



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

Wednesday 16 November 2016

SHIRE OF MINGENEW



Shire of Mingenew

Ordinary Council Meeting Notice Paper

16 November 2016

Madam President and Councillors,

An ordinary meeting of Council is called for Wednesday, 16 November 2016, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm.

Martin Whitely
Chief Executive Officer

11 November 2016

MINGENEW SHIRE COUNCIL

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CHIEF EXECUTIVE OFFICER
11 NOVEMBER 2016



SHIRE OF MINGENEW
WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

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

Dear Sir/Madam,

Re: Written Declaration of Interest in Matter before Council

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

(2) _____

Agenda Item (3) _____

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

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

The nature of my interest is (5)

The extent of my interest is (6)

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

Yours faithfully,

Signed

Date

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

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SHIRE OF MINGENEW

AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 19 October 2016 COMMENCING AT 4.30pm

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**
- 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 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**
 - 7.1.1 ORDINARY MEETING HELD 19 OCTOBER 2016**



**MINUTES FOR THE
ORDINARY COUNCIL MEETING
HELD ON
WEDNESDAY
19 October 2016**

SHIRE OF MINGENEW



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SHIRE OF MINGENEW

MINUTES FOR ORDINARY MEETING OF COUNCIL HELD IN COUNCIL 19 October 2016 COMMENCING AT 4.30pm

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2.0 ATTENDANCE

MA Bagley	President	Rural Ward
HM Newton	Councillor	Town Ward
LM Eardley	Councillor	Town Ward
GJ Cosgrove	Councillor	Rural Ward

STAFF

MG Whitely	Chief Executive Officer
NS Jane	Deputy Chief Executive Officer
WL Borrett	Works Manager (4.30pm – 4.45pm)

APOLOGIES

KL Criddle	Councillor	Rural Ward
CR Lucken	Councillor	Town Ward
MP Pearce	Councillor	Town Ward

LEAVE OF ABSENCE

Nil.

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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

Nil

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6.0 DECLARATIONS OF INTEREST

Nil.

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 ORDINARY MEETING HELD 21 SEPTEMBER 2016.

COUNCIL DECISION – ITEM 7.1

Moved Cr Cosgrove

Seconded Cr Newton

That the minutes of the ordinary meeting of the Shire of Mingenew held in the Council Chambers on 21st September 2016 be confirmed.

CARRIED: 4/0

7.2 SPECIAL MEETING HELD 30 SEPTEMBER 2016.

COUNCIL DECISION – ITEM 7.2

Moved Cr Newton

Seconded Cr Cosgrove

That the minutes of the special meeting of the Shire of Mingenew held in the Council Chambers on 30th September 2016 be confirmed.

CARRIED: 6/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

9.0 OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 REVIEW OF DELEGATIONS REGISTER

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0342
Date: 14 October 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the review and adoption of the Delegations Register.

Attachment

A copy of the Register of Delegations.

Background

Local Governments are required to keep a register of delegations and to review the delegations at least once every financial year, as per Local Government Act 1995 sections 5.18 and 5.46. These delegations include those from Council to the Chief Executive Officer and Committees, and the Chief Executive Officer to other staff. Council last reviewed the Delegations Register in December 2015.

Comment

The recommended changes to the Register of Delegations have been highlighted in yellow. A summary of the proposed changes are shown below;

- All references to Manager of Administration & Finance changed to Deputy Chief Executive Officer
- All dates changed to reflect the date of review and to show when each delegation has been amended
- Delegation No. 2 – Addition of Finance Officer as a Level 3 authorised person
- Delegation No.2 – Addition of a Level 4 person
- Delegation No. 2 – Addition of Customer Service Officer as an authorised Level 4 person
- Delegation No. 30 – addition of Planning Officer
- Addition of Finance Officer, Customer Service Officer and Planning Officer to the Summary of Delegations

Consultation

Nil

Statutory Environment

Local Government (Functions & General) Regulations 1996

Local Government Act 1995 states;

5.18. Register of delegations to committees

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

Policy Implications

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

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

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

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.1
--

That Council;

1. Review and Adopt the amended Delegations Register as presented, and
2. The Chief Executive Officer to provide in writing powers and duties allocated to other persons as per section 5.44 (2) of the Local Government Act 1995

COUNCIL DECISION – ITEM 9.1.1

Moved Cr Cosgrove

Seconded Cr Eardley

That Council;

1. Review and Adopt the amended Delegations Register as presented, and
2. The Chief Executive Officer to provide in writing powers and duties allocated to other persons as per section 5.44 (2) of the Local Government Act 1995

CARRIED 4/0

9.1.2 TENDER – SUPPLY OF CREW CAB TRUCK

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0351
Date: 13 October 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report is for Council information.

Attachment

A copy of all the submissions received are tabled.

Background

Tenders were called for the supply and delivery of a crew cab truck following discussions at the September Council Forum to evaluate possible trade options. The existing crew cab truck is a 2008 Mitsubishi Fuso Canter Crew Cab and has done approximately 175,000.

Comment

In total four submissions were received from three suppliers and below is a summarised table of the submissions received;

	Purcher International	Purcher International	Midwest Isuzu Trucks	WA Hino	Current Model
	Mitsubishi Fuso 1024	Mitsubishi Fuso 918	Isuzu NQR 87-190	Hino 921 Crew Auto	Mitsubishi Fuso FE 84
Vehicle Details					
GVM	10,400kg	8,200kg	8,700kg	8,500kg	6,500kg
GCM	20,000kg	11,700kg	11,500kg	12,000kg	10,000kg
Engine	6CYL/7.5L	4CYL/3L	4CYL/5.2L	4CYL/5.1L	4CYL/4.9L
Power	177KW	129KW	140KW	151KW	110KW
Torque	745Nm	430Nm	513Nm	600Nm	471KW
Transmission	6 Speed Manual	5 Speed Manual / 6 Speed Auto	6 Speed Manual / Auto	6 Speed Auto	5 Speed Auto
Tray length	5.50m	4.20m	5.2m	4.8m	
Tray width	2.40m	2.10m	2.4m	2.5m	
Max Loading	6,800kg	3,800kg	6,200kg	4,400kg	3,050kg
Fuel Tank Capacity	200L	100L	140L	170L	100L
Seating Capacity	7 seat	6-7 Seats	7 Seats	7 Seats	
Warranty	3 Years / 150,000km	3 Years / 150,000km	3 Years / 100,000km	3 Years / 100,000km	
Purchase Price	\$98,500	\$63,600	\$65,800	\$65,540	
Less Trade	(\$21,000)	(\$21,000)	(\$16,364)	(\$15,909)	
Total Changeover Cost	\$77,500	\$47,310	\$49,436	\$49,631	

Additional Items					
Auto Transmission			\$1,700		
Canvas Seat Covers	Not Included	Not Included	\$680	\$580	
Rubber Floor Mat	Not Included	Not Included	\$110	\$420	
Window Tint	Not Included	Not Included	\$650	\$480	
80 Channel UHF & Fittings	Not Included	Not Included	\$790	Not Included	
1800mm Mega Chest Tool Boxes	Not Included	Not Included	\$3,800	Not Included	
50mm Heavy Duty Tow Bar with Electric Breaks	Not Included	Not Included	\$1,950	\$1,100	
Walk up Step	Not Included	Not Included	\$650	Not Included	
Sign Rack	Not Included	Not Included	\$1,150	Not Included	
Weathershields	Not Included	Not Included	Not Included	\$380	
Stone Guards	Not Included	Not Included	Not Included	\$650	
Extenal Sun visor	Not Included	Not Included	Not Included	\$950	
Alloy Bull Bar	Not Included	Not Included	Not Included	\$2,650	

An allocation of \$40,000 was made in the 2016/17 Budget for the changeover of the crew cab truck. All of the submissions received are greater than the current allocation. Any purchase of a crew cab truck based on the submissions received would require Council to endorse these changes to be reflected as a budget amendment. There is possibly an option to use other potentially unallocated capital expenditure to offset the under allocation for the crew cab truck should Council want to proceed with the vehicle changeover.

Based on the tender submissions received and the date of the current model (2008) the changeover equates to a cost of between \$6-10k per annual to Council over the life of the existing vehicle.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Local Government (Functions & General) Regulations 1996

Policy Implications

Policy No. 3007 – Purchasing Policy

Financial Implications

An allocation of \$40,000 has been made in the 2016/17 Budget for the vehicle changeover.

Strategic Implications

Community Strategic Plan

Outcome 2.5.1 – Maintain and improve road assets.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.2

That

1. The information be received by Council, and
2. In the event that Council are looking at changing the crew cab truck over that selected vehicles are chosen for an on site demonstration

MOTION

Moved Cr Newton

Seconded Cr Eardley

That

1. The information be received by Council, and
2. In the event that Council are looking at changing the crew cab truck over that selected vehicles are chosen for an on site demonstration

AMENDMENT

Moved Cr Cosgrove

Seconded Cr Newton

That a part 2 be amended to read: “The Works Manager undertake further research and liaison with suppliers and select vehicles to be viewed.”

CARRIED 4/0

COUNCIL DECISION – ITEM 9.1.2

Moved Cr Newton

Seconded Cr Eardley

That

1. The information be received by Council, and
2. The Works Manage undertake further research and liaison with suppliers and select vehicles to be viewed.

CARRIED 4/0

9.1.3 DELEGATIONS TO COMMITTEES & COMMUNITY ORGANISATIONS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0303
Date: 13 October 2016
Author: Martin Whitely, Chief Executive Officer

Summary

Council is requested to review and appoint delegates to the various committees and community organisations.

Attachment

Nil

Background

It is common practice for many local authorities to review appointments of Elected Members and Staff to serve on various Committee's and Community Organisations. It should be noted that this is a separate exercise to appointing members of a Council Committee.

Delegations to Committees & Community Organisations were last reviewed in November 2015 and below is a record of the appointments from the November 2015 Ordinary Council meeting:

WALGA Northern Country Zone

Delegates: President Bagley & Cr Newton
Proxy: Cr Pearce

Tourist & Promotion Committee

Delegates: Cr Pearce & Community Development Officer
Proxy: Cr Eardley

Lions Expo Committee

Delegates: Cr Newton
Proxy: Cr Cosgrove

Main Roads Western Australia Regional Road Group

Delegates: Cr Cosgrove
Proxy: Cr Lucken

Silver Chain Branch Committee

Delegates: Cr Pearce
Proxy: Cr Newton

Community Resource Centre Management Committee

Delegates: Cr Criddle
Proxy: Cr Newton

Local Emergency Management Committee

Delegates: Cr Cosgrove
Proxy: CEO

Development Assessment Panels

Delegates: President Bagley & Cr Cosgrove

Proxy: -

Wildflower Country Inc

Delegates: Cr Pearce

Proxy: President Bagley

Proxy: CEO or other appointed staff member

Comment

At the August 2016 Ordinary Meeting Council also resolved to appoint Ella Suckling as the delegate and Nita Jane as the proxy to the Midland Route Project Team, as such I have excluded these delegates from the review.

Consultation

Nil

Statutory Environment

Appointments to the above Committees are at the discretion of Council and are not subject to the provisions of the Local Government Act.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

Outcome 4.2.2 – To be strong advocated representing the Shire's interests.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.3
--

That Council review the various Committees and appoint delegates to the various Committees and Community Organisations.

COUNCIL RESOLUTION – ITEM 9.1.3

Moved Cr Eardley

Seconded Cr Cosgrove

That Council appoint delegates to the various Committees and Community Organisation as follows:

WALGA Northern Country Zone

Delegates: President Bagley & Cr Newton

Proxy: Cr Pearce

Tourist & Promotion Committee

Delegates: Cr Pearce & Community Development Officer

Proxy: Cr Eardley

Main Roads Western Australia Regional Road Group

Delegates: Cr Cosgrove

Proxy: President Bagley

Silver Chain Branch Committee

Delegates: Cr Pearce

Proxy: Cr Newton

Community Resource Centre Management Committee

Delegates: Cr Criddle

Proxy: Cr Newton

Local Emergency Management Committee

Delegates: Cr Cosgrove

Proxy: CEO

Development Assessment Panels

Delegates: President Bagley & Cr Cosgrove

Proxy: -

Wildflower Country Inc

Delegates: Cr Pearce

Proxy: President Bagley

Proxy: CEO or other appointed staff member

CARRIED 4/0

9.1.4 LOT 114 SHENTON STREET

Location/Address: Lot 114 Shenton Street, Mingenew
Name of Applicant: Mr Jarrad Kupsch
Disclosure of Interest: Nil
File Reference: ADM0327
Date: 14 October 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that a request for a shaded area be approved at Lot 114 Shenton Street, Mingenew.

Background

A request has been received from the tenant of Lot 114 Shenton Street, Mingenew to have a shaded area installed at the back of the house on the western side of the property. The purpose of the shaded area is to provide relief from the heat in the summer as well as providing a shaded area for the children to play in.

Attachments

Photographs of the area from the tenant.
Two quotes received for the proposed works

Comment

The request to have a shaded area installed is by no means unreasonable, however one of factors that needs to be considered is that Karara actually own this property and it is leased to the Shire.

The two quotes received are;

1. Batavia Coast \$4,406 (GST Exclusive)
2. Paul Armstrong \$2,876 (GST Exclusive)

The quote from Paul Armstrong includes materials of \$928 and Mr Kupsch has stated that while his preference is not to have to contribute towards the cost he would be arguable to paying for the materials is Council agreed to pay for the labour component.

While some funds have been allocated in the Budget for a water tank & reticulation (\$2,500) and general maintenance (\$1,030), no provision has been made for other capital expenditure.

Council have the option to pay for the shade area out of the allocation for the water tank & reticulation and general maintenance (\$3,530) and reduce the budget for these items to the balance of funds which would be \$1,582.

If Council proceed with the request as being non budgeted capital expenditure then an absolute majority of Council will be required.

In the 2015/16 financial year the Shire also agreed to pay for 2 air conditioners to be installed at the property at a cost \$2,041.

Consultation

Nil

Statutory Environment

Local Government Act 1995 states as follows;

6.8. Expenditure from municipal fund not included in annual budget

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

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

Policy Implications

Nil

Financial Implications

There was no provision in the Budget for capital expenditure so if Council agree to build the shaded area as an unbudgeted item then an absolute majority is required and a budget amendment will need to be endorsed. .

Strategic Implications

Community Strategic Plan

Outcome 3.4.2 – Provide accommodation for service workers

Voting Requirements

Simple Majority – as per recommendation

Absolute Majority – if approved as non budgeted capital

OFFICER RECOMMENDATION – ITEM 9.1.4
--

That Council:

1. Agree to the works to be completed by Paul Armstrong on the basis of the quote provided and that Mr Jarrad Kupsch pays for the materials, and
2. The funds allocated by Council for the labour to install the shade area are deducted from those funds allocated for the water tank and reticulation.

COUNCIL DECISION – ITEM 9.1.4

Moved Cr Newton

Seconded Cr Cosgrove

That Council will not make a contribution towards the installation of the shaded area however are happy for the tenant to proceed if they are willing to do so at their own expense.

CARRIED 4/0

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

Moved Cr Newton

Seconded Cr Cosgrove

That the reason the officer recommendation was changed was because the property is not owned by Council and that no funds had been allocation in this year's budget for such works.

CARRIED 4/0

9.1.5 SHIRE OFFICE HOURS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0089
Date: 14 October 2016
Author: Martin Whitely, Chief Executive Officer

Summary

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

Attachment

Nil

Background

During the Christmas and New Year period it is proposed that the Shire Office be closed from 12pm on Friday 23rd December 2016 until Tuesday 3rd January 2017, re-opening as per usual on Wednesday 4th January 2017. This will mean that any payments or licensing will not be processed during this period. This works out to be three normal working days. With sufficient notification the community will be able to make alternate arrangements for licensing and other payments and a skeleton works crew will still be on board during the break for any road maintenance.

Comment

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

Wednesday 21 st December 2016	8.00am to 5.00pm
Thursday 22 nd December 2016	8.0am to 5.00pm
Friday 23 rd December 2016	8.00am to 12.00pm
Saturday 24 th December 2016	Closed
Sunday 25 th December 2016	Closed
Monday 26 th December 2016	Closed
Tuesday 27 th December 2016	Closed
Wednesday 28 th December 2016	Closed
Thursday 29 th December 2016	Closed
Friday 30 th December 2016	Closed
Saturday 31 st January 2016	Closed
Sunday 1 st January 2017	Closed
Monday 2 nd January 2017	Closed
Tuesday 3 rd January 2017	Closed
Wednesday 4 th January 2017	8.00am to 5.00pm
Thursday 5 th January 2017	8.00am to 5.00pm
Friday 6 th January 2017	8.00am to 5.00pm

Consultation

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

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.5

That Council endorse the Shire Office to be closed for normal business from 12pm on Friday 23rd December 2016 through to Tuesday 3rd January 2017 inclusive.

MOTION

Moved Cr Newton

Seconded Cr Eardley

That Council endorse the Shire Office to be closed for normal business from 12pm on Friday 23rd December 2016 through to Tuesday 3rd January 2017 inclusive.

AMENDMENT

Moved Cr Cosgrove

Seconded Cr Newton

That “12pm on” be removed from the resolution.

CARRIED 4/0

COUNCIL RESOLUTION – ITEM 9.1.5

Moved Cr Eardley

Seconded Cr Cosgrove

That Council endorse the Shire Office to be closed for normal business from Friday 23rd December 2016 through to Tuesday 3rd January 2017 inclusive.

CARRIED 4/0

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

Moved Cr Newton

Seconded Cr Cosgrove

That the reason the officer recommendation was changed was because the Shire Christmas function is to be held on Thursday 22nd December 2016.

CARRIED 4/0

9.1.6 CEO PERFORMANCE APPRAISAL

Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0077
Date: 14 October 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council sets a date to carry out the annual performance review of the Chief Executive Officer.

Attachment

Nil

Background

It is a requirement under section 5.38 of the Local Government Act for Council to review the performance of the Chief Executive Officer ("CEO") at least once in relation to every year of employment.

Comment

Given that the CEO's commencement date was the 5th January 2015, the review should be carried out prior to the 4th January 2017.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Local Government (Administration) Regulations 1996

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.6
--

That Council sets a date to carry out the performance review of the Chief Executive Officer.

COUNCIL RESOLUTION – ITEM 9.1.6

Moved Cr Newton

Seconded Cr Eardley

That the performance review of the Chief Executive Officer be held on 25th November 2016 at 4pm.

CARRIED 4/0

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 30 SEPTEMBER 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 10 October 2016
Author: Nita Jane, Deputy CEO
Senior Officer: Martin Whitely, Chief Executive Officer

Summary

This report recommends that the Monthly Statement of Financial Activity report for the period ending 30 September 2016 is presented to Council for adoption.

Attachment

Finance Report for period ending 30 September 2016.

Background

The Monthly Financial Report to 30 September 2016 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

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

Comment

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	224,924
Business Cash Maximiser (Municipal Funds)	1,469,412
Trust Account	152,444

Reserve Maximiser Account	309,270
---------------------------	---------

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 2016:

Amount	Current	30+ Days	60+ Days	90+ Days	TOTAL
	36,683	18,480	525	220	55,908

Rates Outstanding at 30 September 2016 were:

	Current	Arrears	TOTAL
Rates	617,880	40,738	658,618
Rubbish	12,913	2,070	14,983
ESL	8,562	673	9,235
Swimming Pool	60	0	60
TOTAL	639,415	43,481	682,896

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2016/ 2017 financial year.

Consultation

Chief Executive Officer
Senior Finance Officer

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

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

(1A) In this regulation —

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

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

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

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

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

Policy Implications

Nil

Financial Implications

Financial implications are outlined in comments.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.1
--

That the Monthly Statement of Financial Activity for the period 1 July 2016 to 30 September 2016 be received.

COUNCIL RESOLUTION – ITEM 9.2.1

Moved Cr Eardley

Seconded Cr Cosgrove

That the Monthly Statement of Financial Activity for the period 1 July 2016 to 30 September 2016 be received.

CARRIED 4/0

9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 30 SEPTEMBER 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 12 October 2016
Author: Julie Borrett, Senior Finance Officer
Senior Officer: Nita Jane, Deputy CEO

Summary

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

Attachment

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

Background

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

Comment

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

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

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

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.2

That Council confirm the accounts as presented for September 2016 from the Municipal Fund totalling \$346,829.57 represented by Electronic Funds Transfers of EFT 10173 to EFT10264, Direct Deduction DD7759.1, 2 and 3, DD7772.1 2 and 3, DD7790.1 and Cheque numbers 8088-8093.

COUNCIL DECISION – ITEM 9.2.2

Moved Cr Newton

Seconded Cr Cosgrove

That Council confirm the accounts as presented for September 2016 from the Municipal Fund totalling \$346,829.57 represented by Electronic Funds Transfers of EFT 10173 to EFT10264, Direct Deduction DD7759.1, 2 and 3, DD7772.1 2 and 3, DD7790.1 and Cheque numbers 8088-8093.

CARRIED 4/0

9.2.3 CORPORATE CREDIT CARD POLICY AMENDMENT

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM00
Disclosure of Interest: Nil
Date: 22 September 2016
Author: Nita Jane, Deputy CEO
Senior Officer: Martin Whitely, CEO

Summary

This report provides a draft amended Corporate Credit Card Policy and requests that Council review the document and endorse the amended Policy.

Attachment

Shire of Mingenew - Corporate Credit Card Policy – Amended
DLG Guideline 11 – Use of Corporate Credit Cards

Background

Council's current credit card policy was reviewed in August 2014. Following the Financial Management Review and subsequent report provided by Butler Settineri, an amendment to the policy is proposed.

Comment

The Policy presented removes the prohibited use of the corporate credit card for the purchase of fuel.

Consultation

Martin Whitely, CEO
DLG Guideline
Elected Members (September Concept Forum)

Statutory Environment

Local Government (Financial Management) Regulations 1996

Policy Implications

Policy as provided in the attachment

Financial Implications

Nil.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.3

That Council endorse the amended Corporate Credit Card Policy as presented.

MOTION

Moved Cr Cosgrove

Seconded Cr Eardley

That Council endorse the amended Corporate Credit Card Policy as presented.

AMENDMENT

Moved Cr Newton

Seconded Cr Cosgrove

That the reference to Manager Finance & Administration in the policy be amended to Deputy Chief Executive Officer.

CARRIED 4/0

COUNCIL DECISION – ITEM 9.2.3

Moved Cr Newton

Seconded Cr Cosgrove

That Council endorse the amended Corporate Credit Card Policy with the reference to Manager Finance & Administration amended to Deputy Chief Executive Officer.

CARRIED 4/0

9.2.4 CONCESSION ON 2016/17 RATES

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0176
Disclosure of Interest: Nil
Date: 7 October 2016
Author: Nita Jane, Deputy CEO
Senior Officer: Martin Whitely, CEO

Summary

This report provides information for council to consider approving a concession on some rates levied in the 2016/17 financial year.

Attachment

Assessment detail for each option presented.

Background

The 2016/17 budget was adopted at the Council Meeting held on 17 August 2016. The adopted rate in the \$ and minimum payments were:

UV – Rate in \$	1.4014
UV – Minimum payment	\$1,500
GRV – Rate in \$	13.5884
GRV – Minimum payment	\$655

This represented an overall increase in rate revenue of 3.5%. A significant change from previous years was the decision to no longer apply differential rates for mining, but rather have one general rate for each valuation method – UV and GRV.

The 2015/16 rates and minimum payments were:

UV Rural – Rate in \$	1.431
UV Mining – Rate in \$	30.000
UV – Minimum payment	\$636
GRV – Rate in \$	13.1289
GRV – Minimum payment	\$636

A concession was approved as part of the budget adoption for Yandanooka Townsite of 50%.

Since adoption of the budget a number of ratepayers have voiced concern at the significant increase in the minimum payment from \$636 to \$1,500.

At the September Concept Forum Council discussed this matter and requested staff to investigate the opportunity for a concession to be provided to UV Minimum Payment properties for the 2016/17 year and calculate the impact on the budget that providing the concession will have.

There are 37 properties that were charged the Minimum Payment of \$1,500 in the current financial year.

In 2015/16 there were 21 properties that were charged the Minimum Payment of \$636. Increasing the minimum has included an additional 16 properties in this category.

Advice was sought from the Department of Local Government, and is as follows:

Granting a concession under s6.47 is available to them.

6.47. Concessions

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

** Absolute majority required.*

Council can do this as a percentage (%) or as a flat dollar (\$) amount or a combination.

Council can resolve to say allow a 10% concession on a particular rate – which would apply to all properties on that rate.

They may decide to grant a concession of say 10% but the concession would not be available for any rate assessment that did not increase by more than say 3% in the year. So if ratepayer “A’s” rates only increased by 3% but ratepayer “B’s” rates on the same rate increased by 8% then ratepayer “A” would not get any concession and “B” would only get a 5% concession and have to meet the 3% increase that applied to everyone. They could also resolve to allow say a 10% concession to a maximum amount of say \$100 so that no ratepayer received a concession of any more than \$100.

Council need to be very clear about what they are proposing to do and convey this to the community.

Suggest that they do some clear rates models to look at the impact on their bottom line.

Granting a concession outside budget period just needs a **council resolution** and they **don’t need to advertise it**.

Comment

Three options for providing concessions to UV minimum properties have been prepared for Council consideration.

Option 1 – All Unimproved Value rated properties with calculated rates (using the 2016/17 rate in the \$ of 1.4014) less than \$1,000 be given a concession of \$500 (meaning their minimum payment amount will effectively be \$1,000 for 2016/17) All Unimproved Value rated properties with calculated rates (using the 2016/17 rate in the \$ of 1.4014) more than \$1,000 but less than \$1,500 be given a concession equal to the difference between the calculated rates and \$1,500.

Option 2 – All Unimproved Value rated properties with calculated rates (using the 2015/16 calculated rates plus 3.5%) less than \$1,000 be given a concession of \$500 (meaning their minimum payment amount will effectively be \$1,000 for 2016/17) and properties with calculated rates more than \$1,000 but less than \$1,500 be given a concession equal to the difference between the calculated rates and \$1,500

Option 3 – A calculation be made on what the rate in the \$ would need to be if the minimum payment had been set at \$1,000 to achieve the same rate revenue. (This is calculated as 1.418) A concession be provided to properties based on a recalculation of their 2016/17 rates using the 1.418 cents in the \$ and \$1,000 minimum payment. Where the minimum payment of \$1,000 applies, provide a concession of \$500. Where the calculated rates are between \$1,000 and \$1,500, provide a concession equivalent to the difference between the calculated rates and \$1,500.

All of the options outlined have a budget impact which will require a budget adjustment to be endorsed.

Option 2 is the recommended option. This will provide concessions totalling \$15,820 to 25 assessments. Two will not receive any concession as their rates are less than rates paid in 2015/16, even with the \$1,500 minimum payment.

Consultation

Martin Whitely, CEO

Lone Neilsen – Department of Local Government

Elected Members (September Concept Forum)

Statutory Environment

Local Government Act 1995, s6.47

6.47. Concessions

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

* *Absolute majority required.*

Policy Implications

Nil

Financial Implications

Option 1	\$17,075 cost
Option 2	\$15,820 cost
Option 3	\$16,979 cost

Strategic Implications

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.2.4

That Council:

1. Approve the application of a concession to properties rated on an Unimproved Value Method presented as Option 2 above:
 - a. All Unimproved Value rated properties with calculated rates (using the 2015/16 calculated rates plus 3.5%) less than \$1,000 be given a concession of \$500 (meaning their minimum payment amount will effectively be \$1,000 for 2016/17); and
 - b. properties with calculated rates more than \$1,000 but less than \$1,500 be given a concession equal to the difference between the calculated rates and \$1,500;
2. Make a budget adjustment of \$15,460 to reflect the concession provided;
3. Write to each affected property owner explaining Council's decision.

COUNCIL DECISION – ITEM 9.2.4

Moved Cr Newton

Seconded Cr Cosgrove

That Council:

1. Approve the application of a concession to properties rated on an Unimproved Value Method presented as Option 2 above:
 - a. All Unimproved Value rated properties with calculated rates (using the 2015/16 calculated rates plus 3.5%) less than \$1,000 be given a concession of \$500 (meaning their minimum payment amount will effectively be \$1,000 for 2016/17); and
 - b. properties with calculated rates more than \$1,000 but less than \$1,500 be given a concession equal to the difference between the calculated rates and \$1,500;
2. Make a budget adjustment of \$15,460 to reflect the concession provided;
3. Write to each affected property owner explaining Council's decision.

CARRIED 4/0

9.2.5 REVIEW OF METHODS OF VALUATION OF LAND

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0
Disclosure of Interest: Nil
Date: 7 October 2016
Author: Nita Jane, Deputy CEO
Senior Officer: Martin Whitely, CEO

Summary

This report requests Council to consider undertaking a review of methods of valuation of land within the Shire of Mingenew.

Attachment

Department of Local Government – Rating Policy – Valuation of Land (s6.28)
Department of Local Government – Operational Guideline Number 2 – Changing Methods of Valuation of Land

Background

A preliminary review of land use within the Shire of Mingenew has identified some properties adjacent to the town site (but outside the town site boundary) that are valued using an Unimproved Method which may no longer be appropriate when land use is considered. This includes properties on the north side of Ernest Street that were subdivided some years ago.

It is possible to change valuation method of these properties from Unimproved Value to Gross Rental Value based on the predominant use of the land.

The Department Policy explains that the fundamental decision to be made by the Minister is whether the land is used predominantly for rural or non-rural purposes. Changes to the method of valuing land may have significant impacts on ratepayers and a local government's rates revenue. Accordingly, the council should consider any proposal for change before it is presented to the Minister for decision.

The purpose of the Department Operational Guideline is to facilitate changes to the method of valuation of land by:

- Setting out a process to identify and make changes to methods of valuation;
- Encouraging local governments to introduce appropriate systems to identify and record land use changes that may affect the predominant use of land;
- Specifying and documenting factors that should be considered when determining the predominant use of land as publicly accessible policies;
- Proposing when and how local governments should consult with affected ratepayers in the process of changing methods of valuation; and
- Specifying the information needs of the Department of Local Government and the Minister.

Comment

It is not known when a review of predominant land use in the Shire was undertaken previously. A preliminary review of development approvals, building approvals and subdivisions indicate that the predominant use of some land may have changed over time.

Local Government Operational Guideline Number 2 provides guidance on the process to be followed in undertaking a review of the valuation method.

An overview of the process for changing the method of valuation includes the following steps:

1. Identifying land use changes that may affect predominant use
2. Reviewing predominant use
3. Consulting affected parties
4. Changing the method of valuation.

The role of Local Government in this process is to ensure that the rating principles of the Act are correctly applied to rateable land within their district such that rural land is on rated on its UV and non-rural land is rated on its GRV.

In order for this process to be completed in time for implementation on 1 July, the Department must receive applications by April. Therefore, it is important that the land use review be undertaken as soon as possible allowing time for consultation with affected parties and a report provided to council for consideration prior to April.

Consultation

Martin Whitely, CEO

Lone Neilsen – Department of Local Government

Elected Members (September Concept Forum)

Statutory Environment

Local Government Act 1995, s6.28

6.28. Basis of rates

- (1) The Minister is to —
 - (a) determine the method of valuation of land to be used by a local government as the basis for a rate; and
 - (b) publish a notice of the determination in the *Government Gazette*.
- (2) In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —
 - (a) where the land is used predominantly for rural purposes, the unimproved value of the land; and
 - (b) where the land is used predominantly for non-rural purposes, the gross rental value of the land.

Policy Implications

Policy

Financial Implications

Unknown until review is undertaken

Strategic Implications

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.2.5

That Council direct staff to:

- undertake a formal land use review including consultation with affected land owners as the initial stage of the process for changing the method of valuation of land; and
- provide a written report to Council once the review is completed to enable a decision to be made on whether to proceed with an application to the Minister to change the method of valuation of land.

COUNCIL DECISION – ITEM 9.2.5

Moved Cr Newton

Seconded Cr Eardley

That Council direct staff to:

- undertake a formal land use review including consultation with affected land owners as the initial stage of the process for changing the method of valuation of land; and
- provide a written report to Council once the review is completed to enable a decision to be made on whether to proceed with an application to the Minister to change the method of valuation of land.

CARRIED 4/0

9.3 ADMINISTRATION

9.3.1 DRUG AND ALCOHOL POLICY

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	ADM00
Disclosure of Interest:	Nil
Date:	7 October 2016
Author:	Nita Jane, Deputy CEO
Senior Officer:	Martin Whitely, CEO

Summary

This report provides a draft Drug and Alcohol Policy and requests that Council review the document and endorse the Policy.

Attachment

Shire of Mingenew – DRAFT Drug and Alcohol Policy

Background

Council does not currently have a Drug and Alcohol Policy.

Comment

Over recent months concerns have been expressed on the use of drugs and alcohol in the workplace (as a whole not specifically Shire of Mingenew) and the fact that Council does not currently have a policy.

Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgement, their coordination, motor control, concentration and alertness at the workplace is impaired. This in turn presents a safety issue both to themselves and others. Council is committed to providing the safest possible workplace for its employees, visitors and contractors. To enable this to happen employees are expected to be free of alcohol and/or drugs.

To assist Council in achieving an alcohol and drug free environment, employees may be required to undergo drug and alcohol tests from time to time. To enable correct procedures to occur it is imperative that an acceptable Drug and Alcohol Policy be implemented.

After an extensive consultation process with Region Risk Co-ordinator, Monty Archdale a draft Drug and Alcohol Policy has been prepared. The draft policy was presented at the Safety Team Meeting held on Thursday 22nd September with comments and feedback sought from members. Feedback has been received that the Safety Team support the introduction of this policy.

An implementation plan for the policy includes:

- | | |
|---|---------------|
| • Endorsement of policy by Council | October 2016 |
| • Circulation of policy to all staff | October 2016 |
| • Purchase handheld Alcolizer | November 2016 |
| • Train an employee for BAC | November 2016 |
| • Set up a testing regime (outsourced) | December 2016 |
| • Conduct a Drug and Alcohol Awareness session with all staff | December 2016 |
| • Conduct a Policy briefing and test familiarisation session with all staff | November 2016 |

Consultation

Martin Whitely, CEO
Monty Archdale, LGIS Regional Risk Coordinator
WALGA – Employee Relations
Elected Members (September Concept Forum)
Shire of Mingenew – Safety Team

Statutory Environment

Occupational Safety and Health Act 1984
National Association of Testing Authorities and Australian Standard AS/NZS 4308:2008

Policy Implications

New Policy as provided in the attachment

Financial Implications

Some costs are associated with implementation of the policy including the cost of testing apparatus, staff training and external random testing.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.3.1

That Council endorse the Drug and Alcohol Policy as presented.

COUNCIL DECISION – ITEM 9.3.1

Moved Cr Cosgrove

Seconded Cr Newton

That Council endorse the Drug and Alcohol Policy as presented.

CARRIED 4/0

9.4 TOWN PLANNING

Nil

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

Nil.

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

Nil.

12.0 CONFIDENTIAL ITEMS

12.1 DISPOSAL OF PROPERTY – LOT 4 ERNEST STREET

This matter will be dealt with as a confidential item in accordance with Section 5.23 (2)(e) of the Local Government Act as it contains information that may have commercial value to a person or persons.

COUNCIL DECISION – MEETING CLOSED TO PUBLIC
--

Moved Cr Newton

Seconded Cr Eardley

That the meeting be closed to members of the public in accordance with section 5.23(2)(e) of the Local Government Act to allow council to discuss a matter that concerns information that has a commercial value to a person.

CARRIED 4/0

COUNCIL DECISION – ITEM 12.1

Moved Cr Newton

Seconded Cr Cosgrove

That Council authorise the CEO to negotiate with prospective purchasers of Lot 4 Ernest Street.

CARRIED 4/0

The full details of Item 12.1 Disposal of Property – Lot 4 Ernest Street are held in the Council Safe in the “Confidential Items” file.

13.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 16th November 2016 commencing at 4.30pm.

14.0 CLOSURE

The President thanked all for attending and declared the meeting closed at 5.31 pm.

These minutes were confirmed at an Ordinary Council meeting on 16 November 2016.

Signed _____
Presiding Officer

Date: _____

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9.0 OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 BROOKFIELD RAIL INTERFACE AGREEMENT

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0345
Date: 8 November 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the review and adoption of the Brookfield Rail Interface Agreement Version 2.3.

Attachment

Brookfield Interface Agreement Version 2.3 & Tabled Amendments

Background

Discussions with Brookfield Rail on the interface agreement date back to June 2014. WALGA have been negotiating with Brookfield Rail since that time on behalf on local governments to address a number of issues that were raised by individual local governments at the time. Just over 75% of the 80 Brookfield Rail interface agreements with local governments have now been signed.

Comment

Interface Agreement version 2.3 provided by Brookfield Rail seeks to address the concerns raised by Local Governments regarding versions 2.0 and 2.1. Please note that version 2.2 was not released to Local Governments by Brookfield Rail as it was created only by deleting references to the repealed governing legislation (*Rail Safety Act 2010*) and replacing them with references to the new governing legislation (*Rail Safety National Law (WA) Act 2015*).

To assist in your consideration, also attached is a comparison table (compiled by WALGA) comparing the differences between versions 2.1 and 2.3 outlining some aspects of difference between versions 2.1 and 2.3. These include;

- Row 2: The term “Non-Operational Line” is replaced with the terms “Disused (Non-operational) Line” and “Dormant (Non-Operational) Line”.
- Rationale: To align the terms used in the Interface Agreement with a Main Roads WA policy under development that will define the difference status of individual crossings on all parts of the rail network.
- Row 4: Inclusion of a reference to section 3.25 of the *Local Government Act 1995*
- Rationale: Identifies the section of the *Local Government Act 1995* a Local Government can rely on when the requisite sight distance of drivers approaching a level crossing on a local road is adversely affected by vegetation on private property.
- Row 7: Inclusion of the sentence “Works within the Danger Zone are generally undertaken by the Rail Infrastructure Manager due to the rail safety risks associated with works within the Danger Zone however subject to the necessary approvals from the Rail Infrastructure Manager works may be undertaken by the Road Manager.”
- Rationale: Enables a Local Government to undertake some works (e.g. pothole repair) on a local road within the Danger Zone providing Brookfield Rail provides the necessary approvals.

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Row 7: The sentence regarding agreed prior approval for works by Brookfield Rail on a local road within the Danger Zone is amended to “Accordingly, unless otherwise agreed and subject to prior written agreement between and as required by the parties, the following activities are carried out by the Rail Infrastructure Manager at the cost of either the Local Government or MRWA as indicated in brackets below...” (underline added)

Rationale: An agreement between a Local Government and Brookfield Rail for Brookfield Rail to conduct works on a local road in the Danger Zone is now subject to written agreement (not verbal agreement) and can be in the form of a letter, email, works invoice, works order, etc.

Row 10: The sentence “The Road Manager shall conduct regular safety audits to ensure the safety performance of the approach roads to an Interface...” amended to “The Road Manager shall conduct regular Inspections to ensure the safety performance of the approach roads to an Interface...” (underline added)

Rationale: To avoid a Local Government thinking it is obliged to conduct or have conducted a formal road safety audit of approach roads to level crossings within their boundaries. Inspections of the safety performance of a road in accordance with a Local Government’s road inspection and maintenance regime will suffice to meet requirements of the Agreement.

Two of the major concerns raised by local governments when the Brookfield Rail Interface Agreement was first tabled were over the ambiguity on the processes in clearing danger zones and conducting safety audits and lack of local government control in these areas. This now seems to be addressed to a reasonable level of satisfaction in rows 7 and 10.

A letter from the Office of the National Rail Safety Regulator states that “Non-operational lines although not currently in use still require an assessment of risk to be conducted and an agreement to be in place.” The letter continues “The agreement should identify that there is no current risk to safety and in the event the line becomes operational or changes status in the future then a further assessment of risk will be conducted.”

The stance by the Regulator is based on the wording on the governing legislation [section 107(2) *Rail Safety National Law (WA) Act 2015*] which provides no discretion:

(2) The road manager of a public road must —

(a) identify and assess, so far as is reasonably practicable, risks to safety that may arise from the existence or use of any rail or road crossing that is part of the road infrastructure of the road because of, or partly because of —

(i) the existence of road infrastructure of a prescribed public road; or

(ii) the existence or use of any rail or road crossing that is part of the road infrastructure of a public road;

and

(b) determine measures to manage, so far as is reasonably practicable, those risks; and

(c) for the purpose of managing those risks — seek to enter into an interface agreement with the rail infrastructure manager of the rail infrastructure.

Wording to the above that has been underlined has been added.

Rail lines where no hard rail infrastructure exists

Email advice from the Office of the National Rail Safety Regulator dated 4 August 2016 advised that for (Tier 3) rail lines where no “hard” rail infrastructure exists, is not under care or maintenance, and where there are no plans to return infrastructure to the rail corridor (and) carries no interface risks as such, a statement (in the form of a letter) signed by the Rail Infrastructure Manager and Road Manager confirming this absence of interface risk should be produced and submitted to the Regulator.

As such WALGA is willing to work with Local Governments that have crossings where no hard rail infrastructure exists to draft a letter that suits the requirements of the legislation.

Consultation

Mal Shervill, WALGA
Duncan Gray, CBH

Statutory Environment

Rail Safety National Law (WA) Act 2015

Policy Implications

Nil

Financial Implications

There are potential future costs associated with clearing danger zones and conducting safety audits.

Strategic Implications

Community Strategic Plan
Outcome 4.2.2 - To be strong advocates representing the Shire’s interests.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.1
--

That Council;

- 1. Endorse the Brookfield Rail Interface Agreement 2.3, and**
- 2. Provide advice to WALGA to proceed with negotiations with the Office of the National Rail Safety Regulator to sign the Interface Agreement as required by the legislation.**

**Differences between Interface Agreement versions 2.1 and 2.3
(Local Government - Brookfield Rail - Main Roads WA)**

Please Note: Interface Agreement version 2.2 was created by replacing the repealed legislation (*Rail Safety Act 2010*) with the new legislation (*Rail Safety National Law (WA) Act 2015*) only. Version 2.2 was not distributed by Brookfield Rail.

Row No	Interface Agreement version 2.1		Interface Agreement version 2.3	
	Page No	Previous Content	Page No	New content or amended content
1			Page 5	Addition (new definition) The term “Act” is defined
2	Page 6	Definition of “Non-Operational Line” replaced	Page 6	Addition (new definition) The term “Disused (Non-Operational) Line” is defined The term “Dormant (Non-Operational) Line” is defined
3			Page 6	Addition (new definition) The term “Inspection” is defined
4			Page 9	Addition (Note: this legislative reference relates to the second dot point under the heading “Road Manager – Local Government” on page 10) Local Government Act 1995 Notices requiring certain things to be done by the owner or occupier of land Section 3.25 of the <i>Local Government Act 1995</i> empowers a Local Government to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that is prescribed in Schedule 3.1, Division 1.
5	Page 9	Rail Safety Act 2010 (WA) Safety management system In accordance with section 59 of the <i>Rail Safety Act 2010 (WA)</i> , BR, as an accredited Railway Infrastructure Manager has in place a safety management system in respect of its railway operations. As part of this safety management system it is a requirement that all persons accessing and/or working within the rail corridor must hold a Track Access Permit.	Page 9	Amendment Rail Safety National Law (WA) Act 2015 Rail Safety National Law (WA) Regulations 2015 Rail Safety National Law (WA) (Alcohol and Drug Testing) Regulations 2015 Safety management system BR is an accredited rail transport operator under the Act and as such has statutory obligations under the Act and Regulations, including responsibility for ensuring the compliance of all rail related works on corridor land with the Act and Regulations. BR’s activities are regulated by the Office of the National Rail Safety Regulator. In accordance with clause 99 of the Act, BR has in place a safety management system in respect of its railway operations. It is a requirement of that safety management system that, where necessary, persons carrying out rail safety work on corridor land are required to hold a Track Access Permit.
6	Page 9	Second dot point under heading “Road Manager – Local	Page	Amendment (in red)

		Government": <ul style="list-style-type: none"> Arrange, undertake and maintain any vegetation clearing and/or removal of other physical obstructions on Roads to provide requisite driver visibility sightlines on the approaches to Level Crossings (including any approach made to, or negotiation required with, private property owners). 	10	Second dot point under heading "Road Manager – Local Government": <ul style="list-style-type: none"> Arrange, undertake and maintain any vegetation clearing and/or removal of other physical obstructions on Roads to provide requisite driver visibility sightlines on the approaches to Level Crossings (including any negotiations with private property owners if required).
7	Page 10	Fourth paragraph under the heading "Rail Infrastructure Manager": Only accredited personnel holding a Track Access Permit are permitted to work within the rail corridor or within the Danger Zone (see diagram annexed as Appendix B). Accordingly, unless otherwise agreed and subject to prior agreement between the parties, the following activities are carried out by the Rail Infrastructure Manager at the cost of either the Local Government or MRWA as indicated in brackets below:	Page 10	Amendment and addition (in red) Fourth paragraph under the heading "Rail Infrastructure Manager": Only accredited personnel holding a Track Access Permit are permitted to work within the rail corridor or within the Danger Zone (see diagram annexed as Appendix B). Works within the Danger Zone are generally undertaken by the Rail Infrastructure Manager due to the rail safety risks associated with works within the Danger Zone however subject to the necessary approvals from the Rail Infrastructure Manager works may be undertaken by the Road Manager. Accordingly, unless otherwise agreed and subject to prior written agreement between and as required by the parties, the following activities are carried out by the Rail Infrastructure Manager at the cost of either the Local Government or MRWA as indicated in brackets below:
8			Page 11	Addition Second dot point on page 11: Crossing Control Upgrades – Installation of flashing lights, boom barriers, warning balls and advanced warning sign control devices (MRWA in accordance with MRWA's renewal and upgrade programme)
9	Page 12	8.7 Copies of BR's Westplan (State Emergency Management Plan for BR Emergencies) - are available on BR's Website: www.brookfieldrail.com and at the State Emergency Management Committee Website: www.semc.wa.gov.au	Page 13	Amendment 8.7 BR's Westplan (State Emergency Management Plan for BR Emergencies) is available on BR's website (www.brookfieldrail.com) and at the State Emergency Committee website (www.semc.wa.gov.au)
10	Page 15	13.5 Safety Auditing Compliance (b) The Road Manager shall conduct regular safety audits to ensure the safety performance of the approach roads to an Interface are assessed as part of maintenance responsibilities in the context of the local road network.	Page 15	Amendment (in red) 13.5 Safety Auditing Compliance (b) The Road Manager shall conduct regular Inspections to ensure the safety performance of the approach roads to an Interface are assessed as part of maintenance responsibilities in the context of the Local Government's road network.
11	Page 16	15.3 Within a reasonable period of receipt of a dispute notice, senior officers of each party shall meet or communicate to resolve the dispute	Page 16	Amendment (in red) 15.3 Within 14 days, or as otherwise agreed by the parties, of receipt of a dispute notice , senior officers of each party shall meet or communicate to resolve the dispute.
12				Amendment The narrative for "Appendix B – Areas of Demarcation" diagram is amended.
13				Amendment The list of reference documents in Appendix C diagram is amended.

Interface Agreement

Rail Safety National Law (WA) Act 2015

Public Road and Rail Crossing At Grade Interfaces

BETWEEN

Brookfield Rail Pty Ltd

AND

The Shire/City of XXXXX

AND

The Commissioner of Main Roads/
Main Roads Western Australia

xx/08/2016

DOCUMENT CONTROL

Version	Date	Amended By	Details of Amendment
1.0	xx/xx/2013	Not Applicable	Original Issue
2.0	20/01/2014	Brookfield Rail	General revision. Responsibilities clarified. Background information added. Demarcation diagram revised. Reformatted.
2.1	xx/04/2014	Brookfield Rail	Insertion of definition for Non-Operational Line. Amendment to the clauses 1.4, 5.2 & 13.5. Insertion of additional clause as 9.4 and consequential numbering amendments.
2.2	xx/04/2016	Brookfield Rail	Amended to incorporate changes to legislation
2.3	xx/07/2016	Brookfield Rail	General revision. Further clarifications added to clause 5.

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INTERFACE AGREEMENT

Between the parties

BR	Brookfield Rail Pty Ltd ABN 42 094 721 301 of 2-10 Adams Drive, Welshpool, Western Australia 6106
Shire/City	Shire/City of XXXXX ABN XXXXX of XXXXX
MRWA	Commissioner of Main Roads/Main Roads Western Australia ABN 50 860 676 021 of Waterloo Crescent, East Perth, Western Australia 6004

- Background
1. Brookfield Rail Pty Ltd (BR) is the Rail Infrastructure Manager for the freight rail network in the southern part of Western Australia and is accredited for this purpose pursuant to Schedule Part 3 Division 4 of the Act.
 2. The **Shire/City** of **XXXX** is the local government body having charge of the roads and streets in its district and as such is the Road Manager of the local Public Roads (defined as secondary roads for the purposes of the *Main Roads Act 1930*) within its district.
 3. The Commissioner of Main Roads has charge of main roads and highways (as defined in the *Main Roads Act 1930*) in Western Australia and as such is the Road Manager of main roads and highways. The Commissioner of Main Roads also has certain powers under the *Road Traffic Code 2000* with respect to the erection of traffic control signals and road signs (includes road markings), and additionally has agreements in place with local governments for certain maintenance aspects referred to in this Agreement.
 4. Clause 107 of the Act requires the Road Managers of Public Roads and Rail Infrastructure Managers to identify and assess risks to safety associated with road and rail interfaces and to seek to enter into an Interface Agreement for the purpose of managing those risks.
 5. This Agreement comprises the Interface Agreement between the parties.

The parties agree as follows:

1. PURPOSE

- 1.1 Public Road Managers and Rail Infrastructure Managers are required under clause 107 of the Act to identify and assess risks to safety associated with road and rail interfaces and to seek to enter into an Interface Agreement for the purpose of managing those risks.
- 1.2 The parties to this Interface Agreement recognise the need for an open and collaborative approach to identify, assess and manage risks to safety associated with road and rail interfaces, and commit to fully co-operate in all aspects of that need.
- 1.3 This Agreement:
- (a) Provides a framework within which the parties commit to co-operatively manage the identified safety risks;
 - (b) Sets out and describes the responsibilities of the respective parties to this Agreement relating to the Interfaces specified in Schedule 1; and
 - (c) Provides the mechanism to jointly manage risks for the safe operation of rail and road movements at the Interfaces specified in Schedule 1.
- 1.4 This Agreement primarily relates to the responsibilities of each party in managing the safety risks at the Interfaces identified in Schedule 1 of this Agreement as amended from time to time. It is not intended to address cost, or cost distribution of compliance. To the extent that any cost is referred to in this Agreement, it is for general guidance only. Existing agreements relating to liability for cost remain unchanged.
- 1.5 This Agreement relates to At Grade Crossing Interfaces only. Where a grade separated Interface exists (i.e. where a Road or Footpath crosses over or passes under any railway by means of a bridge, overpass, tunnel or subway), this will be dealt with by a separate Interface Agreement.
- 1.6 This Agreement relates to Public Roads only. Where an Interface exists with a road other than a Public Road, a separate Interface Agreement may be entered into with the Road Manager of that private road under clause 108 of the Act.

2. DEFINITIONS

The meanings of the terms used in this Agreement are set out below:

Term	Meaning
Act	<i>Rail Safety National Law (WA) Act 2015</i> (as amended from time to time).
Agreement	This document including any schedules and annexures.
ALCAM	Australian Level Crossing Assessment Model – a tool used in the risk assessment of a Level Crossing.
At Grade Crossing	Where a Road or Footpath crosses a rail line at the same level.

Carriageway	The trafficable surface of a Road, ordinarily used for vehicular traffic.
Corrective Action Report	A report or similar that details specific actions designed to reinstate or maintain safety at a crossing and which identifies the entity responsible for the actions.
Danger Zone	The area encompassing the rail lines and extending 3 metres horizontally either side from the outer rails, including any distance above or below this area.
Disused (Non-Operational) Line	A railway line with rail infrastructure that remains in place which under current network operations no rail traffic is expected but which may carry machines, vehicles and equipment for minimal railway maintenance and/or inspection.
Dormant (Non-Operational) Line	A railway line with rail infrastructure that remains in place which under current network operations does not carry routine freight or passenger rail traffic but which does regularly carry machines, vehicles and equipment for railway maintenance and/or inspection.
Footpath	An area that is open to the public that is designated for, or has as one of its main uses, use by pedestrians. This includes, but is not limited to, a shared path, dual use path and bicycle path.
Incident	An occurrence at or affecting an Interface, which has the potential to adversely impact or has resulted in an adverse impact to the safety of persons or infrastructure or Road or train operations.
Inspection	An inspection carried out by a party based on their responsibility towards the Interface, as deemed appropriate by the party and in accordance with their processes or procedures.
Interface	The location where a rail line intersects or interacts with a Road or Footpath. For the purposes of this Agreement, this includes Level Crossings, Pedestrian Crossings and Mid-block Crossings.
Interface Agreement	<p>An agreement in writing about managing risks to safety identified and assessed under Schedule Part 3 Division 6 Subdivision 2 of the Act that includes provisions for –</p> <ul style="list-style-type: none"> (a) implementing and maintaining measures to manage those risks; and (b) the evaluation, testing and, where appropriate, revision of those measures; and (c) the respective roles and responsibilities of each party to the agreement in relation to those measures; and (d) procedures by which each party to the agreement will monitor compliance with the obligations under the agreement; and

- (e) a process for keeping the agreement under review and its revision.

Level Crossing	An area where a Road and a railway meet at substantially the same level, whether or not there is a “level crossing” sign on the road at all or any of the entrances to the area.
Mid-block Crossing	An area where a Footpath crosses a railway not adjacent to a Level Crossing that includes a Carriageway.
Pedestrian Crossing	An area where a Footpath crosses a railway adjacent to a Level Crossing that includes a Carriageway.
Public Road	A Road as defined below.
Rail Infrastructure	<p>The facilities that are necessary to enable a railway to operate safely and includes, but is not limited to –</p> <ul style="list-style-type: none">(a) railway tracks, and associated track structures; or(b) service roads, signalling systems, communication systems, rolling stock control systems and data management systems; or(c) notices and signs; or(d) electrical power supply and electric traction systems; or(e) associated buildings, workshops, depots and yards.
Rail Infrastructure Manager	<p>In relation to rail infrastructure of a railway, means the person who has effective management and control of the rail infrastructure, whether or not the person –</p> <ul style="list-style-type: none">(a) owns the rail infrastructure; or(b) has a statutory or contractual right to use the rail infrastructure or to control, or provide, access to it.
Road	Any highway, road or street open to, or used by, the public and includes every carriageway, footway, reservation, median strip and traffic island thereon.
Road Infrastructure	<ul style="list-style-type: none">(a) the infrastructure which forms part of a road, footpath or shoulder, including –<ul style="list-style-type: none">(i) structures forming part of the road, footpath or shoulder; or(ii) materials from which a road, footpath or shoulder is made.(b) the road-related infrastructure including infrastructure which is installed or constructed to –<ul style="list-style-type: none">(i) facilitate the operation or use of the road or footpath; or(ii) support or protect the road or footpath;(c) all bridges, viaducts, tunnels, culverts, grids, approaches and other things appurtenant to the road or footpath or used in connection with the road or footpath.

Road Manager

In relation to a Public Road means a Local Government or the Commissioner of Main Roads. For the purposes of this Agreement, the Road Manager means that party identified as the Road Manager of each Interface set out in Schedule 1.

3. SCOPE OF THE AGREEMENT

- 3.1 This Agreement applies to the management of risks at the Interfaces specified in Schedule 1 and includes provision for the requirements of clause 107 of the Act.

4. TERM OF INTERFACE AGREEMENT

- 4.1 This Agreement will commence on the date of execution by the last party.
- 4.2 This Agreement will be reviewed by the parties upon the earlier of:
- (a) a change in circumstance occurring in relation to any of the Interfaces specified in Schedule 1; or
 - (b) the 5 year anniversary of the date of commencement of this Agreement,
- and in any event will be subject to ongoing review at least once every 5 years.

5. RESPONSIBILITIES OF PARTIES

5.1 Primary sources of responsibility

In addition to the Act, the parties to this Agreement have responsibilities for Interfaces which are derived from various sources and which include:

Railway Crossing Protection in Western Australia – Policy and Guidelines

This document (prepared by Main Roads WA) outlines the level of control required at all railway Level Crossings in Western Australia.

Public Works Act 1902 (WA)

Maintenance of public roads at railway crossings and near railway stations

Section 103(1) of the *Public Works Act 1902* provides that where a road or street crosses a railway on the level, the local authority having charge of the roads or streets in the district shall maintain the road and crossing on the railway, and for a distance on each side of 10 metres outside the railway.

Road Traffic Code 2000 (WA)

Power to erect traffic-control signals and road signs

Regulation 297(1) of the *Road Traffic Code 2000 (WA)* empowers the Commissioner of Main Roads to *erect, establish or display, and alter or take down any road sign, road marking or traffic control signal* on a Public Road.

In the context of a Level Crossing, this includes approval for the level of control of:

- the regulatory GIVE WAY and STOP signs at passive crossings;
- regulatory traffic control signals including flashlights or boom barriers at active crossings;
- all warning signs including static and active advance warning signs;
- all road markings including holding lines, barrier centre lines and yellow box markings; and
- other complimentary signage such as speed zones, adjacent regulatory signs or traffic signals on roads.

Local Government Act 1995

Notices requiring certain things to be done by the owner or occupier of land

Section 3.25 of the Local Government Act 1995 empowers a Local Government to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that is prescribed in Schedule 3.1, Division 1.

Rail Safety National Law (WA) Act 2015

Rail Safety National Law (WA) Regulations 2015

Rail Safety National Law (WA) (Alcohol and Drug Testing) Regulations 2015

Safety management system

BR is an accredited rail transport operator under the Act and as such has statutory obligations under the Act and Regulations, including responsibility for ensuring the compliance of all rail related works on corridor land with the Act and Regulations. BR's activities are regulated by the Office of the National Rail Safety Regulator. In accordance with clause 99 of the Act, BR has in place a safety management system in respect of its railway operations. It is a requirement of that safety management system that, where necessary, persons carrying out rail safety work on corridor land are required to hold a Track Access Permit.

5.2 Allocation of specific actions and activities

Where not otherwise subject to separate agreement, the parties agree that each party to this Agreement will undertake the following actions/activities in respect of the Interfaces specified in Schedule 1:

Main Roads Western Australia/Commissioner of Main Roads (MRWA)

- Install and maintain the appropriate regulatory signs, warning signs, road markings and advance flashing warning panels on Public Road approaches to Level Crossings – excludes signage affixed to railway hardware.

Road Manager – Local Government

- Maintain the Road approaches up to three metres (3m) either side from the outside running rail.
- Arrange, undertake and maintain any vegetation clearing and/or removal of other physical obstructions on Roads to provide requisite driver visibility sightlines on the approaches to Level Crossings (including any negotiations with private property owners if required)
- Notify the Rail Infrastructure Manager of any road works planned, either of a temporary or permanent nature, in the vicinity of a crossing. (See section 9 of this Agreement)
- Notify the Rail Infrastructure Manager of any change in land use adjacent to an Interface or any change in Level Crossing use.
- Report to MRWA any damaged and unserviceable line marking and signage associated with a Level Crossing identified during inspection of the local road network in accordance with normal maintenance regimes.

Rail Infrastructure Manager

- Arrange and coordinate installation of flashing lights, boom barriers, warning bells and advance warning sign control devices (in accordance with MRWA's renewal and upgrade programme).
- Maintenance of above equipment and devices in conjunction with MRWA.
- Undertake and maintain any vegetation clearing and/or removal of other physical obstructions within the rail corridor to provide adequate visibility on the approaches to Level Crossings.

Only accredited personnel holding a Track Access Permit are permitted to perform certain work within the rail corridor or within the Danger Zone (see diagram annexed as Appendix B). Works within the Danger Zone are generally undertaken by the Rail Infrastructure Manager due to the rail safety risks associated with works within the Danger Zone however subject to the necessary approvals from the Rail Infrastructure Manager works may be undertaken by the Road Manager. Accordingly, unless otherwise agreed and subject to prior written agreement between and as required by the parties, the following activities are carried out by the Rail Infrastructure Manager at the cost of either the Local Government or MRWA as indicated in brackets below¹:

- Level Crossings - Maintain the roadway within three metres (3m) of the outside running rails. (Local Government)
- Pedestrian Crossings - Install and maintain flashing lights, warning bells, pedestrian mazes, gates and crossing paths (not approach paths) as applicable, including any signage affixed to these devices. (MRWA or Local Government in accordance with renewal and upgrade programme).²

¹ The indication of party responsible for cost should be used as a general guide only. All works are site and case specific.

² There may be instances where the distinction between Pedestrian and Midblock Crossings is unclear, in such cases works required and division of cost must be negotiated and agreed between the Local Government and MRWA prior to the works being undertaken.

- Mid-block Crossings - Install and maintain flashing lights, warning bells, pedestrian mazes, gates and crossing paths (not approach paths) as applicable, including any signage affixed to these devices. (Local Government).²
- Crossing Control Upgrades – Installation of flashing lights, boom barriers, warning bells and advanced warning sign control devices (MRWA in accordance with MRWA's renewal and upgrade programme).

Reciprocal action for all parties

- Notify each other party of material changes to usage of an Interface of which a party is aware. These changes may arise from things such as higher speed rail or road traffic, increased volume of rail or road traffic (for example arising from a change in land usage or development) or change of road vehicle types or change to road designation (for example to an oversize vehicle route). If the parties identify a new risk (or increased level of an existing risk), the parties must, as appropriate reassess and manage these risks so far as is reasonably practicable.

6. AGREEMENT OF PARTIES

6.1 Each party agrees to:

- Commit to the highest standards of safety in performing its functions or conducting its business so far as is reasonably practicable;
- Work co-operatively with the other parties, and with third party entities whose activities may give rise to risks at or near an Interface, to identify and assess risks at Interfaces and develop, implement and monitor measures to manage the risks;
- Carry out the identification, assessment, allocation and management of risk in accordance with accepted risk management practice;
- Commit to continued management of the Interface; and
- Conform to the appropriate standards, policies and guidelines relevant to their respective operations.

7. IDENTIFICATION, ASSESSMENT AND MANAGEMENT OF RISK

7.1 The Rail Infrastructure Manager and Road Manager have an ongoing obligation to identify and assess, so far as is reasonably practicable, risks to safety that may arise in relation to the Interfaces the subject of this Agreement.

7.2 Clause 109 of the Act provides that for the purpose of identifying and assessing the risks to safety at an Interface, a party may:

- by itself identify and assess those risks; or
- identify and assess those risks jointly with another party; or
- adopt the identification and assessment of those risks carried out by another party to this Agreement.

- 7.3 As a minimum, the following must be carried out in respect of each Interface:
- Identify the type of Interface;
 - Identify the location of the Interface;
 - Identify the risks to safety at each Interface;
 - Determine measures to manage, so far as is reasonable practicable, those risks; and
 - Assign responsibility for the management measures determined to the appropriate party.
- 7.4 ALCAM has been designed for and is used as a tool for risk assessment of Level Crossings. Each crossing is assessed uniformly using a standardised procedure to gather crossing data. The model then provides a risk score for each Level Crossing which enables the comparison of relative risk across all crossings within a given group (locality/line etc.). This model has been or will be used to assess risks at Interfaces the subject of this Agreement.
- 7.5 Where there has been a material change in relation to an Interface and such change is likely to affect the ALCAM assessment obtained in respect of an Interface, then the parties must arrange for the Interface to be re-assessed.
- 7.6 Either party may, by notice in writing to the other, instigate a re-assessment where it is deemed necessary.
- 7.7 Following an ALCAM assessment, if any corrective action is required in respect of an Interface, a Corrective Action Report (or similar) may be prepared. This will outline the action required for mitigation or elimination of unacceptable risks identified and the party responsible for carrying out the action.

8. INCIDENT MANAGEMENT

- 8.1 Rail Infrastructure Managers and Road Managers shall manage incidents wholly within their area of responsibility in accordance with each party's incident management plan.
- 8.2 Incidents affecting both Rail Infrastructure and Road Infrastructure across an Interface should be managed jointly and cooperatively by the parties.
- 8.3 The established information sharing protocols shall be followed during an emergency incident.
- 8.4 Unless required by law or to ensure safety, the parties shall not engage in any conduct that is likely to prejudice an investigation into an Incident and reserve the right to undertake timely inspection of any Rail or Road Infrastructure, rolling stock or other property of the respective parties damaged as a result of an Incident.
- 8.5 The Rail Infrastructure Manager shall report rail safety Incidents to the National Rail Safety Regulator under the terms of its accreditation.

- 8.6 In the case of major Incidents involving serious injury or death, the activities of the parties may come under the control of emergency services organisation as detailed in BR's Westplan.
- 8.7 BR's Westplan (State Emergency Management Plan for BR Emergencies) is available on BR's website (www.brookfieldrail.com) and at the State Emergency Management Committee website (www.semc.wa.gov.au).

9. WORKS

- 9.1 The parties acknowledge that any road or other works conducted in the vicinity of Interfaces can adversely affect the level of safety at that Interface.
- 9.2 In any case where any road or other works are likely to impact on the safety of rail operations, the Road Manager shall notify the Rail Infrastructure Manager of works planned, either of a temporary or permanent nature, in the vicinity of an Interface.
- 9.3 The need for such notification will depend on the level of risk of the work to be undertaken and the proximity of the work activity to the Interface. As a general guide, the table below shows the minimum distances from the railway within which any road or other works should not proceed without prior notification to the Rail Infrastructure Manager. Contact details are provided in the Rail Infrastructure Manager Details section of this Agreement.

Speed Limit Km/h	Distance from railway (m)
<70	150
70 to 90	200
>90	300

- 9.4 In any case where rail works are likely to impact on the safety of road operations, the Rail Infrastructure Manager shall notify the Road Manager of works planned, either of a temporary or permanent nature, in the vicinity of an Interface.

9.5 Emergency maintenance works

The parties will work cooperatively to minimise response times where emergency maintenance works are required to be undertaken at an Interface. Contact details of the applicable emergency contact personnel for each party is to be maintained by the respective parties in Appendix A.

10. PERSONNEL MANAGEMENT

10.1 Competency

Each party shall ensure that its workers carrying out activities in or about the Interface comply with the relevant safe working procedures, rules and policies developed by the party or as detailed in their organisation specific conditions. Such procedures, rules and policies must be consistent with the party's obligations under all applicable Law.

10.2 Safe Access by other parties

Each party may make use of third parties under contract or otherwise to deliver any aspect of its operational or infrastructure obligations at or affecting the Interface.

The party engaging the service of a third party shall ensure that any personnel working in or about an interface is fully informed as to the requirements of working in such a locality including any required accreditation, documentation, training, site induction or similar provisions.

The parties will ensure that their respective contractors and subcontractors will comply with this Agreement when engaged in works to which this Agreement relates. In particular third parties must be made aware of the requirements relating to working in the "Danger Zone" as shown in Appendix B.

11. AMENDMENT

11.1 The parties may without formal amendment to this Agreement, amend Schedule 1 from time to time by written agreement to allow for Interfaces to be added or removed as required. An updated Schedule becomes effective when it is dated and signed by all parties.

11.2 The parties may without formal amendment to this Agreement, amend Appendix A as per Clause 14.3.

12. CHANGE OF OWNERSHIP

12.1 A party to this Agreement undergoing a change in ownership shall notify the other parties as soon as practicable. Contact details for each party are as specified in this Agreement.

12.2 The change of ownership of either a Rail Infrastructure Manager or Road Manager shall require the re-negotiation of this Agreement to identify the new owners and inform them of their responsibilities.

12.3 Rail Infrastructure Managers are obliged to meet all regulatory requirements for transfer or assignment of accreditation, including clauses 79 and 80 of the Act.

13. AUDITING AND COMPLIANCE

13.1 Maintaining and Monitoring Compliance

- (a) The parties shall be jointly responsible through their nominated representatives for maintaining and monitoring compliance with this Agreement.
- (b) In the event of an emergency, and it is not possible to comply with this Agreement, every effort shall be made by the non-complying party to consult with other parties to the Agreement to determine the best course of action to ensure the safest conduct of activities at the Interface.

13.2 Register of Interface Agreements

In accordance with clause 111 of the Act, each party shall maintain a register of the Interface Agreements to which they are a party using their existing internal information and/or document management systems.

13.3 Record of Corrective Action Reports

The parties shall keep a record of all Corrective Action Reports.

13.4 Reporting Instances of Non-Compliance

Instances of non-compliance shall be brought to the attention of relevant compliance officers of each party to be dealt with in accordance with their internal procedures.

13.5 Safety Auditing Compliance

- (a) The Rail Infrastructure Manager shall conduct regular Inspections.
- (b) The Road Manager shall conduct regular Inspections to ensure the safety performance of the approach roads to an Interface are assessed as part of maintenance responsibilities in the context of the Local Government's road network.
- (c) The parties shall jointly reassess the risk to safety of an Interface after a major Incident.
- (d) Should a party discover a defect in another party's infrastructure, the party making the discovery will use best endeavours to share the relevant details with the other party as soon as is reasonably practicable.

13.6 Reciprocal Inspections and Audits

In the event the parties agree there is an issue adversely affecting Interface safety, the parties shall allow the conduct of relevant reciprocal inspections or audits to facilitate remedial action.

14. COMMUNICATIONS

- 14.1 The parties shall promptly notify each other of any occurrence or Incident which affects the responsibilities of any of the other parties to this Agreement in respect of an Interface.
- 14.2 Contact details for each party as identified in Appendix A are to be used in emergency situations or during normal course of business as appropriate.
- 14.3 All parties agree to regularly update Appendix A as changes occur. Updating of Appendix A can be carried out at any time by any Party for its own organisation without requiring approval from the other parties. The party amending its contact details shall forward to the other parties updated copies of Appendix A ensuring the Appendix A - Document Control table is appropriately updated prior to forwarding.

15. DISPUTE RESOLUTION

- 15.1 The parties agree to resolve all disputes in good faith.
- 15.2 Should a dispute arise between the parties in connection to this Agreement, a party may issue a written notice of dispute to the other party or parties.
- 15.3 Within 14 days, or as otherwise agreed by the parties, of receipt of a dispute notice, senior officers of each party shall meet or communicate to resolve the dispute.
- 15.4 If the senior officers are unable to resolve the dispute, Chief Executive Officers of the parties shall meet or communicate as soon as is practicable to attempt to resolve the dispute.
- 15.5 If the dispute is not resolved, then either party may refer the dispute to mediation by a single mediator by giving notice in writing to the other party or parties. If the parties are unable to agree upon the mediator and the mediator's remuneration, the mediator will be the person appointed by and the remuneration of the mediator is the amount determined by, the President of the Institute of Arbitrators & Mediators Australia (WA Chapter). Each party will bear its own costs relating to preparation and attendance at mediation, with the costs of the mediator being borne equally by the parties.
- 15.6 Failing resolution of the dispute at mediation, it will be open to any party to the dispute to commence legal proceedings.

EXECUTION PAGE

This Interface Agreement is signed and witnessed on behalf of Brookfield Rail Pty Ltd by the following authorised representative:

SIGNED: _____	WITNESSED: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

This Interface Agreement is signed and witnessed on behalf of the **Shire/City** of **XXXXXX** by the following authorised representative:

SIGNED: _____	WITNESSED: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

This Interface Agreement is signed and witnessed on behalf of Main Roads Western Australia by the following authorised representative:

SIGNED: _____	WITNESSED: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

SCHEDULE 1 - LIST OF RAIL AND ROAD INTERFACES

No	Name	Type of Interface	Road number	Rail Line and kms from datum of the Level Crossing	Description of Crossing control	Rail Infrastructure Manager responsible	Road Manager responsible
1	Readheads Road	Road/Rail crossing	XXX XXXX	Line X – 68.162km	Flashlights	Brookfield Rail	Shire/ City of XXX
2	xxxxx			Line 77 - 51.2km*			
3							
4							
5							
6							
7							
8							
9							
10							

*This section of rail line currently Dormant (Non-Operational)

**This section of rail line is currently Disused (Non-Operational)

APPENDIX A – CONTACT DETAILS

RAIL INFRASTRUCTURE MANAGER DETAILS

Brookfield Rail Pty Ltd
 2-10 Adams Drive
 WELSHPOOL WA 6106

General: 08 9212 2800
 Emergency: 1300 xxx xxx (BR Train Control)
 OHS: (08) 9212 2933 (Safety & Environment Co-Ordinator)

ROAD MANAGER DETAILS

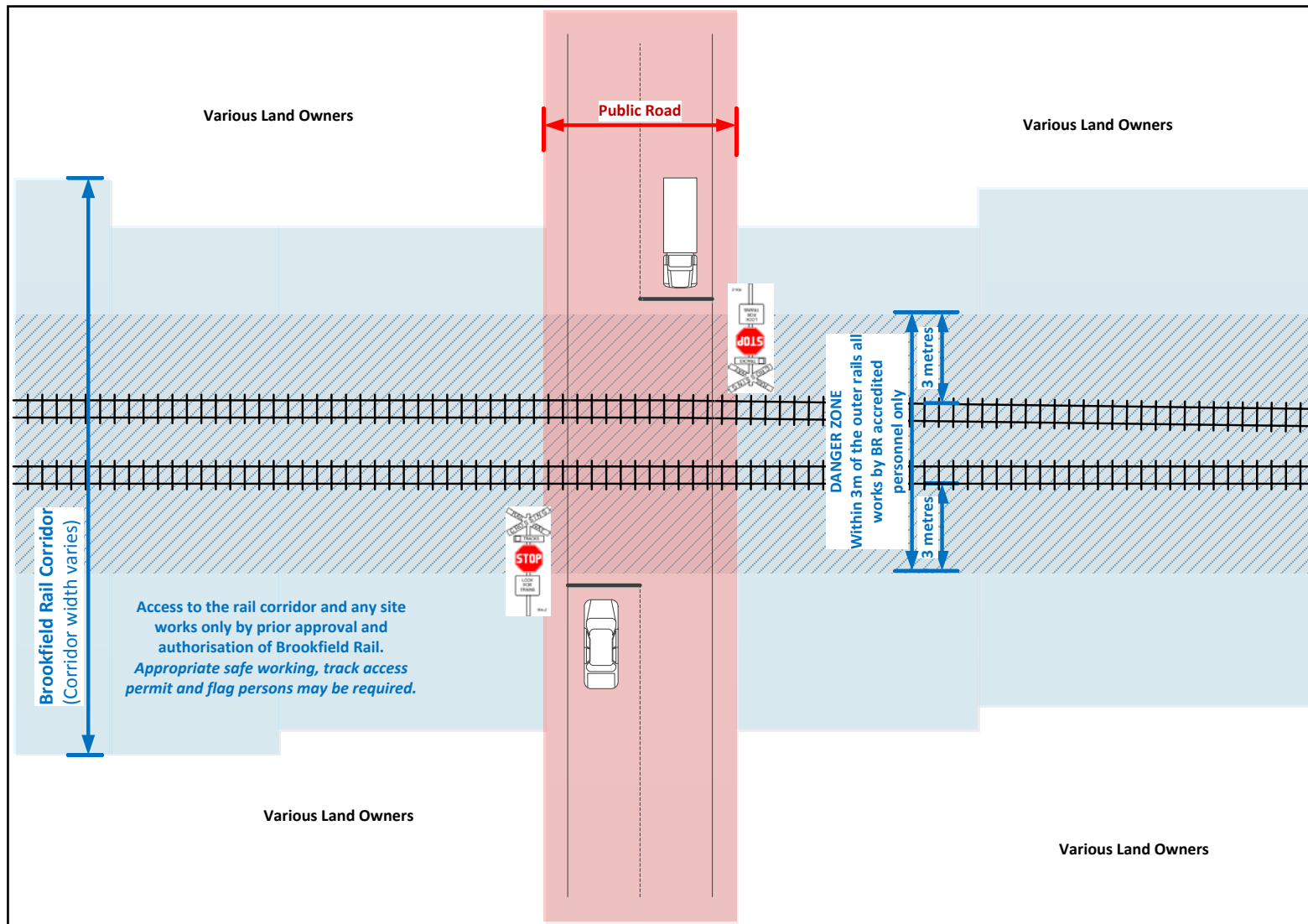
The Shire/ City of XXXXXX
 XXX
 XXXXXXXX WA
 General: 08 XXXX XXXX
 Emergency: 08 XXXX XXXX

MRWA DETAILS

Main Roads Western Australia
 Waterloo Crescent
 EAST PERTH WA 6004
 General: 13 81 38
 Emergency: 13 81 38

Appendix A – Document control		
Amended by	Date	Distributed to the following contacts of other parties

APPENDIX B - AREAS OF DEMARCATION



For the purposes of this Interface Agreement, at a typical Level Crossing

The road reserve as shown in red.

The rail corridor as shown in blue.

Within 3 metres of the outer rail all work must be carried out by Brookfield Rail accredited personnel. (area shown hatched, the "Danger Zone").

APPENDIX C - REFERENCE DOCUMENTS

Reference documents include:

Rail Safety National Law (WA) Act 2015

Rail Safety National Law (WA) Regulations 2015

Rail Safety National Law (WA) (Alcohol and Drug Testing) Regulations 2015

AS1742.7: 2007 – Manual of Uniform Traffic Control Devices - Railway Crossings

AS 1742.3: 2009 – Manual of Uniform Traffic Control Devices – Traffic control for works on roads

AS 4292.2: 2006 – Railway Safety Management – track, civil and electrical infrastructure

Main Roads WA – Railway Crossing Protection in WA – Policy and Guidelines

Road Traffic Code 2000

Road Traffic Act 1974

Main Roads Act 1930

Public Works Act 1902

Local Government Act 1995

AS/NZS ISO 31000: 2009 – Risk Management – Principles and guidelines

AS/NZISO 4801:2001 - OSH

Main Roads WA – Traffic Management for Works on Roads – Code of Practice

Rail Infrastructure Manager Operating Rules

Westplan: State Emergency Management Plan for Brookfield Rail Emergencies – Version September 2011, Review date December 2013

Copies of most documents are available from the State Law Publisher website or from the Road Safety Branch, MRWA – phone 9323 4111.

9.1.2 DELEGATIONS TO OTHER COMMITTEES

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0303
Date: 7 October 2016
Author: Martin Whitely, Chief Executive Officer

SUMMARY

Council is requested to review and appoint delegates to the Executive Management Committee.

ATTACHMENT

Nil

BACKGROUND

Other than the Audit Committee there is currently there is only one other Council Committee and this is the Executive Management Committee.

A Committee must consist of 3 or more persons and Section 5.9 of the Local Government Act 1995 specifies the make up of a Committee with some examples below:

Council members only
Council members and employees
Council members, employees and other persons
Council members and other persons

COMMENT

As per the resolution made at the November 2015 Ordinary Meeting each of the current seven councillors were appointed as members of the Audit Committee. The Local Government Act 1995 does not specify that the Audit Committee needs to be reviewed annually so the November 2015 resolution was that the Audit Committee would be reviewed after each election period or as required if there was a change in councillor representation.

The Executive Management Committee is currently made up of 3 elected members and the CEO:

- President
- Deputy President
- Councillor
- CEO

Council is required to review delegations to committees every financial year as per section 5.18 of the Local Government Act 1995.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 5.8 & 5.9
Local Government Act 1995 – Section 5.16, 5.17 & 5.18
Local Government Act 1995 – Section 5.22 & 5.23

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Community Strategic Plan

Outcome 4.5.1

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.1.2
--

That Council appoint the following persons to form the Executive Management Committee:

- **President**
- **Deputy President**
- **Councillor Cosgrove**
- **CEO**

9.1.3 INDEPENDENT LIVING UNITS WORKING GROUP COMMITTEE

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0327
Date: 10 October 2016
Author: Martin Whitely, Chief Executive Officer

SUMMARY

This report recommends the establishment of a Committee to oversee the construction of the Independent Living units at Lot 43 Shenton Street, Mingenew.

BACKGROUND

Currently there are two Council Committees and these are the Audit Committee and the Executive Management Committee. Under the Local Government Act 1995 a Committee must consist of 3 or more persons and may include elected members, employees and other persons. Council Committee meetings are generally open to the public with the exception of the matters listed at section 5.23(2) of the Local Government Act where the meeting would be closed to the public.

COMMENT

As previously discussed with Council it would be beneficial to establish a Committee to oversee the Independent Living Units project. The purpose of the Committee would be to provide feedback and advice in relation to the design of the units to ensure that the units are fitted out appropriately for aged person and/or people with disabilities. It would be beneficial for one or more of the members to have previously had some form of engagement with aged care facilities in the past.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 5.8 & 5.9
Local Government Act 1995 – Section 5.16, 5.17 & 5.18
Local Government Act 1995 – Section 5.22 & 5.23

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.1.3
--

That Council appoint Cr Bagley, Cr Newton, Cr Cosgrove and the CEO to the Independent Living Units Working Group Committee.

9.1.4 TENDER – INSTALLATION OF LIGHTING TOWERS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0204
Date: 7 October 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends awarding the contract for the completion of the installation of three new lighting towers at the Mingenew Recreation Centre oval.

Attachment

Nil

Background

In March 2016 a grant application was made to the Department of Sport and Recreation (“DSR”) for the installation of lighting towers at the Mingenew Recreation precinct. In June 2016 notification was received that the application to DSR was successful in receiving \$50,000. Tenders were called in September 2016 and closed 21 October 2016 after several extensions were granted to allow more time to obtain structural engineering information on the pre owned towers to be supplied for the project from the Mingenew Football Club.

Comment

There was significant interest from a number of contractors to complete the project. In the end a total of 6 submissions were received and they are tabled below;

	Premium Electricians	Lightbase	S&K Electrical	Prestige Joining & Electrical	Future Power	Bramatt
Preliminaries				\$2,000	\$2,710	
Trenching, Cabling & Conduit Installation	\$36,346			\$35,890	\$15,796	
Footings & Installation of Towers	\$28,562			\$49,500	\$25,088	
Supply & Installation of Light Fittings	\$42,147			\$46,110	\$37,807	
Removal of existing light poles	\$1,713				\$4,473	
Other		\$147,000	\$118,030	\$10,500	\$7,075	\$69,515
Comments		Option 2 to install 2 x new 30m poles with 6 light fittings on oval \$177,970				Price includes the supply & installation of 2 x NEW 20m poles for the oval & 1 x NEW 12m pole for loading ramp
TOTAL COST	\$108,768	\$147,000	\$118,030	\$144,000	\$92,948	\$69,515

During the course of the tender process after several site visits from different contractors a number of things became apparent including;

- The costs associated with using the pre owned lighting towers to source the cages, rag bolts and engineering specifications
- The redundant lighting towers within the recreation precinct that were to removed all had several power points that are utilised during the expo
- The pre owned towers while the same height as the existing towers (18m) would not necessary coincide with the existing lighting towers since they are mounted approximately 2m above the height of the proposed new towers
- The existing distribution board is quite outdated

As a result of the above contractors were invited to submit alternate tender options that would address some and/or all of the above issues.

The submission from Bramatt includes the provision of 2 x new 18m lighting towers and 1 x new 12m lighting tower within their pricing. All other submissions, unless specified in the table, are utilising the pre owned lighting towers owned by the football club.

With the exception of Lightbase and Prestige Joining & Electrical, all other tender submissions received are within the budget allocation.

Consultation

Consultation was carried with all of the contractors interested in the tender.

Statutory Environment

Local Government Act 1995

3.57. Tenders for providing goods or services

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

Local Government (Functions & General) Regulation 1996 - Part 4 – Provision of Goods and Services and Part 4A – Regional Price Preference, in particular section 11;

11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150 000 or less or worth \$150 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
 - (a) the form of quotations acceptable; and
 - (ba) the minimum number of oral quotations and written quotations that must be obtained; and
 - (b) the recording and retention of written information, or documents, in respect of —
 - (i) all quotations received; and
 - (ii) all purchases made.

Division 2 — Tenders for providing goods or services (s. 3.57)

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
 - [(ba) *deleted*]
 - (c) within the last 6 months —
 - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
 - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;or
 - (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or
 - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
 - (ea) the goods or services are to be supplied —
 - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
 - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;or
 - (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
 - (g) the goods to be supplied under the contract are —
 - (i) petrol or oil; or
 - (ii) any other liquid, or any gas, used for internal combustion engines;or
 - (h) the following apply —
 - (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the *Small Business Development Corporation Act 1983*; and
 - (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and

(iii) the local government is satisfied that the contract represents value for money;

or

(i) the goods or services are to be supplied by an Australian Disability Enterprise; or

(j) the contract is a renewal or extension of the term of a contract (the **original contract**) where —

(i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and

(ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and

(iii) the original contract contains an option to renew or extend its term; and

(iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;

or

(k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

[Regulation 11 amended in Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6; 18 Sep 2015 p. 3804-6.]

Policy Implications

Nil

Financial Implications

There is a budget allocation of \$130,000 in the 2016/17 Budget to complete the project.

Strategic Implications

Community Strategic Plan

Outcome 3.2.3 – Maintain and further develop the recreation complex

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.4
--

That Council

1. Award the contract for the installation of the lighting towers project to Bramatt, and
2. Authorise the CEO to liaise with Bramatt to discuss any alterations and/or improvements required to complete the project

9.1.5 TENDER – DESIGN & CONSTRUCT 2 x 2 BEDROOM / 1 BATHROOM INDEPENDENT LIVING UNITS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0204
Date: 10 October 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends awarding the contract for the completion of the installation for the design and construction of 2 x 2 Bedroom / 1 Bathroom units at Lot 43 Shenton Street, Mingenew.

Attachment

Design plans for tender submissions.

Background

In May 2016 the Shire were notified that they were the preferred candidate under the WA Country Health Southern Inland Health Initiative (SIHI) Stream 6 Residential Aged Care and Dementia Investment Program to received \$435,000 (GST Inclusive) for the construction of 2 x 2 bedroom / 1 bathroom independent living units at Lot 43 Shenton Street, Mingenew.

In August 2016 the funding agreement was signed and on Thursday 3 November the funding was formally announced which was collaborated with a site visit from Minister Terry Redman and Shane Love.

Tenders were called in September 2016 and closed 12 October 2016.

Comment

There was significant interest from a number of contractors to complete the project. In the end a total of 5 submissions were received and they are tabled below. All pricing is GST Inclusive.

	AK Homes Construction PTY Ltd	J Hine & Son	Modular WA	Eco Constructions	Plunkett Homes
Design & Construct	\$695,519	\$591,890	\$449,842	\$484,000	\$405,622

During the course of the tender process all interested parties were requested to carry out a site visit. The five tender submissions are somewhat difficult to compare as they are offering a range of different products ranging from modular to brick veneer units.

All but J Hine & Son submitted site plans and these are included in the attachment along with the construction specifications for each of the submissions.

A total budget of \$600,000 was made for the construction, with \$450,000 allocated in the 2016/17 financial year and the balance of project budgeted to be completed in the 2017/18 financial year. As part of the funding agreement the Shire are to complete the initial site works as part of our in-kind contribution.

The submissions received from Modular WA, Eco Constructions and Plunkett Homes are all within the budget. Both the submissions received from both AK Homes Construction Pty Ltd and J Hine & Son are outside of the budget allowance once the in-kind Shire contributions are removed from the \$600,000 budget allocation.

Of the submissions received, the submission from Plunkett Homes appears to offer a superior product and is also the lowest of the submissions received. My recommendation is for Council to select Plunkett Homes as the preferred applicant and schedule a meeting with Plunkett Homes and the Independent Living Units Working Group Committee to commence discussions on finalising the designs and site plans in order for the works to commence.

Consultation

Consultation was carried with all of the contractors interested in the tender.

Statutory Environment

Local Government Act 1995

3.57. Tenders for providing goods or services

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

Local Government (Functions & General) Regulation 1996 - Part 4 – Provision of Goods and Services and Part 4A – Regional Price Preference, in particular section 11;

11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150 000 or less or worth \$150 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
 - (a) the form of quotations acceptable; and
 - (ba) the minimum number of oral quotations and written quotations that must be obtained; and
 - (b) the recording and retention of written information, or documents, in respect of —
 - (i) all quotations received; and
 - (ii) all purchases made.

Division 2 — Tenders for providing goods or services (s. 3.57)

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
 - [(ba) *deleted*]

(c) within the last 6 months —

- (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
- (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;

or

- (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or
- (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or

(ea) the goods or services are to be supplied —

- (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
- (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;

or

- (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
- (g) the goods to be supplied under the contract are —
 - (i) petrol or oil; or
 - (ii) any other liquid, or any gas, used for internal combustion engines;

or

(h) the following apply —

- (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the *Small Business Development Corporation Act 1983*; and
- (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and
- (iii) the local government is satisfied that the contract represents value for money;

or

(i) the goods or services are to be supplied by an Australian Disability Enterprise; or

(j) the contract is a renewal or extension of the term of a contract (the **original contract**) where —

- (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
- (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
- (iii) the original contract contains an option to renew or extend its term; and

- (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;

or

- (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

[Regulation 11 amended in Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6; 18 Sep 2015 p. 3804-6.]

Policy Implications

Nil

Financial Implications

There is a budget allocation of \$450,000 in the 2016/17 Budget to complete the project. A carryover amount of \$150,000 has been made for the completion of the project in the 2017/18 financial year.

Strategic Implications

Community Strategic Plan

Outcome 3.4.5 – Develop new housing for the aged care through a joint venture program

Voting Requirements

Simple Majority

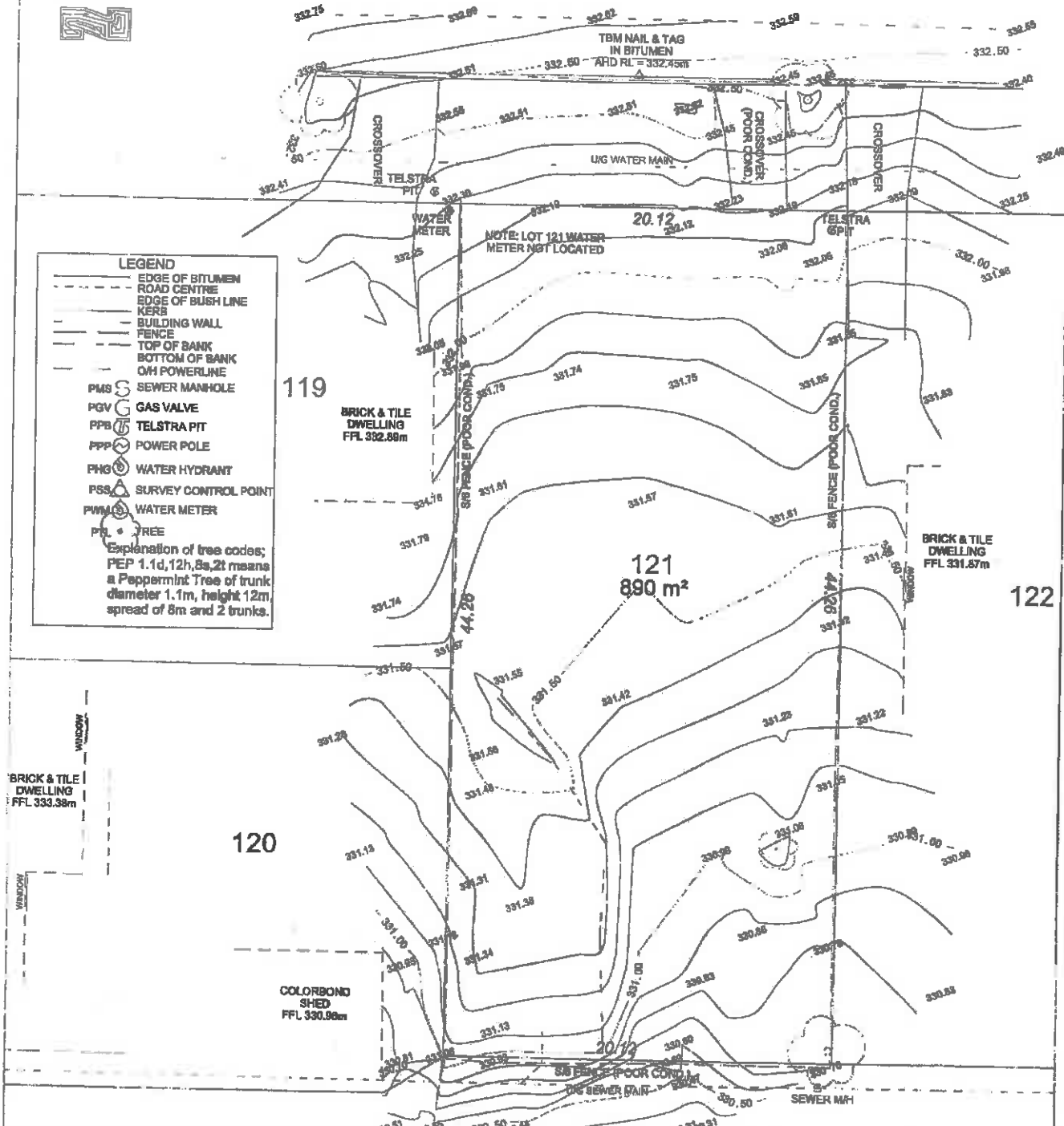
OFFICER RECOMMENDATION – ITEM 9.1.5
--

That Council

- 1. Award the contract for the design and construction of the 2 x 2 Bedroom / 1 Bathroom Independent Living Units at Lot 43 Shenton Street, Mingenew to Plunkett Homes, and**
- 2. Authorise the Independent Living Units Working Group Committee to liaise with Plunkett Homes to discuss any alterations and/or improvements required to commence the project**



BURBIDGE WAY



LEGEND

- EDGE OF BITUMEN
- - - ROAD CENTRE
- - - EDGE OF BUSH LINE
- - - KERB
- - - BUILDING WALL
- - - FENCE
- - - TOP OF BANK
- - - BOTTOM OF BANK
- - - OH POWERLINE
- PMS ○ SEWER MANHOLE
- PGV ○ GAS VALVE
- PPB ○ TELSTRA PIT
- PPP ○ POWER POLE
- PHG ○ WATER HYDRANT
- PSS ○ SURVEY CONTROL POINT
- PWM ○ WATER METER
- PTL ○ TREE

Explanation of tree codes;
PEP 1.1d, 12h, 8s, 2t means
a Peppermint Tree of trunk
diameter 1.1m, height 12m,
spread of 8m and 2 trunks.

BRICK & TILE DWELLING FFL 333.38m

120

COLORBOND SHED FFL 330.98m

BRICK & TILE DWELLING FFL 331.87m

122

A	4/7/13	ORIGINAL ISSUE	MA	MA
ISSUE	DATE	REVISION	BY	CHKD

HEIGHT DATUM : AHD
COORDINATE SYSTEM : MGA'84

COPYRIGHT OF this drawing is the property of 35 Degrees South. It must not be reproduced or altered without the prior written consent of the owner.

DISCLAIMER
35 DEGREES SOUTH HAS TAKEN DUE CARE IN THE PREPARATION OF THIS DRAWING, BUT ACCEPTS NO RESPONSIBILITY FOR ANY INACCURACY OF THE HIGH WATER MARK POSITION OR THE CADASTRAL INFORMATION, NOR IN APPROPRIATE USE OF THIS INFORMATION THE CADASTRAL AND HIGH WATER MARK LOCATION ARE OBTAINED FROM LANDGATE'S DIGITAL CADASTRAL DATABASE NO RESPONSIBILITY CAN BE ACCEPTED FOR ANY DAMAGE CAUSED TO ANY UNDERGROUND SERVICE OR ANY LOSS OR INJURY SO SUFFERED IF INQUIRY AND VERIFICATION HAVE NOT BEEN COMPLETED IN ACCORDANCE WITH THIS NOTE.

35 DEGREES SOUTH

LAND AND SEA SURVEYING
ARGYLE BUILDING
48 STIRLING TERRACE
ALBANY WA 6330
Email: mark@35degreesouth.com.au

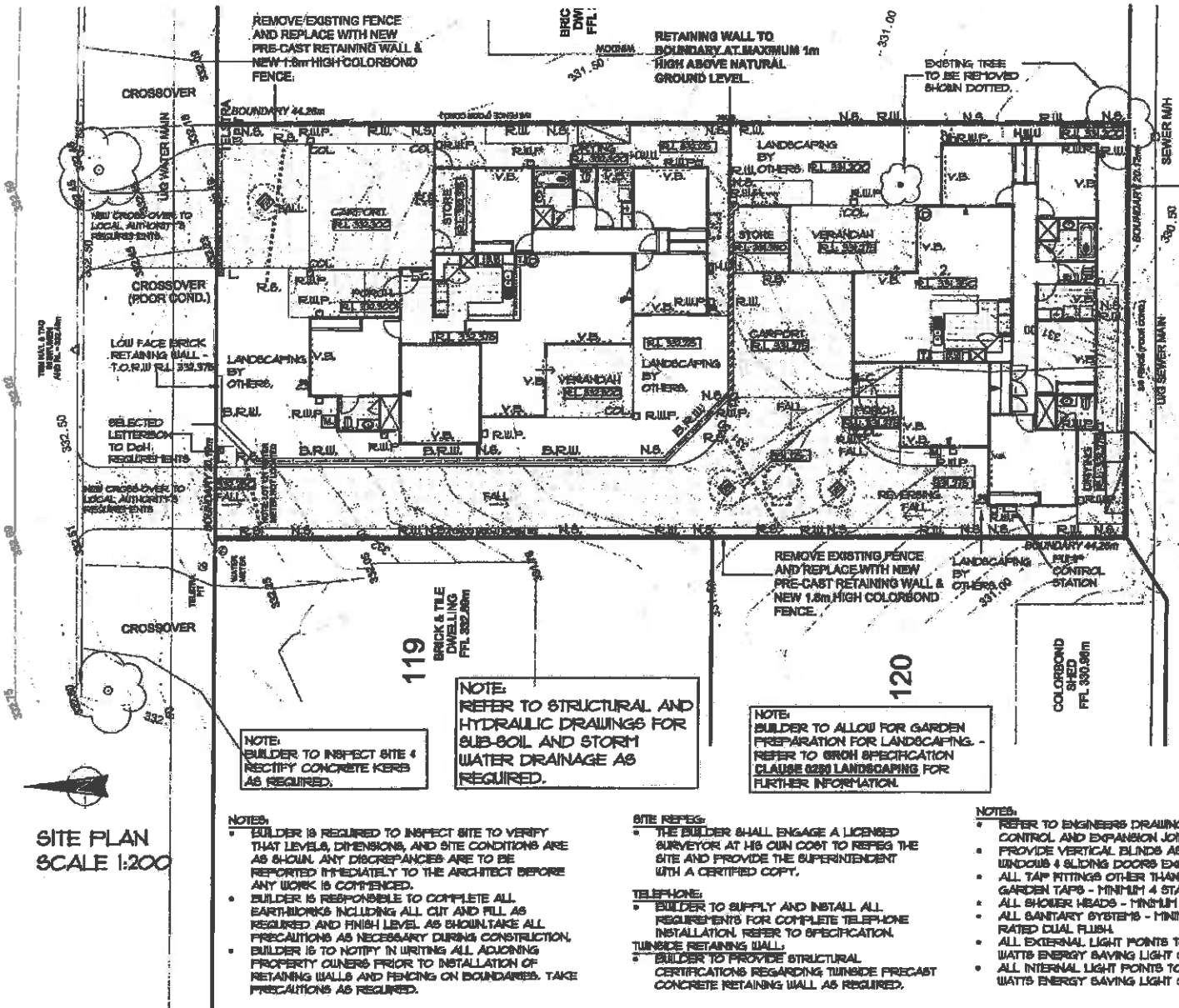
**LOT 121 (75) BURBIDGE WAY
KATANNING
FEATURE & CONTOUR SURVEY**

NOTES
Only above ground features have been located. Areas & dimensions are subject to final survey. Sewer information is as supplied by the Water Corporation of W.A. and has not been surveyed on site except where shown.
SOIL - sand
VEGETATION - cleared
KERB - mountable (poor condition)
WIND - southerly
SEWER - yes
POWER - overhead

The information shown on this drawing is current as at the date of survey. Earthworks/setout dimensions may vary on site at builders discretion. Sewer/strains may vary from schematic presentation. Check minimum clearance. Retaining not included. In addition to contract remains owners responsibility. For assessments check Certificate of Title. This is a site survey only, the location of boundary pegs or fences in relation to boundary is not guaranteed.

CLIENT : DEPT OF HOBUING	SURVEY DATE : 3/07/2013	SCALE : 1:200	ORIGINAL SHEET SIZE A3
PLAN : 9262	GT VOL FOL : 1975 / 442	JOB No 4862	
MAP REF :	AUTHORITY : SHIRE OF KATANNING	DRAWING No DWG4362-01	1 of 1

BURBIDGE WAY



LEGEND.

- GRAND AS SPECIFIED.
- HILLS CLOTHESLINE AS SPECIFIED.
- METERBOX AS SPECIFIED - REFER TO ELECTRICAL DRAWING FOR FURTHER DETAILS.
- H.U.M. AS SPECIFIED.
- LOAD CENTRE
- T.V POINT AT 800mm A.F.L.
- TELEPHONE POINT 500mm A.F.L. UNLESS OTHERWISE INDICATED.
- DATA POINT 500mm A.F.L. UNLESS OTHERWISE INDICATED.
- R.W.P. RAINWATER PIPES AS SPECIFIED.
- HOSE COCK
- STORM GATE AS SPECIFIED.
- FREE STANDING LETTERBOXES AS PER DEPARTMENT OF HOUSING STANDARD DETAIL.
- 1800mm HIGH COLORBOND NEETASCREEN AS SPECIFIED UNLESS OTHERWISE NOTED.
- RETICULATION SLEEVE AS SPECIFIED - REFER TO PLUMBING DRAWINGS.
- PRECAST CONCRETE RETAINING WALL AS SPECIFIED. T.O.R. - TOP OF RETAINING
- GAS BOTTLES, HOOD & REGULATOR AS SPECIFIED.
- EXISTING TREES TO BE REMOVED SHOWN DOTTED.
- PROPOSED RETICULATION BOARD LOCATION - BUILDER TO ALLOW FOR CONDUIT & DRAW WIRE TO THIS POSITION AS REQUIRED.
- GALVANISED TRENCH GRATE REFER TO HYDRAULIC DRAWINGS FOR FURTHER DETAILS.
- NEW GROUND LEVELS.
- EXISTING GROUND LEVELS.
- FACE BRICK RETAINING WALL AS SPECIFIED.
- GUMP / BUBBLE PIT - REFER TO HYDRAULIC DRAWING FOR FURTHER DETAIL.
- 2000 x 3000 DEEP STORMWATER PUMP PIT WITH CLASS 'D' CONCRETE COVER SLAB AND ACCESS - REFER TO HYDRAULIC DRAWING FOR FURTHER DETAIL.

NOTE: BUILDER TO INSPECT SITE & RECTIFY CONCRETE KERB AS REQUIRED.

NOTE: REFER TO STRUCTURAL AND HYDRAULIC DRAWINGS FOR SUB-SOIL AND STORM WATER DRAINAGE AS REQUIRED.

NOTE: BUILDER TO ALLOW FOR GARDEN PREPARATION FOR LANDSCAPING - REFER TO GREN SPECIFICATION CLAUSE 028 LANDSCAPING FOR FURTHER INFORMATION.

NOTES:

- BUILDER IS REQUIRED TO INSPECT SITE TO VERIFY THAT LEVELS, DIMENSIONS, AND SITE CONDITIONS ARE AS SHOWN. ANY DISCREPANCIES ARE TO BE REPORTED IMMEDIATELY TO THE ARCHITECT BEFORE ANY WORK IS COMMENCED.
- BUILDER IS RESPONSIBLE TO COMPLETE ALL EARTHWORKS INCLUDING ALL CUT AND FILL AS REQUIRED AND FINISH LEVEL AS SHOWN. TAKE ALL PRECAUTIONS AS NECESSARY DURING CONSTRUCTION.
- BUILDER IS TO NOTIFY IN WRITING ALL ADJOINING PROPERTY OWNERS PRIOR TO INSTALLATION OF RETAINING WALLS AND FENCING ON BOUNDARIES. TAKE PRECAUTIONS AS REQUIRED.

SITE REFE:

- THE BUILDER SHALL ENGAGE A LICENSED SURVEYOR AT HIS OWN COST TO REFEG THE SITE AND PROVIDE THE SUPERINTENDENT WITH A CERTIFIED COPY.

TELEPHONE:

- BUILDER TO SUPPLY AND INSTALL ALL REQUIREMENTS FOR COMPLETE TELEPHONE INSTALLATION. REFER TO SPECIFICATION, TUNDSIDE RETAINING WALL.
- BUILDER TO PROVIDE STRUCTURAL CERTIFICATIONS REGARDING TUNDSIDE PRECAST CONCRETE RETAINING WALL AS REQUIRED.

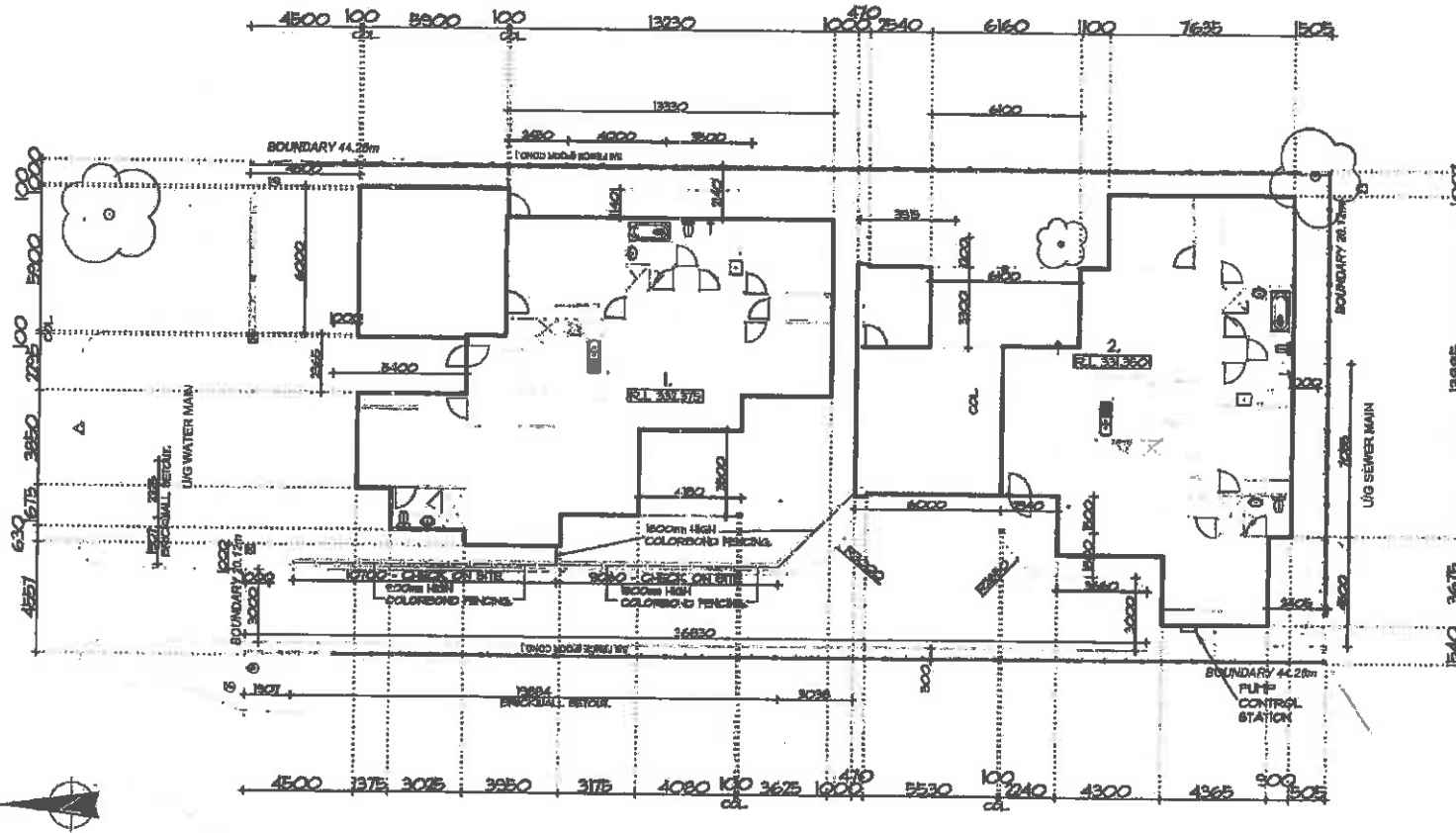
NOTES:

- REFER TO ENGINEERS DRAWINGS FOR THE LOCATION OF CONTROL AND EXPANSION JOINTS.
- PROVIDE VERTICAL BLINDS AS SPECIFIED TO ALL WINDOWS & SLIDING DOORS EXCEPT BATHROOM & W.C.
- ALL TAP FITTINGS OTHER THAN BATH CUTLERS & GARDEN TAPS - MINIMUM 4 STARS WELLS RATED.
- ALL SHOWER HEADS - MINIMUM 3 STARS WELLS RATED.
- ALL SANITARY SYSTEMS - MINIMUM 4 STARS WELLS RATED DUAL FLUSH.
- ALL EXTERNAL LIGHT POINTS TO BE PROVIDED WITH 3 WATTS ENERGY SAVING LIGHT GLOBES.
- ALL INTERNAL LIGHT POINTS TO BE PROVIDED WITH 11 WATTS ENERGY SAVING LIGHT GLOBES.

SITE PLAN SCALE 1:200

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Check all dimensions on site prior to any commencement of work. All dimensions are in millimetres.		SITE PLAN		ILIADIS & ASSOCIATES ARCHITECTS PTY LTD	
2x4 BEDROOM G.R.O.H. DWELLINGS • LOT 121 (5) BURBIDGE WAY. KATANNING.		Drawn: G.J.	Sheet Size: A3	Soil Type: W	<p>ARCHITECTURAL DESIGNER REGISTRATION NUMBER: 12447 12447 400 Fremantle Street, Perth, Western Australia 6000. Tel: 08 9228 5777 Fax: 08 9228 5444 Email: info@iliadis.com.au</p>
		Date: 04-12-2016	Scale: 1:200 AS SHOWN	Zoning: R12.0/25	
		Job No: IL 264	Drawing No: WD01.	Issue: 2	
				Revision:	

BURBIDGE WAY



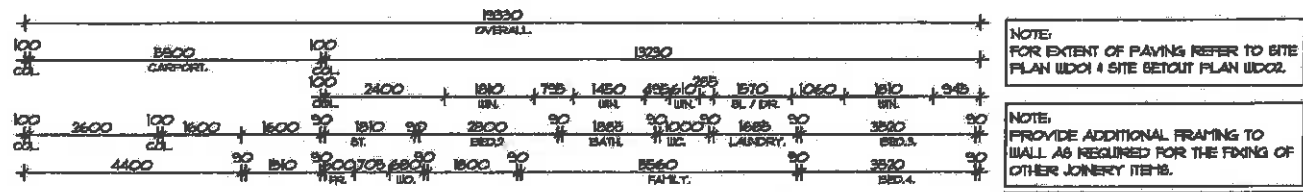
SITE SETOUT PLAN
SCALE 1:200

		COPYRIGHT OF DESIGN AND DRAWINGS REMAINS THE PROPERTY OF ILLIADIS ARCHITECTS		DRAWING TITLE	
		Check all dimensions on site prior to any commencement of work. All dimensions are in millimetres.		SITE SETOUT PLAN	
		2x4 BEDROOM G.R.O.H.		Drawn: G.I.	Sheet Size: A3
		DWELLINGS • LOT 121		Checked:	Scale: 1:200=AS SHOWN
		(5) BURBIDGE WAY.		Date: 04-12-2015	Zoning: R12.5/25
		KATANNING.		Job No: IL 254	Drawing No: WDD2
				Issue: 2	Revision:
				<small>ARCHITECTURE INTERIOR DESIGN LANDSCAPE ARCHITECTURE Suite 9/40 Westgate Street, Perth, Western Australia 6000. Tel: (08) 9439 1777 Fax: (08) 9439 1843 Email: illiadis@illiadis.com.au</small>	

NOTE
PROVIDE VERTICAL BLINDS AS SPECIFIED TO ALL WINDOWS & SLIDING DOORS EXCEPT BATHROOM AND W.C.

WALL LINING & INSULATION NOTE
PROVIDE WALL LINING AND WALL/CEILING INSULATION AS PER SPECIFICATION. REFER ALSO TO ENERGY RATING REPORT FOR FURTHER DETAILS.

NOTE
FLOOR SLAB DIMENSIONS TO BE SET 30mm OFF BEYOND THE DIMENSIONED PERIMETER OF THE BUILDING.



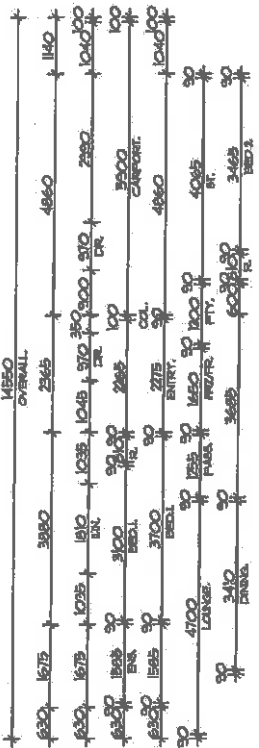
ENERGY RATING NOTES:
 • STEGBAR GLAZING (OR SIMILAR) WITH PERFORMANCE VALUES (U_g 0.24, H_g 0.74).
 • R4.1 CEILING BATTIS AND R1.3 ANTICON TO ROOF.
 • R2. BATTIS TO ALL EXTERNAL WALLS.
 • R15 INSULATION TO ALL INTERNAL PARTITIONS.

NOTE:
FOR EXTENT OF PAVING REFER TO SITE PLAN W/D01 & SITE SETOUT PLAN W/D02.

NOTE:
PROVIDE ADDITIONAL FRAMING TO WALL AS REQUIRED FOR THE FIXING OF OTHER JOINERY ITEMS.

STRUCTURAL NOTES:
 • REFER TO STRUCTURAL DRAWINGS FOR ALL COLLUMBS / TIE DOWN STRAPS AND FIXING DETAILS AND CO-ORDINATE AS REQUIRED.

- ### LEGEND.
- GRAND AS SPECIFIED.
 - ELECTRICAL METERBOX AS SPECIFIED.
 - LOAD CENTRE AS SPECIFIED.
 - T.V. POINT AT 500mm A.F.L.
 - TELEPHONE POINT 1500mm A.F.L. UNLESS OTHERWISE INDICATED.
 - HOSE COCK AS SPECIFIED.
 - INTERNET WALL OUTLET.
 - RETICULATION CABINET AS REQUIRED.
 - SELECTED VERTICAL BLINDS AS SPECIFIED.
 - H.U.I.L. AS SPECIFIED.
 - CONDENSING UNIT AS SPECIFIED.
 - WALL MOUNTED SPLIT SYSTEM AIR CONDITIONING UNIT AS SPECIFIED.
 - CEILING VENT.



ROBE - REFER TO G.E.H.A. STANDARD DETAILS L34.

GAS BOTTLES WOOD & REGULATOR AS SPECIFIED.

ROBE - REFER TO G.E.H.A. STANDARD DETAILS L34.

ROBE - REFER TO G.E.H.A. STANDARD DETAILS L34.

ROBE - REFER TO G.E.H.A. STANDARD DETAILS L34.

ROBE - REFER TO G.E.H.A. STANDARD DETAILS L34.

ROBE - REFER TO G.E.H.A. STANDARD DETAILS L34.

ROBE - REFER TO G.E.H.A. STANDARD DETAILS L34.

UNIT 1 - FLOOR PLAN
SCALE 1:100

SITE AREA:	410.24m ²
UNIT 1 AREA'S:	
GROSS:	159.15m ²
(EXCL CARPORT & STORE)	
HABITABLE:	154.27m ²
(F.E.C.A.)	
CARPORT:	36.55m ²
PORCH:	3.90m ²
STORE:	7.36m ²
VERANDAH:	14.63m ²

1	04-12-2015	Issued for Construction
2	04-12-2015	Issued to Client
Issue No.	Date	Description

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Check all dimensions on site prior to any commencement of work. All dimensions are in millimetres.

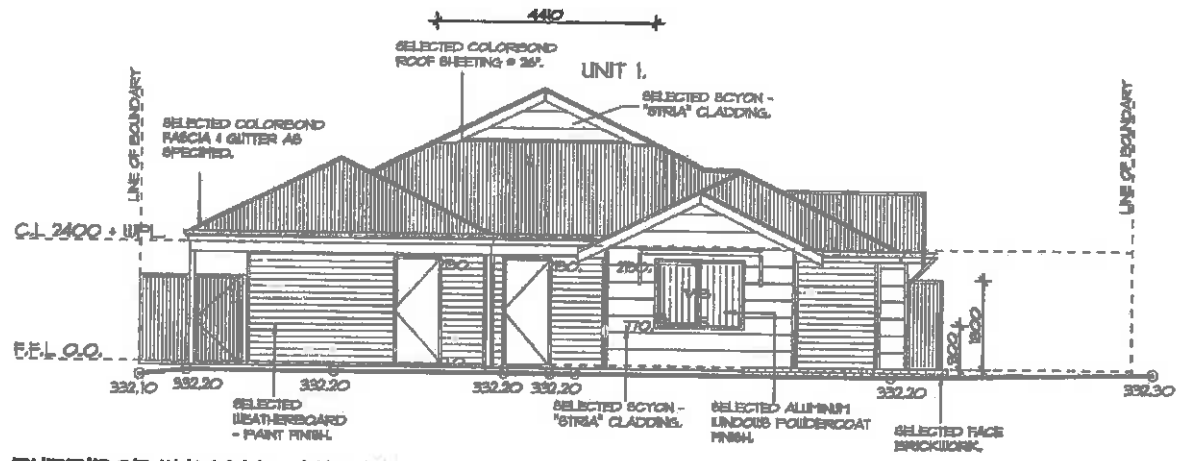
2x4 BEDROOM G.R.O.H. DWELLINGS - LOT 121 (5) BURBIDGE WAY. KATANNING.
DRAWING TITLE

UNIT 1 - FLOOR PLAN

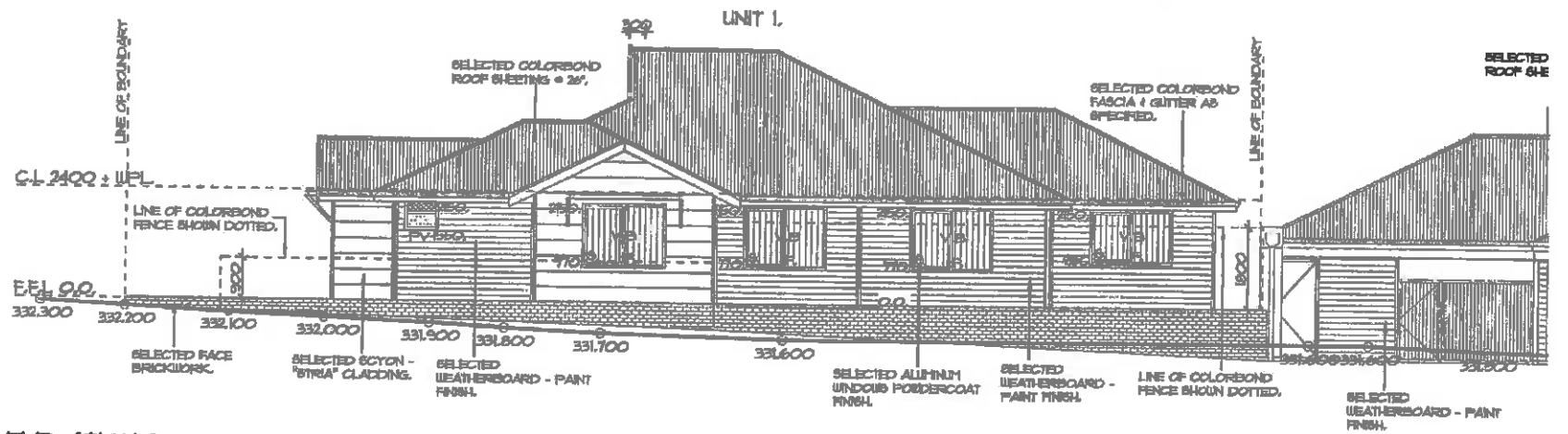


ARCHITECTURE INTERIOR DESIGN ENERGY MANAGEMENT
 Site 9 / 649 Newcastle Street Leederville Western Australia 6007.
 Tel: 08 9228 2177 Fax: 08 9228 8510 Email: info@iliadis.com.au

Drawn:	G.L.	Sheet Size:	A3	Soil Type:	"M"
Checked:		Scale:	1:100 (G.R.O.H.)	Zoning:	R12, S125
Date:	04-12-2015	Shown:		Issue:	2
Job No:	IL 254	Drawing No:	WD03	Revision:	

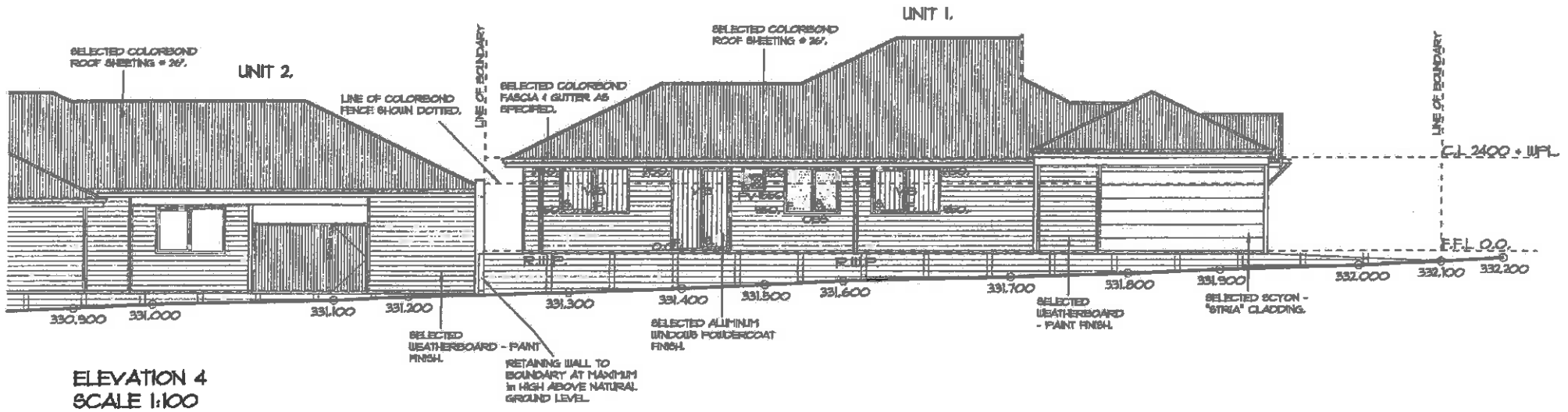
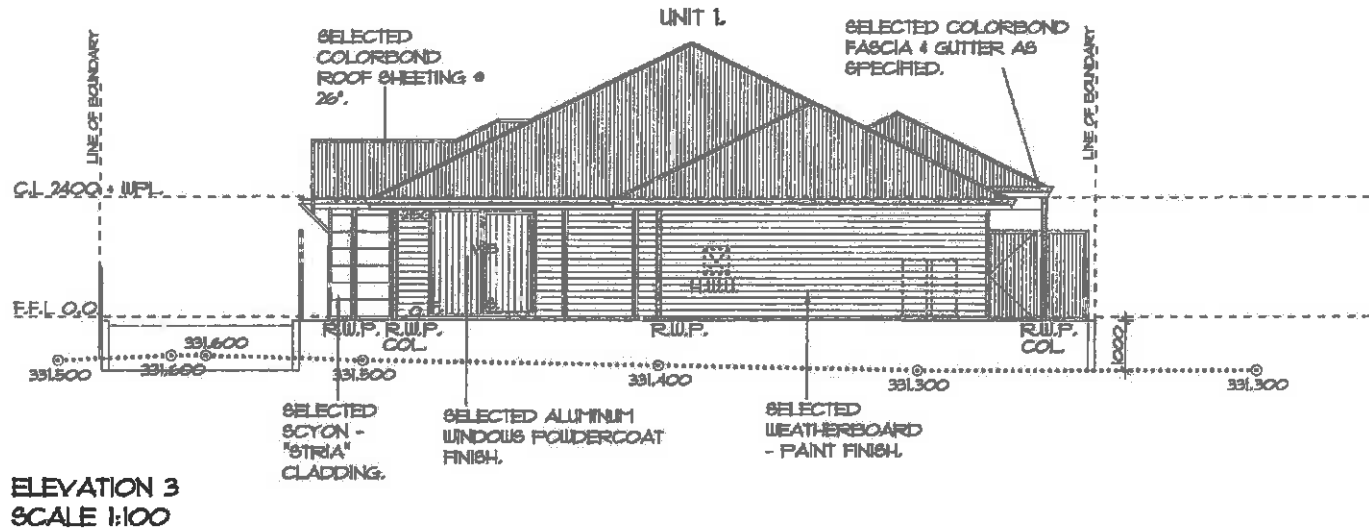



BURBIDGE WAY ELEVATION 1
SCALE 1:100



ELEVATION 2
SCALE 1:100

COPYRIGHT OF DESIGN AND DRAWINGS REMAINS THE PROPERTY OF ILIADIS & ASSOCIATES ARCHITECTS Check all dimensions on site prior to any commencement of work. All dimensions are in millimetres.		DRAWING TITLE UNIT 1 - ELEVATIONS		
2x4 BEDROOM G.R.O.H. DUELLINGS • LOT 121 (5) BURBIDGE WAY. KATANNING.		Drawn: G.L. Checked: AS Date: 04-12-2015 Job No: IL 254	Sheet Size: A3 Scale: 1:100 AS Zoning: SHOWN Issue: R12.5/25 Drawing No: WD04. Revision: 2	

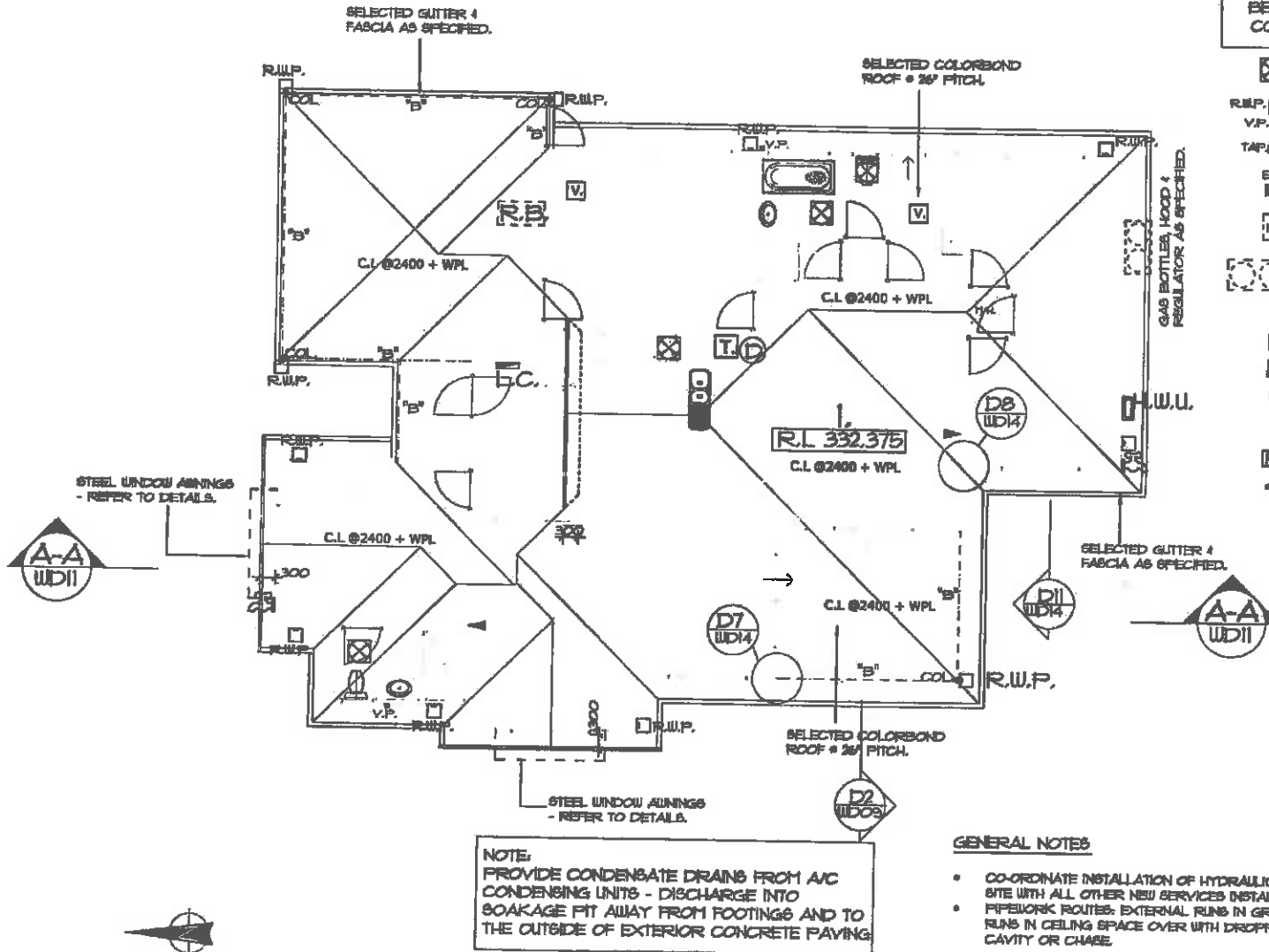


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		Check all dimensions on site prior to any commencement of work. All dimensions are in millimetres.		UNIT 1 - ELEVATIONS		 ILIADIS & ASSOCIATES ARCHITECTS PTY LTD	
		2x4 BEDROOM G.R.O.H. DWELLINGS @ LOT 121 (5) BURBIDGE WAY. KATANNING.		Drawn G.I.	Sheet Size: A3	Soil Type: 40/10	
				Date: 04-12-2015	Scale: 1:100 @ A3 Zoning: R12.5/25		
				Job No IL 264	Drawing No W005.	Issue 2	Revision
				<small>ARCHITECTURE DESIGN INTERIOR FINISHES MANAGEMENT Suite 2/ 643 Monmouth Street, Leederville, Western Australia 6008, 7460 8000/7777 Fax 08 9228 8239 Email: info@iliadis.com.au</small>			

ROOF PLAN LEGEND.

REFER TO STRUCTURAL DWGS FOR BEAMS SIZE AND LOCATIONS. CO-ORDINATE AS REQUIRED.

- PIPE VENTED THRU ROOF.
- R.W.P. RAINWATER PIPES AS SPECIFIED.
- V.P. VENT PIPE THROUGH ROOF.
- HOSE-COCK AS SPECIFIED.
- ELECTRICAL METERBOX.
- MANHOLE AS INDICATED.
- GAS BOTTLES, HOOD & REGULATOR AS SPECIFIED.
- T.V. POINT AT 800 MM A.F.L.
- TELEPHONE POINT 800MM A.F.L. UNLESS OTHERWISE INDICATED.
- LOAD CENTRE.
- INTERNET WALL OUTLET.
- CEILING VENT.
- RETICULATION CABINET AS REQUIRED.
- 'B' BEAM - TO ENG'S DETAILS.



GENERAL NOTES

- CO-ORDINATE INSTALLATION OF HYDRAULIC SERVICES ON SITE WITH ALL OTHER NEW SERVICES INSTALLATIONS.
- PIPEWORK ROUTES: EXTERNAL RUNS IN GROUND - INTERNAL RUNS IN CEILING SPACE OVER WITH DROPPERS / RISERS IN CAVITY OR CHASE.

2.	04-12-2015	Issue/Dr. Construction
1.	04-12-2015	Issue/Dr. Construction
Issue No.	Date	Description
COPYRIGHT OF DESIGN AND DRAWINGS REMAINS THE PROPERTY OF ILIADIS & ASSOCIATES, ARCHITECTS		
Check all dimensions on site prior to any commencement of work. All dimensions are in millimetres.		
2x4 BEDROOM G.R.O.H. DWELLINGS @ LOT 121 (5) BURBIDGE WAY. KATANNING.		
DRAWING TITLE		
UNIT 1 - ROOF PLAN		
<small>ADMINISTRATIVE SERVICES DESIGN PROJECT MANAGEMENT Suite 9 / 643 Newcastle Street Leederville Western Australia 6007. Tel: 08 9221 5077 Fax: 08 9221 0010 Email: Info@iliadis.com.au</small>		
Drawn:	GJ	Sheet Size: A3
Checked:	A3	Soil Type: "M"
Date:	04-12-2015	Scale: 1:100
	SHOWN	Zoning: R12.5/25
Job No:	IL 284	Drawing No: WD06
		Issue: 2
		Revision:

UNIT 1 - ROOF PLAN
SCALE 1:100

STRUCTURAL NOTES:
 REFER TO STRUCTURAL DRAWINGS FOR ALL COLUMN / TIE DOWN STRAPS AND FIXING DETAILS AND CO-ORDINATE AS REQUIRED.

ENERGY RATING NOTES:
 STEGBAR GLAZING (OR SIMILAR WITH PERFORMANCE VALUES (1.96, 2.2, 0.74).
 R5.0 CEILING BATTIS AND R1.3 ANTICON TO ROOF.
 R2.5 BATTIS TO ALL EXTERNAL WALLS
 R1.5 INSULATION TO ALL INTERNAL PARTITIONS.

NOTE:
 PROVIDE VERTICAL BLINDS AS SPECIFIED TO ALL WINDOWS & SLIDING DOORS EXCEPT BATHROOM AND W/C.

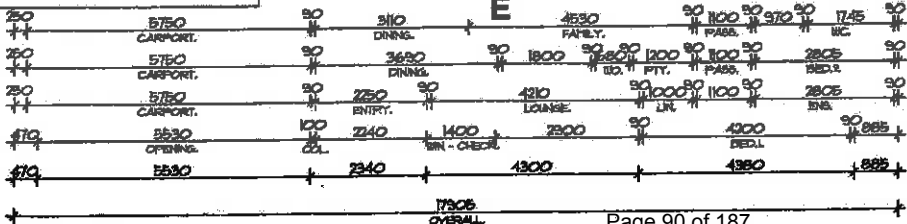
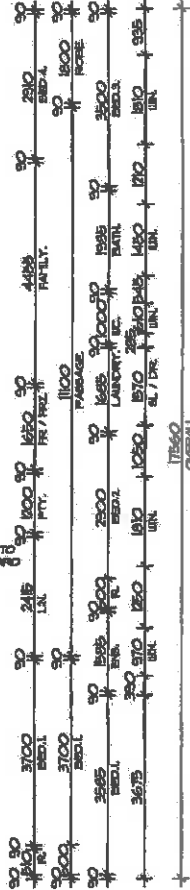
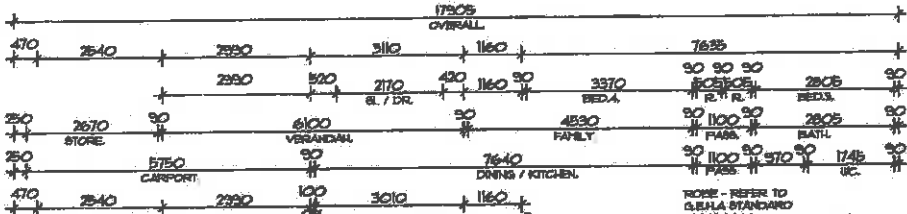
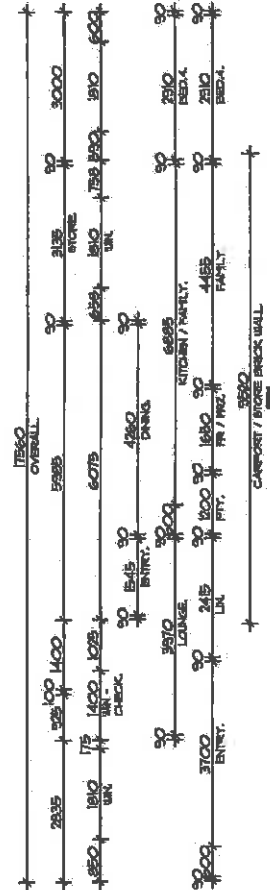
WALL LINING & INSULATION NOTE:
 PROVIDE WALL LINING AND WALL / CEILING INSULATION AS PER SPECIFICATION. REFER ALSO TO ENERGY RATING REPORT FOR FURTHER DETAILS.

NOTE:
 FLOOR GLASS DIMENSIONS TO BE SET 30mm OFF BEYOND THE DIMENSIONED PERIMETER OF THE BUILDING.

PROPOSED RETICULATION BOARD LOCATION - BUILDER TO PROVIDE A GPO AS SPECIFIED ON EXTERNAL WALL AND TERMINATE CONDUIT WITH DRAW WIRE AS REQUIRED.

NOTE:
 FOR EXTENT OF PAVING REFER TO SITE PLAN UD01 & SITE SETOUT PLAN UD02.

NOTE:
 PROVIDE ADDITIONAL FRAMING TO WALL AS REQUIRED FOR THE FIXING OF OTHER JOINERY ITEMS.



LEGEND.

- GRANO AS SPECIFIED.
- ELECTRICAL METERBOX AS SPECIFIED.
- LOAD CENTRE AS SPECIFIED.
- T.V POINT AT 800mm A.F.L.
- TELEPHONE POINT 1800mm A.F.L. UNLESS OTHERWISE INDICATED.
- HOSE COCK AS SPECIFIED.
- INTERNET WALL OUTLET.
- RETICULATION CABINET AS REQUIRED.
- SELECTED VERTICAL BLINDS AS SPECIFIED.
- HULLI AS SPECIFIED.
- CONDENSING UNIT AS SPECIFIED.
- WALL MOUNTED SPLIT SYSTEM AIR CONDITIONING UNIT AS SPECIFIED.
- PROVIDE DIGITAL TV ANTENNA MOUNTED ON ROOF SUITABLE FOR ALL LOCAL FREE TO AIR CHANNELS.
- SINGLE PHASE WEATHERPROOF ISOLATOR MOUNTED ADJACENT TO THE UNIT. CONFIRM THE EXACT LOCATION AND ELECTRICAL LOAD ON SITE PRIOR TO INSTALLATION.
- CEILING VENT.

1	04-12-2018	Issued for Construction
2	18-11-2020	Issued for Construction
Issue / Rev.	Date	Description

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2x4 BEDROOM G.R.O.H. DWELLINGS • LOT 121 (5) BURBIDGE WAY. KATANNING.

DRAWING TITLE
UNIT 2 - FLOOR PLAN

Government of Western Australia
 Department of Housing

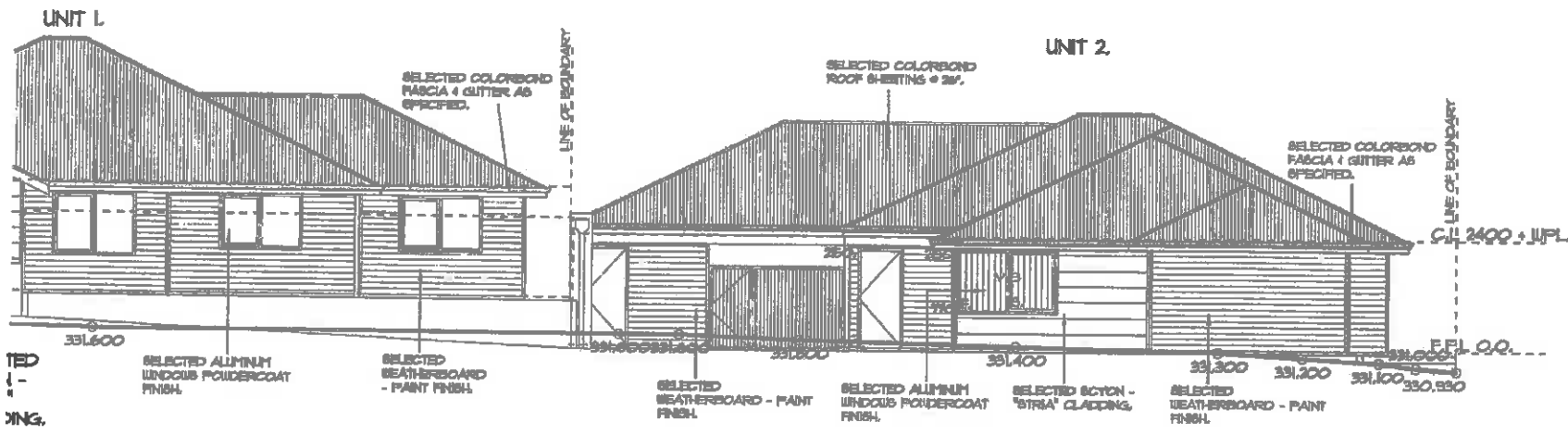
ILIADIS & ASSOCIATES ARCHITECTS
 PTY LTD

ARCHITECTURE INTERIOR DESIGN PROJECT MANAGEMENT
 Suite 9 / 542 Newcastle Street Leederville Western Australia 6007.
 Tel: 08 9228 3377 Fax: 08 9228 8370 Email: info@iliadis.com.au

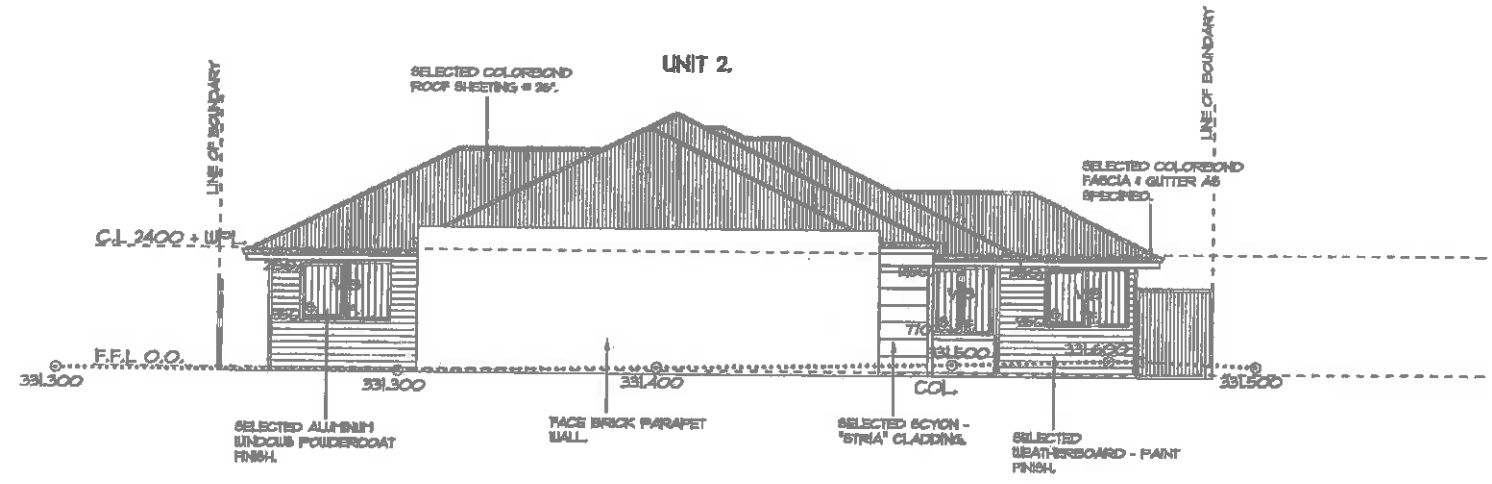
Drawn	G.L.	Sheet Size	A3	Soil Type	"M"
Checked		Scale	1:100	Zoning	R12.5/25
Date	04-12-2018	SHOWN			
Job No	IL 254	Drawing No	WD07.	Issue	2
				Revision	

UNIT 2 - FLOOR PLAN
 SCALE 1:100

SITE AREA.
 UNIT 2: 479.29m²
 UNIT 2 AREA'S: 157.80m²
GROSS: 157.80m²
 (EXCL. CARPORT & STORE)
HABITABLE: 153.40m²
 (F.E.C.A.)
 CARPORT: 34.45m²
 PORCH: 2.70m²
 STORE: 8.37m²
 VERANDAH: 19.86m²

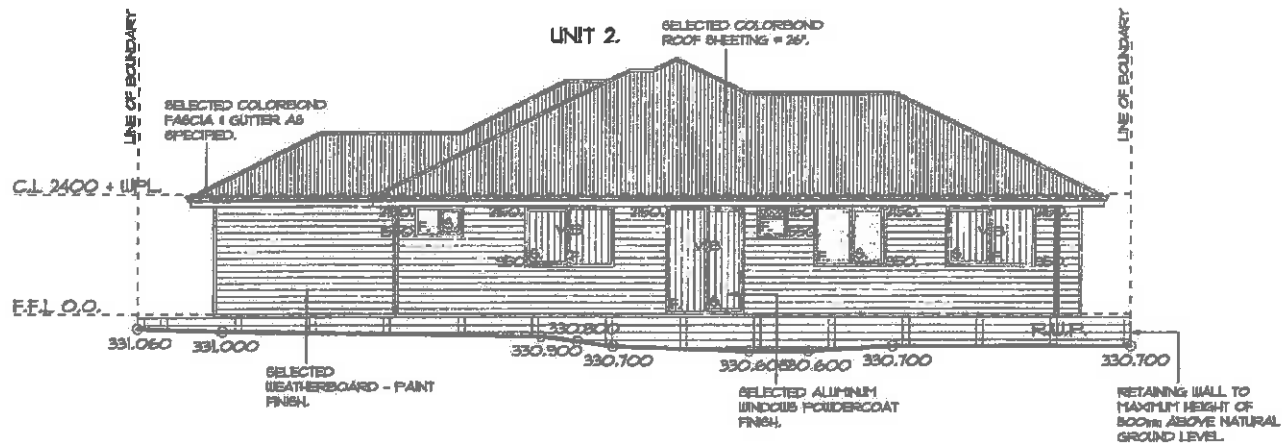


ELEVATION 1
SCALE 1:100

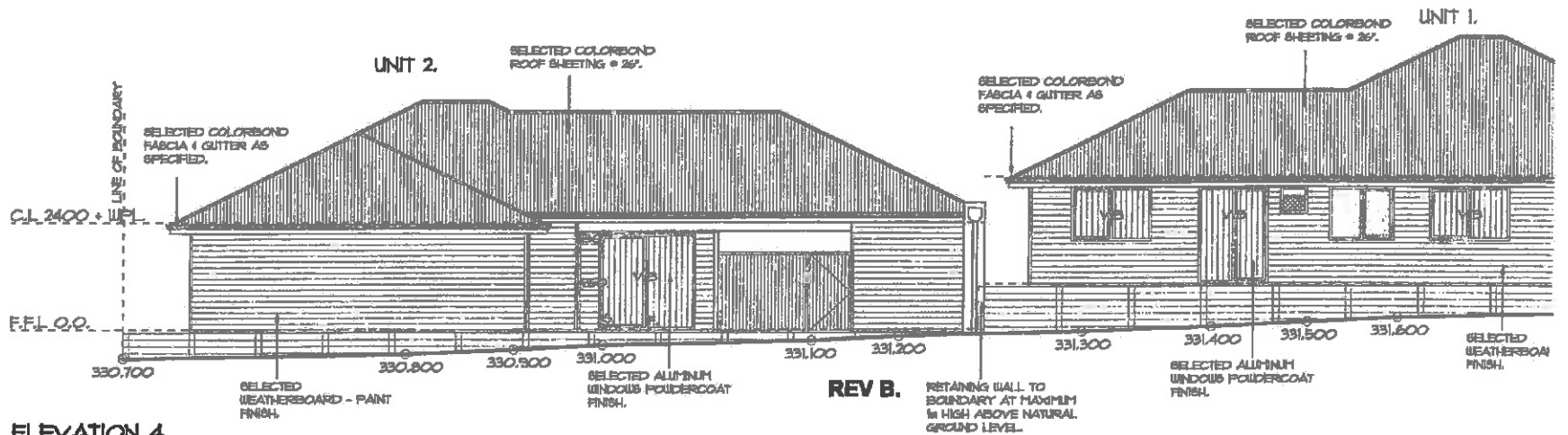


ELEVATION 2
SCALE 1:100

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2x4 BEDROOM G.R.O.H. DWELLINGS @ LOT 121 (5) BURBIDGE WAY. KATANNING.		Drawn: G.L. Sheet Size: A3 Checked: AS Date: 04-12-2015 SHOWN Job No: Drawing No: Issue:	Soil Type: M Scale: 1:100 AS Zoning: R12.8/25 Drawing No: Issue:	
Page 01 of 487		Job No: Drawing No: Issue:	Drawing No: Issue:	



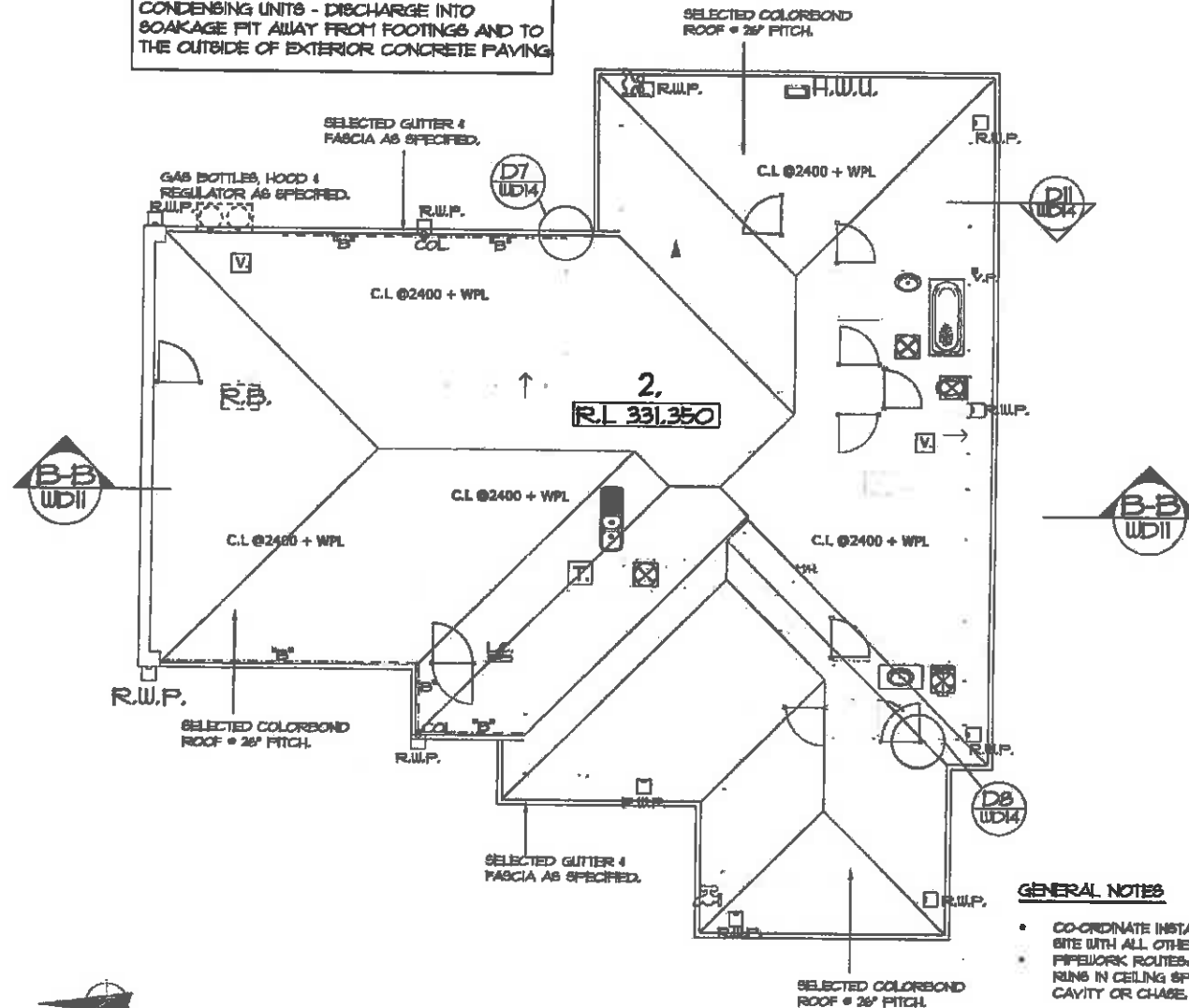
ELEVATION 3
SCALE 1:100



ELEVATION 4
SCALE 1:100

COPYRIGHT OF DESIGNS AND DRAWINGS REMAINS THE PROPERTY OF ILIADIS & ASSOCIATES, ARCHITECTS Check all dimensions on site prior to any commencement of work. All dimensions are in millimetres. 2x4 BEDROOM G.R.O.H. DWELLINGS @ LOT 121 (5) BURBIDGE WAY. KATANNING.		DRAWING TITLE UNIT 2 - ELEVATIONS			
2. CH-4-1000 Issued for Construction. 1. 10-1-2015 Issued for Construction		Drawn: G.L. Checked: G.L. Date: 04-12-2015 Job No: IL 254	Sheet Size: A3 Scale: 1:100 Drawing No: WD09	Soil Type: "M" Zoning: R12.5/25 Issues: 2 Revision:	 ARCHITECTS 10/100 BURBIDGE WAY, KATANNING, WA 6155 Tel: 08 9226 2077 Fax: 08 9226 2079 Email: info@iliadis.com.au

NOTE:
 PROVIDE CONDENSATE DRAINS FROM A/C
 CONDENSING UNITS - DISCHARGE INTO
 SOAKAGE PIT AWAY FROM FOOTINGS AND TO
 THE OUTSIDE OF EXTERIOR CONCRETE PAVING



ROOF PLAN LEGEND.

REFER TO STRUCTURAL DWGS FOR
 BEAM'S SIZE AND LOCATIONS.
 CO-ORDINATE AS REQUIRED.

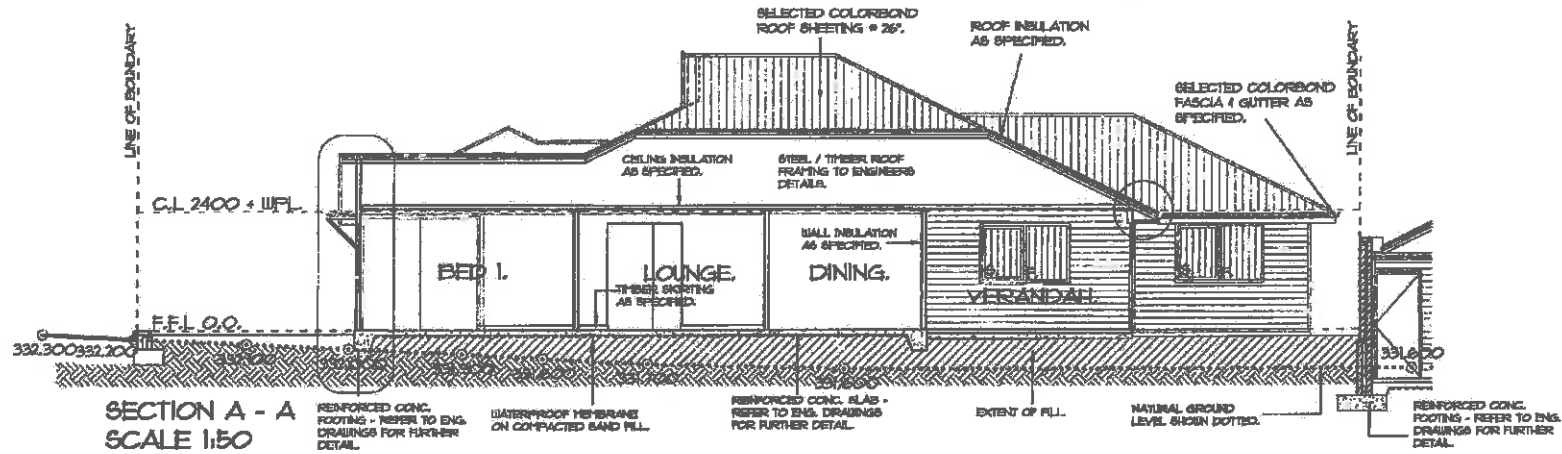
- FLUKE VENTED THRU ROOF.
- R.W.P. RAINWATER PIPES AS SPECIFIED.
- V.P. VENT PIPE THROUGH ROOF.
- TAP HOSE-COCK AS SPECIFIED.
- E.M. ELECTRICAL METERBOX.
- M.H. MANHOLE AS INDICATED.
- GAS BOTTLES, HOOD & REGULATOR AS SPECIFIED.
- T.V POINT AT 800 M.M.A.F.L.
- TELEPHONE POINT 800M.M.A.F.L. UNLESS OTHERWISE INDICATED.
- L.C. LOAD CENTRE.
- I INTERNET WALL OUTLET.
- V CEILING VENT.
- R.B. RETICULATION CABINET AS REQUIRED.
- 'B' BEAM - TO ENG'S DETAILS.

GENERAL NOTES

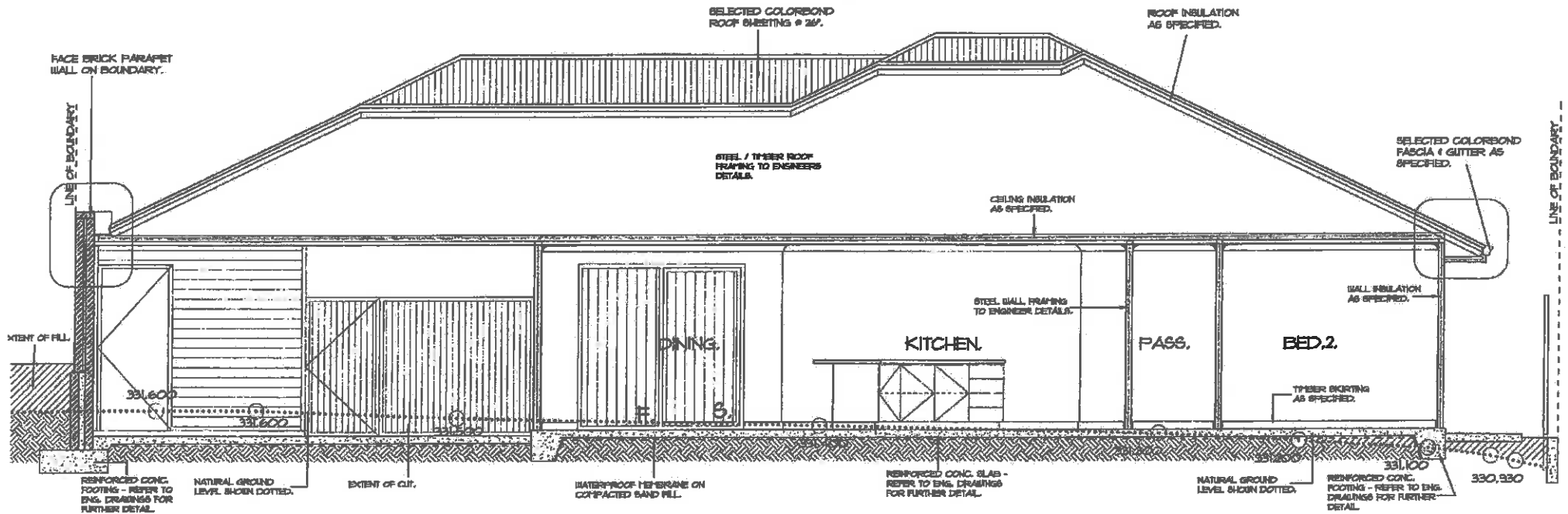
- CO-ORDINATE INSTALLATION OF HYDRAULIC SERVICES ON SITE WITH ALL OTHER NEW SERVICES INSTALLATIONS.
- PIPEWORK ROUTES: EXTERNAL RUNS IN GROUND - INTERNAL RUNS IN CEILING SPACE OVER WITH DROPPERS / RISERS IN CAVITY OR CHASE.

UNIT 2- ROOF PLAN
 SCALE 1:100

2.	04-12-2015	Issued for Construction
1.	04-12-2015	Issued for Construction
Issue No.	Date	Description
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Check all dimensions on site prior to any commencement of work. All dimensions are in millimetres.		
2x4 BEDROOM G.R.O.H. DWELLINGS @ LOT 121 (5) BURBIDGE WAY, KATANNING.		
DRAWING TITLE		
UNIT 2 - ROOF PLAN		
<small>ARCHITECTS INTERIOR DESIGN PROJECT MANAGEMENT</small> <small>Suite 7/643 Woodville Street Leederville Western Australia 6007.</small> <small>Tel: 08 9228 3777 Fax: 08 9228 0770 Email: iliadis@iladis.com.au</small>		
Drawn:	G.J.	Sheet Size:
Checked:	A.S.	Scale:
Date:	04-12-2015	Zone:
Job No.	IL 284	Issue / Revision:
Drawing No.	WD10.	2



SECTION A - A
SCALE 1:50



SECTION B - B
SCALE 1:50

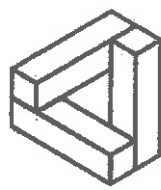
COPYRIGHT OF DESIGNS AND DRAWINGS REMAINS THE PROPERTY OF ILIADIS & ASSOCIATES, ARCHITECTS		DRAWING TITLE			
Check all dimensions on site prior to any commencement of work. All dimensions are in millimetres.		SECTIONS			
Drawn	G.I.	Sheet Size	A3	Soil Type	"R"
Checked		Scale	1:100 AS	Zoning	R12.1/25
Date	04-12-2018	Shown		Issue	2
Job No	IL 254	Drawing No	WD11	Revision	
2x4 BEDROOM G.R.O.H. DWELLINGS @ LOT 121 (5) BURBIDGE WAY. KATANNING.					
<small>3. 04-8-2018 Issued for Construction. 10-4-2018 Issued to Owners.</small>				<small>Architects: Iliadis & Associates Pty Ltd. 100/100 Stirling Street Perth WA 6000. Tel: 91 528 1977 Fax: 91 528 1919 Email: iand@iliadis.com.au</small>	

Category Summary

NP102 Mingenew tender
 Lot:66 Victoria st
 Mingenew

Category	Measure	Retail
001	Gross Measure Areas	0.29% ! \$1,856.25
010	Preliminaries	0.59% ! \$3,712.50
015	Insurances	2.00% ! \$12,661.60
020	Council Fees	0.73% ! \$4,623.62
030	Water Corp Fees	0.05% ! \$337.50
040	Siteworks (PS)	5.34% ! \$33,750.00
050	Pest Control	0.27% ! \$1,687.50
060	Plant & Hire	1.06% ! \$6,682.50
070	Retain Walls	2.43% ! \$15,381.57
075	Re-inforcement	0.76% ! \$4,829.11
080	Concrete Supply	4.71% ! \$29,756.25
085	Concretor Labour	1.17% ! \$7,425.00
095	Concrete Pump	0.36% ! \$2,250.00
100	Sand	0.07% ! \$450.00
120	Meter Box	0.05% ! \$317.61
150	Timber Door Frames	0.40% ! \$2,533.94
155	Internal Door Frames	0.17% ! \$1,070.50
170	Aluminium Windows	3.87% ! \$24,468.75
200	Framing	4.00% ! \$25,312.50
240	Structural Steel	0.71% ! \$4,500.00
250	Drains Plumbing	2.85% ! \$18,049.50
251	Stormwater	1.78% ! \$11,250.00
260	Plumbing	3.98% ! \$25,155.00
271	Roof Cover	2.67% ! \$16,875.00
390	External Cladding	0.21% ! \$1,312.88
410	Lock Carpenter	4.91% ! \$31,069.81
420	Electrician	4.95% ! \$31,292.63
440	Insulation	0.98% ! \$6,212.32
460	Gyprock Materials	2.08% ! \$13,140.90
461	Gyprock Labour	3.90% ! \$24,668.44
480	Cabinet Maker	3.70% ! \$23,400.00
490	Bathroom Ware	0.55% ! \$3,474.55
491	Bathroom Accessories	0.09% ! \$560.25
492	Tapware	0.39% ! \$2,463.75
500	Screens/Mirrors	0.80% ! \$5,053.50
510	Tile Supply	1.07% ! \$6,750.00
520	Tiles Labour	1.71% ! \$10,800.00
530	Doors	0.36% ! \$2,255.09
531	Door Furniture	0.60% ! \$3,776.27
550	Mouldings	0.25% ! \$1,575.00
560	Shelving	0.09% ! \$541.80
570	Fixing Hardware	0.13% ! \$843.75
590	Fixing Carpenter	1.14% ! \$7,176.94
620	Appliances	1.57% ! \$9,958.50
630	Painter	4.06% ! \$25,672.50
650	Paving Bricks	1.12% ! \$7,062.19

660	Paving Labour	1.21%	:	\$7,678.13
680	Landscape & Fence	3.59%	:	\$22,725.00
710	Internal Clean	0.19%	:	\$1,181.25
720	Site Clean	0.18%	:	\$1,125.00
730	Maintenance	0.17%	:	\$1,068.75
740	Contingencies	0.68%	:	\$4,267.96
760	Miscellaneous	4.66%	:	\$29,475.00
770	Freight	0.71%	:	\$4,500.00
900	Overhead - Accounts	2.25%	:	\$14,226.52
942	Brickwork	11.39%	:	\$72,045.00
				\$632,289.88
GST				\$63,228.98
GST				695,519



modularwa

SCHEDULE 6.3.2

QUALITATIVE CRITERIA Incorporating RELEVANT EXPERIENCE AND TENDERERS RESOURCES

p 08 6454 0919 toll-free 1800 001 016 e info@modularwa.com.au
31 Challenge Blvd, Wangara WA 6065 PO BOX 1786 Wangara Dc 6947 modularwa.com.au

ABN 42 610 173 316 BRN 101630

MODULAR WA

Modular WA is a residential and commercial modular construction and manufacturing business located at 31 Challenge Blvd Wangara WA.

Modular WA constructs, delivers and installs modular buildings throughout Western Australia. This includes but is not limited to residential buildings and associated support structures as well as commercial buildings. Modular WA sells its modular buildings to private residential customers, lifestyle village, resort accommodation, private and commercial property developers and the resource and government industry sectors.

Modular WA intends to be recognised as Western Australia's premier supplier of quality, cost and time effective modular building solutions in the residential, commercial and government sectors. Our goal is to increase the acceptance of modular construction methods and expand business opportunities.

Mission Statement

To be recognised as the best in our field. Modular WA will always strive to;

- Provide customer service that is second to none.
- Conduct our business with integrity
- Support local contractors and suppliers
- Manufacture modular buildings to the highest possible level of quality and finish
- Adopt innovative, sustainable and efficient building methods that reduce environmental impact
- Deliver projects both large and small with complete client satisfaction
- Develop an empowered skilled workforce that is motivated to achieve the required outcomes

Business Premises

Modular WA conducts business from a purpose built manufacturing facility located at 31 Challenge Blvd Wangara. It comprises of 12000 sqm of hardstand construction area, approximately 400 sqm of welding and storage shed and 450 sqm of office space including a dedicated showroom and sales office. Situated in the northern suburbs of Perth the location provides access to a large pool of suppliers, trades and employees and easy access to major road transport routes. The premises face Hartman Drive which has high levels of passing traffic and provides excellent exposure.

Ownership and Management

Ownership Structure: Modular WA is owned by four shareholders – The Wyllie Group, Wayne McGrath, Errol Davies and Jason Sjoland.

Board of Directors: The board of directors of Modular WA includes Todd Morcombe (acting on behalf of the Wyllie Group), Wayne McGrath, Errol Davies and Jason Sjoland. Company secretarial duties are the responsibility of Jason Sjoland.

Management Team: The management team at Modular WA has a proven track record of running a successful modular business. Not only do they have a wide range of experience and skills as individuals but more importantly they have worked together as a team for many years in the modular construction and manufacturing industry at senior management levels.

The CEO, Wayne McGrath oversees the operation of the business and has a strong focus on key business development activities. Errol Davies is General Manager overseeing the day to day operations of the business including all construction and manufacturing related activities, HESQ management, sales, design and drafting. Jason Sjoland as Financial Controller is responsible for finance, administration, estimating and scheduling and also provides tender and project management support.

Products and Services

Products- Residential: Modular WA offer a large selection of standard home designs over two ranges.

Urban Living – the houses are designed to fit onto traditional sized lots, catering for clients who have property anywhere in Western Australia. These architecturally designed homes contain the latest trends and options for both high end and budget specifications. Each design comes with two alternate elevations that cater to a wide range of clients.

Rural Living – The houses are designed for larger country style blocks and farms. With a definite country look and feel, these architecturally designed homes appeal to a wide range of clientele and have two optional elevations and a budget and high end specification.

Commercial Buildings: Modular WA design and construct commercial modular buildings to a client design brief and specification. Modular WA also tender for work including the design and construction of modular buildings such as classrooms, offices, day care centres and accommodation units. Opportunities also exist in the lifestyle/retirement village sector. The market for lifestyle/retirement villages is expected to continue to grow over the next decade as baby boomers continue to move from larger family homes. This will drive the demand for Lifestyle Village accommodation and will present a distinct opportunity for Modular WA. Investment in agriculture continues to gather momentum in WA which is providing opportunities for the supply of worker's accommodation and support buildings.

Unique selling position: Clients will be purchasing a home or commercial building from a professional team with over 90 years of combined experience within the modular building industry. Highly knowledgeable and skilled staff are able to supply a product and level of customer service which is second to none. Combined with innovative designs this provides a unique selling point.

Modular WA also offers a comprehensive on site installation solution. This includes the design and management of onsite works and the provision of all services required to provide a turnkey solution. The complete package can include earthworks, service connections, landscaping, fencing and external structures. By offering a complete package to clients, the Modular WA team can add value to the client's experience.

A key part of the vision for Modular WA is to expand opportunities for the use of modular construction methods. Modular WA is committed to developing new and innovative modular building solutions to provide exciting and competitive alternatives to standard on site construction methods.

With a purpose built sales office that contains the very latest in products Modular WA will be able to provide a level of choice to clientele which is second to none within the modular industry.

Modular WA is aiming to be the states premier supplier of modular solutions. We are selling a product that is superior in quality and has an industry leading specification. We provide an experienced and knowledgeable team to help guide and support clients throughout the process. We can and will, in all our business dealings, offer family based values and integrity.

Operations

Documented Information Management System: Modular WA operates using a fully integrated and documented Information Management System (IMS). The IMS contains procedures and policies that are used to operate and manage the Modular WA business across the following areas of the operation:

- HSEQ
- Finance
- Sales and Marketing and Business Development
- Contract Administration
- Operations and Construction
- Human Resources
- Drafting and Design
- Procurement and Scheduling Policies and Guidelines
- Estimating and Tender Preparation Guidelines

Business Management System (IT): The Modular WA business makes use of the Databuild building management program which manages all accounting, estimating, payroll and price book functions. Onsite Companion is also used to manage the CRM, scheduling and internal workflow management processes. An additional piece of software, Client Manager handles client quoting and the contract variation process.

All design and drafting is done using Revit software. Revit is a powerful and innovative drafting software package and provides the tools required to prepare not only working plans and drawings but to also facilitate the sales process by being able to produce 3D renders of the houses and buildings being designed in house for our prospective clients.

Production process: Construction of buildings takes place in the Wangara manufacturing facility. The buildings are then transported to site where complexing and final items are completed. Subcontract labour is used to construct buildings both in the yards and onsite. Close supervision of construction activities is maintained both in the yard and onsite using experienced and qualified building supervisors.

Safety: Modular WA applies stringent standards of safety to all of its construction sites and workplaces. All personnel entering Modular WA sites need to provide evidence of white card construction safety qualifications and must provide verification of competency in their respective trade or work discipline. This includes high risk training for high risk work such as working at heights and forklift operation. Modular WA has established an Integrated Safety Management Plan to ensure compliance with all relevant Occupational, Health and Safety legislation.

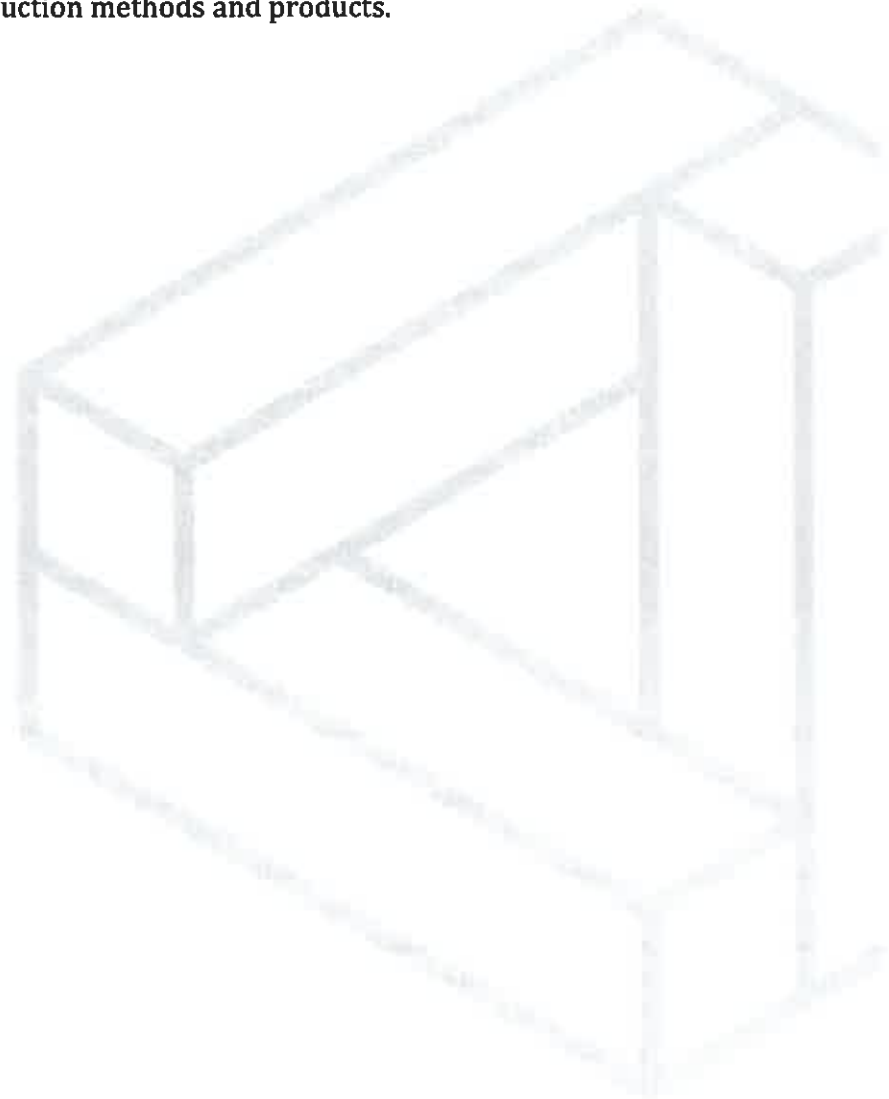
Quality control: All buildings are subject to strict quality controls. Construction of all homes and buildings takes place in a controlled manufacturing environment with close supervision combined with a rigorous ITP process. Homes and buildings are 98% completed in the manufacturing yard and final items are completed onsite. An onsite installation supervisor supervises the final components of construction onsite and manages the handover process with clients.

Environmental/resource impacts: Modular WA is committed to minimising the impact of its operations on the environment and to the overall reduction of waste that is disposed of through dumping at landfill sites. Modular WA recognises that waste is best reduced or avoided at the point of production and we also recognise the need to develop strategies for re-using and recycling those wastes. Inevitably some waste needs to be disposed of to landfill, but this is recognised as a last resort which needs to be carried out in an environmentally effective and efficient manner. Modular WA will in the first 12 months of operation undertake a period of assessment to determine the amount of waste that is passed to landfill. On completion of that assessment targets will be set to measure, control and potentially reduce the amount of material that passes to landfill.

Strategies that Modular WA will utilise to ensure minimal environmental impact include:

- Engage with waste service providers who have adequate recycling services and carry industry accreditation
- Store all materials in a manner that reduces their potential release to the atmosphere, soil or water
- Design buildings to comply with, and if possible exceed, the relevant BCA Energy and Water Efficiency standards.
- Use construction methods which minimise wastage.
- Increase the re-use and recycling of building waste.
- Support local government efforts to improve the efficiency and effectiveness of waste management.

Memberships and Affiliations: Modular WA is a member of both the HIA and MBA. These organisations provide support on a number of levels including legal and marketing support, training and product development. The MBA in particular runs a Modular Building Committee which is focused on the strategic development of modular construction methods and products.





SCHEDULE 6.4.5

PRICING SCHEDULE

p 08 6454 0919 **toll-free** 1800 001 016 **e** info@modularwa.com.au
31 Challenge Blvd, Wangara WA 6065 PO BOX 1786 Wangara Dc 6947 modularwa.com.au

ABN 42 610 173 316 BRN 101630

Pricing Schedule

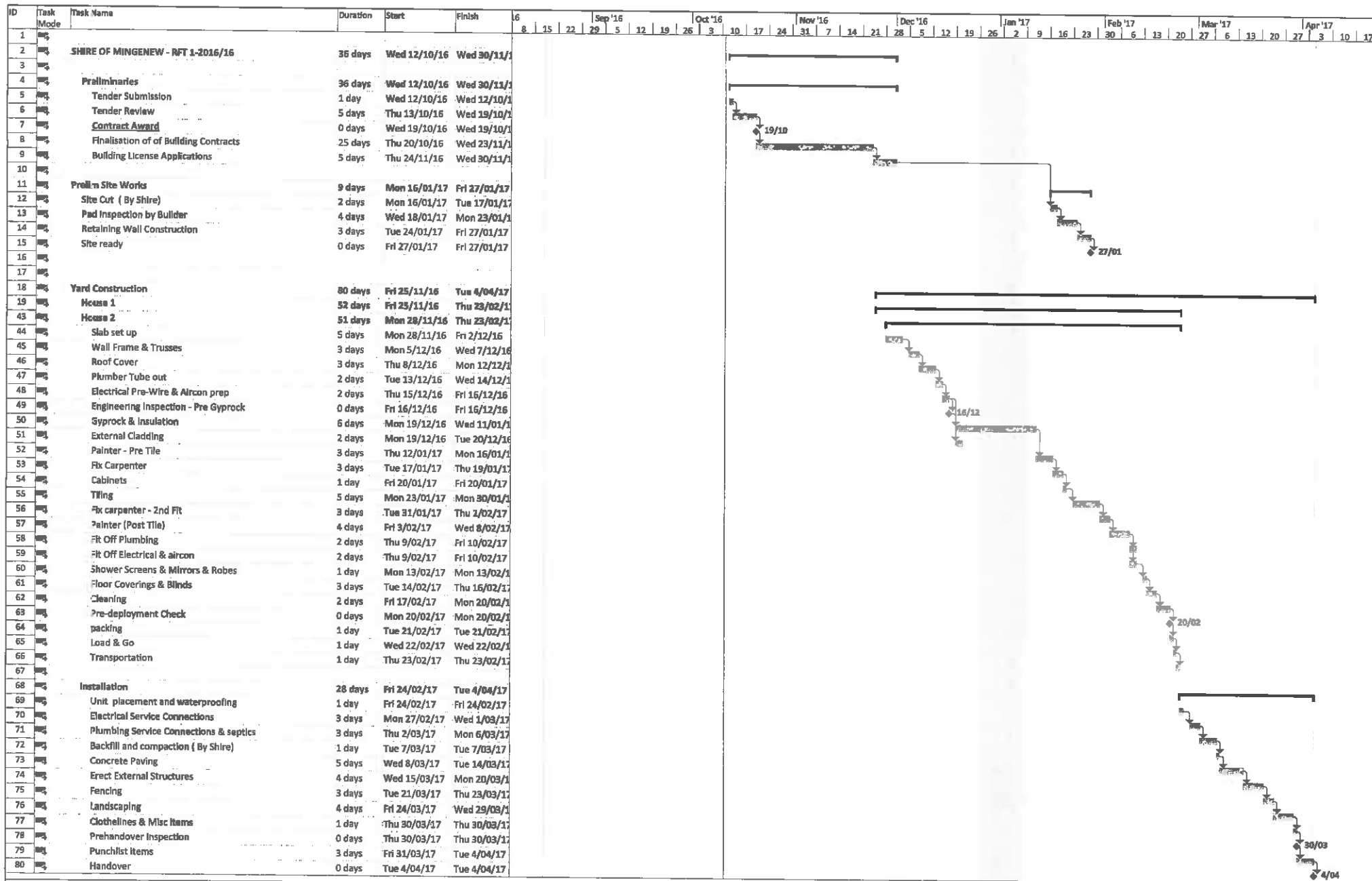
Item	Price (Ex GST)	GST Component	Price (Inc GST)
Design & Concept	\$ 3,182	\$ 318	\$ 3,501
Preliminaries	\$ 46,920	\$ 4,692	\$ 51,612
Site Works (To be completed by Shire)	\$ -	\$ -	\$ -
Connection to Utilities	\$ 13,340	\$ 1,334	\$ 14,674
Construction	\$ 210,720	\$ 21,072	\$ 231,792
Fixtures & Accessories	\$ 52,107	\$ 5,211	\$ 57,318
House Transport & Installation ***	\$ 18,704	\$ 1,870	\$ 20,574
Provisional Sum for Concrete Paving	\$ 16,799	\$ 1,680	\$ 18,479
Provisional Sum for Retaining	\$ 27,600	\$ 2,760	\$ 30,360
Provisional Sum for Septic Systems	\$ 19,575	\$ 1,958	\$ 21,533
	\$ -	\$ -	\$ -
Totals	\$ 408,947	\$ 40,895	\$ 449,842

**** refer to covering letter for clarification of delivery and installation options

Options Schedule

Item	Price (Ex GST)	GST Component	Price (Inc GST)
Fuji Plant & Irrigation Waste Water management system in lieu of Standard septic tank and leach installation	\$ 11,946	\$ 1,195	\$ 13,141
Crane buildings into site ***	\$ 21,388	\$ 2,139	\$ 23,526
Provisional Sum for Landscaping	\$ 12,650	\$ 1,265	\$ 13,915
Provisional Sum for Fencing	\$ 9,683	\$ 968	\$ 10,651
Totals	\$ 55,667	\$ 5,567	\$ 61,234

**** refer to covering letter for clarification of delivery and installation options



Project: Shire of mingenew - Inde	Task	Summary	External Milestone	Inactive Summary	Manual Summary Rollup	Finish-only	Manual Progress
Date: Tue 11/10/16	Split	Project Summary	Inactive Task	Manual Task	Manual Summary	Deadline	
	Milestone	External Tasks	Inactive Milestone	Duration-only	Start-only	Progress	



ADDENDA TO SPECIFICATION

JOB No:

Phone Home:

Client: SHIRE OF MINGENEW

Phone Work: 9928 1102

Site: LOT 43 KING STREET, MINGENEW

Mobile:

SPECIAL NOTES

- 1) This selection should be read in conjunction with the General Specification for full details
- 2) Details contained herein take precedence over the General Specification, with Variations to Contract dated later than this document taking precedence thereafter

THE SELECTIONS AND CHANGES CONTAINED WITHIN THIS DOCUMENT ARE CONSIDERED FINAL AND
NO FURTHER VARIATIONS WILL BE ACCEPTED

<p>1 PRELIMINARIES</p> <p>DEPOSITS/FEES TO SHIRE</p> <p style="padding-left: 20px;">Kerb Bonds</p> <p>APPROVALS</p> <p style="padding-left: 20px;">Planning Approval</p> <p style="padding-left: 20px;">Building Approval</p> <p style="padding-left: 20px;">Water Corporation</p> <p style="padding-left: 20px;">Septic System Approval</p> <p style="padding-left: 20px;">Demolition Approval</p> <p>INSURANCES</p> <p style="padding-left: 20px;">Home Owners Indemnity</p>	<p>No Allowance</p> <p>No Allowance</p> <p>By Builder</p> <p>By Builder</p> <p>No allowance for Water Corporation Headworks Fees</p> <p>Provisional Sum Allowance - Refer 'Pricing Schedule' for details of works.</p> <p>No Allowance</p> <p>By Builder</p>
<p>2 TERMITE TREATMENT</p> <p>Refer 'Modular Framed Construction' Specification for further details</p>	<p>By Builder</p>
<p>3 MATERIALS</p>	<p>Refer 'Modular Framed Construction' Specification for further details</p>
<p>4 SITE ALLOWANCES</p> <p>SITE PREPARATION</p> <p>ONSITE PLUMBING</p> <p>ONSITE ELECTRICAL</p> <p>SURVEYS</p>	<p>No Allowance for siteworks - By client</p> <p>Refer 'Pricing Schedule' for details of works</p> <p>Refer 'Pricing Schedule' for details of works</p> <p>Provisional Sum Allowance - For power run in to a maximum run of 10m. Assumed position of power dome centred between the 2 proposed buildings.</p> <p>No allowance for installation of power dome.</p> <p>Contour survey and soil report to be provided by client.</p>

Owner Initial.....

Owner Initial.....

ADDENDA TO SPECIFICATION

JOB No:

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Phone Work: 9928 1102

Site: LOT 43 KING STREET, MINGENEW

Mobile:

<p>5 CONCRETE FLOOR Concrete Footings (std) Additional Footings as per Engineer</p>	<p>Footings and slabs to Engineers Specification. Ø600 x 150 high concrete rings Footings based on 'A' or 'S' class site only. Additional costs will be incurred if a different classification.</p>
<p>6 FRAMES Steel Wall Frames</p> <p>External Door Frames Sliding Door Frames Internal Door Frames</p>	<p>Refer to General Specification As per Engineers design specifications</p> <p>Hardwood timber with double rebate Aluminium supplied as per Window Manufacturer 10 bend Deluxe metal profile</p>
<p>7 ROOF STRUCTURE Steel Roof Frame Structure Eave Linings</p>	<p>Refer 'Modular Framed Construction' Specification for further details As per Engineers design specifications 4.5mm Hardiflex with plastic joint strips</p>
<p>8 EXTERNAL</p> <p>EXTERNAL WALL CLADDING Dado cladding (upper) Colour to be Selected: Dado cladding (lower) Colour to be Selected: Entry Door Frame Colour: Entry Door Colour:</p> <p>ROOF CLADDING Type Colour to be selected:</p> <p>GUTTERS Type Colour to be selected:</p> <p>FASCIA AND BARGE Type Colour to be selected:</p> <p>DOWNPIPES Run to above ground line for connection to storm water disposal Type: Colour to be selected:</p>	<p><i>Note: Fibre cement product screw holes are not filled</i></p> <p>BGC 230mm Duraplank Smooth Boards (std) TBA Builders Standard Range 0.47 Corrugated Colorbond (std) TBA Builders Standard Range TBA Builders Standard Range TBA Builders Standard Range</p> <p>.47 Corrugated Colorbond TBA Builders Standard Range</p> <p>Colorbond Slotted Settlers TBA Builders Standard Range</p> <p>.60 Colorbond TBA Builders Standard Range</p> <p>90x45mm Colorbond TBA Builders Standard Range</p>

Owner Initial.....

Owner Initial.....

JOB No:

Phone Home:

Client: SHIRE OF MINGENEW

Phone Work: 9928 1102

Site: LOT 43 KING STREET, MINGENEW

Mobile:

Owner Initial.....

Owner Initial.....

ADDENDA TO SPECIFICATION

JOB No:

Phone Home:

Client: SHIRE OF MINGENEW

Phone Work: 9928 1102

Site: LOT 43 KING STREET, MINGENEW

Mobile:

13 DOORS

EXTERNAL DOORS

EXTERNAL ENTRY

M&B 'Designer' range, paint grade solid,
routed one side only.

TBA Builders standard range

Internal Doors

*Note: Gap between door and floor shall be approximately
20mm above concrete floor.*

Internal Doors

(Location):

Redicote flush panel (Std)

DOOR STOPS

Door buffers to all internal doors

Mushroom stops to all external swinging doors

DOOR FURNITURE

Entry Door Furniture

Colour to be selected:

Gainsborough Ambassador Lever

TBA Builders standard range

Entry Deadlock

Colour to be selected:

Gainsborough 545 single cylinder deadlock

TBA Builders standard range

Internal doors

Colour to be selected:

Gainsborough Ambassador Lever

TBA Builders standard range

Privacy Sets

To bathroom

Cavity Slider Furniture

Location

Gainsborough 395SCS circular privacy set

To WC

Location

Gainsborough 396SCS circular passage set

To Laundry

14 MOULDINGS

Window Reveal Linings

Skirting Boards

Flush plasterboard to all wet areas and internal windows (std)

66 x 18 Splayed Profile

SHELVING

Pantry

4 x Melamine shelves

Linen

4 x Melamine shelves

Robes

Single melamine shelf and rail

Owner Initial.....

Owner Initial.....

JOB No:

Phone Home:

Client: SHIRE OF MINGENEW

Phone Work: 9928 1102

Site: LOT 43 KING STREET, MINGENEW

Mobile:

15 CABINETS

KITCHEN

Laminate Benchtop Profile

End panels

Door facings

Bank of small drawers

Kickboards

Dishwasher Recess

Soft closers

Handles Type and Colour

Handles Position

BATHROOM

Benchtop Profile

Door facings

Kickboards

Small bank of drawers

Soft closers

Handles Type and Location

Handles Position

LAUNDRY

Benchtop Profile

Door facings

Kickboards

Soft Closers

Handles Type and Location

Handles Position

See Tile Selection sheet for cabinet door and benchtop colour selections.

Note: Benchtop height to be between 750mm - 850mm

40mm thick substitute square form (6mm radius)

Laminate pre-finished board to match door facing colour

Laminate pre-finished board with ABS edging to all edges

As detailed on plans

As per Tile Selection sheet

Freestanding opening as per plan dimensions. Stop cock and single GPO to dishwasher recess by Builder. Dishwasher supplied and installed by Owner after handover unless otherwise specified in the Addenda.

Soft closers to all door and drawers

TBA Builders standard range

Vertical

40mm thick substitute square form (6mm radius)

Laminate pre-finished board with ABS edging to all edges

Tiled kickboards

Not applicable

Soft closers to doors only

TBA Builders standard range

Vertical

40mm thick substitute square form (6mm radius)

Laminate pre-finished board with ABS edging to all edges

Tiled kickboards

Soft closers to doors only

TBA Builders standard range

Vertical

Owner Initial.....

Owner Initial.....

ADDENDA TO SPECIFICATION

JOB No:

Phone Home:

Client: SHIRE OF MINGENEW

Phone Work: 9928 1102

Site: LOT 43 KING STREET, MINGENEW

Mobile:

16 PLUMBING

FIXTURES:

KITCHEN

Sink make and model

LHS or RHS drainer

Sink Tapware

Tapholes

Clark 'Punch' 1200mm inset double end bowl

RHS Drainer

Classico Sink Mixer (51093)

1 taphole

BATHROOM

Vanity make and model

Vanity Tapware

Tapholes

Hobless Shower

Shower Tapware

White vitreous china Caroma COSMO 1428.1 compliant semi recessed basin with chrome plug washer

Caroma ACQUA care basin mixer

1 taphole

Hobless shower recess (std)

Classico mixer with moda rail HS205

ACCESSORIES

Grab Rails

Soap holder

Towel Rail

Stainless steel grab rails to WC and bathroom as shown on plans

Star soap dish (86995)

Star single 900mm towel rail (86999)

WC's

Toilet roll holder

Toilet Suite

Star toilet roll holder (86993)

Caroma COSMO sovereign care toilet suite 4.5/3 dual flush with concealed trap.

LAUNDRY

Trough make and model

Trough Tapware

Tapholes

WM Recess Tapware

WM Recess Taps Location

Everhard Benchline 45L stainless steel inset cabinet

Classico Sink Mixer (51093)

1 taphole

Star laundry set

On wall above WM recess

FLOOR WASTE

Square chrome (std)

GARDEN TAPS

Location

As detailed on plans

GAS FITTINGS

Type

Fitting

Based on medium to high gas pressure

LPG

To HWS and hotplate

Note: No allowance for supply of LPG bottles.

Owner Initial.....

Owner Initial.....

JOB No:

Phone Home:

Client: SHIRE OF MINGENEW

Phone Work: 9928 1102

Site: LOT 43 KING STREET, MINGENEW

Mobile:

Owner Initial.....

Owner Initial.....



ADDENDA TO SPECIFICATION

JOB No:

Phone Home:

Client: SHIRE OF MINGENEW

Phone Work: 9928 1102

Site: LOT 43 KING STREET, MINGENEW

Mobile:

<p>21 ELECTRICAL</p> <p>Power Source</p> <p>Meter Box</p> <p>LIGHT FITTINGS</p> <p>LED oyster lights as per plan (std)</p> <p>LED oyster lights as per plan (std)</p> <p>Additional lights as per plan</p> <p style="padding-left: 150px;">Location:</p> <p>LED external wall lights (std)</p> <p>POWER POINTS</p> <p>Double GPO's as per plan</p> <p>Single GPO's as per plan</p> <p>Double weatherproof GPO (std) as per plan</p> <p>EXHAUST FANS</p> <p>Location:</p> <p style="padding-left: 150px;">Bathroom</p> <p style="padding-left: 150px;">WC's</p> <p>Television points</p> <p style="padding-left: 150px;">Location</p> <p>TV Antenna</p> <p>Telephone Point</p> <p>Foxtel Provision</p> <p style="padding-left: 150px;">Location</p> <p>NBN Provision</p>	<p>Light switches and power points to be white.</p> <p>Light switches and power points at 1.0m AFL</p> <p>Single phase supply with RCBO trip safe earth leakage and short circuit/overload protection to every circuit.</p> <p>450x450 galvanised metal painted to match residence</p> <p>Ø310mm Warm White SO3700/30L LED oyster light</p> <p>Ø390mm Warm White SO3700/30L LED oyster light</p> <p>Crompton T8 diffused batten</p> <p>Alfresco</p> <p>Carlton exterior small round LED bunker light</p> <p>As detailed on plans</p> <p>As detailed on plans</p> <p>As detailed on plans</p> <p>Inline exhaust fan with backdraft dampner and flued externally</p> <p>Inline exhaust fan with backdraft dampner and flued externally</p> <p>Tv coaxial point to Living</p> <p>UHF digital aerial or equivalent depending on location</p> <p>As detailed on plans</p> <p>To Living</p> <p>Allowance for wiring only for client supplied and installed NBN connection</p>
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Owner Initial.....

Owner Initial.....

JOB No:

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Site: LOT 43 KING STREET, MINGENEW

Mobile:

Owner Initial.....

Owner Initial.....

ADDENDA TO SPECIFICATION

JOB No:

Phone Home:

Client: SHIRE OF MINGENEW

Phone Work: 9928 1102

Site: LOT 43 KING STREET, MINGENEW

Mobile:

<p>EAVES LINING Colour to be selected:</p>	<p>TBA Builders Standard Range</p>
<p>23 WINDOW TREATMENTS Type Colour Location</p>	<p>Vertical Blinds TBA Builders standard range Throughout except wet area windows</p>
<p>24 FLOOR TREATMENTS VINYL Type Colour Location</p>	<p>Trevors Easy Fit Vinyl Planking TBA Builders standard range Living, dining, kitchen, passages, beds 1 & 2</p>
<p>25 ONSITE WORKS EXTERNAL STRUCTURES Type Roof Colour Gutter Colour Posts, Trusses, Rafters and Purlin colours Floor Type By Owner or Builder</p>	<p><i>Shadow Grey to underside of exposed roof sheets. Fixed and installed to manufacturers specifications.</i> Carport and Shed TBA Builders Standard Range TBA Builders Standard Range TBA Builders Standard Range <i>Provisional Sum Allowance - Refer 'Pricing Schedule' for details of works.</i> By Builder</p>
<p>FOOTINGS Footings to be poured onsite with external concrete floors.</p>	<p>By Builder</p>
<p>FENCING Type Location Colour</p>	<p><i>Provisional Sum Allowance - Refer 'Pricing Schedule' for details of works.</i> 1.8m high Colorbond post and rail fencing To rear, dividing fence and RHS of property TBA Builders standard range</p>
<p>RETAINING</p>	<p><i>Provisional Sum Allowance - Refer 'Pricing Schedule' for details of works.</i> Supply and install retaining wall to rear and RHS of property</p>

Owner Initial.....

Owner Initial.....

JOB No:

Phone Home:

Client: SHIRE OF MINGENEW

Phone Work: 9928 1102

Site: LOT 43 KING STREET, MINGENEW

Mobile:

Owner Initial.....

Owner Initial.....



ADDENDA TO SPECIFICATION

JOB No:

Phone Home:

Client: SHIRE OF MINGENEW

Phone Work: 9928 1102

Site: LOT 43 KING STREET, MINGENEW

Mobile:

Signed:

Owner.....

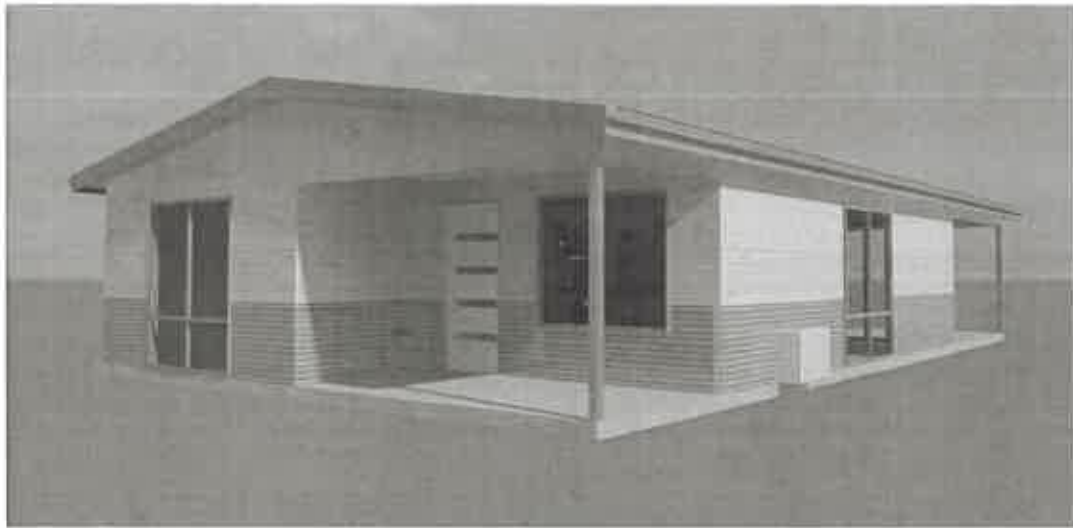
Owner.....

Signed by Builder.....

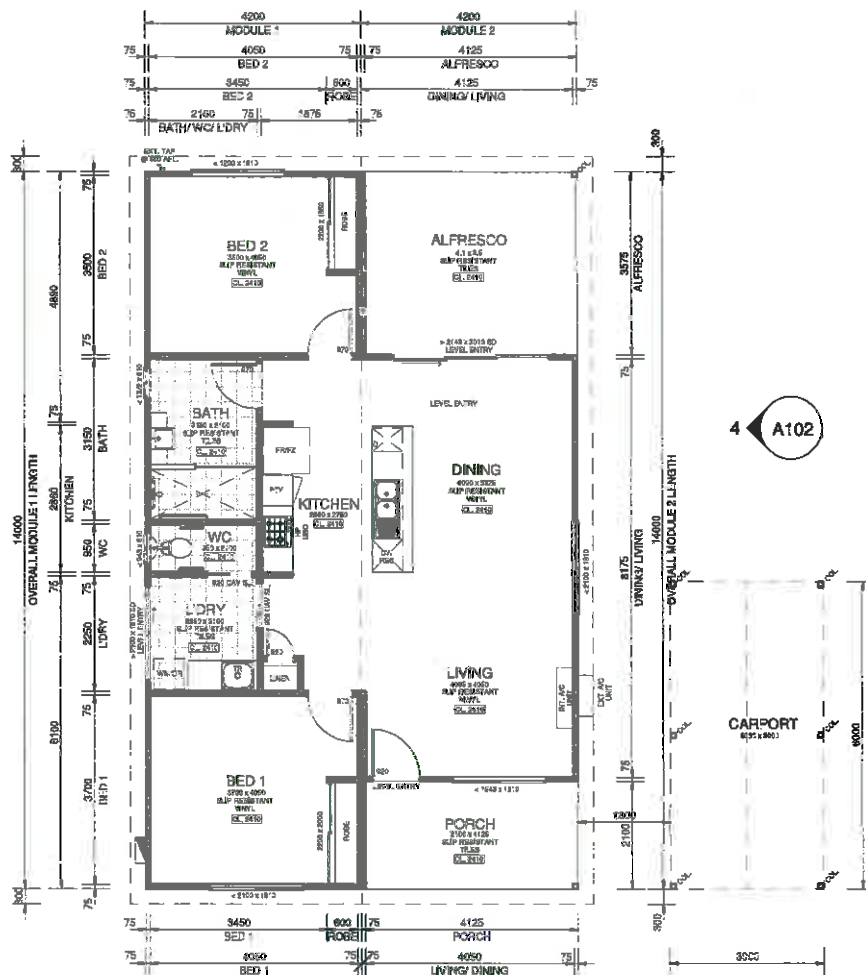
Date.....

Owner Initial.....

Owner Initial.....



A102
3



A102
2

A102
4

A102
1

FLOOR PLAN
SCALE 1:100

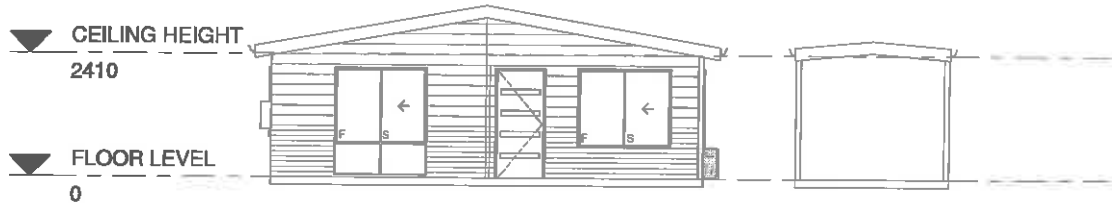
PROPOSED RESIDENCE FOR:
Independent Living Unit
 Lot 43 King St, Mingenew, W.A 2522

REVISIONS		
DATE:	REV:	DESCRIPTION:

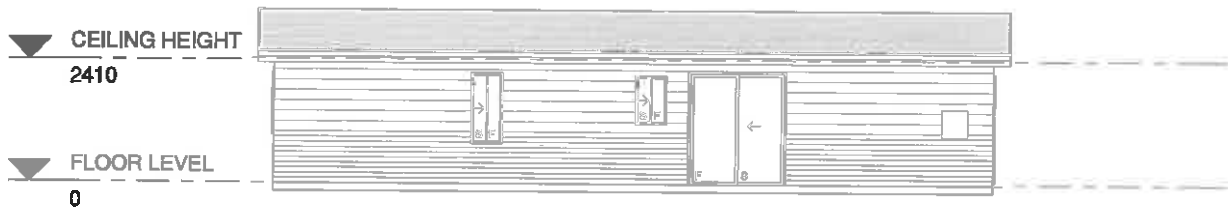
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DATE:	10/10/2018 4:00:28 PM
DRAWN:	BT
CHECKED:	XX
REVISION:	A
SHEET	A101

T: 08 64540819 F: 08 64540818
 W: modularwa.com.au
 e: sales@modularwa.com.au
 Builders reg # 101630

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 Use figured dimensions in preference to scaled.
 All dimensions to be verified and checked on the job.



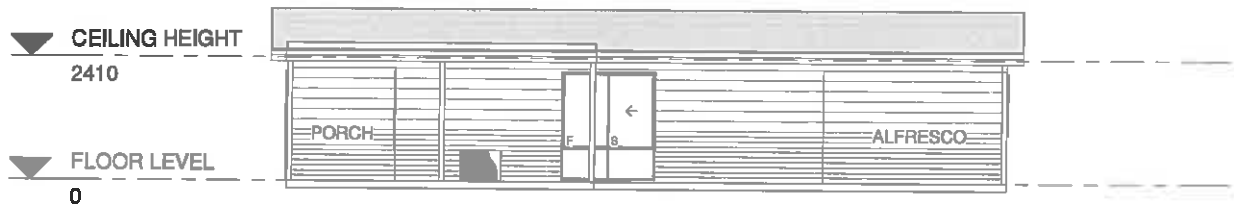
ELEVATION 1
SCALE 1:100



ELEVATION 2
SCALE 1:100



ELEVATION 3
SCALE 1:100



ELEVATION 4
SCALE 1:100

PROPOSED RESIDENCE FOR:

Independent Living Unit
Lot 43 King St, Mingenew, W.A 2522

REVISIONS

DATE:	REV:	DESCRIPTION:

JOB No.	XX
DATE:	10/10/2016 4:01:15 PM
DRAWN:	Author
CHECKED:	Checker
REVISION:	A
SHEET	A102



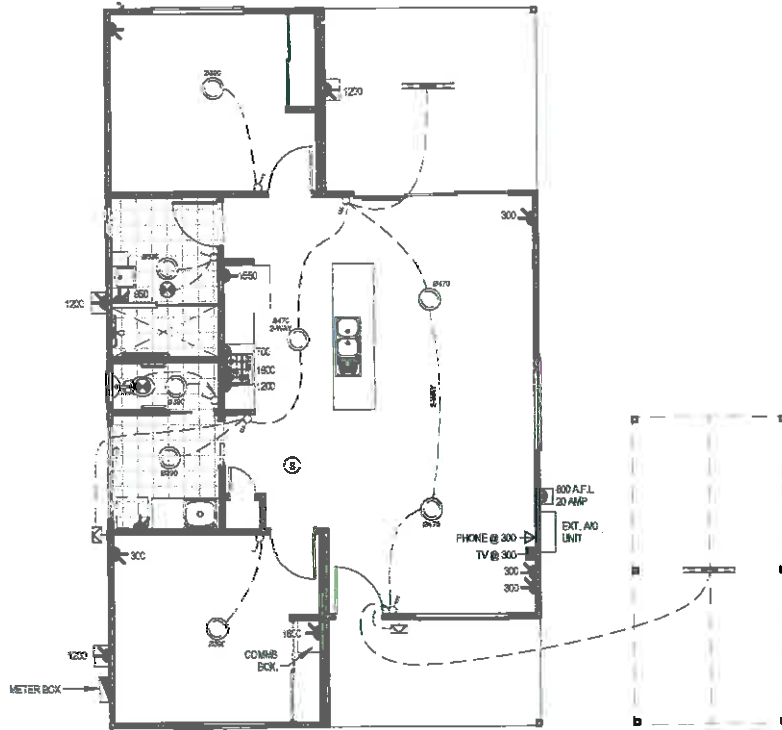
modularwa

T: 08 64540919 F: 08 64540918
W: modularwa.com.au
e: sales@modularwa.com.au
Builders reg # 101830

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ELECTRICAL LEGEND

-  CEILING LED LIGHT SYSTEM FITTING
-  18W FLUORESCENT LIGHT
-  WALL LIGHT
-  SINGLE SWITCHING POINT
-  TRIPLE SWITCHING POINT
-  EXHAUST FAN
-  ISOLATION SWITCH
-  SINGLE GPO
-  DOUBLE GPO
-  EXTERNAL WEATHERPROOF DOUBLE GPO
-  EXTERNAL WEATHERPROOF AIR CONDITIONER UNIT ISOLATOR
-  PHONE/DATA OUTLET
-  TV OUTLET
-  HARDWIRED SMOKE DETECTOR
-  METER BOX



ELECTRICAL LAYOUT
SCALE 1:100

PROPOSED RESIDENCE FOR:
Independent Living Unit
Lot 43 King St, Mingenew, W.A 2522

REVISIONS

DATE:	REV:	DESCRIPTION:

JOB No.	XX
DATE:	10/10/2018 4:08:17 PM
DRAWN:	BT
CHECKED:	XX
REVISION:	A
SHEET	A104








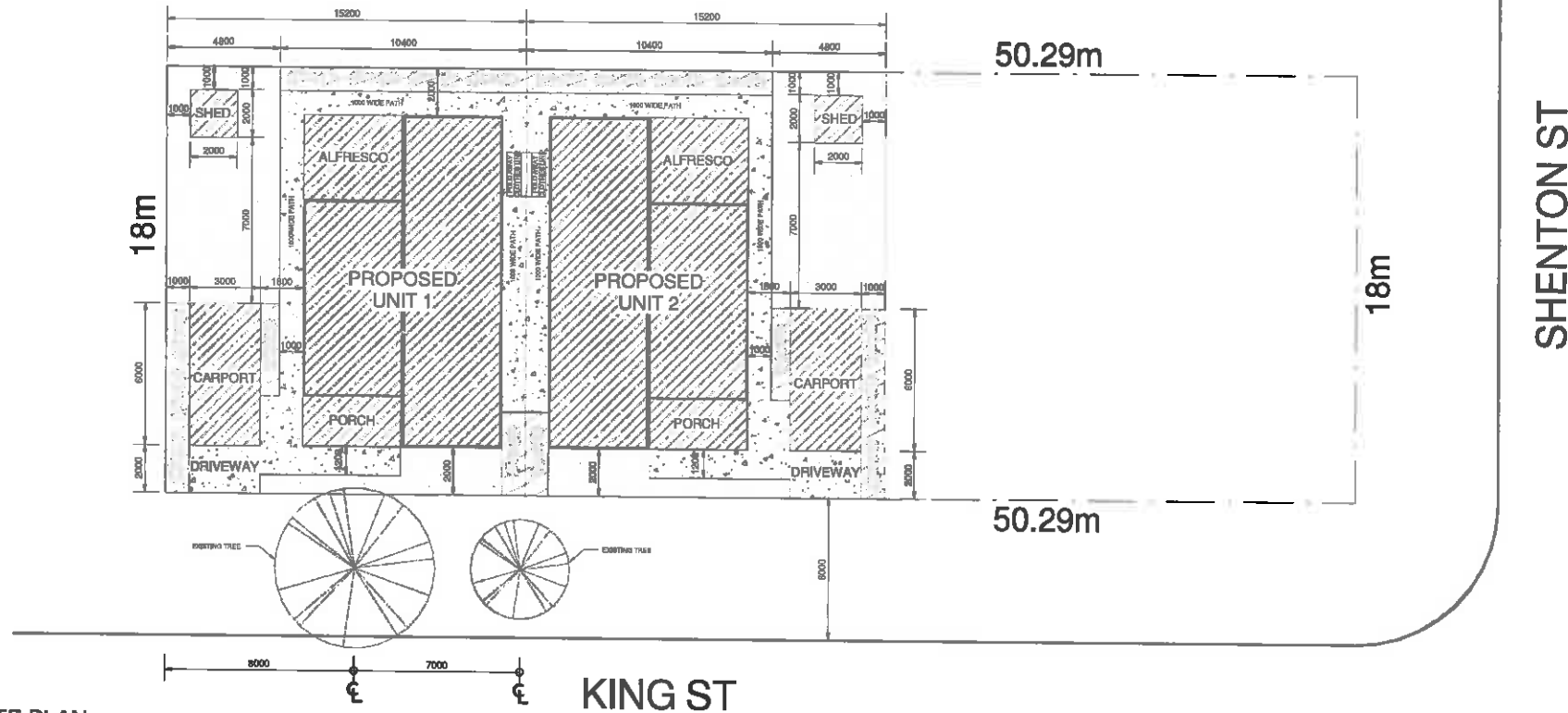
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W: modularwa.com.au
e: sales@modularwa.com.au
Builders reg # 101830

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All dimensions to be verified and checked on the job.

LEGEND

-  STREET BOUNDARY
-  PROPERTY BOUNDARY
-  GRASS
-  ORGANIC MULCH
-  CONCRETE/ PAVERS



SITE PLAN
SCALE 1:200

PROPOSED RESIDENCE FOR:
Independent Living Unit
Lot 43 King St, Mingenew, W.A 2522

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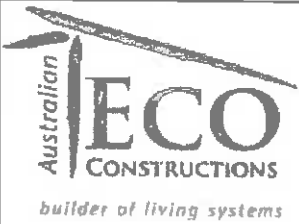
REVISIONS

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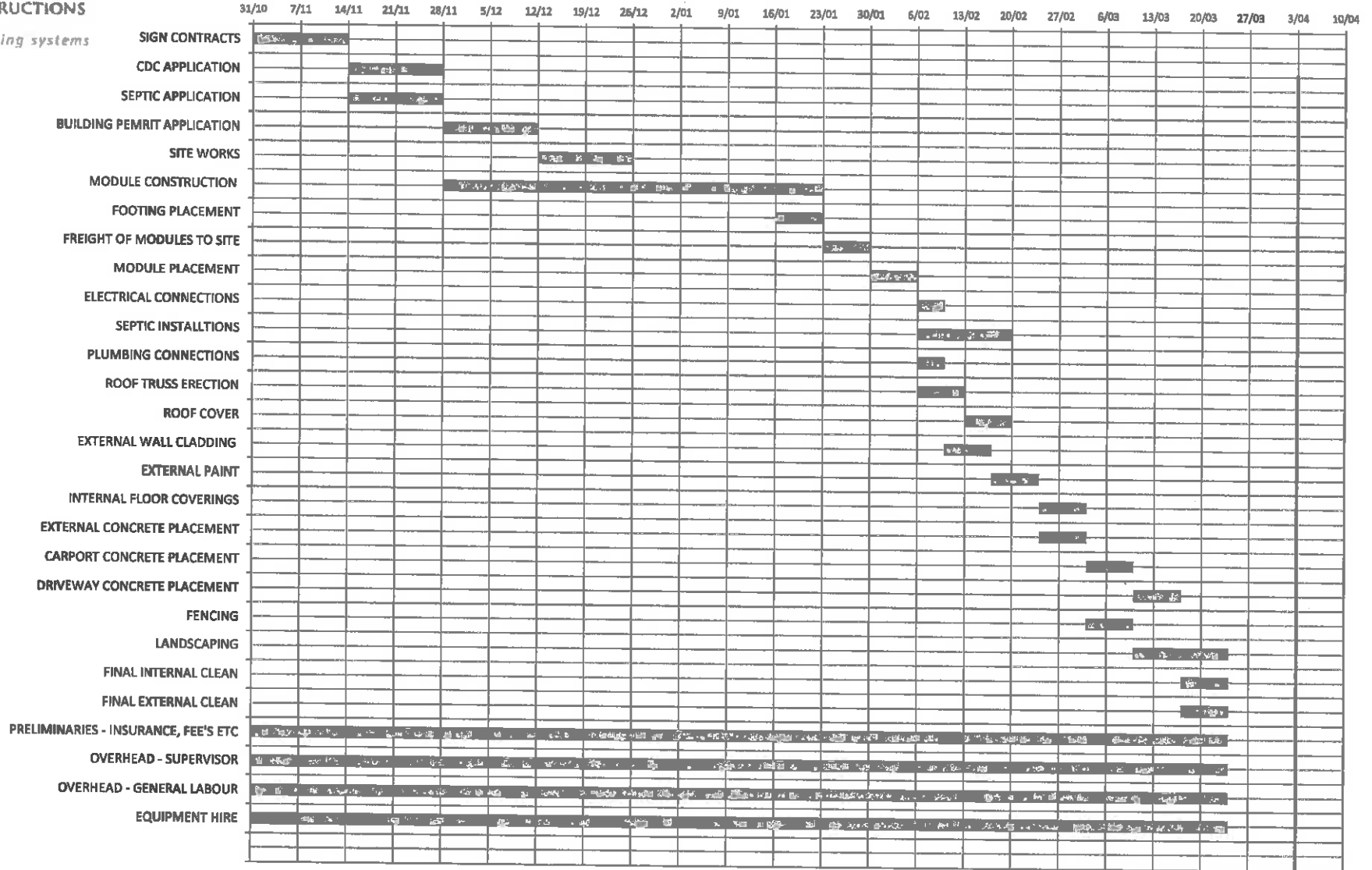
JOB No.	JX
DATE:	11/10/2018 3:57:33 PM
DRAWN:	BT
CHECKED:	JX
REVISION:	A
SHEET	A103



modularwa
T: 08 64540919 F: 08 64540918
W: modularwa.com.au
e: sales@modularwa.com.au
Builders reg # 101630



Mingenew Age Care



* Above schedule is an estimate only, based on a 5.5 day working week

SKILLS AND EXPERIENCE OF KEY PERSONNEL

AEC's key personnel bring a combined 85 years of remote building experience throughout Western Australia.

MANAGING DIRECTOR – KARL PLUNKETT

Karl Plunkett, a registered builder and owner and Managing Director of AEC, has over 35 years of experience in development and construction in WA. He has been the visionary and momentum behind many significant developments including Derby's first planned residential estate, Ashley Grove. Recent projects include two block development in Broome's Six Season consisting of 37 unit sites. Development of affordable and GROH housing in the North West, as well as Carnarvon, Morawa & Katanning. During 2015-16 AEC completed a \$5.5 million renovation project at Cable Beach Club Broome. In 2015, Karl developed a modular housing system called WABI that is capable of meeting the stringent demands of remote environments. AEC has recently signed a manufacturing agreement with WA's award winning builder/manufacturer Fleetwood, who will be the key manufacturers of the WABI product.

CRAIG WATERS, SENIOR PROJECT MANAGER & OCCUPATIONAL HEALTH AND SAFETY SPECIALIST

Craig has a dual role with AEC as Senior Project Manager and OH&S specialist. Currently, he is managing the completion of the \$5.5 million Cable Beach Renovation and Building project. Additionally, he is responsible for the development of all Site Safety Management Plans, Risk Assessments and their implementation. He is responsible for inspecting and evaluating our workplace environments, equipment and practices to make sure our employees are compliant with WA's safety regulations.

NICK PARISH – PROJECT SUPERVISOR/PURCHASING OFFICER

Nick develops and ensures the timely implementation of AEC's project schedules. He is involved in the set-up of estimates, the budgets and the construction timetable for clients and assists with the development and implementation of the construction strategy. Nick has extensive experience working in regional areas as a site supervisor.

WING HING CHONG, ARCHITECT

Wing Hing Chong is our resident qualified architect who heads up the Openhouse Designs team. With over 12 years' experience in the industry since graduating in 2003, Wing has worked on the full breadth of project types including residential additions, custom homes, multi-residential developments, commercial and cafes. Joining the Openhouse Group in 2013 Wing has successfully delivered design and approvals for single and multi-residential projects in the Broome, Fitzroy Crossing and Halls Creek regions for private and government clients

LESLEY GUNTRIP – FINANCE MANAGER

Lesley has worked with AEC for over 19 years. She has extensive knowledge in financial management and budget preparation. She has vast experience working together with Government, Shire & private clients to deliver all sizes of housing contracts.

Roles of the Specified Personnel and their availability during the term of the contract

During the term of the contract the following Specified Personnel will be involved with this project

SPECIFIED PERSONNEL	CONTRACT ROLE	AVAILABILITY
Karl Plunkett	Managing Director, Fremantle/Halls Creek <ul style="list-style-type: none"> • Work closely with Project Manager and site supervisors to ensure the project is on track time wise and on budget • Administer the build contract 	Duration of the project
Craig Waters	Project Manager, <ul style="list-style-type: none"> • Oversee the delivery of the housing project in the area • Management of the site and liaising with subcontractors and DHW on a regular basis • Setting high goals for quality of workmanship • Monitoring work of all the trades involved • Ensure project runs on time and budget • Oversee the design is implemented • Engage suitable contractors for the project • Site reporting and managing Site Supervisors while reporting to the MD of AEC. • Working with the Site Supervisor and MD on targets 	Duration of the project
Nick Parish	Senior Project Supervisor & Purchasing Officer Perth/Halls Creek <ul style="list-style-type: none"> • Undertake all purchasing for the project • Provide assistance to Site supervisor and PM as required • Provide Indigenous mentoring support where required • Assist with ensuring project runs on time and budget 	Duration of the project
Wing Hing Chong	Architect <ul style="list-style-type: none"> • Design housing that is appropriate and meets the needs of the tenants 	Duration of the project
Lesley Guntrip	Finance Manager, Fremantle <ul style="list-style-type: none"> • Complete all budget requirements • Undertake reporting of finances against the project 	Duration of the project

Relevant skills and experience of personnel within the organisation (other than the specified personnel) in performing similar requirements;

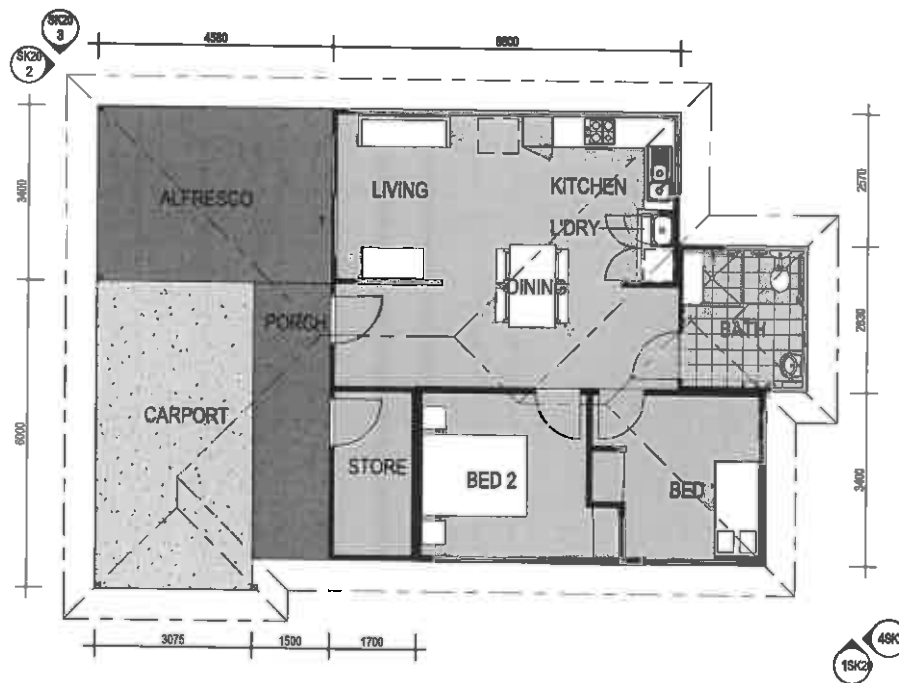
FINANCE		
Michelle Simons	In-house Accountant	Qualified Accountant
Emma Czislawski	Accounts/Administration/Sub-contractor Management	Accounts/Administration/Marketing/Contract Management/overseeing the staff accommodation sites in Halls Creek and Katanning.
INFORMATION TECHNOLOGY		
Claus Lorenzen	Digital	IT specialist/schedule design
PROJECT OFFICER/ADMINISTRATION		
Donna Plunkett	Special Projects	Research/Indigenous employment/Case Management/Submission Writing

Contact details of referees for Contracts of a similar nature have been successfully completed;

NAME	JOB TITLE	NUMBER
Paul Bullock	Chief Engineer Cable Beach Club Resort & Spa, Broome WA	0427 270 360
Yit Peng Chong	Project Manager Land and Housing Construction Housing Authority (JINGGUL ST HALLS CREEK)	(08) 9440 2353 0419 102 318
Peter Haxby	HRD Construction Management Morawa & Katanning	0433 123 233
Jeff Kealley	Housing Authority Carnarvon 2015	(08) 9222 4885
Giles Tippings	Sales Consultant Ray White Broome, Broome	0408 097 248
Elsia Archer	Shire President, Derby WA Ashely Grove Project, Derby WA	0428 911 161

Relevant previous works completed by AEC;

LOCATION	PROJECT	TYPE	AEC'S ROLL	CLIENT	VALUE	COMPLETION
BIN SALLIK AVE, BROOME – STAGE 1	3 RESIDENTIAL DWELLINGS	HOUSE & LAND SALE	DESIGN & CONSTRUCT	PRIVATE BUYERS	\$1'200'000	OCTOBER 2016
GULARR STREET, BROOME – STAGE 2	6 RESIDENTIAL DWELLINGS	HOUSE & LAND SALE	DESIGN & CONSTRUCT	PRIVATE BUYERS	\$2'700'000	JANUARY 2016
MCLEOD STREET, CARNARVON	3 RESIDENTIAL DWELLINGS	CONSTRUCTION ONLY	CONSTRUCT ONLY	HOUSING AUTHORITY – SOCIAL HOUSING	\$1'353'000	AUGUST 2015
GULARR STREET BROOME, STAGE 1	4 RESIDENTIAL DWELLINGS	HOUSE & LAND SALE	DESIGN & CONSTRUCT	PRIVATE BUYERS	\$1'980'000	JUNE 2015
MARMION AVE, KATANNING	3 RESIDENTIAL DWELLINGS	HOUSE & LAND SALE	DESIGN & CONSTRUCT	HOUSING AUTHORITY - GROH	\$1'535'000	DECEMBER 2014
GRANVILLE STREET, MORAWA	8 RESIDENTIAL DWELLINGS	HOUSE & LAND SALE	DESIGN & CONSTRUCT	HOUSING AUTHORITY - GROH	\$3'880'000	SEPTEMBER 2014
757 HONEY EATER AVE, BROOME	7 RESIDENTIAL DWELLINGS	HOUSE & LAND SALE	DESIGN & CONSTRUCT	PRIVATE BUYERS	\$2'450'000	JANUARY 2015
JIGGUL STREET, HALLS CREEK	11 RESIDENTIAL DWELLINGS	CONSTRUCTION ONLY	CONSTRUCT ONLY	HOUSING AUTHORITY – SOCIAL HOUSING	\$5'225'000	APRIL 2014
SMITH STREET, HALLS CREEK	7 RESIDENTIAL DWELLINGS	CONSTRUCTION ONLY	CONSTRUCT ONLY	HOUSING AUTHORITY – GROH	\$3'325'000	JANUARY 2014
MOYLE STREET, HALLS CREEK	6 RESIDENTIAL DWELLINGS	CONSTRUCTION ONLY	CONSTRUCT ONLY	HOUSING AUTHORITY - GROH	\$3'150'000	DECEMBER 2014
WELMAN ROAD, HALLS CREEK	8 RESIDENTIAL DWELLINGS	CONSTRUCTION ONLY	CONSTRUCT ONLY	HOUSING AUTHORITY – SOCIAL HOUSING	\$3'600'000	AUGUST 2013
YARDI KEYES, CARNARVON	12 RESIDENTIAL DWELLINGS	HOUSE & LAND SALE	DESIGN & CONSTRUCT	HOUSING AUTHORITY – GROH	\$5'856'000	MARCH 2013



FLOOR PLAN
1:100



BUILDING AREA SCHEDULE - U12	
HOUSE	67 m ²
CARPORT	18 m ²
ALFRESCO	16 m ²
PORCH	8 m ²
STORE	6 m ²
Grand total:	115 m²

OH
openhouse

24 Metro Terrace Fremantle 6160
PO Box 924 South Fremantle 6162
E info@openhousegroup.com.au
W www.openhousegroup.com.au
T +61 8 9193 8000 F +61 8 9162 2601

Australian
ECO
CONSTRUCTIONS
builder of 1-story systems

REVISION SCHEDULE		
REV.	DATE	DESCRIPTION
A	20.10.15	FOR TENDER

PROJECT:
TWO 2x1 DWELLING
ADDRESS:
LOT 43 KING STREET, MINGENEW

DRAWN FOR:
AUSTRALIAN ECO CONSTRUCTIONS
CLIENT:
AUSTRALIAN ECO CONSTRUCTIONS

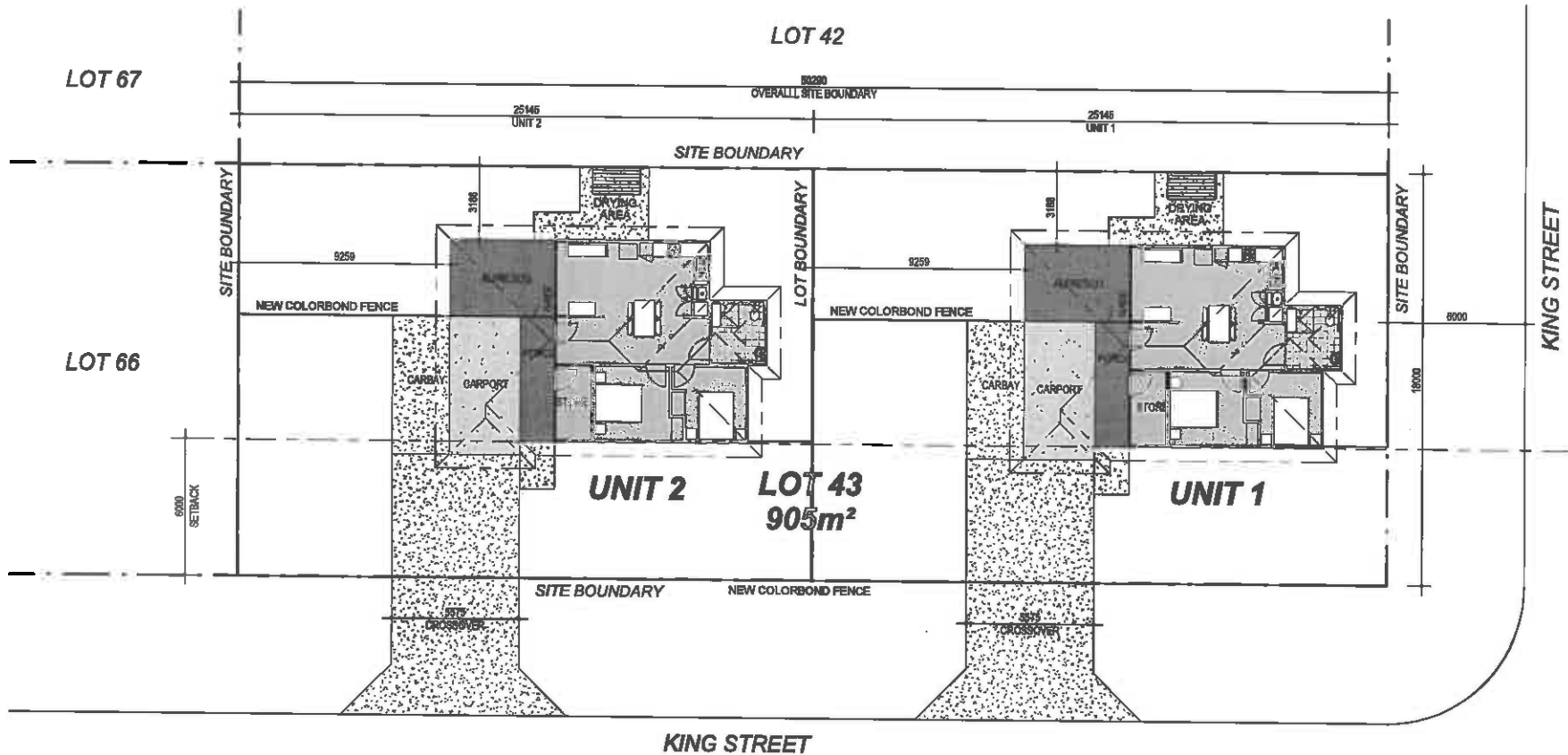
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- 3D IMAGES FOR ILLUSTRATIVE PURPOSES ONLY.

SKETCH DESIGN

DRAWN	SCALE @ A3	DATE
WH	1:100	20-Oct-16 3:30:23 PM

PROJECT NO. 1-0085
DRAWING FLOOR PLAN

DRAWING NO. **SK10** REVISION **A**



0 2000 4000 6000 mm
SCALE 1:200 AT ORIGINAL SIZE

SITE PLAN
1:200

OH
openhouse
THE DESIGN GROUP

24 Marine Terrace Fremantle 6160
PO Box 824 South Fremantle 6162
E info@openhousegroup.com.au
W www.openhousegroup.com.au
T +61 8 9183 8000 F +61 8 9182 2801

Australian ECO CONSTRUCTIONS
Builder of living systems

REVISION SCHEDULE		
REV.	DATE	DESCRIPTION
A	10.30.16	FOR TENDER

PROJECT:
TWO 2 X 1 BEDROOM DWELLING

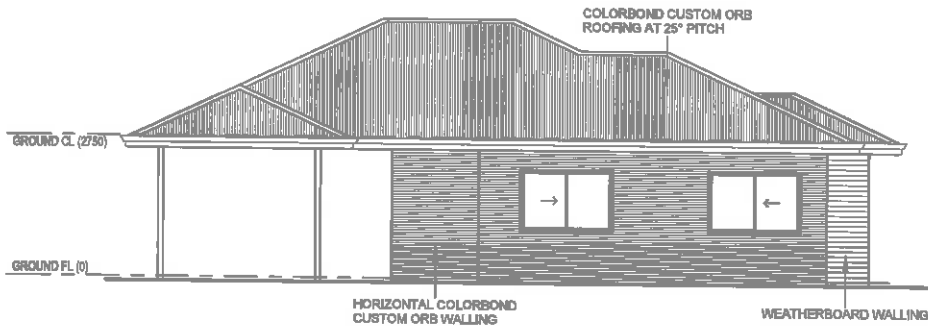
ADDRESS:
LOT 43 KING STREET, MINGENEW

DRAWN FOR:
AUSTRALIAN ECO CONSTRUCTIONS

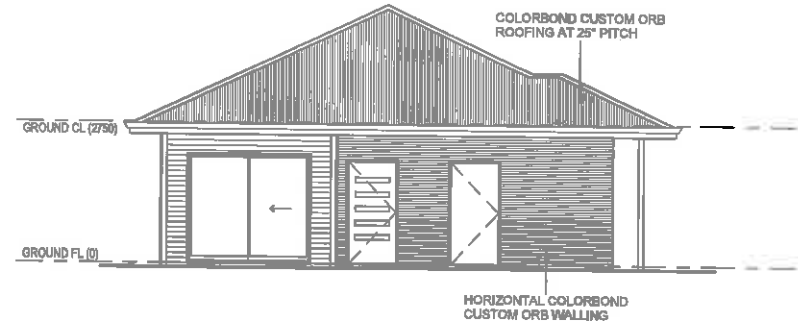
CLIENT:
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3. BUILDER TO CHECK AND CONFIRM ALL MEASUREMENTS, LEVELS & DEPTHS PRIOR TO THE COMMENCEMENT OF ANY WORK OR FINANCIAL COMMITMENT. BUILDER TO CHECK AND CONFIRM MEASUREMENTS OF EXISTING BUILDING.
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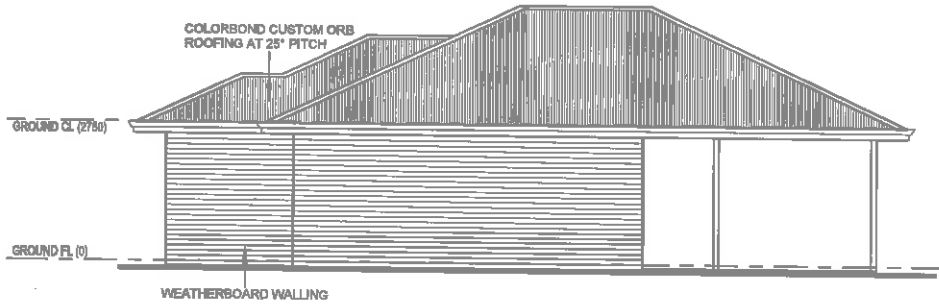
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PROJECT NO. 1-0085		
DRAWINGS SITE PLAN		
DRAWING NO. SK01	REVISION	A



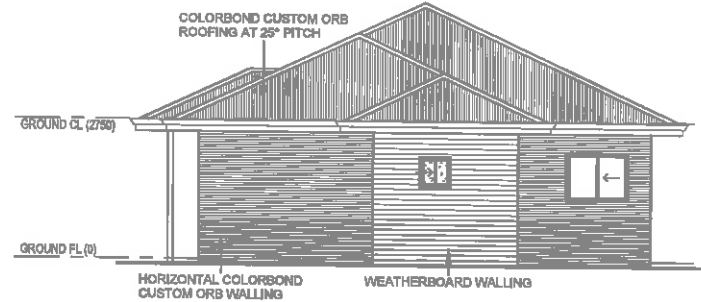
1 STREET ELEVATION
SK10 1:100



2 ELEVATION 2
SK10 1:100



3 STREET ELEVATION 3
SK10 1:100



4 ELEVATION 4
SK10 1:100

THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT
OWNER.....DATE.....
OWNER.....DATE.....
OWNER.....DATE.....

OH
openhouse
A DIVISION OF OPENHOUSE

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W www.openhousegroup.com.au
T +61 8 9183 8050 F +61 8 9182 2801

Australian ECO CONSTRUCTIONS
Innovative living systems

REVISION SCHEDULE		
REV.	DATE	DESCRIPTION
A	10.10.15	FOR TENDER

PROJECT:
TWO 2x1 DWELLING

ADDRESS:
LOT 43 KING STREET, MINGENEW

DRAWN FOR:
AUSTRALIAN ECO CONSTRUCTIONS

CLIENT:
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SKETCH DESIGN		
DRAWN	SCALE @ A3	DATE
WH	1:100	10-Oct-16 3:30:36 PM
PROJECT NO. 1-005		
DRAWING ELEVATIONS		
DRAWING NO.	SK20	REVISION A

OWNER NAME/S: SHIRE OF MINGENEW**SITE ADDRESS: LOT 43 KING ST, MINGENEW****CUSTOMER CARE**

- Certificate of Design Compliance
- Shire Building fees included
- HIA lump sum fixed price building contract
- Housing Indemnity Insurance
- 16-week maintenance period

EXTERNAL FEATURES

- Colorbond® Custom Orb Roof
- Colorbond® Horizontal Wall Cladding
- Weatherboard Walling
- Colorbond® custom Orb Roofing to Carport with Steel Columns
- LOSP Pine Roof Trusses with 900mm minimum overhang
- Painting to External Rafters
- Termite Protection
- Standard re-inforced concrete to carport, driveway and crossover
- Standard re-inforced concrete to verandah/patios
- Standard Sliding aluminium windows and doors with Flyscreens
- Gainsborough Door Furniture throughout
- Two Garden Taps
- Electric Storage System (160L – 1 bathroom)

Owner: _____	Dated: _____
Owner: _____	Dated: _____
Builder: _____	Dated: _____

OWNER NAME/S: SHIRE OF MINGENEW

SITE ADDRESS: LOT 43 KING ST, MINGENEW

**INTERNAL FEATURES**

- Steel Wall Frames
- Standard Readicote Internal Doors
- Gyprock to Ceilings and walls with Gyprock Reveals
- Painting to all internal walls and ceilings
- Skirting – MDF Bullnose
- Built in Robes with shelf and hanging rails
- Vinyl wrap robe Sliding Doors
- Linen Cupboard with 4 shelves
- Tiling to Wet Areas
- Aluminium Tile Moulding
- Partial Wall Tiling to Bathroom
- Quality Vinyl to all living areas, kitchen and bedrooms

KITCHEN

- Kitchen work surfaces will be designed at a comfortable height for people using wheelchairs
- Low level platform, stools and seats for comfort
- Formica cabinets
- Laminated Benchtops
- Soft Close doors and Drawers to Cabinet Work
- Quality Stainless Steel Appliances including:
 - Electric Cooktop
 - Electric Oven
- Quality Chrome fixtures & fittings
- Splashback Tiling
- Ceiling Mounted Exhaust Fan in Kitchen

Owner: _____	Dated: _____
Owner: _____	Dated: _____
Builder: _____	Dated: _____

OWNER NAME/S: SHIRE OF MINGENEW

SITE ADDRESS: LOT 43 KING ST, MINGENEW

**BATHROOM**

- Floor Tiling to Bathroom
- Bathroom accessories –Chrome Towel hook and Toilet Roll Holders
- Taps, Vanity, mirror, grab rails, soap holder, toilet pan and shower recess fittings are to be in accordance to AS1428


LAUNDRY

- 45L freestanding trough to laundry

ELECTRICAL

- 1 x Double GPO per bedroom
- 1 x Double GPO per bathroom
- 2 x Double GPO to kitchen
- 1 x TV point
- 1 x telephone point
- Power as required to oven, dishwasher & fridge
- Ceiling fans to habitable rooms
- Ceiling mounted exhaust fan in kitchen
- 2 x compact fluorescent down lights to each bedroom
- 2 x compact fluorescent down lights to kitchen, living & dining
- 2 x compact fluorescent down lights to bathrooms
- Compact fluorescent down lights to corridors/hallways
- 1 x compact fluorescent down light to laundry
- Smoke alarms as required for compliance
- 2 x wall mounted external lights
- 1 x external double GPO
- Split System Air Conditioning to all habitable rooms
- Technology platform to enable the provision of safety alarms, motion sensor devices, smart home sensors, video monitoring, WIFI and 4G etc

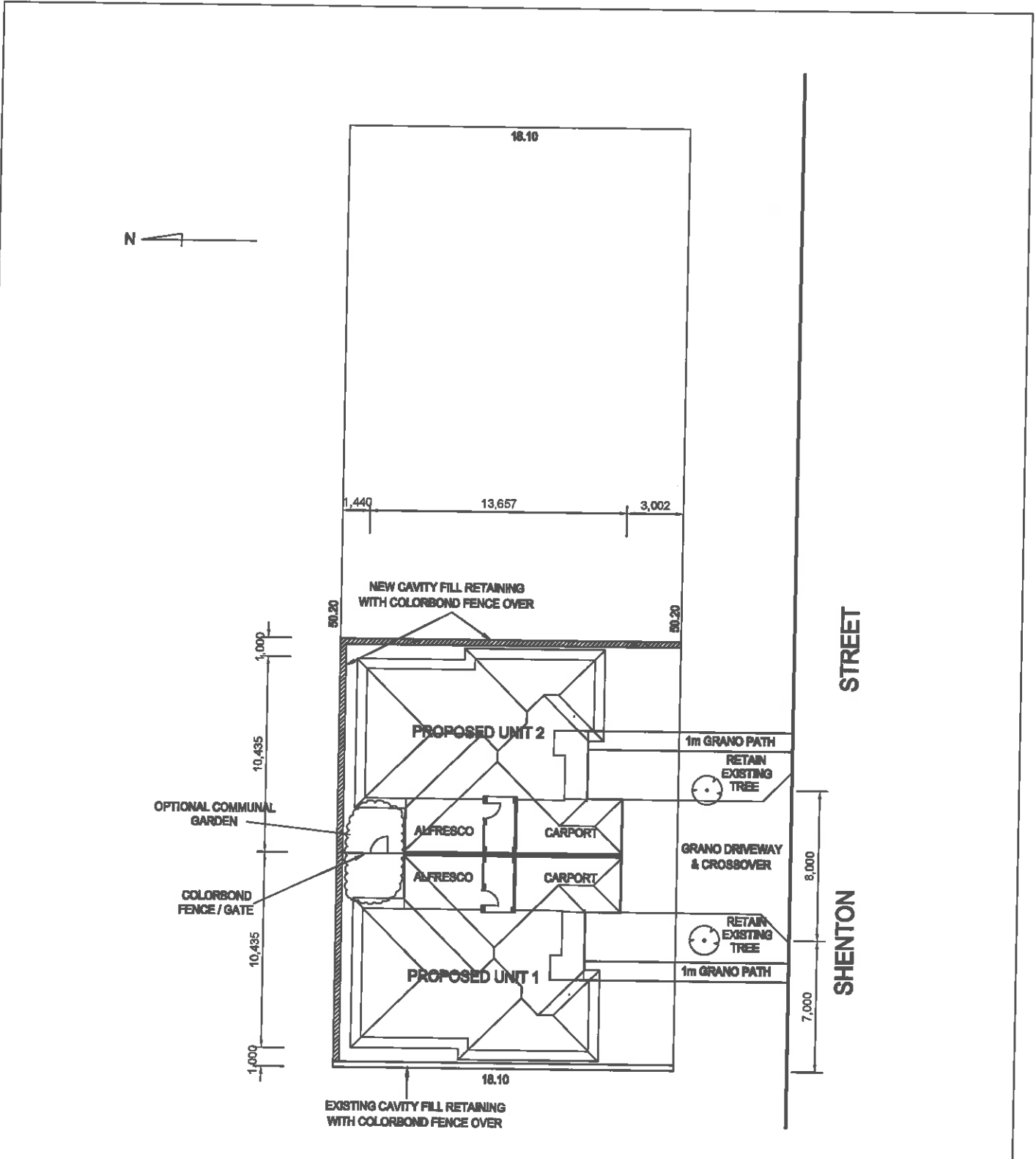
Owner: _____	Dated: _____
Owner: _____	Dated: _____
Builder: _____	Dated: _____

STANDARD SPEC	JOB No: 1-0085	Rev No: A
OWNER NAME/S: SHIRE OF MINGENEW		
SITE ADDRESS: LOT 43 KING ST, MINGENEW		

SUSTAINABLE FEATURES

- **ALL ECO HOUSES ACHIEVE A 6.5+ STAR ENERGY RATING**
- **Passive Thermal Design to reduce the need for artificial heating and cooling**
- **Designed to allow for natural cross flow ventilation. Optimising cross ventilation by well-placed window openings and minimising barriers to air circulation through the interior of the dwelling helps to cool the dwelling, and reduces the need for air conditioning**
- **Careful design of walls and glazing to maximise access to breeze and light, whilst ensuring shading to all walls**
- **Ceiling Fans to Habitable Rooms**
- **Compact Fluorescent Light Fittings**
- **Exterior Shade Structure and extended eaves to limit Solar Ingress**
- **Ceiling height of 2.7m to provide a greater volume of space for air to circulate**
- **All Showers, Taps and mixers are 4-5 star WELS rated. Toilets are dual flush and have a 4 star WELS rating**
- **Appropriate Insulation within roof and walls to reduce heating and cooling requirements: Insulbreak 65 on external walls, Permastop R1.3 to roof with reflective sisalation installed under roof sheeting to all outdoor living areas, R3 Polybatts to ceilings and R1.5 to external walls**
- **Appropriate Roof colours recommended to reflect the climate – cool colours used to allow for minimal heat absorption**

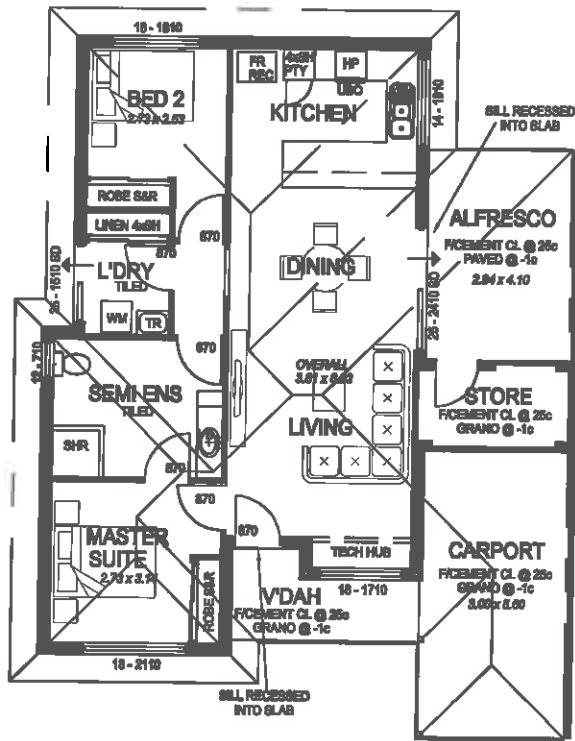
	Owner: _____	Dated: _____
	Owner: _____	Dated: _____
	Builder: _____	Dated: _____



NOTE:
 1. WHERE A PARAPET WALL OR ZERO LOT WALL IS INCLUDED, THE CLIENT IS TO OBTAIN:
 a) WRITTEN PERMISSION FROM THE OWNER(S) OF ADJOINING LOT(S) TO REMOVE ANY EXISTING FENCES.
 b) WRITTEN PERMISSION FROM THE OWNER(S) OF ADJOINING LOT(S) TO ENTER ADJOINING PROPERTIES TO CONSTRUCT NEW PARAPET WALLS OR ZERO LOT WALLS.
 (COPIES OF THE WRITTEN PERMISSIONS ARE TO BE PROVIDED TO THE BUILDER PRIOR TO COMMENCEMENT.)

CLIENT NOTE :
 NO STRUCTURAL CHANGES ARE PERMITTED AFTER 14 DAYS OF SIGNING THE PRELIMINARY AGREEMENT.

<p>SINCE 1983</p> <p>PLUNKETT projects</p> <p><small>© THE COMPANY INCORPORATED AND MAY NOT BE REPRODUCED BY ANY OTHER WITHOUT WRITTEN PERMISSION.</small></p>	<p>NOBEL DESCRIPTION</p> <p>NOLLAMARA</p>	<p>DRAWING DESCRIPTION</p> <p>SKETCH</p>	<p>CLIENT :</p> <p>SHENTON STREET UNITS</p>
	<p>TYPE : 2x1 BRICK - 1/2 BOND</p>	<p>SCALE : 1:200</p>	<p>JOB ADDRESS :</p> <p>LOT 43 KING STREET CNR SHENTON ST MINGENEW</p>
	<p>SPECIFICATION : FREEDOM</p>	<p>DRAWN :</p>	<p>QUOTE No.</p>
	<p>CODE :</p>	<p>DATE :</p>	

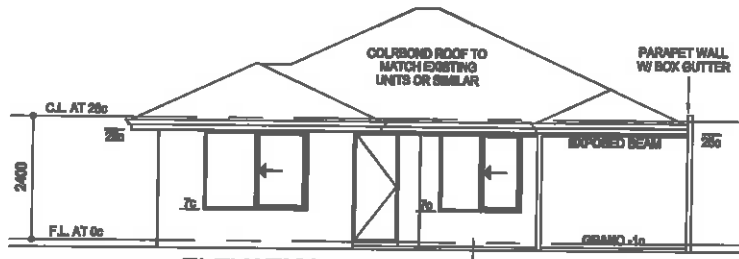


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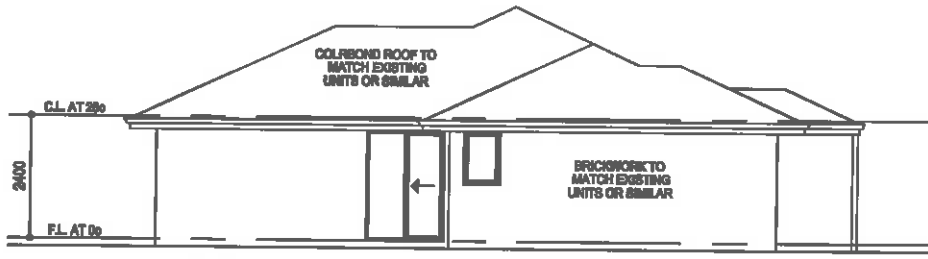
CLIENT NOTE :
 NO STRUCTURAL CHANGES ARE PERMITTED AFTER 14 DAYS OF SIGNING THE PRELIMINARY AGREEMENT.

UNIT 1 FLOOR PLAN

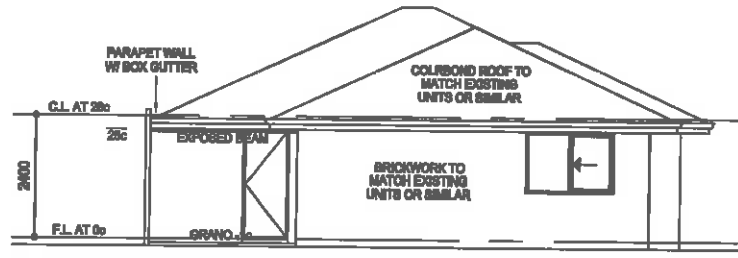
HOUSE	80.25 m ²	<p>SINCE 1903</p> <p>PLUNKETT projects</p> <p><small>A MEMBER OF PLUNKETT HOLDINGS PTY LTD 20 Years of Experience 1000s of Projects 2000s of Clients 100s of Awards</small></p> <p><small>© 2018 PLUNKETT HOLDINGS PTY LTD ALL RIGHTS RESERVED</small></p>	MODEL DESCRIPTION	DRAWING DESCRIPTION	CLIENT : SHENTON STREET UNITS
VERANDAH	5.15 m ²		NOLLAMARA	SKETCH	
CARPORT	18.84 m ²		TYPE : 2nd BRICK - 1st BOND	SCALE : 1 : 100	JOB ADDRESS : LOT 43 KING STREET CNR SHENTON ST MINGENEW
STORE	5.48 m ²		SPECIFICATION : FREEDOM	DRAWN :	QUOTE No.
ALFRESCO	12.05 m ²		CODE :	DATE :	
TOTAL AREA	118.28 m ²				
PERIMETER	40.84 m				



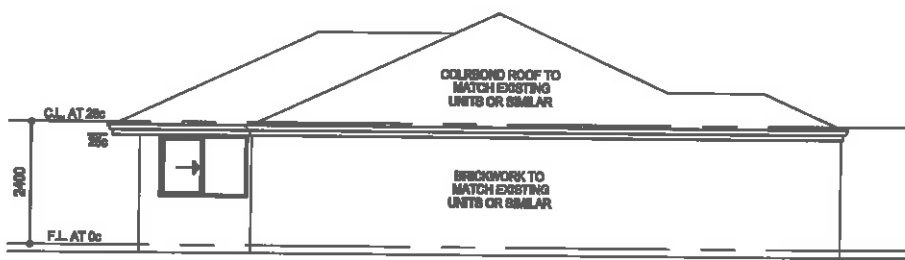
E1
ELEVATION 1
SCALE 1:100



E2
ELEVATION 2
SCALE 1:100



E3
ELEVATION 3
SCALE 1:100



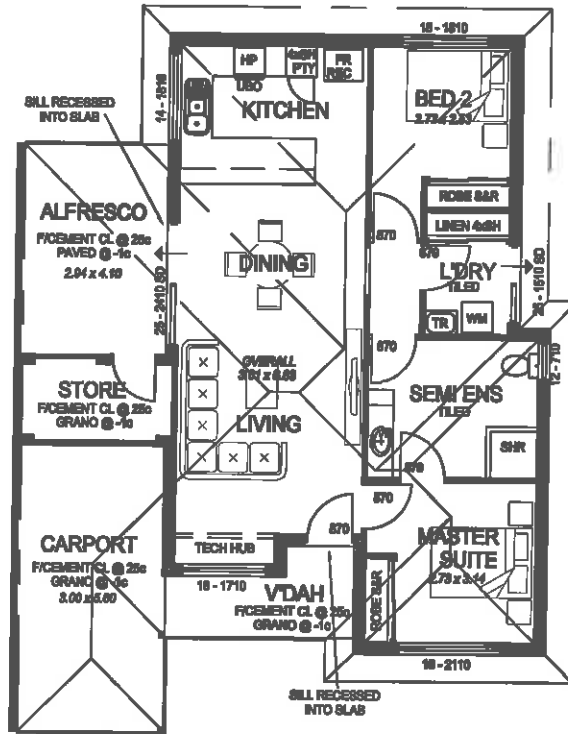
E4
ELEVATION 4
SCALE 1:100

NOTE:
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CLIENT NOTE :
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UNIT 1 ELEVATIONS

<p>SINCE 1903</p> <p>PLUNKETT projects</p> <p><small>THIS DOCUMENT IS COPYRIGHTED AND MAY NOT BE REPRODUCED BY ANY OTHERS WITHOUT WRITTEN PERMISSION.</small></p>	<p>ARCHITECT PLUNKETT PROJECTS 250/251a Street Crows Nest NSW 1585 Tel: 02 9439 4000 www.plunkett.com.au</p>	<p>PROJECT DESCRIPTION</p> <p>NOLLAMARA</p> <p>TYPE : 2x1 BRICK - 1/2 BOND</p> <p>SPECIFICATION : FREEDOM</p> <p>CODE :</p>	<p>DRAWING DESCRIPTION</p> <p>SKETCH</p> <p>SCALE : 1 : 100</p> <p>DRAWN :</p> <p>DATE :</p>	<p>CLIENT : SHENTON STREET UNITS</p> <p>JOB ADDRESS : LOT 43 KING STREET CNR SHENTON ST MINGENEW</p> <p>QUOTE No.</p>

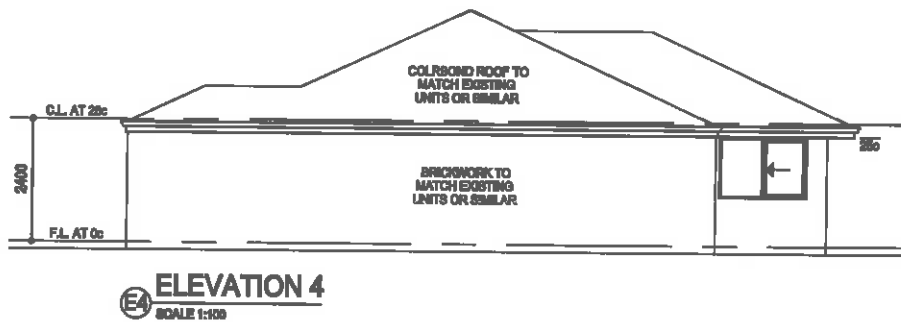
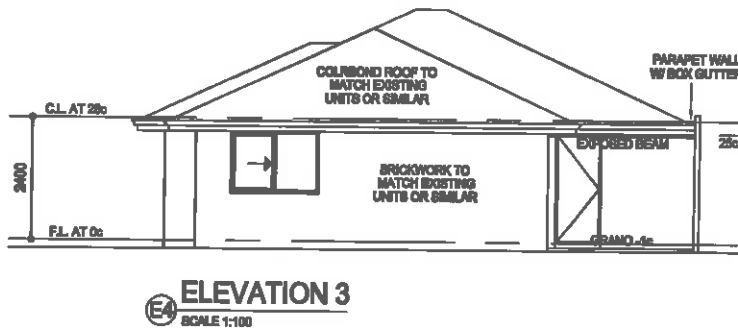
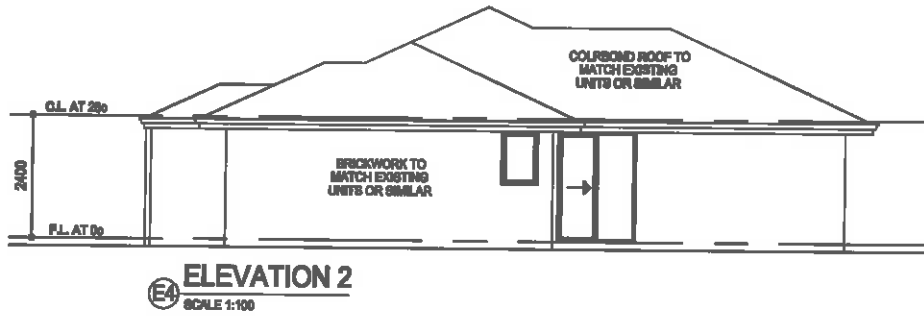
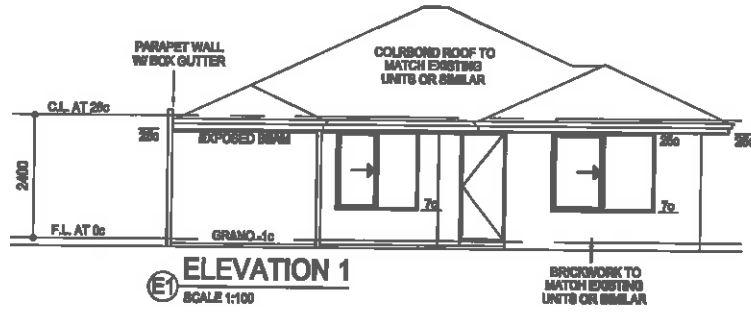


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 (COPIES OF THE WRITTEN PERMISSIONS ARE TO BE PROVIDED TO THE BUILDER PRIOR TO COMMENCEMENT.)

CLIENT NOTE :
 NO STRUCTURAL CHANGES ARE PERMITTED AFTER 14 DAYS OF SIGNING THE PRELIMINARY AGREEMENT.

UNIT 2 FLOOR PLAN

HOUSE	82.85 m ²		MODEL DESCRIPTION	DRAWING DESCRIPTION	CLIENT : SHENTON STREET UNITS
VERANDAH	5.18 m ²		NOLLAMARA	SKETCH	
CARPORT	10.84 m ²		TYPE : 2x8 BRICK - US BOND	SCALE : 1 : 100	JOB ADDRESS : LOT 43 KING STREET CNR SHENTON ST MINGENEW
STORE	8.48 m ²		SPECIFICATION : FREEDOM	DRAWN :	
ALFRESCO	12.08 m ²		CODE :	DATE :	QUOTE No.
TOTAL AREA	118.88 m ²				
PERIMETER	40.84 m				



NOTE:
1. WHERE A PARAPET WALL OR ZERO LOT WALL IS INCLUDED, THE CLIENT IS TO OBTAIN:
a) WRITTEN PERMISSION FROM THE OWNER(S) OF ADJOINING LOTS TO REMOVE ANY EXISTING FENCES;
b) WRITTEN PERMISSION FROM THE OWNER(S) OF ADJOINING LOTS TO ENTER ADJOINING PROPERTIES TO CONSTRUCT NEW PARAPET WALLS OR ZERO LOT WALLS.
(COPIES OF THE WRITTEN PERMISSIONS ARE TO BE PROVIDED TO THE BUILDER PRIOR TO COMMENCEMENT.)

CLIENT NOTE:
NO STRUCTURAL CHANGES ARE PERMITTED AFTER 14 DAYS OF SIGNING THE PRELIMINARY AGREEMENT.

UNIT 2 ELEVATIONS

<p>SINCE 1963</p> <p>PLUNKETT projects</p> <p><small>THIS DOCUMENT IS COPYRIGHTED AND MAY NOT BE REPRODUCED BY ANY THIRD PARTY WITHOUT WRITTEN PERMISSION.</small></p>	<p>A DIVISION OF PLUNKETT PROJECTS (PTY) LTD</p> <p>100/102 King Street Mingeneiville VIC 3190</p> <p>PH: 03 9497 1000 WWW.PLUNKETTPROJECTS.COM</p>	<p>MODEL DESCRIPTION</p> <p>NOLLAMARA</p> <p>TYPE: 2H BRICK - 1/2 BOND</p> <p>SPECIFICATION: FREEDOM</p> <p>CODE:</p>	<p>DRAWING DESCRIPTION</p> <p>SKETCH</p> <p>SCALE: 1:100</p> <p>DRAWN:</p> <p>DATE:</p>	<p>CLIENT: SHENTON STREET UNITS</p> <p>JOB ADDRESS: LOT 43 KING STREET CNR SHENTON ST MINGENEIVILLE</p> <p>QUOTE No.</p>

MID WEST OFFICE12 Bayly Street,
Geraldton WA 6530PO Box 2781,
Geraldton WA 6531T 08 9921 8835
F 08 9921 8836plunketthomas.com.au
domainbyplunkett.com.au**Plunkett
Homes**

Price Schedule

RFT 1-2016/17

**Domain
By Plunkett**

With reference to clause 6.4.5:

TRADE	TOTAL
DESIGN & CONCEPT PLAN	\$3,913.04
PRELIMINARIES	\$28,546.60
SITE WORKS	\$24,456.52
RETAINING WALLS	\$26,767.78
PLUMBING (INCLUDING FIXTURES)	\$54,712.84
ELECTRICAL	\$19,179.27
CONCRETE / PAVING	\$35,241.34
BRICKWORK	\$52,530.06
CARPENTRY / JOINERY	\$83,108.68
ROOFING	\$19,397.31
PLASTERING / CEILINGS	\$22,651.09
FINISHING ITEMS	\$21,455.90
PAINTING	\$13,660.66
<u>TOTAL</u>	<u>\$405,622.00</u>

Optional Additions

- Provide retaining to entire site for future units in lieu of only current two units = \$18,673.60
- Provide fencing and gates as per attached site plan = \$7,885.00
- Provide PS Sum for the supply and installation of landscaping = \$10,000.00
- Provide PS Sum for the supply and install of 2 x cassette air-cons = \$8,000.00

9.1.6 SHIRE OF IRWIN LOCAL PLANNING SCHEME

Location/Address: Shire of Irwin
Name of Applicant: Doug Fotheringham, Shire of Irwin
Disclosure of Interest: Nil
File Reference: ADM0110
Date: 10 October 2016
Author: Martin Whitely, Chief Executive Officer

SUMMARY

This report recommends that Council receive information from the Shire of Irwin in relation to their Local Planning Scheme review.

BACKGROUND

A letter has been received from the Shire of Irwin that Council resolved to review their Local Planning Scheme at the Ordinary Council Meeting held on 27 September 2016.

COMMENT

It is a requirement of the Planning and Development Act 2005 and the Planning and Development (Local Planning Scheme) Regulations 2015 to publicly advertise and inform neighbouring Councils of a Shire's intention to review their Local Planning Scheme.

I am unaware of any objections or comments that Council need to provide to the Shire of Irwin at this stage of the review process.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.6
--

That Council advise the Shire of Irwin that the Shire of Mingenew have no comments or objections with the Shire of Irwin preparing a new Local Planning Scheme.



Enquiries: Doug Fotheringham
Our Reference: PL.LP.14
Date: 27 October 2016

Martin Whitely
Shire of Mingenew
PO BOX 120
MINGENEW WA 6522

RECEIVED - MSC	
DATE	2.11.16
FILE	ADmollo
COPY NO	ICR164379
ATTENTION	CEO
ANSWERED	<i>[Signature]</i>

*Tabled @ Nov 16 Meeting
2/11/16*

Dear Martin,

RE: NOTICE OF RESOLUTION TO PREPARE A LOCAL PLANNING SCHEME

At its Ordinary Council Meeting on 27 September 2016 the Council resolved to prepare a new Local Planning Scheme for the Shire of Irwin.

Notice is hereby given that the Irwin Council of the local government of Shire of Irwin on 27 September 2016 passed the following Resolution:

That Council:

1. Pursuant to Section 72 of the Planning And Development Act 2005 prepares a new Local Planning Scheme for the Shire Of Irwin; and
2. Advertise the resolution in accordance with Regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015.

The Shire of Irwin invites the Department to provide recommendations in respect of this resolution. If you wish to provide any recommendations to the Shire, you must provide a written memorandum on or before Monday 21 November 2016. Submissions can be posted to Regulatory Services, Shire of Irwin, PMB 21, Dongara WA 6525, or emailed directly to me at the email address below.

Should you have any queries or require any further information please do not hesitate to contact the Shire at 9927 0000, or via email at mrs@irwin.wa.gov.au.

Yours sincerely

Doug Fotheringham
Manager Regulatory Services

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 OCTOBER 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 10 November 2016
Author: Nita Jane, Deputy CEO
Senior Officer: Martin Whitely, Chief Executive Officer

Summary

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

Attachment

Finance Report for period ending 31 October 2016.

Background

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

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

Comment

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	64,805
Business Cash Maximiser (Municipal Funds)	1,495,361
Trust Account	148,240
Reserve Maximiser Account	309,454

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 16 November 2016

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

Amount	Current (1,511)	30+ Days 1,835	60+ Days 8,285	90+ Days 745	TOTAL 9,353
--------	--------------------	-------------------	-------------------	-----------------	----------------

Rates Outstanding at 31 October 2016 were:

	Current	Arrears	TOTAL
Rates	517,303	43,456	560,759
Rubbish	9,165	2,070	11,235
ESL	6,114	670	6,784
Payment Plan Fees	160	0	160
TOTAL	639,415	43,481	682,896

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2016/2017 financial year.

Consultation

Chief Executive Officer
Senior Finance Officer

Statutory Environment

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

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

(1A) In this regulation —

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

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

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 16 November 2016

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

Policy Implications

Nil

Financial Implications

Financial implications are outlined in comments.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.1
--

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

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

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

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Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 October 2016 of \$2,143,500.

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

Preparation

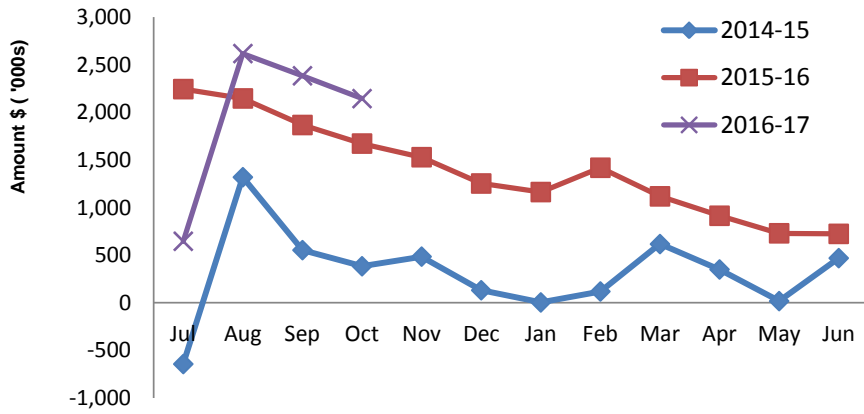
Prepared by: Nita Jane
Reviewed by: Martin Whitely
Date prepared: 11/11/2016

Shire of Mingenew

Monthly Summary Information

For the Period Ended 31 October 2016

Liquidity Over the Year (Refer Note 3)



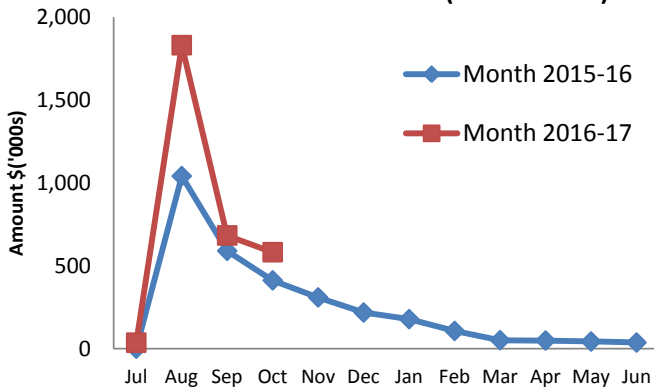
Cash and Cash Equivalents as at period end

Unrestricted	\$ 1,349,634
Restricted	\$ 526,080
	\$ 1,875,714

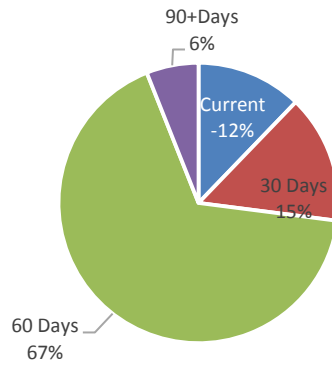
Receivables

Rates	\$ 582,006
Other	\$ 9,353
	\$ 591,360

Rates Receivable (Refer Note 6)



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



Comments

Rates were issued on 22 August 2016.
 First instalment was due 27 September 2016.
 Final notices were issued 3rd October 2016
 Second Instalment is due 29 November 2016

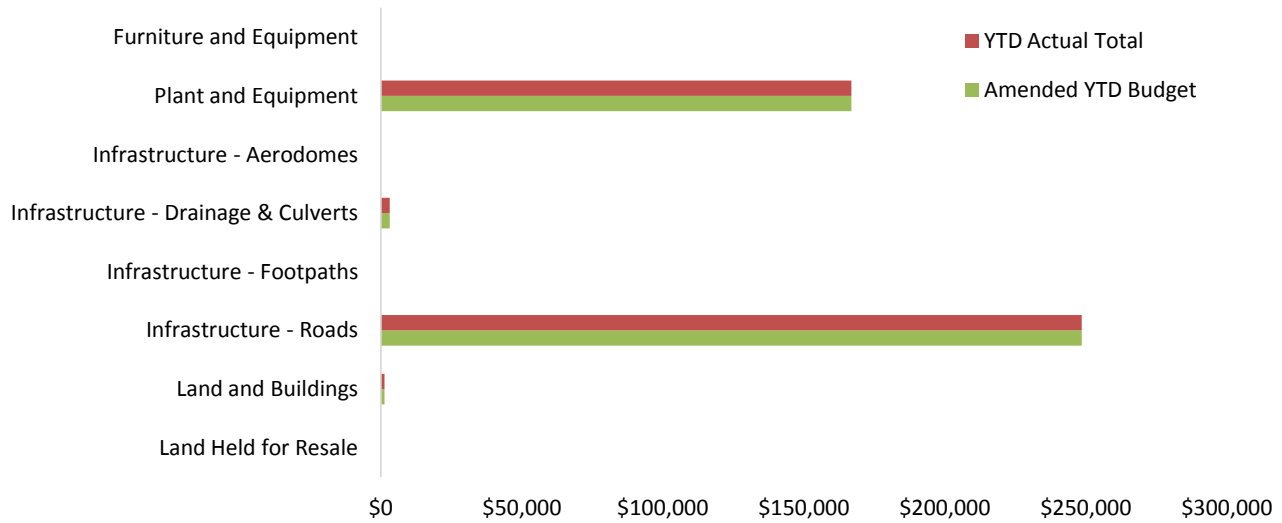
SUMMARY OF BILLING

Rates	1,751,901
Rubbish	74,790
ESL	26,057
	1,852,748

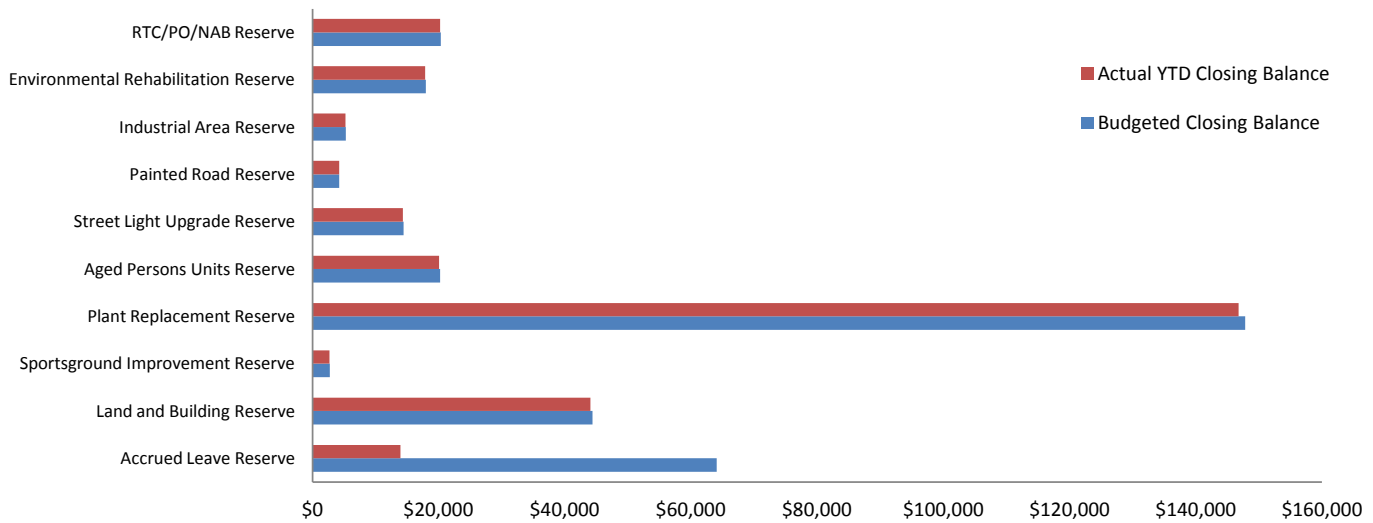
This information is to be read in conjunction with the accompanying Financial Statements and notes.

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

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

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

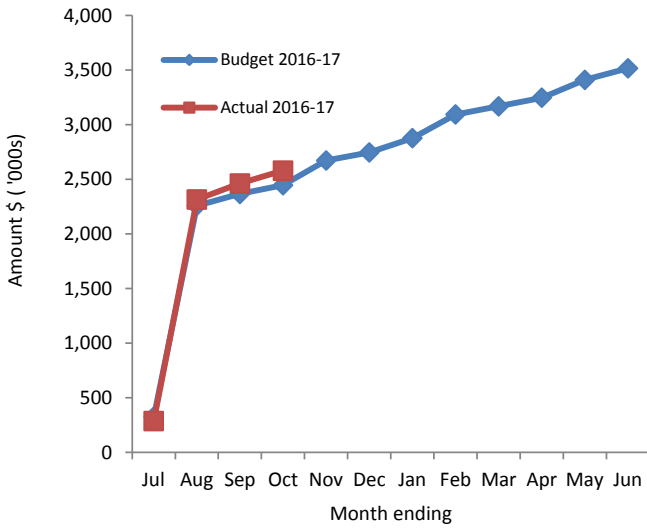
Shire of Mingenew

Monthly Summary Information

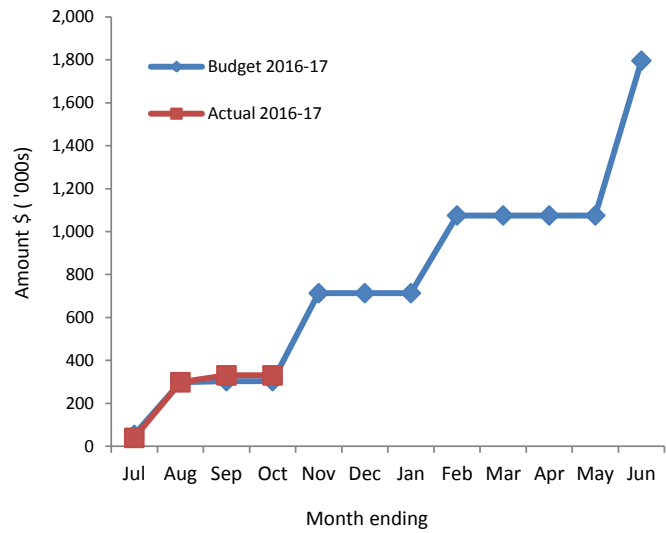
For the Period Ended 31 October 2016

Revenues

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

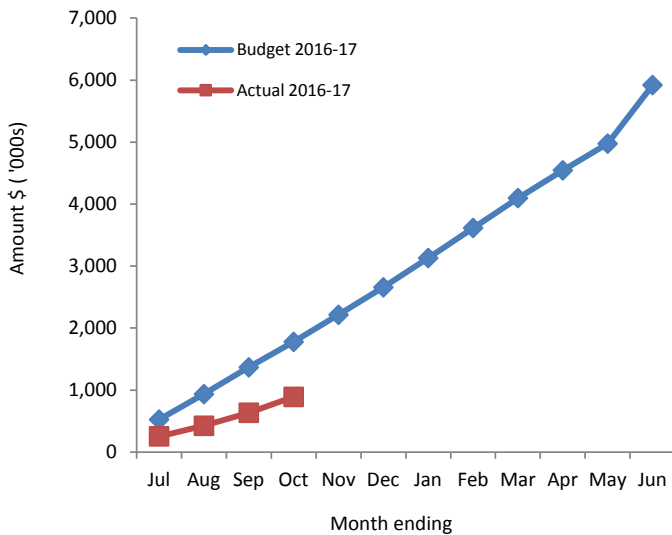


Budget Capital Revenue -v- Actual (Refer Note 2)

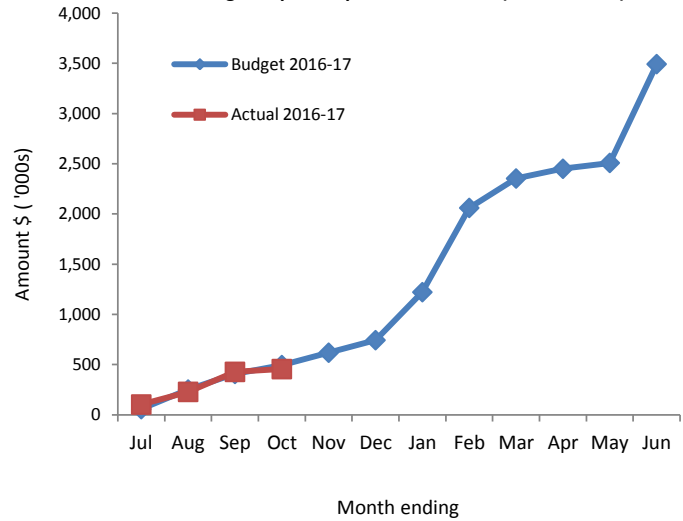


Expenditure

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



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



Comments

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

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

	Note	2016/17 Forecast Budget	2016/17 Original Budget (a)	2016/17 YTD Budget (a)	2016/17 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues								
General Purpose Funding		\$ 2,384,752	\$ 2,384,752	\$ 1,989,572	\$ 1,981,589	(7,983)	(0.40%)	
Governance		7,099	7,099	2,350	10,144	7,794	331.66%	
Law, Order and Public Safety		79,070	79,070	7,169	11,597	4,428	61.76%	
Health		301	301	100	270	170	170.00%	
Education and Welfare		3,745	3,745	248	2,045	1,797	724.79%	
Housing		118,733	118,733	38,762	34,776	(3,986)	(10.28%)	
Community Amenities		85,662	85,662	78,000	79,358	1,358	1.74%	
Recreation and Culture		31,619	31,619	31,196	31,624	428	1.37%	
Transport		684,827	684,827	250,748	221,096	(29,652)	(11.83%)	▼
Economic Services		6,824	6,824	2,260	2,573	313	13.87%	
Other Property and Services		113,757	113,757	40,743	44,491	3,748	9.20%	
Total Operating Revenue		3,516,389	3,516,389	2,441,148	2,419,563	(13,603)		
Operating Expense								
General Purpose Funding		(89,815)	(89,815)	(29,925)	(16,014)	13,911	46.49%	▲
Governance		(217,483)	(217,483)	(112,481)	(92,407)	20,074	17.85%	▲
Law, Order and Public Safety		(170,044)	(170,044)	(42,928)	(26,954)	15,974	37.21%	▲
Health		(75,539)	(75,539)	(27,136)	(17,282)	9,854	36.31%	▲
Education and Welfare		(71,760)	(71,760)	(24,960)	(13,160)	11,800	47.27%	▲
Housing		(297,992)	(297,992)	(42,846)	(37,903)	4,943	11.54%	▲
Community Amenities		(372,924)	(372,924)	(69,528)	(51,523)	18,005	25.90%	▲
Recreation and Culture		(1,122,947)	(1,122,947)	(370,327)	(273,998)	96,329	26.01%	▲
Transport		(2,661,632)	(2,661,632)	(888,234)	(383,760)	504,474	56.80%	▲
Economic Services		(395,022)	(395,022)	(102,104)	(67,764)	34,340	33.63%	▲
Other Property and Services		1,220	1,222	(46,517)	88,545	135,062	290.35%	▲
Total Operating Expenditure		(5,473,938)	(5,473,936)	(1,756,986)	(892,220)	864,766		
Funding Balance Adjustments								
Add back Depreciation		2,360,651	2,360,651	786,868	0	(786,868)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(36,765)	(36,765)	(12,256)	0	12,256	(100.00%)	
Adjust Provisions and Accruals		0	0	0	0	0		
Net Cash from Operations		366,337	366,339	1,458,774	1,527,342	76,551		
Capital Revenues								
Grants, Subsidies and Contributions	11	1,795,921	1,795,921	303,009	330,227	27,218	8.98%	
Proceeds from Disposal of Assets	8	447,000	447,000	149,000	159,583	10,583	7.10%	
Total Capital Revenues		2,242,921	2,242,921	452,009	489,810	37,801		
Capital Expenses								
Land Held for Resale	13	(200,000)	(200,000)	0	0	0		
Land and Buildings	13	(723,000)	(723,000)	(5,666)	(1,284)	4,382	77.34%	▲
Infrastructure - Roads	13	(1,236,362)	(1,236,362)	(261,129)	(248,581)	12,548	4.81%	
Infrastructure - Footpaths	13	0	0	0	0	0		
Infrastructure - Drainage & Culverts	13	0	0	0	(3,102)	(3,102)		
Infrastructure - Aerodomes	13	0	0	0	0	0		
Infrastructure - Other		(445,690)	(445,690)	(35,000)	(35,571)			
Plant and Equipment	13	(600,000)	(600,000)	(167,800)	(166,855)	945	0.56%	
Furniture and Equipment	13	(14,500)	(14,500)	0	0	0		
Total Capital Expenditure		(3,219,552)	(3,219,552)	(469,595)	(455,394)	14,772		
Net Cash from Capital Activities		(976,631)	(976,631)	(17,586)	34,416	52,573		
Financing								
Proceeds from New Debentures		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	7	0	0	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(181,409)	(181,409)	(73,988)	(72,975)	1,013	1.37%	
Transfer to Reserves	7	(91,775)	(91,775)	(834)	(834)	0	0.00%	
Net Cash from Financing Activities		(273,184)	(273,184)	(74,822)	(73,809)	1,013		
Net Operations, Capital and Financing		(883,478)	(883,478)	1,366,366	1,487,949	130,137		
Opening Funding Surplus(Deficit)	3	688,089	688,089	688,089	655,550	(32,539)	(4.73%)	
Closing Funding Surplus(Deficit)	3	(195,389)	(195,389)	2,054,455	2,143,500	97,599		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

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

Note	2016/17 Amended Annual Budget	2016/17 Original Budget (a)	2016/17 YTD Budget (a)	2016/17 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
Operating Revenues							
	\$	\$	\$	\$	\$	%	
9	1,786,567	1,786,567	1,786,567	1,770,375	(16,193)	(0.91%)	
					0		
11	827,184	827,184	309,748	328,244	18,495	5.97%	
	248,886	248,886	153,369	156,304	2,935	1.91%	
	0	0	0	0	0		
	22,152	22,152	6,519	12,933	6,414	98.39%	
	588,600	588,600	170,613	151,707	(18,906)	(11.08%)	▼
8	43,000	43,000	14,332	0			
	3,516,389	3,516,389	2,441,148	2,419,562	(7,255)		
Operating Expense							
	(1,017,429)	(1,017,429)	(326,425)	(332,373)	(5,948)	(1.82%)	
	(1,119,309)	(1,119,309)	(294,356)	(230,826)	63,530	21.58%	▲
	(123,768)	(123,768)	(41,196)	(25,003)	16,193	39.31%	▲
	(2,360,651)	(2,360,651)	(786,868)	0	786,868	100.00%	▲
	(54,270)	(54,270)	(24,715)	(8,846)	15,869	64.21%	▲
	(143,612)	(143,612)	(71,692)	(127,662)	(55,970)	(78.07%)	▼
	(648,664)	(648,662)	(209,658)	(167,510)	42,148	20.10%	▲
8	(6,235)	(6,235)	(2,076)	0			
	(5,473,938)	(5,473,936)	(1,756,986)	(892,219)	862,691		
Funding Balance Adjustments							
	2,360,651	2,360,651	786,868	0	(786,868)	(100.00%)	▼
8	(36,765)	(36,765)	(12,256)	0	12,256	(100.00%)	
	0	0	0	0	0		
	366,337	366,339	1,458,774	1,527,343	80,824		
Capital Revenues							
11	1,795,921	1,795,921	303,009	330,227	27,218	8.98%	
8	447,000	447,000	149,000	159,583	10,583	7.10%	
	2,242,921	2,242,921	452,009	489,810	37,801		
Capital Expenses							
13	(200,000)	(200,000)	0	0	0		
13	(723,000)	(723,000)	(5,666)	(1,284)	4,382	77.34%	▲
13	(1,236,362)	(1,236,362)	(261,129)	(248,581)	12,548	4.81%	
13	0	0	0	0	0		
13	0	0	0	(3,102)	(3,102)		
13	0	0	0	0	0		
13	(445,690)	(445,690)	(35,000)	(35,571)			
13	(600,000)	(600,000)	(167,800)	(166,855)	945	0.56%	
13	(14,500)	(14,500)	0	0	0		
	(3,219,552)	(3,219,552)	(469,595)	(455,394)	14,772		
	(976,631)	(976,631)	(17,586)	34,416	52,573		
Financing							
	0	0	0	0	0		
	0	0	0	0	0		
	0	0	0	0	0		
7	0	0	0	0	0		
	0	0	0	0	0		
10	(181,409)	(181,409)	(73,988)	(72,975)	1,013	1.37%	
7	(91,775)	(91,775)	(834)	(834)	0	0.00%	
	(273,184)	(273,184)	(74,822)	(73,809)	1,013		
Net Operations, Capital and Financing							
	(883,478)	(883,478)	1,366,366	1,487,950	134,411		
Opening Funding Surplus(Deficit)							
3	688,089	688,089	688,089	655,550	(32,539)	(4.73%)	
Closing Funding Surplus(Deficit)							
3	(195,389)	(195,389)	2,054,455	2,143,500	101,872		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

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

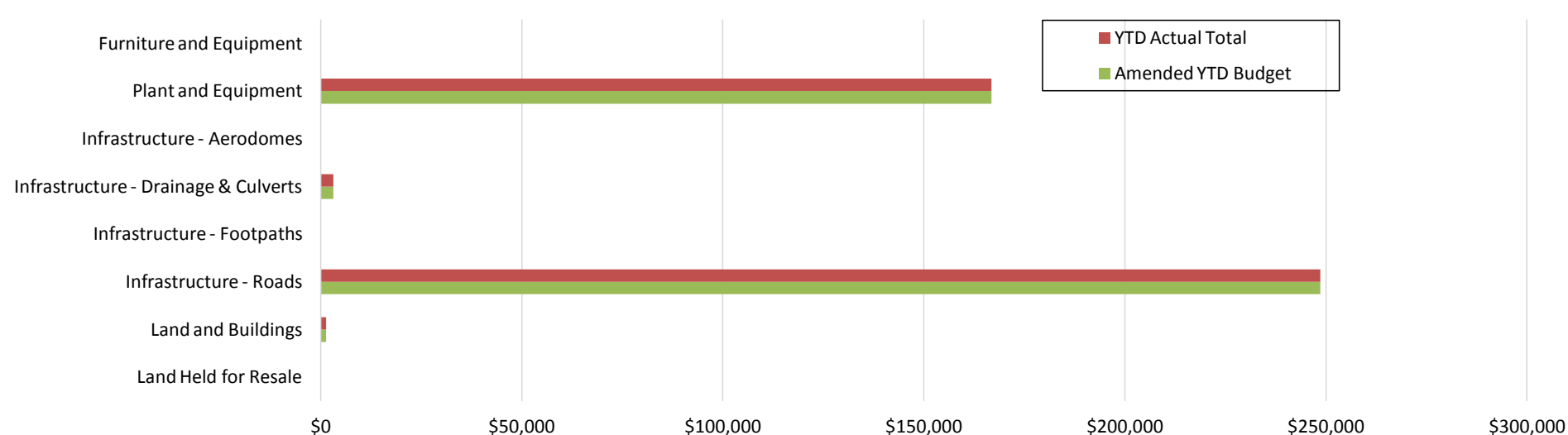
Capital Acquisitions	Note	YTD 31 10 2016					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land Held for Resale	13	\$ 0	\$ 0	\$ 0	\$ 0	\$ 200,000	\$ 0
Land and Buildings	13	1,284	0	1,284	1,284	723,000	0
Infrastructure - Roads	13	248,581	0	248,581	248,581	1,236,362	0
Infrastructure - Footpaths	13	0	0	0	0	0	0
Infrastructure - Drainage & Culverts	13	0	3,102	3,102	3,102	0	0
Infrastructure - Aerodomes	13	0	0	0	0	0	0
Infrastructure -Other	13	35,571	0	35,571	35,571	445,690	0
Plant and Equipment	13	166,855	0	166,855	166,855	600,000	0
Furniture and Equipment	13	0	0	0	0	14,500	0
Capital Expenditure Totals		452,291	3,102	455,394	455,394	3,219,552	0

Funded By:

Capital Grants and Contributions	330,227	303,009	1,838,421	27,218
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	161,400	149,000	447,000	12,400
Own Source Funding - Cash Backed Reserves				
Land and Building Reserve	0	0	0	0
Sportsground Improvement Reserve	0	0	0	0
Plant Replacement Reserve	0	0	0	0
Aged Persons Units Reserve	0	0	0	0
Street Light Upgrade Reserve	0	0	0	0
Painted Road Reserve	0	0	0	0
Industrial Area Reserve	0	0	0	0
Total Own Source Funding - Cash Backed Reserves	0	0	0	0
Own Source Funding - Operations	(36,233)	3,385	934,131	(39,618)
Capital Funding Total	455,394	455,394	3,219,552	0

Comments and graphs

Capital Expenditure Program YTD



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

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
General Purpose Funding	2,384,752	0	2,384,752	1,989,572
Governance	7,099	0	7,099	2,350
Law, Order and Public Safety	79,070	0	79,070	7,169
Health	301	0	301	100
Education and Welfare	3,745	0	3,745	248
Housing	118,733	0	118,733	38,762
Community Amenities	85,662	0	85,662	78,000
Recreation and Culture	31,619	0	31,619	31,196
Transport	684,827	0	684,827	250,748
Economic Services	6,824	0	6,824	2,260
Other Property and Services	113,757	0	113,757	40,743
Total Operating Revenue	3,516,389	0	3,516,389	2,441,148
Operating Expense				
General Purpose Funding	(89,815)	0	(89,815)	(29,925)
Governance	(217,483)	0	(217,483)	(112,481)
Law, Order and Public Safety	(170,044)	0	(170,044)	(42,928)
Health	(75,539)	0	(75,539)	(27,136)
Education and Welfare	(71,760)	0	(71,760)	(24,960)
Housing	(297,992)	0	(297,992)	(42,846)
Community Amenities	(372,924)	0	(372,924)	(69,528)
Recreation and Culture	(1,122,947)	0	(1,122,947)	(370,327)
Transport	(2,661,632)	0	(2,661,632)	(888,234)
Economic Services	(395,022)	0	(395,022)	(102,104)
Other Property and Services	1,222	(2)	1,220	(46,517)
Total Operating Expenditure	(5,473,936)	(2)	(5,473,938)	(1,756,986)
Funding Balance Adjustments				
Add back Depreciation	2,360,651	0	2,360,651	786,868
Adjust (Profit)/Loss on Asset Disposal	(36,765)	0	(36,765)	(12,256)
Adjust Provisions and Accruals	0	0	0	0
Net Cash from Operations	366,339	(2)	366,337	1,458,774
Capital Revenues				
Grants, Subsidies and Contributions	1,795,921	0	1,795,921	303,009
Proceeds from Disposal of Assets	447,000	0	447,000	149,000
Total Capital Revenues	2,242,921	0	2,242,921	452,009
Capital Expenses				
Land Held for Resale	(200,000)	0	(200,000)	0
Land and Buildings	(723,000)	0	(723,000)	(5,666)
Infrastructure - Roads	(1,236,362)	0	(1,236,362)	(261,129)
Infrastructure - Footpaths	0	0	0	0
Infrastructure - Drainage & Culverts	0	0	0	0
Infrastructure - Aerodomes	0	0	0	0
Infrastructure - Other	(445,690)	0	(445,690)	(35,000)
Plant and Equipment	(600,000)	0	(600,000)	(167,800)
Furniture and Equipment	(14,500)	0	(14,500)	0
Total Capital Expenditure	(3,219,552)	0	(3,219,552)	(469,595)
Net Cash from Capital Activities	(976,631)	0	(976,631)	(17,586)
Financing				
Proceeds from New Debentures	0	0	0	0
Proceeds from Advances	0	0	0	0
Self-Supporting Loan Principal	0	0	0	0
Transfer from Reserves	0	0	0	0
Advances to Community Groups	0	0	0	0
Repayment of Debentures	(181,409)	0	(181,409)	(73,988)
Transfer to Reserves	(91,775)	0	(91,775)	(834)
Net Cash from Financing Activities	(273,184)	0	(273,184)	(74,822)
Net Operations, Capital and Financing	(883,478)	(2)	(883,478)	1,366,366
Opening Funding Surplus(Deficit)	688,089	0	688,089	688,089
Closing Funding Surplus(Deficit)	(195,389)	(2)	(195,389)	2,054,455

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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

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

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

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

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Excludes rubbish removal charges, interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

"Standing proud, growing strong"

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

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

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

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

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

(s) Reporting Programs

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

EDUCATION AND WELFARE

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

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding	(7,983)	(0.40%)			
Governance	7,794	331.66%			
Law, Order and Public Safety	4,428	61.76%			
Health	170	170.00%			
Education and Welfare	1,797	724.79%			
Housing	(3,986)	(10.28%)			
Community Amenities	1,358	1.74%			
Recreation and Culture	428	1.37%			
Transport	(29,652)	(11.83%)	▼		Profit on changeover not calculated at Oct2016 - \$14,332 Police licensing down on YTD budget \$14,493
Economic Services	313	13.87%			
Other Property and Services	3,748	9.20%			
Operating Expenses					
General Purpose Funding	13,911	46.49%	▲		Rate Concessions given \$15,821 Depreciation calculation not run until Fair Value of Assets at 30/6/2016 is completed - \$12k, Salaries under budget \$17k
Governance	20,074	17.85%	▲		
Law, Order and Public Safety	15,974	37.21%	▲		CESM not billed yet \$6k Medical practitioner support under budget \$5771 (reduced dental services to date)
Health	9,854	36.31%	▲		Depreciation calculation not run until Fair Value of Assets at 30/6/2016 is completed - \$8k
Education and Welfare	11,800	47.27%	▲		Depreciation calculation not run until Fair Value of Assets at 30/6/2016 is completed - \$28,000, Accrued loan interest \$5400, Building Mtce under budget at this point \$3000
Housing	4,943	11.54%	▲		Following items are currently under budget - Rubbish Site Mtce \$11k, Domestic Refuse Collection \$1669 and Depreciation Calculation not run \$4500
Community Amenities	18,005	25.90%	▲		Depreciation calculation not run until Fair Value of Assets at 30/6/2016 is completed - \$103k
Recreation and Culture	96,329	26.01%	▲		Depreciation calculation not run until Fair Value of Assets at 30/6/2016 is completed - \$521k
Transport	504,474	56.80%	▲		Depreciation calculation not run - \$18k, Admin allocations \$7k, Building services \$4k
Economic Services	34,340	33.63%	▲		Following items are currently under budget - Sick & Holiday \$9k, Housing Allocations \$22k, Tyres \$7k, Admin Allocations \$10k, Depreciation calculation not run until Fair Value of Assets at 30/6/2016 is completed - \$89k
Other Property and Services	135,062	290.35%	▲		
Capital Revenues					
Grants, Subsidies and Contributions	27,218	8.98%			
Proceeds from Disposal of Assets	10,583	7.10%			
Capital Expenses					
Land Held for Resale	0				
Land and Buildings	4,382	77.34%	▲		Capital works (Staff Housing) not yet commenced Project progress variation (timing only)
Infrastructure - Roads	12,548	4.81%			
Infrastructure - Footpaths	0				
Infrastructure - Drainage & Culverts	(3,102)				Moore Street drainage finalisation works
Infrastructure - Aerodomes	0				
Plant and Equipment	945	0.56%			
Furniture and Equipment	0				
Financing					
Loan Principal	1,013	1.37%			

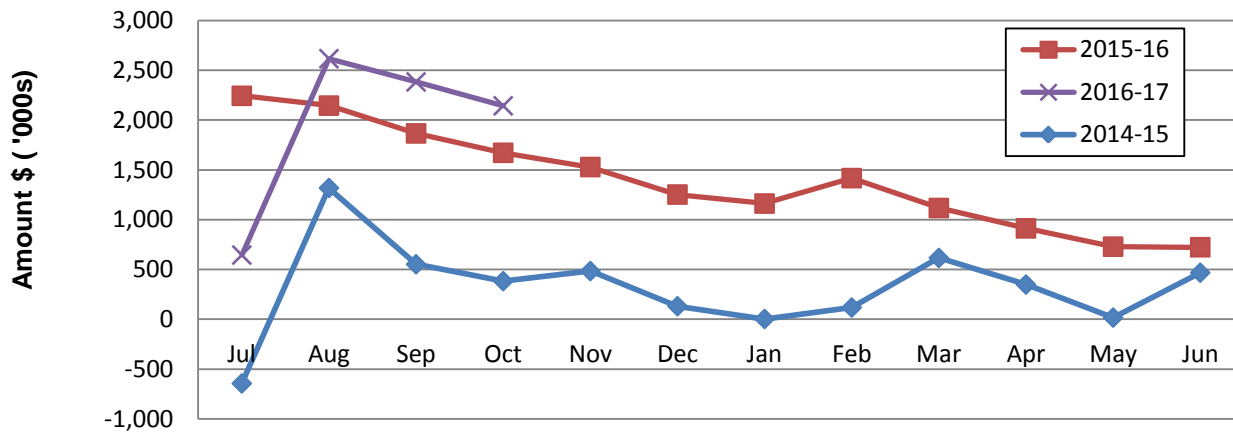
SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2016

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Oct 2016	30th June 2016	YTD 01 Nov 2015
		\$	\$	\$
Current Assets				
Cash - Unrestricted	4	1,349,634	621,333	994,045
Cash - Restricted Reserves	4	309,454	308,620	273,615
Cash - Restricted Unspent Grants		216,626	216,626	329,818
Investments		0	0	0
Rates - Current	6	582,006	37,608	309,344
Sundry Debtors	6	9,353	1,951	26,316
Provision for Doubtful Debts		(1,585)	(1,585)	(1,585)
ESL Levy		0	4,431	0
GST Receivable		18,159	4,060	12,760
Receivables - Other		0	0	0
Inventories - Fuel & Materials		8,036	13,285	5,830
Inventories - Land Held for Resale		40,394	80,788	80,788
		2,532,078	1,287,118	2,030,930
Current Liabilities				
Sundry Creditors		(14,363)	(200,583)	(162,703)
GST Payable		(17,134)	(10,022)	(964)
PAYG		(5,256)	4,497	(9,254)
Accrued Interest on Debentures		0	(34,074)	24,810
Accrued Salaries & Wages		(1,977)	(1,977)	0
Current Employee Benefits Provision		(261,493)	(261,493)	(239,906)
Current Loan Liability		(108,436)	(181,410)	(103,383)
		(408,658)	(685,063)	(491,400)
NET CURRENT ASSETS		2,123,420	602,055	1,539,530
Less:				
Cash - Restricted Reserves		(309,454)	(308,620)	(273,615)
Inventories - Land Held for Resale		(40,394)	(80,788)	(80,788)
Add Back:				
Current Loan Liability		108,436	181,410	103,383
Cash Backed Employee Provisions	7	261,493	261,493	239,906
Net Current Funding Position (Surplus / Deficit)		2,143,500	655,550	1,528,415

0

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.70%	(120,078)	0		(120,078)	NAB	At Call
Trust Bank Account	0.00%			142,531	142,531	NAB	At Call
Cash Maximiser Account (Muni)	0.70%	1,469,412	216,626		1,686,038	NAB	At Call
Cash On Hand	Nil	300	0		300	NAB	At Call
Reserve Funds	0.70%	0	309,454		309,454	NAB	At Call
(b) Term Deposits							
Short Term Deposits	0.00%	0	0		0		
Total		1,349,634	526,080	142,531	2,018,245		

Comments/Notes - Investments

Restricted Cash

(1) Municipal Fund

Purpose for Funds Being Restricted	Funding Organisation	Date to be Expended	Amount
1 2014/15 Road Projects	Roads to Recovery	30 June 2018	52,905
2 Rural Watch	Office of Crime Prevention	30 September 2015	3,529
3 Mingenew Mullewa Rd	2012/13 CLGF Individual	28 February 2016	-
4 Town Revitalisation Plan	NPP		60,000
5 Town Planning Scheme	NPP		25,000
6 Yandanooka Melara Road	Roads to Recovery		75,191
7			
Sub-total			216,625

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

Note 5: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$ 0
				0	0	0	

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

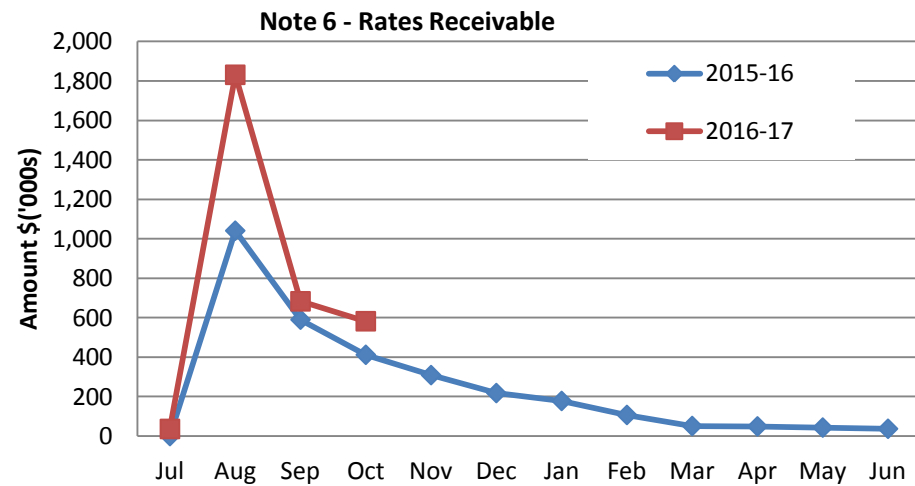
Note 6: RECEIVABLES

Receivables - Rates Receivable

Opening Arrears Previous Years
 Levied this year
Less Collections to date
 Equals Current Outstanding

Net Rates Collectable
 % Collected

	YTD 31 Oct 2016	30 June 2016
	\$	\$
Opening Arrears Previous Years	37,608	37,608
Levied this year	1,852,748	1,709,614
<u>Less</u> Collections to date	(1,308,350)	(1,709,614)
Equals Current Outstanding	582,006	37,608
Net Rates Collectable	582,006	37,608
% Collected	69.21%	97.85%



Comments/Notes - Receivables Rates

Instalment Due Dates:

Instalment 1	27-Sep-16
Instalment 2	29-Nov-16
Instalment 3	3-Feb-17
Instalment 4	7-Apr-17

Receivables - General

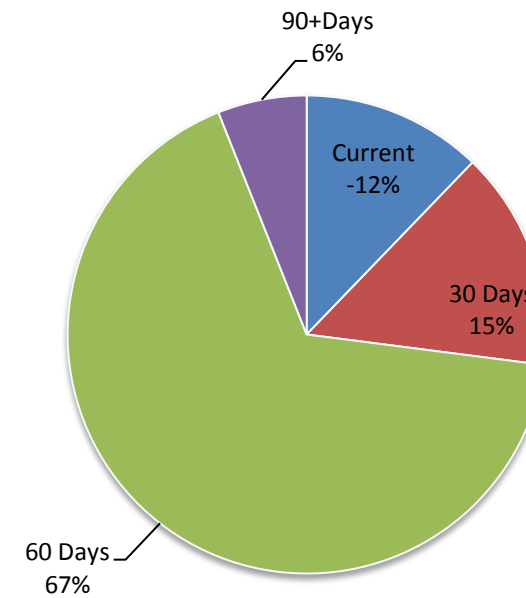
Receivables - General

Total Receivables General Outstanding

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	(1,511)	1,835	8,285	745
Total Receivables General Outstanding				9,354

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

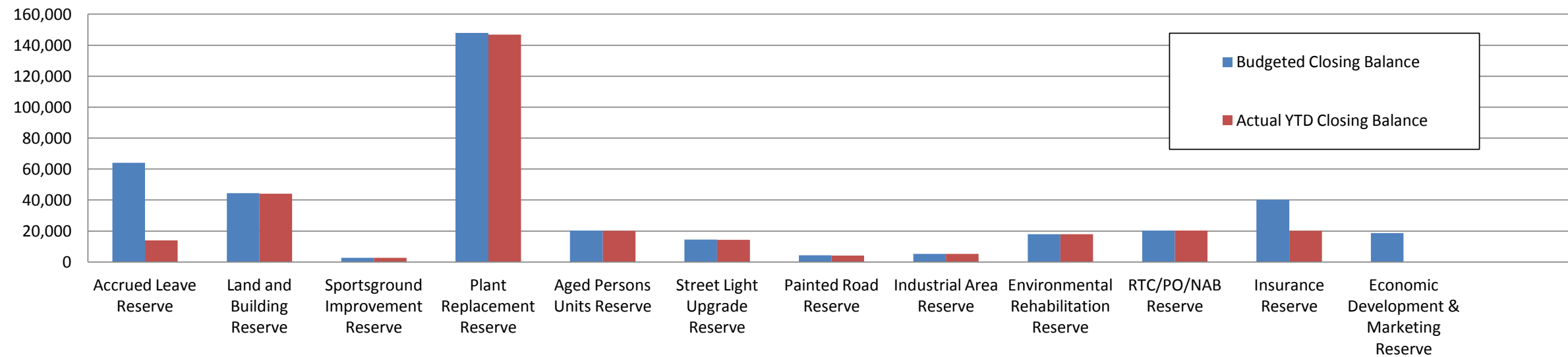
\$7,995 of the >60 days relates to annual sporting club charges (Cricket & Tennis)

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

Note 7: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	YTD Actual Transfers In (+)	YTD Budget Transfers Out (-)	YTD Actual Transfers Out (-)	Transfer out Reference	Budgeted Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Accrued Leave Reserve	13,907	139	38	50,000	0	0	0		64,046	13,945
Land and Building Reserve	43,920	439	119	0	0	0	0		44,359	44,039
Sportsground Improvement Reserve	2,695	27	7	0	0	0	0		2,722	2,702
Plant Replacement Reserve	146,392	1,460	396	0	0	0	0		147,852	146,788
Aged Persons Units Reserve	20,002	200	54	0	0	0	0		20,202	20,056
Street Light Upgrade Reserve	14,307	143	39	0	0	0	0		14,450	14,345
Painted Road Reserve	4,202	42	11	0	0	0	0		4,244	4,213
Industrial Area Reserve	5,228	52	14	0	0	0	0		5,280	5,242
Environmental Rehabilitation Reserve	17,799	178	48	0	0	0	0		17,977	17,847
RTC/PO/NAB Reserve	20,153	202	54	0	0	0	0		20,355	20,207
Insurance Reserve	20,016	200	54	20,000	0	0	0		40,216	20,070
Economic Development & Marketing Reserve	0	0	0	18,693	0	0	0		18,693	0
	308,620	3,082	834	88,693	0	0	0	0	400,395	309,454

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



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

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 10 2016			
					2016/17 Budget Profit/(Loss)	2016/17 Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
42,989		41,170	(1,819)	CEO Vehicle (2)	0	0	0	1 x changeover done
83,070	(1,035)	79,434	(2,601)	DCEO Vehicle (4)	0	(830)	(830)	2 x changeovers done
41,512	(682)	40,796	(34)	Works Manager Vehicle (3)	0	(34)	(34)	
			0	11 Tonne Dual Cab Truck (A# 0591)	43,000	0	(43,000)	1 x changeover done
167,571	(1,717)	161,400	(4,454)		43,000	(864)	(43,864)	

Comments - Capital Disposal/Replacements

Management vehicles are scheduled to be changed over at 15,000kms

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

Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	2016/17 Budget Rate Revenue \$	2016/17 Budget Interim Rate \$	2016/17 Budget Back Rate \$	2016/17 Budget Total Revenue \$
RATE TYPE											
General Rate											
GRV - Mingenew & Yandanooka	13.5884	145	1,568,940	212,194	(1,077)		211,116	213,194			213,194
UV - Rural & Mining	1.4014	113	102,310,000	1,433,772			1,433,772	1,433,767			1,433,767
Sub-Totals		258	103,878,940	1,645,966	(1,077)	0	1,644,889	1,646,961	0	0	1,646,961
Minimum Payment	Minimum \$										
GRV - Mingenew & Yandanooka	655	77	90,176	50,435	655		51,090	55,675	0	0	55,675
UV - Rural & Mining	1500	37	1,353,478	55,500			55,500	55,500	0	0	55,500
Sub-Totals		114	1,443,654	105,935	655	0	106,590	111,175	0	0	111,175
Concessions							1,751,479				1,758,136
Amount from General Rates							(15,822)				(6,235)
Ex-Gratia Rates (CBH)							1,735,657				1,751,901
Specified Area Rates							34,657				34,666
Totals							0				0
							1,770,314				1,786,567

Comments - Rating Information

No differential rates levied in 2016/17

Concession provided on GRV properties in Yandanooka Townsite of 50%

Concession provided on UV minimum properties (Resolved at October meeting)

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

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			YTD Actual	YTD Budget	YTD Actual	Budget	YTD Actual	Budget
			\$	\$	\$	\$	\$	\$
Education & Welfare								
Loan 137 - Senior Citizens Buildings	96,719		2,505	2,543	94,214	94,176	1,798	6,424
Housing								
Loan 133 - Triplex	73,136		5,589	5,685	67,547	67,451	769	5,317
Loan 134 - SC Housing	52,130		2,781	2,824	49,349	49,306	628	3,516
Loan 136 - Staff Housing	118,462		3,803	3,863	114,659	114,599	1,747	8,230
Loan 142 - Staff Housing	65,811		4,769	4,829	61,042	60,982	667	3,639
Recreation & Culture								
Loan 138 - Pavilion Fitout	92,850		2,405	2,441	90,445	90,409	1,726	6,167
Transport								
Loan 139 - Roller	39,168		7,336	7,456	31,832	31,712	470	2,603
Loan 141 - Grader	106,509		11,950	12,133	94,559	94,376	1,017	6,909
Loan 143 - 2 x Trucks	54,770		27,066	27,385	27,704	27,385	523	2,329
Loan 144 - Side Tipping Trailer	65,812		4,769	4,829	61,043	60,983	667	3,639
Loan 145 - Drum Roller	121,810	0	0	0	121,810	121,810	(1,165)	4,497
	887,177	0	72,975	73,988	814,202	813,189	8,846	53,270

All debenture repayments were financed by general purpose revenue.

Interest Repayment Actual YTD shows negative balances due to Interest accrual to 30 June 2016.

(b) New Debentures

Nil

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

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2016-17 Forecast Budget	2016-17 Original Budget	Variations Additions (Deletions)	Operating 2016/17 Budget	Capital 2016/17 Budget	Recoup Status	
								2016-17 YTD Actual	2016-17 YTD Budget
		(Y/N)	\$	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING									
Financial Assistance Grant - Roads	Grants Commission	Y	300,824	300,824	0	300,824	0	101,971	75,206
Financial Assistance Grant - General	Grants Commission	Y	274,126	274,126	0	274,126	0	94,127	68,531
LAW, ORDER, PUBLIC SAFETY									
ESL Administration Grant	Department of Fire & Emergency Services	Y	4,400	4,400	0	4,400	0	0	0
ESL Annual Grant	Department of Fire & Emergency Services	Y	26,500	26,500	0	26,500	0	10,625	6,625
Bushfire Management Plan	Department of Fire & Emergency Services	Y	42,500	42,500	0	0	42,500	0	0
HEALTH									
Childcare Facility Upgrade	MWDC	N	70,000	70,000	0	0	70,000	0	0
EDUCATION & WELFARE									
Seniors Week Grant	COTAWA	N	1,000	1,000	0	1,000	0	1,000	0
Community Christmas Tree	CBH	N	2,000	2,000	0	2,000	0	0	0
HOUSING									
Independent Living Units	WCHS	Y	395,545	395,545	0	0	395,545	31,818	0
COMMUNITY AMENITIES									
Town Planning	NPP	Y	0	0	0	0	0	0	0
Thank a Volunteer Day	Department of Local Government & Communities	N	1,000	1,000	0	1,000	0	0	0
Anzac Day	TBA	N	3,000	3,000	0	3,000	0	0	0
Rural Womens Day	TBA	N	1,000	1,000	0	1,000	0	3,000	0
Transfer Station	Mid West Development Commission	Y	50,000	50,000	0	0	50,000	45,000	50,000
RECREATION AND CULTURE									
Museum	Lotterywest	N	10,000	10,000	0	0	10,000	0	0
Museum	Museum Committee	Y	5,000	5,000	0	0	5,000	0	0
Enanty Barn	TBA	N	50,000	50,000	0	0	50,000	0	0
Littlewell	TBA	N	15,000	15,000	0	0	15,000	0	0
Railway Station	Lotterywest	N	35,000	35,000	0	0	35,000	0	0
Football Oval Lights	DSR	Y	50,000	50,000	0	0	150,000	0	0
Football Oval Lights	Football Club	Y	30,000	30,000	0	0	30,000	0	0
Hockey Oval Lights	Hockey Club	Y	13,200	13,200	0	0	13,200	13,200	0
TRANSPORT									
Direct Grant	Main Roads WA	Y	72,224	72,224	0	72,224	0	72,224	72,224
Blackspot Funding	Main Roads WA	Y	40,000	40,000	0	0	40,000	16,000	16,000
Regional Road Group	Main Roads WA	Y	386,000	386,000	0	0	386,000	154,400	154,000
Roads To Recovery	Department of Infrastructure	Y	431,176	431,176	0	0	431,176	69,809	0
Street Lighting	Main Roads WA	Y	2,000	2,000	0	2,000	0	0	0
ECONOMIC SERVICES									
Mingenew Hill Walk Trail	TBA	N	15,000	15,000	0	0	15,000	0	0
OTHER PROPERTY & SERVICES									
Industrial Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
Rural Residential Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
TOTALS			2,526,495	2,526,495	0	688,074	1,938,421	613,175	442,586
Operating	Operating		688,074	688,074				282,948	222,586
Non-Operating	Non-operating		1,838,421	1,838,421				330,227	220,000
			<u>2,526,495</u>	<u>2,526,495</u>				<u>613,175</u>	<u>442,586</u>

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

Note 12: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 16	Amount Received	Amount Paid	Closing Balance 31-Oct-16
	\$	\$	\$	\$
BCITF Levy	1,374	396	(1,374)	396
BRB Levy	1,086	291	(1,082)	295
Autumn Committee	974	0	0	974
Community Bus	2,060	100	0	2,160
ANZAC Day Breakfast Donation	501	0	0	501
Building Relocation Bond	1,000	0	0	1,000
Mid West Industry Road Safety Alliance	35,217	46,750	(19,260)	62,707
Mingenev Cemetery Group	4,314	0	0	4,314
Other Bonds	2,558	20	(70)	2,508
Rates Incentive Prizes	200	0	(100)	100
Rec Centre Kitchen Upgrade	0	0	0	0
Sinosteel Community Trust Fund	63,415	0	0	63,415
Tree Planter - LCDC	88	0	0	88
Weary Dunlop Memorial	87	0	0	87
Mingenev P & C - NBN Rental	0	0	0	0
Joan Trust	961	1,200	0	2,161
Youth Advisory Council	746	0	0	746
Centenary Committee	897	0	0	897
Community Christmas Tree	132	0	0	132
Silverchain Committee	2,268	0	(2,268)	0
Nomination Fees	0	0	0	0
Seniors Donations	0	50	0	50
	117,878	48,807	(24,153)	142,531

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

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
	Land Held for Resale						
	Community Amenities						
	Other Property & Services						
	Industrial Area Development	4504	100,000	100,000	0	0	100,000
	Rural Residential Area Development	4644	100,000	100,000	0	0	100,000
	Other Property & Services Total		200,000	200,000	0	0	0
	Land Held for Resale Total		200,000	200,000	0	0	0
	Land & Buildings						
	Governance						
	Shire Office	0594	15,000	15,000	0	0	15,000
	Housing Total		15,000	15,000	0	0	15,000
	Health						
	Child Care Facility	0075	80,000	80,000	0	0	80,000
	Health Total		80,000	80,000	0	0	80,000
	Education & Welfare						
	Men's Shed Ablution Block	0048	0	0	0	0	0
	Education & Welfare Total		0	0	0	0	0
	Land & Buildings						
	Housing						
	Construction - Staff Housing	9003	5,000	5,000	0	0	5,000
	Construction - Staff Housing	9005	10,000	10,000	0	0	10,000
	Construction - Staff Housing	9006	7,000	7,000	2,333	0	7,000
	Construction - Staff Housing	9010	10,000	10,000	3,333	0	10,000
	Aged Care Units	0165	450,000	450,000	0	1,284	448,716
	Silver Chain House	0166	11,000	11,000	0	0	11,000
	Housing Total		493,000	493,000	5,666	1,284	491,716
	Recreation And Culture						
	Enanty Barn	0067	50,000	50,000	0	0	50,000
	Museum	0068	20,000	20,000	0	0	20,000
	Old Roads Building	0069	12,000	12,000	0	0	12,000
	Old Railway Station	0070	35,000	35,000	0	0	35,000
	Recreation And Culture Total		117,000	117,000	0	0	117,000
	Transport Total						
	Depot	0027	18,000	18,000	0	0	18,000
	Transport Total		18,000	18,000	0	0	18,000
	Economic Services						
	Business Incubator	5964	0	0	0	0	0
	Economic Services Total		0	0	0	0	0
	Land & Buildings Total		723,000	723,000	5,666	1,284	721,716
	Infrastructure - Drainage/Culverts						
	Transport						
	Moore Street Drainage	3284	0	0	0	3,102	(3,102)
	Transport Total		0	0	0	3,102	(3,102)
	Infrastructure - Drainage/Culverts Total		0	0	0	3,102	(3,102)

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

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
Infrastructure - Footpaths							
Transport							
	Midlands Road Town Footpaths	1291	0	0	0	0	
	Transport Total		0	0	0	0	
	Infrastructure - Footpaths Total		0	0	0	0	
Infrastructure - Other							
Community Amenities							
	Waste Transfer Station	3084	185,381	185,381	0	185,381	
	Little Well Project	0071	45,309	45,309	0	45,309	
	Mingenew Hill Project	0142	30,000	30,000	0	30,000	
	Community Amenities Total		260,690	260,690	0	260,690	
Recreation							
	Hockey Oval Lights	0076	35,000	35,000	35,000	35,000	0
	RV Friendly Site Development	0077	0	0	0	170	(170)
	Football Oval Lights	0140	130,000	130,000	0	401	129,599
	Water Tanks & Reticulation	0167	20,000	20,000	0	0	20,000
	Community Amenities Total		185,000	185,000	35,000	35,571	149,429
	Infrastructure - Other Total		445,690	445,690	35,000	35,571	410,119
Furniture & Office Equip.							
Governance							
	Electronic Whiteboard	0014	3,500	3,500	0	0	3,500
	Replacement Computers	0574	8,000	8,000	0	0	8,000
	Governance Total		11,500	11,500	0	0	11,500
Recreation							
	Christmas Lights	0065	3,000	3,000	0	0	3,000
	Recreation Total		3,000	3,000	0	0	3,000
Transport							
	Nil				0	0	0
	Transport Total		0	0	0	0	0
	Furniture & Office Equip. Total		14,500	14,500	0	0	14,500
	Infrastructure - Aerodomes Total		0	0	0	0	0

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

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
Plant , Equip. & Vehicles							
Governance							
	CEO Vehicle Replacement	0554	90,000	90,000	43,000	42,989	47,011
	DCEO Vehicle Replacement	0554	180,000	180,000	84,000	83,070	96,930
	30 KVA Generator	0554	15,000	15,000			15,000
	Governance Total		285,000	285,000	127,000	126,059	158,941
Transport							
	Works Manager Vehicle	0170	135,000	135,000	40,800	40,796	94,204
	Sundry Plant	0171	10,000	10,000	0	0	10,000
	Dual Cab Truck	0173	100,000	100,000	0	0	100,000
	Ride On Mower	0176	30,000	30,000	0	0	30,000
	Road Broom	0177	20,000	20,000	0	0	20,000
	Slasher	0178	20,000	20,000	0	0	20,000
	Transport Total		315,000	315,000	40,800	40,796	274,204
	Plant , Equip. & Vehicles Total		600,000	600,000	167,800	166,855	433,145
Roads & Bridges							
Transport							
	Yandanooka NE Intersection	BS05	60,000	60,000	0	0	60,000
	Roadworks Construction - Own Resources	0001	66,184	66,184	0	0	66,184
	Depot Hill North Road (R2R)	6066	168,319	168,319	168,314	89,710	78,609
	Yandanooka Melara Rd (R2R)	6067	138,347	138,347	92,815	158,716	(20,369)
	Mooriary Road (R2R)	6074	224,512	224,512	0	0	224,512
	Depot Hill Road Reseal (RRG)	RR62	139,000	139,000	0	0	139,000
	Mingenew Mullewa Road Reseal (RRG)	RR65	0	0	0	155	(155)
	Mingenew Mullewa Road Reseal (RRG)	RR63	440,000	440,000	0	0	440,000
	Transport Total		1,236,362	1,236,362	261,129	248,581	987,781
	Roads (Non Town) Total		1,236,362	1,236,362	261,129	248,581	987,781
	Capital Expenditure Total		3,219,552	3,219,552	469,595	455,394	2,564,158

9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 OCTOBER 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 10 November 2016
Author: Julie Borrett, Senior Finance Officer
Senior Officer: Nita Jane, Deputy CEO

Summary

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

Attachment

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

Background

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

Comment

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

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

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

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.2
--

That Council confirm the accounts as presented for October 2016 from the Municipal Fund totalling \$337,887.69 represented by Electronic Funds Transfers of EFT 10265 to EFT10363, Direct Deduction DD7798.1, 2 and 3, DD7818.1 2 and 3 and Cheque numbers 8094-8102.

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Shire of MINGENEW
List of Accounts for October 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
485	03/10/2016	MINGENEW SHIRE COUNCIL	MWIRSA REFUND CP85	T		5,291.00
486	31/10/2016	MINGENEW SHIRE COUNCIL	MWIRSA REFUND CP85	T		5,709.00
8094	10/10/2016	MINGENEW SHIRE COUNCIL	Payroll deductions	M		195.00
8095	10/10/2016	Mingenew Historical Society	REIMBURSEMENT	M		10.00
8096	10/10/2016	PALM ROADHOUSE	NEWSPAPERS	M		42.70
8097	17/10/2016	SYNERGY	POWER	M		1,854.56
8098	25/10/2016	MINGENEW SHIRE COUNCIL	Payroll deductions	M		195.00
8099	25/10/2016	SYNERGY	CHARGES	M		904.45
8100	25/10/2016	WATER CORPORATION	CHARGES	M		2,844.73
8101	31/10/2016	ELGAS LTD	CHARGES	M		118.80
8102	31/10/2016	SYNERGY	POWER	M		4,772.35
EFT10265	03/10/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN	M		7,564.10
EFT10266	03/10/2016	BATAVIA COAST AUTO ELECTRICAL PTY LTD	CHARGES	M		224.00
EFT10267	03/10/2016	Courier Australia	FREIGHT	M		32.25
EFT10268	03/10/2016	STAPLES AUSTRALIA PTY LIMITED	STATIONERY	M		210.85
EFT10269	03/10/2016	DONGARA DRILLING & ELECTRICAL	CHARGES	M		441.49
EFT10270	03/10/2016	DONGARA MID WEST WASTE	CHARGES	M		1,170.00
EFT10271	03/10/2016	Great Northern Rural Services	CHARGES	M		990.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10272	03/10/2016	GREAT SOUTHERN FUEL SUPPLIES	CHARGES	M		441.39
EFT10273	03/10/2016	Mingenew Golf Club	CHARGES	M		289.72
EFT10274	03/10/2016	SILVER CHAIN BRANCH COMMITTEE - Mingenew	REIMBURSEMENT	M		243.00
EFT10276	03/10/2016	THURKLE'S DOZING	CHARGES	M		6,776.00
EFT10277	03/10/2016	WALGA	CHARGES	M		544.50
EFT10278	03/10/2016	MINGENEW FABRICATORS	CHARGES	M		192.50
EFT10279	03/10/2016	YOUNG MOTORS	CHARGES	M		2,663.60
EFT10280	05/10/2016	Shire of MingeneW - Payroll	PAYROLL	M		30,139.63
EFT10281	05/10/2016	Australian Services Union	Payroll deductions	M		79.05
EFT10282	05/10/2016	CHILD SUPPORT AGENCY	Payroll deductions	M		255.51
EFT10283	05/10/2016	LGRCEU	Payroll deductions	M		20.50
EFT10284	10/10/2016	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	LEASE	M		421.30
EFT10285	10/10/2016	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		1,499.83
EFT10286	10/10/2016	AVON WASTE	CHARGES	M		2,337.06
EFT10287	10/10/2016	Ella SUCKLING	REIMBURSEMENT	M		26.06
EFT10288	10/10/2016	Courier Australia	FREIGHT	M		29.92
EFT10289	10/10/2016	GERALDTON TV & RADIO SERVICES	CHARGES	M		299.00
EFT10290	10/10/2016	GLOBE AUSTRALIA PTY LTD	CHARGES	M		3,080.00

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List of Accounts for October 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10291	10/10/2016	IRWIN PLUMBING SERVICES	CHARGES	M		588.50
EFT10292	10/10/2016	C & J LUCKEN TRANSPORT	CHARGES	M		17,688.00
EFT10293	10/10/2016	MINGENEW PAINTING GROUP	DONATION	M		100.00
EFT10294	10/10/2016	MINGENEW CWA	HOTLINES	M		18.00
EFT10295	10/10/2016	MGB DIESEL CONTRACTING PTY LTD	CHARGES	M		3,370.95
EFT10297	10/10/2016	STATE WIDE TURF SERVICES	CHARGES	M		22,017.60
EFT10298	10/10/2016	SUNNY SIGN COMPANY PTY LTD	SIGNS	M		53.30
EFT10299	10/10/2016	Jacqueline Olive Taylor	Rates refund for assessment A242 26 SHENTON STREET MINGENEW 6522	M		360.00
EFT10300	10/10/2016	WESTRAC PTY LTD	CHARGES	M		101.35
EFT10301	17/10/2016	NAB BUSINESS VISA	CREDIT CARD	M		4,596.67
EFT10302	17/10/2016	Australian Taxation Office	BAS	M		12,797.00
EFT10303	17/10/2016	LEADING EDGE COMPUTERS	CHARGES	M		347.00
EFT10304	17/10/2016	ABCO PRODUCTS	GOODS	M		203.84
EFT10305	17/10/2016	BATAVIA COAST AUTO ELECTRICAL PTY LTD	CHARGES	M		733.25
EFT10306	17/10/2016	CAMPERVAN & MOTORHOME CLUB OF AUSTRALIA	SIGNS	M		140.00
EFT10307	17/10/2016	DONGARA DRILLING & ELECTRICAL	CHARGES	M		1,180.38
EFT10308	17/10/2016	DONGARA GOLF CLUB INC	CHARGES	M		4,277.00
EFT10309	17/10/2016	GREAT SOUTHERN FUEL SUPPLIES	FUEL	M		16,873.16

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List of Accounts for October 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10310	17/10/2016	D & K Goddard	BOOKS	M		70.00
EFT10311	17/10/2016	IRWIN PLUMBING SERVICES	CHARGES	M		3,074.50
EFT10312	17/10/2016	CANINE CONTROL	FEES	M		1,012.00
EFT10313	17/10/2016	MINGENEW COMMUNITY RESOURCE CENTRE	CHARGES	M		155.93
EFT10314	17/10/2016	STARICK TYRES	TYRES	M		774.79
EFT10315	17/10/2016	MARKETFORCE	CHARGES	M		913.99
EFT10316	17/10/2016	MINGENEW BAKERY	CHARGES	M		201.30
EFT10317	17/10/2016	THE MURRAY HOTEL PTY LTD	CHARGES	M		580.00
EFT10318	17/10/2016	PIRTEK (GERALDTON) PTY LTD	CHARGES	M		181.51
EFT10319	17/10/2016	ROWE GROUP	CHARGES	M		942.15
EFT10320	17/10/2016	LANDMARK	CHARGES	M		212.99
EFT10321	17/10/2016	Telstra Corporation	TELSTRA	M		1,831.29
EFT10322	17/10/2016	UNDARRA FAMILY TRUST	CHARGES	M		37.50
EFT10323	17/10/2016	Ian Ronald Winch-Buist	EARLY RATE PAYMENT INCENTIVE 3RD PRIZE	T		100.00
EFT10324	19/10/2016	Shire of Mingenew - Payroll	PAYROLL	M		29,015.09
EFT10325	19/10/2016	Australian Services Union	Payroll deductions	M		79.05
EFT10326	19/10/2016	CHILD SUPPORT AGENCY	Payroll deductions	M		255.51
EFT10327	19/10/2016	LGRCEU	Payroll deductions	M		20.50

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10328	25/10/2016	AUSTRALIA POST	POSTAGE	M		609.89
EFT10329	25/10/2016	ABCO PRODUCTS	CHARGES	M		366.28
EFT10330	25/10/2016	AVON WASTE	CHARGES	M		2,322.20
EFT10331	25/10/2016	ANNE-MARIE CONNAUGHTON	CHARGES	M		300.00
EFT10332	25/10/2016	LANDGATE	CHARGES	M		64.70
EFT10333	25/10/2016	FESA	CHARGES	M		1,704.00
EFT10334	25/10/2016	FREDS MOWER REPAIRS	CHARGES	M		330.00
EFT10335	25/10/2016	FAUNA FOR THE FUTURE	CHARGES	M		200.00
EFT10336	25/10/2016	Great Northern Rural Services	CHARGES	M		2,838.66
EFT10337	25/10/2016	LATERAL ASPECT	CHARGES	M		3,758.33
EFT10338	25/10/2016	LGIS LIABILITY	INSURANCE	M		11,490.40
EFT10339	25/10/2016	LGIS WORKCARE	INSURANCE	M		16,850.12
EFT10340	25/10/2016	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	FEES	M		1,000.00
EFT10341	25/10/2016	MOOREVIEW PLANTS & TREES	CHARGES	M		275.40
EFT10342	25/10/2016	LGIS PROPERTY	INSURANCE	M		42,864.20
EFT10343	25/10/2016	MINGENEW IGA X-PRESS & LIQUOR	GROCERIES	M		563.03
EFT10344	25/10/2016	OSA PRODUCTIONS TRUST	CHARGES	M		550.00
EFT10345	25/10/2016	PEST A KILL WA	CHARGES	M		866.25

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10346	25/10/2016	PEMCO DIESEL PTY LTD	CHARGES	M		1,171.50
EFT10347	25/10/2016	PATIENCE SANDLAND PTY LTD	CHARGES	M		6,652.80
EFT10348	25/10/2016	PRIME MEDIA GROUP PTY	CHARGES	M		5,709.00
EFT10349	25/10/2016	PUBLIC LIBRARIES WESTERN AUSTRALIA	CHARGES	M		110.00
EFT10350	25/10/2016	ROTARY CLUB OF GERALDTON	DONATION	M		2,000.00
EFT10351	25/10/2016	SHIRE OF CHAPMAN VALLEY	FEES	M		2,294.49
EFT10352	25/10/2016	TARTS & CO CATERING	CHARGES	M		572.00
EFT10353	25/10/2016	WESTRAC PTY LTD	GOODS	M		777.32
EFT10354	25/10/2016	YOUNG MOTORS	CHARGES	M		2,126.90
EFT10355	31/10/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 137	M		10,616.42
EFT10356	31/10/2016	BATAVIA COAST AUTO ELECTRICAL PTY LTD	CHARGES	M		387.00
EFT10357	31/10/2016	Courier Australia	FREIGHT	M		761.15
EFT10358	31/10/2016	DONGARA DRILLING & ELECTRICAL	CHARGES	M		530.41
EFT10359	31/10/2016	FLICK ANTICIMEX PTY LTD	CHARGES	M		2,359.50
EFT10360	31/10/2016	IRWIN PLUMBING SERVICES	CHARGES	M		1,313.40
EFT10361	31/10/2016	CANINE CONTROL	FEES	M		1,012.00
EFT10362	31/10/2016	MGB DIESEL CONTRACTING PTY LTD	CHARGES	M		1,015.19
EFT10363	31/10/2016	Telstra Corporation	DAMAGES	M		2,546.93

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD7798.1	05/10/2016	WA SUPER	Payroll deductions	M		5,331.45
DD7798.2	05/10/2016	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,082.73
DD7798.3	05/10/2016	PRIME SUPER	Superannuation contributions	M		215.30
DD7818.1	19/10/2016	WA SUPER	Payroll deductions	M		5,345.77
DD7818.2	19/10/2016	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,082.73
DD7818.3	19/10/2016	PRIME SUPER	Superannuation contributions	M		207.29

REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	337,887.69
T	TRUST- NATIONAL AUST BANK	11,100.00
TOTAL		348,987.69

NATIONAL BUSINESS MASTERCARD

01 October to 31 October

CEO - Martin Whitely

Gifts for Planning Session presenters	\$	125.98
Accommodation for Workshop	\$	234.00
Meals during workshop	\$	31.00
Fuel	\$	78.31
Meals during workshop	\$	9.90
Fuel	\$	53.61
Accommodation for training	\$	230.00
Bank Fees	\$	9.00
	\$	771.80

Work's Manager - Warren Borrett

Battery	\$	466.40
Toilet Seats	\$	45.00
Flowers for Sarah (Rocky)	\$	95.85
Bank Fees	\$	9.00
	\$	616.25

Manager of Admin and Finance - Nita Jane

Internet	\$	179.90
Plate change fee	\$	25.30
Goods for Community Day	\$	310.84
Goods for Community Day	\$	240.95
Flowers for Strawb Pascoe	\$	121.95
Plant Operator Ad	\$	355.30
Bank Fees	\$	9.00
	\$	1,243.24

Total Direct Debit Payment made on 1st October 2016 \$ **2,631.29**

POLICE LICENSING

Direct Debits from Muni Account
01 October to 31 October

Monday, 3 October 2016	\$	323.10
Tuesday, 4 October 2016	\$	1,700.80
Wednesday, 5 October 2016	\$	1,212.10

Thursday, 6 October 2016	\$ 1,440.75
Friday, 7 October 2016	\$ 367.55
Monday, 10 October 2016	\$ 867.70
Tuesday, 11 October 2016	\$ 1,003.50
Wednesday, 12 October 2016	\$ 1,303.95
Thursday, 13 October 2016	\$ 1,210.10
Friday, 14 October 2016	\$ 2,572.25
Monday, 17 October 2016	\$ 3,130.95
Tuesday, 18 October 2016	\$ 12,852.90
Wednesday, 19 October 2016	\$ 52.55
Thursday, 20 October 2016	\$ 669.25
Monday, 24 October 2016	\$ 185.00
Tuesday, 25 October 2016	\$ 2,038.55
Wednesday, 26 October 2016	\$ 5,028.45
Thursday, 27 October 2016	\$ 800.00
Friday, 28 October 2016	\$ 8,247.55
Monday, 31 October 2016	\$ 1,790.90
	\$ 46,797.90

BANK FEES

Direct debits from Muni Account 01 October to 31 October

Total direct debited from Municipal Account	\$ 151.09
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PAYROLL

Direct Payments from Muni Account 01 October to 31 October

Wednesday, 5th October 2016	\$ 43,079.73
Wednesday, 19th October 20136	\$ 41,778.23
	\$ 84,857.96

9.3 ADMINISTRATION

Nil

9.4 TOWN PLANNING

Nil

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

Nil

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

11.1 ELECTED MEMBERS

11.2 STAFF

12.0 CONFIDENTIAL ITEMS

12.1 DISPOSAL OF PROPERTY – LOT 4 ERNEST STREET

This matter will be dealt with as a confidential item in accordance with Section 5.23 (2)(e) of the Local Government Act as it contains information that may have commercial value to a person or persons.

13.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 21 December 2016 commencing at 4.30pm.

14.0 CLOSURE