa 2. Access to a Broader Range of Educational and Training Opportunities for all Students
Key Result Area Two	Industry Partnerships and Collaboration	Goals: 1. Industry Supports and Utilises Education and Training Opportunities in Morawa
Key Result Area Three	Employment Opportunities and Employer Capacity	Goals: 1. Build the Skills of People to Take Advantage of Local Employment Opportunities 2. Build Local Employer Capacity
Key Result Area Four	Communication, Public Relations, Marketing and Recruitment	Goals: 1. Market Morawa's Capacity to Meet the Educational and Training Needs of the Surrounding Communities and Associated Industries



## **COMMENT**

Representatives of MEITA attended Council's September 2013 Council Forum and outlined the aims and goals of MEITA and requested that the Shire of Mingenew consider providing support for this regional program. This would be considered a reasonable request as a number of high school students from Mingenew attend the Morawa District High School and would have access to the program.

There are a number of ways that the Shire could consider providing support to the MEITA being:

- Provision of an amount of funds on an annual basis and allow MEITA to determine what it will be used for. The annual amount could be fixed or be determined by the number of Mingenew based students attending the MEITA Program.
- Funding an annual scholarship with priority for Mingenew students, if any.
- Purchase of requested equipment, infrastructure or other resources.

## **CONSULTATION**

MEITA Committee representatives, Tonia Carslake and Maryanne Milloy

## **STATUTORY ENVIRONMENT**

Nil.

## **POLICY IMPLICATIONS**

Nil..

## **FINANCIAL IMPLICATIONS**

An amount up to \$3,000 will need to be reserved each year in the Annual budget.

## **STRATEGIC IMPLICATIONS**

The Shire of Mingenew Community Strategic Plan 2012 supports this initiative through:

*Objective 3*

*A Safe and welcoming community where everyone has the opportunity to contribute and belong:*

*Outcome 3.3*

*Improved capacity of education and training by:*

*3.3.3 Continue to support the provision of higher education and vocational training in our region.*

## **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION – ITEM 9.3.3**

**That Council provide an annual amount up to \$3,000, from the 2014/2015 financial year, to the Morawa Education, Industry and Training Alliance for the provision of a traineeship, subject to the following conditions:**

- 1. Priority is given to a student living in the Shire of Mingenew, or if one not available, living in the North Midlands area of the Mid-West.**
- 2. The student to be offered the scholarship must have consistently met high quality school based behavioural and academic standards.**
- 3. A representative from the Shire of Mingenew to be involved in the selection process.**



## Morawa Education, Industry and Training Alliance (MEITA)

Operational Plan 2010 – 2011

**Alliance Partners:**

Morawa District High School  
WA College of Agriculture, Morawa  
Durack Institute of technology  
Shire of Morawa  
and  
Industry Partners

## Morawa Education, Industry and Training Alliance (MEITA) Operational Plan 2010 – 2011

### Introduction

This Plan draws together the strategies identified in the MEITA (formerly MEA) Operational Plan, developed through a series of strategic planning workshops in late 2009, and the recommendations and actions from the Midwest Training Plan, developed by the MEITA during 2009. It was thought useful to combine the two documents, as many of the strategies that emerged during these two planning activities are the same.

### Format of the Operational Plan 2010 – 2011

The Operational Plan identifies four Key Result Areas that address the broad strategic aims of the MEITA. Within the Key Result Areas there are one or more Goals and a series of Strategies that outline the specific actions required to achieve the goals. In summary the Key Result Areas and Goals are:

Key Result Area One	Provision of an Integrated Model of Education and Training Services	Goals : 1. Establishment of an Industry Training facility in Morawa 2. Access to a Broader Range of Educational and Training Opportunities for all Students
Key Result Area Two	Industry Partnerships and Collaboration	Goals: 1. Industry Supports and Utilises Education and Training Opportunities in Morawa
Key Result Area Three	Employment Opportunities and Employer Capacity	Goals: 1. Build the Skills of People to Take Advantage of Local Employment Opportunities 2. Build Local Employer Capacity
Key Result Area Four	Communication, Public Relations, Marketing and Recruitment	Goals: 1. Market Morawa’s Capacity to Meet the Educational and Training Needs of the Surrounding Communities and Associated Industries

The Strategies are identified as “MEITA Strategies” ie those to be developed and implemented collectively with one partner taking the lead but involving all other partners. Other strategies are identified as “Partner Strategies”, these contribute to the overall aims of the MEITA but are more readily identified as the core business of a specific partner and are to be developed and implemented within the resources of that partner. A regular reporting framework on progress of the strategies will be managed through the monthly MEITA meetings.

**KEY RESULT AREA ONE PROVISION OF AN INTEGRATED MODEL OF EDUCATION AND TRAINING SERVICES**

<b>GOAL ONE: ESTABLISHMENT OF AN INDUSTRY TRAINING FACILITY IN MORAWA</b>				
<b>MEITA STRATEGIES – Strategies to be developed and implemented collectively by the MEITA, with one partner identified as the lead partner</b>				
<b>Actions</b>	<b>Lead Partner</b>	<b>By when</b>	<b>Resources needed</b>	<b>KPI's</b>
<p><b>Strategy 1.1.1</b></p> <p><b>(i) Progress discussion with state government and possible industry partners to establish an industry training facility in Morawa to service industry, community and school training needs.</b></p> <p><b>(ii) Establish a Business Plan and Code of Practice for the operation of an Industry Training Facility. Options for use must allow for growth and extension to accommodate:</b></p> <ul style="list-style-type: none"> <li>• Schools access</li> <li>• Community access</li> <li>• Industry access</li> </ul> <p><b>(iii) Investigate ways to derive income from the planned Industry Training Facility as a way of ensuring sustainability</b></p> <p><b>(iv) Investigate mine site training facility options (development of a simulated environment on mining site) and lobby GIOA for support</b></p>	DIT	Immediate	<p>State govt capital works; Royalties for Regions, engage with MWDC Industry funding</p> <p>Explore user pays options</p> <p>State govt equipment funding Mining company investment</p>	<p>Funding secured Training Facility completed</p> <p>Business Plan developed Code of Practice in place</p> <p>Revenue Plan developed \$ revenue generated</p> <p>Onsite training facility planned/funded</p>
<p><b>1.1.2</b></p> <p><b>To support increased education and training, investigate possibilities for additional accommodation in Morawa for students and visiting lecturers/teachers.</b></p>	Shire	Immediate	<p>Royalties for Regions (possible upgrade of old hospital)</p>	<p>Increase in availability of accommodation</p>

<b>PARTNER STRATEGIES – Strategies to be developed and implemented by specific partners</b>				
<p><b>Strategy 1.1.3</b>  <b>Continue to seek funding through the TTC in Schools program for refurbishment to existing facilities at WACOAM site<sup>1</sup>. If successful use as leverage to gain additional industry support.</b></p> <ul style="list-style-type: none"> <li>• Progress discussion with Murchison schools as possible partners, and to create pathways for students</li> <li>• Progress EOI in next round</li> </ul>	WACOAM	Sept 2010	Federal Government TTC program. Submit EOI for Round 3	EOI successful, full submission developed
			Explore user pays options for training centre	
<p><b>Strategy 1.1.4</b>  <b>Investigate ways to maximise use of currently available and future training facilities including:</b></p> <p><b>(i) Work out protocols for making facilities of WACOAM available to the community during “down time”</b></p> <p><b>(ii) Investigate ways to enhance and expand the capability of the Morawa Community Resource Centre (CRC), previously Telecentre, to support training and to act as a focal point in town for information about training</b></p> <p><b>(iii) Continue to explore uses for the Old Hospital.</b>  <b>Possibilities include:</b></p> <ul style="list-style-type: none"> <li>• CWT training centre</li> <li>• MDHS residential facility</li> <li>• Hostel/hotel development (commercial developer?)</li> </ul>	<p>(i) WACOAM; DIT</p> <p>(ii) Shire</p> <p>(iii) Shire</p>	<p>Begin by 30<sup>th</sup> June 2010</p> <p>Begin by 30<sup>th</sup> June 2010</p> <p>Options and feasibility by 31<sup>st</sup> Dec 2010</p>	<p>Community Resource Centre support funds (state government)</p> <p>Royalties for Regions</p>	<p>(i) No. programs run at WACOAM</p> <p>(ii) No. programs at CRC Information available from CRC</p> <p>(iii) Funding secured Refurbishment plan agreed to by Shire</p>

<sup>1</sup> Since the Operational Plan was written in December 2009 advice has been received that the Round 2 EOI for TTC in Schools funding was unsuccessful. Therefore in February 2010 the MEA agreed to pursue other funding sources for the establishment of an industry training facility in the town (Strategy 1.1.1). This would not preclude a TTC in the future and TTC funding will still be sought in later rounds of the program if possible.

<p><b>Strategy 1.1.5</b>  <b>Initiate discussions with relevant authorities (Executive Director: Colin Pettit, Director of Agriculture Geoff Moyle and District Director) to examine the use of hostel beds for students who wish to attend Years 11/12 at MDHS and a TTC (or to access existing training facilities in Morawa)</b></p> <ul style="list-style-type: none"> <li>• Possible re-use of 10 bed dorm about to be de-commissioned by WACOAM</li> </ul>	<p>MDHS WACOAM</p>	<p>Begin by 30<sup>th</sup> June 2010</p>	<p>Agreement reached</p>
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<p><b>GOAL TWO: ACCESS TO A BROADER RANGE OF EDUCATIONAL AND TRAINING OPPORTUNITIES FOR ALL STUDENTS</b></p>				
<p><b>MEITA STRATEGIES – Strategies to be developed and implemented collectively by the MEA, with one partner identified as the lead partner</b></p>				
<p><b>Actions</b></p>	<p><b>Lead Partner</b></p>	<p><b>By when</b></p>	<p><b>Resources needed</b></p>	<p><b>KPI's</b></p>
<p><b>Strategy 1.2.1</b>  <b>Develop Mentoring Strategy that identifies the type of mentoring support required for training and transition to employment. Actions include:</b></p> <ul style="list-style-type: none"> <li>• Investigate existing mentoring arrangements/resources</li> <li>• What type of mentors are needed?</li> <li>• Investigate training needed for mentors</li> </ul>	<p>DIT</p>	<p>Complete Strategy by 31<sup>st</sup> Dec 2010</p>	<p>Youth Pathways program</p> <p>“Training Together, Working Together” funding for Indigenous mentoring</p> <p>JSA’s for workplace mentoring</p>	<p>Mentoring strategy developed</p>
<p><b>PARTNER STRATEGIES – Strategies to be developed and implemented by specific partners</b></p>				
<p><b>Strategy 1.2.2</b>  <b>Meet with Executive Director, Colin Pettit and District Director of Schools to seek ways such as through the MOU with Dept of Education and Special Funding initiatives offered through the DG, for a VET/Career Advisor (in the context of the MWTP) to be appointed by Feb 2011</b></p>	<p>MDHS; WACOAM</p>	<p>Arrange first meeting by 30<sup>th</sup> June 2010</p>	<p>DET Special Initiatives Funding</p>	<p>Differences between 2010 and 2011students selection patterns</p>

<p><b>Strategy 1.2.3</b>  <b>WACOAM to offer RTO services to other schools in the region, within current policy limitations.</b>  <b>Specifically:</b></p> <ul style="list-style-type: none"> <li>• <b>Map course offerings at MDHS and WACOAM</b></li> <li>• <b>WACOAM to investigate process for providing VET services to other schools within RTO's for Ag Colleges policy</b></li> </ul>	WACOAM	Completed by 30 <sup>th</sup> June2010	None required	<p>The extent to which students' subject selections and pathways reflect integration of course offerings at the MDHS and WACOAM and through other training providers</p> <p>Student pathways reflect broader access in 2011 than in 2010</p>
<p><b>Strategy 1.2.4</b>  <b>Formalise articulation arrangements between WACOAM, MDHS and DIT</b></p> <ul style="list-style-type: none"> <li>• <b>Map out potential articulation pathways</b></li> <li>• <b>Develop agreement between parties on learning pathways</b></li> <li>• <b>Promote to students and parents</b></li> <li>• <b>Incorporate into TTC planning</b></li> </ul>	DIT	Begin by 3th June 2010	None required	<p>Articulation arrangements documented and in place</p> <p>No. students in learning pathways</p>
<p><b>Strategy 1.2.5</b>  <b>Create a resource package highlighting pathways leading to diverse and different career/work/employment destinations, include the service providers that deliver the necessary courses</b></p>	MDHS; WACOAM	Completed by 31 <sup>st</sup> Dec 2010	Partner funding (?)	<p>No. students in identified pathways</p>
<p><b>Strategy 1.2.6</b>  <b>Survey training needs of WACOAM and MDHS staff to identify up-skilling that would enhance their capacity to deliver training</b></p>	MDHS; WACOAM	February 2010 to be operational in conjunction with DIT by July 2010	Professional development funding for up-skilling	<p>No. staff undertaking training (PD)</p> <p>Increase in training able to be offered to students</p>



<p><b>Strategy 1.2.7</b>  <b>Explore possibility of MDHS becoming a specialist school in mining. Specifically:</b></p> <ul style="list-style-type: none"> <li>• <b>Initiate discussion with Executive Director, Colin Pettit about Morawa becoming a specialist school: mining</b></li> <li>• <b>Discuss process with Principals Mike Morgan and Alan Curtis who have established, and are involved with such schools</b></li> </ul>	<p>MDHS</p>	<p>First meeting to be scheduled by 30<sup>th</sup> Sept 2010 and be ongoing through 2010/2011 depending on the progress of mining in the area</p>		<p>Feasibility study tabled and implications discussed</p> <p>Report on visits to Newman SHS (Alan Curtis) and Shenton College (Mike Morgan)</p>
<p><b>Strategy 1.2.8</b>  <b>Investigate parent involvement/early childhood development initiatives for parents and children. Specifically:</b></p> <ul style="list-style-type: none"> <li>• <b>Establish a 0-4 school readiness program (early childhood /parent education program) inclusive of Aboriginal parents</b></li> <li>• <b>Seek funding opportunities</b></li> <li>• <b>Investigate Mt Magnet centre (RFR project)</b></li> </ul>	<p>MDHS</p>	<p>Progress report by 31<sup>st</sup> July 2010</p>	<p>Funding for Day Care Centre; Community Nurse; Playgroup; Pre-primary staff</p>	<p>Baseline data collected for 2010 cohort</p> <p>AEDI index</p> <p>Numbers of parents and pre-schoolers participating</p> <p>Profile of those attending</p>
<p><b>Strategy 1.2.9</b>  <b>Utilise District Office resources so as to implement Senior Schooling Engagement programs for disengaged students.</b></p>	<p>MDHS</p>	<p>July 2010</p>	<p>District Office input</p>	<p>Number of students participating in Senior School Engagement programs</p>
<p><b>MDHS becomes a host school for long term prac teachers. Specifically:</b></p> <ul style="list-style-type: none"> <li>• <b>MDHS registers for long term prac student teacher scheme</b></li> <li>• <b>Options for housing students need to be investigated</b></li> </ul>	<p>MDHS</p>	<p>June 2010</p>	<p>With District Office</p>	<p>Establish baseline data for attendance and behavioural records of students in Senior School Engagement programs (compared with 2009)</p> <p>Student Contract in place and number of infringements</p> <p>Registered as prac host</p>

<b>Strategy 1.2.10</b>				
<b>Explore ways to increase Aboriginal involvement in planning and decision making regarding education and training, including:</b>				
<b>(i) WACOAM and Shire to explore Aboriginal membership on decision-making groups</b>	(i) Shire	Begin by 31 <sup>st</sup> July 2010 and finalise membership by December 2010	MEEDAC Indigenous Business Australian (IBA) Indigenous Coordination Centre (ICC)	Aboriginal members appointed.
<b>(ii) MDHS has appointed an Aboriginal member to School Council, seek to continue representation</b>	(ii) MDHS			Initiatives of Aboriginal members
<b>(iii) Meet with key Aboriginal leaders, government departments (State and Federal) and groups to gain support for improved Aboriginal education and training delivery such as business training opportunities. Seek involvement of MEEDAC.</b>	(iii) DIT			Activities of MEEDAC in 2010 and those planned for 2011 incorporated into MEITA planning
<b>Strategy 1.2.11</b>				
<b>Develop strategies to increase Aboriginal training in key areas:</b>	DIT	Begin by 30 <sup>th</sup> Sept 2010 and on-going	Indigenous Training Support program for Job Readiness training  Indigenous Employment Panel  Mining companies for possible scholarships	Programs identified, no. Commencements   Scholarships in place
<ul style="list-style-type: none"> <li>• Working in agricultural industry</li> <li>• Job readiness/generic skills</li> <li>• Mining sector jobs (through industry employment targets)</li> <li>• Tourism (enterprise development opportunity also)</li> <li>• Agricultural training, eg at Bundy Bunna</li> <li>• Discuss indigenous education, training and employment strategy with the GIOA</li> </ul>				

**KEY RESULT AREA TWO**

**INDUSTRY PARTNERSHIPS AND COLLABORATION**

GOAL ONE: INDUSTRY SUPPORTS AND UTILISES EDUCATION AND TRAINING OPPORTUNITIES IN MORAWA				
MEITA STRATEGIES – Strategies to be developed and implemented collectively by the MEITA, with one partner identified as the lead partner				
Actions	Lead Partner	By when	Resources needed	KPI's
<p><b>Strategy 2.1.1</b>  <b>Seek greater industry commitment to training in Morawa, specifically:</b></p> <p><b>(i) Hold ongoing discussions with resources companies and government sector seeking support for development and use of facilities in Morawa for local training. Specifically:</b></p> <ul style="list-style-type: none"> <li>• Invite industry participation in MEITA</li> <li>• Develop MOU(s) where possible and appropriate</li> </ul> <p><b>(Midwest Training Plan can be used as reference point for discussions)</b></p> <p><b>(ii) Advance discussions with GIOA companies regarding training requirements. Specifically:</b></p> <ul style="list-style-type: none"> <li>• Set up meetings with Karara Mining Ltd and Sinosteel</li> <li>• Determine specific training requirements as soon as possible</li> <li>• Lobby for support and training locally</li> <li>• Ensure mining companies are aware of and accommodate seasonal work, could lead to job sharing</li> </ul>	<p>Shire</p>	<p>31<sup>st</sup> July 2010</p>	<p>None required</p>	<p>Industry representation on MEITA</p> <p>Details of what industry training needs have been addressed by delivery in Morawa</p>

<p><b>Strategy 2.1.2</b>  <b>Develop strategy to increase GIOA input and investment into the development of training facilities in Morawa. Specifically:</b></p> <ul style="list-style-type: none"> <li>• Lobby GIOA companies, as outlined above</li> <li>• Seek funding for community education and training initiatives (could be additional funding for TTC; funding for Old Hospital refurbishment; or Mine Site training centre)</li> <li>• Inclusion of MEITA initiatives in DIT Training Agreement with KML</li> </ul>	<p>DIT (through Training Agreement)</p>	<p>Ongoing</p>	<p>Industry funding options</p>	<p>Funding opportunities identified</p>
<p><b>PARTNER STRATEGIES – Strategies to be developed and implemented by specific partners</b></p>				
<p><b>Strategy 2.1.3</b>  <b>Advertise training facilities available in Morawa and present positive, “can do” image to industry. Specifically:</b></p> <ul style="list-style-type: none"> <li>• Prepare a document outlining the capacity of the WACOAM in partnership with DIT, being the preferred supplier for the training needs of Mid-West Machinery dealerships</li> </ul>	<p>WACOAM</p>	<p>Completed by 31<sup>st</sup> Dec 2010</p>		<p>Training programs delivered as a direct result of advertising/marketing on the web and through other promotional material</p> <p>Capability document tabled and discussed</p> <p>Type and number of training programs delivered by WACOAM in partnership with the CWT</p> <p>MOU developed with one or more Mid-West Machinery dealerships</p>

<p><b>Strategy 2.1.4</b>  <b>Initiate discussions between the GIOA MDHS and WACOAM about possible educational partnership arrangements (MDHS and WACOAM to provide the Shire with detailed information)</b></p>	<p>MDHS; WACOAM</p>	<p>Discussions from June 2010, MOU in place for Jan 2011</p>	<p>Educational partnership with the MDHS and the GIOA or one of its members, agreed upon for implementation in 2011</p>	
<p><b>Strategy 2.1.5</b>  <b>Progress Development of the Morawa Commercial and Business Enterprise Centre</b></p>	<p>Shire</p>	<p>Immediate and ongoing</p>	<p>Funding for DIT set-up (refer also to 1.1.1 and other potential training facilities strategies)</p>	<p>Centre operational</p>

**KEY RESULT AREA THREE**

**EMPLOYMENT OPPORTUNITIES AND EMPLOYER CAPACITY**

<b>GOAL ONE: BUILD THE SKILLS OF PEOPLE TO TAKE ADVANTAGE OF LOCAL EMPLOYMENT OPPORTUNITIES</b>				
<b>MEITA STRATEGIES – Strategies to be developed and implemented collectively by the MEITA, with one partner identified as the lead partner</b>				
<b>Actions</b>	<b>Lead Partner</b>	<b>By when</b>	<b>Resources needed</b>	<b>KPI's</b>
<b>Strategy 3.1.1</b> <b>Develop and use a database to identify people who can deliver training and also to identify needs for up-skilling. Advertise EOI for people to register interest in delivering training, follow up on initial survey for greater response rate</b>	Shire	Database established by 31 Sept 2010 and then on-going	Funding to conduct skills survey	Number and type of training program delivered by those on in the database  Identified training needs
<b>Strategy 3.1.2</b> <b>Develop a register of job vacancies in Morawa, could be further developed into a register of training available and an EOI in training database</b> <ul style="list-style-type: none"> <li>• Community Resource Centre could coordinate and manage, approach CRC and discuss options</li> <li>• Mining companies to be asked for list of job vacancies, approach through GIOA</li> </ul>	Shire	Begin by 30 <sup>th</sup> June 2010	Funding to undertake survey of businesses and set up and maintain database  RFR (?)	Database established
<b>PARTNER STRATEGIES – Strategies to be developed and implemented by specific partners</b>				
<b>Strategy 3.1.3</b> <b>Develop strategies for work readiness training including:</b> <ul style="list-style-type: none"> <li>• Seek JSA involvement</li> <li>• Investigate CRC Community Capacity Building grants</li> <li>• Schools and DIT to work on job readiness for school leavers</li> <li>• Develop generic work readiness skills training (ref employer feedback re “attitude/ presentation” etc)</li> </ul>	DIT	Strategies developed by 31 <sup>st</sup> Sept 2010	JSA funds  Indigenous Employment Panel funding	Work readiness training delivered  No. participants  Employment outcomes

**GOAL TWO: BUILD LOCAL EMPLOYER CAPACITY**

**MEITA STRATEGIES – Strategies to be developed and implemented collectively by the MEITA, with one partner identified as the lead partner**

<b>Actions</b>	<b>Lead Partner</b>	<b>By when</b>	<b>Resources needed</b>	<b>KPI's</b>
<p><b>Strategy 3.2.1</b>  <b>Campaign to promote apprenticeships and traineeships:</b></p> <ul style="list-style-type: none"> <li>• To employers</li> <li>• Students and parents</li> <li>• Potential mature age apprentices</li> <li>• Use GIOA Community and Careers Expo to promote</li> </ul> <p>Specifically:</p> <ul style="list-style-type: none"> <li>• Ask Australian Apprenticeship Centre (ACC) and Group Training Organisations (GTO's) to visit Morawa to promote Apprenticeships &amp; Traineeships</li> </ul>	DIT	Begin by 30 <sup>th</sup> June 2010	Funding for promotional campaign	<p>Attendance of ACC and GTO's</p> <p>No. new apprentices/trainees</p>

**PARTNER STRATEGIES – Strategies to be developed and implemented by specific partners**

<p><b>Strategy 3.2.2</b>  <b>Explore potential traineeship opportunities in the Community Resource Centre (Telecentre)</b></p> <p>Specifically:</p> <ul style="list-style-type: none"> <li>• Morawa Community Resource Centre to explore and advertise any opportunities</li> </ul>	Shire	Begin by 30 <sup>th</sup> June 2010	Traineeship funding	Traineeships established
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**KEY RESULT AREA FOUR COMMUNICATIONS, PUBLIC RELATIONS, MARKETING AND RECRUITMENT**

<b>GOAL ONE: MARKET MORAWA’S CAPACITY TO MEET THE EDUCATIONAL AND TRAINING NEEDS OF THE SURROUNDING COMMUNITIES AND ASSOCIATED INDUSTRIES</b>				
<b>MEITA STRATEGIES – Strategies to be developed and implemented collectively by the MEITA, with one partner identified as the lead partner</b>				
<b>Actions</b>	<b>Lead Partner</b>	<b>By when</b>	<b>Resources needed</b>	<b>KPI’s</b>
<p><b>Strategy 4.1.1</b>  <b>Market the MWTP as a Regional Flagship Project to support the need for an Industry Training Facility or TTC in Morawa by:</b></p> <ul style="list-style-type: none"> <li>• <b>DIT meeting with the DG Department of Training and Workforce Development</b></li> <li>• <b>School/College promoting the MWTP to relevant authorities in the Department of Education</b></li> <li>• <b>Shire meeting with the Minister of Training and Workforce Development</b></li> </ul>	<p>DIT  MDHS  WACOAM  Shire</p>	<p>Meetings to be scheduled by respective parties by 31<sup>st</sup> July 2010</p>	<p>None required</p>	<p>Evidence of the MWTP being profiled at a Departmental and District level</p> <p>Evidence of meetings directly influencing the establishment of a TTC in Morawa</p>
<p><b>Strategy 4.1.2</b>  <b>Develop MEITA website as key promotional tool</b></p>	<p>Shire</p>	<p>31<sup>st</sup> October 2010</p>	<p>Shire to work out funding arrangements  Possible joint funding by MEITA partners</p>	<p>Website available</p> <p>No. hits</p>
<p><b>Strategy 4.1.3</b>  <b>Form Industry Training Committee or similar group to gather industry information/input and provide “entry point” to MEITA for industry. Options include:</b></p> <ul style="list-style-type: none"> <li>• <b>Shire to look at formalising existing informal industry group</b></li> <li>• <b>MEITA to extend invitation to industry/employers to a training forum/discussion (2 – 4 times per year)</b></li> </ul>	<p>Shire</p>	<p>By 30<sup>th</sup> June 2011</p>		<p>Group formed, input provided to MEITA</p>



<b>PARTNER STRATEGIES – Strategies to be developed and implemented by specific partners</b>				
<p><b>Strategy 4.1.4</b></p> <p>Promote MEITA to other shires involved in the merger, review vision of the MEITA in light of potential merger. Strategies could include:</p> <ul style="list-style-type: none"> <li>• MEITA to promote “education and training hub” concept</li> <li>• Discuss with other shires involved in merger, highlight positives for all communities of creating a hub</li> <li>• Shire to include in discussions regarding merger</li> <li>• MEITA members to “champion” the initiatives</li> </ul>	Shire	30 <sup>th</sup> June 2011	<p>Link to promotional materials</p> <p>Investigate funding for coordination</p>	<p>Interest shown by other shires</p>
<b>STRATEGIES for the future – Strategies to be further developed and implemented with additional resources</b>				
<p>Design and develop a package of promotional materials that can be used for a variety of audiences that include:</p> <ul style="list-style-type: none"> <li>• Materials to promote the image/reputation of MDHS and WACOAM to attract students; attract and retain staff; recruit/engage parents/ engender community support; spread good news stories</li> <li>• Materials to promote DIT and training to industry; persuade industry that location of families in Morawa is an attractive option to FIFO. Promotion to be tailored for industries/ business sectors</li> <li>• Coordinate regional visits to schools, communities and events such as expos etc</li> </ul>			<p>Investigate potential funding for coordination/ project management</p>	<p>Usefulness and flexibility of package?</p> <p>Feedback received from participants at each of the jointly funded promotions at regional opportunities</p> <p>Analysis of transition patterns into Years 11 and 12 and exit patterns after Year 10 at MDHS</p> <p>Analysis of parent, student and staff satisfaction surveys</p>
<p>Collection of Baseline data to underpin promotion of MDHS, WACOAM, DIT. Consider collection of the following for MDHS and WACOAM:</p>			<p>Funding will be needed, investigate funding options including DTWD</p>	<p>Data collected and used</p>

- **Number of parents representing the feeder primary schools on the decision-making bodies**
- **Exit surveys of student and parent satisfaction**
- **Percentage of students accessing their chosen post-school destination (further education to employment)**
- **Numbers of students accessing and participating in specialist programs**
- **Percentage change in student enrolment from feeder schools**
- **Satisfaction surveys of teachers**
- **Transition rates into Years 11 and 12 at MDHS, including those from feeder schools**
- **Patterns of student enrolment**

for coordination and/or mining companies for community contribution

**Collection of the following for DIT:**

- **Type and number of training delivered for industry**
- **Training delivery leading to employment**
- **Areas of job generation/creation**

**Collection of the following for the Shire:**

- **Families re-locating to Morawa in 2010 and why**
- **Community satisfaction survey**

## *Funding options for the Mingenew Shire*

---

### ***Scholarships Morawa District High School (MDHS)***

#### Year 8 – year 10

Year Sevens students wishing to attend MDHS from year 8 through to year 10, may apply for an academic scholarship.. The scholarship would be worth up to \$800 per year, for the three year period, and cover (per annum):-

- Tuition
- Books
- Uniform allowance

***Cost for the three years would be a maximum of \$2400.00 per student***

#### Year 11 – year 12

Year 10 students wishing to attend MDHS from year 11 though to year 12, may apply for an academic scholarship. The scholarships would be worth up to \$800 per year, for the two year period, and cover (per annum):-

- Tuition
- Books
- Uniform allowance

***Cost for the two years would be a maximum of \$1600.00 per student***

Should students wish to attend Morawa but need a boarding option at the WACOA – Morawa that equates to \$8000.00 per year per student this could be incorporated into a scholarship as an option.

### ***Scholarships at WA College of Agriculture - Morawa (WACOA – Morawa)***

#### Year 10 only

Year 9 students wishing to attend WACOA – Morawa for year 10, may apply for a scholarship which would give them full access to all courses and boarding on offer at the College. The scholarship would be worth up to \$9000, for the full year, and cover:-

- Tuition
- Books
- Boarding

This does not include uniforms.

***Cost for the full year would be a maximum of \$9000.00 per student***

#### Year 11 – year 12

Year 10 students wishing to attend WACOA – Morawa from year 11 through to year 12, may apply for a scholarship which would give them full access to all courses and boarding on offer at the College. The scholarship would be worth up to \$9300 per year, for the two year period, and cover (per annum):-

- Tuition
- Books
- Boarding

This does not include uniforms.

*Cost for the two years would be a maximum of \$18600.00 per student*

---

\*\*\*All scholarships can have conditions placed upon them eg. must live in Mingenew Shire (failing that be a Midwest student), must maintain behavioural and academic standards etc. A representative/s from Mingenew Shire Council would be invited to play a part in selecting the successful recipient.

---

### *Assistance with funding the Development officer's role*

The positions of Development Officer and Excevtive Officer have previously been funded by one of grants from the state government. As part of our strategic plan we are looking at combining both those positions into one and trying to establish a more sustainable way of funding.

As both schools in Morawa are stakeholders in MEITA and have students attending from several of the surrounding Shires, we thought approaching those Shires and seeking funds to help not only operate but grow MEITA was an option.

Any financial contribution would go towards paying the wages of the Development Officer as well as entitle a representative from the Mingenew Shire to attend stakeholder meetings that are currently held every three months in Morawa, giving them an active voice in the training and educational needs of the Midwest.

*We would be looking at a financial contribution of up to \$10000.00 per annum*

---



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**KARARA**  
IRON ORE PROJECT  
a Gindalbie-AnSteel Joint Venture

9.3.4 LOCATION 1930 – MINOR BOUNDARY ADJUSTMENT
---

**Location/Address:** Locations 1930 and 2018 on Diagram 10027  
**Name of Applicant:** Shire of Three Springs  
**Disclosure of Interest:** Nil  
**Date:** 15 October 2013  
**Author:** Mike Sully

**SUMMARY**

This report recommends that Council approve a minor boundary amendment for Locations 1930 and 2018 on Diagram 10027 which is located in the Shires of Mingenew and Three Springs.

**ATTACHMENTS**

1. Location Plans of Locations 1930 and 2018.
2. Landgate, advice by Email 5 June 2013.
3. Department of Local Government, advice 25 June 2013.

**BACKGROUND**

Recent information received from Landgate highlighted an anomaly with the above two properties where a small section (4.5 ha) of Location 1930, the majority of which is contained in the Mingenew Shire, is actually contained in the Three Springs Shire.

While it is not uncommon to have land traversing Shire boundaries and separate assessments and rates raised by the relevant Shires, this is an unusual case where it appears that an assumption had been for many years that the whole of the property is contained in the Mingenew Shire and is rated accordingly.

Once this anomaly was discovered, Landgate issued a valuation for this portion of land and an interim rate was raised by the Shire of Three Springs. The amount concerned is the minimum UV rate plus FESA levy, totalling \$457. Not surprisingly Mr Stokes is not pleased to have been “rated for the first time” on this portion of land and has objected. Mr Stokes was written to in late June 2013 advising of the situation indicating that the Three Springs Shire would consider a boundary amendment to align his property boundary with the Shire boundary. This would see the whole of the land contained within the Mingenew Shire and see one rate notice issued for the property.

**COMMENT**

The Shire of Three Springs has written to Council requesting that the Shire of Mingenew consider agreeing to a joint proposal for a boundary amendment to rectify this Shire boundary anomaly.

The Shire of Three Springs has indicated that the Shire of Mingenew should cover any costs associated with the boundary amendment as it considers that the Shire of Mingenew will be the beneficiary of the amendment.

Council has two options to resolve this matter:

1. Initiate a minor Shire boundary amendment seeking to transfer the 4.5ha of Location 1930 contained within the Three Springs Shire to the Mingenew Shire whereby the land would be incorporated into the remainder of Location 1930 for the purposes of rating. The Shire of Mingenew will collect rates for the whole of Location 1930.
2. Do nothing and the 4.5ha of Location 1930 contained within the Three Springs Shire will remain as rateable freehold land with Three Springs Shire collecting rates of approximating \$457 each year.

Not rating the land is not considered an option due to the precedent it would set for similar issues that may arise in the future.

If option 1 above was invoked the portion of land would be transferred to the Shire of Mingenew and Mingenew would rate the land in conjunction with the remainder of Location 1930.

The minimum rate currently applied would most likely be significantly higher than if the land was transferred to the Shire of Mingenew and rated in conjunction with the rest of the property. This option therefore would be expected to be favoured by the property owner.

Option 2 above is the most advantageous to the Shire of Three Springs as Three Springs would receive rates for freehold rateable land within the district that it previously had not rated. Effectively the property owner Mr Stokes has been fortunate to not have had to pay rates to Three Springs Shire on this portion of land prior.

Option 1 is recommended for the following reasons:

- It is not desirable to have properties traverse Shire boundaries if it can be avoided, and particularly where it is a very small parcel of rural land.
- There is no disadvantage for the Shire of Three Springs as it is not effectively losing any income as it has not rated the property in the past.
- The 4.5ha of rural land would not normally be rated as a minimum rate hence it could be said that the property owner would be paying more in rates than would normally be the case if the property was rated as a single parcel.
- The Shire of Three Springs has resolved to support a Shire boundary adjustment that would place the 4.5 ha within the Shire of Mingenew.

## **CONSULTATION**

Mr Stokes, Property Owner, (Contacted by the Shire of Three Springs).

Sylvia Yandle, CEO, Shire of Three Springs

Emma Dickinson, Senior Research and Policy Officer, Department of Local Government  
Western Australian Land Information Authority, Landgate.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995 Schedule 2.1. The process of implementing the boundary amendment is set out in attachment 3. The process takes approximately three months. It would be best to effect the amendment from the next rating year 2014/15.

### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

As the Shire of Mingenew will benefit from the proposed boundary amendment, the Shire of Mingenew should pay the minor costs associated with undertaking the boundary amendment.

The Local Government Advisory Board gave a rough estimate of \$200-\$300 for gazettal and a Landgate Fee.

### **STRATEGIC IMPLICATIONS**

Nil.

### **VOTING REQUIREMENTS**

Simple Majority.

### **OFFICER RECOMMENDATION – ITEM 9.3.4**

#### **That Council:**

- 1. Make a joint submission with the Shire of Three Springs to the Local Government Advisory Board for a minor boundary amendment that would see that portion of Location 1930 (4.5ha) on Diagram 10027 transferred from the Shire of Three Springs to the Shire of Mingenew.**
- 2. Seek to have the minor boundary amendment come into force from 1 July 2014 for the purposes of property rating.**
- 3. Advise the property owner of Location 1930 on Diagram 10027, Mr Dennis Stokes of this course of action.**



# Three Springs Shire Council

153 Railway Road, Three Springs WA 6519. PO Box 117, Three Springs WA 6519  
OFFICE: Telephone: 08 9954 1001 Facsimile: 08 9954 1183  
E-Mail: [admin@threesprings.wa.gov.au](mailto:admin@threesprings.wa.gov.au)

WORKS DEPOT: Telephone: 08 9954 1202 Facsimile: 08 9954 1580

File Ref: A797

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

RECEIVED	
DATE	7-10-2013
FILE	A137
COMM	1CR131239
ATT	
ADM	

Dear Mike,

## PROPOSED MINOR SHIRE BOUNDARY CHANGE – LOCATION 1930

I enclose information relating to a proposed minor boundary change between the shires of Three Springs and Mingenew. The Council report and resolution, along map detail and Advisory Board process are attached.

At this point in time it would be appreciated if your Council could consider whether it wishes to philosophically agree to implement the change. If so then the mechanics of implementation can be discussed and confirmed. Note this Council has agreed to the proposal on the premise that it does not bear any cost in the transfer as it is effectively “losing” rateable land.

I have today written to the property owner advising him of the current course of action.

Please do not hesitate to contact myself at this office should you require any further information or if you want to further discuss the matter.

Yours faithfully,

Sylvia Yandle  
Chief Executive Officer  
23 September 2013



THREE SPRINGS SHIRE COUNCIL ORDINARY MEETING MINUTES – 18<sup>TH</sup> SEPTEMBER 2013**9.2 ADMINISTRATION****9.2.1 SHIRE BOUNDARY/RATING ISSUE – PROPERTY A797**

<b>Agenda Reference:</b>	Acting CEO
<b>Location/Address:</b>	Locations 1930 and 2018 on Diagram 10027
<b>Name of Applicant:</b>	Mr Dennis Stokes
<b>File Reference:</b>	A797
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	29 August 2013
<b>Author:</b>	Shane Collie – A/CEO

**SUMMARY**

Consideration of a minor boundary change between the Shires of Three Springs and Mingenew.

**ATTACHMENTS**

1. Location Plans of Locations 1930 and 2018.
2. Landgate Advice by Email 5 June 2013.
3. Local Government Advisory Board Advice 25 June 2013.

**BACKGROUND**

Recent information received from Landgate highlighted an anomaly with the above two properties where a small section (4.5 ha) of Location 1930, the majority of which is contained in the Mingenew Shire, is actually contained in the Three Springs Shire. It appears that this portion of land has not previously been rated.

While it is not uncommon to have land traversing shire boundaries with separate assessments and rates raised, this is an unusual case where it appears that an assumption had been for many years that the whole of the property was contained in the Mingenew Shire and was rated accordingly.

Once this anomaly was discovered Landgate issued a valuation for this portion of land and an interim rate was raised by the Shire of Three Springs. The amount concerned is the minimum UV rate plus FESA levy, totalling \$457. Not surprisingly Mr Stokes was not pleased to have been "rated for the first time" on this portion of land and has objected.

Mr Stokes was written to in late June of this year advising of the situation indicating that the Three Springs Shire would consider a boundary change to align his property boundary with the Shire boundary. This would see the whole of the land contained within the Mingenew Shire and see one rate notice issued for the property.

**COMMENT**

Council has two options to resolve this matter –

1. Do nothing and the 4.5ha of Location 1930 contained within the Three Springs Shire will remain as rateable freehold land with the Shire collecting rates approximating \$457 each year.

THREE SPRINGS SHIRE COUNCIL ORDINARY MEETING MINUTES – 18<sup>TH</sup> SEPTEMBER 2013

2. Initiate a minor Shire boundary change seeking to transfer the 4.5ha of Location 1930 contained within the Three Springs Shire to the Mingenew Shire whereby the land would be incorporated into the remainder of Location 1930 for the purposes of rating. The Shire of Mingenew will collect rates for the whole of Location 1930.

Not rating the land is not considered an option due to the precedent it would set for other freehold property in the district.

Option 1 above is the most advantageous to the Shire of Three Springs as Council will receive rates for freehold rateable land within the district that it previously had not. Effectively the property owner Mr Stokes has been fortunate to not have had to pay rates on this portion of land prior. It is not considered reasonable to seek back rates on the property.

If option 2 above was invoked the portion of land would be transferred to the Shire of Mingenew who would rate the land in conjunction with the remainder of Location 1930. The minimum rate currently applied would most likely be significantly higher than if the land was transferred to the Shire of Mingenew and rated in conjunction with the rest of the property. This option therefore would be expected to be favoured by the property owner.

Despite option 1 being the most favourable to the Shire of Three Springs financially it is option 2 that is recommended. The reasons are –

- It is not desirable to have properties traverse Shire boundaries if it can be avoided, and particularly where it is a very small parcel of rural land.
- The Shire of Three Springs is not effectively losing anything as it has not rated the property prior.
- The 4.5ha of land would not normally be rated in this manner (attracting a minimum rate) hence it could be said that the property owner would be paying more in rates than would normally be the case if the property was rated as a single parcel.
- From a moral and common sense perspective transferring this land to the Shire of Mingenew is the right thing to do and would go some way to ensuring good relations between the property owner and the shires.

## CONSULTATION

As indicated the property owner Mr Stokes has been contacted and is aware of the matter.

Local Government Advisory Board and Landgate.

The Shire of Mingenew has not been contacted regarding this matter at this stage. It would be anticipated that that Shire would have no difficulty with a joint submission to the Local Government Advisory Board to transfer the small portion of land to their shire.

## STATUTORY ENVIRONMENT

Local Government Act 1995 Schedule 2.1. The process of implementing the boundary change is set out in attachment 3. The process takes approximately three months. It would be best to effect the change from the next rating year 2014/15.

## POLICY IMPLICATIONS

Nil.

## **FINANCIAL IMPLICATIONS**

As indicated in the body of this report Council would forgo rates each year of approximately \$457. There are minor costs associated with undertaking the boundary change such as gazettal and a Landgate Fee (The Local Government Advisory Board gave a rough estimate of a few hundred dollars 29 August 2013). These costs if borne by the Shire of Three Springs are in effect met by the interim rate raised on the property for 2013/14 which remains due and payable by the property owner to the Shire of Three Springs.

## **STRATEGIC IMPLICATIONS**

Nil.

## **VOTING REQUIREMENTS**

Simple Majority.

## **OFFICERS RECOMMENDATION – ITEM 9.2.1**

**That Council:**

- 1. Approach the Shire of Mingenew in order to make a joint submission to the Local Government Advisory Board for a minor boundary amendment that would see that portion of Location 1930 (4.5ha) on Diagram 10027 transferred from the Shire of Three Springs to the Shire of Mingenew.**
- 2. Seek to have the minor boundary amendment come into force from 1 July 2014 for the purposes of rating.**
- 3. Advise the property owner of Location 1930 on Diagram 10027 Mr Dennis Stokes of this course of action.**

Map navigation and search icons: Locate, Home, Previous, Next, Full Screen, Print, Measure, Info, Help, Search, and a search input field.

Scale bar: 500m

powered by **SLIP ENABLER**

Change coordinates: Zone: 50 Northing: 5,754,637 Easting: 376,540

RIGHT | DISCLAIMER | PUBLICATIONS | FEEDBACK

Western Australian Land Information Authority

The screenshot displays a web-based map application interface. On the left side, there is a vertical toolbar with several icons for navigation and map manipulation, including a 'Locate' button, a search icon, and a help icon. Below the toolbar is a search input field. The main map area shows an aerial photograph of a landscape with a winding road. Several colored lines are overlaid on the map: a red line, a blue line, a green line, and a yellow line. A scale bar in the bottom right corner of the map indicates 100 meters. In the top left corner of the map, there is a small inset map of Western Australia with a white rectangle highlighting the current map's location. The bottom of the screen features a dark navigation bar with the following text from left to right: 'RIGHT', 'DISCLAIMER', 'PUBLICATIONS', 'FEEDBACK', and 'Western Australian Land Information Authority'. The 'SLIP ENABLER' logo is also visible in the bottom right corner.

Landgate Map Viewer - Windows Internet Explorer

MAP VIEWER

Close Window

Window Show/Hide

Cadastral Parcels

**BOUNDARY OF LGA** (handwritten note with arrow pointing to a boundary line)

**VICTORIA**  
YANDANOOKA  
MINGENEW SHIRE OF

**DUDAWA**  
THREE SPRINGS, SHIRE OF

Survey Data:  
 P2470 2  
 620.5470  
 P2470 3  
 184.6574  
 P2470 5  
 1251.33  
 P10027 0  
 471.1874  
 P5339 M1263  
 114.2974

Distances:  
 805.8, 423.84, 205.03, 216.78, 1751.33, 1840.73, 1991.55, 533.22, 1841.31, 1327.25(-), 10.896, 804.05, 241.89(-), 1.805.4, 3200.73, 3289.54, 450.35, 1088.33

Catalogue (click box to select) help

Map help

Property View

Aerial Photography

Street Maps

Service Details - Property View help

Transparency

Layers Legend Search

Lot On Survey

Survey Type Diagram

Survey Number 10027

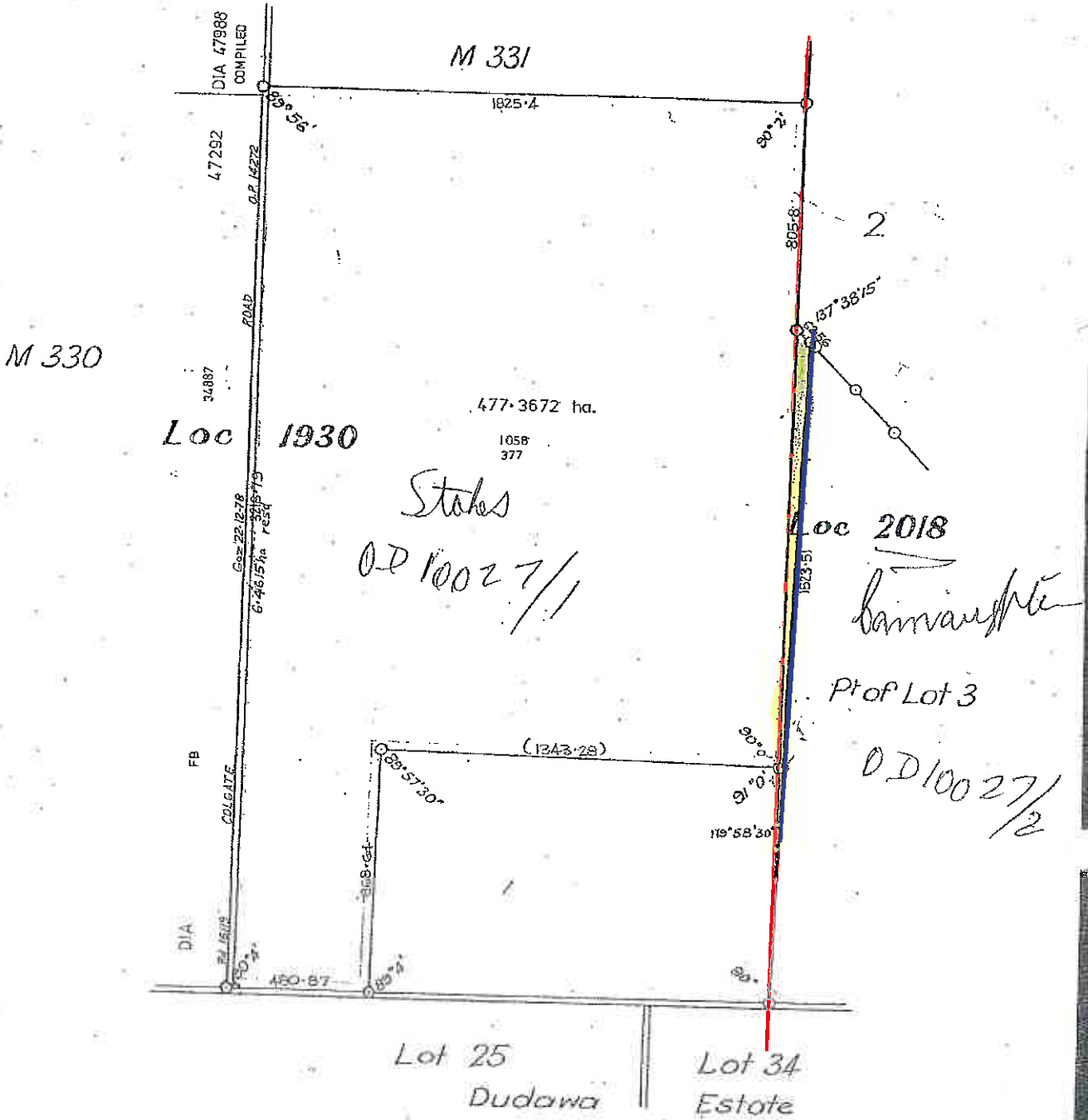
Lot Number

Search Type New

Submit Reset

Town or District.	Number of Lot or Location.	On.	Surveyor	Field Book	Scale.	Cert. in which land Isvested.	Deposited.	Area.
VICTORIA	Pt of Lot 3 of Loc 2018 & Prof of Lot M1263 of Loc 1930	Plan 5470 Diag. 5358 Index Plan.	M Minchin	10644	1:15840	Vol. 768 Fol. 121 266 130	7-11-35 Passed 9-1-36	

*Cor 678 35*



DIA 10027



**DUPLICATE 10027**

**CEO**

**From:** Emma Dickinson <emma.dickinson@dlg.wa.gov.au>  
**Sent:** Tuesday, 25 June 2013 5:13 PM  
**To:** Jessica Parker  
**Subject:** Minor district boundary amendment

Hi Libby

As per our phone conversation, please find some dot points below outlining the process for a minor district boundary amendment between two local governments:

- The Local Government Advisory Board (the Board) prefers proposal of this nature to be submitted jointly by both local governments, with one local government (usually the one gaining the land) to act as the proponent.
- The submission to the Board can be a letter from the proponent local government's CEO outlining the reasons for the proposal, the two Council's resolutions on the matter, any supporting documentation (such as correspondence) and a cadastral map (containing lot numbers) illustrating the proposed change. Please refer to Schedule 2.1, in particular clause 2 and clause 3 (3) of the LGA 1995. A courtesy copy of the submission is usually sent to the other local government. Please address the submission to Cr Mel Congerton, Chair, Local Government Advisory Board, PO Box R1250, Perth WA 6844.
- Once a proposal is received a report is prepared for the Board's consideration. The Board can either accept or reject the proposal. If it is approved by the Board it then goes to the Minister for Local Government who can either accept or reject the Board's recommendation. If the Minister accepts the Board's recommendation we then request Landgate to prepare technical descriptions (TD's) of the change to the district boundary. Once the TD's are complete we ask Parliamentary Counsel's Office to draft orders. We then seek Executive Council approval of the amendment and if this is received it is sent to the State Law Publisher published in the *Government Gazette* (GG).
- The implementation date of the change can be the day after the date of gazettal or a date specified by the local governments, as long as it allows for these administrative processes to be completed in time. In the past an implementation date of 1 July has been used to assist with rating.
- The costs involved are a fee from Landgate to prepare the TD's and also a fee from the State Law Publisher to have the orders published in the GG.
- The process, from the Board receiving the proposal to gazettal, can take up to 3 months.

Please contact me if you require any further information.

Kind regards

**Emma Dickinson**

Senior Research and Policy Officer

Reform Implementation

Department of Local Government

Tel: +61 8 6552 1447

Fax: +61 8 6552 1555

Email: [emma.dickinson@dlg.wa.gov.au](mailto:emma.dickinson@dlg.wa.gov.au)

Web: [www.dlg.wa.gov.au](http://www.dlg.wa.gov.au)



Government of Western Australia  
Department of Local Government

better services  
better  
communities

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## 9.6 FINANCE

## 9.6.1 FINANCIAL STATEMENTS FOR MONTH ENDING 30 SEPTEMBER 2013

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**Date:** 18<sup>th</sup> October 2013  
**Author:** Cameron Watson – Manager Finance & Administration

**SUMMARY**

The Monthly Statement of Financial Activity report for the month ending 30 September, 2013 is presented to Council for adoption.

**ATTACHMENT**

Finance Report ending 30 September, 2013

**BACKGROUND**

Financial Regulations require a monthly statement of financial activity report to be presented to Council.

**COMMENT**

Council's current operating surplus as at the 30 September, 2013 is \$2,193,459.

<b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>	
Municipal Account	\$124,299.59
Business Cash Maximiser (Municipal Funds)	\$601,800.03
Trust Account	\$210,951.79
Reserve Maximiser Account	\$207,332.02

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, 2013:

	<b>Current</b>	<b>30+ Days</b>	<b>60+ Days</b>	<b>90+ Days</b>	<b>Total</b>
<i>Amount</i>	51,730.06	629,513.14	10,966.00	319,383.59	1,011,592.79

Rates Outstanding at 30 September, 2013 was:

	<b>Current</b>	<b>1 Year</b>	<b>2 Years</b>	<b>3 + Years</b>	<b>Total</b>
<i>Rates</i>	437,467.53	4,744.62	786.24	1,346.47	444,344.86
<i>Rubbish</i>	8,396.24	660.00	195.00	0.00	9,251.24
	445,863.77	5,404.62	981.24	1,346.47	453,596.10

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2013 / 2014 financial year.

**CONSULTATION**

No consultation required

**STATUTORY ENVIRONMENT**

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Financial implications are outlined in comments.

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.6.1**

**That Council adopts the Monthly Statement of Financial Activity for the month ending the 30<sup>th</sup> September, 2013.**

**SHIRE OF MINGENEW**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

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Supplementary Information	

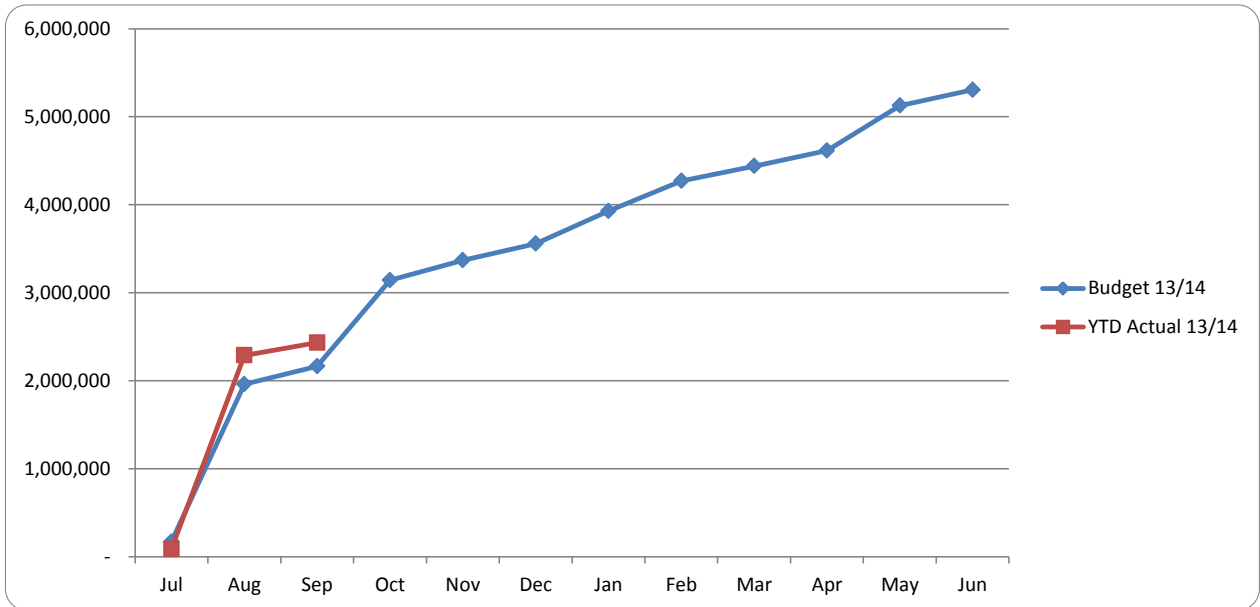
**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

	NOTE	30/09/13 Y-T-D Actual \$	30/09/13 Y-T-D Budget \$	2013/2014 Total Budget \$	30/09/13 Y-T-D Variance \$	30/09/13 Y-T-D Variance %
<b>REVENUES/SOURCES</b>	1,2					
Governance		6,255	6,234	24,984	21	(0%)
General Purpose Funding		1,547,028	1,550,906	2,041,923	(3,878)	0%
Law, Order, Public Safety		4,542	5,307	26,750	(765)	14%
Health		0	273	1,100	(273)	100%
Education and Welfare		821	945	3,795	(124)	13%
Housing		15,394	20,070	80,304	(4,676)	23%
Community Amenities		36,515	34,306	36,140	2,209	(6%)
Recreation and Culture		27,426	33,567	176,164	(6,141)	18%
Transport		712,180	446,853	2,440,063	265,327	(59%)
Economic Services		1,180	2,532	27,169	(1,352)	53%
Other Property and Services		46,383	64,911	447,473	(18,528)	29%
		<u>2,397,724</u>	<u>2,165,904</u>	<u>5,305,865</u>	<u>(231,820)</u>	
<b>(EXPENSES)/(APPLICATIONS)</b>	1,2					
Governance		(78,709)	(81,422)	(266,826)	(2,713)	3%
General Purpose Funding		(15,541)	(11,799)	(47,222)	3,742	(32%)
Law, Order, Public Safety		(32,830)	(29,829)	(96,930)	3,001	(10%)
Health		(11,094)	(17,863)	(69,801)	(6,769)	38%
Education and Welfare		(7,815)	(5,401)	(32,494)	2,414	(45%)
Housing		(81,671)	(211,645)	(798,608)	(129,974)	61%
Community Amenities		(26,902)	(32,539)	(254,023)	(5,637)	17%
Recreation & Culture		(192,082)	(185,508)	(834,490)	6,574	(4%)
Transport		(590,358)	(578,325)	(2,131,779)	12,033	(2%)
Economic Services		(57,062)	(51,605)	(175,387)	5,457	(11%)
Other Property and Services		(71,402)	(74,924)	(261,355)	(3,522)	5%
		<u>(1,165,466)</u>	<u>(1,280,860)</u>	<u>(4,968,915)</u>	<u>(115,394)</u>	
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>						
(Profit)/Loss on Asset Disposals	4	14,961	123	3,540	14,838	
Movement in Accrued Interest		0	0	0	0	
Movement in Accrued Salaries & Wages		(11,407)	0	0	(11,407)	
Movement in Employee Benefit Provisions		0	0	0	0	
Depreciation on Assets		354,871	321,624	1,274,040	33,247	
<b>Capital Expenditure and Income</b>						
Purchase Land held for Resale	3	0	0	0	0	0%
Purchase Land and Buildings	3	(6,092)	(40,790)	(512,200)	(34,698)	85%
Purchase Furniture and Equipment	3	(21,798)	(40,500)	(45,500)	(18,702)	46%
Purchase Plant and Equipment	3	(183,816)	(180,550)	(180,550)	3,266	(2%)
Purchase Infrastructure Assets - Roads	3	(93,068)	(68,826)	(1,686,147)	24,242	(35%)
Purchase Infrastructure Assets - Footpaths	3	0	0	0	0	0%
Purchase Infrastructure Assets - Bridges	3	0	0	(471,000)	0	0%
Proceeds from Disposal of Assets	4	124,089	73,000	123,450	(51,089)	(70%)
Repayment of Debentures	5	(57,803)	(51,236)	(125,547)	6,567	(13%)
Proceeds from New Debentures	5	0	0	0	0	0%
Transfers to Reserves (Restricted Assets)	6	(4,036)	(2,118)	(108,473)	1,918	(91%)
Transfers from Reserves (Restricted Assets)	6	0	0	0	0	0%
ADD Net Current Assets July 1 B/Fwd	7	610,659	610,659	610,659	0	
LESS Net Current Assets Year to Date	7	<u>1,991,311</u>	<u>(23,857)</u>	<u>701,795</u>	<u>2,015,168</u>	
<b>Amount Req'd to be Raised from Rates</b>		<u>(1,482,574)</u>	<u>(1,482,573)</u>	<u>(1,482,573)</u>	<u>(1)</u>	
Rates per Note 8		1,482,574	1,482,573	1,482,573		
Variance		0	0	(0)		

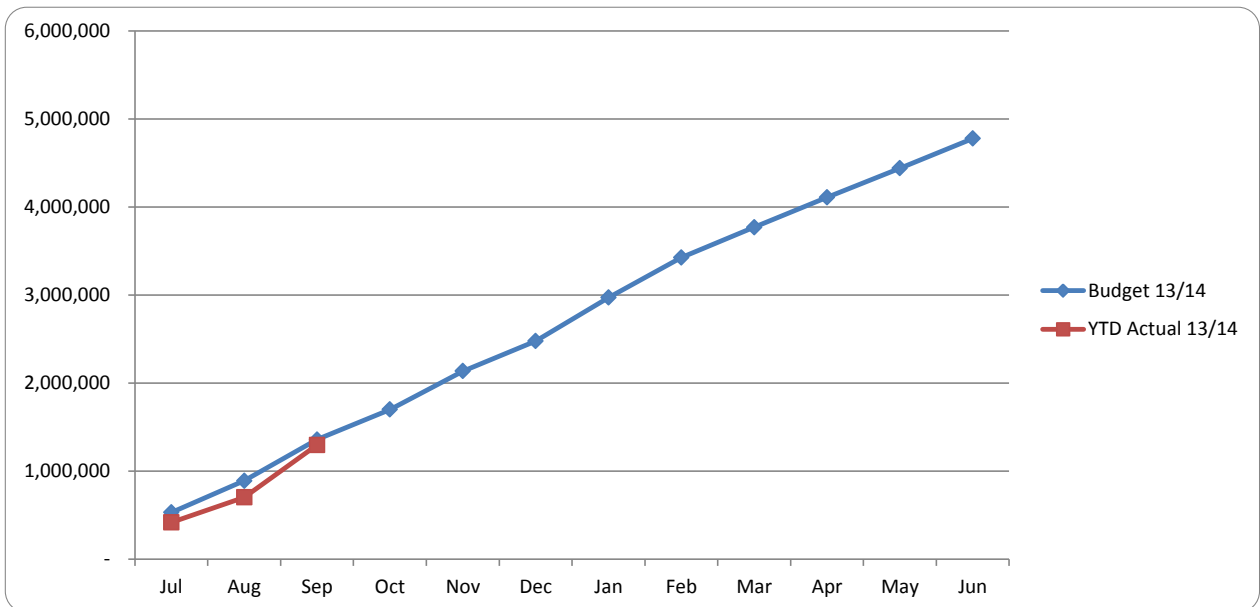
**SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

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

**Operating Budget v Actual - REVENUE**



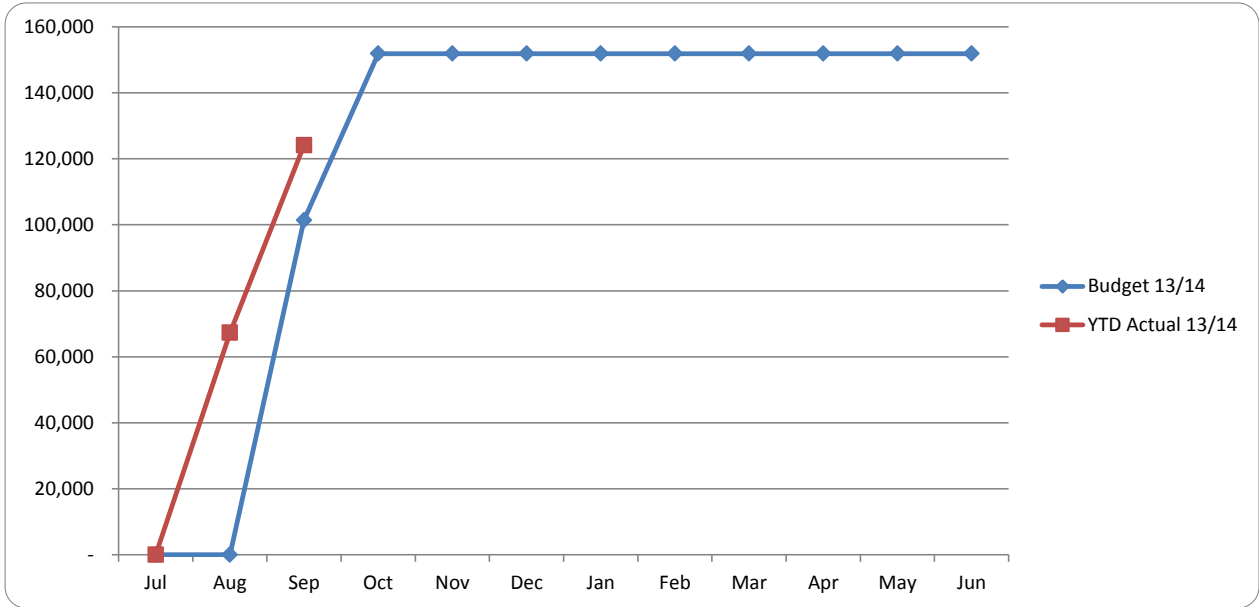
**Operating Budget v Actual - EXPENDITURE**



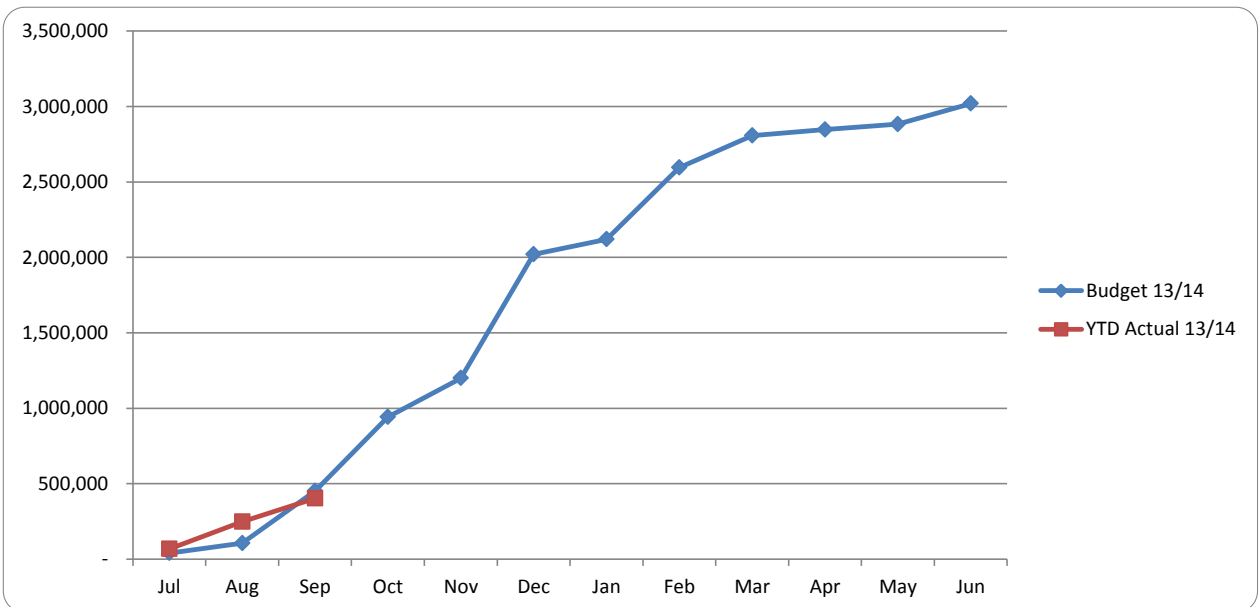
**SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

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

**Capital Budget v Actual - REVENUE**



**Capital Budget v Actual - EXPENDITURE**



**SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

**Statement of Financial Activity - Reportable Variances**

**REVENUES/SOURCES**

Transport	59%	Final 20% of 2012/13 RRG Grants and First 40% of 2013/2014 RRG Grants Claimed.
Other Property and Services	(29%)	Transfer from LSL Reserve for Mr I Fitzgerald & Mr W Borrett yet to be done.

**(EXPENSES)/(APPLICATIONS)**

Housing	(61%)	Group Capital Works for other Shire's yet to be commenced.
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**CAPITAL EXPENDITURE AND INCOME**

Purchase Land & Buildings	(85%)	Capital Works scheduled yet to be carried out.
Purchase Furniture & Equipment	(46%)	Replacement Computer Server yet to be installed.
Purchase Infrastructure Assets - Roads	35%	Stockpiling of Road Materials prior to works commencing.
Proceeds from disposal of Asset	70%	Timing Issue, Plant changed over earlier than expected.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

## **1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

### **(a) Basis of Accounting**

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

### **(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 9.

### **(c) Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, 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**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

### **(f) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

### **(g) Trade and Other Receivables**

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectibility of trade 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.



**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(h) Inventories**

**General**

Inventories are valued 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.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

**Land Held for Resale**

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale 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.

**(g) 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 periods are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
clearing and earthworks	not depreciated
construction/road base	50 years
original surfacing and	
major re-surfacing	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
clearing and earthworks	not depreciated
construction/road base	50 years
gravel sheet	10 years
Formed roads (unsealed)	
clearing and earthworks	not depreciated
construction/road base	50 years
Footpaths - slab	40 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

## **1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **(k) Impairment**

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2012.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

### **(l) Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

### **(m) 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 municipality 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 Council expects to pay and includes related on-costs.

#### **(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

### **(n) 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.

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(o) 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 item included in the same class of obligations may be small.

**(p) 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.

## **2. STATEMENT OF OBJECTIVE**

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

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

### **GOVERNANCE**

Objective: To provide a decision making process for the efficient allocation of scarce resources.

Activities: Administration and operation of facilities and services to members of council:  
Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

### **GENERAL PURPOSE FUNDING**

Objective: To collect revenue to fund provision of services.

Activities: Rates, general purpose government grants and interest revenue.

### **LAW, ORDER, PUBLIC SAFETY**

Health: To ensure a safer community in which to live.

Activities: Supervision of various local laws, fire prevention, emergency services and animal control.

### **HEALTH**

Objective: To provide an operational framework for good community health.

Activities: Food quality and pest control, maintenance of child health centre, doctors surgery and dental clinic.

### **EDUCATION AND WELFARE**

Objective: To support the needs of the community in education and welfare.

Activities: Assistance to playgroup, youth advisory committee and other voluntary services.

### **HOUSING**

Objective: Provide adequate housing to attract an retain staff and non-staff.

Activities: Maintenance of council owned housing.

### **COMMUNITY AMENITIES**

Objective: Provide services as required by the community.

Activities: Rubbish collection services, tip operation, noise control, town planning administration, cemetery maintenance, storm water drainage, FM radio retransmitter maintenance and mobile phone installation.

### **RECREATION AND CULTURE**

Objective: To establish and efficiently manage infrastructure and resources which will help the social well being of the community.

Activities: Maintenance of halls, library, parks, gardens and reserves.

### **TRANSPORT**

Objective: To provide effective and efficient transport services to the community.

Activities: Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, traffic signs, depot maintenance and airstrip maintenance.

### **ECONOMIC SERVICES**

Objective: To help promote the Shire and improve its economic well being

Activities: Regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control, plant nursery and standpipes

### **OTHER PROPERTY & SERVICES**

Activities: Private works, plant repairs

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

	<b>30 September, 2013</b>	<b>2013/2014</b>
	<b>Actual</b>	<b>Budget</b>
	<b>\$</b>	<b>\$</b>
<b>3. ACQUISITION OF ASSETS</b>		
The following assets have been acquired during the period under review:		
<b><u>By Program</u></b>		
<b>Governance</b>		
Purchase Plant & Equipment	95,735.20	95,000
Computer Development	3,298.08	22,000
Furniture & Equipment - Admin	0.00	5,000
Furniture & Equipment - Chambers	13,936.56	13,000
Buildings	0.00	12,500
<b>Law, Order &amp; Public Safety</b>		
Land & Buildings	0.00	10,600
<b>Health</b>		
Land & Buildings	2,700.00	50,000
<b>Education &amp; Welfare</b>		
Senior Citizens Centre - Building	0.00	0
<b>Housing</b>		
Buildings	3,392.40	372,600
Land & Buildings	0.00	0
<b>Community Amenities</b>		
Buildings	0.00	0
Furniture & Equipment	0.00	0
<b>Recreation and Culture</b>		
Buildings	0.00	66,500
Purchase Plant & Equipment	0.00	0
Furniture & Equipment	4,563.82	5,500
<b>Transport</b>		
Infrastructure - Roads	93,068.48	1,686,147
Infrastructure - Bridges	0.00	471,000
Footpaths Construction	0.00	0
Plant & Equipment - Depot	0.00	0
Purchase Plant & Equipment	88,080.58	85,550
	<b><u>304,775.12</u></b>	<b><u>2,895,397</u></b>

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

	<b>30 September, 2013</b>	<b>2013/2014</b>
	<b>Actual</b>	<b>Budget</b>
	<b>\$</b>	<b>\$</b>
<b>ACQUISITION OF ASSETS</b>		
3. The following assets have been acquired during the period under review:		
<b><u>By Class</u></b>		
Land Held for Resale	0.00	0
Land and Buildings	6,092.40	512,200
Furniture and Equipment	21,798.46	45,500
Plant and Equipment	183,815.78	180,550
Infrastructure Assets - Roads	93,068.48	1,686,147
Infrastructure Assets - Footpaths	0.00	0
Infrastructure Assets - Bridges	0.00	471,000
Infrastructure Assets - Drainage/Floodways	0.00	0
Infrastructure Assets - Recreation Areas	0.00	0
	<b><u>304,775.12</u></b>	<b><u>2,895,397</u></b>

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this statement as follows:

- plant replacement programme
- other assets
- road replacement programme
- other infrastructure

**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

**4. DISPOSALS OF ASSETS**

The following assets have been disposed of during the period under review:

<b><u>By Program</u></b>	Net Book Value	Net Book Value	Sale Proceeds	Sale Proceeds	Profit(Loss)	Profit(Loss)
	2013 / 2014	2013 / 2014	2013 / 2014	2013 / 2014	2013 / 2014	2013 / 2014
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$	\$	\$	\$
<b>Governance</b>						
Admin Vehicle (MI 177)	31,334	25,454	28,000	25,454	(3,334)	0
CEO Vehicle (1 MI)	49,930	48,078	45,000	44,545	(4,930)	(3,533)
<b>Transport</b>						
Works Manager Vehicle (MI 108)	38,530	31,363	30,450	31,363	(8,080)	0
ISA Officer Vehicle (MI 481)	35,524	34,155	20,000	22,727	(15,524)	(11,428)
	155,318	139,050	123,450	124,089	(31,868)	(14,961)

<b><u>By Class</u></b>	Net Book Value	Net Book Value	Sale Proceeds	Sale Proceeds	31/10/2012	Profit(Loss)
	2013 / 2014	2013 / 2014	2013 / 2014	2013 / 2014	2013 / 2014	2013 / 2014
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$	\$	\$	\$
<b>Plant &amp; Equipment</b>						
Admin Vehicle (MI 177)	31,334	25,454	28,000	25,454	(3,334)	0
CEO Vehicle (1 MI)	49,930	48,078	45,000	44,545	(4,930)	(3,533)
Works Manager Vehicle (MI 108)	38,530	31,363	30,450	31,363	(8,080)	0
ISA Officer Vehicle (MI 481)	35,524	34,155	20,000	22,727	(15,524)	(11,428)
	155,318	139,050	123,450	124,089	(31,868)	(14,961)

**Summary**

	2013 / 2014	30/9/2013
	BUDGET	ACTUAL
	\$	\$
Profit on Asset Disposals	0	0
Loss on Asset Disposals	(31,868)	(14,961)
	<u>(31,868)</u>	<u>(14,961)</u>

**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

**5. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1 Jul 12	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Education &amp; Welfare</b>									
Loan 137 - Senior Citizens Building	110,286	0	0	0	4,257	110,286	106,030	0	6,576
<b>Housing</b>									
Loan 133 - Triplex (+)	103,003	0	0	4,570	9,295	98,433	93,708	3,518	6,879
Loan 134 - S/C Housing (+)	67,145	0	0	2,315	4,702	64,830	62,443	2,085	4,098
Loan 136 - Staff Housing (#)	138,944	0	0	3,153	6,405	135,791	132,539	4,464	8,723
Loan 142 - Staff Housing	92,077	0	0	4,111	8,325	87,966	83,751	2,335	4,510
<b>Recreation &amp; Culture</b>									
Loan 138 - Pavilion Fit-Out	105,875	0	0	0	4,087	105,875	101,788	0	6,313
<b>Transport</b>									
Loan 139 - Roller	78,544	0	0	6,044	12,288	72,500	66,256	2,612	4,954
Loan 141 - Grader	171,106	0	0	9,970	20,246	161,136	150,860	5,309	10,183
Loan 143 - Trucks	204,553	0	0	23,530	47,617	181,023	156,936	4,899	9,100
Loan 144 - Trailer	92,077	0	0	4,111	8,325	87,966	83,751	2,335	4,510
	<b>1,163,610</b>	<b>0</b>	<b>0</b>	<b>57,803</b>	<b>125,547</b>	<b>1,105,807</b>	<b>1,038,062</b>	<b>27,556</b>	<b>65,846</b>

(+) Loan financed by rental proceeds received from tenants.

(#) Loan financed from rental proceeds received from staff (subsidised) or third party tenants.

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



**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

**5. INFORMATION ON BORROWINGS (Continued)**

(b) New Debentures - 2013 / 2014

No new debentures are planned in 2013/14.

(c) Unspent Debentures

Council had no unspent debentures at 30 June, 2013 nor is it expected to have unspent debenture funds as at 30 June, 2014.

(d) Overdraft

Council has an overdraft facility of \$200,000 with National Australia Bank of which Nil was utilised at 30 June 2013. It is anticipated that this facility will not be utilised during the 2013 / 2014 financial year.

**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

	30 September, 2013 Actual \$	2013/2014 Budget \$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Land and Building Reserve</b>		
Opening Balance	67,519	67,519
Amount Set Aside / Transfer to Reserve	120	2,768
Amount Used / Transfer from Reserve	-	-
	<u>67,639</u>	<u>70,287</u>
<b>(b) Sportsground Improvement Reserve</b>		
Opening Balance	2,546	2,546
Amount Set Aside / Transfer to Reserve	16	104
Amount Used / Transfer from Reserve	-	-
	<u>2,562</u>	<u>2,650</u>
<b>(c) Plant Replacement Reserve</b>		
Opening Balance	14,685	14,685
Amount Set Aside / Transfer to Reserve	91	100,602
Amount Used / Transfer from Reserve	-	-
	<u>14,776</u>	<u>115,287</u>
<b>(d) Accrued Leave Reserve</b>		
Opening Balance	44,731	44,731
Amount Set Aside / Transfer to Reserve	285	1,834
Amount Used / Transfer from Reserve	-	-
	<u>45,016</u>	<u>46,565</u>
<b>(e) Aged Persons Units Reserve</b>		
Opening Balance	18,910	18,910
Amount Set Aside / Transfer to Reserve	3,153	775
Amount Used / Transfer from Reserve	-	-
	<u>22,063</u>	<u>19,685</u>
<b>(f) Street Light Upgrade Reserve</b>		
Opening Balance	13,517	13,517
Amount Set Aside / Transfer to Reserve	86	554
Amount Used / Transfer from Reserve	-	-
	<u>13,603</u>	<u>14,071</u>
<b>(g) Painted Road Reserve</b>		
Opening Balance	3,966	3,966
Amount Set Aside / Transfer to Reserve	25	163
Amount Used / Transfer from Reserve	-	-
	<u>3,991</u>	<u>4,129</u>
<b>(h) Industrial Area Reserve</b>		
Opening Balance	4,947	4,947
Amount Set Aside / Transfer to Reserve	31	202
Amount Used / Transfer from Reserve	-	-
	<u>4,978</u>	<u>5,149</u>

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

	30 September, 2013 Actual \$	2013/2014 Budget \$
<b>6. RESERVES (Continued)</b>		
<b>(i) Environmental Rehabilitation Reserve</b>		
Opening Balance	16,830	16,830
Amount Set Aside / Transfer to Reserve	107	690
Amount Used / Transfer from Reserve	-	-
	<u>16,937</u>	<u>17,520</u>
<b>(j) RTC/PO/NAB Reserve</b>		
Opening Balance	19,056	19,056
Amount Set Aside / Transfer to Reserve	121	781
Amount Used / Transfer from Reserve	-	-
	<u>19,177</u>	<u>19,837</u>
<b>Total Cash Backed Reserves</b>	<u>210,743</u>	<u>315,180</u>

All of the above reserve accounts are to be supported by money held in financial institutions.

Council have a policy of annual revaluation of road infrastructure. The amount of any revaluation adjustment at 30 June 2011 is not known. Any transfer to or from an asset revaluation reserve will be a non-cash transaction and as such, has no impact on this budget document.

**Summary of Transfers**

**To Cash Backed Reserves**

**Transfers to Reserves**

Land and Buildings Reserve	120	2,768
Sports Ground Improvement Reserve	16	104
Plant Replacement Reserve	91	100,602
Accrued Leave Reserve	285	1,834
Aged Persons Units Reserve	3,153	775
Street Light Upgrade Reserve	86	554
Painted Road Reserve	25	163
Industrial Area Development Reserve	31	202
Environmental Rehabilitation Reserve	107	690
RTC/PO/NAB Reserve	121	781
	<u>4,036</u>	<u>108,473</u>

**Transfers from Reserves**

Land and Buildings Reserve	0	0
Sports Ground Improvement Reserve	0	0
Plant Replacement Reserve	0	0
Accrued Leave Reserve	0	0
Aged Persons Units Reserve	0	0
Street Light Upgrade Reserve	0	0
Painted Road Reserve	0	0
Industrial Area Development Reserve	0	0
Environmental Rehabilitation Reserve	0	0
RTC/PO/NAB Reserve	0	0
	<u>-</u>	<u>-</u>

**Total Transfer to/(from) Reserves**

	<u>4,036</u>	<u>108,473</u>
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**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Land & Building Reserve

- to be used for the acquisition, construction and maintenance of land and buildings.

Plant Replacement Reserve

- to be used for the purchase of plant.

Accrued Leave Reserve

- to be used to fund annual and long service leave requirements.

Aged Persons' Units Reserve

- to be used for the funding of future operating shortfalls of the aged persons' units in accordance with the management agreement Council has with Homeswest.

Street Light Upgrade Reserve

- to be used for the upgrade of street lights in the town of Mingenew.

Painted Road Reserve

- to be used for the painted road and associated projects.

Industrial Area Development Reserve

- to be used for the development of the industrial area.

Environmental Rehabilitation Reserve

- to be used for the rehabilitation of Gravel Pits.

RTC/PO/NAB Reserve

- to be used for the maintenance and upkeep of the Rural Transaction Centre

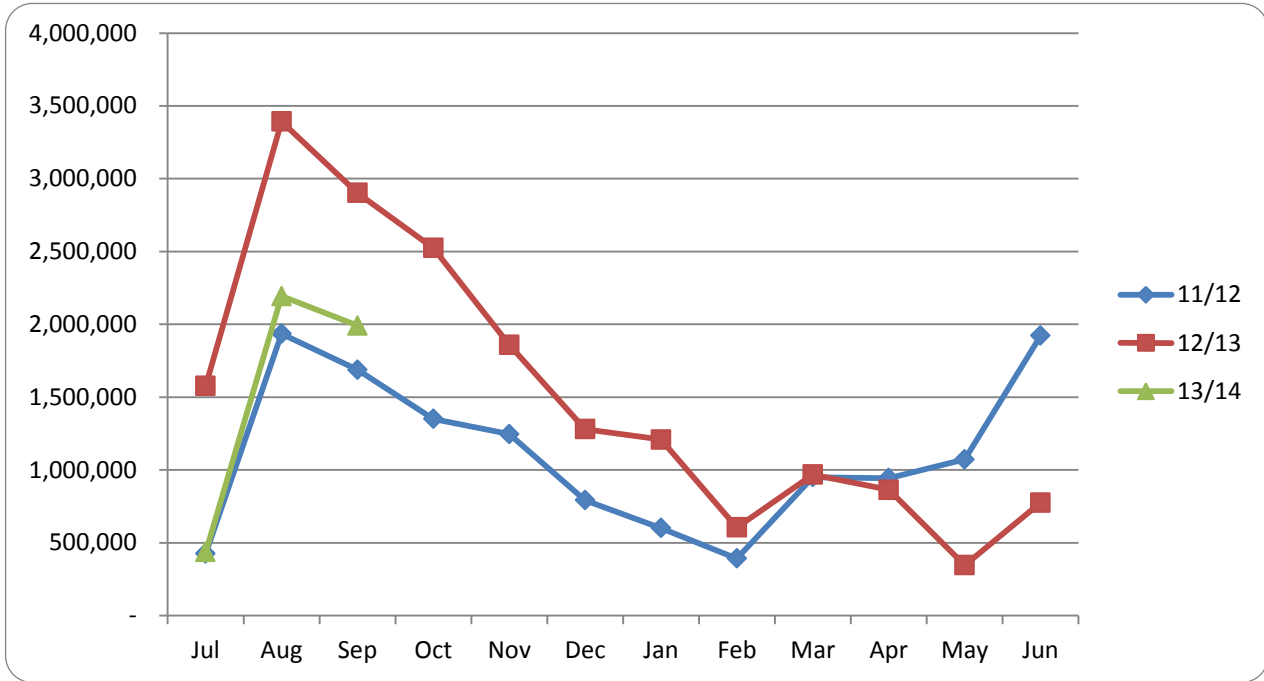
None of the above Reserves are expected to be used within a set period as it is envisaged that further transfers to the reserve accounts will occur as funds are utilised.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

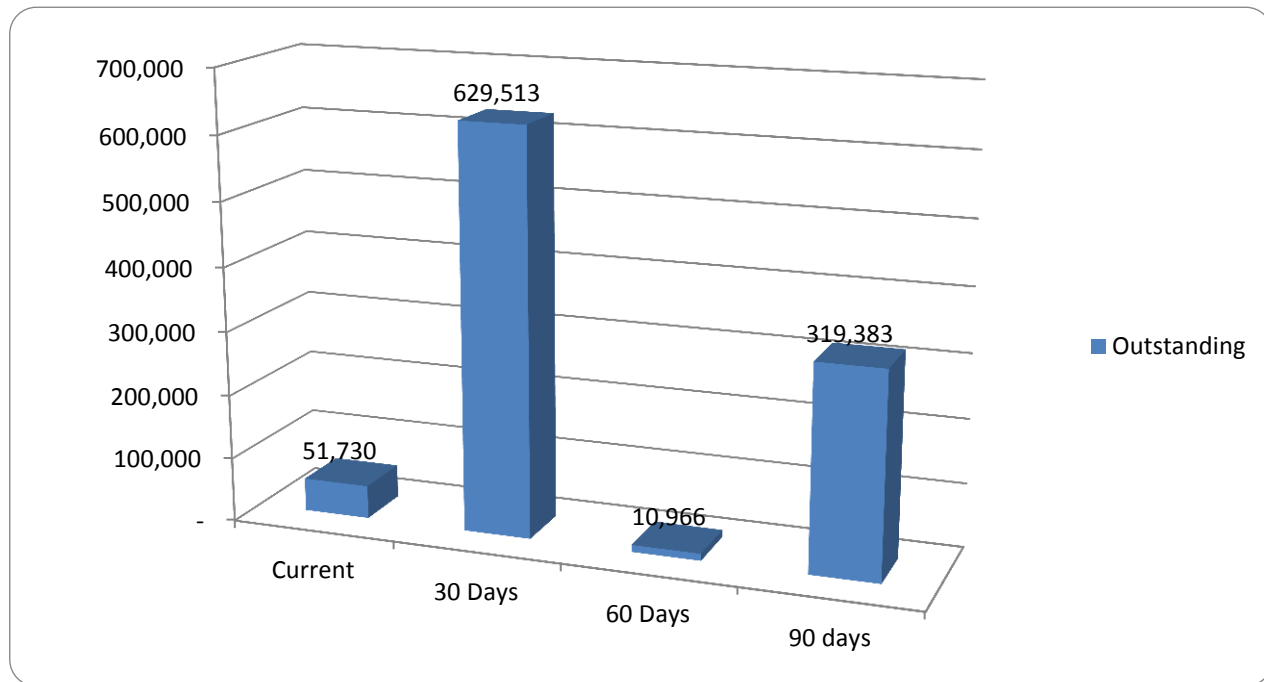
	<b>30 September, 2013</b>	<b>Brought Forward</b>
	<b>Actual</b>	<b>1-Jul-13</b>
	<b>\$</b>	<b>\$</b>
<b>7. NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	722,387	607,278
Cash - Restricted (Reserves)	207,332	206,019
Cash - Restricted (Unspent Grants)	-	-
Cash - Restricted (Unspent Loans)	-	-
Receivables		
- Rates Outstanding	486,241	11,453
- Sundry Debtors	1,016,766	396,536
- Emergency Services Levy	-	-
- Provision for doubtful debt	-	-
- GST Receivable	25,141	1,733
Inventories	24,026	27,151
	<u>2,481,893</u>	<u>1,250,170</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables		
- Sundry Creditors	(217)	(107,690)
- GST Payable	(8,797)	-
- PAYG/Withholding Tax Payable	(4,396)	13,251
Accrued Interest	(19,343)	(19,343)
Accrued Salaries & Wages	-	(11,407)
Loan Liability	(67,742)	(125,548)
Accrued Annual Leave	(93,433)	(93,433)
Accrued LSL	(89,322)	(89,322)
	<u>(283,250)</u>	<u>(433,492)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>2,198,643</b>	<b>816,678</b>
Less: Cash - Reserves - Restricted	(207,332)	(206,019)
Less: Cash - Restricted/Committed	<u>-</u>	<u>-</u>
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u><u>1,991,311</u></u></b>	<b><u><u>610,659</u></u></b>

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

**7.1 Graphical Representation - Liquidity over the Year**



**7.2 Graphical Representation - Debtors Outstanding**



**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

**8. RATING INFORMATION - 2011 / 2012 FINANCIAL YEAR**

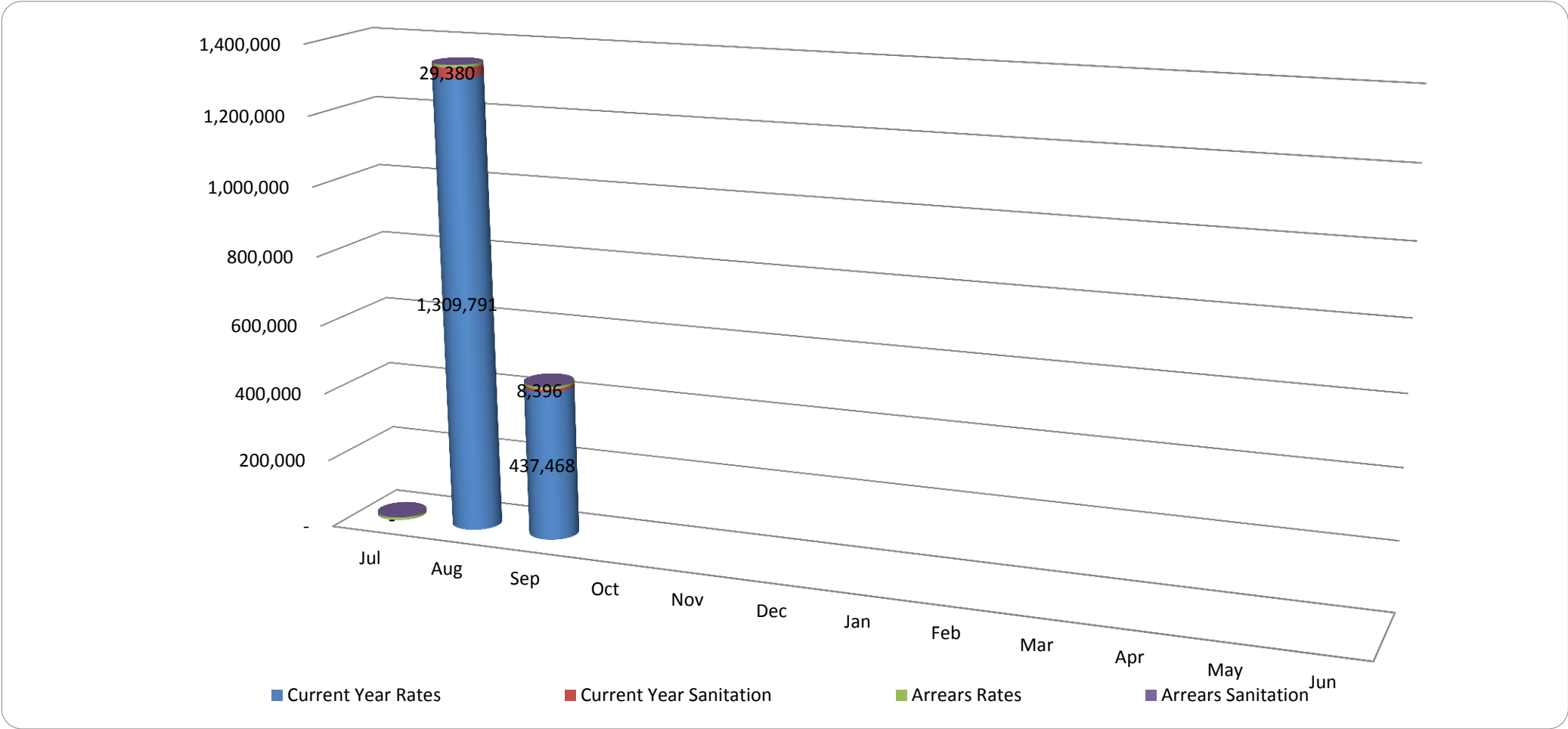
<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2013/2014 Rate Revenue \$</b>	<b>2013/2014 Interim Rates \$</b>	<b>2013/2014 Back Rates \$</b>	<b>2013/2014 Total Revenue \$</b>	<b>2013/2014 Budget \$</b>
<b>General Rate</b>								
GRV - Mingenew Townsite	11.2589	148	1,576,480	177,494	0	280	177,774	177,509
GRV -Yandanooka Townsite	5.6353	2	14,716	829	0	0	829	829
UV - Rural	1.2282	133	97,147,000	1,193,159	0	0	1,193,159	1,200,252
UV - Mining	22.5000	10	132,633	29,842	0	0	29,842	29,790
<b>Sub-Totals</b>		293	98,870,829	1,401,325	0	280	1,401,605	1,408,380
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Townsites	330	90	90,401	29,700	0	0	29,700	29,700
GRV -Yandanooka Townsite	150	1	840	150	0	0	150	150
UV - Rural	450	13	212,100	5,850	0	0	5,850	5,850
UV - Mining	750	9	10,079	6,750	0	0	6,750	6,000
<b>Sub-Totals</b>		113	313,420	42,450	0	0	42,450	41,700
Rates Written-Off							0	0
Ex-Gratia Rates							32,493	32,493
Movement in Excess Rates							6,025	0
<b>Totals</b>							1,482,574	1,482,573

All land except exempt land in the Shire of Mingenew is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2013 / 2014 financial year have been determined by Council on the basis budget and the estimated revenue to be received from all sources of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

8.1 Rates Outstanding





**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

**9. TRUST FUNDS**

Funds held at balance date over which the Municipality has no control and which are not included in the financial statements are as follows:

Detail	Balance 01-Jul-13 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
BCITF Levy	369	-	(210)	159
BRB Levy	1,083	-	(332)	751
Centenary/Autumn Committee	1,734	-	-	1,734
Community Bus	1,160	-	-	1,160
Cool Room Bonds	-	-	-	-
Farm Water Scheme	756	-	-	756
Hospital Benefits Fund	516	-	-	516
Industrial Land Bonds	1,000	-	-	1,000
Insitu - Depot Holl Retension	108,167	-	-	108,167
Mid West Industry Road Safety Alliance	39,436	7,700	(22,634)	24,502
Mingenew Cemetery Group	366	-	-	366
Mingenew District Christmas Tree Fund	-	-	-	-
Mingenew Water Rights	-	-	-	-
Nomination Fees	-	80	-	80
Other Bonds	4,409	-	(380)	4,029
Paul Starick Transpot	-	-	-	-
Sinosteel Community Trust Fund	11,561	-	(2,854)	8,707
Tree Planter - LCDC	288	-	-	288
Weary Dunlop Memorial	1,906	-	-	1,906
Unknown	55,753	-	-	55,753
Youth Advisory Council	1,816	-	-	1,816
	<u>230,320</u>			<u>211,690</u>

**10. CASH / INVESTMENTS SUMMARY**

Investments						30 September 2013 Actual \$
Financial Institution	Fund	Date Invested	Investment Amount \$	Interest Rate %	Maturity Date	
Cash at Bank						30 September 2013 Actual \$
Financial Institution	Fund	Total Cash at Bank	O/S Deposits	O/S Cheques	Adjustment	
National Australia Bank	Muni	80,085	39,300	1,890	6,801	128,076
National Australia Bank	Trust	212,888	-	-	(1,936)	210,952
			<b>Interest</b>		<b>Transfers</b>	
National Australia Bank	Maxi Investment	601,800	-	-	-	601,800
National Australia Bank	Reserve Maxi	207,332	-	-	-	207,332

**11. SUPPLEMENTARY INFORMATION**

May include (not exhaustive) the following:

- Income Statement By Nature & Type;
- Income Statement By Program;
- Balance Sheet;
- Statement of Changes in Equity;
- Debtors listings;
- Creditors listings;
- Cash/Investment summaries;
- Plant reports;
- Ratio analysis; and
- Other information considered relevant.

**SHIRE OF MINGENEW****INCOME STATEMENT****BY NATURE OR TYPE****FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

	NOTE	30/09/2013 Actual \$	2013 / 2014 Budget \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>			
Rates	8	1,466,122	1,173,420
Operating Grants, Subsidies and Contributions		166,401	1,341,976
Non-Operating Grants, Subsidies and Contributions		585,795	1,287,291
Profit on Asset Disposals		-	30,114
Proceeds on Disposal of Assets	#	-	-
Service Charges		-	-
Fees and Charges		98,801	234,629
Interest Earnings		12,697	39,490
Other Revenue		67,910	12,500
		<u>2,397,726</u>	<u>4,119,420</u>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>			
Employee Costs		(285,090)	(859,681)
Materials and Contracts		(283,787)	(1,213,443)
Utility Charges		(27,044)	(123,954)
Depreciation		(354,871)	(375,770)
Loss on Asset Disposals		(29,487)	(55,727)
Interest Expenses		(27,556)	(56,767)
Insurance		(130,367)	(151,909)
Other Expenditure		(78,253)	(82,800)
		<u>(1,216,455)</u>	<u>(2,920,051)</u>
<b>NET RESULT</b>		1,181,271	1,199,369

**SHIRE OF MINGENEW****INCOME STATEMENT****BY PROGRAM****FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

	<b>30/09/13</b>	<b>30/09/13</b>	<b>2013/14</b>
	<b>Y-T-D Actual</b>	<b>Y-T-D Budget</b>	<b>Total Budget</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>OPERATING REVENUES</b>			
Governance	6,255	6,234	24,984
General Purpose Funding	1,547,028	1,550,906	2,041,923
Law, Order, Public Safety	4,542	5,307	26,750
Health	-	273	1,100
Education and Welfare	821	945	3,795
Housing	15,394	20,070	80,304
Community Amenities	36,515	34,306	36,140
Recreation and Culture	27,426	33,567	176,164
Transport	712,180	446,853	2,440,062
Economic Services	1,180	2,532	27,169
Other Property and Services	46,383	64,911	447,473
	<u>2,397,724</u>	<u>2,165,904</u>	<u>5,305,864</u>
<b>OPERATING EXPENSES</b>			
Governance	(27,924)	(81,422)	(266,826)
General Purpose Funding	(15,541)	(11,799)	(47,222)
Law, Order, Public Safety	(32,830)	(29,829)	(96,930)
Health	(11,094)	(17,863)	(69,801)
Education and Welfare	(7,815)	(5,401)	(32,494)
Housing	(81,671)	(211,645)	(798,608)
Community Amenities	(26,902)	(32,539)	(254,023)
Recreation & Culture	(192,082)	(185,508)	(834,490)
Transport	(602,129)	(578,325)	(2,131,779)
Economic Services	(57,062)	(51,605)	(175,387)
Other Property and Services	(161,402)	(74,924)	(261,355)
	<u>(1,216,452)</u>	<u>(1,280,860)</u>	<u>(4,968,915)</u>
<b>NET PROFIT OR LOSS/RESULT</b>	<u>1,181,272</u>	<u>885,044</u>	<u>336,949</u>

**SHIRE OF MINGENEW****BALANCE SHEET****FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

	<b>30 September, 2013</b>	<b>2013</b>
	<b>ACTUAL</b>	
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	929,719	811,879
Trade and Other Receivables	1,528,148	409,721
Inventories	24,026	27,151
<b>TOTAL CURRENT ASSETS</b>	<u>2,481,893</u>	<u>1,248,751</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	-	-
Inventories	90,394	90,394
Property, Plant and Equipment	6,673,641	6,710,732
Infrastructure	36,927,853	37,090,125
<b>TOTAL NON-CURRENT ASSETS</b>	<u>43,691,888</u>	<u>43,891,251</u>
<b>TOTAL ASSETS</b>	<u>46,173,781</u>	<u>45,140,002</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	32,753	125,189
Long Term Borrowings	67,742	125,548
Provisions	182,755	182,755
<b>TOTAL CURRENT LIABILITIES</b>	<u>283,250</u>	<u>433,492</u>
<b>NON-CURRENT LIABILITIES</b>		
Long Term Borrowings	1,038,061	1,038,061
Provisions	31,413	31,413
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>1,069,474</u>	<u>1,069,474</u>
<b>TOTAL LIABILITIES</b>	<u>1,352,724</u>	<u>1,502,966</u>
<b>NET ASSETS</b>	<u>44,821,057</u>	<u>43,637,036</u>
<b>EQUITY</b>		
Retained Profits (Surplus)	57,821,233	56,641,274
Reserves - Cash Backed	207,332	206,019
Reserves - Asset Revaluation	(13,207,508)	(13,210,257)
<b>TOTAL EQUITY</b>	<u>44,821,057</u>	<u>43,637,036</u>

**SHIRE OF MINGENEW****STATEMENT OF CHANGES IN EQUITY****FOR THE PERIOD 1 JULY, 2013 TO 30 SEPTEMBER, 2013**

	<b>30 September 2013 Actual \$</b>	<b>2013 \$</b>
<b>RETAINED PROFITS (SURPLUS)</b>		
Balance as at 1 July 2013	27,190,985	25,127,336
Change in Net Assets Resulting from Operations	1,181,272	2,069,920
Transfer from/(to) Reserves	<u>(4,036)</u>	<u>(6,271)</u>
Balance as at 30 June 2013	<u>28,368,221</u>	<u>27,190,985</u>
<b>RESERVES - CASH BACKED</b>		
Balance as at 1 July 2013	206,707	206,707
Amount Transferred (to)/from Surplus	<u>4,036</u>	<u>-</u>
Balance as at 30 June 2013	<u>210,743</u>	<u>206,707</u>
<b>RESERVES - ASSET REVALUATION</b>		
Balance as at 1 July 2012	15,930,143	15,930,143
Revaluation Increment	-	-
Revaluation Decrement	<u>-</u>	<u>-</u>
Balance as at 30 June 2013	<u>15,930,143</u>	<u>15,930,143</u>
<b>TOTAL EQUITY</b>	<u><u>44,509,107</u></u>	<u><u>43,327,835</u></u>

9.6.2 ACCOUNTS FOR PAYMENT – SEPTEMBER 2013

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil.  
**Date:** 23 October 2013  
**Author:** Julie Borrett

**SUMMARY**

Council to confirm the payment of creditors for the month of September 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'S RECOMMENDATION – ITEM 9.6.2**

**That Council confirm the accounts as presented for September from the Municipal Fund totalling \$434,682.25 represented by Electronic Funds Transfers of 7326 to 7424, Trust Cheque nos 415 & 416 and Cheque nos 7751 to 7766**

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
415	02/09/2013	<b>MINGENEW SHIRE COUNCIL</b> PRIME MEDIA CINEMA ADVERTISING CP85		4,667.30
416	16/09/2013	<b>MINGENEW SHIRE COUNCIL</b> REFUND OF DUBSAT LICENSE FEE CA81		495.00
EFT7326	02/09/2013	<b>BUNNINGS BUILDING SUPPLIES PTY LTD</b> GOODS		189.05
EFT7328	02/09/2013	<b>DONGARA GLASS &amp; GLAZING</b> CHARGES		311.00
EFT7329	02/09/2013	<b>FESA</b> CHARGES		22,500.00
EFT7330	02/09/2013	<b>PJ &amp; WJ GLEDHILL</b> CHARGES		2,585.00
EFT7331	02/09/2013	<b>GREENFIELD TECHNICAL SERVICES</b> CHARGES		3,463.90
EFT7332	02/09/2013	<b>KLEENHEAT GAS</b> CHARGES		60.50
EFT7333	02/09/2013	<b>CANINE CONTROL</b> FEES		958.38
EFT7334	02/09/2013	<b>MINGENEW PAINTING GROUP</b> DONATION		100.00
EFT7335	02/09/2013	<b>TUNCOAT AUSTRALIA</b> CHARGES		1,623.60
EFT7336	02/09/2013	<b>SUNNY INDUSTRIAL BRUSHWARE PTY LTD</b> CHARGES		1,430.00
EFT7337	02/09/2013	<b>WESTRAC PTY LTD</b> REPAIRS		4,635.41
EFT7338	05/09/2013	<b>CIVIC LEGAL</b> 2012/13 Audit Confirmation Letter		576.95
EFT7339	05/09/2013	<b>OSBORNE PARK SUBARU</b> Purchase 2013 Subaru Forrester		17,061.00
EFT7340	11/09/2013	<b>Shire of Mingenew - Payroll</b> PAYROLL		32,576.72
EFT7341	11/09/2013	<b>Australian Services Union</b> Payroll deductions		24.44
EFT7342	11/09/2013	<b>CHILD SUPPORT AGENCY</b> Payroll deductions		230.29
EFT7343	11/09/2013	<b>HBF</b> Payroll deductions		74.05
EFT7344	11/09/2013	<b>LGRCEU</b> Payroll deductions		19.40
EFT7345	11/09/2013	<b>WA LOCAL GOVERNMENT SUPERANNUATION PLAN P/L</b> Superannuation contributions		5,032.09
EFT7346	11/09/2013	<b>PRIME SUPER</b> Superannuation contributions		419.65
EFT7347	12/09/2013	<b>AUSTRALIA POST</b> POSTAGE		239.42
EFT7348	12/09/2013	<b>LEADING EDGE COMPUTERS</b> CHARGES		2,099.89
EFT7349	12/09/2013	<b>ANDREWS &amp; CO</b> CHARGES		495.00
		<b>BUNNINGS BUILDING SUPPLIES PTY LTD</b>		



Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		<b>BUNNINGS BUILDING SUPPLIES PTY LTD</b>		
EFT7350	12/09/2013	GOODS		31.25
		<b>Courier Australia</b>		
EFT7351	12/09/2013	FREIGHT		100.94
		<b>CENTRAL WEST CONCRETE</b>		
EFT7352	12/09/2013	CHARGES		3,392.40
		<b>CIVIC LEGAL</b>		
EFT7353	12/09/2013	FEEES		6,228.97
		<b>LANDGATE</b>		
EFT7354	12/09/2013	CHARGES		202.85
		<b>DONGARA BOBCAT &amp; CONTRACTING SERVICES</b>		
EFT7355	12/09/2013	CHARGES		11,748.00
		<b>DONGARA DRILLING &amp; ELECTRICAL</b>		
EFT7356	12/09/2013	CHARGES		873.64
		<b>DONGARA PLUMBING</b>		
EFT7357	12/09/2013	CHARGES		1,503.99
		<b>ELDERS LIMITED</b>		
EFT7358	12/09/2013	GOODS		304.00
		<b>EPIC ELECTRICAL</b>		
EFT7359	12/09/2013	CHARGES		1,000.00
		<b>GERALDTON AG SERVICES</b>		
EFT7360	12/09/2013	GOODS		69.30
		<b>GERALDTON TV &amp; RADIO SERVICES</b>		
EFT7361	12/09/2013	CHARGES		1,420.32
		<b>VEOLIA ENVIRONMENTAL SERVICES AUSTRALIA PTY LTD</b>		
EFT7362	12/09/2013	CHARGES		4,201.51
		<b>Great Northern Rural Services</b>		
EFT7363	12/09/2013	CHARGES		7,029.55
		<b>HAINES SIGNS</b>		
EFT7364	12/09/2013	CHARGES		660.00
		<b>JOHN HUGHES</b>		
EFT7365	12/09/2013	CHARGES		17,406.20
		<b>STATE LIBRARY OF WA</b>		
EFT7366	12/09/2013	CHARGES		24.20
		<b>Local Government Managers Australia</b>		
EFT7367	12/09/2013	CHARGES		176.00
		<b>Mitchell and Brown</b>		
EFT7368	12/09/2013	STOVES		3,060.00
		<b>Parmelia Hilton Perth</b>		
EFT7369	12/09/2013	CHARGES		7,453.70
		<b>MICHAEL CHARLES SULLY</b>		
EFT7370	12/09/2013	REIMURSEMENT		59.95
		<b>Shire Of Three Springs</b>		
EFT7371	12/09/2013	REIMBURSEMENT		136.95
		<b>THE SHADEDOME COMPANY</b>		
EFT7372	12/09/2013	CHARGES		836.00
		<b>WESTERN AUSTRALIAN TREASURY CORPORATION</b>		
EFT7373	12/09/2013	LOAN		7,564.10
		<b>WA LOCAL GOVERNMENT ASSOCIATION</b>		
EFT7374	12/09/2013	CHARGES		6,826.00
		<b>NAB BUSINESS VISA</b>		

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT7375	16/09/2013	<b>NAB BUSINESS VISA</b> CREDIT CARD		1,244.60
EFT7376	16/09/2013	<b>ABCO PRODUCTS</b> GOODS		3,001.58
EFT7377	16/09/2013	<b>BOC GASES</b> GOODS		1,408.00
EFT7378	16/09/2013	<b>BINGO AUSTRALIA PTY LTD</b> GOODS		80.30
EFT7379	16/09/2013	<b>DONGARA CONCRETE SERVICES</b> GOODS		286.00
EFT7380	16/09/2013	<b>DONGARA DRILLING &amp; ELECTRICAL</b> CHARGES		107.31
EFT7381	16/09/2013	<b>GERALDTON MOWER &amp; REPAIR SPECIALISTS</b> PARTS		689.00
EFT7382	16/09/2013	<b>GERALDTON 4WD</b> CHARGES		2,018.35
EFT7383	16/09/2013	<b>CANINE CONTROL</b> FEES		1,916.76
EFT7384	16/09/2013	<b>Local Government Managers Australia</b> MEMBERSHIP		840.00
EFT7385	16/09/2013	<b>RELIANCE PETROLEUM</b> FUEL		18,615.09
EFT7386	16/09/2013	<b>MINGENEW IGA PLUS LIQUOR</b> GROCERIES		385.89
EFT7387	16/09/2013	<b>STARICK TYRES</b> GOODS		137.50
EFT7388	16/09/2013	<b>MIDWEST MOBILE MECHANICS</b> CHARGES		104.50
EFT7389	16/09/2013	<b>PEMCO DIESEL PTY LTD</b> REPAIRS		2,716.57
EFT7390	16/09/2013	<b>PATIENCE SANDLAND PTY LTD</b> MATERIALS		176.00
EFT7391	16/09/2013	<b>PUBLIC LIBRARIES WESTERN AUSTRALIA</b> FEES		102.50
EFT7392	16/09/2013	<b>LANDMARK</b> GOODS		122.95
EFT7393	16/09/2013	<b>WESTERN AUSTRALIAN TREASURY CORPORATION</b> LOAN 136		52.19
EFT7394	16/09/2013	<b>MINGENEW FABRICATORS</b> REPAIRS		8,647.14
EFT7395	16/09/2013	<b>YOUNG MOTORS PTY LTD</b> PARTS		231.92
EFT7396	25/09/2013	<b>Shire of Mingenew - Payroll</b> PAYROLL		31,163.76
EFT7397	25/09/2013	<b>Australian Services Union</b> Payroll deductions		24.44
EFT7398	25/09/2013	<b>CHILD SUPPORT AGENCY</b> Payroll deductions		230.29
EFT7399	25/09/2013	<b>HBF</b> Payroll deductions		74.05
EFT7400	25/09/2013	<b>LGRCEU</b> Payroll deductions		19.40

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		<b>WA LOCAL GOVERNMENT SUPERANNUATION PLAN P/L</b>		
EFT7401	25/09/2013	Superannuation contributions		5,139.17
		<b>PRIME SUPER</b>		
EFT7402	25/09/2013	Superannuation contributions		364.95
		<b>FIVE STAR BUSINESS EQUIPMENT &amp; COMMUNICATIONS CHARGES</b>		
EFT7403	26/09/2013			1,056.49
		<b>Australian Taxation Office</b>		
EFT7404	26/09/2013	BAS		64,787.69
		<b>LEADING EDGE COMPUTERS CHARGES</b>		
EFT7405	26/09/2013			349.00
		<b>ABCO PRODUCTS CHARGES</b>		
EFT7406	26/09/2013			235.03
		<b>BUNNINGS BUILDING SUPPLIES PTY LTD GOODS</b>		
EFT7407	26/09/2013			692.24
		<b>Courier Australia</b>		
EFT7408	26/09/2013	FREIGHT		185.05
		<b>DONGARA DRILLING &amp; ELECTRICAL CHARGES</b>		
EFT7409	26/09/2013			4,535.17
		<b>D &amp; B SOLUTIONS CHARGES</b>		
EFT7410	26/09/2013			11.00
		<b>FERART CHARGES</b>		
EFT7412	26/09/2013			1,100.00
		<b>GERALDTON MOWER &amp; REPAIR SPECIALISTS CHARGES</b>		
EFT7413	26/09/2013			937.60
		<b>GERALDTON AG SERVICES CHARGES</b>		
EFT7414	26/09/2013			641.95
		<b>IRWIN SAND SUPPLIES CHARGES</b>		
EFT7415	26/09/2013			638.00
		<b>IRWIN PLUMBING SERVICES CHARGES</b>		
EFT7416	26/09/2013			10,518.20
		<b>JOHN HUGHES CHARGES</b>		
EFT7417	26/09/2013			687.74
		<b>Local Government Managers Australia CHARGES</b>		
EFT7418	26/09/2013			1,220.00
		<b>MIDWEST TRAFFIC CONTROLLERS CHARGES</b>		
EFT7419	26/09/2013			19,343.50
		<b>MICROCHIPS AUSTRALIA CHARGES</b>		
EFT7420	26/09/2013			1,598.90
		<b>MITCHELL &amp; BROWN COMMUNICATIONS CHARGES</b>		
EFT7421	26/09/2013			9,168.50
		<b>Midwest Regional Council (MUNI) CHARGES</b>		
EFT7422	26/09/2013			17,600.00
		<b>PRIME MEDIA GROUP PTY CHARGES</b>		
EFT7423	26/09/2013			832.70
		<b>WA LOCAL GOVERNMENT ASSOCIATION CHARGES</b>		
EFT7424	26/09/2013			565.90
		<b>MINGENEW SHIRE COUNCIL</b>		
7751	02/09/2013	Payroll deductions		301.00
		<b>SYNERGY</b>		
7752	02/09/2013	CHARGES		7,379.05
		<b>MINGENEW SHIRE COUNCIL</b>		

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name Invoice Description</b>	<b>INV Amount</b>	<b>Amount</b>
		<b>MINGENEW SHIRE COUNCIL</b>		
7759	12/09/2013	Payroll deductions		265.00
		<b>PALM ROADHOUSE</b>		
7760	12/09/2013	CATERING		286.00
		<b>Plum Personal Plan</b>		
7761	12/09/2013	Superannuation contributions		187.73
		<b>SHIRE OF COOROW</b>		
7762	12/09/2013	FEES		1,458.20
		<b>TELSTRA</b>		
7763	12/09/2013	TELSTRA		850.92
		<b>WATER CORPORATION</b>		
7764	12/09/2013	WATER		88.58
		<b>SYNERGY</b>		
7765	16/09/2013	POWER		4,350.55
		<b>MINGENEW SHIRE COUNCIL</b>		
7766	19/09/2013	RATES		18,732.49

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
M	MUNI - NATIONAL AUST BANK	<b>429,519.95</b>
T	TRUST- NATIONAL AUST BANK	<b>5,162.30</b>
<b>TOTAL</b>		<b>434,682.25</b>

## NATIONAL BUSINESS MASTERCARD

01 September to 30th September 2013

### CEO - MIKE SULLY

Accommodation	\$	973.50
Accommodation	\$	887.11
New phone	\$	179.00
Security monitor	\$	490.00
Bank Fees	\$	9.00
	<b>\$</b>	<b>2,538.61</b>

### Work's Manager - Warren Borrett

Plate change	\$	24.00
Paint for Rec Centre	\$	248.40
Bank Fees	\$	9.00
	<b>\$</b>	<b>281.40</b>

### Manager of Admin and Finance - Cameron Watson

Internet Fees	\$	279.85
Plate change	\$	24.00
Parking fees	\$	17.00
Ipad connector for Chambers	\$	138.95
Bank Fees	\$	9.00
	<b>\$</b>	<b>468.80</b>

<b>Total Direct Debit Payment made on 30th September</b>	<b>\$</b>	<b>3,288.81</b>
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## POLICE LICENSING

Direct Debits from Muni Account

01 September to 30th September 2013

Monday, 2 September 2013	\$	1,680.30
Tuesday, 3 September 2013	\$	795.05
Wednesday, 4 September 2013	\$	360.45
Thursday, 5 September 2013	\$	1,406.15
Friday, 6 September 2013	\$	3,338.25
Monday, 9 September 2013	\$	977.60
Tuesday, 10 September 2013	\$	1,673.85
Wednesday, 11 September 2013	\$	256.50
Thursday, 12 September 2013	\$	808.90
Friday, 13 September 2013	\$	274.30

Monday, 16 September 2013	\$ 920.05
Tuesday, 17 September 2013	\$ 60.60
Wednesday, 18 September 2013	\$ 7,992.25
Thursday, 19 September 2013	\$ 639.10
Friday, 20 September 2013	\$ 955.00
Monday, 23 September 2013	\$ 884.00
Tuesday, 24 September 2013	\$ 3,102.25
Wednesday, 25 September 2013	\$ 284.30
Thursday, 26 September 2013	\$ 293.80
	<b>\$ 26,702.70</b>

## **BANK FEES**

### **Direct debits from Muni Account 01 Septemer to 30th September 2013**

Total direct debited from Municipal Account	<b>\$ 187.40</b>
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## **PAYROLL**

### **Direct Payments from Muni Account 01 Septemer to 30th September 2013**

Wednesday, 11th September 2013	\$ 45,418.74
Wednesday, 25th September 2013	\$ 44,075.70
	<b>\$ 89,494.44</b>

- 10.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
- 11.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
  - 11.1 ELECTED MEMBERS
  - 11.2 STAFF
- 12.0 CONFIDENTIAL ITEMS
- 13.0 TIME AND DATE OF NEXT MEETING

**That the next Ordinary Council Meeting be held on 20 November 2013.**

- 14.0 CLOSURE