



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

**Wednesday 19 October 2016**

**SHIRE OF MINGENEW**



# Shire of Mingenew

## Ordinary Council Meeting Notice Paper

19 October 2016

Madam President and Councillors,

An ordinary meeting of Council is called for Wednesday, 19 October 2016, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm.

**Martin Whitely**  
**Chief Executive Officer**

14 October 2016

**MINGENEW SHIRE COUNCIL**

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**CHIEF EXECUTIVE OFFICER**  
**14 OCTOBER 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**

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- 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 21 SEPTEMBER 2016**



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

21 September 2016

**SHIRE OF MINGENEW**



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## SHIRE OF MINGENEW

### MINUTES FOR ORDINARY MEETING OF COUNCIL HELD IN COUNCIL 21 SEPTEMBER 2016 COMMENCING AT 4.30pm

#### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

#### 2.0 ATTENDANCE

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

#### STAFF

MG Whitely	Chief Executive Officer
NS Jane	Deputy Chief Executive Officer

#### APOLOGIES

MA Bagley	President	Rural Ward
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#### LEAVE OF ABSENCE

Nil.

#### 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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

4.31pm - Mr Peter Baugh

Outlined his concerns about the increase in his rates (25% over last year).  
Advised that his property is a flora and fauna sanctuary with a resident population of breeding echidna's. It is a natural wetland area which he is rehabilitating with native vegetation.

Outlined the history of the property including the location of the fenceline which provides access to the landfill site for the shire and public and also access to yellow sand that has been used by the shire.

Requested council to consider some relief to the amount of rates charged.

Cr Newton advised that Mr Baugh's question would be taken on notice, with a decision to be made at the October Council meeting.

Mr Baugh left the meeting at 4.39pm.

**5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

**5.1 REQUEST FOR LEAVE OF ABSENCE – CR LUCKEN**

**COUNCIL DECISION – ITEM 5.1**

Moved Cr Eardley

Seconded Cr Pearce

That Cr Lucken be granted leave of absence for the ordinary council meetings to be held on 16 November 2016 and 21 December 2016.

**CARRIED: 6/0**

**6.0 DECLARATIONS OF INTEREST**

Nil.

**7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**7.1 ORDINARY MEETING HELD 17 AUGUST 2016.**

**COUNCIL DECISION – ITEM 7.1**

Moved Cr Eardley

Seconded Cr Lucken

That the minutes of the ordinary meeting of the Shire of Mingenew held in the Council Chambers on 17<sup>TH</sup> August 2016 be confirmed.

**CARRIED: 6/0**

**7.2 SPECIAL MEETING HELD 1 AUGUST 2016.**

**COUNCIL DECISION – ITEM 7.2**

Moved Cr Cosgrove

Seconded Cr Pearce

That the minutes of the special meeting of the Shire of Mingenew held in the Council Chambers on 1<sup>st</sup> August 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 CORPORATE BUSINESS PLAN 2016-2020**

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0120  
**Date:** 14 September 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends the endorsement of the Shire of Mingenew's Corporate Business Plan 2016-2020.

#### **Attachment**

Shire of Mingenew Corporate Business Plan 2016-2020.

#### **Background**

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

#### **Comment**

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

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

Council has the option of:

1. Endorsing the Corporate Business Plan 2016 - 2020 without amendment; or
2. Amending any part of the Corporate Business Plan to reflect a change in priorities.

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

With the Community Strategic Plan review to commence in October 2016 with a community briefing session, the outcomes from this review will need to be reflected in the Corporate Business Plan document.

**Consultation**

Nil

**Statutory Environment**

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

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

**Policy Implications**

Nil

**Financial Implications**

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

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

**Strategic Implications**

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

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

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.1</b>
--

**That Council;**

- 1. Endorses the Shire of Mingenew Corporate Business Plan 2016 – 2020, and**
- 2. Approves a local public notice being published in accordance with the requirements of the Local Government Act 1995 advising of the endorsement of the Corporate Business Plan.**

<b>COUNCIL DECISION – ITEM 9.1.1</b>
--------------------------------------

**Moved Cr Cosgrove**

**Seconded Cr Eardley**

**That Council;**

- 1. Endorses the Shire of Mingenew Corporate Business Plan 2016 – 2020, and**
- 2. Approves a local public notice being published in accordance with the requirements of the Local Government Act 1995 advising of the endorsement of the Corporate Business Plan.**

**CARRIED 6/0**

**Cr Pearce requested that the following amendment be made to the Corporate Business Plan document presented:**

**Page 9 – Amend “Continue to manage feral flora and fauna” to,  
“Continue to manage feral fauna and noxious flora”**

**Cr Pearce further requested that the development and implementation of a Tourism Plan be considered at a future meeting.**

## 9.1.2 TENDER – SUPPLY OF BLUE METAL & BITUMEN

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0113  
**Date:** 14 September 2016  
**Author:** Martin Whitely, Chief Executive Officer

### Summary

This report recommends the appointment of a suitably qualified contractor for the supply of bitumen and aggregate of the Shire's 2016/17 road program.

### Attachment

A copy of all the submissions received are tabled.

### Background

Tenders were called for the supply of bitumen and aggregate of the Shire's 2016/17 road program through WALGA eQuotes and closed on 15 September 2016.

### Comment

In total five submissions were received and below is a summarised table of the submissions received;

	<b>Bitutek</b>	<b>Boral</b>	<b>Downer</b>	<b>Fulton Hogan</b>	<b>Colas</b>
<b>Description of Road Projects to be Completed</b>					
Depot Hill North Rd (1.2km crest seal)	41,040	50,045	44,852	45,274	41,353
Mingenew Mullewa Rd (3km reconstruction 2 coat seal)	102,600	111,290	107,595	113,184	103,383
Depot Hill Rd (3.8km Reseal)	90,288	108,408	101,273	98,222	86,629
<b>TOTAL PRJECT COST</b>	<b>\$233,928</b>	<b>\$269,743</b>	<b>\$253,720</b>	<b>\$256,680</b>	<b>\$231,365</b>

Where submissions received listed separately costs for traffic management, mobilisation and demobilisation, these costs were apportioned to the three road projects on a pro rata basis based on the m<sup>2</sup> required.

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

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

### Consultation

Warren Borrett, Works Manager

### Statutory Environment

Local Government Act 1995

Local Government (Functions & General) Regulations 1996

### Policy Implications

Policy No. 3007 – Purchasing Policy

**Financial Implications**

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

**Strategic Implications**

Community Strategic Plan

Outcome 2.5.1 – Maintain and improve road assets.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.2**

**That Council;**

**Award the supply of bitumen and aggregate of the Shire's 2016/17 road program on a full contract basis for the amount of \$233,928 to Bitutek Pty Ltd.**

**COUNCIL DECISION – ITEM 9.1.2**

**Moved Cr Eardley**

**Seconded Cr Criddle**

**That Council;**

**Award the supply of bitumen and aggregate of the Shire's 2016/17 road program on a full contract basis for the amount of \$233,928 to Bitutek Pty Ltd.**

**CARRIED 6/0**



### 9.1.3 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0147  
**Date:** 14 September 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council appoints Bush Fire Officers for the Shire of Mingenew for the 2016/17 fire season.

#### **Attachment**

Nil

#### **Background**

The Mingenew Bush Fire Advisory Meeting is scheduled for Tuesday 20 September 2016. At this meeting the Bush Fire Advisory Committee will make recommendations for the appointment of Bush Fire Control Officers including the positions of Chief Fire Control Officer, Deputy Chief Fire Control Officer and Fire Weather Officer.

#### **Comment**

Since the meeting is yet to be held the recommendations for the office positions from the Bush Fire Advisory Committee are unknown. As a guide the current office bearers are as follows;

#### **Chief Bush Fire Control Officer**

Rob McTaggart

#### **Deputy Chief Bush Fire Control Officer**

Murray Thomas

#### **Permit Issuing Officer**

Rob McTaggart

#### **Fire Weather Officer**

Rob McTaggart

#### **Bush Fire Control Office**

Mingenew Town: Captain - Michael Beare

Yandanooka: Captain - Nick Duane & Deputy Captain - Justin Bagley

Lockier: Captain - Daniel Michael & Deputy Captain - Tim Dempster

Guranu: Captain - Murray Thomas & Deputy Captain - Ben Copley

Mingenew North: Captain - Alex Pearse & Deputy Captain - Andrew Green

#### **Consultation**

Shire of Mingenew Fire Brigades

Rick Ryan, Community Emergency Service Manager

#### **Statutory Environment**

Bush Fire Act 1954

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Community Strategic Plan

Outcome 3.7.3 – Continuously improve emergency services

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.3</b>
--

**That Council endorse the recommendations of the Bush Fire Advisory Committee for the relevant Bush Fire Control Officer dignitaries.**

**The CEO advised the meeting of the following recommendations from the Bush Fire Advisory Committee:**

**Chief Bush Fire Control Officer**

Murray Thomas

**Deputy Chief Bush Fire Control Officer**

Nick Duane

**Brigade Bush Fire Control Officers**

**Yandanooka**

Captain: Nick Duane

Deputy: Justin Bagley

**Lockier**

Captain: Daniel Michael

Deputy: Tim Dempster

**Guranu**

Captain: Ben Cobley

Deputy: Gavin Elsegood

**Mingenew North**

Captain: Alex Pearse

Deputy: Andrew Green

**Mingenew Town**

Captain: Anthony Smyth

Deputy: Michael Beare

**Fire Weather Officers**

Murray Thomas

Nick Duane

Alex Pearse

Daniel Michael

Martin Whitely

**Harvest Ban Officer**

Murray Thomas

**Permit Issuing Officers**

Murray Thomas

Martin Whitely

<b>COUNCIL RESOLUTION – ITEM 9.1.3</b>
--

**Moved Cr Cosgrove**

**Seconded Cr Pearce**

**That Council endorse the recommendations of the Bush Fire Advisory Committee for the relevant Bush Fire Control Officer dignitaries as follows:**

**Chief Bush Fire Control Officer**

Murray Thomas

**Deputy Chief Bush Fire Control Officer**

Nick Duane

**Brigade Bush Fire Control Officers**

**Yandanooka**

Captain: Nick Duane

Deputy: Justin Bagley

**Lockier**

Captain: Daniel Michael

Deputy: Tim Dempster

**Guranu**

Captain: Ben Cobley

Deputy: Gavin Elsegood

**Mingenew North**

Captain: Alex Pearse

Deputy: Andrew Green

**Mingenew Town**

Captain: Anthony Smyth

Deputy: Michael Beare

**Fire Weather Officers**

Murray Thomas

Nick Duane

Alex Pearse

Daniel Michael

Martin Whitely

**Harvest Ban Officer**

Murray Thomas

**Permit Issuing Officers**

Murray Thomas

Martin Whitely

**CARRIED 6/0**

#### 9.1.4 DISPOSAL OF PROPERTY – LOT 4 ERNEST STREET

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0257  
**Date:** 14 September 2016  
**Author:** Martin Whitely, Chief Executive Officer

##### **Summary**

This report recommends that Lot 4 Ernest Street, Mingenew be advertised for sale.

##### **Background**

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

At the March 2016 Meeting Council resolved to obtain a land valuation for Lot 4 Ernest Street and enquire into the cost of subdividing Lot 4 Ernest Street into 2 separate titles. The CEO was also requested to speak with Paul & Kelli Starick who are currently utilising a portion of Lot 4 Ernest Street, Mingenew.

At the April 2016 Meeting Council resolved to proceed with the subdivision of Lot 4 Ernest Street with an allocation of \$30,000 to meet the costs to subdivide the block.

##### **Attachment**

Map showing location of Lot 4 Ernest Street, Mingenew

##### **Comment**

Subsequent to the April 2016 Ordinary Meeting further investigation was carried out by the CEO which highlighted that the real cost to subdivide Lot 4 Ernest Street would be in the vicinity of \$50,000 - \$60,000. As Council's intention was to recover the costs of the subdivision it was at this stage that plans to proceed with the subdivision were put on hold.

Lot 4 Ernest Street is 2.0344 hectares in area and a portion of the land is currently used by Starick Transport as a wash down area for their trucks. Starick Transport currently has a long standing agreement with the Shire to use Lot 4 Ernest Street as a wash down bay, although there does not appear to be any record of the agreement on file.

At the time of looking to subdivide Lot 4 Ernest Street Mr Burney, who operates as a mechanic in Walkaway, indicated that he was looking for a sizeable area to construct a shed and have plenty of room for vehicles to access the property. Mr Burney suggested that the location at Lot 4 Ernest Street would be suitable for his business and that if the block was to be subdivided then approximately 1 hectare of land would be more than sufficient for his business. Discussions with Mr Burney in August 2016 indicated that he is not currently in a position to expand his business into Mingenew at this point in time.

There are several options open to Council in relation to Lot 4 Ernest Street;

1. Council could proceed with the subdivision of the block

2. Council could use the allocated funds to subdivide Lot 4 Ernest Street to purchase another block in the industrial area should one become available
3. Council keep the block and take no further action, or
4. Council advertise the sale of the block

My recommendation is that Council advertise the sale of Lot 4 Ernest Street. If a suitable offer is made to Council then these funds could be allocated to the Shire's Land & Building Reserve to use for the purchase of an alternate block in the industrial area. Alternatively the funds received from the sale of Ernest Street could be used to put towards the cost of developing the parcel of land on Eleanor Street where the proposed business incubator would be built.

If Council intend to keep the block then some agreement for the use of Lot 4 Ernest Street with Starick Transport would need to be formalised.

### Consultation

Nil

### Statutory Environment

#### **Section 3.58 of the Local Government Act 1995 relates to the disposal of property;**

#### 3.58. Disposing of property

- (1) In this section —  
**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;  
**property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
  - (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  - (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
  - (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and

- (c) the market value of the disposition —
  - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
  - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
  - (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) any other disposition that is excluded by regulations from the application of this section.

**Policy Implications**

Nil

**Financial Implications**

There was no provision made for any sale proceeds, nor the subdivision of Lot 4 Ernest Street, Mingenew in the 2016/17 Budget.

**Strategic Implications**

Community Strategic Plan

Outcome 4.4.3 - Develop and implement Asset Management Planning

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.4</b>
--

**That:**

- 1. Council gives local public notice of the proposed sale of Lot 4 Ernest Street in the prescribed form as outlined in Section 3.58 of the Local Government Act**
- 2. That all submissions along with other details pertinent to the sale of the vehicle are tabled for Council consideration at the October 2016 Ordinary Council Meeting**

**MOTION**

Moved Cr Pearce

Seconded Cr Eardley

That:

1. Council gives local public notice of the proposed sale of Lot 4 Ernest Street in the prescribed form as outlined in Section 3.58 of the Local Government Act
2. That all submissions along with other details pertinent to the sale of the vehicle are tabled for Council consideration at the October 2016 Ordinary Council Meeting

**AMENDMENT**

Moved Cr Pearce

Seconded Cr Cosgrove

That part 2 be amended by adding changing “vehicle” to “land”.

CARRIED 6/0

<b>COUNCIL DECISION – ITEM 9.1.4</b>
--------------------------------------

Deputy President Newton put the amended motion:

That:

1. Council gives local public notice of the proposed sale of Lot 4 Ernest Street in the prescribed form as outlined in Section 3.58 of the Local Government Act
2. That all submissions along with other details pertinent to the sale of the land are tabled for Council consideration at the October 2016 Ordinary Council Meeting

CARRIED 6/0

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

Moved Cr Pearce

Seconded Cr Cosgrove

That the reason the officer recommendation was changed was because land is the correct description of the property for sale.

CARRIED 6/0



### 9.1.5 LOCAL LAWS REVIEW

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0384  
**Date:** 14 September 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report provides an update to Council on the review of the Shire's Local Laws being conducted.

#### **Attachment**

Proposed Draft Local Laws.

#### **Background**

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

At the April 2016 Ordinary Meeting Council resolved to proceed with a review of the Shire of Mingenew Local Laws. The review has been ongoing since the April 2016 Meeting and attached for Council review are the four proposed draft Local Laws that have been completed to date.

#### **Comment**

The purpose of the Local Law review, apart from the requirement to do so under the Local Government Act, is that currently there are a significant number of Local Laws that may no longer be relevant to the Shire and/or other Local Laws may be required that are currently not in place. It is intended that by reviewing the Local Laws Council adopt Local Laws suitable for the Shire.

The four draft Local Laws deal with the following;

- Meeting Procedures
- Animals
- Health
- Waste

The above draft Local Laws deal with much of the every day business operations of the Shire. Local Laws are only necessary in situations where the Local Government Act 1995 and/or other statutory legislation in place do not meet the requirements of the Local Government. It is important to note that Local Laws can be either repealed or added at any time Council wish to do so as long as the procedures, advertising and community consultation requirements under the Local Government Act 1995 are followed.

I have tabled the draft Local Laws to allow Council the opportunity to review the documents with the view to advertising the proposed Laws and adopting them in the coming months.

#### **Consultation**

The review will be advertised and the community will be able to access the information and make comments and submissions.

### **Statutory Environment**

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

#### **3.16. Periodic review of local laws**

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

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

#### **3.12. Procedure for making local laws**

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

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

Other relevant sections of the Local Government Act 1995 include;

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

Other relevant legislation is the Interpretation Act 1984.

### **Policy Implications**

Nil

### **Financial Implications**

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

### **Strategic Implications**

Community Strategic Plan

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

### **Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.5</b>
--

**That the information be received.**

<b>COUNCIL RESOLUTION – ITEM 9.1.5</b>
--

**Moved Cr Cosgrove**

**Seconded Cr Criddle**

**That the information be received.**

**CARRIED 6/0**

**Cr Pearce requested that the CEO investigate how to deal with sea containers in front yards in town whether through a local law or a council policy.**

## 9.2 FINANCE

### 9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 AUGUST 2016

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0304  
**Date:** 9 September 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 August 2016 is presented to Council for adoption.

#### Attachment

Finance Report for period ending 31 August 2016.

#### Background

The Monthly Financial Report to 31 August 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

<b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>	
Municipal Account	41,881
Business Cash Maximiser (Municipal Funds)	758,925
Trust Account	155,744

Reserve Maximiser Account	309,092
---------------------------	---------

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 August 2016:

Amount	Current	30+ Days	60+ Days	90+ Days	TOTAL
	32,639	13,990	0	1,870	48,499

Rates Outstanding at 9 September 2016 were:

	Current	Arrears	TOTAL
Rates	1,671,354	43,939	1,715,293
Rubbish	51,469	2,070	56,539
ESL	21,149	675	21,824
Swimming Pool	570	0	570
<b>TOTAL</b>	<b>1,744,542</b>	<b>46,684</b>	<b>1,791,226</b>

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

<b>OFFICER RECOMMENDATION – ITEM 9.2.1</b>
--

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

---

<b>COUNCIL RESOLUTION – ITEM 9.2.1</b>
--

**Moved Cr Eardley**

**Seconded Cr Pearce**

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

**CARRIED 6/0**

## 9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 AUGUST 2016

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Disclosure of Interest:** Nil  
**Date:** 4 August 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 August 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 August 2016 from the Municipal Fund totalling \$401,923.25 represented by Electronic Funds Transfers of EFT 9986 - 10085, Direct Deduction DD7689.1, 2 and 3, DD7714.1 2 and 3, Trust Cheque numbers 476-480 and Cheque numbers 8074-8080.

**COUNCIL DECISION – ITEM 9.2.2**

Moved Cr Eardley

Seconded Cr Criddle

That Council confirm the accounts as presented for August 2016 from the Municipal Fund totalling \$401,923.25 represented by Electronic Funds Transfers of EFT 9986 - 10085, Direct Deduction DD7689.1, 2 and 3, DD7714.1 2 and 3, Trust Cheque numbers 476-480 and Cheque numbers 8074-8080.

CARRIED 6/0

### 9.2.3 FINANCIAL MANAGEMENT REVIEW

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM00  
**Disclosure of Interest:** Nil  
**Date:** 4 August 2016  
**Author:** Nita Jane, Deputy CEO  
**Senior Officer:** Martin Whitely, CEO

#### **Summary**

This report recommends that Council receive the Financial Management Review report as tabled.

#### **Attachment**

Shire of Mingenew Financial Management Review – August 2016 (Butler Settineri)

#### **Background**

Local Government (Financial Management) Regulations, 5(2)(c), requires that the Chief Executive Officer is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every four financial years) and report to the local government on the results of those reviews.

Local Government (Financial Management) Regulation 5(1) requires that the Chief Executive Officer establish efficient systems and procedures:

- a) For the proper collection of money owing to the local government;
- b) For the safe custody and security of all money collected or held by the local government
- c) For the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process);
- d) To ensure proper accounting for municipal or trust:
  - a. Income received or receivable;
  - b. Expenses paid or payable
  - c. Assets and Liabilities
- e) To ensure proper authorisation for the incurring of liabilities and the making of payments
- f) For the maintenance of payroll, stock control and costing records
- g) To assist in the preparation of budgets, accounts and reports required by the Act or these regulations.

The previous review was undertaken by UHY Haines Norton Chartered Accountants in May 2012.

#### **Comment**

During June 2016 a detailed review of the Shire's financial management systems and procedures was carried out including an examination of a number of financial transactions, records, registers, policies and month end reconciliations. The findings and recommendations resulting from this review are included in the attached Shire of Mingenew Financial Management Review August 2016 prepared by Butler Settineri.

#### **Consultation**

Nil

**Statutory Environment**

Local Government (Financial Management) Regulations 1996, Regulation 5(2)(c)

**Policy Implications**

Some new and amended policies are recommended in the report from Butler Settineri.

**Financial Implications**

Nil.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.2.3**

**That Council receives the Shire of Mingenew Financial Management Review August 2016 as presented.**

**COUNCIL DECISION – ITEM 9.2.3**

**Moved Cr Cosgrove**

**Seconded Cr Pearce**

**That Council receives the Shire of Mingenew Financial Management Review August 2016 as presented.**

**CARRIED 6/0**

Staff were directed to present an amended Corporate Credit Card Policy to the October meeting with changes regarding purchase of fuel.

**9.3 ADMINISTRATION**

NIL.

**9.4 TOWN PLANNING**

Nil

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

**10.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**  
Nil.

**12.0 CONFIDENTIAL ITEMS**  
Nil

**13.0 TIME AND DATE OF NEXT MEETING**  
Next Ordinary Council Meeting to be held on Wednesday 19<sup>th</sup> October 2016 commencing at 4.30pm.

**14.0 CLOSURE**  
The Deputy President thanked all for attending and declared the meeting closed at 5.10 pm.

**These minutes were confirmed at an Ordinary Council meeting on 19 October 2016.**

**Signed** \_\_\_\_\_  
**Presiding Officer**

**Date:** \_\_\_\_\_

7.1.2 SPECIAL MEETING HELD 30 SEPTEMBER 2016



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

30 September 2016

**SHIRE OF MINGENEW**



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## SHIRE OF MINGENEW

### MINUTES FOR SPECIAL MEETING OF COUNCIL HELD IN COUNCIL 30 SEPTEMBER 2016 COMMENCING AT 9.00am

#### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President, Cr Bagley, declared the meeting open at 9.00am and welcomed all in attendance.

#### 2.0 ATTENDANCE

MA Bagley	President	Rural Ward
HM Newton	Councillor	Town Ward
LM Eardley	Councillor	Town Ward
KL Criddle	Councillor	Rural Ward
MP Pearce	Councillor	Town Ward

#### STAFF

NS Jane	Deputy Chief Executive Officer
---------	--------------------------------

#### APOLOGIES

CR Lucken	Councillor	Town Ward
GJ Cosgrove	Councillor	Rural 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

Nil.



## **8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Nil

## **9.0 OFFICERS REPORTS**

### **9.1 DEPUTY CHIEF EXECUTIVE OFFICER**

#### **9.1.1 ACTING CHIEF EXECUTIVE OFFICER**

**Location/Address:** Shire of Mingenew  
**File Reference:** ADM0077  
**Date:** 29<sup>th</sup> September 2016  
**Author:** Michelle Bagley, Shire President

#### **Summary**

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

#### **Attachment**

Nil

#### **Background**

The CEO is on annual leave from the 27<sup>th</sup> September 2016 through to the 9<sup>th</sup> October 2016. Council must resolve to appoint an Acting CEO during this period.

#### **Comment**

The Local Government Act 1995 requires Council to appoint a Chief Executive Officer as outlined below.

#### **Consultation**

James McGovern, WALGA  
Nita Jane, Deputy CEO

#### **Statutory Environment**

Local Government Act 1995 states as follows;

#### **5.36. Local government employees**

- (1) A local government is to employ —
  - (a) a person to be the CEO of the local government; and
  - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
  - (a) believes that the person is suitably qualified for the position; and
  - (b) is satisfied\* with the provisions of the proposed employment contract.

#### **5.41. Functions of CEO**

The CEO's functions are to —

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

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Community Strategic Plan

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

#### **Voting Requirements**

Simple Majority

<b>RECOMMENDATION – ITEM 9.1.1</b>
------------------------------------

**That Council;**

- 1. Appoint an Acting Chief Executive Officer for the period commencing Friday 30<sup>th</sup> September 2016 through to 9<sup>th</sup> October 2016 inclusive.**

**MOTION**

Moved Cr Newton

Seconded Cr Pearce

That Council:

1. Appoint an Acting Chief Executive Officer for the period commencing 30<sup>th</sup> September 2016 through to 9<sup>th</sup> October 2016 inclusive.

**AMENDMENT**

Moved Cr Pearce

Seconded Cr Eardley

That the motion be amended to include “Mrs Nita Jane”.

CARRIED 5/0

<b>COUNCIL DECISION – ITEM 9.1.</b>
-------------------------------------

President Bagley put the amended motion:

That Council:

1. Appoint Mrs Nita Jane as Acting Chief Executive Officer for the period commencing 30<sup>th</sup> September 2016 to 9<sup>th</sup> October 2016 inclusive.

CARRIED 5/0

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

Moved Cr Newton

Seconded Cr Pearce

That the reason the officer recommendation was changed was to identify the appointed Acting Chief Executive Officer.

CARRIED 5/0

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

**10.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**  
Nil.

**12.0 CONFIDENTIAL ITEMS**

Nil

**14.0 CLOSURE**

The President thanked all for attending and declared the meeting closed at 9.05am

**These minutes were confirmed at an Ordinary Council meeting on 19 October 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 REVIEW OF DELEGATIONS REGISTER**

<b>Location/Address:</b>	Shire of Mingenew
<b>Name of Applicant:</b>	Shire of Mingenew
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM0342
<b>Date:</b>	14 October 2016
<b>Author:</b>	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

<b>OFFICER RECOMMENDATION – ITEM 9.1.1</b>
--

**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**



# Register Of Delegations

**October 2016**

**Reviewed by Shire of Mingenew – October 2016**  
**Previously reviewed by Shire of Mingenew – December 2015**  
**Previously reviewed by Shire of Mingenew – June 2015**



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## SUMMARY OF DELEGATIONS BY OFFICER

## INTRODUCTION

### 1. General

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

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

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

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

### 2. Limits on Delegations to the CEO

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

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

### 3. Register of, and Records Relevant to, Delegations

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

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

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

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

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

#### 4. Transfer of Authority Due to Absence

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

## FINANCE

### 01 PAYMENTS FROM TRUST AND MUNICIPAL FUNDS

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

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

- Chief Executive Officer and Deputy Chief Executive Officer
- Chief Executive Officer and a Councillor
- Deputy Chief Executive Officer and a Councillor.

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

- Chief Executive Officer.
- Deputy Chief Executive Officer.

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

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

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

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

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

<b>Reference:</b>	s5.42 & s5.44 – Local Government Act 1995 Local Government (Financial Management) Regs 1996
<b>Council Policy:</b>	N/A
<b>Date Adopted:</b>	18 June 2014
<b>Date Reviewed:</b>	18 June 2014 17 June 2015 16 December 2015 19 October 2016
<b>Date Reviewed and Amended:</b>	19 October 2016

**02 PURCHASE ORDER AUTHORISATION**

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

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

- Level 1 - Chief Executive Officer
- Level 2 - Deputy Chief Executive Officer
- Level 2 - Works Manager
- Level 3 - Community Development Officer
- Level 3 - Finance Officer
- Level 4 - Customer Service Officer

**Conditions:** Limits on amounts:

- a) Level 1 - \$150,000 excluding the purchase of freehold land and real estate.
- b) Level 2 - up to \$60,000 excluding the purchase of freehold land and real estate.
- c) Level 3 - Within area of responsibility up to a maximum of \$500 excluding Capital items.
- d) Level 4 - Within area of responsibility up to a maximum of \$200 excluding Capital items.

**Record of Use:**

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

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

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

***Council Policy:*** Policy 3007 – Purchasing Policy

***Date Adopted:*** 18 June 2014

***Date Reviewed:*** 18 June 2014  
17 June 2015  
16 December 2015  
19 October 2016

***Date Reviewed and Amended:*** 19 October 2016

**03 INVESTMENTS**

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

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

**Conditions:**

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

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

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

**Council Policy:** 3002 - Investments

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
19 October 2016

**Date Reviewed and Amended:** 19 October 2016



**04 POWER TO WAIVE OR WRITE OFF DEBTS**

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

**Delegated to:** Chief Executive Officer

**On delegated to**

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

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

**Record of Use:**

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

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

**Reference:** S5.42 & 5.44 Local Government Act 1995

**Council Policy:** 3006 – Debt Collection

**Date Adopted:** 18 June 2014

**Date Reviewed:**

- 18 June 2014
- 17 June 2015
- 16 December 2015
- 19 October 2016

**Date Reviewed and Amended:** 19 October 2016

**05 RATE BOOK**

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

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

**Conditions:** Nil.

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

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

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

**Council Policy:** 3006.1 – Debt Collection - Rates

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
19 October 2016

**Date Reviewed and Amended:** 19 October 2016

**06 MINOR DONATIONS – MONETARY**

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

**Delegated to:** Chief Executive Officer

**On delegated to:** N/A.

**Conditions:**

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

**Record of Use:**

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

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

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

**Council Policy:** 3004 - Donations

**Date Adopted:** 18 June 2014

**Date Reviewed:**  
 18 June 2014  
 17 June 2015  
 16 December 2015  
 19 October 2016

**Date Reviewed and Amended:** 18 June 2014

**42 DEBT RECOVERY ACTION**

<b><i>Function to be performed:</i></b>	To collect all monies owing to the Shire of Mingenew in a timely and cost effective manner.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A.
<b><i>Conditions:</i></b>	- Compliance with the Local Government Act 1995, s5.46(3)
<b><i>Record of Use:</i></b>	- In line with requirements of the Local Government Act 1995, s.5.46(3)
<b><i>Reference:</i></b>	S5.42, s5.44 & s5.45 - Local Government Act 1995. Local Government (Financial Management) Regs 1996
<b><i>Council Policy:</i></b>	3006
<b><i>Date Adopted:</i></b>	15 October 2014
<b><i>Date Reviewed:</i></b>	17 June 2015 16 December 2015 <b>19 October 2016</b>
<b><i>Date Reviewed and Amended:</i></b>	15 October 2014

**STAFF****07 STAFF HOUSING**

<b><i>Function to be performed:</i></b>	Council delegates its authority and power to the Chief Executive Officer to make all arrangements in regard to occupancy and maintenance of all staff accommodation provided by Council in accordance with Council Policy.  For the purpose of S5.43 (d) of the Local Government Act 1995 the amount determined by the local Government for the purpose of this delegation is a maximum of \$300 per week rental exclusive of utilities and subject always to council policy.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<ol style="list-style-type: none"> <li>1) In exercising this delegation, the Chief Executive Officer shall have regard to Council Policy Manual, Section 5000 – Housing.</li> <li>2) This delegation not to be on delegated</li> </ol>
<b><i>Record of Use:</i></b>	In accordance with Shire of Mingenew’s Rental Agreement – Agreements to be kept on Personnel files.
<b><i>Reference:</i></b>	S5.42 Local Government Act 1995.
<b><i>Council Policy:</i></b>	5001 – Allocation of Staff Housing 5002 – Residential Rentals / Leases 5003 – Telephones in Council and Staff Houses 5004 – Water Charges in Staff Housing (Council Owned) 5005 – Water Charges for Staff (Occupying Non - Council Property) 5006 – Water Charges for Non - Staff Persons Occupying Council Property
<b><i>Date Adopted:</i></b>	18 June 2014
<b><i>Date Reviewed:</i></b>	18 June 2014 17 June 2015 16 December 2015 19 October 2016
<b><i>Date Reviewed and Amended:</i></b>	18 June 2014

**08 CONFERENCES, SEMINARS AND TRAINING COURSES**

<b><i>Function to be performed:</i></b>	Section 5.41 (g) of the Local Government Act 1995 provides that it is a CEO's function to "be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees)."  Council acknowledges that this function includes the authority and power to approve the attendance of Council staff at conferences, seminars and training courses. Attendance is to enhance the professional or occupational development of the officer, provide benefits to the individual or the Council and be relevant to the duties and responsibilities of the officer.
<b><i>Delegated to:</i></b>	Chief Executive Officer.
<b><i>On delegated to:</i></b>	N/A.
<b><i>Conditions:</i></b>	1) In exercising this function, the Chief Executive Officer shall have regard to Council Policy 4006 – Professional Development. 2) This function is not to be on delegated
<b><i>Record of Use:</i></b>	Conference, Seminar or Training outcome documentation to be kept on Personnel Files
<b><i>Reference:</i></b>	S5.42 Local Government 1995.
<b><i>Council Policy:</i></b>	4006 – Professional Development 4006.1 – Payment of Expenses
<b><i>Date Adopted:</i></b>	18 June 2014
<b><i>Date Reviewed:</i></b>	18 June 2014 17 June 2015 16 December 2015 <b>19 October 2016</b>
<b><i>Date Reviewed and Amended:</i></b>	18 June 2014

## ADMINISTRATION

### 09 LIQUOR – SALE AND CONSUMPTION (COUNCIL PROPERTY)

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

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

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

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

**Reference:** S5.42 Local Government 1995

**Council Policy:** 6002 – Hall & Recreation Centre Hire

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
19 October 2016

**Date Reviewed and Amended:** 19 October 2016



**10 CONTRACT VARIATIONS**

<b><i>Function to be performed:</i></b>	Council delegates its authority and power to the Chief Executive Officer to approve minor variations to contracts entered into by Council.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A.
<b><i>Conditions:</i></b>	<ul style="list-style-type: none"> <li>- Monetary variations to contracts are not to exceed the amount set aside in the budget adopted by Council.</li> <li>- Report to Council at the next Concept Forum Meeting</li> </ul>
<b><i>Record of Use:</i></b>	<ul style="list-style-type: none"> <li>- Record to be kept on appropriate file and Contract Register.</li> <li>- Concept Forum Notes.</li> </ul> <p>Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.</p>
<b><i>Reference:</i></b>	S5.42 & S5.44 Local Government 1995
<b><i>Council Policy:</i></b>	N/A.
<b><i>Date Adopted:</i></b>	18 June 2014
<b><i>Date Reviewed:</i></b>	18 June 2014 17 June 2015 16 December 2015 19 October 2016
<b><i>Date Reviewed and Amended:</i></b>	18 June 2014

**11 LEGAL ADVICE**

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

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

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

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

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

**Council Policy:** N/A

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
19 October 2016

**Date Reviewed and Amended:** 19 October 2016

**12 ENFORCEMENTS AND LEGAL PROCEEDINGS**

<b><i>Function to be performed:</i></b>	<ol style="list-style-type: none"> <li>1) To appoint persons or classes of person to be authorized for the purposes of performing particular functions in regard to the enforcement of laws.</li> <li>2) To issue to each person authorised to enforce laws a certificate stating that the person is so authorized and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorized person.</li> <li>3) To extend the time period within which infringement notices may be paid (S9.19 of the Act)</li> <li>4) Use discretion to withdraw any infringement notice issued by an Authorised Office under the Act, following consideration of any submissions of special circumstances relating to it received from the Authorised Office, the notice recipient or other persons (S9.20 of the Act)</li> </ol>
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A.
<b><i>Conditions:</i></b>	Compliance with: Local Government Act 1995, S9.23 Dog Act 1976 Bush Fire Act 1954 Health Act 1911 Miscellaneous Provisions Act 1960
<b><i>Record of Use:</i></b>	Retention of File copy of relevant correspondence.  Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	<ul style="list-style-type: none"> <li>- S5.42, S5.44, S9.10, S9.19, S9.20 and S9.23 Local Government Act 1995</li> <li>- Section 44.9 Miscellaneous Provisions Act 1960</li> </ul>
<b><i>Council Policy:</i></b>	N/A.
<b><i>Date Adopted:</i></b>	18 June 2014
<b><i>Date Reviewed:</i></b>	18 June 2014 17 June 2015 16 December 2015 <b>19 October 2016</b>
<b><i>Date Reviewed and Amended:</i></b>	18 June 2014

**13 EXPENDITURE PRIOR TO ADOPTION OF BUDGET**

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

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

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

**Conditions:** Nil.

**Record of Use:** Retention of documentation involved

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

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

**Council Policy:** N/A

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
19 October 2016

**Date Reviewed and Amended:** 19 October 2016

**14 CERTAIN THINGS TO BE DONE IN RESPECT OF LAND**

**Function to be performed:** Council delegates its authority and power to the Chief Executive Officer to issue notices pursuant to Section 3.25 of the Local Government Act 1995.

**Delegated to:** Chief Executive Officer

**On delegated to:** N/A.

**Conditions:**

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

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

**Reference:** S3.25 Local Government Act 1995

**Council Policy:** N/A.

**Date Adopted:** 18 June 2014

**Date Reviewed:**  
18 June 2014  
17 June 2015  
16 December 2015  
19 October 2016

**Date Reviewed and Amended:** 18 June 2014

**15 IMPOUNDING GOODS – AUTHORISED EMPLOYEE**

<b>Function to be performed:</b>	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none"> <li>1. Authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding;</li> <li>2. Take appropriate action in respect to impounded non perishable goods in accordance with Section 3.42;</li> <li>3. Give notice in accordance with Section 3.44 to collect goods;</li> <li>4. Refuse to allow goods to be collected until all costs have been paid in accordance with Section 3.46;</li> <li>5. Take action to recover expenses in accordance with Section 3.48</li> </ol>
<b>Delegated to:</b>	Chief Executive Officer
<b>On delegated to:</b>	
	<i>The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to the Environmental Health Officer and Ranger.</i>
<b>Conditions:</b>	Subject to the express provisions contained in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996, Pt 6.
<b>Record of Use:</b>	Report to Council.
<b>Reference:</b>	Local Government 1995 Act (As Amended) – S5.42 Local Government 1995 Act – Sections 3.39, 3.42, 3.44, 3.46 and 3.48
<b>Council Policy:</b>	N/A
<b>Date Adopted:</b>	18 June 2014
<b>Date Reviewed:</b>	18 June 2014 17 June 2015 16 December 2015 <b>19 October 2016</b>
<b>Date Reviewed and Amended:</b>	18 June 2014

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

<b><i>Function to be performed:</i></b>	Council delegates its authority and power to the Chief Executive Officer to dispose of any vehicles, animals or goods that have been impounded/seized/confiscated under the provisions of Section 3.47 and 3.58 of the Local Government Act 1995.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<ol style="list-style-type: none"> <li>1. The Chief Executive Officer may dispose of the above only after calling public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations.</li> <li>2. The Chief Executive Officer is authorised pursuant to Section 5.43(B) of the Local Government Act 1995 to accept any tender up to the value of \$5000.</li> <li>3. Tenders for amounts exceeding \$5000 shall be referred to the Council for consideration.</li> </ol>
<b><i>Record of Use:</i></b>	Report to Council at the next Concept Forum Meeting.
<b><i>Reference:</i></b>	Local Government Act 1995 – S3.47, S3.58, S5.42 & S5.43. Local Government (Functions and General) Regulations, Pt 4.
<b><i>Council Policy:</i></b>	N/A
<b><i>Date Adopted:</i></b>	18 June 2014
<b><i>Date Reviewed:</i></b>	18 June 2014 17 June 2015 16 December 2015 19 October 2016
<b><i>Date Reviewed and Amended:</i></b>	18 June 2014

**17 PROCEEDINGS UNDER DOG ACT**

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

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

*This delegation not to be on delegated.*

**Conditions:** Nil.

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

**Reference:** Dog Act 1976 – S.44 & S.29

**Council Policy:** N/A

**Date Adopted:** 18 June 2014

**Date Reviewed:**  
18 June 2014  
17 June 2015  
16 December 2015  
19 October 2016

**Date Reviewed and Amended:** 18 June 2014



**18 OPENING FENCES AND GATES**

<b>Function to be performed:</b>	Council delegates its authority and power to the Chief Executive Officer to approve the opening of fences and the erection of gates on road surveys on both boundary and internal fencing of properties.
<b>Delegated to:</b>	Chief Executive Officer
<b>On delegated to:</b>	N/A
<b>Conditions:</b>	<ul style="list-style-type: none"><li>- In any circumstances considered controversial, the applications are to be referred to Council.</li><li>- All requirements of Section 3.36 to be applied</li></ul>
<b>Record of Use:</b>	Retention of file copy of relevant correspondence.  Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<b>Reference:</b>	<ul style="list-style-type: none"><li>- Local Government Act 1995, S3.36</li><li>- Provisions of the Local Government Act 1995, Schedule 3.2</li></ul>
<b>Council Policy:</b>	N/A
<b>Date Adopted:</b>	18 June 2014
<b>Date Reviewed:</b>	18 June 2014 17 June 2015 16 December 2015 19 October 2016
<b>Date Reviewed and Amended:</b>	18 June 2014

**19 OFFENCES – BUSH FIRES ACT**

**Function to be performed:** The Chief Executive Officer is delegated authority to consider allegations of offences alleged to have been committed against the Bush Fires Acts within the district of the Shire of Mingenew and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of Mingenew Shire Council against any person alleged to have committed any of those offences. This delegation extends to the issue of infringement notices in accordance with the provisions of Section 59A of the Bush Fires Act 1954.

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

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

**Record of Use:** Retention of file copy of relevant correspondence and / or infringement notice.

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

**Reference:** Bush Fires Act 1954 – S.59(3)

**Council Policy:** N/A

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
**19 October 2016**

**Date Reviewed and Amended:** 18 June 2014

**20 BURNING – VARIATION TO RESTRICTED AND PROHIBITED BURNING**

<b><i>Function to be performed:</i></b>	That pursuant to Section 17 (10) and 18 (5) of the Bush Fires Act, the Shire President and Chief Executive Officer, in consultation with the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers are delegated authority jointly, the Council's powers and duties under the Bush Fires Act 1954 in respect to varying the prohibited burning times and the restricted burning times.
<b><i>Delegated to:</i></b>	Chief Executive Officer and Shire President
<b><i>On delegated to:</i></b>	N/A.
<b><i>Conditions:</i></b>	Nil
<b><i>Record of Use:</i></b>	Retention of file copy of relevant correspondence.  Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<b><i>Reference:</i></b>	Bush Fires Act 1954 – S.17(10) & S.18(5)
<b><i>Council Policy:</i></b>	N/A
<b><i>Date Adopted:</i></b>	18 June 2014
<b><i>Date Reviewed:</i></b>	18 June 2014 17 June 2015 16 December 2015 19 October 2016
<b><i>Date Reviewed and Amended:</i></b>	18 June 2014

## ENGINEERING

### 21 TRAFFIC REGULATORY SIGNS

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

**Conditions:**

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

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

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

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

**Council Policy:** Nil

**Date Adopted:** 18 June 2014

**Date Reviewed:**  
 18 June 2014  
 17 June 2015  
 16 December 2015  
 19 October 2016

**Date Reviewed and Amended:** 18 June 2014

**22 EVENTS ON ROADS – CLOSING OF THOROUGHFARE**

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

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

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

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

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

**Council Policy:** Nil

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
**19 October 2016**

**Date Reviewed and Amended:** 18 June 2014

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

<b><i>Function to be performed:</i></b>	Council delegates its authority and power to the Chief Executive Officer, to take what action is deemed necessary in achieving the purpose for which a notice was given pursuant to Section 3.25 and 3.26 of the Local Government Act from persons who failed to comply with the said notice and for the recovery of costs.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Nil.
<b><i>Record of Use:</i></b>	Retention of file copy of relevant correspondence.  Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<b><i>Reference:</i></b>	Local Government Act 1995 S5.42 & S3.25 Local Government Act 1995, Schedule 3.1 - Division 1 Local Government Act 1995, Schedule 3.1 - Division 2
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	18 June 2014
<b><i>Date Reviewed:</i></b>	18 June 2014 17 June 2015 16 December 2015 <b>19 October 2016</b>
<b><i>Date Reviewed and Amended:</i></b>	18 June 2014

**24 NOTIFICATION TO AFFECTED OWNERS ABOUT PROPOSALS**

<b>Function to be performed:</b>	Council delegates its authority and power to the Chief Executive Officer to ensure the requirements of Section 3.51 of the Local Government Act 1995, are observed relating to affected land owners of land works being notified of proposals and allowed a reasonable time to make submissions in order that such may be considered.
<b>Delegated to:</b>	Chief Executive Officer
<b>On delegated to:</b>	N/A
<b>Conditions:</b>	Compliance the Local Government (Functions and General) Regulations 1996.
<b>Record of Use:</b>	Retention of file copy of relevant correspondence.  Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<b>Reference:</b>	Local Government Act 1995, S5.42 & S3.51(3) Local Government (Functions & General) Regulations 1996
<b>Council Policy:</b>	N/A
<b>Date Adopted:</b>	18 June 2014
<b>Date Reviewed:</b>	18 June 2014 17 June 2015 16 December 2015 19 October 2016
<b>Date Reviewed and Amended:</b>	18 June 2014

**25 ENSURING PUBLIC ACCESS MAINTAINED**

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

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

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

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

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

**Council Policy:** N/A

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
**19 October 2016**

**Date Reviewed and Amended:** 18 June 2014



## 26 POWERS OF ENTRY ONTO LAND

<b>Function to be performed:</b>	Council delegates its authority and power to the Chief Executive Officer to undertake the functions and duties required under Part 3 - Subdivision 3 - (Power of Entry) of the Local Government Act 1995 in respect of Section 3.39 - Appointment of Authorised Persons for the purpose of removing and impounding goods that are involved in the contravention which can lead to impounding. Section 3.40 - Removal of Vehicle and impounding of goods by an authorised person. Section 3.42 - Action required in respect to impounding of non-perishable goods. Section 3.44 - The Issue of Notices regarding collection of goods if not confiscated. Section 3.46 - Withholding of goods pending payment of costs. Section 3.47 - The Disposal of confiscated goods. Section 3.48 - Recovery of Costs incurred in the impounding exercise.
<b>Delegated to:</b>	Chief Executive Officer
<b>On delegated to:</b>	N/A
<b>Conditions:</b>	Compliance with the Local Government (Functions and General) Regulations 1996.
<b>Record of Use:</b>	Retention of file copy of relevant correspondence.  Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<b>Reference:</b>	Local Government Act 1995 (As Amended) – S5.42, S3.39, S3.40, S3.44, S3.46 & S3.47 Local Government (Function & General) Regulations 1996
<b>Council Policy:</b>	N/A
<b>Date Adopted:</b>	18 June 2014
<b>Date Reviewed:</b>	18 June 2014 17 June 2015 16 December 2015 19 October 2016
<b>Date Reviewed and Amended:</b>	18 June 2014

**27 ROAD CLOSURES - TEMPORARY**

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

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

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

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

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

**Council Policy:** N/A

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
**19 October 2016**

**Date Reviewed and Amended:** 18 June 2014

**28 DISPOSAL OF SURPLUS EQUIPMENT, MATERIALS, TOOLS ETC**

<b><i>Function to be performed:</i></b>	Council delegates its authority and power to the Chief Executive Officer to sell, by calling for expressions of interest, holding of a surplus goods sale at Council's depot, or any other fair means, items of surplus equipment, materials, tools etc which are no longer required, or are deemed outmoded or are no longer serviceable.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	This delegation applies only to items with a written down value of less than \$5000. Any sale organised by the Chief Executive Officer under this delegated authority shall be advertised by placing notices on appropriate notice boards within the Mingenew Township.
<b><i>Record of Use:</i></b>	Retention of file copy of relevant correspondence.  Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<b><i>Reference:</i></b>	Local Government (Miscellaneous Provisions) Act 1960
<b><i>Council Policy:</i></b>	N/A
<b><i>Date Adopted:</i></b>	18 June 2014
<b><i>Date Reviewed:</i></b>	18 June 2014 17 June 2015 16 December 2015 19 October 2016
<b><i>Date Reviewed and Amended:</i></b>	18 June 2014

**29 ROAD TRAINS AND EXTRA MASS PERMITS**

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

**Delegated to:** Chief Executive Officer

**On delegated to**

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

**Conditions:** Nil.

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

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

**Reference:** Local Government Act 1995 - S5.42

**Council Policy:** Nil

**Date Adopted:** 18 June 2014

**Date Reviewed:**  
18 June 2014  
17 June 2015  
16 December 2015  
**19 October 2016**

**Date Reviewed and Amended:** 18 June 2014

## TOWN PLANNING & BUILDING

### 30 BUILDING NOTICES

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

**Conditions:**

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

**Record of Use:** File copies of notices issued.

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

**Reference:** Building Act 2011  
Building Regulations 2012

**Council Policy:** Policy Manual – Section 9000 – Building Approvals

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
**19 October 2016**

**Date Reviewed and Amended:** **19 October 2016**

**31 BUILDING LICENCES**

<b><i>Function to be performed:</i></b>	Council delegates its authority and power to the “Building Surveyor” in accordance with S374 (1b) of the Local Government (Miscellaneous Provisions) Act 1960 in respect of:- <ol style="list-style-type: none"> <li>1. Approval or refusal of plans and specifications relating to applications for building licences and the authority to issue or refuse building licences, including the authority to impose conditions as appropriate.</li> <li>2. The authority to extend, for a period not exceeding twelve months, time for an applicant who has been issued a licence, to complete construction.</li> <li>3. The authority to approve or refuse amended plans and/or specifications including the authority to impose conditions as appropriate.</li> </ol>
<b><i>Delegated to:</i></b>	Building Surveyor
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<ol style="list-style-type: none"> <li>1. Subject to the provisions of the Building Act 2011 and Building Regulations 2012 and subject to the relevant building codes, Local Laws, Council’s Policies and specific Resolutions of Council.</li> <li>2. Prior to issuing a building licence in respect of an outbuilding which exceeds 75m<sup>2</sup> in area or 3m in height, the application shall be submitted to Council for consideration.</li> <li>3. Applicant being advised of objection and/or appeal rights.</li> </ol>
<b><i>Record of Use:</i></b>	<p>Licences and correspondence issued.</p> <p>Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.</p>
<b><i>Reference:</i></b>	Building Act 2011 and Building Regulations 2012
<b><i>Council Policy:</i></b>	Policy Manual – Section 9000 – Building Approvals

***Date Adopted:*** 18 June 2014

***Date Reviewed:*** 18 June 2014  
17 June 2015  
16 December 2015  
19 October 2016

***Date Reviewed and Amended:*** 19 August 2015

**32 DEMOLITION LICENCES**

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

**Conditions:** Nil.

**Record of Use:** Licences and correspondence issued.

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

**Reference:** Building Act 2011  
Building Regulations 2012

**Council Policy:** Nil

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
**19 October 2016**

**Date Reviewed and Amended:** 19 August 2015



**33 BUILDING – EXTENSIONS OF TIME TO COMPLETE**

<b>Function to be performed:</b>	Council delegates its authority and power to the Building Surveyor in accordance with the Building Act 2011 to approve of an extension of time where it was not possible to complete the building within the period specified in the Building Licence.
<b>Delegated to:</b>	Building Surveyor
<b>On delegated to:</b>	N/A.
<b>Conditions:</b>	<p>Subject to the payment of an additional Building Licence fee calculated in the following manner:-</p> <p>The fee payable is to be in proportion to the extent of the building to be completed for example:</p> <ul style="list-style-type: none"><li>- if 25% of the building is completed, then 75% of the fee is charged</li><li>- if 50% of the building is completed, then 50% of the fee is charged</li><li>- if 75% of the building is completed, then 25% of the fee is charged</li></ul>
<b>Record of Use:</b>	<p>Licences and correspondence issued.</p> <p>Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.</p>
<b>Reference:</b>	Building Act 2011 Building Regulations 2012
<b>Council Policy:</b>	
<b>Date Adopted:</b>	18 June 2014
<b>Date Reviewed:</b>	18 June 2014 17 June 2015 16 December 2015 19 October 2016
<b>Date Reviewed and Amended:</b>	19 August 2015

**34 WORKS – UNLAWFUL**

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

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

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

**Record of Use:** Notices and correspondence issued.

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

**Reference:** Building Act 2011  
Building Regulations 2012

**Council Policy:** Nil

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
**19 October 2016**

**Date Reviewed and Amended:** 19 August 2015

**35 BUILDINGS - DANGEROUS**

**Function to be performed:** Council delegates its authority and power to the Chief Executive Officer to carry out the following functions :-

1. Shore up or otherwise secure the building as well as providing a hoarding or fence around the building to protect the public from danger.
2. Serve written notice upon the owner or the occupier of the building requiring that the building be taken down, secured or repaired.

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

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

**Record of Use:** Certificates, notices and correspondence issued.

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

**Reference:** Building Act 2011  
Building Regulations 2012

**Council Policy:** Nil

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
**19 October 2016**

**Date Reviewed and Amended:** 19 August 2015

**36 CERTIFICATES OF CLASSIFICATION**

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

**Conditions:** Nil.

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

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

**Reference:** Building Act 2011

**Council Policy:** Nil

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
**19 October 2016**

**Date Reviewed and Amended:** 19 August 2015

**37 DANGEROUS EXCAVATION IN OR NEAR PUBLIC THOROUGHFARES**

<b><i>Function to be performed:</i></b>	The Chief Executive Officer is delegated authority to take all appropriate action in accordance with Local Government (Uniform Local Provisions) Regulation No. 11 to remove, or have removed, any dangerous excavation in a public thoroughfare or land adjoining a public thoroughfare
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A.
<b><i>Conditions:</i></b>	Nil.
<b><i>Record of Use:</i></b>	Retention of file copy of relevant correspondence.  Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Local Government Act 1995 – S5.42
<b><i>Council Policy:</i></b>	N/A
<b><i>Date Adopted:</i></b>	18 June 2014
<b><i>Date Reviewed:</i></b>	18 June 2014 17 June 2015 16 December 2015 19 October 2016
<b><i>Date Reviewed and Amended:</i></b>	18 June 2014

**38 DEVELOPMENT APPLICATIONS - ADVERTISING**

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

**Conditions:** Nil.

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

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

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

**Council Policy:** Nil

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
**19 October 2016**

**Date Reviewed and Amended:** 18 June 2014

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

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

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

**Delegated to:**

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

**On delegated to:** No on delegation permitted.

**Conditions:**

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

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

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

**Reference:** Health Act 1911

**Council Policy:** Nil.

**Date Adopted:** 18 June 2014

***Date Reviewed:*** 18 June 2014  
17 June 2015  
16 December 2015  
19 October 2016

***Date Reviewed and Amended:*** 18 June 2014



**40 TREATMENT OF SEWERAGE AND DISPOSAL OF LIQUID WASTE**

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

**Delegated to:** Chief Executive Officer

**On delegated to:**

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

**Conditions:** Nil.

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

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

**Reference:** Health Act 1911- S26

**Council Policy:** N/A.

**Date Adopted:** 18 June 2014

**Date Reviewed:**  
18 June 2014  
17 June 2015  
16 December 2015  
**19 October 2016**

**Date Reviewed and Amended:** 18 June 2014

**41 AUTHORISED PERSONS**

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

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

**Delegated to:** Chief Executive Officer and Environmental Health Officer

**On delegated to:** N/A.

**Conditions:** Nil.

**Record of Use:** Notices and correspondence issued.

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

**Reference:** Caravan Parks and Camping Regulations 1997

**Council Policy:** N/A.

**Date Adopted:** 18 June 2014

**Date Reviewed:** 18 June 2014  
17 June 2015  
16 December 2015  
19 October 2016

**Date Reviewed and Amended:** 18 June 2014

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

Section	No.	Delegation Title
Finance	01	Payments from Trust and Municipal Funds
Finance	02	Purchase Order Authorisation
Finance	03	Investments
Finance	04	Power to Waive or Write Off Debts
Finance	05	Rate Book
Finance	06	Minor Donations
Finance	42	Debt Recovery Action
Staff	07	Staff Housing
Staff	08	Conferences, Seminars and Training Courses
Administration	09	Liquor – Sale and Consumption (Council Property)
Administration	10	Contract Variations
Administration	11	Legal Advice
Administration	12	Enforcements and Legal Proceedings
Administration	13	Expenditure Prior to Adoption of Budget
Administration	14	Certain things to be done in Respect of Land
Administration	15	Impounding Goods – Authorised Employee
Administration	16	Sale of Impounded/Seized/Confiscated Vehicles, Animals or Goods
Administration	17	Proceedings under Dog Act
Administration	18	Opening Fences and Gates
Administration	19	Offences – Bush Fires Act
Administration	20	Burning – Variation to Restricted and Prohibited Burning
Engineering	21	Traffic Regulatory Signs
Engineering	22	Events on Roads – Closing of Thoroughfare
Engineering	23	Certain things to be done by Owners or Occupiers of Land
Engineering	24	Notification to Affected Owners About Proposals
Engineering	25	Ensure Public Access Maintained
Engineering	26	Powers of Entry onto Land
Engineering	27	Road Closures – Temporary
Engineering	28	Disposal of Surplus Equipment, Materials, Tools etc
Engineering	29	Road Trains and Extra Mass Permits
Town Planning & Building	30	Building Notices
Town Planning & Building	32	Demolition Licences
Town Planning & Building	34	Works – Unlawful
Town Planning & Building	35	Buildings – Dangerous

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

### Works Manager

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

### Deputy Chief Executive Officer

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

### Community Development Officer

Section	No.	Delegation Title
Finance	02	Purchase Order Authorisation

### Finance Officer

Section	No.	Delegation Title
Finance	02	Purchase Order Authorisation

**Customer Service Officer**

Section	No.	Delegation Title
Finance	02	Purchase Order Authorisation

**Environmental Health Officer**

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

**Ranger**

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

**Community Emergency Services Manager**

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

**Building Surveyor**

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

**Planning Officer**

Section	No.	Delegation Title
Town Planning & Building	30	Building Notices
Town Planning & Building	38	Development Applications – Advertising

**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;

	<b>Purcher International</b>	<b>Purcher International</b>	<b>Midwest Isuzu Trucks</b>	<b>WA Hino</b>	<b>Current Model</b>
	<b>Mitsubishi Fuso 1024</b>	<b>Mitsubishi Fuso 918</b>	<b>Isuzu NQR 87-190</b>	<b>Hino 921 Crew Auto</b>	<b>Mitsubishi Fuso FE 84</b>
<b>Vehicle Details</b>					
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	
<b>Purchase Price</b>	<b>\$98,500</b>	<b>\$63,600</b>	<b>\$65,800</b>	<b>\$65,540</b>	
<b>Less Trade</b>	<b>(\$21,000)</b>	<b>(\$21,000)</b>	<b>(\$16,364)</b>	<b>(\$15,909)</b>	
<b>Total Changeover Cost</b>	<b>\$77,500</b>	<b>\$47,310</b>	<b>\$49,436</b>	<b>\$49,631</b>	

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 19 October 2016

<b>Additional Items</b>					
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



## PURCHER - INTERNATIONAL PTY LTD

99 FLORES ROAD, GERALDTON, WA 6530

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Phone: (08) 9921 2166, Fax: (08) 9921 4312, [www.purcher.com.au](http://www.purcher.com.au)

07<sup>th</sup> October 2016

Mr Martin Whitely  
Chief Executive Officer  
Shire of Mingenew  
21 Victoria Street  
Mingenew WA 6522



**RFT 4-2016/17  
SUPPLY & DELIVERY OF CREW CAB TRUCK  
Quote: FUSO FIGHTER 1024**

Dear Martin,

Please find pricing and further detail below on a Fuso Fighter 1024 Crew Cab, this truck is presented as a larger alternative to the Fuso Canter 918 and your current crew cab. With a GVM of 10,400Kg and 20,000Kg GCM it is capable of carrying larger loads and also enables an increase in tray length to 5.5m, plus the truck cab itself is significantly larger at around 175mm wider than the current model Canter

#### FUSO FIGHTER

- Unique transom window in passenger door improves vision.
- 6-cylinder engine across the range.
- SCR technology with no DPF or EGR
- No need to perform a DPF burn off.
- ISRI air suspension driver's seat.
- Multimedia SAT/NAV unit with Bluetooth
- Class leading 30,000km service intervals
- Warranty 3 years, 150,000km or 3000 hours



Please note that this vehicle would not be available for delivery to the Shire until approximately March to April 2017.

I hope this quotation meets your expectations, should you require any further information please don't hesitate to contact me on 9921 2166 or 0429 119 866.

Yours faithfully

Michael Short  
Sales Consultant  
PURCHER-INTERNATIONAL



**FIGHTER REAR SEATS**



**Fighter 1024 Crew Cab**

Product	FUSO FIGHTER 1024 CREW CAB			
<b>Cab Chassis</b>	<b>Model: 1024 Fuso Fighter - FK61FKWRFAC mwb crew cab</b>			
	10,400kg GVM 20,000kg GCM			
	Engine Mitsubishi FUSO 6M60-9AT1, 6 Cyl. 7.5L			
	Power (ECE R85-00): 177kW @ 2500 rpm			
	Torque (ECE R85-00): 745Nm @ 1400 rpm			
	Fuel Capacity: 200 Litres Diesel			
	Transmission Mitsubishi FUSO M060S6-OD			
	6 Speed manual with Air Assisted Gearshift			
	Wide Cab (2.2m) Seven Seats			
	Multi Media Package			
	AM / FM / CD / DVD			
	Bluetooth® hands free Phone Connectivity			
	Satellite Navigation			
	Reversing Camera Compatible			
	Seat ISRI Air Suspension with Height, Tilt and Dampening Adjustment			
	30,000km Service Intervals or 12 Months			
	Fuso Canvas Seat Covers			
	Fuso Floor Mats			
	Window Tint			
<b>Body</b>	Unicorn Heavy duty steel truck tray,5500L x 2400W,			
	60mm pipe headboard, 3mm chequer plate floor			
	300H drop sides, split with removable stanchion posts			
	Reese style Towbar, heavy duty removable tongue			
	50mm ball, for TRUCK, Rating: 3500KG			
	Towbar power distribution module, with standard 7 pin round plug			
	Amber beacons, mounted on tray headboard LH& RH			
	Under body poly water tank, 60L with soap dispenser			
		<b>Price</b>	<b>GST</b>	<b>Total</b>
<b>Purchase Price</b>		\$98,500	\$9,850	\$108,350
<b>Less Trade</b>	<b>2007 Fuso Canter FE84 Crew Cab MI.029</b>	\$21,000	\$2,100	\$23,100
<b>Total</b>		\$77,500	\$7,750	\$85,250
Licence	Estimated - to be charged at actual cost			\$450
<b>Grand Total</b>				<b>\$85,700</b>

**CONDITIONS OF SALE:**

- LICENSING:** Purcher-International would be pleased to prepare and license your new vehicle with all associated statutory charges to be passed on to you at cost price which can be invoiced separately.  
**[Police inspection costs are included in the above pricing.](#)**
- WARRANTY:** FIGHTER:  
3 years, 150,000km or 3000 hours (whichever occurs first)
- DELIVERY:** Estimated March to April 2017.  
Subject to confirmation of availability at time of order.  
Delivered to Shire Depot Mingenew
- FINANCE:** Purcher-International has direct links to major Financiers and Banks. We can tailor a finance package best suited to your requirements.
- SERVICE:** 30,000km / 12 month service intervals for Fuso Canter & Fighter
- Safeguard Fixed Price Servicing** - Safeguard maintenance and repair program covers maintenance and repairs according to an agreed schedule and pre-determined costs for Canter & Rosa. (conditions apply)
- Classic:** Scheduled service & maintenance
- Platinum:** Scheduled service & maintenance plus repair work to some engine, electrical & transmission components.
- Platinum Advantage:** As above plus comprehensive repairs to most components, includes towing and break down assistance.
- SUPPORT:** **Purcher-International** offers a full service and parts facility, which has a reputation second to none. Purcher International can offer fixed price servicing to suit your business requirements including replacement parts and repairs.
- Purcher-International** Service Centre operates from **7.30am to 5.30pm** Monday through Friday and Saturday morning 8am to Midday.
- Purcher-International** also has service agreements with other providers across the state.
- PLEASE NOTE:** Specifications are subject to change without notice.
- VALIDITY:** This quotation shall remain valid 21 days.
- PAYMENT:** Possession of your new vehicle can only be passed on to you after full settlement of all outstanding funds including licensing charges and any other accessories ordered.

# FIGHTER 1024.

4X2 / 6-SP MANUAL / 7 SEAT CREWCAB

10,400KG

20,000KG

177KW/745NM

Medium rigid licence required



CLASS LEADING 30,000KM SERVICE INTERVALS

# SPECIFICATIONS

## MODEL

4x2 1024 Rear Wheel Park Brake Crew Cab MWB 6 Sp. MAN (FK61FKWRFAC)

## WHEEL BASE

4870mm

## GVM (optional)

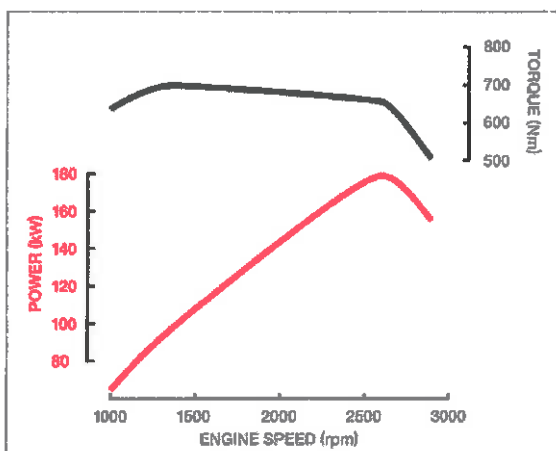
10,400kg

## GCM (optional)

20,000kg

### ENGINE

Engine Version	FUSO 6M60-9AT1 Diesel
Configuration	6 Cyl. In-line OHC, 4-Valve
Type	Variable Geometry Turbo Charged Air to Air Intercooler
Displacement	7.5 litre (7545cc)
Bore	118mm
Stroke	115mm
Power (ECE R85-00)	177kW @ 2500 rpm
Torque (ECE R85-00)	745Nm @ 1400 rpm
Maximum Engine Speed	2900 rpm
Compression Ratio	16.0:1
Cooling System / Oil Cooler	Water cooled, 23.0L capacity/ Plate type engine oil cooler
Air Cleaner	Paper Element Type with Restrictor Indicator. Vertical Intake Mounted on Clean Air Side (RH)
Emission Control	Selective Catalytic Reduction (SCR) after-treatment system (BlueTec), Positive Crankcase Ventilation (PCV)
Emission Level	ADR 80/03 - Euro 5



### FUEL

Injection System	DENSO Common Rail System Electronically Controlled Direct Injection
Tank Type	Rectangular Steel Tank with Locking Cap
Fuel Capacity *	200 Litres
AdBlue Exhaust Fluid Capacity	22 Litres
Notes	*Max Fill to approx 95% of Air Capacity

### COOLING

Fan Drive	Thermo modulated continuous control (Viscous)
Radiator	Corrugated Fin with Expansion Tank

### ELECTRICAL

Voltage	24V Negative Earth
Alternator Capacity	24V-80 amp
Starter Capacity	24V-5.0kW
Battery Capacity	2x12V, 65Ah/5hr
Headlamp Type	Halogen
Headlamp Capacity	Low Beam 2x70W High Beam 2x75W

### CLUTCH

Clutch Model	FUSO C7M38
Type	Single Dry Plate
Operation/Specification	Air Assisted Hydraulic

### TRANSMISSION

Version	FUSO Manual M070S6-OD
Type/Speeds	6 with Air Assisted Gearshift
Features	Synchromesh 2nd-6th
Ratios	1st: 6.807 2nd: 4.172 3rd: 2.396 4th: 1.504 5th: 1.000 6th: 0.774 Rev. 6.807
PTO Opening	LH Side

### PROPELLER SHAFT

Type	P10
Universal Joint	Needle Roller

### FRONT AXLE

Axle Version	FUSO F400T
Type	Reverse Elliot 'I' Beam
Capacity *	3800kg
Notes	*See MAX LOADING for vehicle capacity.

### FRONT SUSPENSION

Type	Parabolic Leaf with Stabiliser Bar and Double Acting Shock Absorbers
Size	1300x70mm Leaves

### REAR AXLE

Type	Full Floating Hypoid
Axle Version	FUSO R052T/D052H
Capacity*	9500kg
Ratio	4.444:1
Notes	*See MAX LOADING for vehicle capacity.

### REAR SUSPENSION

Type	Steel Suspension
Details	Semi-Elliptic Leaf with Stabiliser Bar
Size Main Leaves	1300x70mm
Size Helper Leaves	900x70mm

### MAX LOADING

Front	3800kg
Rear	6800kg
Total	10400kg

### STEERING

Type	Integral Power Assisted Ball and Nut
Steering Column	Tilt/Telescopic Adjustable with Lock
Ratio	17.1-20.0:1

### BRAKES

Type	Air Actuated Hydraulic Dual Circuit ABS with Automatic Brake Adjustment
Size Front	320x120mm
Size Rear	320x140mm
Park Brake	Rear Wheel Spring Actuated
Auxiliary	Exhaust Brake
Compressor	Water Cooled, 340cc Single Cyl.
Air Dryer Model	DU3

# SPECIFICATIONS

## MODEL

4x2 1024 Rear Wheel Park Brake Crew Cab MWB 6 Sp. MAN (FK61FKWRFAC)

## WHEEL BASE

4870mm

## GVM (optional)

10,400kg

## GCM (optional)

20,000kg

### WHEELS & TYRES

Wheel Type	7, Single Piece Disc
Wheel Size	17.5x6.75DC-131-10t
Wheel Stud Pattern	6x222.25mm PCD
Tyre Size All	235/75R17.5LT 132/130M
Spare Tyre Carrier	Provided

### CHASSIS

Type	Parallel Channel
Size	228x80x7.0mm
Width	842mm
Tensile Strength	540Mpa

### INSTRUMENTS

Gauges	Speedometer with Odometer Tachometer Air Pressure (2) Fuel Level Water Temperature
Colour Information Display	Fuel Consumption Service Indicators Hour Meter and Tripmeter
Warning Lamps	ABS Turn Signal High Beam Exhaust Brake Hill Start Assist Oil Level Ad Blue Low Fuel Low Park Brake Alternator Oil Filter Blockage Engine Control / Cruise Control (ECU) Air Filter Restriction Fuel Filter Water Contamination Door Opening
Warning Lamp/Buzzer	Air Pressure Brake Fluid Level / Dual Circuit Oil Pressure Engine Overheat / Low Coolant Level

### MULTI-MEDIA PACKAGE

Satellite Navigation	Maps with heavy vehicle weight, length, height & hazardous material selectable restrictions with 3 years of Map updates
Colour Display	6.1 inch LCD with touch screen control
Phone Connectivity	Bluetooth® hands free
Audio Visual Entertainment	CD/DVD player and Digital radio DAB+ (also AM/FM for areas not covered by DAB+) USB port for iPod®* & other devices
Reversing Camera Compatible	Display can accept up to 3 cameras#
Notes	* iPod® compatibility requires an additional licensed cable # Cameras available through spare parts

### STANDARD FEATURES

Airbag(s)	Driver's Air Bag and Seat Belt Pre-tensioners
Hill Start System	Yes
Cab Cooling & Heating	Air Conditioner / Heater / Demister
Accessory Power	24V Accessory Power Outlet / Cigar Lighter
Driving	Keyless Central Locking Electric Windows (front only) Cruise Control LH Transom Window Fuso Multimedia Unit Cup Holders (2) Fluorescent Cabin Lamp and Interior Reading Lamps Engine Idle Speed Control
Storage	Dash Storage Tray 2 DIN Glove Compartment 1 Single & 1 Double DIN Slot for Accessories Overhead Storage Pocket with Lid RH Door Storage Pocket
Cab: External	Roof Mounting Points (max. static load 70kg) Front End-Outline Marker Lamps
Chassis	Chassis Mounted Tool Box Reverse Warning Buzzer

### CAB FEATURES

Type	All Steel Forward Control Elec/Hyd. Tilt 44 deg.
Mounting	Isolated Rubber 3 Point
Colour	Natural White
Interior	Fully Trimmed
Windscreen	Laminated Tinted
Windscreen Wipers	2 Speed + Intermittent Cycle with Integrated Washer Nozzles
Door	90 degree Opening Angle
Rear Vision Mirrors	Remote / Heated with Convex Spotter (Both Sides)
Seating Capacity	7
Seat Belts	4 ELR Lap Sash, 3 Lap
Seat (driver)	ISRI Air Suspension with Height, Tilt and Dampening Adjustment Integral Headrest and Fabric Trim
Seats (passenger)	Centre: Low Back with Fabric Trim Forward Folding Far Passenger: Fixed Base with Reclining Seat Back, Integral Headrest and Fabric Trim
Seats (crew cab rear)	Bench Type Low Back with Fabric Trim

### SERVICE INTERVALS

Interval*	30,000km, 12 Months or 600 Hours (whichever occurs first)
Notes	* based on normal operating conditions and may be reduced when operating under severe conditions.

### WARRANTY

Basic/Powertrain	3 Years, 150,000kms or 3,000 operating hours (whichever occurs first)
Cab Perforation/Anti Corrosion	3 Years

### PERFORMANCE

Turning Circle (kerb to kerb - metres)	16.2
Road Speed (km/h) at Max Engine Speed	123
Engine Speed (rpm) at 100km/hr (top gear)	2327
Gradeability at Rated GVM (theoretical)*	54%
Gradeability at Rated GCM (theoretical)*	24%
Notes	*This is theoretical performance only. Actual performance may vary under different conditions

# SPECIFICATIONS

## MODEL

4x2 1024 Rear Wheel Park Brake Crew Cab MWB 6 Sp. MAN (FK61FKWRFAC)

## WHEEL BASE

4870mm

## GVM (optional)

10,400kg

## GCM (optional)

20,000kg

### MASS (ESTIMATED)\*

Front*	2485kg
Rear*	1360kg
Total*	3845kg
Notes	* Mass (est.) includes oil and water but excludes spare wheel, tools & fuel. Weights provided are subject to 3.5% variation (+/-)

### BODY BUILDER'S NOTES

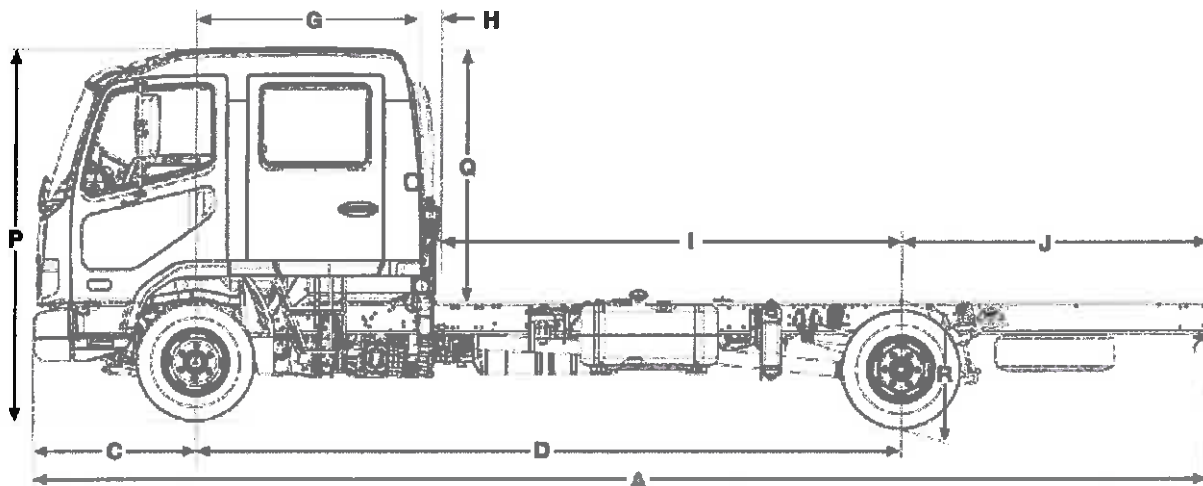
#### Notes

Chassis reinforcement must be utilised for Tipper/Demountable type body configurations. To conform with ADR 13/00 and 14/02 (lighting/mirror requirements) the following must be adhered to at body installation.

- If other than a flat type or tipper body is fitted, rear end out-line marker lamps must be installed.
- If overall length exceeds 6.0 metres, side reflectors must be installed.
- If overall length exceeds 7.5 metres, side marker lamps must be installed.
- If overall width is less than 2.4 metres, the mirrors must be modified to project not more than 230mm. To conform with ADR 42/04 (General Safety), rear wheel guards must be fitted to the vehicle.

### DIMENSIONS (MM)

Width Front Fender (mm)	2170
Width Rear Axle (mm)	2175
Width Front Track (mm)	1810
Width Rear Track (mm)	1665
Width Frame (mm)	842
MAX. RECOMMENDED BODY WIDTH (mm)	2500
A - Length Overall (mm)	8095
C - Front Overhang (mm)	1135
D - Wheelbase (mm)	4870
G - Front Axle to Rear of Cab (mm)	1570
H - Rear of Cab to Rearmost Item Behind Cab (mm)	115
I - Rearmost Item Behind Cab to Rear Axle (mm)	3185
J - Frame, Rear Axle to End (mm)	2090
P - Height Cab to Ground (mm)	2605
Q - Height Cab to Frame (mm)	1745
R - Height Rear Frame to Ground (mm)	860



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**FUSO**

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# PURCHER - INTERNATIONAL PTY LTD

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07<sup>th</sup> October 2016

Mr Martin Whitely  
Chief Executive Officer  
Shire of Mingenew  
21 Victoria Street  
Mingenew WA 6522



**RFT 4-2016/17**  
**SUPPLY & DELIVERY OF CREW CAB TRUCK**  
**Quote: FUSO CANTER 918**

Dear Martin,

Please find pricing and further detail below on a Fuso Canter 918 Crew Cab with steel tray, as a similar replacement to your existing vehicle.

Seating between 6 and 7 people, Canter's Crew Cab range is ideal for small work teams. With lockable storage and controlled air conditioning in the rear compartment in our 4x2 models, the Crew Cab optimises space and comfort

- Fuel efficient EEV engine
- Suspended driver's seat
- Dual airbags (driver & far passenger)
- Front and rear disk brakes with ABS and EBD
- Fuso's exclusive brake priority system
- Class leading tare weight
- Class leading 30,000km service intervals
- 5 year extended warranty included

I hope this quotation meets your expectations, should you require any further information please don't hesitate to contact me on 9921 2166 or 0429 119 866.

Yours faithfully

Michael Short  
Sales Consultant  
**PURCHER-INTERNATIONAL**



Canter Crew Cabs - Feature rear air-conditioning and under seat storage



**Canter 918 Crew Cab**

Product	Fuso Canter 918 Crew Cab			
<b>Cab Chassis</b>	FEB91GR4WFAD Manual lwb			
	8,200kg GVM 11,700Kg GCM			
	Engine Mitsubishi FUSO 4P10 Diesel (ADR 80/03 & EEV)			
	129kW @ 2860~3500 rpm , 430Nm @ 1600~2860 rpm			
	Fuel Tank 100L Rectangular Steel Tank with Locking Cap			
	12 Litre AdBlue Tank			
	Transmission 5 Speed with In-Dash Gearshift Lever			
	Front and rear disc brakes with ABS and EBD,			
	Exhaust brake and Fuso Brake Priority System			
	Steel Leaf Spring Suspension Front and Rear			
	Power Steering with Tilt/Telescopic Adjustable Steering Column			
	Spare Tyre			
	Multi Media Package			
	AM / FM / CD / DVD			
	Bluetooth® hands free Phone Connectivity			
	Satellite Navigation			
	Reversing Camera Compatible			
<b>Inclusions</b>	Window Tint			
	Floor Mats (manual)			
	Canvas Seat Covers			
	Jack & Basic Wheel Change Tools			
<b>Body</b>	Unicom Heavy duty steel truck tray,4200L x 2100W			
	60mm pipe headboard, pipe headboard, 3mm chequer plate floor,			
	300H drop sides, split with removable stanchion posts			
	Reese style Towbar, heavy duty removable tongue			
	50mm ball, for TRUCK, Rating: 3500KG			
	Towbar power distribution module, with standard 7 pin round plug			
	Amber beacons, mounted on tray headboard LH& RH			
	Under body poly water tank, 60L with soap dispenser			
		<b>Price</b>	<b>GST</b>	<b>Total</b>
<b>Purchase Price</b>		\$63,600	\$6,360	\$69,960
<b>Less Trade</b>	<b>2007 Fuso Canter FE84 Crew Cab MI.029</b>	\$21,000	\$2,100	\$23,100
<b>Total</b>		\$42,600	\$4,260	\$46,860
<b>Licence</b>	Estimated - to be charged at actual cost			\$450
<b>Grand Total</b>				<b>\$47,310</b>

**CONDITIONS OF SALE:**

- LICENSING:** Purcher-International would be pleased to prepare and license your new vehicle with all associated statutory charges to be passed on to you at cost price which can be invoiced separately.  
**[Police inspection costs are included in the above pricing.](#)**
- WARRANTY:** Canter: 3 Years, 100,000kms or 2,000 operating hours  
Extended Warranty Included  
5 years, 200,000km or 4000 hours (whichever occurs first)
- DELIVERY:** Estimated 8 to 10 weeks from date of order with body and accessories.  
Subject to confirmation of availability at time of order.  
Delivered to Shire Depot Mingenew
- FINANCE:** Purcher-International has direct links to major Financiers and Banks.  
We can tailor a finance package best suited to your requirements.
- SERVICE:** 30,000km / 12 month service intervals for Fuso Canter & Fighter
- Safeguard Fixed Price Servicing** - Safeguard maintenance and repair program covers maintenance and repairs according to an agreed schedule and pre-determined costs for Canter & Rosa. (conditions apply)
- Classic:** Scheduled service & maintenance
- Platinum:** Scheduled service & maintenance plus repair work to some engine, electrical & transmission components.
- Platinum Advantage:** As above plus comprehensive repairs to most components, includes towing and break down assistance.
- SUPPORT:** **Purcher-International** offers a full service and parts facility, which has a reputation second to none. Purcher International can offer fixed price servicing to suit your business requirements including replacement parts and repairs.
- Purcher-International** Service Centre operates from **7.30am to 5.30pm** Monday through Friday and Saturday morning 8am to Midday.
- Purcher-International** also has service agreements with other providers across the state.
- PLEASE NOTE:** Specifications are subject to change without notice.
- VALIDITY:** This quotation shall remain valid 21 days.
- PAYMENT:** Possession of your new vehicle can only be passed on to you after full settlement of all outstanding funds including licensing charges and any other accessories ordered.

# CANTER CREW CABS.

4X2 / 6-7 SEATS / MANUAL OR DUONIC AMT

GVM

4,500KG TO  
8,200KG

GCM

8,000KG TO  
11,700KG

Power/Torque

110KW/370NM OR  
129KW/430NM

Passenger: light to medium right licence required.  
Can be derated and driven with a passenger car licence.



CLASS LEADING 30,000KM SERVICE INTERVALS.

[fuso.com.au](http://fuso.com.au)

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**FUSO**

# SPECIFICATIONS

## MODEL

A	4x2 515 City Crew Cab MWB 6 Sp. AMT (FEA21ER3WFAC)
B	4x2 815 Wide Crew Cab MWB 6 Sp. AMT (FEB71ER3WFAC)
C	4x2 815 Wide Crew Cab LWB 6 Sp. AMT (FEB71GR3WFAC)
D	4x2 918 Wide Crew Cab LWB 6 Sp. AMT (FEB91GR3WFAD)
E	4x2 815 Wide Crew Cab LWB 5 Sp. MAN (FEB71GR4WFAC)
F	4x2 918 Wide Crew Cab LWB 5 Sp. MAN (FEB91GR4WFAD)

## WHEEL BASE

3400mm
3400mm
3850mm
3850mm
3850mm
3850mm

## GVM (optional)

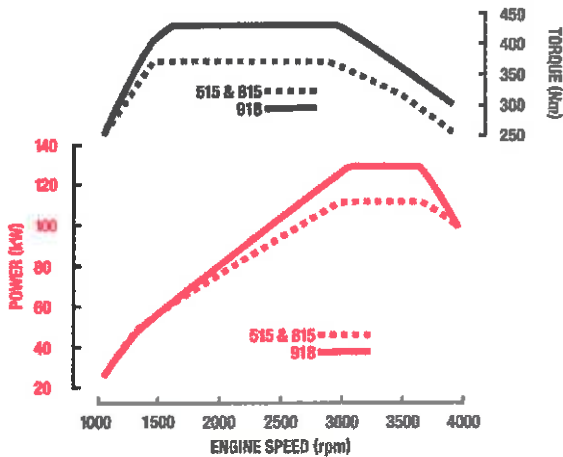
4500kg
7500kg (4500kg)
7500kg (4500kg)
8200kg (8000kg)
7500kg (4500kg)
8200kg (8000kg)

## GCM (optional)

8000kg
11,000kg (8000kg)
11,000kg (8000kg)
11,700kg (11,000kg)
11,000kg (8000kg)
11,700kg (11,000kg)

## ENGINE

Engine Version	<b>ABCE</b> FUSO 4P10-T4 Diesel	<b>DF</b> FUSO 4P10-T6 Diesel
Configuration	4 Cyl. In-line DOHC, 4-Valve	
Type	Variable Geometry Turbo Charged Air to Air Intercooled	
Displacement	3 litre (2998cc)	
Bore	95.8mm	
Stroke	104mm	
Power (DIN)	<b>ABCE</b> 110kW @ 2840~3500 rpm	<b>DF</b> 129kW @ 2860~3500 rpm
Torque (DIN)	<b>ABCE</b> 370Nm @ 1350~2840 rpm	<b>DF</b> 430Nm @ 1600~2860 rpm
Maximum Engine Speed	4100 rpm	
Compression Ratio	17.5:1	
Cooling System / Oil Cooler	<b>A</b> Water cooled, 14.1L capacity/ Plate type engine oil cooler	<b>BCE</b> Water cooled, 14.8L capacity/ Plate type engine oil cooler
		<b>DF</b> Water cooled, 15.2L capacity/ Plate type engine oil cooler
Air Cleaner	Paper Element Type with Restrictor Indicator. Vertical Intake Mounted on Clean Air Side (RH)	
Emission Control	<b>ABCE</b> Diesel Particulate Filter (DPF) Exhaust Dash Display DPF Status 0~9 (Empty~Full) Parked Regeneration possible from 7~9	<b>DF</b> Diesel Particulate Filter (DPF) Exhaust Dash Display DPF Status 0~9 (Empty~Full) Parked Regeneration possible from 7~9 plus SCR After-Treatment System
Emission Level	ADR 80/03 & EEV rated (Enhanced Environmentally-Friendly Vehicle) Euro 5	



## FUEL

Injection System	Bosch Common Rail Direct Injection Bosch Piezo Technology Injectors
Tank Type	Rectangular Steel Tank with Locking Cap
Fuel Capacity *	100 Litres
Filtration	Filter with Water Separator and Indicator Sensor
AdBlue Exhaust Fluid Capacity	12 Litres
Notes	*Max Fill to approx 95% of Air Capacity

## COOLING

Fan Drive	Thermo modulated continuous control (Viscous)
Radiator	Corrugated Fin with Expansion Tank

## ELECTRICAL

Voltage	12V Negative Earth	
Alternator Capacity	12V-110 amp	
Starter Capacity	12V-2.0kW	
Battery Capacity	<b>A</b> 1x12V, 70Ah/5hr	<b>BCDEF</b> 2x12V, 70Ah/5hr
Battery Specification	115D31LX2	
Headlamp Type	Halogen	
Headlamp Capacity	2x55W/60W	

## CLUTCH

Clutch Model	<b>ABCD</b> Duonic Automated Manual (no clutch pedal)	<b>EF</b> FUSO C4W30
Type	Dual Clutch (Wet Multi-plate)	Single Dry Plate, Direct Hydraulic Type

## TRANSMISSION

Version	<b>ABCD</b> FUSO Duonic M038S6	<b>EF</b> FUSO M038S5
Type/Speeds	5 Speed with In-Dash Gearshift Lever	6 Speed Automated Manual with Auto and Manual Modes Synchronesh 2nd-5th
Features	Virtually Instant Gear Changes In-Dash Gear Lever with Park Brake Position ECO Mode to Minimise Fuel Usage	
Ratios	1st: 5.397 2nd: 3.788 3rd: 2.310 4th: 1.474 5th: 1.000 6th: 0.701 Rev. 5.397	1st: 5.494 2nd: 3.193 3rd: 1.689 4th: 1.000 5th: 0.723 Rev. 4.494
PTO Opening	LH Side	LH Side.

## FRONT AXLE

Axle Version	<b>A</b> FUSO F200T	<b>BCDEF</b> FUSO F350T
Type	Independent Front Suspension	Reverse Elliot "I" Beam
Capacity *	2300kg	3100kg
Notes	*See MAX LOADING for vehicle capacity.	

## FRONT SUSPENSION

Type	<b>A</b> Double Wishbone Independent Front Suspension with Coil Springs and Double Acting Shock Absorbers	<b>BCDEF</b> Multi-Leaf with Stabiliser Bar and Double Acting Shock Absorbers
Size	N/A	1150x70mm Leaves

## REAR AXLE

Type	Full Floating Banjo Type			
Axle Version	<b>A</b> FUSO R030T	<b>BCDEF</b> FUSO R035T		
Capacity*	3800kg	6000kg		
Ratio	<b>A</b> 4.444:1	<b>BC</b> 5.714:1	<b>D</b> 6.166:1	<b>EF</b> 5.285:1
Notes	*See MAX LOADING for vehicle capacity.			

# SPECIFICATIONS

## MODEL

<b>A</b>	4x2 515 City Crew Cab MWB 6 Sp. AMT (FEA21ER3WFAC)
<b>E</b>	4x2 815 Wide Crew Cab MWB 6 Sp. AMT (FEB71ER3WFAC)
<b>C</b>	4x2 815 Wide Crew Cab LWB 6 Sp. AMT (FEB71GR3WFAC)
<b>D</b>	4x2 918 Wide Crew Cab LWB 6 Sp. AMT (FEB91GR3WFAD)
<b>E</b>	4x2 815 Wide Crew Cab LWB 5 Sp. MAN (FEB71GR4WFAC)
<b>F</b>	4x2 918 Wide Crew Cab LWB 5 Sp. MAN (FEB91GR4WFAD)

## WHEEL BASE

3400mm
3400mm
3850mm
3850mm
3850mm
3850mm

## GVM (optional)

4500kg
7500kg (4500kg)
7500kg (4500kg)
8200kg (8000kg)
7500kg (4500kg)
8200kg (8000kg)

## GCM (optional)

8000kg
11,000kg (8000kg)
11,000kg (8000kg)
11,700kg (11,000kg)
11,000kg (8000kg)
11,700kg (11,000kg)

## REAR SUSPENSION

Type	Steel Suspension	
Details	Parabolic Leaf with Double Acting Shock Absorbers	<b>A</b> <b>BCDEF</b> Semi-Elliptic Leaf with Stabiliser Bar and Double Acting Shock Absorbers
Size Main Leaves	1100x70mm	1250x70mm
Size Helper Leaves	N/A	880x70mm

## MAX LOADING

	<b>A</b>	<b>BCE</b>	<b>DF</b>
Front	2300kg	3100kg	3100kg
Rear	3800kg	6000kg	6000kg
Total	4500kg	7500kg	8200kg

## OPTIONS

Options	H31: 4500/8000kg GVM/GCM Rating
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## STEERING

Type	<b>A</b> Rack & Pinion	<b>BCDEF</b> Integral Ball and Nut Type
Steering Column	Tilt/Telescopic Adjustable	
Power Assist	Standard	

## BRAKES

Type	<b>A</b> Hydraulic Dual Circuit with Front and Rear Discs Single Calliper Front and Rear	<b>BCDEF</b> Hydraulic Dual Circuit with Front and Rear Discs Twin Calliper Front and Rear
Size Front	276x28mm	310x40mm
Size Rear	276x28mm	310x40mm
Features	ABS plus EBD (Electronic Brake Distribution) Exhaust Brake Brake Priority System	
Park Brake	Transmission Mounted	

## WHEELS & TYRES

Wheel Type	7 x Single Piece Disc Rims (Including Spare)
Wheel Size	<b>A</b> 15x5J-115 <b>BCDEF</b> 17.5x6.0-127
Wheel Stud Pattern	5 Stud 208 PCD <b>BCDEF</b> 6 Stud 222.25 PCD
Tyre Size All	195/85R15 113/111 <b>BCDEF</b> 215/75R17.5 124/123
Spare Tyre Carrier	Provided

## CHASSIS

Type	Reinforced Tapered Channel
Size	<b>A</b> 188x60x4mm <b>BCDEF</b> 192x60x6mm
Width	699mm <b>BCDEF</b> 752mm
Tensile Strength	440 MPa <b>BCDEF</b> 440 MPa

## INSTRUMENTS

Gauges	<b>ABCE</b> Speedometer with Odometer Tachometer Fuel Level Water Temperature	<b>DF</b> Speedometer with Odometer Tachometer Fuel Level Water Temperature AdBlue Level
Colour Information Display	Fuel Consumption DPF Bar Chart from 1-9 Water Temperature Maintenance Reminder System Tripmeters	

## MULTI-MEDIA PACKAGE

Satellite Navigation	Maps with heavy vehicle weight, length, height & hazardous material selectable restrictions with 3 years of Map updates
Colour Display	6.1 inch LCD with touch screen control
Phone Connectivity	Bluetooth® hands free
Audio Visual Entertainment	CD/DVD player and Digital radio DAB+ (also AM/FM for areas not covered by DAB+) USB port for iPod®* & other devices Display can accept up to 3 cameras#
Reversing Camera Compatible	
Notes	* iPod® compatibility requires an additional licensed cable # Cameras available through spare parts

## STANDARD FEATURES

Airbag(s)	Dual Air Bags and Seat Belt Pre-Tensioners (Driver & Far Side Passenger)
Hill Start System	<b>A B C D</b> No <b>E F</b> Yes
Cab Cooling & Heating	Air Conditioner / Heater / Demister. Rear crew air conditioner and heater with separate control
Accessory Power Driving	12V Accessory Power Outlet / Cigar Lighter Fuso Multimedia Unit Keyless Central Locking Electric Windows (front only) Cup Holders (2)
Storage	Dual Overhead Storage Pockets Lockable Storage Under Rear Crew Seats In-Dash Centre Document Storage Door Storage Pockets Dash Storage Tray (1 DIN)
Cab: External	<b>A</b> Door Side Impact Beams (front only) <b>BCDEF</b> Front End-Outline Marker Lamps Door Side Impact Beams (front only)
Chassis	Reverse Warning Buzzer

## CAB FEATURES

Type	All Steel Forward Control Fixed Cab	
Cab Structure	<b>A</b> N/A <b>BCDEF</b> ECE-R29 European Cab Strength Approved	
Mounting	6 Point Isolated Rubber	
Additional Engine Access	Removable Engine Access Panel	
Colour	Natural White	
Windscreens Wipers	2 Speed + Intermittent Cycle with Integrated Washer Nozzles	
Rear Vision Mirrors	1 x Internal 2 x External Convex (ECE 46) - Heated	
Seating Capacity	<b>A</b> 6 <b>BCDEF</b> 7	
Seat Belts	4 x Lap Sash Belts and Head Rests for Outside Seating 2 x Lap Belts for Centre Seat Fixed Reclining LH Arm Rest & Lumbar Support	4 x Lap Sash Belts and Head Rests for Outside Seating 3 x Lap Belts for Centre Seat Suspended with LH Arm Rest Lumbar Support & Weight Adjustment
Seat (driver)	Flat Folding, 2 Passenger Bench for Front Passengers Low Back Bench Seat	
Seats (passenger)		
Seats (crew cab rear)		

## SERVICE INTERVALS

Interval*	30,000km, 12 Months or 600 Hours (whichever occurs first)
Notes	* based on normal operating conditions and may be reduced when operating under severe conditions.

# SPECIFICATIONS

## MODEL

A	4x2 515 City Crew Cab MWB 6 Sp. AMT (FEA21ER3WFAC)
B	4x2 815 Wide Crew Cab MWB 6 Sp. AMT (FEB71ER3WFAC)
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F	4x2 918 Wide Crew Cab LWB 5 Sp. MAN (FEB91GR4WFAD)

## WHEEL BASE

3400mm
3400mm
3850mm
3850mm
3850mm
3850mm

## GVM (optional)

4500kg
7500kg (4500kg)
7500kg (4500kg)
8200kg (8000kg)
7500kg (4500kg)
8200kg (8000kg)

## GCM (optional)

8000kg
11,000kg (8000kg)
11,000kg (8000kg)
11,700kg (11,000kg)
11,000kg (8000kg)
11,700kg (11,000kg)

## WARRANTY

Basic/Powertrain	3 Years, 100,000kms or 2,000 operating hours (whichever occurs first)
Cab Perforation/Anti Corrosion	3 Years

## BODY BUILDER'S NOTES

Notes	Chassis reinforcement must be utilised for Tipper/Demountable type body configurations. To conform with ADR 13/00 and 14/02 (lighting/mirror requirements) the following must be adhered to at body installation. - If overall width exceeds 2.1 metres and other than flat type or tipper body is fitted, rear end-outline markers must be installed. - If overall length exceeds 6.0 metres, side reflectors must be installed. - If overall length exceeds 7.5 metres and width exceeds 2.1 metres, side marker lamps must be installed. - If overall width is less than 1.9 metres (for city cab) or 2.2 metres (for wide cabs), the mirrors must be modified to project not more than 230mm. To conform with ADR 42/04 (General Safety), rear wheel guards must be fitted to the vehicle.
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## PERFORMANCE

	A	B	C	D	E	F
Turning Circle (kerb to kerb - metres)	11.8	12.2	13.6	13.6	13.6	13.6
Road Speed (km/h) at Max Engine Speed	145	127	127	124	130	130
Engine Speed (rpm) at 100km/hr (top gear)	2388	2817	2817	3040	2687	2687
Gradeability at Rated GVM (theoretical)*	45%	29%	29%	34%	29%	29%

Notes \*This is theoretical performance only. Actual performance may vary under different conditions

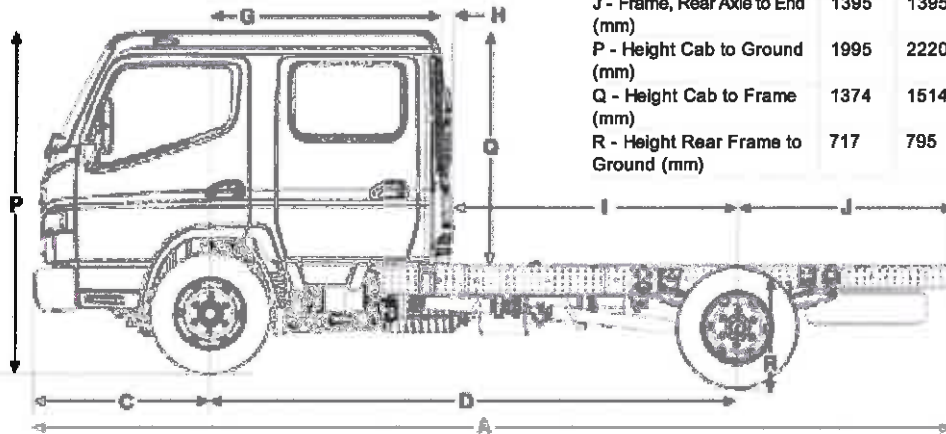
## MASS (ESTIMATED)

	A	B	C	D	E	F
Front*	1550kg	1785kg	1795kg	1815kg	1780kg	1800kg
Rear*	615kg	850kg	890kg	885kg	890kg	890kg
Total*	2165kg	2635kg	2685kg	2700kg	2670kg	2690kg

Notes \* Mass (est.) includes oil and water but excludes spare wheel, tools & fuel. Weights provided are subject to 3.5% variation (+/-)

## DIMENSIONS (MM)

	A	B	C	D	E	F
Width Front Fender (mm)	1695	1995	1995	1995	1995	1995
Width Rear Axle (mm)	1869	2034	2034	2034	2034	2034
Width Rear Track (mm)	1435	1560	1560	1560	1560	1560
Width Frame (mm)	699	752	752	752	752	752
A - Length Overall (mm)	5785	5935	6685	6685	6685	6685
C - Front Overhang (mm)	990	1140	1140	1140	1140	1140
D - Wheelbase (mm)	3400	3400	3850	3850	3850	3850
G - Front Axle to Rear of Cab (mm)	1475	1525	1525	1525	1525	1525
H - Rear of Cab to Rearmost Item Behind Cab (mm)	130	54	54	54	54	54
I - Rearmost Item Behind Cab to Rear Axle (mm)	1795	1821	2271	2271	2271	2271
J - Frame, Rear Axle to End (mm)	1395	1395	1695	1695	1695	1695
P - Height Cab to Ground (mm)	1995	2220	2220	2220	2220	2220
Q - Height Cab to Frame (mm)	1374	1514	1514	1514	1514	1514
R - Height Rear Frame to Ground (mm)	717	795	794	794	794	794



# CALL 1300 429 134

or visit [1.fuso.com.au](http://1.fuso.com.au)

# FUSO

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# MIDWEST ISUZU TRUCKS

11<sup>th</sup> October 2016  
Shire of Mingenew  
Victoria Street  
Mingenew WA 6522

Reference # VP59524

Dear Martin,

It is with pleasure we submit the following quotation for a New Isuzu NQR 87-190 Crew Cab Single Cab 8,700kg GVM.

➤ Power 140 kw @ 2,600 rpm	
➤ Engine Isuzu 4HK1-TCC 188hp	
➤ GCM : 12,200kg	
➤ 6 Speed Manual	
➤ ABS	
➤ 3yr 100,000km or 2,000 hours Warranty	
➤ Isuzu roadside assist (3 year unlimited kms)	
➤ Cab Chassis Total	\$ 54,100.00
➤ Canvas Seat Covers	\$ 680.00
➤ Rubber Floor Mat (Front)	\$ 110.00
➤ Window Tint	\$ 650.00
➤ GME 80 Channel UHF & Fittings	\$ 790.00
➤ 2 x Mega Chest Tool Boxes 1800mm Long	\$ 3,800.00
➤ Heavy Duty Tow Bar 50mm with Electric Breaks	\$ 1,950.00
➤ 5.2m x 2.4m Heavy Duty Steel Tray with Dropsides 2 x Amber Beacons on Cab Rack , Walk Up Step to LHS Rear Sign Rack to Front of Tray with Grader Blade Holder	\$ 12,800.00
<b>Sub Total Exc GST</b>	<b>\$ 74,880.00</b>
Plus 10% GST	\$ 7,488.00
<b>Total Inc GST</b>	<b>\$ 82,368.00</b>
➤ Shire Licensing & Pit Pass	\$ 1,100.00
➤ Trade 2008 Mitsubishi Crew Cab (Rego MI 029)	\$ 18,000.00 inc GST
<b>Total Amount Payable</b>	<b>\$ 65,468.00</b>

Regards

Ryan Serman  
Midwest Isuzu  
30 Webberton Road  
Geraldton WA 6530  
0448141764



# ISUZU

## SPECIFICATIONS

### NQR 87/80-190

### NQR 87/80-190 CREW



AUSTRALIA'S TOP SELLING TRUCK BRAND SINCE 1989.

#### AT A GLANCE

GVM	8,700 / 8,000 kg
GCM	12,200 / 11,500 kg
Power	140 kW @ 2,600 rpm
Torque	513 Nm @ 1,600 - 2,600rpm

#### UPGRADE OPTIONS

**AMT Pack:** Automated Manual Transmission (AMT), Cruise control, Instrument panel multi-information display.

#### ADVANCED TECHNOLOGY

Emissions: Euro V / ADR 80/03	Hill Start Aid (HSA) - except AMT pack
Meets EEV emissions standard	Electric mirrors
Driver and passenger airbag with seatbelt pretensioner	Front and rear stabiliser bars
ECE-R29 compliant cab	Driver suspension seat - except crew and engine access hatch models
Anti-lock Braking System (ABS)	Cornering lamps
Anti Skid Regulator (ASR)	



We share the load.

**ISUZU**  
RELIABILITY IS EVERYTHING

# NQR 87/80-190

# NQR 87/80-190 CREW

## DRIVELINE AND CHASSIS SPECIFICATIONS

### ENGINE: ISUZU 4HK1-TCC

- Type:** 4 cylinder 16 valve SOHC  
**Displacement:** 5,193 cc  
**Compression ratio:** 17.5:1  
**Bore x Stroke:** 115 mm x 125 mm  
**Max power (DIN - NET):** 140 kW (188 HP) @ 2,600 RPM  
(JIS Gross): 145 kW (194 HP) @ 2,600 RPM  
**Max torque (DIN - NET):** 513 Nm (378 lb.ft) @ 1,600 - 2,600 RPM  
(JIS Gross): 531 Nm (392 lb.ft) @ 1,600 - 2,600 RPM  
**Induction system:** Electronically controlled variable nozzle turbocharger with air-to-air intercooler.  
**Fuel injection:** Direct injection high pressure common rail system.  
**Emission control system:** Cooled EGR with exhaust Diesel Particulate Diffuser (DPD). ADR 80/03 (Euro V) compliant. EEV compliant.

### CLUTCH

- Standard model:**
- Auto adjusting hydraulic control with vacuum assistance. Single plate 325 mm diameter.
  - Total lining area: 966 cm<sup>2</sup>
- AMT Pack:**
- Fully automated hydraulically controlled wet clutch and fluid coupling with lock up.

### TRANSMISSION

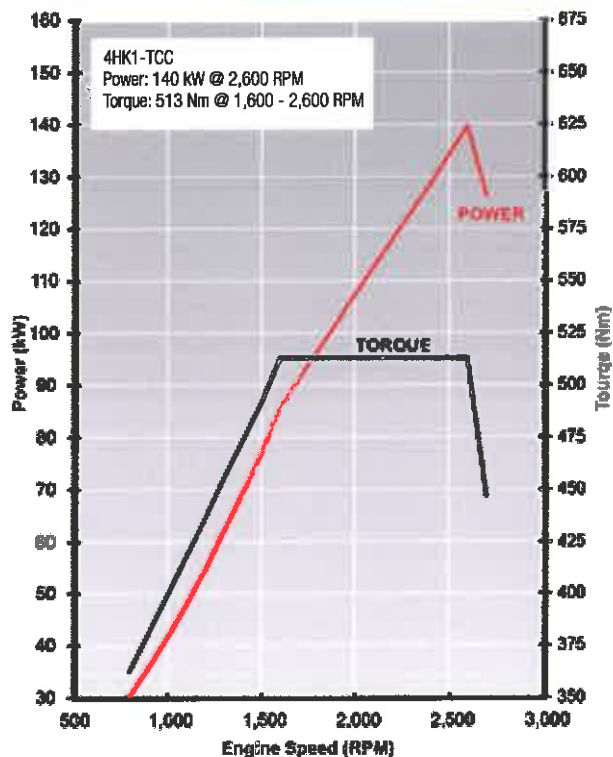
- Isuzu MZZ-6F**
- PTO provision on LHS of transmission case. PTO drive from counter gear.
  - Gear ratios (: 1)
- | 1st   | 2nd   | 3rd   | 4th   | 5th   | 6th   | Rev   |
|-------|-------|-------|-------|-------|-------|-------|
| 6.369 | 3.767 | 1.966 | 1.355 | 1.000 | 0.782 | 6.369 |
- Standard model:**
- 6 speed manual. Synchromesh on gears 1-6.
- AMT Pack:**
- 6 speed Automated Manual Transmission (AMT) with both fully automatic and clutchless manual operation modes.

### AXLES

- Front:** Isuzu F031
- Reverse Elliot I-beam. 3,100 kg capacity.
- Rear:** Isuzu R066
- Full floating Banjo type. Four differential pinions. 6,600 kg capacity.
  - Drive ratio: 4.100:1 (standard model), 4.300:1 (AMT pack)

### SUSPENSION

- Front:**
- **Single cab:** Single stage alloy steel taper leaf springs.
  - **Crew cab:** Single stage alloy steel multi leaf springs.
  - Double acting hydraulic shock absorbers. Stabiliser bar.
- Rear:**
- Multi leaf main spring, multi leaf helper spring.
  - Double acting hydraulic shock absorbers. Stabiliser bar.



### BRAKES

- Auto adjusting front disc and rear drum brakes with dual circuit hydraulic control, hydraulic pressure assistance and electronic brake force distribution (EBD).
- ABS and ASR traction control.
- Hill Start Aid (HSA) - except premium pack.
- Front disc diameter: 363 mm
- Rear drum size: 370 x 150 mm
- 203 mm diameter drum park brake mounted on rear of transmission.
- Vacuum controlled exhaust brake.

### STEERING

- Power assisted recirculating ball steering.
- Gear ratio: 20.9:1
- Turns lock to lock: 5.4
- Maximum angle: 43° (inside wheel) / 33° (outside wheel)

### WHEELS AND TYRES

- 19.5 x 6.00 six stud steel wheels.
- 225/70R 19.5 125/123L Michelin XZE Tubeless.
- Maximum tyre rating:
  - Steer axle: 3,300 kg
  - Drive axle: 6,200 kg
- 1 frame mounted spare wheel and tyre assembly.

### CHASSIS FRAME

- Cold rivetted ladder frame. SAPH440 weldable steel sidemembers. Parallel side rails and rivetless top flange.
- Frame dimensions:
  - Side rail (mm): 216 x 70 x 6.0
  - Rear frame width (mm): 850

## FUEL TANK

- Frame mounted 140L steel fuel tank.
- Lockable fuel cap.

## ELECTRICAL SYSTEM

- 24 volt electrical system.
- 80 amp alternator.
- 4.5 kW starter motor.
- 2 x 80D26L (630 CCA) batteries connected in series.

## CABIN SPECIFICATIONS AND APPOINTMENTS

### CAB EXTERIOR

- All steel construction. High tensile steel used for cab underframe.  
**Single cab:** Manual cab tilt to 45° with torsion bar assistance.  
**Crew cab/Engine access hatch:** Fixed cab mounting.
- Complies with ECE-R29 cab strength standard.
- **Single cab:** Liquid filled front and rear cab mounts.  
**Crew cab/Engine access hatch:** Rubber cab mounts.
- Heavy duty non slip entry steps.
- 90° opening internally reinforced front doors.
- Water spray suppression guards and front mudflaps.
- Laminated windscreen with shade band.
- Two speed windscreen wipers with intermittent wipe mode.
- Halogen multi-reflector headlamps incorporating turn signals. Additional door mounted integrated side indicator/cornering lamps.
- Combination brake, turn, reverse and marker lamps, registration plate illumination lamps. Extended wiring harness. Reverse alarm.
- Roof-mounted clearance lamps.
- Heated and powered exterior main mirrors with flat glass and additional independantly adjustable convex "spot" mirrors.
- Chrome grille.
- Body coloured impact resisting polycarbonate bumper with steel backing frame. Includes front foglamps.

### CAB INTERIOR

- Contoured adjustable driver's bucket seat. **Single cab except engine access hatch model:** includes mechanical suspension rated to 130kg.
- Front passenger bench seat with 2 seat capacity.
- **Crew cab/Engine access hatch:** Engine access provided under removable driver seat base and tiltable front passenger seat.
- **Crew cab:** Rear bench seat with 4 seat capacity.
- 3-point lap sash seatbelts in all outboard seating positions. Driver and outboard front passenger seatbelts fitted with pretensioner. Centre seat lap belts.
- Driver and outboard front passenger airbag.
- **AMT Pack:** Driver's footrest.
- Door and roof pillar entry assist grips. **Crew cab:** Full width rear grab rail with ashtray.
- Full interior trim, padded roof lining and vinyl floor covering. Driver and passenger windscreen header storage shelf.
- Tilt/Telescopic adjustable steering column, soft feel urethane steering wheel.
- Electric windows.
- Central locking with remote keyless entry and immobiliser.
- Twin cup holders. 24V cigarette lighter. Dashboard hook.
- Front door mounted storage pockets and driver's side ashtray.
- Centre console box with storage tray. Fold down storage tray behind centre seat backrest.
- Fully integrated auto control air conditioning and heater/demister with 4-speed fan and outlets for windscreen, side windows, face and floor.
- Interior lamp with On/Door/Off switch.  
**Single cab:** fluorescent type. **Crew cab:** standard type.

- 2 DIN, two speaker radio/CD/DVD Digital Audio Visual Entertainment (DAVE) unit with 6.2" LCD touch screen. DAB+ digital radio and fully integrated Bluetooth with voice recognition. 4GB internal storage for music files. USB/SD card and auxiliary input connection provisions.
- DIN sized compartment for storage or for CB radio installation.

### DRIVER CONTROLS

- Key-operated engine start/stop and steering lock. Engine idle speed control.
- HSA slow/fast engagement control and on/off switch - except AMT pack.
- ASR on/off.
- DPD regeneration.
- **AMT Pack:** AMT slow/fast gear engagement control, 1st gear start and normal/economy gear selection modes.
- **Left side combination stalk:** Windscreen wipers, washers and exhaust brake.
- **Right side combination stalk:** Turn signals and headlamps.  
**AMT Pack:** Cruise control.

### INSTRUMENTATION

- Electronically driven speedometer and tachometer. Digital odometer with integrated dual tripmeter. Engine coolant temperature and fuel level gauges.
- **Warning lamps:** Check engine, oil pressure, ABS, SRS airbag, alternator charge, service brakes, park brake, seat belt unfastened, low fuel level.  
**AMT Pack:** Check AMT.
- **Indicator lamps:** HSA (except AMT pack), warm up system, high beam, ASR, DPD status, exhaust brake, turn signals. **AMT Pack:** Cruise control, econo-mode, 1st gear start.
- **AMT Pack:** Gear selection display.
- **AMT Pack:** Multi-information display. Shows service interval, instantaneous and average fuel consumption, DPD bar chart, hourmeter, voltmeter, time/day/date and includes 40-120 km/h adjustable vehicle speed warning.

### OPTIONS AND GENUINE ACCESSORIES

Include the following (extra cost, request a brochure and further details from your Isuzu dealer):

#### Digital Audio Visual Entertainment unit:

- Isuzu satellite navigation including three years of free updates.
- Supports up to four camera inputs, one camera and rear microphone input active when reversing. Reversing sensors.
- Tyre pressure monitoring system.
- Cables for full iPod/iPhone/iPad compatibility and connection to other external audio visual devices.

#### Other:

- Airbag compatible bullbar.
- 3,500kg rated towbar.
- Air deflector.

## ISUZU CARE

Isuzu Care gives truck owners access to products and services including Roadside Assist, Service Agreements, Extended Care, Extended Isuzu Assist and the Isuzu Care Centre. Call 1800 035 640.

### WEIGHTS (kg)

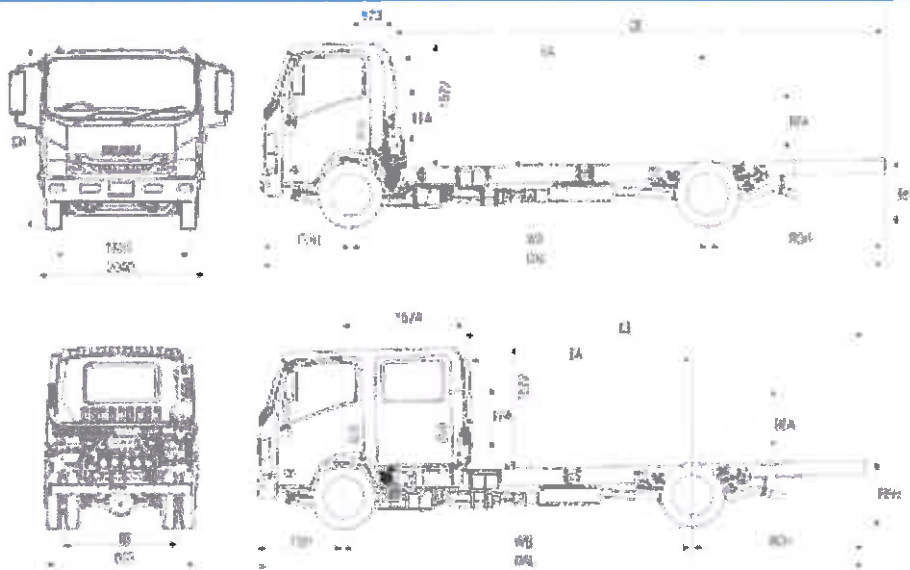
Models	Ratings*		Loading Limit* (at ground)		Cab Chassis Weight #		
	GVM	GCM	Front	Rear	Front	Rear	Total
NQR 87/80-190 MWB	8,700 / 8,000	12,200 / 11,500	3,100	6,200	1860	1015	2875
NQR 87/80-190 AMT MWB	8,700 / 8,000	12,200 / 11,500	3,100	6,200	1860	1015	2875
NQR 87/80-190 LWB	8,700 / 8,000	12,200 / 11,500	3,100	6,200	1930	1025	2955
NQR 87/80-190 AMT LWB	8,700 / 8,000	12,200 / 11,500	3,100	6,200	1930	1045	2975
NQR 87/80-190 CREW	8,700 / 8,000	12,200 / 11,500	3,100	6,200	2080	1115	3195
NQR 87/80-190 AMT CREW	8,700 / 8,000	12,200 / 11,500	3,100	6,200	2080	1115	3195

\* Vehicle ratings and front/rear weight limits are subject to government regulatory requirements and weight distribution analysis. Consult your Isuzu dealer to select the correct vehicle for your specific application. # Cab chassis only as supplied and including 10 litres of fuel.

### DIMENSIONS (mm)

Turn Circle (m)

Models	WB	OAL	FOH	ROH	EA	CE	RT	ORT	CH	FFA (unladen)	RFA (unladen)	RFH (unladen)	KERB TO KERB
NQR 87/80-190 MWB	3,365	5,985	1,110	1,510	2,680	4,302	1,670	2,150	2,310	710	815	855	12.4
NQR 87/80-190 LWB	4,475	7,804	1,110	2,219	3,790	6,121	1,670	2,150	2,310	710	815	865	16.4
NQR 87/80-190 CREW	4,475	7,804	1,110	2,219	2,810	5,120	1,670	2,150	2,310	700	820	875	16.4



### PERFORMANCE (calculated - typical paved road)

		Geared Speed* (top gear at peak power engine RPM)	Low Speed Gradeability (lowest forward gear assuming no wheel slip)	Engine Speed (top gear at 100km/h)
NQR 80-190	At 8,000 kg GVM	121 km/h @ 2,600 RPM	38%	2,145 RPM
NQR 87-190	At 8,700 kg GVM	121 km/h @ 2,600 RPM	35%	2,145 RPM
NQR 80-190 AMT	At 8,000 kg GVM	116 km/h @ 2,600 RPM	40%	2,245 RPM
NQR 87-190 AMT	At 8,700kg GVM	116 km/h @ 2,600 RPM	37%	2,245 RPM

\*Maximum speed achievable depends on vehicle frontal area as well as other factors. Consult your Isuzu dealer for more detailed information.

### ISUZU WARRANTIES

#### STANDARD<sup>1</sup>

New Vehicle 3 years • 100,000km • 2,000 hours

Cab Perforation Corrosion 3 years • Unlimited km

Isuzu Assist: 24 hour roadside assistance (3 years, unlimited km)\*

#### EXTENDED CARE<sup>2</sup>

Extended Warranty: 5 years • 250,000km • 4,500 hours

Isuzu Assist: 24 hour roadside assistance (5 years, unlimited km)

### ORDER CODES

Model	Code	Model	Code
NQR 87/80-190 MWB	NH-NQRAC-B15	NQR 87/80-190 AMT LWB AH	NH-NQREC-E15
NQR 87/80-190 AMT MWB	NH-NQRAC-D15	NQR 87/80-190 CREW	NH-NQRCC-C15
NQR 87/80-190 LWB	NH-NQRAC-C15	NQR 87/80-190 AMT CREW	NH-NQRCC-E15
NQR 87/80-190 AMT LWB	NH-NQRAC-E15		

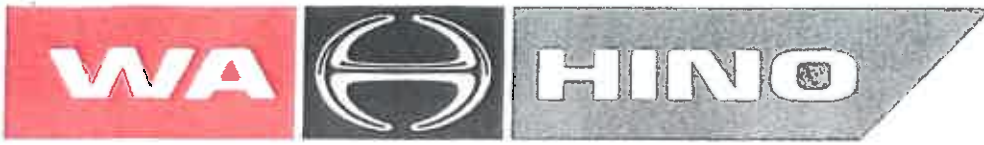
<sup>1</sup> Subject to the conditions outlined in the IAL New Vehicle Warranty, the Isuzu NQR models carry a standard factory warranty which covers the owner: (i) for the entire vehicle, for the first 36 months or 100,000 km or 2,000 hrs (whichever comes first), (ii) against cab perforation corrosion, for 36 months and unlimited kilometres. <sup>2</sup> Extended Warranty as Illustrated may be purchased to cover the owner against the failure of original components, but may exclude some components and expendable items such as oil, filters, etc. \*Valid for three years from the date of new vehicle purchases. All Isuzu warranties are subject to mandatory prescribed terms under Australian Consumer law including customer guarantees. For more details visit the Isuzu website which explains Isuzu warranties in more detail, or alternatively contact your local dealer. All warranties commence from date of delivery.

ISUZU AUSTRALIA LIMITED ABN 97 006 962 572 ("IAL"). The information in this spec sheet was correct at time of printing, but all measurements, specifications and equipment are subject to change without notice. Some equipment may have been changed and/or is available at extra cost. IAL may make changes at any time without notice. In prices, colours, materials, equipment and models. IAL makes all reasonable attempts to ensure the availability of all vehicles and equipment. The information in this spec sheet is general in nature. Your Isuzu dealer can confirm all measurements, specifications and vehicle / equipment availability upon request. To the extent permitted by the law, IAL is not liable to any person as result of reliance on the content of this spec sheet.

December 2015, ARK0888

We share the load.

**ISUZU**  
RELIABILITY IS EVERYTHING



## Vehicle Quotation

October 7th, 2016

Shire Of Mingenew  
 Victoria Street  
 Mingenew Wa 6522

PSP#: 108312  
 QUOTE#: Q15102

Thank you for the opportunity to provide you with the following quotation on a new vehicle and we look forward to your favourable reply.

We are sure that the following detailed specification will meet your operational requirements and I look forward to serving your business needs.

**New Hino 300 Series 921 XXlong Auto Crew**  
**Model: XJC740R-OKTTJQ3**

Vehicle Price	69,046.63
4.8 x 2.5 STEEL DROPSIDE TRAY	6,400.00
LED BEACON TO CAB RACK	450.00

Sub-Total	75,896.63
GLR Fleet Discount	10,357.00-

Sub-Total	65,539.63
Dealer Delivery	Included
GST	6,553.96

Vehicle Total	72,093.59
Less Settlement	
Trade in: MI029: CANTER FE84DEWSRFAB 3.5 CC CREW MWB 4.9D	17,500.00-

<b>Total Amount Payable</b>	<b>54,593.59</b>
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**Additional Items for Consideration**

OPT-BATTERY ISO SWITCH	420.00
OPT-TOW BAR WITH 50mm BALL	750.00
OPT-24/12 REDUCER TO TOW BAR	350.00
OPT-PAINT TOW POINTS YELLOW	80.00
OPT-WINDOW TINT	480.00
OPT-CANVAS SEAT COVERS	580.00
OPT-RUBBER MATS	420.00
OPT-WEATHERSHIELDS	380.00
OPT-STONEGUARD	650.00
OPT-EXTERNAL SUNVISOR	950.00

**WA Hino Sales & Service**

ABN: 99 889 768 131 ACN: 008 936 409  
 DL: 13348 MRB: 4775

24-26 Kewdale Road Welshpool WA 6106  
 PO Box 144 Welshpool DC WA 6986

Phone: (08)9351 2000 Fax: (08)9351 2011  
 Web: www.wahino.com.au

OPT-ALLOY BULL BAR  
OPT-5YR/250K FACTORY WARRANTY

2,650.00  
2,000.00

**PLEASE NOTE:**

This quote is valid for 30 days.

**PLEASE ALSO NOTE:**

The Manufacturer's warranty covers the Chassis only. All bodybuilds/ ancillary fitments are provided by third parties on the customer's instructions and are entirely at the customer's risk. The customer may have rights against third parties subject to their warranty provided.

**FINANCE & INSURANCE**

We have a qualified Business Manager, who has access to daily rates which provides us with the opportunity to secure for you the best possible funding package.

Richard Birchall is available to discuss the various options and can, if required, design a package to best suit your requirements.

I hope the above quote meets your expectations and look forward to speaking to you soon. Please do not hesitate to contact me should you have any queries.

**HINO & THE TOYOTA GROUP:**

Under the Hino brand, we represent the Toyota Group in the global market for heavy-duty trucks and buses. We also produce Toyota-badged vehicles on commission, including Toyota's popular sport-utility vehicle, the 4Runner, Dyna trucks, and Toyoace commercial vehicles. We use the Toyota Production System to achieve continuing gains in productivity and in quality throughout our operations. We have adapted that system to our model line to offer our customers the best-possible products at competitive prices. Our operations are growing globally in step with the globalization of the Toyota Group.

**PARTS & SERVICE:**

We at WA Hino Sales & Service offer you our full Service and Spare Parts facilities, which have a reputation second to none. Our normal trading hours in the Service Centre are 7.30am to 11.30pm Monday through Friday, also Saturday mornings.

Yours sincerely,



Robert Tot  
Fleet Sales Consultant



Paul McGovern  
Dealer Principal

# HINO 3000

# 920 Crew 921 Crew Auto Series



## ADR 80/03 Models 300 Series Wide Cab

\*921 Crew Auto shown

## KEY FEATURES

- Crew Cab with 7 seats (3 front, 4 rear)
- Dual SRS air bag
- Front and Rear Disc Brakes
- Vehicle Stability Control & Traction Control all STD
- Manual and Automatic Transmission variants
- Easy Start (Manual Model Only)
- Driver Suspension seat
- Also meets EEV emission levels
- ECE R-29 Cab Strength Certified

## KEY SPECIFICATIONS

<b>GVM Range</b> . . . . .	4495 to 8500kg
<b>GCM Range</b> . . . . .	7995 to 12,000kg
<b>Power</b> . . . . .	151 kW@2600rpm (Auto) 139 kW@2600rpm (Man)
<b>Torque</b> . . . . .	600 Nm @ 1500rpm (Auto) 510 Nm @ 1500rpm (Man)
<b>Transmissions</b> . . . . .	6 Speed Manual 6 Speed Auto
<b>Wheelbase</b> . . . . .	4400mm



# 920 & 921 Crew

## Engine & Driveline Specifications

### ENGINE

Model . . . . .	J05E-UH . . . . .	J05E-UJ
	Manual . . . . .	Auto
Max output ISO Net @ 2600 rpm . . . . .	139 kW (189 Hp) . . . . .	151 kW (205 Hp)
Max Output ISO Net @ 1500rpm . . . . .	510 Nm . . . . .	600 Nm
Max Engine Speed . . . . .	2700 rpm	
Type . . . . .	Diesel 4 cycle 4 cylinder in line overhead valve, water cooled	
Combustion System . . . . .	Direct injection type	
Bore & Stroke . . . . .	112 mm x 130 mm	
Piston displacement . . . . .	5.123 Lts	
Fuel Injection . . . . .	Electronic control, common rail type	
Air Intake system . . . . .	Turbo, intercooled	
Air Cleaner . . . . .	Paper Element	
Fan Clutch . . . . .	Equipped	
Exhaust . . . . .	Catalytic convertor with Diesel Particulate active Reduction System (DPR)	
Exhaust Outlet . . . . .	Horizontal (Rear facing)	
Emission Control System . . . . .	EGR & DPR meeting ADR 80/03 using Euro 5. Also meeting EEV emission levels	

### CLUTCH (Manual models only)

Clutch type . . . . .	Dry single plate, diaphragm type with damper springs
Facing outside diameter . . . . .	325mm
Facing lining area . . . . .	483cm <sup>2</sup> x 2
Control . . . . .	Hydraulic with vacuum booster

### Transmission

Auto . . . . .	A465 Full automatic 6 speed with double overdrive
Manual . . . . .	MZZ6F 6 speed sychromesh with single overdrive

### BRAKES

Service brakes . . . . .	Hydraulic system with ventilated disc brakes front and rear
Control . . . . .	Vacuum servo with hydraulic assist & dual circuits
Disc Diameter . . . . .	287mm front & rear
Anti Lock Braking System (ABS) . . . . .	Equipped
Vehicle Stability Control (VSC) . . . . .	Equipped
TRaction Control (TRC) . . . . .	Equipped
Easy Start system (ES) . . . . .	Equipped (manual models only)
Exhaust Brake . . . . .	Electro Vacuum actuator with valve in the exhaust pipe
Park Brake . . . . .	Rear of Transmission

### PERFORMANCE & GEAR RATIOS

Models	920 Manual	921 Automatic
Engine RPM @ 100 km/h	2180	2220
Maximum speed (km/h)	123	121
Gradeability Tan % @ GVM	40	60
Final Drive Ratio	4.100	5.142

#### A465 Automatic transmission

1st . . . . .	3.742	4th . . . . .	1.000
2nd . . . . .	2.003	5th . . . . .	0.773
3rd . . . . .	1.343	6th . . . . .	0.634
		Rev. . . . .	3.539

#### MZZ6F Manual transmission

1st . . . . .	6.369	4th . . . . .	1.355
2nd . . . . .	3.767	5th . . . . .	1.000
3rd . . . . .	1.966	6th . . . . .	0.782
		Rev. . . . .	6.369

### AXLE, SUSPENSION & LOAD LIMIT DETAILS

Models	920 & 921
<b>Front Axle Type</b>	I Beam
Suspension	Taper leaf spring with shock absorber and stabiliser
Dimensions, L & W (mm)	1300x70
Number of Leafs	3
Spring Rate (kgf/mm)	21
Axle Capacity	3100
Tyre Capacity	3100
<b>Rear Axle Type</b>	Fully Floating, single reduction, single speed by Hypoid gears
Axle Model	SH13
Suspension	Main & Aux Taper leaf with shock absorber and stabiliser
Dimensions, L & W (mm) Main & Aux	1350x70 & 900x70
Number of Leafs Main/Aux	3/3
Spring rate (kgf/mm) Main/Combined	19/97
Axle Capacity	6200
Tyre Capacity	6000

### WHEELS & TYRES

Models	920 & 921
Wheel Type	6-Stud SAE, 222.25mm PCD
Wheel & Rim Size	225/80R17.5
Number of Tyres	Seven
Spare Tyre Carrier	Equipped

### ELECTRICAL

Type . . . . .	24 volt, negative earth
Batteries . . . . .	12V x 2, series connected
Alternator type . . . . .	Built-in rectifier and voltage regulator
Capacity . . . . .	24V – 80AMP
Starter capacity . . . . .	24V, 4.5kW



# 920 & 921 Crew

## Cab Equipment, Power Charts & Instrumentation

### CHASSIS FRAME DIMENSIONS

Models	920 & 921
Type	Ladder-shaped channel section side rails
Chassis width (at rear)	840mm
Max Section in mm (depth x flange x thickness)	210 x 70 x 5,0
Tensile Strength	540 N/mm <sup>2</sup>
Tow Hook	Front & Rear

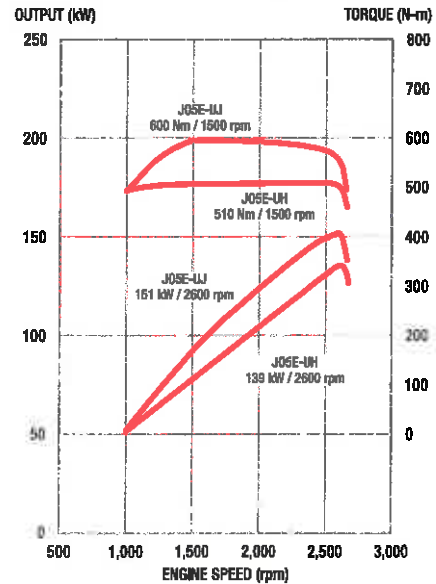
### CAB EXTERIOR

Type	Forward control, all steel welded construction, fully trimmed
Windscreen wipers	Electric, dual wipers, Intermittent and 2-speed
Outside rear mirrors	Remote control and heated
Radiator grille	Chrome
Lamps	Halogen headlamps and fog lamps

### CAB INTERIOR

Windscreen glass	Laminated glass
Seating capacity	Seven
Driver's seat	4-way adjustable, urethane pads, high-back, lumbar support with suspension base
Assistant's seat	Fixed bench, urethane foam pads, high-back
Seat cover	Fabric cover
Seat belts	
Driver's seat	3-point type with ELR and pre-tensioner
Assistant's seat	3-point type with ELR and pre-tensioner
Centre passenger's seat	2-point type
Sun visors	For driver and passenger
Ventilator	Forced type by electric blower
Inside rear mirror	One, flat type
Cigarette lighter (24 volt)	Equipped
Audio	DAB AM/FM radio with CD & DVD player & Bluetooth
Heater and defroster	Split front and rear
Air conditioner	Split front and rear
Remote door locking	Equipped
Immobiliser	Equipped
Power windows	Equipped
SRS airbags	Equipped for driver and assistant
Overhead consoles	For driver and assistant
Cup holder	Equipped

### COMBINED POWER & TORQUE CHART (ISO Net) J05E-UH & J05E-UJ



### INSTRUMENTS

#### 1. Meters and gauges

km-kg system  
Engine tachometer  
Speedometer

#### 2. Warning, pilot lamps and buzzers

Turning signal & hazard Indicator lamp  
Exhaust brake indicator lamp  
Engine oil pressure warning lamp  
Battery charge warning lamp  
High beam indicator lamp  
Parking brake indicator lamp  
Engine malfunction indicator lamp  
Fuel level warning lamp  
Fuel filter water accumulating level warning lamp  
Brake fluid level warning lamp  
Back-up warning buzzer  
ABS system failure warning lamp  
SRS airbag system failure warning lamp  
Easy Start indicator lamp\*

#### 3. Switches

Lighting switch  
Wiper and washer switch  
Exhaust brake switch  
Easy Start switch\*  
Easy Start release timing adjuster switch\*

#### 4. Multi Information Display

Fuel gauge  
Coolant temperature gauge  
DPR accumulation gauge  
Odometer  
2 trip meters  
Fuel consumption  
- Current  
- Average

#### 5. Others

One-key starting-stopping  
Horn button  
Remote door locking

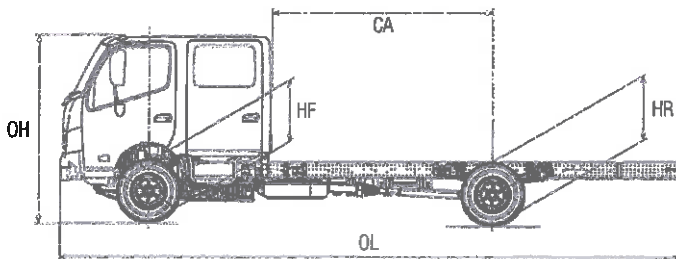
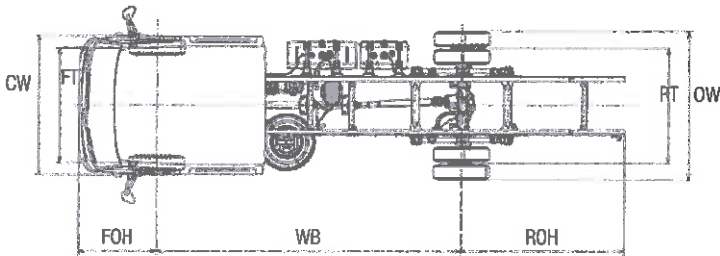
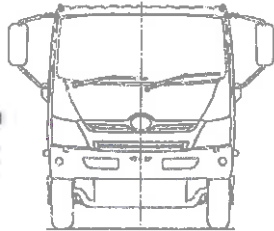
\* Easy start components are for Manual models only

### STEERING

Type	Telescopic & Tilt steering column with Recirculating Ball Integral Power Steering
Gear Ratio	20.9:1
Steering Angles	Inside 44° Outside 34°

# 920 & 921 Crew Dimensions

# 300 Series



## DIMENSIONS - mm / Capacities

Models 300 Series	920 Crew	921 Crew Auto
Models variants	XXLong	XXLong
Product Code	XJC740R-QKFTKQ3	XJC740R-QKTTJQ3
Nominal Body Length (WBx.6)+CA-80)	5390	5390
Wheelbase (WB)	4400	4400
Overall Length (OL)	7905	7905
Overall Width (OW)	2140	2140
Cab Width (CW)	1995	1995
Overall Height (OH)	2365	2365
Cab to Rear Axle Centre (CA)	2830	2830
Front Overhang (FOH)	1125	1125
Rear Overhang (ROH)	2375	2375
Front Chassis Height (HF)	745	740
Rear Chassis Height (HR)	840	840
Road Clearance	200	200
Front Track (FT)	1655	1655
Rear Track (RT)	1660	1660
Turning Circle Kerb to Kerb	15600	15600
Wall to Wall	17000	17000
Locking Fuel Tank Capacity (Lts)	170	170
<b>Indicative chassis mass* – kg</b>		
Total	3205	3230
Front	2100	2110
Rear	1105	1120
GVM STD	8500	8500
Opt 1	7995	7995
Opt 2	4495	4495
GCM STD	12000	12000
Opt 1	7995	7995

#Mass includes standard tools, fuel, spare tyre and subject to ±3% tolerance.

4400mm wheelbase shown.

## WARRANTY

### New vehicle warranty period

Light Duty	Axle configuration	Standard warranty	Cab corrosion perforation
300 SERIES 920 & 921 CREW	4x2	3 years or 100,000km	36 months

Battery warranty – 12 months from date of delivery

Genuine parts or accessories warranty – 3 years unlimited kilometres when fitted by an authorised Hino dealer \*

\* For conditions, refer to the Hino Parts & Service warranty brochure

## DISCLAIMER

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HS300920921CREW-03/14

### 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.**

#### 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

<b>OFFICER RECOMMENDATION – ITEM 9.1.4</b>
--

**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.



ABN: 16 617 632 068  
 106 Flores Rd  
 GERALDTON WA 6530  
 Phone: (08) 99641998  
 Fax: (08) 99642998

DAVID BENAIM  
 PO Box 2258  
 GERALDTON WA 6531  
 Email: batco@westnet.net.au

## Quote - Shade Sail

5/09/2016

Attention: Jarrad Kupsch.

I am pleased to submit this Quote for your perusal, regarding a Shade Sail at 49 Shenton Street, Mingenew.

Description	Price incl. GST
Manufacture, Supply and Install one (1) Shade Sail and Three (3) poles as per the attached sketch and discussions with Matt.	\$4,847.00

**Quote valid for 90 days from issue.**

This includes:

- All supplied fittings are stainless steel (316 stainless) where possible.
- 50mm UV stable, seatbelt re-enforcing webbing around perimeter of each shade sail.
- Three 100mm x 100mm x 5mm Galvanised steel posts and caps included.
- *Installation and travel costs are included.*

Shade sail fabric is ShadeFLEX Extrablock which has between a 90 – 95 UV block out, providing about 80% shade coverage and carries a 10 year manufacture's UV warrantee.

Thank you for the opportunity to bid for your business and please do not hesitate to contact me personally on 9964 1998 if you have any questions or require further information.

Yours sincerely,

David Benaim  
 Director

HOUSE ROOF

ROOF BRACKETS  
X 4

CHARCOAL COLOUR

POLE 2.600  
HIGH

POLE 3.200  
HIGH

POLE  
2.600 HIGH

3.600

RETAINER WALL

8.500

- JARRAD KEPSCH

X 3 POLES

X 1 SHADE



# QUOTATION

Paul Armstrong, P.O. Box 73  
3 Ikewa St, Mingenew 6522

Date 10/10/16

From ABN: 86 952 108 264

To Jarrad Kupsch

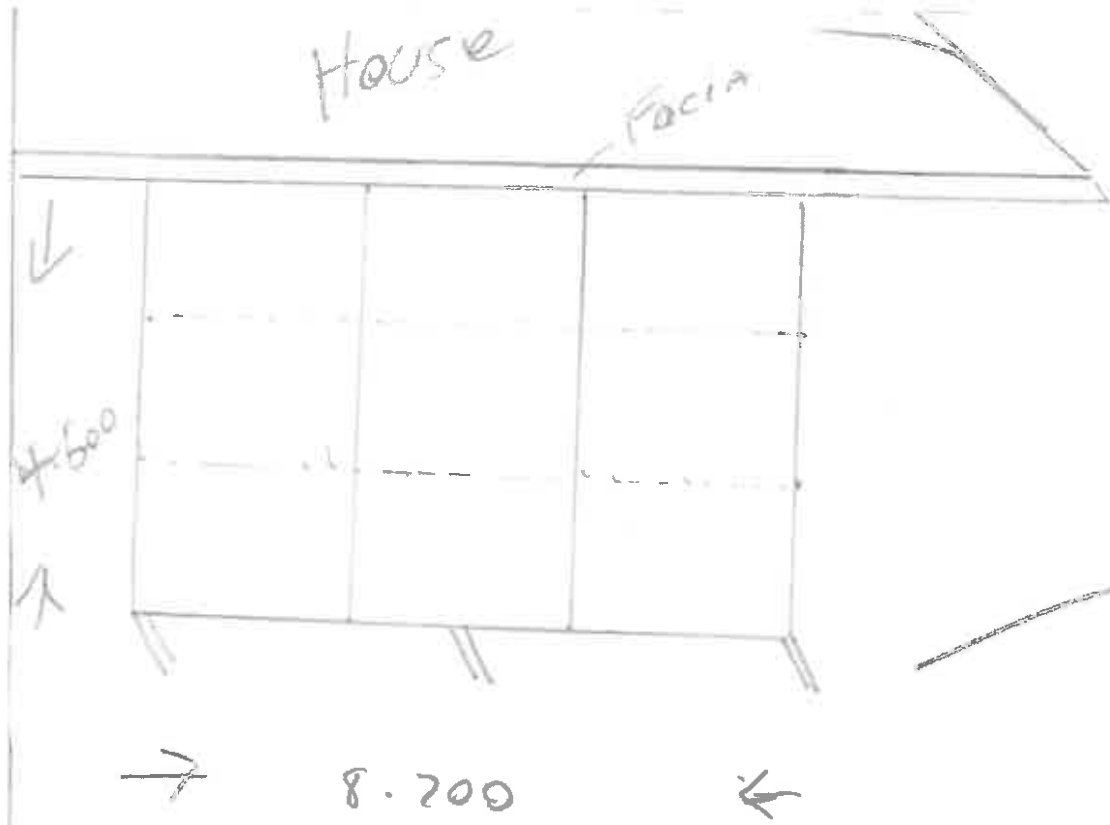
We have pleasure in submitting the following Quotation for your consideration:

Quotation: for a wooden <del>frame</del> frame to be built with shed cloth over it to keep back bedroom cooler and shed for play cover for kids		
materials		1021
Labour		1780
		<u>2801</u>
	GST	280
		<u>3081</u>
	Fright	75
		<u>\$3156</u>

This Quotation is valid until:

30 Days

  
SIGNATURE



- 3x 90x90 Post
- 3x STRIPS To Be Dyna Bolted
- 5x 4.600 x 150 x 150 Timber
- 1x 3000 x 150 x 150 Timber
- 6x 6000 40 x 35 Timber
- 4 Facia Plates
- SHAD CLOTH 1200 x 2.4 Long
- Steel strapping
- Screws



### 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 23<sup>rd</sup> December 2016 until Tuesday 3<sup>rd</sup> January 2017, re-opening as per usual on Wednesday 4<sup>th</sup> 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 <sup>st</sup> December 2016	8.00am to 5.00pm
Thursday 22 <sup>nd</sup> December 2016	8.0am to 5.00pm
Friday 23 <sup>rd</sup> December 2016	8.00am to 12.00pm
Saturday 24 <sup>th</sup> December 2016	Closed
Sunday 25 <sup>th</sup> December 2016	Closed
Monday 26 <sup>th</sup> December 2016	Closed
Tuesday 27 <sup>th</sup> December 2016	Closed
Wednesday 28 <sup>th</sup> December 2016	Closed
Thursday 29 <sup>th</sup> December 2016	Closed
Friday 30 <sup>th</sup> December 2016	Closed
Saturday 31 <sup>st</sup> January 2016	Closed
Sunday 1 <sup>st</sup> January 2017	Closed
Monday 2 <sup>nd</sup> January 2017	Closed
Tuesday 3 <sup>rd</sup> January 2017	Closed
Wednesday 4 <sup>th</sup> January 2017	8.00am to 5.00pm
Thursday 5 <sup>th</sup> January 2017	8.00am to 5.00pm
Friday 6 <sup>th</sup> 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 24<sup>th</sup> December 2016 through to Tuesday 3<sup>rd</sup> January 2017 inclusive.

### 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 5<sup>th</sup> January 2015, the review should be carried out prior to the 4<sup>th</sup> 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

<b>OFFICER RECOMMENDATION – ITEM 9.1.6</b>
--

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

## 9.2 FINANCE

### 9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 30 SEPTEMBER 2016

<b>Location/Address:</b>	Shire of Mingenew
<b>Name of Applicant:</b>	Shire of Mingenew
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM0304
<b>Date:</b>	10 October 2016
<b>Author:</b>	Nita Jane, Deputy CEO
<b>Senior Officer:</b>	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

<b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>	
Municipal Account	224,924
Business Cash Maximiser (Municipal Funds)	1,469,412
Trust Account	152,444
Reserve Maximiser Account	309,270

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 19 October 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 30 September 2016:

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

Rates Outstanding at 30 September 2016 were:

	<b>Current</b>	<b>Arrears</b>	<b>TOTAL</b>
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
<b>TOTAL</b>	<b>639,415</b>	<b>43,481</b>	<b>682,896</b>

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

<b>OFFICER RECOMMENDATION – ITEM 9.2.1</b>
--

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

# SHIRE OF MINGENEW

## MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 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 30 September 2016 of \$2,383,394.

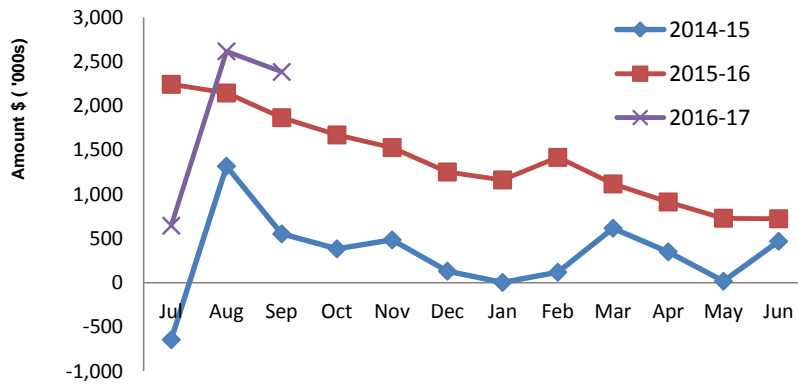
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

## Preparation

Prepared by: Nita Jane  
Reviewed by: Martin Whitely  
Date prepared: 11/10/2016

**Shire of Mingenew**  
**Monthly Summary Information**  
 For the Period Ended 30 September 2016

**Liquidity Over the Year (Refer Note 3)**



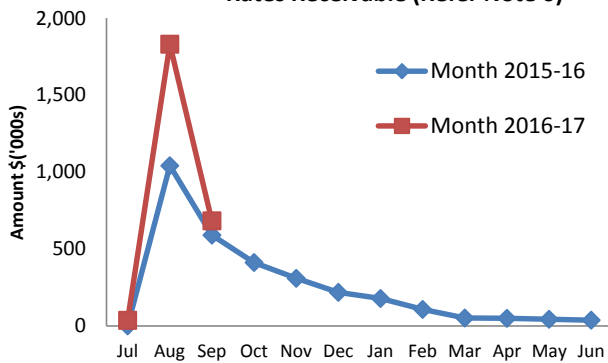
**Cash and Cash Equivalents as at period end**

Unrestricted	\$	1,504,697
Restricted	\$	525,896
	\$	<u>2,030,594</u>

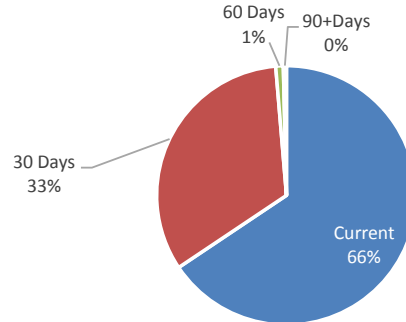
**Receivables**

Rates	\$	688,298
Other	\$	55,908
	\$	<u>744,206</u>

**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
	<u>1,852,748</u>

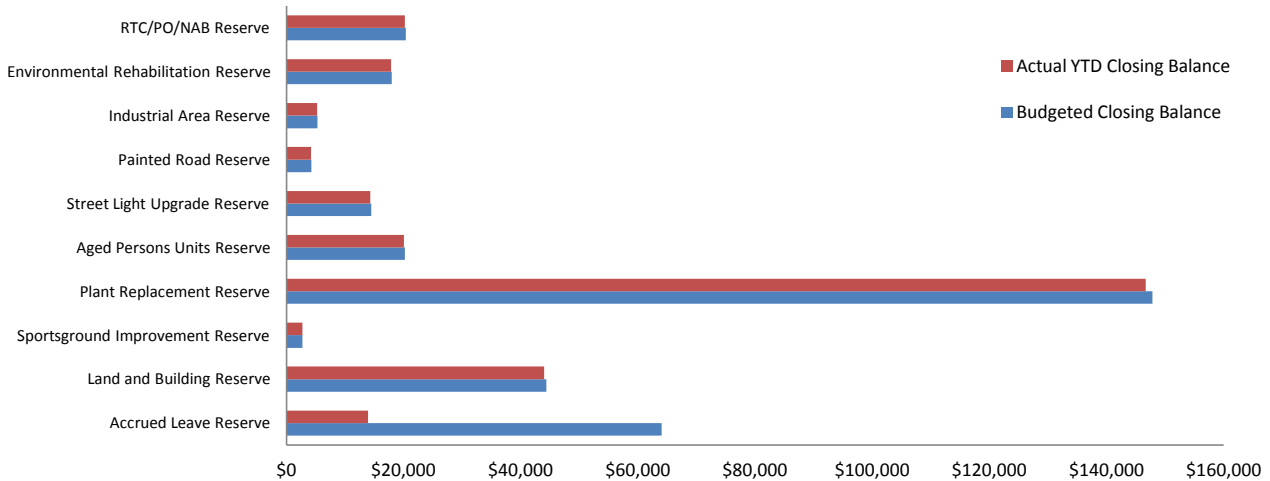
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Mingenew**  
**Monthly Summary Information**  
 For the Period Ended 30 September 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.

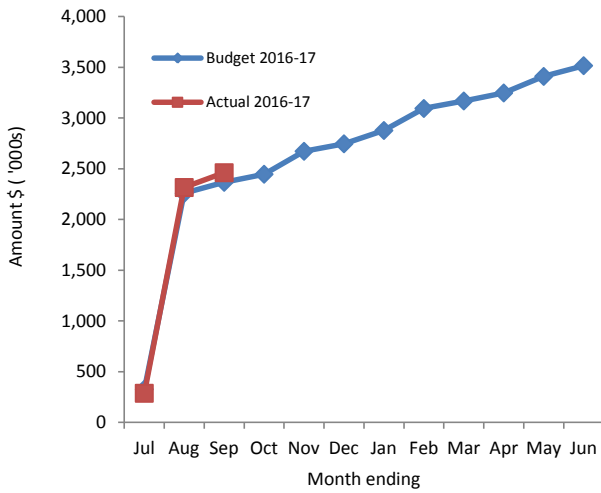
# Shire of Mingenew

## Monthly Summary Information

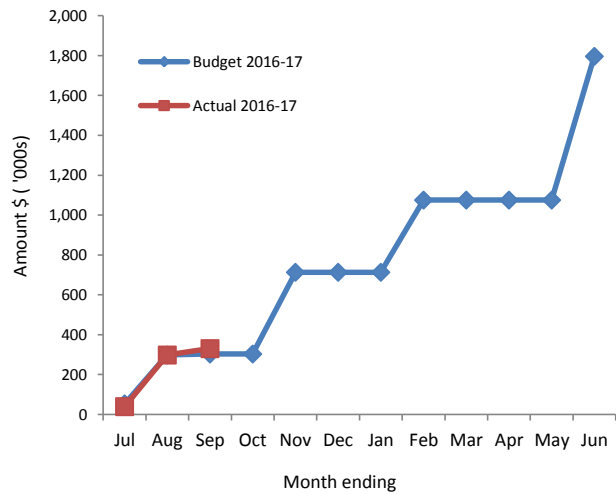
For the Period Ended 30 September 2016

### Revenues

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

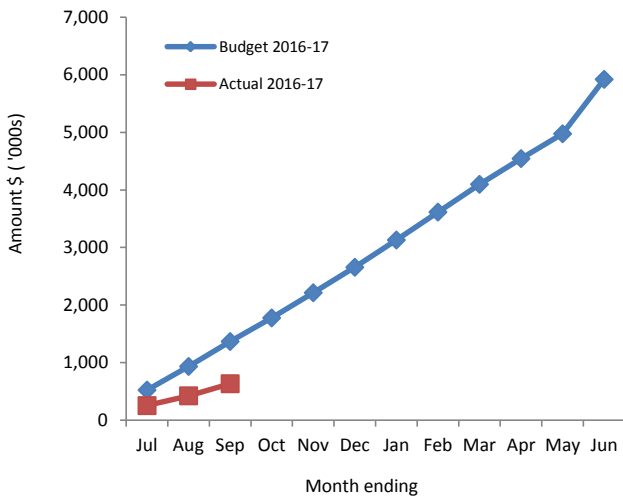


**Budget Capital Revenue -v- Actual (Refer Note 2)**

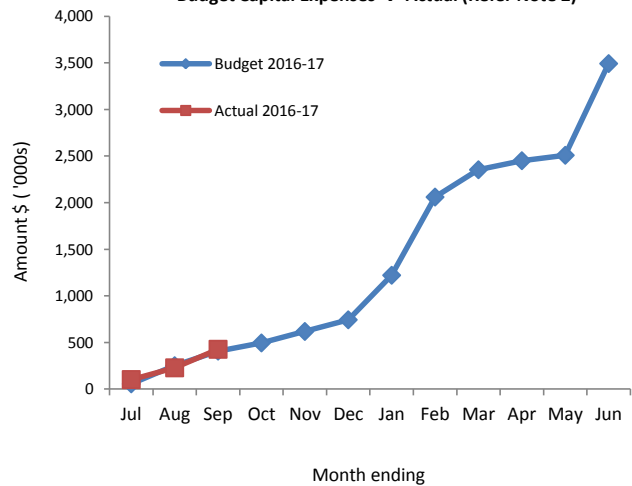


### Expenditure

**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 30 September 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.
<b>Operating Revenues</b>							
General Purpose Funding	\$ 2,384,752	\$ 2,384,752	\$ 1,987,637	\$ 1,995,136	\$ 7,498	0.38%	
Governance	7,099	7,099	1,777	2,304	527	29.63%	
Law, Order and Public Safety	79,070	79,070	408	338	(70)	(17.17%)	
Health	301	301	75	270	195	260.00%	
Education and Welfare	3,745	3,745	186	1,045	859	462.08%	
Housing	118,733	118,733	29,169	26,746	(2,423)	(8.31%)	
Community Amenities	85,662	85,662	77,670	75,207	(2,463)	(3.17%)	
Recreation and Culture	31,619	31,619	31,145	31,622	477	1.53%	
Transport	684,827	684,827	199,867	171,709	(28,158)	(14.09%)	▼
Economic Services	6,824	6,824	1,695	1,531	(164)	(9.66%)	
Other Property and Services	113,757	113,757	31,266	35,140	3,874	12.39%	
<b>Total Operating Revenue</b>	<b>3,516,389</b>	<b>3,516,389</b>	<b>2,360,895</b>	<b>2,341,048</b>	<b>(27,345)</b>		
<b>Operating Expense</b>							
General Purpose Funding	(89,815)	(89,815)	(19,194)	(11,344)	7,850	40.90%	▲
Governance	(217,483)	(217,483)	(91,673)	(75,988)	15,685	17.11%	▲
Law, Order and Public Safety	(170,044)	(170,044)	(33,846)	(23,393)	10,453	30.88%	▲
Health	(75,539)	(75,539)	(21,093)	(13,548)	7,545	35.77%	▲
Education and Welfare	(71,760)	(71,760)	(16,311)	(7,333)	8,978	55.04%	▲
Housing	(297,992)	(297,992)	(79,623)	(46,550)	33,073	41.54%	▲
Community Amenities	(372,924)	(372,924)	(51,721)	(34,211)	17,510	33.85%	▲
Recreation and Culture	(1,122,947)	(1,122,947)	(275,433)	(208,278)	67,155	24.38%	▲
Transport	(2,661,632)	(2,661,632)	(668,110)	(283,373)	384,737	57.59%	▲
Economic Services	(395,022)	(395,022)	(75,328)	(49,108)	26,220	34.81%	▲
Other Property and Services	1,220	1,222	(18,375)	116,784	135,159	735.56%	▲
<b>Total Operating Expenditure</b>	<b>(5,473,938)</b>	<b>(5,473,936)</b>	<b>(1,350,707)</b>	<b>(636,343)</b>	<b>714,364</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation	2,360,651	2,360,651	590,151	0	(590,151)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	(36,765)	(36,765)	(9,192)	0	9,192	(100.00%)	
Adjust Provisions and Accruals	0	0	0	0	0		
<b>Net Cash from Operations</b>	<b>366,337</b>	<b>366,339</b>	<b>1,591,147</b>	<b>1,704,706</b>	<b>106,060</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	1,795,921	1,795,921	303,009	330,227	27,218	8.98%	
Proceeds from Disposal of Assets	447,000	447,000	111,750	119,795	8,045	7.20%	
<b>Total Capital Revenues</b>	<b>2,242,921</b>	<b>2,242,921</b>	<b>414,759</b>	<b>450,023</b>	<b>35,264</b>		
<b>Capital Expenses</b>							
Land Held for Resale	(200,000)	(200,000)	0	0	0		
Land and Buildings	(723,000)	(723,000)	0	(1,284)	(1,284)		
Infrastructure - Roads	(1,236,362)	(1,236,362)	(208,014)	(193,090)	14,924	7.17%	
Infrastructure - Footpaths	0	0	0	0	0		
Infrastructure - Drainage & Culverts	0	0	0	(3,102)	(3,102)		
Infrastructure - Aerodomes	0	0	0	0	0		
Infrastructure - Other	(445,690)	(445,690)	(35,000)	(35,444)			
Plant and Equipment	(600,000)	(600,000)	(125,800)	(125,250)	550	0.44%	
Furniture and Equipment	(14,500)	(14,500)	0	0	0		
<b>Total Capital Expenditure</b>	<b>(3,219,552)</b>	<b>(3,219,552)</b>	<b>(368,814)</b>	<b>(358,170)</b>	<b>11,088</b>		
<b>Net Cash from Capital Activities</b>	<b>(976,631)</b>	<b>(976,631)</b>	<b>45,945</b>	<b>91,853</b>	<b>46,351</b>		
<b>Financing</b>							
Proceeds from New Debentures	0	0	0	0	0		
Proceeds from Advances	0	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0	0		
Transfer from Reserves	0	0	0	0	0		
Advances to Community Groups	0	0	0	0	0		
Repayment of Debentures	(181,409)	(181,409)	(69,004)	(68,064)	940	1.36%	
Transfer to Reserves	(91,775)	(91,775)	(650)	(650)	0	0.00%	
<b>Net Cash from Financing Activities</b>	<b>(273,184)</b>	<b>(273,184)</b>	<b>(69,654)</b>	<b>(68,715)</b>	<b>940</b>		
<b>Net Operations, Capital and Financing</b>	<b>(883,478)</b>	<b>(883,478)</b>	<b>1,567,438</b>	<b>1,727,844</b>	<b>153,351</b>		
<b>Opening Funding Surplus(Deficit)</b>	<b>688,089</b>	<b>688,089</b>	<b>688,089</b>	<b>655,550</b>	<b>(32,539)</b>	<b>(4.73%)</b>	
<b>Closing Funding Surplus(Deficit)</b>	<b>(195,389)</b>	<b>(195,389)</b>	<b>2,255,527</b>	<b>2,383,394</b>	<b>120,812</b>		

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

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

**SHIRE OF MINGENEW**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 September 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)	
<b>Operating Revenues</b>								
Rates	9	\$ 1,786,567	\$ 1,786,567	\$ 1,786,567	\$ 1,786,176	(391)	(0.02%)	
Operating Grants, Subsidies and Contributions	11	827,184	827,184	295,093	298,684	3,591	1.22%	
Fees and Charges		248,886	248,886	142,241	142,595	354	0.25%	
Service Charges		0	0	0	0	0		
Interest Earnings		22,152	22,152	4,681	11,145	6,464	138.10%	
Other Revenue		588,600	588,600	121,564	102,448	(19,116)	(15.73%)	▼
Profit on Disposal of Assets	8	43,000	43,000	10,749	0			
<b>Total Operating Revenue</b>		<b>3,516,389</b>	<b>3,516,389</b>	<b>2,360,895</b>	<b>2,341,048</b>	<b>(9,098)</b>		
<b>Operating Expense</b>								
Employee Costs		(1,017,429)	(1,017,429)	(255,984)	(239,255)	16,729	6.54%	
Materials and Contracts		(1,119,309)	(1,119,309)	(232,757)	(173,957)	58,800	25.26%	▲
Utility Charges		(123,768)	(123,768)	(30,897)	(15,216)	15,681	50.75%	▲
Depreciation on Non-Current Assets		(2,360,651)	(2,360,651)	(590,151)	0	590,151	100.00%	▲
Interest Expenses		(54,270)	(54,270)	(18,337)	(3,140)	15,197	82.88%	▲
Insurance Expenses		(143,612)	(143,612)	(64,713)	(84,891)	(20,178)	(31.18%)	▼
Other Expenditure		(648,664)	(648,662)	(156,311)	(119,885)	36,426	23.30%	▲
Loss on Disposal of Assets	8	(6,235)	(6,235)	(1,557)	0			
<b>Total Operating Expenditure</b>		<b>(5,473,938)</b>	<b>(5,473,936)</b>	<b>(1,350,707)</b>	<b>(636,343)</b>	<b>712,807</b>		
<b>Funding Balance Adjustments</b>								
Add back Depreciation		2,360,651	2,360,651	590,151	0	(590,151)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(36,765)	(36,765)	(9,192)	0	9,192	(100.00%)	
Adjust Provisions and Accruals		0	0	0	0	0		
<b>Net Cash from Operations</b>		<b>366,337</b>	<b>366,339</b>	<b>1,591,147</b>	<b>1,704,705</b>	<b>122,750</b>		
<b>Capital Revenues</b>								
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	111,750	119,795	8,045	7.20%	
<b>Total Capital Revenues</b>		<b>2,242,921</b>	<b>2,242,921</b>	<b>414,759</b>	<b>450,023</b>	<b>35,264</b>		
<b>Capital Expenses</b>								
Land Held for Resale	13	(200,000)	(200,000)	0	0	0		
Land and Buildings	13	(723,000)	(723,000)	0	(1,284)	(1,284)		
Infrastructure - Roads	13	(1,236,362)	(1,236,362)	(208,014)	(193,090)	14,924	7.17%	
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	13	(445,690)	(445,690)	(35,000)	(35,444)			
Plant and Equipment	13	(600,000)	(600,000)	(125,800)	(125,250)	550	0.44%	
Furniture and Equipment	13	(14,500)	(14,500)	0	0	0		
<b>Total Capital Expenditure</b>		<b>(3,219,552)</b>	<b>(3,219,552)</b>	<b>(368,814)</b>	<b>(358,170)</b>	<b>11,088</b>		
<b>Net Cash from Capital Activities</b>		<b>(976,631)</b>	<b>(976,631)</b>	<b>45,945</b>	<b>91,853</b>	<b>46,351</b>		
<b>Financing</b>								
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)	(69,004)	(68,064)	940	1.36%	
Transfer to Reserves	7	(91,775)	(91,775)	(650)	(650)	0	0.00%	
<b>Net Cash from Financing Activities</b>		<b>(273,184)</b>	<b>(273,184)</b>	<b>(69,654)</b>	<b>(68,715)</b>	<b>940</b>		
<b>Net Operations, Capital and Financing</b>		<b>(883,478)</b>	<b>(883,478)</b>	<b>1,567,438</b>	<b>1,727,843</b>	<b>170,041</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>688,089</b>	<b>688,089</b>	<b>688,089</b>	<b>655,550</b>	<b>(32,539)</b>	<b>(4.73%)</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(195,389)</b>	<b>(195,389)</b>	<b>2,255,527</b>	<b>2,383,394</b>	<b>137,502</b>		

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

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



**SHIRE OF MINGENEW**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 30 September 2016

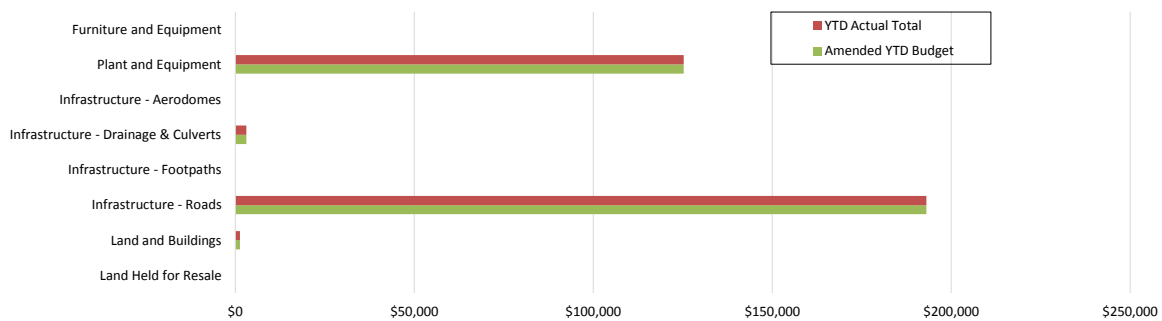
		YTD 30 09 2016					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land Held for Resale	13	\$ 0	\$ 0	\$ 0	\$ 0	\$ 200,000	\$ 0
Land and Buildings	13	1,284	0	1,284	1,284	723,000	0
Infrastructure - Roads	13	193,090	0	193,090	193,090	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	35,444	0	35,444	35,444	445,690	0
Plant and Equipment	13	125,250	0	125,250	125,250	600,000	0
Furniture and Equipment	13	0	0	0	0	14,500	0
<b>Capital Expenditure Totals</b>		<b>355,067</b>	<b>3,102</b>	<b>358,170</b>	<b>358,170</b>	<b>3,219,552</b>	<b>0</b>

**Funded By:**

Capital Grants and Contributions	330,227	303,009	1,838,421	27,218
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	121,613	111,750	447,000	9,863
<b>Own Source Funding - Cash Backed Reserves</b>				
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
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Own Source Funding - Operations</b>	<b>(93,670)</b>	<b>(56,589)</b>	<b>934,131</b>	<b>(37,081)</b>
<b>Capital Funding Total</b>	<b>358,170</b>	<b>358,170</b>	<b>3,219,552</b>	<b>0</b>

Comments and graphs

Capital Expenditure Program YTD



**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 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 30 September 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 30 September 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 30 September 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 30 September 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 30 September 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 30 September 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**

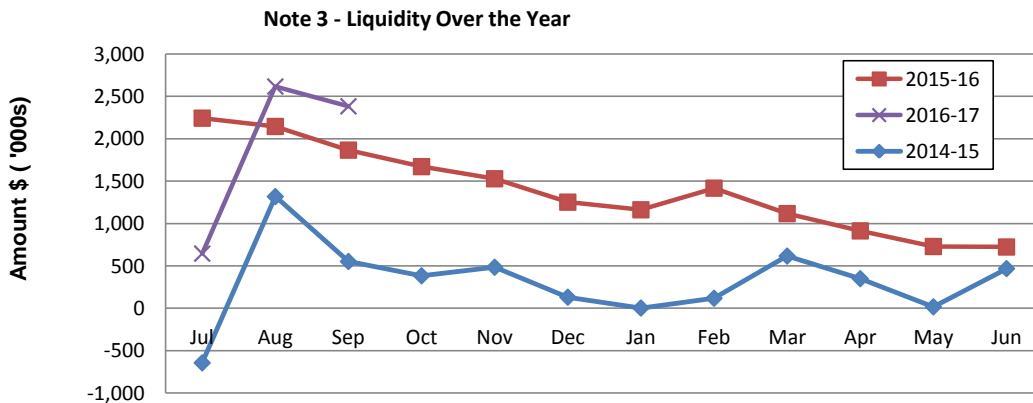
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
General Purpose Funding	7,498	0.38%			
Governance	527	29.63%			
Law, Order and Public Safety	(70)	(17.17%)			
Health	195	260.00%			
Education and Welfare	859	462.08%			
Housing	(2,423)	(8.31%)			
Community Amenities	(2,463)	(3.17%)			
Recreation and Culture	477	1.53%			
Transport	(28,158)	(14.09%)	▼		Profit on changeover not calculated at Sept 2016 - \$10,749, Police licensing down on YTD budget \$15,550
Economic Services	(164)	(9.66%)			
Other Property and Services	3,874	12.39%			
<b>Operating Expenses</b>					
General Purpose Funding	7,850	40.90%			
Governance	15,685	17.11%			
Law, Order and Public Safety	10,453	30.88%			
Health	7,545	35.77%			
Education and Welfare	8,978	55.04%			
Housing	33,073	41.54%	▲		Depreciation calculation not run until Fair Value of Assets at 30/6/2016 is completed - \$21,000, Accrued Loan Interest of \$6539, Building Mtce under budget at this point \$3000
Community Amenities	17,510	33.85%			Following items are currently under budget - Rubbish Site Mtce \$7152, Cemetery \$2698, Domestic Refuse Collection \$1471 and Depreciation Calculation not run \$3375
Recreation and Culture	67,155	24.38%	▲		Depreciation calculation not run until Fair Value of Assets at 30/6/2016 is completed - \$77,000
Transport	384,737	57.59%	▲		Depreciation calculation not run until Fair Value of Assets at 30/6/2016 is completed - \$390,000
Economic Services	26,220	34.81%			Depreciation calculation not run - \$13k, Admin allocations \$6k, Building services \$3k
Other Property and Services	135,159	735.56%	▲		Following items are currently under budget - Sick & Holiday \$11k, Housing Allocations \$14k, Parts & Repairs \$7k, Fuel \$5k, Tyres \$5k, Admin Allocations \$9k, Depreciation calculation not run until Fair Value of Assets at 30/6/2016 is completed - \$67,000
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	27,218	8.98%			
Proceeds from Disposal of Assets	8,045	7.20%			
<b>Capital Expenses</b>					
Land Held for Resale	0				
Land and Buildings	(1,284)				
Infrastructure - Roads	14,924	7.17%			
Infrastructure - Footpaths	0				
Infrastructure - Drainage & Culverts	(3,102)				
Infrastructure - Aerodomes	0				
Plant and Equipment	550	0.44%			
Furniture and Equipment	0				
<b>Financing</b>					
Loan Principal	940	1.36%			

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 30 Sep 2016	30th June 2016	YTD 01 Oct 2015
		\$	\$	\$
<b>Current Assets</b>				
Cash - Unrestricted	4	1,504,697	621,333	1,019,681
Cash - Restricted Reserves	4	309,270	308,620	273,301
Cash - Restricted Unspent Grants		216,626	216,626	329,818
Investments		0	0	0
Rates - Current	6	688,298	37,608	412,069
Sundry Debtors	6	55,908	1,951	27,596
Provision for Doubtful Debts		(1,585)	(1,585)	(1,585)
ESL Levy		0	4,431	0
GST Receivable		18,113	4,060	15,022
Receivables - Other		0	0	0
Inventories - Fuel & Materials		9,087	13,285	8,650
Inventories - Land Held for Resale		40,394	80,788	80,788
		2,840,808	1,287,118	2,165,340
<b>Current Liabilities</b>				
Sundry Creditors		(80,081)	(200,583)	(152,286)
GST Payable		(18,451)	(10,022)	(3,612)
PAYG		(7,241)	4,497	(11,778)
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		(113,346)	(181,410)	(103,383)
		(482,589)	(685,063)	(486,154)
<b>NET CURRENT ASSETS</b>		<b>2,358,219</b>	<b>602,055</b>	<b>1,679,185</b>
<b>Less:</b>				
Cash - Restricted Reserves		(309,270)	(308,620)	(273,301)
Inventories - Land Held for Resale		(40,394)	(80,788)	(80,788)
<b>Add Back:</b>				
Current Loan Liability		113,346	181,410	103,383
Cash Backed Employee Provisions	7	261,493	261,493	239,906
<b>Net Current Funding Position (Surplus / Deficit)</b>		<b>2,383,394</b>	<b>655,550</b>	<b>1,668,385</b>

0



**Comments - Net Current Funding Position**

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
Municipal Bank Account	0.70%	34,985	0		34,985	NAB	At Call
Trust Bank Account	0.00%			152,444	152,444	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	309,270		309,270	NAB	At Call
(b) <b>Term Deposits</b>							
Short Term Deposits	0.00%	0	0		0		
<b>Total</b>		<b>1,504,697</b>	<b>525,896</b>	<b>152,444</b>	<b>2,183,038</b>		

**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			
<b>Sub-total</b>			<b>216,625</b>

SHIRE OF MINGENEW  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 30 September 2016

**Note 5: BUDGET AMENDMENTS**

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

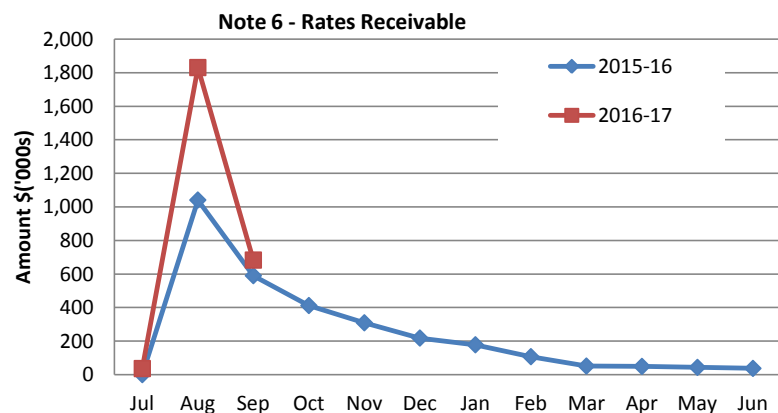
GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption</b>		Opening Surplus	\$	\$	\$	\$ 0
				<b>0</b>	<b>0</b>	<b>0</b>	

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

	YTD 30 Sep 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	(1,202,058)	(1,709,614)
Equals Current Outstanding	<b>688,298</b>	<b>37,608</b>
<b>Net Rates Collectable</b>	<b>688,298</b>	<b>37,608</b>
% Collected	63.59%	97.85%

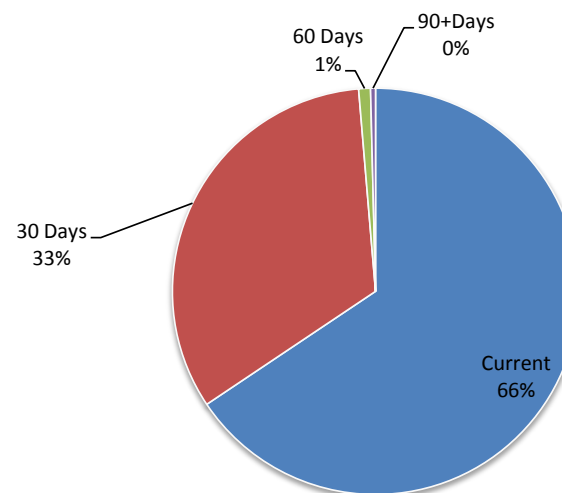


**Receivables - General**

	Current	30 Days	60 Days	90+Days
Receivables - General	\$ 36,683	\$ 18,480	\$ 525	\$ 220
<b>Total Receivables General Outstanding</b>				<b>55,908</b>

Amounts shown above include GST (where applicable)

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



**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

**Comments/Notes - Receivables General**

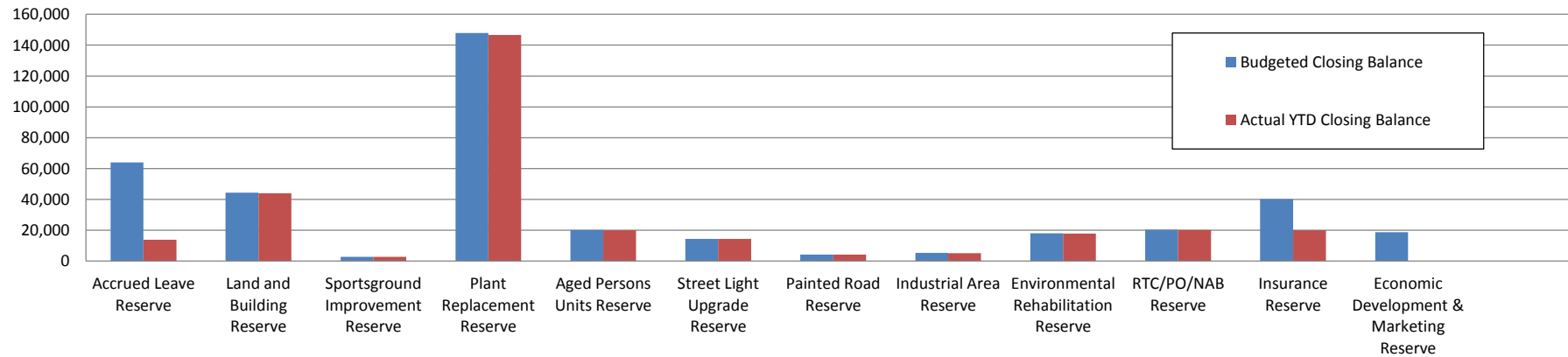
\$17,795 of the >30 days relates to annual sporting club charges  
 Up to 10th October, \$9,800 of this balance has been paid.  
 \$35,000 of the current balance was paid on 6th October.

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 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	29	50,000	0	0	0		64,046	13,936
Land and Building Reserve	43,920	439	93	0	0	0	0		44,359	44,013
Sportsground Improvement Reserve	2,695	27	6	0	0	0	0		2,722	2,700
Plant Replacement Reserve	146,392	1,460	309	0	0	0	0		147,852	146,700
Aged Persons Units Reserve	20,002	200	42	0	0	0	0		20,202	20,045
Street Light Upgrade Reserve	14,307	143	30	0	0	0	0		14,450	14,337
Painted Road Reserve	4,202	42	9	0	0	0	0		4,244	4,211
Industrial Area Reserve	5,228	52	11	0	0	0	0		5,280	5,239
Environmental Rehabilitation Reserve	17,799	178	38	0	0	0	0		17,977	17,837
RTC/PO/NAB Reserve	20,153	202	42	0	0	0	0		20,355	20,195
Insurance Reserve	20,016	200	42	20,000	0	0	0		40,216	20,058
Economic Development & Marketing Reserve	0	0	0	18,693	0	0	0		18,693	0
	<b>308,620</b>	<b>3,082</b>	<b>650</b>	<b>88,693</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400,395</b>	<b>309,270</b>

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



**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 2016

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 09 2016			
					2016/17 Budget Profit/(Loss)	2016/17 Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				<b>Plant and Equipment</b>				
42,989		41,170	(1,819)	CEO Vehicle (2)	0	0	0	
41,512	(1,035)	39,647	(830)	DCEO Vehicle (4)	0	(830)	(830)	
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)	
<b>126,013</b>	<b>(1,717)</b>	<b>121,613</b>	<b>(2,683)</b>		<b>43,000</b>	<b>(864)</b>	<b>(43,864)</b>	

**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 30 September 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
			\$	\$	\$	\$	\$	\$
<b>Education &amp; Welfare</b>								
Loan 137 - Senior Citizens Buildings	96,719		0	0	96,719	96,719	(1,114)	6,424
<b>Housing</b>								
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
<b>Recreation &amp; Culture</b>								
Loan 138 - Pavilion Fitout	92,850		0	0	92,850	92,850	(1,069)	6,167
<b>Transport</b>								
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	68,064	69,004	819,113	818,173	3,140	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 30 September 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)	\$	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>									
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
<b>LAW, ORDER, PUBLIC SAFETY</b>									
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	0	0
Bushfire Management Plan	Department of Fire & Emergency Services	Y	42,500	42,500	0	0	42,500	0	0
<b>HEALTH</b>									
Childcare Facility Upgrade	MWDC	N	70,000	70,000	0	0	70,000	0	0
<b>EDUCATION &amp; WELFARE</b>									
Seniors Week Grant	COTAWA	N	1,000	1,000	0	1,000	0	0	0
Community Christmas Tree	CBH	N	2,000	2,000	0	2,000	0	0	0
<b>HOUSING</b>									
Independent Living Units	WCHS	Y	395,545	395,545	0	0	395,545	31,818	0
<b>COMMUNITY AMENITIES</b>									
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	0	0
Transfer Station	Mid West Development Commission	Y	50,000	50,000	0	0	50,000	45,000	50,000
<b>RECREATION AND CULTURE</b>									
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
Enarty 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
<b>TRANSPORT</b>									
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
<b>ECONOMIC SERVICES</b>									
Mingenew Hill Walk Trail	TBA	N	15,000	15,000	0	0	15,000	0	0
<b>OTHER PROPERTY &amp; SERVICES</b>									
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
<b>TOTALS</b>			<b>2,526,495</b>	<b>2,526,495</b>	<b>0</b>	<b>688,074</b>	<b>1,938,421</b>	<b>598,550</b>	<b>435,961</b>
Operating	Operating		688,074	688,074				268,323	215,961
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>598,550</u>	<u>435,961</u>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 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 30-Sep-16
	\$	\$	\$	\$
BCITF Levy	1,374	0	(1,374)	0
BRB Levy	1,086	0	(1,082)	4
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	(13,551)	68,416
Mingenev Cemetery Group	4,314	0	0	4,314
Other Bonds	2,558	0	(50)	2,508
Rates Incentive Prizes	200	0	0	200
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	700	0	1,661
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	0	2,268
Nomination Fees	0	0	0	0
Seniors Donations	0	50	0	50
	<b>117,878</b>	<b>47,600</b>	<b>(16,057)</b>	<b>149,421</b>

SHIRE OF MINGENEW  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 30 September 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
	<b>Land Held for Resale</b>						
	<b>Community Amenities</b>						
	<b>Other Property &amp; Services</b>						
	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
	<b>Other Property &amp; Services Total</b>		<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Land Held for Resale Total</b>		<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Land &amp; Buildings</b>						
	<b>Governance</b>						
	Shire Office	0594	15,000	15,000	0	0	15,000
	<b>Housing Total</b>		<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>15,000</b>
	<b>Health</b>						
	Child Care Facility	0075	80,000	80,000	0	0	80,000
	<b>Health Total</b>		<b>80,000</b>	<b>80,000</b>	<b>0</b>	<b>0</b>	<b>80,000</b>
	<b>Education &amp; Welfare</b>						
	Men's Shed Ablution Block	0048	0	0	0	0	0
	<b>Education &amp; Welfare Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Land &amp; Buildings</b>						
	<b>Housing</b>						
	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	0	0	7,000
	Construction - Staff Housing	9010	10,000	10,000	0	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
	<b>Housing Total</b>		<b>493,000</b>	<b>493,000</b>	<b>0</b>	<b>1,284</b>	<b>491,716</b>
	<b>Recreation And Culture</b>						
	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
	<b>Recreation And Culture Total</b>		<b>117,000</b>	<b>117,000</b>	<b>0</b>	<b>0</b>	<b>117,000</b>
	<b>Transport Total</b>						
	Depot	0027	18,000	18,000	0	0	18,000
	<b>Transport Total</b>		<b>18,000</b>	<b>18,000</b>	<b>0</b>	<b>0</b>	<b>18,000</b>
	<b>Economic Services</b>						
	Business Incubator	5964	0	0	0	0	0
	<b>Economic Services Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Land &amp; Buildings Total</b>		<b>723,000</b>	<b>723,000</b>	<b>0</b>	<b>1,284</b>	<b>721,716</b>
	<b>Infrastructure - Drainage/Culverts</b>						
	<b>Transport</b>						
	Moore Street Drainage	3284	0	0	0	3,102	(3,102)
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>3,102</b>	<b>(3,102)</b>
	<b>Infrastructure - Drainage/Culverts Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>3,102</b>	<b>(3,102)</b>

SHIRE OF MINGENEW  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 30 September 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
<b>Infrastructure - Footpaths</b>							
<b>Transport</b>							
	Midlands Road Town Footpaths	1291	0	0	0	0	
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Infrastructure - Footpaths Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure - Other</b>							
<b>Community Amenities</b>							
	Waste Transfer Station	3084	185,381	185,381	0	0	185,381
	Little Well Project	0071	45,309	45,309	0	0	45,309
	Mingenew Hill Project	0142	30,000	30,000	0	0	30,000
	<b>Community Amenities Total</b>		<b>260,690</b>	<b>260,690</b>	<b>0</b>	<b>0</b>	<b>260,690</b>
<b>Recreation</b>							
	Hockey Oval Lights	0076	35,000	35,000	35,000	35,000	0
	RV Friendly Site Development	0077	0	0	0	43	(43)
	Football Oval Lights	0140	130,000	130,000	0	401	129,599
	Water Tanks & Reticulation	0167	20,000	20,000	0	0	20,000
	<b>Community Amenities Total</b>		<b>185,000</b>	<b>185,000</b>	<b>35,000</b>	<b>35,444</b>	<b>149,556</b>
	<b>Infrastructure - Other Total</b>		<b>445,690</b>	<b>445,690</b>	<b>35,000</b>	<b>35,444</b>	<b>410,246</b>
<b>Furniture &amp; Office Equip.</b>							
<b>Governance</b>							
	Electronic Whiteboard	0014	3,500	3,500	0	0	3,500
	Replacement Computers	0574	8,000	8,000	0	0	8,000
	<b>Governance Total</b>		<b>11,500</b>	<b>11,500</b>	<b>0</b>	<b>0</b>	<b>11,500</b>
<b>Recreation</b>							
	Christmas Lights	0065	3,000	3,000	0	0	3,000
	<b>Recreation Total</b>		<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>3,000</b>
<b>Transport</b>							
	Nil				0	0	0
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Furniture &amp; Office Equip. Total</b>		<b>14,500</b>	<b>14,500</b>	<b>0</b>	<b>0</b>	<b>14,500</b>
	<b>Infrastructure - Aerodomes Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

SHIRE OF MINGENEW  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 30 September 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
<b>Plant , Equip. &amp; Vehicles</b>							
<b>Governance</b>							
	CEO Vehicle Replacement	0554	90,000	90,000	43,000	42,989	47,011
	DCEO Vehicle Replacement	0554	180,000	180,000	42,000	41,465	138,535
	30 KVA Generator	0554	15,000	15,000			15,000
	<b>Governance Total</b>		<b>285,000</b>	<b>285,000</b>	<b>85,000</b>	<b>84,454</b>	<b>200,546</b>
<b>Transport</b>							
	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
	<b>Transport Total</b>		<b>315,000</b>	<b>315,000</b>	<b>40,800</b>	<b>40,796</b>	<b>274,204</b>
<b>Plant , Equip. &amp; Vehicles Total</b>			<b>600,000</b>	<b>600,000</b>	<b>125,800</b>	<b>125,250</b>	<b>474,750</b>
<b>Roads &amp; Bridges</b>							
<b>Transport</b>							
	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	161,314	89,710	78,609
	Yandanooka Melara Rd (R2R)	6067	138,347	138,347	46,700	103,225	35,122
	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
	Mingenev Mullewa Road Reseal (RRG)	RR65	0	0	0	155	(155)
	Mingenev Mullewa Road Reseal (RRG)	RR63	440,000	440,000	0	0	440,000
	<b>Transport Total</b>		<b>1,236,362</b>	<b>1,236,362</b>	<b>208,014</b>	<b>193,090</b>	<b>1,043,272</b>
<b>Roads (Non Town) Total</b>			<b>1,236,362</b>	<b>1,236,362</b>	<b>208,014</b>	<b>193,090</b>	<b>1,043,272</b>
<b>Capital Expenditure Total</b>			<b>3,219,552</b>	<b>3,219,552</b>	<b>368,814</b>	<b>358,170</b>	<b>2,661,382</b>

**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

<b>OFFICER RECOMMENDATION – ITEM 9.2.2</b>
--

**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.**

Date: 12/10/2016  
Time: 12:53:39PM

Shire of MINGENEW  
List of Accounts for September 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
484	05/09/2016	MINGENEW SHIRE COUNCIL	MWIRSA REFUND CP85	T		3,300.00
8088	21/09/2016	MINGENEW SHIRE COUNCIL	RATES	M		15,218.28
8089	21/09/2016	MINGENEW SHIRE COUNCIL	Payroll deductions	M		390.00
8090	21/09/2016	Mingenew Historical Society	REIMBURSEMENT	M		88.40
8091	21/09/2016	PALM ROADHOUSE	NEWSPAPERS	M		30.90
8092	21/09/2016	SYNERGY	CHARGES	M		1,954.90
8093	27/09/2016	SYNERGY	CHARGES	M		1,826.60
EFT10173	05/09/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN	M		23,265.06
EFT10174	05/09/2016	ABCO PRODUCTS	GOODS	M		376.99
EFT10175	05/09/2016	BATAVIA COAST AUTO ELECTRICAL PTY LTD	CHARGES	M		2,552.00
EFT10176	05/09/2016	Courier Australia	FREIGHT	M		371.50
EFT10177	05/09/2016	DONGARA GLASS AND GLAZING	CHARGES	M		163.55
EFT10178	05/09/2016	DONGARA DRILLING & ELECTRICAL	CHARGES	M		1,134.93
EFT10179	05/09/2016	CANINE CONTROL	FEES	M		1,012.00
EFT10180	05/09/2016	State Library Of Western Australia	CHARGES	M		220.00
EFT10181	05/09/2016	LGIS INSURANCE BROKING	CHARGES	M		939.37
EFT10182	05/09/2016	LGIS WORKCARE	CHARGES	M		35.54
EFT10183	05/09/2016	STARICK TYRES	REIMBURSEMENT	M		200.00



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Shire of MINGENEW  
List of Accounts for September 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10184	05/09/2016	Mitchell and Brown	CHARGES	M		255.00
EFT10185	05/09/2016	MGB DIESEL CONTRACTING PTY LTD	CHARGES	M		1,048.63
EFT10186	05/09/2016	ROWE GROUP	CHARGES	M		1,892.00
EFT10187	07/09/2016	Shire of Mingenew - Payroll	PAYROLL	M		33,879.38
EFT10188	07/09/2016	Australian Services Union	Payroll deductions	M		139.66
EFT10189	07/09/2016	CHILD SUPPORT AGENCY	Payroll deductions	M		251.61
EFT10190	07/09/2016	LGRCEU	Payroll deductions	M		20.50
EFT10191	09/09/2016	Courier Australia	FREIGHT	M		20.60
EFT10192	09/09/2016	GNC CONCRETE AND PRECAST	CHARGES	M		1,485.00
EFT10193	09/09/2016	IW PROJECTS PTY LTD	CHARGES	M		13,904.00
EFT10195	09/09/2016	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	FEES	M		1,500.00
EFT10196	09/09/2016	MINGENEW MIDWEST EXPO	REIMBURSEMENT	M		60.00
EFT10197	09/09/2016	MINGENEW CWA	REIMBURSEMENT	M		72.00
EFT10198	09/09/2016	MIDWEST CHEMICAL & PAPER	CHARGES	M		425.04
EFT10199	09/09/2016	STATEWIDE RACKING & STORAGE SOLUTIONS	CHARGES	M		1,693.00
EFT10200	14/09/2016	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	LEASE	M		421.30
EFT10201	14/09/2016	NAB BUSINESS VISA	CREDIT CARD	M		4,236.00

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Shire of MINGENEW  
List of Accounts for September 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10202	14/09/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN	M		8,620.97
EFT10203	21/09/2016	Shire of Mingenew - Payroll	PAYROLL	M		29,212.75
EFT10204	21/09/2016	Australian Services Union	Payroll deductions	M		79.05
EFT10205	21/09/2016	CHILD SUPPORT AGENCY	Payroll deductions	M		255.51
EFT10206	21/09/2016	LGRCEU	Payroll deductions	M		20.50
EFT10207	21/09/2016	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		1,564.68
EFT10208	21/09/2016	Australian Taxation Office	BAS	M		13,603.00
EFT10209	21/09/2016	AUSTRALIA POST	CHARGES	M		375.73
EFT10210	21/09/2016	ATOM SUPPLY	CHARGES	M		386.66
EFT10211	21/09/2016	AVON WASTE	CHARGES	M		2,350.53
EFT10212	21/09/2016	Cr Michelle Bagley	FEES	M		3,325.00
EFT10213	21/09/2016	Butler Settineri	CHARGES	M		8,371.88
EFT10214	21/09/2016	Courier Australia	FREIGHT	M		42.41
EFT10215	21/09/2016	CR GARY COSGROVE	FEES	M		895.00
EFT10216	21/09/2016	CR KARL CRIDDLE	FEES	M		1,396.60
EFT10217	21/09/2016	LANDGATE	CHARGES	M		64.70
EFT10218	21/09/2016	DONGARA DRILLING & ELECTRICAL	CHARGES	M		885.66
EFT10219	21/09/2016	DONGARA BUILDING & TRADE SUPPLIES	CHARGES	M		37.97

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List of Accounts for September 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10220	21/09/2016	CR LEAH EARDLEY	FEES	M		895.00
EFT10221	21/09/2016	FESA	CHARGES	M		26,134.00
EFT10222	21/09/2016	FREDS MOWER REPAIRS	CHARGES	M		595.00
EFT10223	21/09/2016	GERALDTON MOWER & REPAIR SPECIALISTS	CHARGES	M		328.60
EFT10224	21/09/2016	GERALDTON AG SERVICES	CHARGES	M		694.10
EFT10225	21/09/2016	GUARDIAN PRINT & GRAPHICS	CHARGES	M		240.00
EFT10226	21/09/2016	Great Northern Rural Services	CHARGES	M		1,098.00
EFT10227	21/09/2016	GNC CONCRETE AND PRECAST	CHARGES	M		4,092.00
EFT10228	21/09/2016	HUNT & FISH CO	CHARGES	M		85.50
EFT10229	21/09/2016	CANINE CONTROL	FEES	M		1,012.00
EFT10230	21/09/2016	State Library Of Western Australia	CHARGES	M		44.00
EFT10231	21/09/2016	Crispian Charles Reginald Lucken	FEES	M		895.00
EFT10232	21/09/2016	L&S ELECTRICAL	CHARGES	M		1,463.03
EFT10233	21/09/2016	STARICK TYRES	CHARGES	M		968.79
EFT10234	21/09/2016	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	CHARGES	M		1,500.00
EFT10235	21/09/2016	CR HELEN NEWTON	FEES	M		1,470.00
EFT10236	21/09/2016	CR MARGUERITE PEARCE	FEES	M		895.00
EFT10237	21/09/2016	LANDMARK	CHARGES	M		117.26

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Shire of MINGENEW  
List of Accounts for September 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10238	21/09/2016	STATEWIDE BEARINGS	CHARGES	M		74.25
EFT10239	21/09/2016	STATE WIDE TURF SERVICES	CHARGES	M		3,520.00
EFT10240	21/09/2016	Telstra Corporation	CHARGES	M		1,798.22
EFT10241	21/09/2016	WALGA	CHARGES	M		3,914.99
EFT10242	21/09/2016	WESTRAC PTY LTD	CHARGES	M		2,495.64
EFT10243	21/09/2016	MINGENEW FABRICATORS	CHARGES	M		166.38
EFT10244	21/09/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOANS	M		45,567.81
EFT10245	22/09/2016	JENNY THOMAS	REFUND OF PROJECTOR SCREEN BOND	T		20.00
EFT10246	27/09/2016	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		77.00
EFT10247	27/09/2016	AVON WASTE	CHARGES	M		2,346.68
EFT10248	27/09/2016	Courier Australia	FREIGHT	M		30.28
EFT10249	27/09/2016	CENTRAL REGIONAL TAFE	CHARGES	M		871.20
EFT10250	27/09/2016	GREAT SOUTHERN FUEL SUPPLIES	FUEL	M		16,272.75
EFT10251	27/09/2016	CANINE CONTROL	FEES	M		1,012.00
EFT10252	27/09/2016	LATERAL ASPECT	CHARGES	M		3,758.33
EFT10253	27/09/2016	Reliance Petroleum	FUEL	M		40.56
EFT10254	27/09/2016	MINGENEW SPRING CARAVAN PARK	CHARGES	M		349.50
EFT10255	27/09/2016	MINGENEW IGA X-PRESS & LIQUOR	CHARGES	M		410.35

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10256	27/09/2016	PEST A KILL WA	CHARGES	M		4,420.35
EFT10257	27/09/2016	PEMCO DIESEL PTY LTD	CHARGES	M		5,851.12
EFT10258	27/09/2016	PATIENCE SANDLAND PTY LTD	CHARGES	M		369.60
EFT10259	27/09/2016	PRIME MEDIA GROUP PTY	CHARGES	M		5,291.00
EFT10261	27/09/2016	WA POLICE SERVICE	REIMBURSEMENT	M		1,635.70
EFT10262	27/09/2016	WILDFLOWER COUNRY INC.	FEES	M		4,950.00
EFT10263	29/09/2016	Shire of Mingenew - Payroll	ONE OFF PAY FOR D KING	M		2,558.83
EFT10264	29/09/2016	Australian Services Union	Payroll deductions	M		14.74
DD7759.1	07/09/2016	WA SUPER	Payroll deductions	M		5,707.54
DD7759.2	07/09/2016	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,082.73
DD7759.3	07/09/2016	PRIME SUPER	Superannuation contributions	M		219.09
DD7772.1	21/09/2016	WA SUPER	Payroll deductions	M		5,231.90
DD7772.2	21/09/2016	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,082.73
DD7772.3	21/09/2016	PRIME SUPER	Superannuation contributions	M		219.09
DD7790.1	21/09/2016	WA SUPER	Superannuation contributions	M		389.59

# NATIONAL BUSINESS MASTERCARD

01 September to 30 September

## CEO - Martin Whitely

Plate change	\$	25.30
Accommodation for FAGS meeting	\$	105.00
Golf Day Dongara	\$	839.44
Golf Day Dongara	\$	589.00
Golf Day Dongara	\$	2,000.00
Golf Day Dongara	\$	450.00
Parking	\$	10.08
Golf Day Dongara	\$	177.00
Bank Fees	\$	9.00
	\$	<b>4,204.82</b>

## Work's Manager - Warren Borrett

V Belt for mower	\$	34.10
Car battery	\$	135.00
Bank Fees	\$	9.00
	\$	<b>178.10</b>

## Manager of Admin and Finance - Nita Jane

Internet	\$	179.90
Title search	\$	24.85
Bank Fees	\$	9.00
	\$	<b>213.75</b>

**Total Direct Debit Payment made on 1st October 2016** \$ **4,596.67**

## POLICE LICENSING

Direbt Debits from Muni Account  
01 September to 30 September

Thursday, 1 September 2016	\$	800.00
Friday, 2 September 2016	\$	109.00
Monday, 5 September 2016	\$	116.40
Tuesday, 6 September 2016	\$	8,216.00
Wednesday, 7 September 2016	\$	604.40
Thursday, 8 September 2016	\$	990.10
Friday, 9 September 2016	\$	4,975.55

Monday, 12 September 2016	\$ 406.25
Tuesday, 13 September 2016	\$ 824.85
Wednesday, 14 September 2016	\$ 731.70
Thursday, 15 September 2016	\$ 646.65
Friday, 16 September 2016	\$ 232.20
Monday, 19 September 2016	\$ 527.80
Tuesday, 20 September 2016	\$ 588.90
Wednesday, 21 September 2016	\$ 2,791.30
Thursday, 22 September 2016	\$ 3,049.50
Friday, 23 September 2016	\$ 776.95
Tuesday, 27 September 2016	\$ 508.45
Wednesday, 28 September 2016	\$ 1,499.30
Thursday, 29 September 2016	\$ 1,032.90
Friday, 30 September 2016	\$ 238.75

\$ 29,666.95

## BANK FEES

**Direct debits from Muni Account  
01 September to 30 September**

Total direct debited from Municipal Account \$ 1,365.97

## PAYROLL

**Direct Payments from Muni Account  
01 September to 30 September**

Wednesday, 7th September 2016	\$ 47,184.11
Wednesday, 21st September 2016	\$ 42,022.17
Thursday, 29th September 2016	\$ 4,141.81

\$ 93,348.09

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Shire of MINGENEW  
List of Accounts for September 2016

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
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**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
M	MUNI - NATIONAL AUST BANK	346,829.57
T	TRUST- NATIONAL AUST BANK	3,320.00
<b>TOTAL</b>		<b>350,149.57</b>



### 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

<b>OFFICER RECOMMENDATION – ITEM 9.2.3</b>
--

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

## 3007.8 CORPORATE CREDIT CARD POLICY

### General

- An agreement shall be signed by the cardholder and the local government which sets out the cardholder's responsibilities and legal obligations when using the credit card.
- A register of all current cardholders shall be kept which includes; card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase.
- All new and existing cardholders shall be provided with a copy of the policies in relation to the use of credit cards.
- The card is withdrawn in the event employment ceases, an extended period of leave is taken or they are moved to a position which does not require the use of a credit card.
- Cardholders are responsible for the use of the corporate credit card in accordance with these guidelines and other operational guidelines, and must ensure the safe-keeping of the card at all times. Loss or theft of the corporate credit card must be reported to the Chief Executive Officer immediately or in the case of the Chief Executive Officer the President.
- Credit cards shall not be transferred to other users.
- Cards are the property of the bank and the Bank should be responsible for the destruction of all surrendered credit cards.
- Where the cardholder fails to meet the policy guidelines, the CEO, or Council in the case of the CEO, may request that the card be withdrawn or a temporary disqualification from use of the credit card be enforced.
- The cardholder will be required to sign a certification, on each and every credit card statement issued from this date forward, to the effect all purchases made using the corporate credit card were for official business purposes.
- For all expenditure, the cardholder shall obtain a tax invoice and/or receipt, which itemises the details of the expenditure. If the invoice or receipt does not provide sufficient details of the item purchased, further details must be recorded on the invoice or receipt by the cardholder.
- Pin issued by the bank is not to be changed.

### Purchasing

Corporate credit cards issued by the Shire can only be used for the business purposes of the Shire. Among the permitted uses are –

- In person, across the counter retail purchases,
- Facsimile/telephone/internet business related purchase,
- Mail order purchases and subscriptions,
- Official travel, accommodation and related expenses,
- Entertainment and business hospitality expenses.

The corporate credit card must not be used for –

- Personal or non work related expenditure,
- ~~The purchase of fuel (unless the relevant fuel card is not able to be used),~~
- Obtaining cash advances,
- The purchase of goods or services where the cardholder gains personal advantage through the transaction (e.g. special offers such as Fly Buys that benefit individuals).

**Cardholder's and Limits**

- Maximum credit limits shall be based on the cardholder's need. These are currently;
  - \$7,500 for the Chief Executive Officer
  - \$5,000 for the Manager of Finance and Administration
  - \$2,000 for the Works Manager

**Payments**

- Payments of accounts should be made monthly to ensure that credit charges are minimised (currently direct debit arrangement in place with the Bank to clear the outstanding balance).

[Date of Original Adoption – 20 April 2011 \(Resolution 110408\)](#)

[Amendment – 19 November 2014 \(Resolution 141111\)](#)

[Proposed Amendment – 19](#)

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#### 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

<b>OFFICER RECOMMENDATION – ITEM 9.2.4</b>
--

**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.

Assess No.	Vg Number	UV	Property Details	16/17 Rates	OPTION 1		OPTION 2		OPTION 3	
					New Rate Charge	Concession Provided	15/16 + 3.5%	Concession Provided	Same \$ with \$1000 min	Concession Provided
A825	1729674	20,000	Lot 802 MIDLANDS ROAD	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A826	1729675	30,000	Lot 803 MIDLANDS ROAD	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A831	1735822	65,300	Lot 65 STRAWBERRY N-E ROAD	1,500	1,000.00	500.00	1073.295	426.71	1000	500.00
A855	1795677	99,900	Lot 66 STRAWBERRY N-E ROAD	1,500	1,400.00	100.00	1643.58	-143.58	1416.58	83.42
A865	1794889	18,000	Lot 5 ERNEST STREET	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A866	1794887	38,000	LOT 3 ERNEST STREET	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A867	1794886	36,000	LOT 2 ERNEST STREET	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A868	1794890	31,000	Lot 6 ERNEST STREET	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A885	1016069	27,500	LOT 1509 MINGENEW MULLEWA ROAD	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A893	1354380	58,100	Lot 61 MIDLANDS ROAD	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A894	1055985	86,900	LOT 1509 MINGENEW MULLEWA ROAD	1,500	1,217.82	282.18	1429.335	70.67	1232.24	267.76
A896	1903181	86,900	LOT 2 YANDANOOKA N-E ROAD	1,500	1,217.82	282.18	1429.335	70.67	1232.24	267.76
A459	1089563	44,500	Lot 9 COALSEAM ROAD	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A21	1089562	64,500	Lot 3 COALSEAM ROAD	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A32	1204	38,300	Lot 687 DEPOT HILL ROAD	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A49	1089513	72,500	LOT 10355 MIDLANDS ROAD	1,500	1,016.02	483.99	1192.32	307.68	1028.05	471.95
A508	1089629	14,900	Lot 51 MINGENEW SOUTH ROAD	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A61	1089558	12,000	Lot 10477 YANDANOOKA WEST ROAD	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A69	1089575	39,600	Lot 444 MINGENEW SOUTH ROAD	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A70	1089572	34,000	Lot 5 NELSON PEARSE STREET	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A83	1089550	14,900	Lot 1 ELEANOR STREET	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A612	1089592	65,700	22000 MIDLANDS ROAD	1,500	1,000.00	500.00	1081.575	418.43	1000	500.00
A628	15200	25,000	Lot 2064 MIDLANDS ROAD	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A635	769752	12,200	L30 ELEANOR STREET	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A698	1460783	104,400	Lot 445 MIDLANDS ROAD	1,500	1,463.06	36.94	1718.1	-218.10	1480.39	19.61
A709	1089630	79,200	Lot 1 YANDANOOKA N-E ROAD	1,500	1,109.91	390.09	1303.065	196.94	1123.06	376.94
A113	1089539	71,100	Lot 1263 COLEGATE ROAD	1,500	1,000.00	500.00	1169.55	330.45	1008.2	491.80
A126	1089612	23,500	LOT 3 YANDANOOKA MELARA ROAD	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A138	1089619	100	Unit 3	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A824	1657441	2,254	MINING TENEMENT	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A836	1741315	515	LOT PEP70/00469 MINING TENEMENT	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A840	1758508	2,354	MINING TENEMENT	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A841	1761361	499	MINING TENEMENT	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A877	1836244	20,125	Lot E70/04425 MINING TENEMENT	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A554	1227131	2,734	Lot PEP70/00368 MINING TENEMENT	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A768	1514361	313	E70/02766 MINGENEW 6522	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
A771	1561198	11,818	Lot PEP45/00426 MINING TENEMENT	1,500	1,000.00	500.00	1,000.00	500.00	1000	500.00
				55,500	38,424.62	<b>17,075.38</b>	40,040.16	<b>15,459.85</b>	38,520.76	<b>16,979.24</b>
Concession Description										

1a)	All properties with calculated rates less than \$1,000 be given a concession of \$500 (meaning their rate amount will effectively be \$1,000 for 2016/17)								
1b)	All 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)	Recalculate UV rates with 3.5% increase on 15/16 rates. Calculated rates less than \$1,000, concession of \$500. Calculated rates between \$1000 and \$1500 concession up to \$500.								
3)	Recalculate UV rates with minimum of \$1,000 and Ri\$ increased to generate same rate income. Concession given of up to \$500 for properties with calculated rates between \$1000 and \$1500								



## 9.2.5 REVIEW OF METHODS OF VALUATION OF LAND

<b>Location/Address:</b>	Shire of Mingenew
<b>Name of Applicant:</b>	Shire of Mingenew
<b>File Reference:</b>	ADM0
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	7 October 2016
<b>Author:</b>	Nita Jane, Deputy CEO
<b>Senior Officer:</b>	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.**



Government of **Western Australia**  
Department of **Local Government and Communities**

# Local Government Operational Guidelines

Number 02 – March 2012

## Changing Methods of Valuation of Land

## 1. Introduction

For most local governments, rates are the principal source of revenue. With limited alternatives, local governments need to optimise this source to generate revenue for their operations.

A key to optimising the rating system is to ensure that the appropriate method of valuation of land is used as the basis for rates. Urban land that is rated on its unimproved value (UV) would normally attract a lesser rate assessment than it would if rated on its gross rental value (GRV). Generally, this is also the case if rural land is rated on its GRV rather than its UV.

Applying the appropriate method of valuation to each property will also minimise complaints from ratepayers of inconsistent and inequitable treatment.

### 1.1 Purpose of Guidelines

The purpose of these guidelines 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 Communities and the Minister for Local Government.

### 1.2 Development of Guidelines

The guidelines are a continuation of work undertaken by a Government committee appointed in November 2000 to consider problems arising from mixed uses on rural land which were, for the most part, faced by local governments in the south west of the State and on the fringe of the metropolitan area. The Local Government (Non Urban) Valuation Review Committee (the committee), completed its report in April 2001 after consulting with 33 local governments.

The guidelines borrow from the research and findings of the committee and take into account:

- observations made by Departmental officers;
- difficulties raised by local government officers; and
- complaints received from ratepayers about unfair treatment.

### 1.3 Legislation

Under section 6.28 of the *Local Government Act 1995* (the Act), the Minister for Local Government is responsible for determining the method of valuation of land to be used by a local government as the basis for a rate.

In determining the method of valuation, the Minister is to have regard to the general principle that the basis for a rate on any land is to be:

- where the land is used predominantly for rural purposes, the UV of the land; and
- where the land is used predominantly for nonrural purposes, the GRV of the land.

## 1.4 Role of Local Government

Each local government has a role in ensuring that the rating principles of the Act are correctly applied to rateable land within their district such that rural land is rated on its UV and non-rural land is rated on its GRV.

To this end, local governments should have systems and procedures in place to:

- identify and record any changes in land use;
- review the predominant use of land affected by significant land use changes; and
- ensure timely applications for the Minister's approval.

These systems and procedures are discussed in the following guidelines.

## 1.5 Principles to Observe

In implementing suitable systems and procedures, local governments should observe the principles of:

- objectivity;
- fairness and equity;
- consistency;
- transparency; and
- administrative efficiency.

The prospects for a satisfactory outcome will be significantly improved if these principles are correctly applied.

### Objectivity

As far as possible the predominant use of land should be reviewed and determined on the basis of an objective assessment of relevant criteria. External parties should be able to understand how and why a particular determination was made.

### Fairness and equity

Rating principles should be applied fairly and equitably. Each property should make a fair contribution to rates based on a method of valuation that appropriately reflects predominant use.

### Consistency

Rating principles should be applied, and determinations should be made, in a consistent manner. Like properties should be treated in a like manner.

### Transparency

Systems and procedures for determining the method of valuation of land should be clearly documented and available for the public to inspect. This is fundamental to the "good government" principle upon which the Act is based. The right to govern accompanies the obligation to do so openly and fairly.

### Administrative efficiency

Rating principles and procedures should be applied and implemented in an efficient and cost-effective manner.

## 2. Overview of the Process for Changing the Method of Valuation

There are several steps in the process of changing the method of valuation of land for rating purposes. Each step is important in achieving a successful outcome.

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

### 2.1 Step 1 – Identifying Land Use Changes that may Affect Predominant Use

New developments and changes to land use can alter the predominant use of land and thereby the method of valuation that is used to rate it. It is important that local governments are able to readily identify and record within their rating systems significant changes to the use of land.

#### Means of identifying and recording changes in land use

There are several ways to identify and record changes to land use for rating purposes. They include, but are not limited, to the following –

- (a) Development and other statutory approvals;
- (b) Property inspections; and
- (c) Land use surveys.

#### (a) Development and other statutory approvals

Statutory approvals are the easiest way to identify changes to land use since the necessary information is already in the possession of the local government.

Planning, building and health approvals are especially effective.

Establishing a link between the planning, building and health approval systems and the rating system will enable a local government to readily identify approved changes to land use that may affect the predominant use of land. The approval of a subdivision, zoning or building application or a change in land use should trigger a review process that concludes with an assessment of the need for a valuation or rating change.

Local governments that have not linked these systems should consider doing so.

#### (b) Property inspections

Property inspections provide another means of keeping track of land use changes. Persons carrying out inspections should possess information about approved developments on the inspected properties so that they can report any unauthorised change in land uses. These reports should be used to update the rate record.

#### (c) Land use surveys

A land use survey can be a very important means of updating land use for rating purposes (valuation changes and differential rates) particularly in areas that have been subject to significant growth and development. A survey has the added benefit of enabling a local government to monitor compliance with town planning

schemes, building approvals and other legislation.

In local governments that have experienced significant growth or diversification in land uses and have been unable to keep track of land use changes across their district, a land use survey offers the opportunity to bring record systems up-to-date. Internal systems can then be used to maintain the accuracy of the local government's records.

Local governments should consider conducting a land use survey of their district (or part of it e.g. the area outside townsites) as the starting point for maintaining an accurate rate record.

## 2.2 Step 2 – Reviewing Predominant Use

### Reviewing predominant use of land by individual lot or other means

The Act does not define the term "land" for the purpose of determining predominant use. Legal advice suggests that the term could be applied to a lot, part of a location or any part of a local government's district. It is for those administering the provisions of section 6.28 to define the term according to the prevailing circumstances.

Thus, where a local government identifies new developments or land uses, it can decide whether to review the predominant use of the affected land only, or a larger or smaller area of land. It has several options for doing so:

#### (a) By portion of a lot (split valuation)

Where a local government identifies that a rateable property contains distinctly

rural and non-rural uses on separately identifiable portions of the property, it may consider applying different methods of valuation to those distinct portions. This is commonly referred to as "split valuations".

#### Example 1:

A modern winery has over 90% of the land covered by vines for grape production. However, the remaining land has significant "non-rural" development including, restaurant, tearooms, sales office, onsite manufacturing/processing, chalets/accommodation and tourist attractions. These developments are clustered together on a separate part of the property. In this scenario, it may be difficult to make an objective assessment of predominant use and the option of split valuations may provide a fair and reasonable solution.

#### Example 2:

A large wheat/sheep farm contains a transport depot, mechanical workshop, small processing plant and sales outlet all located together on the property. In the interests of rating fairness the local government may consider applying GRVs to the non-rural uses leaving the working farm on UV.

Split valuations should only be considered as an option where the predominant use of a property cannot be determined objectively and fairly or where it is appropriate to do so for reasons of rating fairness.

They must be used consistently and fairly particularly in relation to properties of a similar type and use.



Where split valuations are used, the UV and GRV areas will need to be defined with reasonable precision. This may involve a limited Global Positioning Survey (GPS) being undertaken or the area being surveyed by a licensed surveyor so that Landgate can prepare a technical description of the areas. This will be at the local government's cost.

#### (b) By individual lot (spot valuation)

Individual lots are generally the smallest units of land for which a local government will review predominant use.

Spot valuations, as they are commonly referred to, are most frequently used in situations where there are a number of individual lots within a valuation area that are used for purposes that are not consistent with the predominant use of land within that valuation area.

#### Example:

In a predominantly rural area valued on UV, there are a number of non-rural uses including service stations, road houses, tourist accommodation and small commercial or industrial operations. The local government has the option of applying GRVs to each of these properties or leaving them on UV.

Spot valuations can be effective in promoting rating equity by ensuring that properties with similar uses are rated on the same method of valuation regardless of their location within the district.

However, they also can be more labour intensive and less administratively efficient than other options.

Spot valuations must be used consistently and fairly.

#### (c) By subdivision

This may be a suitable option where:

- the majority of lots within a subdivision are used for a purpose that is not consistent with the purpose for which the subdivision is valued; or
- land within an approved subdivision can only be used for a purpose that is not consistent with the purpose for which the land is valued.

#### Example 1:

Houses have recently been built on three two hectare lots within a 10 lot special rural subdivision currently valued on UV. Four of the lots already have houses on them. The local government could decide to review the predominant use of each of the seven lots with houses on them on the basis of their residential development or review the predominant use of all of the land within the subdivision on the basis that the subdivision is now predominantly non-rural.

#### Example 2:

A residential subdivision is approved on the fringes of the metropolitan area on land valued on UV. The local planning scheme does not permit the land to be used for rural purposes. The local government could decide to change the method of valuation of the approved subdivision to GRV on the basis that the development has changed the predominant use to non-rural.

While it can be more administratively efficient than other options, care should be taken to ensure that it is used fairly and consistently.

#### (d) By townsite or land outside the townsite

A number of local governments have adopted a very simple approach to defining land for valuation purposes. "Land" is either land within a townsite in which case it is predominantly non-rural and rated on its GRV or it is land outside a townsite and is predominantly rural and rated on its UV.

This option is suitable for local governments with few rural uses within townsites and few non-rural uses outside townsites. However, it is less suited to situations where land uses are more complex and varied and where in the interests of equity and consistency, another approach is desirable.

In areas where this option is currently being used and there are significant changes to land uses, local governments must decide whether to remain with this option or use spot valuations.

#### (e) By whole district

Whole districts are the largest unit of land for which a local government will determine predominant use. It is an option used by highly urbanised metropolitan and regional local governments. It is unlikely to be an option for local governments that are not in this situation.

### Checking the district for like property

When a local government identifies the need to review the predominant use of land of a particular type, in the interests of equity, it should check its district to identify

properties of a similar type that should also be reviewed. Typically a local government would only do this when a property in a rural setting was developed or used for a non-rural purpose.

#### Example 1:

A council has approved a service station on a major highway outside a townsite. The property is rated on its UV and the predominant use needs to be reviewed.

However, there are two other service stations on major highways in the district rated on UV. The predominant use of each of these properties should be simultaneously reviewed to ensure fairness and consistency.

#### Example 2:

A fringe metropolitan local government is advised that the Western Australia Planning Commission has approved a new special rural subdivision with lots of between one and two hectares that cannot be used for rural pursuits under its planning scheme. The land is currently valued on its UV and the officer identifies a need to review the predominant use. However, there are several other subdivisions on UV rated land with similar sized lots and restrictions. For equity reasons, they should be reviewed together.

## When predominant use should be reviewed

Local governments can begin to review the predominant use of land when it is apparent that the use of land has changed or is about to change. However, an application to change the method of valuation should not be made until a change in the predominant use of the land has actually occurred or substantially commenced.

Reviews of predominant use can be prompted by any of the following.

### (a) Building and development approvals

The issuing of planning, building and other development approvals give a clear indication of what improvements are occurring or are likely to occur on the land. A review of predominant use can begin at this stage but an application to change the method of valuation should be left until development has substantially commenced.

#### Example:

A building licence is issued for the construction of six chalets on land in a rural area. The local government begins the review as soon as the licence is issued but waits until the floor and walls of the chalets have been completed before making application to change the method of valuation from UV to GRV. By this stage it is clear that a change from a rural to a non-rural use is inevitable.

### (b) Town planning scheme amendments

Town planning scheme amendments can restrict the type of development that is permitted on land. Some planning

schemes for example, impose significant restrictions on the clearing of land and the use of livestock and other activities usually associated with the rural use of land. This can effectively restrict the use of affected land to a non-rural purpose eg residential, commercial etc.

A review of land affected by such restrictions can begin when the planning scheme amendment is approved but an application to change the method of valuation should be left until the land has been subdivided or substantially developed.

#### Example:

A planning scheme imposes clearing restrictions on two vacant rural lots, each of five hectares. An area of one hectare is left on each lot for development. The local government begins the review when the scheme amendment is approved but waits until the owners obtain building licences and construct houses to plate height before applying to change the method of valuation from UV to GRV.

### (c) Subdivision of land

The subdivision of land into smaller lots often leads to a change in the predominant use of the land. For example, the subdivision of a broad acre farm into small rural/residential lots may signal a change to a non-rural use. A review of the predominant use of land affected by a subdivision application can begin when the application receives conditional approval. However, an application to change the method of valuation of the land should not be made until the WA Planning Commission has endorsed the surveyed plan of subdivision.

In the case of farmland that has been subdivided into smaller rural/residential lots, local governments should carry out an inspection of the subdivided land to ensure it is no longer used for farming purposes before making application for approval. There are instances where subdivided land has continued to be used for rural purposes after the subdivision is approved.

### Example 1:

A large track of land on the outskirts of Perth is cleared and subdivided into residential blocks. Road and drainage works are carried out and real estate agents appointed to pre-sell the land on a stage by stage basis prior to the issue of titles. The local government applies to change the method of valuation of the new lots to GRV as the predominant use of the land is no longer rural.

### Example 2:

Part of a farm is subdivided into rural/residential lots. The land has been rezoned to special rural zone. However, the land is still used for farming purposes and, while this remains the case, an application should not be made to change the method of valuation from UV to GRV.

## Predominant use – factors to be considered

Assessing the predominant use of land is fundamental to determining the method of valuation to be used for rating purposes. The Act does not define the term “predominant”. Consequently, an assessment has to be made on a case by case basis as a question of “fact and degree” as to whether or not the use of a

particular property should be categorised as predominantly rural or non-rural.

Local governments should take all relevant factors into consideration, including the following:

### (a) Activity conducted on the land

Many activities may be associated with the use of a property. The nature, scale and extent of each activity should be taken into account in any assessment of predominant use.

### Example:

A house is situated on a two hectare property. On the property, there is a vegetable patch and some fruit trees. The occupier also keeps live stock, including a cow, two sheep, two horses and several chickens and ducks. There is no doubt some rural activities are undertaken on the property. However, these activities are undertaken on a small scale. The produce is mainly for personal consumption. Although from time to time the occupier may sell some produce at a roadside stall, the occupier is not deriving his/her livelihood from “working the land”. The predominant use can be said to be residential.

### (b) Development on the land

The nature, scale and extent of the development of a property can give an indication of the nature, scale and intensity of associated uses. They can also affect the capacity for a property to be used for other purposes.

### Example 1:

More than half of a small rural property is occupied by chalets and associated developments. The rest of the lot is used occasionally to graze sheep and cattle. Given the scale of the chalet development it would be difficult to determine that the predominant use is rural.

### Example 2:

A large rural property is used for growing wheat and grazing sheep and next to the farmhouse is two chalets for holiday accommodation (eg farm stays). It would be difficult to assess the property as having a predominant non-rural use when the majority of the land is being used for primary production.

**Note.** In Example 2 even though the main income may be derived from rental of holiday accommodation, it would be difficult to sustain an argument that the predominant use is non-rural when only a very small portion is used for holiday accommodation. A split valuation may offer a better alternative.

### (c) Income

Where a property is used for two or more different purposes, the income generated from each use can be a guide to assessing the predominant use of the land.

### Example:

A portion of a property is being used for an agricultural purpose and the remainder is being used for holiday accommodation. The income generated from the holiday accommodation is significantly more than that from the agricultural pursuit. The predominant use could arguably be said to be non-rural.

#### Note 1.

Care should be taken to ensure the “rural” component of the income is not abnormally affected, at the time of assessment by drought, short term market fluctuations or transitional phases from one type of rural activity to another. For example, the progressive down-sizing of a sheep flock prior to converting the property to beef production.

#### Note 2.

Local governments have no legislative power to require information on income generated by various activities undertaken on land. It can request this information but there is no obligation on an owner/occupier to provide such information. Local governments also need to be mindful of the sensitivity of supplying such information and ensure the management and publication of such information protects an individual’s privacy and/or commercial confidentiality.

### (d) Town planning scheme restrictions

A town planning scheme can effectively restrict the use of land to a rural or non-rural purpose and should be considered in assessing predominant use.

### Example:

Some town planning schemes prohibit the keeping of live stock on certain small rural holdings. In addition, severe limitations may be placed on clearing of the land so that only a building envelope for a house may be cleared. It is arguable that these restrictions effectively determine that the land cannot be used for rural purposes.

### Note.

Where rural land is re-zoned for nonrural purposes but continues to be used for rural purposes it should retain its rural (UV) valuation.

### Vacant land

As vacant land is generally not used for any purpose, it is arguable what the predominant use of such land might be. In determining the "predominant use" of vacant land consideration should be given to the predominant use of the surrounding land and any planning/development restrictions that apply to the vacant land in question.

### Example:

A vacant two hectare property is situated in a special rural zone. The surrounding properties are of a similar size and zoning and most of them are developed for residential purposes with people living on them. Most of the residents of these properties keep some animals and grow produce mainly for personal consumption. However, due to the small scale of the "rural activities" the predominant use is residential. As the majority of

the surrounding properties are used predominantly for non-rural purposes, the vacant land could be deemed to be predominantly non-rural.

### Rating of mining, petroleum and resource interests

As of 1 July 2012, local governments will be able to apply gross rental valuations to mining, petroleum and resource interests. This policy will be trialled for three years, ending on 30 June 2015.

Gross Rental Valuations can apply to land defined as a relevant interest under section 6.29(1) of the *Local Government Act 1995*, such as a mining tenement held under the *Mining Act 1978*, or a permit, drilling reservation, leave or licence held under the *Petroleum and Geothermal Energy Resources Act 1967*, or any other type of mining, petroleum or resource interest used for the extraction, processing or refining of minerals or petroleum as defined under the above legislation.

However, gross rental valuations will only apply to the above in respect of particular improvements such as accommodation, recreation and administration facilities, associated buildings and maintenance workshops that are expected to be situated permanently (a minimum of 12 months).

It should be noted that nothing in this policy affects existing gross rental valuation arrangements between a proponent and a local government, or from a proponent and a local government reaching an agreement to include any other type of improvements for gross rental valuation.

## 2.3 Step 3 – Consulting Affected Parties

### Valuer General (VG)

Prior to making any significant changes to valuation systems, local governments should liaise with the VG to obtain an indication of the notional values and likely costs associated with supplying additional valuations. The notional values will assist local governments to model the effects of the changes for the local government and ratepayers alike. This will assist decision making.

It should be noted that there is no requirement for the VG to supply these additional values, therefore a charge on a fee for service basis applies. Where there is no Water Corporation requirement for a GRV, additional values supplied would be charged at the full prescribed rate. No valuation subsidy is available.

Where a local government wishes to undertake analysis of the likely impacts resulting from a change to the method of valuation, it may be more cost effective to request the VG to supply values for a random or a representative sample of the affected properties.

### Consulting Ratepayers

Community participation in the decisions and affairs of the local government is a key principle of the Act. In keeping with this principle, affected property owners should be informed of proposed changes to the method of valuing their properties and provided with an opportunity to comment especially where the changes are expected to significantly alter the rates payable.

For this comment to be meaningful, the information disseminated should include reasons for seeking to change the method of valuation, an indication of the overall likely impact of such changes and details of how to comment on the proposed changes.

It should be noted that where the need to change the method of valuation is being driven by frontal development (e.g. large scale subdivisions in metropolitan fringe local governments) a modified consultation process may be more appropriate.

### (a) When to consult and inform

Each local government should decide on the extent of consultation required in each situation. The following examples highlight some of the scenarios, which should prompt a local government to inform and/or consult ratepayers about proposed changes –

- the local government believes there is inequity in the rating of some properties within the district and is considering changing the method of valuing them to address this inequity;
- there may be some doubt about the predominant use of the land;
- the proposed changes are likely to have a significant impact on ratepayers; or
- information is required to make an assessment of the appropriate valuation system to be used.

This consultation should take place prior to Council's final decision to seek approval for the proposed changes.

## (b) Methods

Many options exist for consulting or informing the community or special interest groups therein. For example:

- letters to each affected landowner;
- advertisements in local news papers/news letters;
- public meetings/workshops; and/or
- use of the Internet.

## 2.4 Suggested Information to be Provided to Property Owners

- a) General advice to the district (via advertisement) of Council's decision to undertake the review and the rationale for the review. (Could be based on the discussion paper presented to Council.)
- b) Advice to the affected property owners of a land use study. (Should include rationale for the review and details of the review process.)
- c) Advice to the affected property owners on the outcome of the land use study as it relates to their property, the likely impact that any change in valuation method will have on their property, the details of how to lodge an objection to the determined land use and appeal procedures.
- d) The outcome of any objections or appeals.

## 2.5 Step 4 – Changing the Method of Valuation

### Making recommendation to council

Changes to the method of valuing land may have significant impacts on ratepayers and a local government's rate revenue.

Accordingly, the council should consider any proposal for change before it is presented to the Minister for a decision.

The officer's report to the council should include the following information –

- details of the property(s) involved, including size and current uses;
- details of improvements on the land;
- current system of valuation used and the proposed change;
- indication of the likely impact that the change would have on the rate assessment of the affected property(s);
- details of consultation undertaken with affected ratepayers and their views;
- a statement indicating whether similar properties in the district are valued on the same system;
- whether consideration should be given to phasing in the effects of the valuation change; and
- the date when the proposed change should take effect.

Where valuation changes are proposed on a "by lot" basis, it may be appropriate to present the above information in a table format showing details for each lot with a map for information purposes.

If changes are proposed affecting a larger area with many properties it is recommended that a map identifying the properties concerned is provided to council.

### Note.

The above information forms the basis of the information required for an application to the Minister.



## Making a submission to the Minister

Applications should be made to the Department of Local Government and Communities. They can be made at any time during a financial year. The Act does not place any limitation on when a new valuation can apply.

For administrative purposes, it may be simpler for new valuations to be made effective from 1 July each financial year. To ensure this occurs, it is important that the Department receives applications no later than April in any year. This will allow sufficient time to obtain the Minister's approval, obtain technical descriptions from Landgate and advertise the changes in the Government Gazette prior to the new financial year. However this would depend on whether the VG can provide the new valuations.

### (a) Content of submission

The Department's role is to assess applications and prepare a report for the Minister's consideration.

Applications must include the following information:

#### Assessment of predominant use

The local government's assessment of the predominant use of the property (ie an explanation of the factors that were considered when determining the predominant use). The officer's report to council together with an extract from the Council minutes of the item and Council's resolution should be included in the submission.

## Description of the land

The description of the affected land must be accurate and clear. If details are provided in a table form, information should include certificate of title details, lot or location numbers, location names and street names.

Plans of individual lots or certificates of titles may also be provided. Where the land involves a subdivision, a copy of the approved subdivisional plan should be provided showing the lots involved. Other cadastral plans may also be provided showing relevant properties. If a plan is used to depict the land the land area must be clearly marked and the markings must follow cadastral boundaries or GPS readings.

### Impact on rate assessment

Proposals for change should include information on the likely impact on the rate assessments of the affected land. This may require valuations for the properties to be obtained from the VG (based on the proposed valuation method). However, if the VG is not prepared to provide valuations, indicative comparisons could be made with similar land. If the impact is substantial it may be appropriate to include evidence that the landowner has been advised of the proposed changes.

### Like land to be included

Information is to be included confirming that council has considered whether there are other similar properties in the district that should also have their system of valuation changed. This is to ensure that the local government has treated similar properties in the district consistently, equitably and with fairness. If other properties have already had their system

of valuation changed, this fact should also be disclosed to show that the property(s) currently under consideration are being brought into line with the others.

### Effective date

It is possible for changes to take effect from the commencement of a particular financial year or during the financial year. Local governments should specify the date that they would like the Minister to approve as the date from which the change is to take effect (i.e. an effective date of the Minister's approval, or date of gazettal). The effective date cannot be retrospective because approvals cannot be granted retrospectively.

### Rating of mining, petroleum and resource interests submission content

The following detailed information is required to be submitted with an application:

#### Description of the land

A full description and plan of the improvements to be rated on gross rental value are required, as well as any maps and diagrams of the land, where possible, to help identify any improvements.

#### Impact on rate assessment

An estimated gross rental valuation from the VG for the subject site, at the local government's expense, should also be included in the submission so that a comparison can be made to the site's existing rates.

### Consultation with affected parties

Local governments are required to consult with the proponents of such facilities to achieve a common understanding, and ideally, reach an agreement on the improvements that are subject to the proposal.

Submissions will require evidence that the proponent has been informed of the estimated gross rental valuation, as well as any copies of objections or comments the proponent has submitted in response.

### Determining the application

The Minister will determine the method of valuing the land in accordance with the provisions of section 6.28.

### Action following the Minister's decision

Following the Minister's approval, the Department may need to obtain technical descriptions of the land from Landgate so that it may be included in a notice published in the Government Gazette. The effective date of the change is either the date of publication of the notice or such other date as may be determined by the Minister and specified in the notice.

The Department will write to the local government and the VG enclosing a copy of the notice. This signifies that the action has been completed.

## 3. Implementation Options

### 3.1 Phasing in of Valuations

Section 6.31 of the Act provides that valuations can be phased in, in accordance with Schedule 6.1. In particular, clause 2 of Schedule 6.1 deals with phasing in of valuations where a determination is made by the Minister under section 6.28 of the Act to change the method of valuing land from UV to GRV.

It is recommended that officers inform their council about the option to phase in valuations pursuant to Schedule 6.1 when submitting proposals for council approval.

Where changes are made which result in significant increases in rate assessments on properties, local governments are urged to consider phasing in the valuations.

### 3.2 Differential Rating

Changes to the method of valuing land can result in increases or decreases in rate assessments. For example, the conversion of small rural holdings to GRV could lead to a significant increase or decrease in the rate assessment (depending on the geographic location and property values) and consequently an increase or reduction in revenue for the local government. Differential rating can be used to modify the impact of the change.

### 3.3 Concessions

Section 6.47 of the Act enables a council to grant a concession on rates. There is no limit on the amount of the concession. For example, it can be 1% to 100% of the total rates assessed on a property. Granting concessions can offset sharp increases or decreases in rate assessments following a change to the method of valuation.

To grant a concession, a schedule showing the full details of the property, the person(s) and the amount of the concession must be submitted for the council's approval each financial year.

## 4. Differential Rating

### 4.1 Recommendations of the Local Government (Non Urban) Valuation Review Committee

The Local Government (Non Urban) Valuation Review Committee in its report recommended the use of a tiered approach to UV-based rating using the differential rating provisions of the Act. The proposal recognises that there is considerable variation in scale, nature and intensity of commercial use on some rural properties. It recommended that properties be categorised into groups according to the level and scale of non-rural activity. A progressively higher rate in the dollar could then be applied (for example, up to 5 times higher) depending on the level of non-rural activity.

The Committee recommended the following possible rating groups.

- Non-rural (GRV) – For example, include service large scale mining activity with significant infrastructure and high density caravan parks.
- Rural (UV) – For example, broad acre farms, vineyards, poultry farms, piggeries, farms with small scale ancillary development.
- Associated Rural (UV times 2) – For example, low density holiday chalets on rural properties, small scale retail outlet for goods produced on-site – for example, cellar door sales associated with small scale wine production or a craft shop selling goods produced on-site, etc.
- Associated Rural (UV 5 times) – for example, small hotel or resort style accommodation, wine production, other rural related activities such as a small restaurant associated with the agricultural activity on the property.

Local governments are free to consider an approach of this kind to address perceived rating anomalies or inequities within their districts. Before doing so however, local governments should satisfy themselves (and if necessary, the Minister) that the method of valuation of the land they intend to rate is the correct method in terms of the Act. Differential rating should not be used as a substitute for properly applying the principles of section 6.28.

## 5. Conclusion

Local governments have an obligation to ensure that rateable land in their district is valued on the appropriate method for rating purposes. As the use of land can change from time to time, it is important for local governments to have a system in place to detect land use changes so that it can modify the valuation method accordingly. Having this information up to date will avoid criticism from ratepayers about the equities of their rating policies.

These guidelines are also available on the Department's website at [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)



Government of **Western Australia**  
Department of **Local Government and Communities**




Local Government Advisory Hotline  
**1300 762 511**

Email: [lghotline@dlgc.wa.gov.au](mailto:lghotline@dlgc.wa.gov.au)  
8.30am–5.00pm, Monday to Friday

### About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.



For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

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# Rating Policy

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## Valuation of Land (s.6.28)

February 2015

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Rating Policy – Valuation of Land (February 2015)

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All or part of this document may be copied. Due recognition of source would be appreciated. If you would like more information please contact the Department of Local Government and Communities.

## Objective

This policy aims to provide guidance underpinning the Ministerial determination on the method of valuation of land for rating purposes.

## Legislative Provision - *Local Government Act 1995*

### 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.
- (3) The unimproved value or gross rental value, as the case requires, of rateable land in the district of a local government is to be recorded in the rate record of that local government.
- (4) Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the *Valuation of Land Act 1978* as at 1 July in each financial year.
- (5) Where during a financial year:
  - (a) an interim valuation is made under the *Valuation of Land Act 1978*; or
  - (b) a valuation comes into force under the *Valuation of Land Act 1978* as a result of the amendment of a valuation under that Act; or



(c) a new valuation is made under the *Valuation of Land Act 1978* in the course of completing a general valuation that has previously come into force,

the interim valuation, amended valuation or new valuation, as the case requires, is to be used by a local government for the purposes of this section.

## Principles

In making the decision, the following principles will be observed:

- Objectivity,
- Fairness and equity,
- Consistency,
- Transparency, and
- Administrative efficiency.

## Application of principles to this determination

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. If the change in valuation method results from a recent subdivision approval, further council consideration is not necessary.

The following matters will be taken into consideration in making a determination under Section 6.28 to change the rating on a portion of land from Unimproved Value (UV) to Gross Rental Value (GRV) or from GRV to UV:

## Objectivity

- What has prompted the need for a change in method? Has there been a subdivision or planning application for a non-rural use or has a property inspection or land use survey revealed that the predominant use of the land is now non-rural, for example?
- On what basis has the predominant use been determined?
- How much of this portion of land is being used for a non-rural use? Are there current plans for more of the land to be converted to non-rural uses? If so, what is the timeframe for this change and what steps have been taken for this conversion? (An application to change the method of valuation should not be made until the predominant use of the land has actually occurred or substantially commenced.)
- Has the Valuer General's Office been contacted to obtain an indication of the notional values for use in modelling the effect of the changes for the ratepayers and local government?

## Fairness and equity

- If this has not been initiated by the landowners, have they been given adequate opportunity to comment? Have they been individually contacted? Have they been informed of the reasons for seeking the change in method of valuation and been given an indication of the overall likely impact of the changes?
- What regard has been had to their feedback?

## Consistency

- Are other properties used for similar purposes being rated in the same way? If not, why not?
- If a significant proportion of the land is likely to continue as rural use, could the portion of land for change of valuation method be specified differently? That is, is a split valuation appropriate?

- Is the proposed method of rating of this land consistent with the rating of equivalent land use in other local government areas?

## Transparency

- Has there been an opportunity for landowners to comment on the proposed change?
- Are the systems and procedures for determining the method of valuation clearly documented and available for the public to inspect?
- Has the council considered the impact of the change in valuation method? If not, why?

## Administrative efficiency

- Is this the most efficient way to raise the required rates revenue?
- Has consideration been given to phasing in significant changes?

## Information to be provided with the request for a determination

It is expected that the above matters will be covered in an application to the Minister for determination. In particular, the following should be included:

- Accurate and clear description of the affected land (Certificate of title details, lot or location numbers and location names and street names, plans),
- Assessment of predominant use,
- Information on the likely impact on the rate assessments on the affected land in comparison with the quantum of last year's rates,
- If this is not owner initiated, details on consultation that has occurred, a copy of any objections that have been received and the council's response to these – include a copy of the letter to landowners, and
- The date the changes are proposed to take effect (this cannot be retrospective), and

- A copy of the officer's report to council, relevant Council minutes and Council resolution (where applicable).

Local Government Operational Guidelines – Number 2: Changing Methods of Valuation of Land provides more detailed explanations and case studies.

## Submissions

Please send your completed application form and relevant attachments to:

Executive Director  
Sector Regulation and Support  
Department of Local Government and Communities  
GPO Box R1250, PERTH WA 6844

or

Email: [legislation@dlgc.wa.gov.au](mailto:legislation@dlgc.wa.gov.au)

## For more information please contact:

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## 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 22<sup>nd</sup> 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

<b>OFFICER RECOMMENDATION – ITEM 9.2.3</b>
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**That Council endorse the Drug and Alcohol Policy as presented.**

# Drug and Alcohol Policy

## Policy Statement

### *The Shire of Mingenew's Commitment*

The **Shire of Mingenew** and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage become an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired. For the purposes of this policy, the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the **Shire of Mingenew** in any capacity.

The **Shire of Mingenew** is committed to providing the safest possible workplace for its employees and to achieve the highest standards of safety and health, all employees are encouraged and expected to be free of alcohol and or other drugs in excess of specified standards whilst at work. The underlying principles of the **Shire of Mingenew** are fairness and transparency and providing a safe workplace that promotes and protects the well-being of all employees within the **Shire of Mingenew**.

### *The Individual's Responsibility*

Under the *Occupational Safety and Health Act 1984* (the OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely effected, possibly as a result of the night before in addition to consumption as work), except in relation to any authorised and responsible use of alcohol at workplace social functions.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment

All employees are expected to comply with the **Shire of Mingenew's** Code of Conduct at all times. They should carry out their duties in a professional, responsible and conscientious manner and refrain from any conduct (including alcohol abuse or substance misuse) which could adversely affect their personal work performance or the safety and well-being of others.

### *Reporting Requirements*

Under the Occupational Safety and Health Act 1984, Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs, as this presents a hazard in the workplace.

### *Drug Use on the Premises*

Employees who buy, take, or sell drugs on **Shire of Mingenew** premises), may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal and may be referred to the relevant authorities.

Prescribed and Over the Counter Medications:

The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

The categories of drugs and substances prohibited by the **Shire of Mingenew** are outlined as per the Australian Standard AS 4308 for drugs of abuse.

### *Consumption of Alcohol on the Premises*

Except in situations where the **Shire of Mingenew** holds a function on the premises and alcohol is provided, employees must not bring in and/or consume/or sell alcohol in the workplace.

### *Drug/Alcohol Treatment Programs*



Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Local Government will provide assistance to the employee.

- The **Shire of Mingenew** will allow an employee to access any accrued personal or annual leave they are undergoing treatment and;
- The **Shire of Mingenew** will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

### *Responsibilities*

The **Shire of Mingenew** considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects his/her health and safety, and/or others in the workplace, the **Shire of Mingenew** is committed to appropriately managing the issue.

A likely outcome of any breach of this policy will be disciplinary action (up to and including termination of employment), however the **Shire of Mingenew** may also manage the issue by:

- Providing appropriate education and training to employees;
- Providing professional counselling and support where needed.

### *Managers' Responsibilities - Consumption of Alcohol at Work Sponsored Functions*

Team managers shall:

- Encourage their people to make alternative arrangements for transport to and from work prior to the function;
- Ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: Tea, Coffee and Food;
- If the manager believes a person may be over the BAC 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- If the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

### *Pre-Employment Medical Tests*

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

### *Identification of Impairment & Testing*

If the **Shire of Mingenew** has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

If the **Shire of Mingenew** suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- Direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- Require that an employee undergo drug and alcohol testing administered by a representative of the **Shire of Mingenew**.
- Direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the **Shire of Mingenew** may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The **Shire of Mingenew** may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs:

- The employee tested and the supervisor (or respective employer) will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the **Shire of Mingenew**.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to an including the termination of employment.

### *Education, Training & Awareness*

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.

The **Shire of Mingenew** engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

### *Consequences of Breaching this Policy*

An employee engaged by the **Shire of Mingenew** who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

### *Variation to this Policy*

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

### *Related Corporate Documents*

- Disciplinary Policy
- Grievances, Investigations, & Resolutions Procedure (where applicable)

Policy Number

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Policy Version

**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 16 November 2016 commencing at 4.30pm.

**14.0 CLOSURE**