



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

16 March 2016

SHIRE OF MINGENEW



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SHIRE OF MINGENEW

MINUTES FOR ORDINARY MEETING OF COUNCIL HELD IN COUNCIL 16 March 2016 COMMENCING AT 4.30pm

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2.0 ATTENDANCE

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

STAFF

MG Whitely	Chief Executive Officer
NS Jane	Deputy Chief Executive Officer

APOLOGIES

Nil

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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

There being no members of public the President proceeded with the meeting allowing a period of 15 minutes for questions from the public up until 4:45pm

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6.0 DECLARATIONS OF INTEREST

Nil

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 ORDINARY MEETING HELD 10 February 2016.

COUNCIL DECISION – ITEM 7.1

Moved Cr Newton

Seconded Cr Lucken

That the minutes of the ordinary meeting of the Shire of Mingenew held in the Council Chambers on 10 February 2016 be confirmed.

CARRIED: 7/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

9.0 OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 CORPORATE BUSINESS PLAN 2015 - 2019

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0120
Date: 11 March 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the endorsement of the Shire of Mingenew's Corporate Business Plan 2015-2019.

Attachment

A copy of the Corporate Business Plan will be circulated to Councillors prior to the meeting.

Background

The Corporate Business Plan ("CBP") is a key component of the Integrated Planning Framework requirements that were introduced in 2013. 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 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 2015 - 2019 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.

Consultation

Nita Jane, Deputy Chief Executive Officer

Statutory Environment

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

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

Policy Implications

Nil

Financial Implications

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

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

Strategic Implications

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

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.1

That Council;

- 1. Endorses the Shire of Mingenew Corporate Business Plan 2015 – 2019 as provided under separate cover; and**
- 2. Approves for a local public notice being published in accordance with the requirements of the Local Government Act 1995 advising of the endorsement of the Corporate Business Plan.**

COUNCIL DECISION – ITEM 9.1.1

Moved Cr Newton

Seconded Cr Pearce

That this item lay on the table.

CARRIED 7/0

9.1.2 VEHICLE CHANGEOVERS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0342
Date: 11 March 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the changeover of the Works Manager and Deputy Chief Executive Officer (“DCEO”) vehicle into a different modelled vehicle.

Attachment

Nil

Background

Provision was made in the 2015/16 Budget of \$5,000 for the changeover of the Works Manager Vehicle. There was no provision made in the budget for the DCEO vehicle. The CEO has been reviewing the current practise of changing of management’s vehicles, looking to minimise the cost of changing over these vehicles. This process has involved looking at different vehicles that will offer value in disposing of the vehicles at their optimum point of trade in value.

Comment

I have made some enquiries into vehicle pricing for like for like vehicle changeovers and looking into moving into other various models for both the Works Manager and DCEO vehicles.

The current model Pajero for the Works Manager costs around \$15,000 per changeover at 40,000 km’s and \$20,000 per changeover at 60,000-70,000km’s. Current practice by Council has been to change this vehicle each financial year at 40,000km’s. Mitsubishi have released a new Pajero Sports model which the dealers seem keen to promote at the moment. The new model has a smaller engine, but more accessories than the current Pajero GLS model and is also around \$8,000 cheaper to purchase as well.

Pricing from both John Hughes Fleet & Young Motors were comparable, with Young Motors offering a further \$1,000 discount on the normal fleet discount. The cost to change the Works Manager into the Mitsubishi Pajero Sports at the moment would be approximately \$12,000. Young Motors have indicated with the new model that the first changeover may well be nil, however they have made a commitment that if we trade in the Pajero Sports at 15,000km’s then the most we will pay is between \$1,000 - \$2,000. They have also given that same guarantee on the changeover of the Caprice at 15,000km’s.

The DCEO Vehicle (Subaru Forrester) does hold its value quite well. A recent quote to change the vehicle over into the made model was \$9,000 at 55,000km’s. The price to change the vehicle over at 15,000km’s on a regular basis was estimated at \$3,000. It would cost a little bit more to get into the Mitsubishi Sports, around \$4,000 which is basically the cost for the tow ball and bull bar. The Subaru is not economical on fuel and the Pajero Sports is touted to be around 2L/per 100km more efficient on fuel, but that is an unknown at the moment.

I do like the idea of having a guaranteed changeover price at least for a period of time and even based on the \$2k changeover for all three vehicles we will paying about half the changeover costs as we were previously. For that reason my recommendation would be to change over both of the existing vehicles into the new Pajero Sports model.

The cost to change over both vehicles into the Mitsubishi Pajero Sports will be just under \$26,000. There is only provision of \$5,000 made in the Budget for the changeover of the Works Manager vehicle and no provision was made for the DCEO vehicle changeover. Both vehicles have now done 65,000km's and 57,000km's respectively, so they will need to be changed over early in the 2016/17 financial year if they are not done now.

Consultation

Nita Jane, Deputy Chief Executive Officer
Warren Borrett, Works Manager
Ian Bunker, Young Motors
Mike Hearn, John Hughes Fleet
John McMartin, Mid West Auto Group

Statutory Environment

Local Government Act 1995 states;

3.58 Disposing of property

(5) This section does not apply to —

- (d) any other disposition that is excluded by regulations from the application of this section.

Local Government (Functions & General) Regulations 1996 states;

30. Dispositions of property excluded from Act s. 3.58

(3) A disposition of property other than land is an exempt disposition if —

- (b) it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50 000.

Policy Implications

Policy No. 3007 – Purchasing Policy

Financial Implications

An allocation of \$5,000 was made in the 2015/16 Budget for the changeover of the Works Manager vehicle. There was no provision made in the budget for changing over the DCEO vehicle. A decision to change over both of the vehicles in the 2015/16 financial year would require an absolute majority of Council.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.1.2

That Council;

- 1. Trade in both the 2014 Mitsubishi Pajero GLS and 2014 Subaru Ferreter 2.0XT Premium at Young Motors for \$34,000 and \$32,000 respectively, and**
- 2. Purchase 2 x Mitsubishi Pajero Sports GLS from Young Motors at \$47,163 or each vehicle (GST Inclusive), and**
- 3. Approve the unbudgeted expenditure for the vehicle changeovers, and**
- 4. Make the necessary adjustment for the unbudgeted expenditure in the budget review process**

MOTION

Moved Cr Cosgrove

Seconded Cr Eardley

That Council;

- 1. Trade in both the 2014 Mitsubishi Pajero GLS and 2014 Subaru Ferreter 2.0XT Premium at Young Motors for \$34,000 and \$32,000 respectively, and**
- 2. Purchase 2 x Mitsubishi Pajero Sports GLS from Young Motors at \$47,163 or each vehicle (GST Inclusive), and**
- 3. Approve the unbudgeted expenditure for the vehicle changeovers, and**
- 4. Make the necessary adjustment for the unbudgeted expenditure in the budget review process**

AMENDMENT

Moved Cr Lucken

Seconded Cr Pearce

That the purchase price be amended as advised by Young Motors to \$45,663.

CARRIED 7/0

COUNCIL DECISION – ITEM 9.1.2

The President put the amended motion:

That Council;

1. Trade in both the 2014 Mitsubishi Pajero GLS and 2014 Subaru Ferreter 2.0XT Premium at Young Motors for \$34,000 and \$32,000 respectively, and
2. Purchase 2 x Mitsubishi Pajero Sports GLS from Young Motors at \$45,663 for each vehicle (GST Inclusive), and
3. Approve the unbudgeted expenditure for the vehicle changeovers, and
4. Make the necessary adjustment for the unbudgeted expenditure in the budget review process

CARRIED 7/0

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

Moved Cr Lucken

Seconded Cr Pearce

That the reason the officer recommendation was changed was because Young Motors had provided an amended quote for the supply of the vehicles.

CARRIED 7/0

**9.1.3 DEPARTMENT OF SPORT AND RECREATION COMMUNITY SPORTING AND
RECREATION FACILITIES SMALL GRANT APPLICATION**

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0204
Date: 11 March 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council endorse an application to be submitted to the Department of Sport and Recreation for the installation of lighting towers at the Recreation Centre oval and surrounds.

Attachment

Nil

Background

Following on from the February 2016 Concept Forum I met with the Department of Sport and Recreation to discuss the suitability of submitting an application for the installation of lighting towers at the Recreation Centre oval and surrounds. The football club have previously acquired 5 x 18m lighting towers so the majority of the costs will be associated with running cabling to the towers and installing appropriate lighting.

Comment

I have requested design and construction quotes from Dongara Drilling and S&K Electrical Contracting for the installation of the lighting towers. The football club have indicated that they are supportive of the project and will formalise their position at their next meeting on Tuesday 15 March 2016.

General comments from S&K Electrical Contracting when they carried out their site visit were that they envisaged that only 2-3 of the towers would be required to provide sufficient lighting to the oval.

I anticipate that the quotes for the project will be received later next week.

Consultation

Mingenew Football Club
Richard Malacari, Department of Sport and Recreation
Bodie Finlay, SK S&K Electrical Contracting
Keith, Dongara Drilling

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

Outcome 3.2.3 – Maintain and further develop the recreation complex

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.3

That Council;

Endorse a funding submission to be submitted to the Department of Sport and Recreation under the Community Sporting and Recreation Facilities Fund for the installation of lighting towers at the Recreation Centre oval and surrounds.

COUNCIL DECISION – ITEM 9.1.3

Moved Cr Eardley

Seconded Cr Lucken

That Council;

Endorse a funding submission to be submitted to the Department of Sport and Recreation under the Community Sporting and Recreation Facilities Fund for the installation of lighting towers at the Recreation Centre oval and surrounds.

CARRIED 7/0

9.1.4 NORTH MIDLANDS FIXED WIRELESS NETWORK

Location/Address: Shire of Mingenew
Name of Applicant: Ted Jack, Community Development Officer, Shire of Coorow
Disclosure of Interest: Nil
File Reference: ADM0075
Date: 11 March 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council support an application for National Stronger Regions Funding for the implementation of a fixed wireless network in the North Midlands servicing the Shires of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah.

Attachment

A copy of the North Midlands Fixed Wireless presentation is attached.

Background

At the latest WALGA Northern Country Zone meeting held on 22 February 2016 there was a presentation made on the proposed NBN Sky Muster satellite broadband service which is anticipated to be rolled out in the Mid West in April 2016. The levels of connectivity have raised concerns and as a result Ted Jack from the Shire of Coorow has prepared a funding proposal to submit under the National Stronger Regions program. The submission involves a series of towers constructed in the Shire's of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah that would result in the delivery of much higher levels of data at a lower cost than will be on offer through the NBN Sky Muster satellite broadband service.

Comment

Feasibility studies conducted by Node 1 have shown that a series of towers installed approximately every 25km's in distance between the Shire's of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah has the capacity to deliver far greater broadband data services at a much lower cost than the proposed NBN Sky Muster roll out. In addition to this the project cost of installing towers between the six Shire's is estimated to cost only \$400,000. This compares the cost of every NBN Sky Muster tower averaging \$500,000 per tower.

A submission is being made on behalf of the Shire's of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah for funding under the National Stronger Regions program. This would require a contribution of \$16,667 from each of the 6 shires to install the towers for the Node 1 project if the grant was successful. If the project was to proceed without any funding the cost to all 6 shires would be \$66,667. This is probably an investment worth considering for the 2016/17 Budget if we are unable to secure grant funding and on the assumption that all 6 Shires were still willing to contribute.

Consultation

Ted Jack, Community Development Officer, Shire of Coorow
Robert Smallwood, Mid West Development Commission
Shane Love, Nationals WA Member for Moore

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The funding submission requires a contribution of \$16,667 from Council. No funds have been allocated in the 2015/16 Budget for the project. However, if the funding application was successful the project would be completed in the 2016/17 financial year which would allow Council to make provision for the contribution in the 2016/17 Budget.

Strategic Implications

Community Strategic Plan

Outcome 1.5.3 – Improved Telecommunications

Outcome 1.5.4 – Lobby to secure the national broadband network in Mingenew

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.4

That Council;

- 1. Support the North Midland Fixed Wires Network funding submission under the National Stronger Regions program, and**
- 2. Commit to making a contribution of \$16,667 for the project in the 2016/17 Budget**

COUNCIL DECISION – ITEM 9.1.4

Moved Cr Pearce

Seconded Cr Eardley

That Council;

- 1. Support the North Midland Fixed Wires Network funding submission under the National Stronger Regions program, and**
- 2. Commit to making a contribution of \$16,667 for the project in the 2016/17 Budget**

CARRIED 7/0

9.1.5 LOT 4 ERNEST STREET, MINGENEW

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0257
Date: 11 March 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that a land valuation is obtained for Lot 4 Ernest Street, Mingenew.

Attachment

A map showing Lot 4 Ernest Street, Mingenew is attached.

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.

Comment

Cr Lucken and the CEO met with Mr Burney to discuss potential sites for him to establish his business in town. The most suitable location the Shire has for Mr Burney's business would be the land located at Lot 4 Ernest Street, Mingenew in the industrial section of town.

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. Mr Burney, who operates as a mechanic in Walkaway, indicated that he is 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. He is seeking from Council the cost to purchase the land so that we can complete his own due diligence for the project.

Starick Transport currently has long standing agreement with the Shire to use Lot 4 Ernest Street as a wash down bay. If the block was to be subdivided into approximately 2 x 1 hectare lots then this would be sufficient for both interested parties. Starick Transport have also indicated to the CEO that they would be very interested in purchasing the land where the wash down bay is located if it was offered to them by the Shire.

If Council choose to sell Lot 4 Ernest Street, Mingenew then the Local Government Act 1995 requires that Council's intention to sell the land must be advertised to the public. Details of the sale would also need to be disclosed along with Council's rationale for awarding the sale of the land to a particular person in the event that interested parties submit offers on the land and the highest offer is not accepted. It would therefore be prudent for Council to obtain a valuation of Lot 4 Ernest Street before proceeding with any proposed sale of the land.

It would also seem like an opportune time to look at subdividing Lot 4 Ernest Street into 2 separate titles. This would then allow the existing wash down area to be offered to Starick Transport and free up the second title for new business opportunities.

Consultation

Mr Matt Burney

Cr Michelle Bagley, President

Cr Crispian Lucken

Statutory Environment

Local Government Act 1995 states;

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 will be a cost to obtain a valuation of the vacant land and further costs would be incurred to subdivide the existing title. These costs would need to be taken into consideration when offering the land or sale. .

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.5

That;

1. Council proceed with a land valuation for Lot 4 Ernest Street, Mingenew and
2. The CEO follow up on obtaining cost estimates to subdivide Lot 4 Ernest Street, Mingenew into two separate titles

COUNCIL DECISION – ITEM 9.1.5

Moved Cr Newton

Seconded Cr Eardley

That;

1. Council proceed with a land valuation for Lot 4 Ernest Street, Mingenew and
2. The CEO follow up on obtaining cost estimates to subdivide Lot 4 Ernest Street, Mingenew into two separate titles

CARRIED 7/0

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 29 FEBRUARY 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 11 March 2016
Author: Nita Jane, Manager Finance and Administration
Senior Officer: Martin Whitely, Chief Executive Officer

Summary

This report recommends that the Monthly Statement of Financial Activity report for the period ending 29 February 2016 is presented to Council for adoption.

Attachment

Finance Report for period ending 29 February 2016.

Background

The Monthly Financial Report to 29 February 2016 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

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

Comment

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	31,016
Business Cash Maximiser (Municipal Funds)	1,374,103
Trust Account	129,700

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 16 March 2016

Reserve Maximiser Account	274,502
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Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 29 February 2016:

	Current	30+ Days	60+ Days	90+ Days	TOTAL
Amount	19	176	439	4,120	4,754

Rates Outstanding at 29 February 2016 were:

	Current	Arrears	TOTAL
Rates	76,337	28,245	104,782
Rubbish	2,115	0	2,115
TOTAL	78,452	28,245	106,897

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2015/ 2016 financial year.

Consultation

Chief Executive Officer
Senior Finance Officer

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

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

(1A) In this regulation —

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

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

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

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

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

Policy Implications

Nil

Financial Implications

Financial implications are outlined in comments.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.1
--

That the Monthly Statement of Financial Activity for the period 1 July 2015 to 29 February 2016 be received.

COUNCIL DECISION – ITEM 9.2.1

Moved Cr Pearce

Seconded Cr Criddle

That the Monthly Statement of Financial Activity for the period 1 July 2015 to 29 February 2016 be received.

CARRIED 7/0

9.2.2 2015/16 BUDGET REVIEW

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0130
Disclosure of Interest: Nil
Date: 11 March 2016
Author: Nita Jane, Manager of Administration and Finance
Senior Officer: Martin Whitely, Chief Executive Officer

Summary

This report recommends that a date is set for a Special Meeting to conduct the 2015/16 Budget Review.

Attachment

Nil

Background

In accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 Council is required to carry out a review of its annual budget between 1 January and 31 March each financial year. The purpose of the review is to consider the local government's financial performance at the date of the review and to review the outcomes forecast to the end of that financial year.

Comment

The review has not been completed in time for presentation at this meeting of council. It is therefore requested that a Special Meeting of Council be scheduled for Thursday 31st March 2016 to receive the review and adopt any required budget amendments.

Consultation

Martin Whitely, Chief Executive Officer

Statutory Environment

Local Government (Financial Management) Regulations 1996

Policy Implications

The review will ensure that Council policy and directions are implemented.

Financial Implications

To ensure funds are available to meet expenditure.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.2.2

That Council;

Schedule a Special Meeting to be held on Thursday 31 March 2016 at 4.00pm in order to review the 2015/2016 budget and adopt any required budget amendments.

COUNCIL DECISION – ITEM 9.2.2

Moved Cr Lucken

Seconded Cr Pearce

Schedule a Special Meeting to be held on Thursday 31 March 2016 at 4.00pm in order to review the 2015/2016 budget and adopt any required budget amendments.

CARRIED 7/0

9.2.3 ACCOUNTS FOR PAYMENT – MONTH ENDING 29 FEBRUARY 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 9 March 2016
Author: Julie Borrett, Senior Finance Officer
Senior Officer: Nita Jane, Manager of Administration and Finance

Summary

This report recommends that Council confirm the payment of creditors for the month of February 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 9.2.3

That Council

Confirm the accounts as presented for February 2016 from the Municipal Fund totalling \$238,775.53 represented by Electronic Funds Transfers of EFT9597 to EFT9678, Direct Deduction DD7513.1, 2 and 3, DD72.1 2 and 3, Trust Cheque numbers 469 to 472 and Cheque numbers 8036 to 8049.

COUNCIL DECISION – ITEM 9.2.3

Moved Cr Eardley

Seconded Cr Lucken

That Council

Confirm the accounts as presented for February 2016 from the Municipal Fund totalling \$238,775.53 represented by Electronic Funds Transfers of EFT9597 to EFT9678, Direct Deduction DD7513.1, 2 and 3, DD72.1 2 and 3, Trust Cheque numbers 469 to 472 and Cheque numbers 8036 to 8049.

CARRIED 7/0

9.3 PLANNING

9.3.1 PROPOSED CHANGE OF USE - 6 VICTORIA STREET, MINGENEW

Location/Address: 6 Victoria Road, Mingenew (Old Masonic Lodge)
Name of Applicant: Mingenew Irwin Group
Disclosure of Interest: Nil
File Reference: A333
Date: 11 March 2016
Author: Doug Fotheringham, Manager Planning Services, Shire of Irwin

Summary

This report recommends the conditional approval for a proposed change of land use at 6 Victoria Road, Mingenew from a club premises to an office.

Attachment

Development Application and Site Plan.

Background

The Mingenew Irwin Group ("MIG") propose changing the established land use at the above property from Club Premises (Old Masonic Lodge) to Offices, in order for them to operate from this location. There will usually be only one employee on-site, occasionally there will be more. Pre-application advice was provided to MIG from the Shire of Irwin's Planning Services.

Comment

Under Local Planning Scheme (LPS) No.3, Offices are required to provide 1 parking space per 50m² of floor area. The floor area is approximately 170m². Four parking spaces are required and are proposed in the existing car park, as shown on the site plan. The scheme requires the car parking spaces to have minimum dimensions of 2.5m x 5m and to be paved.

Adequate toilet facilities are provided. The proposed office hours are between 8:30am and 5:00pm, which is considered reasonable.

The proposal is largely consistent with the relevant provisions of LPS No. 3.

Consultation

There are no objections in principle from the Shire of Irwin's Development Control Unit.

Statutory Environment

Shire of Mingenew Local Planning Scheme No.3

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.3.1

That;

Council approve the proposed Change of Use from Club Premises to Offices at No. 6 Victoria Road, Mingenew with the following conditions and advice notes;

Conditions:

1. The approved development shall be in accordance with the attached stamped approved plans.
2. A minimum of 4 car parking bays shall be provided as shown on the approved site plan, with minimum dimensions of 2.5m x 5m, constructed and drained to the satisfaction of Shire of Mingenew.

Advice Notes:

1. In accordance with the Building Act, the approved development requires a Building Permit.
2. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire will take no responsibility for incorrectly located buildings.
3. It is the responsibility of the applicant/owner to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.

COUNCIL DECISION – ITEM 9.3.1

Moved Cr Eardley

Seconded Cr Lucken

That;

Council approve the proposed Change of Use from Club Premises to Offices at No. 6 Victoria Road, Mingenew with the following conditions and advice notes;

Conditions:

3. The approved development shall be in accordance with the attached stamped approved plans.
4. A minimum of 4 car parking bays shall be provided as shown on the approved site plan, with minimum dimensions of 2.5m x 5m, constructed and drained to the satisfaction of Shire of Mingenew.

CARRIED 7/0

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

Nil

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

11.1 ELECTED MEMBERS

Nil

11.2 STAFF

Nil

12.0 CONFIDENTIAL ITEMS

Nil

13.0 TIME AND DATE OF NEXT MEETING

That the next Ordinary Council Meeting be held on Wednesday 20th April 2016 commencing at 4.30pm.

14.0 CLOSURE

The Shire President then thanked all for attending and declared the meeting closed at 5.00 pm.

These minutes were confirmed at an Ordinary Council meeting on 20th April 2016.

Signed _____
Presiding Officer

Date: _____