



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

18 May 2016

**SHIRE OF MINGENEW**



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## SHIRE OF MINGENEW

### MINUTES FOR ORDINARY MEETING OF COUNCIL HELD IN COUNCIL 18<sup>th</sup> May 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
KL Criddle	Councillor	Rural Ward
CR Lucken	Councillor	Town Ward

#### STAFF

MG Whitely	Chief Executive Officer
NS Jane	Deputy Chief Executive Officer

#### APOLOGIES

Nil

#### LEAVE OF ABSENCE

MP Pearce	Councillor	Town Ward
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#### 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

##### 5.1 REQUEST FOR LEAVE OF ABSENCE

Nil.

#### 6.0 DECLARATIONS OF INTEREST

Nil.

**7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**7.1 ORDINARY MEETING held 16 March 2016.**

**COUNCIL DECISION – ITEM 7.1**

**Moved Cr Newton**

**Seconded Cr Eardley**

**That the minutes of the ordinary meeting of the Shire of Mingenew held in the Council Chambers on 20 April 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 MINGENEW HOCKY CLUB – LIGHTING REQUEST

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Mingenew Hockey Club  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0017  
**Date:** 10 May 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends the installation of additional light towers at the Mingenew hockey oval.

#### Attachment

Letter from Mingenew Hockey Club and supporting documentation.

#### Background

The Mingenew Hockey Club has been looking into installing additional lighting towers at the hockey oval since 2010. At the May 2015 Ordinary Meeting Council considered a request from the Mingenew Hockey Club to install two lighting towers at the eastern end of the playing surface on the basis of a 2/3<sup>rd</sup> contribution from the Mingenew Hockey Club and a 1/3<sup>rd</sup> contribution from the Shire. Council resolved at the May 2015 Ordinary meeting to proceed with the installation on the basis requested for a total project cost of \$14,470 (GST Exclusive). The Mingenew Hockey Club have now approached Council to consider a request for a further two lighting towers at the middle of the playing surface on the southern and northern sides of the hockey oval.

#### Comment

After consultation with the hockey club quotes were obtained by the hockey club to install 4 new lighting towers at the hockey oval. The proposed installation included two new light towers located on the northern and southern sides of the oval in the centre of the playing surface and installing 2 new light towers at the western end of the playing surface which would replace the existing light towers which are coming to the end of their useful life.

The hockey club are supportive in installing 2 new light towers on opposite sides on the centre playing surface, however are not supportive of replacing the existing light towers on the western side of the oval. As such the hockey club is willing to contribute \$13,200 towards the project.

The original quote from S&K Electrical for the installation of 4 new light towers came in at \$37,800 (GST Exclusive). Given that the existing light tower was replaced in early 2015 by the Shire as routine maintenance, I requested a further quote from S&K Electrical to relocate this tower to the centre of the playing surface and to install 3 new light towers, one on the northern side of the oval and 2 towers at the western end of the oval to replace the existing towers. The quote to undertake these works came in \$35,000.

I agree with the hockey club that the replacement of the 2 existing towers on the western side of the oval is a maintenance issue as opposed to an upgrade and given the current condition of the light towers it would be expected that they would need to be replaced in the next 2-3 years regardless of the outcome on the installation of the 2 centre light towers.

## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 18 May 2016

I have spoken to hockey club and they are happy to contribute \$13,200 towards the project whichever way Council decide to proceed as long as there are two light towers on either side of the centre playing area. An allocation of \$15,000 was also made during the budget review meaning that if the total project was to be completed there is a shortfall of \$6,800. There is the ability for the additional \$6,800 to be absorbed from other capital projects which are scheduled to be completed that will come in under budget.

### **Consultation**

Corrina Michael, Mingenew Hockey Club  
S&K Electrical  
Dongara Electrical & Drilling

### **Statutory Environment**

Local Government Act 1995  
Local Government (Financial Management) Regulations 1996

### **Policy Implications**

The information submitted by the Mingenew Hockey Club is consistent with the requirements listed in the Shire's policy on cash contributions to clubs and organisations.

### **Financial Implications**

Provision was made during the budget review process to allocate an amount of \$15,000 towards installing lighting towers at the hockey oval in the 2015/16 financial year.

### **Strategic Implications**

Shire of Mingenew Community Strategic Plan  
Outcome 1.2.3 - Maintain and further develop the recreation complex, and  
Outcome 3.2.7 - Continue to provide facilities to support local community organisations and ensure the best use of community infrastructure

### **Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.1</b>
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That Council;

1. Approves the installation of the three additional lighting towers and relocation of one lighting tower at the Mingenew Hockey oval by S&K Electrical for \$35,000 (GST Exclusive) on the condition that the Mingenew Hockey Club contributes \$13,200 towards the cost of the project, and
2. Agrees to the Shire of Mingenew paying the full amount of \$35,000 (GST Exclusive) to S&K Electrical and invoice the Mingenew Hockey \$13,200 (GST Exclusive) for their contribution to installing the lighting towers, and
3. The additional costs of \$6,800 to complete the light tower installation are absorbed from cost savings resulting from other capital expenditure projects

<b>COUNCIL DECISION – ITEM 9.1.1</b>
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**Moved Cr Lucken**

**Seconded Cr Cosgrove**

That Council;

1. Approves the installation of the three additional lighting towers and relocation of one lighting tower at the Mingenew Hockey oval by S&K Electrical for \$35,000 (GST Exclusive) on the condition that the Mingenew Hockey Club contributes \$13,200 towards the cost of the project, and
2. Agrees to the Shire of Mingenew paying the full amount of \$35,000 (GST Exclusive) to S&K Electrical and invoice the Mingenew Hockey \$13,200 (GST Exclusive) for their contribution to installing the lighting towers, and
3. The additional costs of \$6,800 to complete the light tower installation are absorbed from cost savings resulting from other capital expenditure projects

**CARRIED 6/0**

### **9.1.2 MIDWEST GROUP OF AFFILIATED AGRICULTURAL SOCIETIES**

**Location/Address:** Mid West  
**Name of Applicant:** Dianne Hulme, Secretary, Mid West Group of Affiliated Agricultural Societies  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0051  
**Date:** 3 May 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council make a donation to the Mid West Group of Affiliated Agricultural Societies.

#### **Attachment**

Letter requesting donation and photo of 2015 display.

#### **Background**

The Mid West Group of Affiliated Agricultural Societies ('the Group') includes a total of seven agricultural societies covering Central Midlands, Chapman Valley, Dalwallinu, Mullewa, Northampton, Perenjori and the North Midlands. The Group uses funds from Shires within these localities to put together a Mid West display at the Perth Royal Show and are requesting a donation from the Shire of Mingenew.

#### **Comment**

Council have contributed an amount of \$150 in recent years to the Mid West Group of Affiliated Agricultural to assist towards the cost of hosting a display at the Perth Royal Show. Funds were again allocated in the 2015/16 Budget for Council to make a donation to the Group.

#### **Consultation**

Nil

#### **Statutory Environment**

Nil

#### **Policy Implications**

Section 3004 of The Shire of Mingenew's Policy Manual deals with donations as follows;

#### **3004.3 SUPPORT TO MIDWEST GROUP OF AFFILIATED AGRICULTURAL SOCIETIES**

Upon receipt of their request this Council donate an amount up to that allocated in the annual budget to this group

#### **Financial Implications**

An amount of \$150 has been allocated in the 2015/16 Budget.

#### **Strategic Implications**

There are no direct links with the Shire's Community Strategic Plan.

#### **Voting Requirements**

Simple Majority.



**OFFICER RECOMMENDATION – ITEM 9.1.2**

**That Council make a donation of \$150 to the Mid West Group of Affiliated Agricultural Societies as a contribution to the Mid West display at the 2016 Perth Royal Show.**

**COUNCIL DECISION – ITEM 9.1.2**

**Moved Cr Cosgrove**

**Seconded Cr Criddle**

**That Council make a donation of \$150 to the Mid West Group of Affiliated Agricultural Societies as a contribution to the Mid West display at the 2016 Perth Royal Show.**

**CARRIED 6/0**

### 9.1.3 SILVER CHAIN TRUST FUNDS

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Mingenew Silver Chain Branch Committee  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0295  
**Date:** 11 May 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends Council release funds held in trust to the Mingenew Silver Chain Committee.

#### **Attachment**

Letter from Mingenew Silver Chain Committee.

#### **Background**

A letter was received from the Silver Chain Committee on 10 May 2016 requesting that funds held in trust by the Shire for Silver Chain be released. The balance of funds held in trust for Silver Chain is \$2,267.50 and this dates back to the 2004/05 financial year.

#### **Comment**

The existing funds have now been held in trust for in excess of 10 years. It is difficult to say with 100% certainty if the funds that are held in trust should have been transferred out of trust on completion of the refurbishment works done at the Silver Chain building for which they were given. However the funds allocated in the trust are currently backed by physical cash held representing the trust fund balance. I have no issue with releasing the funds to the Silver Chain Branch Committee. They have contributed generously to the Ambulance Set Down bay project and at the end of the day the funds will be utilised to provide a service back into the community.

#### **Consultation**

Cr Pearce, Mingenew Silver Chain  
Nita Jane, Deputy Chief Executive Officer

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Community Strategic Plan  
Outcome 3.5.2 – Continue to support medical practitioners and other health organisations

#### **Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.3**

That Council release the \$2,267.50 currently held in trust to the Mingenew Silver Chain Committee.

**COUNCIL DECISION – ITEM 9.1.3**

Moved Cr Newton

Seconded Cr Lucken

That Council release the \$2,267.50 currently held in trust to the Mingenew Silver Chain Committee.

**CARRIED 6/0**

#### 9.1.4 2016 WA LOCAL GOVERNMENT CONVENTION

**Location/Address:** 170 Railway Parade, West Leederville  
**Name of Applicant:** WALGA  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0059  
**Date:** 11 May 2016  
**Author:** Martin Whitely, Chief Executive Officer

##### **Summary**

This report recommends the registration of Councillors & CEO to attend the 2016 WA Local Government Convention.

##### **Attachment**

2016 WA Local Government Convention programme attached.

##### **Background**

The 2016 WA Local Government Convention will be held on Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> August at the Perth Convention Centre. Prior to the official opening of the convention the State and Local Government Forum will be held on the Wednesday from 8.30am – 12.30pm, followed by the WALGA Annual General Meeting from 1.30pm – 5.30pm and the welcoming reception from 5.30pm – 7.00pm.

##### **Comment**

Five rooms have been booked at the Adina Apartment Hotel which is located directly opposite the Perth Convention Centre. The rooms have been booked for three nights, checking in on the Tuesday and checking out on the Friday.

Last year Council only registered for the Thursday of the convention and my thoughts were that we would do the same this year as well as attending the State and Local Government Forum, WALGA Annual General Meeting and Welcoming Reception on the Wednesday.

The delegates to attend the convention has been discussed by Council, but has not yet been finalised. My recommendation is that the President, Deputy President, CEO and two new Councillors attend the event.

##### **Consultation**

Nil

##### **Statutory Environment**

Nil

##### **Policy Implications**

Nil

##### **Financial Implications**

Funds have been allocated for attendance at the WA Local Government Convention.

##### **Strategic Implications**

Community Strategic Plan

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

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.4**

That registrations are completed for Cr Bagley, Cr Newton, Cr Eardley, Cr Criddle and the CEO to attend the WA Local Government Convention on Thursday 4 August 2016.

**COUNCIL DECISION – ITEM 9.1.4**

Moved Cr Eardley

Seconded Cr Cosgrove

That registrations are completed for Cr Bagley, Cr Newton, Cr Eardley, Cr Criddle and the CEO to attend the WA Local Government Convention on Thursday 4 August 2016.

**CARRIED 6/0**

### 9.1.5 2016 WALGA ANNUAL GENERAL MEETING VOTING DELEGATES

**Location/Address:** 170 Railway Parade, West Leederville  
**Name of Applicant:** WALGA  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0059  
**Date:** 11 May 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends the appointment of voting delegates and proxies for the 2016 WALGA Annual General Meeting.

#### **Attachment**

Nil

#### **Background**

The WALGA Annual General Meeting will be held on 3 August 2016 at the Perth Convention Centre in the lead up to the Local Government Convention. Two voting delegates from each participating Shire are required to be registered with WALGA by 4 July 2016.

#### **Comment**

Generally the President & Deputy President have been the voting delegates for the Shire, with proxy voting delegates chosen from either attendees at the event each year. I don't see any reason why this would need to change.

#### **Consultation**

Nil

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Community Strategic Plan

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

#### **Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.5**

**That Council appoint;**

- 1. Cr Bagley & Cr Newton as voting delegates for the 2016 WALGA Annual General Meeting,  
and**
- 2. Cr Criddle & CEO as the proxy voting delegates**

**COUNCIL DECISION – ITEM 9.1.5**

**Moved Cr Newton**

**Seconded Cr Cosgrove**

**That Council appoint;**

- 1. Cr Bagley & Cr Newton as voting delegates for the 2016 WALGA Annual General Meeting,  
and**
- 2. Cr Criddle & CEO as the proxy voting delegates**

**CARRIED 6/0**

### 9.1.6 DRAINAGE IMPROVEMENTS - MOORE STREET

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0071  
**Date:** 12 May 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends improvements to the Moore Street and Phillips Street intersection to rectify the current drainage issues on Moore Street.

#### Attachment

Cardno Site Investigation Report

#### Background

The drainage issues on Moore Street were first discussed at the September 2015 Concept Forum when a letter was tabled from Maria Newton. The matter was again discussed at the October 2015 Concept Forum and at the December 2015 Ordinary Meeting Council resolved to make an allocation of \$5,000 to allow detailed drainage plans for Moore Street, including the Moore Street / Phillips Street intersection, to be prepared for further consideration by Council. In January 2016 Cardno were appointed to complete a site investigation report. The site investigation report was completed in February 2016 and the report was tabled for information at the March 2016 Concept Forum.

#### Comment

Since the site investigation report was tabled at the March 2016 Concept Forum a local contractor was approached to provide quotations for each of the three options recommended in the report. The local contractor has since informed me that they are unable to complete any of the works due to other work commitments. The Cardno report identified three different options to resolve the drainage issue on Moore Street;

1. Modifications to the existing works
2. Easement through to Linthorne Street, and
3. Installation of a Drainage Basin

Option 1 which is to make modifications to the existing works by installing a barrier kerb, reinstate the v-drain on the southern side of Phillips and to install a side entry pit on Moore Street is consistent with discussions that were had at the December 2015 Council Meeting. This option is also the cheapest option and could be carried out by the Shire with minimal interruption and capital outlay.

An amount of \$30,000 was allocated for works to be completed on Moore Street during the budget review and given favourable weather conditions there is still a small window of opportunity for the works to be completed in the 2015/16 financial year.



## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 18 May 2016

Residents of Moore Street were last updated on 3 May 2016 that pricing has been requested from local contractors to carry out the works with the view to the matter being tabled at the May 2016 Ordinary Council Meeting for Council to make a resolution.

### **Consultation**

Warren Borrett, Manager of Works  
Nita Jane, Deputy Chief Executive Officer  
Deans Contracting  
Cardno

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

An allocation of \$30,000 was been made in the 2015/16 Budget Review for works to be completed.

### **Strategic Implications**

Community Strategic Plan  
Outcome 2.5.1 – Maintain and improve road assets

### **Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.6</b>
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That Council proceed with Option 1 as per the Cardno Site Investigation Report and weather permitting, the works be completed by the Shire of Mingenew in the 2015/16 financial year.

<b>COUNCIL DECISION – ITEM 9.1.6</b>
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Moved Cr Cosgrove

Seconded Cr Eardley

That Council proceed with Option 1 as per the Cardno Site Investigation Report and weather permitting, the works be completed by the Shire of Mingenew in the 2015/16 financial year.

**CARRIED 6/0**

## 9.2 FINANCE

### 9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 30 APRIL 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>	9 May 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 April 2016 is presented to Council for adoption.

#### Attachment

Finance Report for period ending 30 April 2016.

#### Background

The Monthly Financial Report to 30 April 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	24,625
Business Cash Maximiser (Municipal Funds)	876,590
Trust Account	108,416

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 18 May 2016

Reserve Maximiser Account	275,089
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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 30 April 2016:

Amount	Current	30+ Days	60+ Days	90+ Days	TOTAL
	(1,322)	322	113	895	8

Rates Outstanding at 30 April 2016 were:

	Current	Arrears	TOTAL
Rates	19,710	27,245	46,955
Rubbish	2,070	0	2,070
<b>TOTAL</b>	<b>21,780</b>	<b>27,245</b>	<b>49,025</b>

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

<b>OFFICER RECOMMENDATION – ITEM 9.2.1</b>
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**That the Monthly Statement of Financial Activity for the period 1 July 2015 to 30 April 2016 be received.**

<b>COUNCIL DECISION – ITEM 9.2.1</b>
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**Moved Cr Newton**

**Seconded Cr Cosgrove**

**That the Monthly Statement of Financial Activity for the period 1 July 2015 to 30 April 2016 be received.**

**CARRIED 6/0**

## 9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 30 APRIL 2016

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Disclosure of Interest:** Nil  
**Date:** 10 May 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 April 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 April 2016 from the Municipal Fund totalling \$344,417.13 represented by Electronic Funds Transfers of EFT9753 to EFT9819, Direct Deduction DD7579.1, 2 and 3, DD7592.1 2 and 3, Trust Cheque number 474 and Cheque numbers 8057 to 8062.

**COUNCIL DECISION – ITEM 9.2.2**

Moved Cr Lucken

Seconded Cr Newton

That Council confirm the accounts as presented for April 2016 from the Municipal Fund totalling \$344,417.13 represented by Electronic Funds Transfers of EFT9753 to EFT9819, Direct Deduction DD7579.1, 2 and 3, DD7592.1 2 and 3, Trust Cheque number 474 and Cheque numbers 8057 to 8062.

**CARRIED 6/0**

## 9.3 ADMINISTRATION

### 9.3.1 ASSET MANAGEMENT POLICY

<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>	ADM0242
<b>Date:</b>	9 May 2016
<b>Author:</b>	Nita Jane, Deputy CEO
<b>Senior Officer:</b>	Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that Council adopt an Asset Management Policy.

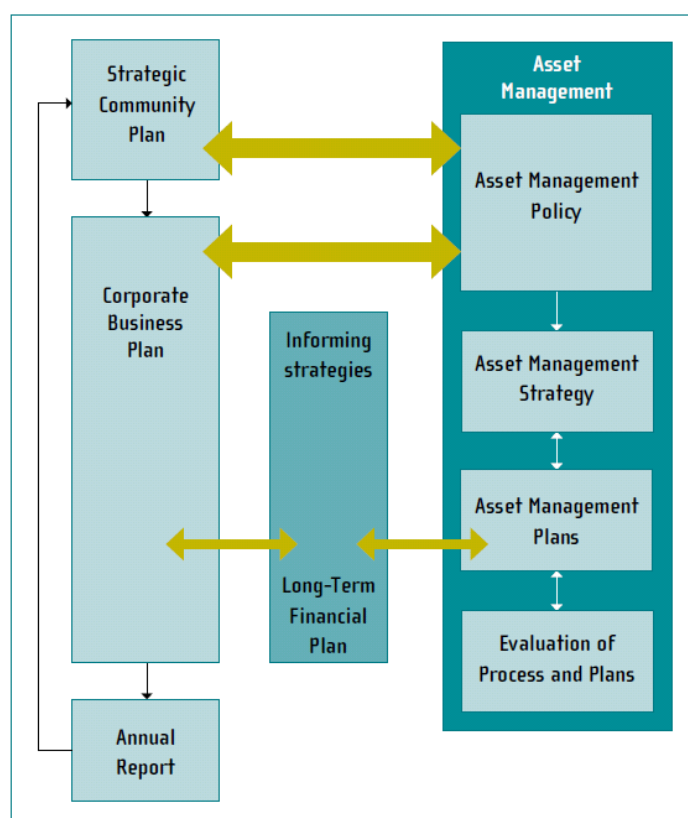
#### Attachment

- Asset Management Policy – Draft
- DLG – Integrated Planning and Reporting Framework and Guidelines
- DLG – Asset Management Framework and Guidelines

#### Background

Integrated Planning and Reporting has been implemented across the Local Government sector in Western Australia. As shown in the illustration below, Asset Management is an Informing Strategy to the Strategic Community Plan and Corporate Business Plan. The Strategic Community Plan and Corporate Business Plan make up the “Plan for the Future” required by the Local Government Act.

FIG 1 ELEMENTS OF WA ASSET MANAGEMENT FRAMEWORK



### **Comment**

The effective management of local government assets is crucial to the sustainable delivery of services to meet community needs and aspirations now and in the future.

To effectively and sustainably manage our assets, all local governments are required to:

- Develop an Asset Management Policy
- Develop an Asset Management Strategy
- Develop a process for evaluating Asset Management Plans, processes and asset sustainability
- Link Asset Management to the Annual Report

An Asset Management Policy outlines a local government's asset management objectives, targets and plans. It establishes a platform for service delivery and provides the framework that enables the Asset Management Strategy and Plans to be produced. The Asset Management Policy must support a 'whole of life' and 'whole of organisation' approach to asset management.

### **Consultation**

Martin Whitely, Chief Executive Officer

Lindsay Wright, Senior Consultant, Assetivity

### **Statutory Environment**

Local Government Act 1995

s5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations

19BA. Terms used

In this Part —

**corporate business plan** means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in accordance with section 5.56;

**strategic community plan** means a plan made under regulation 19C that, together with a corporate business plan, forms a plan for the future of a district made in accordance with section 5.56.

*[Regulation 19BA inserted in Gazette 26 Aug 2011 p. 3482-3.]*

### **Policy Implications**

New policy

### **Financial Implications**

Nil



**Strategic Implications**

Community Strategic Plan

Outcome 4.4.3 – Develop and implement Asset Management Planning

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

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

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.3.1**

**That Council adopt the Asset Management Policy as presented.**

**COUNCIL DECISION – ITEM 9.3.1**

**Moved Cr Eardley**

**Seconded Cr Cosgrove**

**That Council adopt the Asset Management Policy as presented.**

**CARRIED 6/0**

### 9.3.2 RECORD KEEPING POLICY

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0046  
**Date:** 9 May 2016  
**Author:** Nita Jane, Deputy CEO  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that Council adopt a Record Keeping Policy.

#### Attachment

- Record Keeping Policy – draft
- Shire of Mingenew Record Keeping Plan 2015

#### Background

The Shire of Mingenew Record Keeping Plan 2015 identifies a number of actions required to improve the compliance of record keeping practices. One of the actions identified is the adoption of a Record Keeping Policy.

#### Comment

State Records Commission Standard 2 – Recordkeeping Plans comprises six recordkeeping principles each of which contains minimum compliance requirements. The second of these principles is “Policies and Procedures”. Government organizations are to ensure that recordkeeping programs are supported by policy and procedures. This item presents a Record Keeping Policy for adoption by Council. Procedures will then be reviewed and documented to ensure they comply with this policy.

#### Consultation

Martin Whitely, Chief Executive Officer  
Kim Boulton - Consultant

#### Statutory Environment

State Records Act 2000, Section 3 – definitions:

**record** means any record of information however recorded and includes —

- (a) any thing on which there is writing or Braille; and
- (b) a map, plan, diagram or graph; and
- (c) a drawing, pictorial or graphic work, or photograph; and
- (d) any thing on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them; and
- (e) anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically;

State Records Commission (SRC) Standard 1 – Government Recordkeeping requires that government organizations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – Recordkeeping Plans comprises six recordkeeping principles each of which contains minimum compliance requirements.

**Policy Implications**

New policy

**Financial Implications**

Nil

**Strategic Implications**

Community Strategic Plan

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

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

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.3.2**

**That Council adopt the Record Keeping Policy as presented.**

**COUNCIL DECISION – ITEM 9.3.2**

**Moved Cr Eardley**

**Seconded Cr Newton**

**That Council adopt the Record Keeping Policy as presented.**

**CARRIED 6/0**

### 9.3.3 DISABILITY ACCESS AND INCLUSION PLAN

<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>	ADM0193
<b>Date:</b>	11 May 2016
<b>Author:</b>	Nita Jane, Deputy CEO
<b>Senior Officer:</b>	Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that Council review the Shire of Mingenew Disability Access and Inclusion Plan (DAIP) and include Outcome 7 as required by the Disability Services Act.

#### Attachment

- Amendments to the Disability Service Regulations
- Shire of Mingenew Disability Access and Inclusion Plan 2013-2018 Amended (Draft)

#### Background

The Shire of Mingenew Disability Access and Inclusion Plan 2013-2018 was reviewed in July 2013. The Disability Services Act has been reviewed, resulting in a key change for public authorities. The introduction of Outcome 7 into Disability Access and Inclusion Plans (DAIPs) requires agencies to include information in the DAIP about how they will improve employment opportunities for people with disability and break down existing barriers.

The Disability Services Amendment Regulations 2013 also included a change of procedure when carrying out public consultation. There is now a requirement to advertise for submissions in the printed media as well as on the website.

The reference to “disabilities” has also now been amended to “disability” and correct terminology is now people with disability.

#### Comment

The Shire of Mingenew DAIP has been reviewed and draft amendments made to include Outcome 7.

#### Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Meaningful employment is essential to an individual’s economic security and is important to achieving social inclusion and independence. Employment contributes to physical and mental health, personal wellbeing and a sense of identity.

Finding employment is something many Western Australians take for granted. For people with disability, finding, securing and retaining employment can be challenging. People with disability are often overlooked by employers for a variety of reasons and are only half as likely to be employed as people without disability.

Some public authorities have incorporated Outcome 7 in the DAIP and improved employment opportunities by:

### **Using inclusive recruitment practices**

- Making sure job advertisements are in an accessible format (12 or 14pt, Arial).
- Including an Equal Employment Opportunity statement in the advert. For example “Promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. Encourages people with disability, Aboriginal Australians, young people and people from culturally and linguistically diverse backgrounds to apply for this job.”
- Making sure the interview is held in an accessible venue.

### **Looking at ways of improving how to attract, recruit and retain people with disability**

- Being flexible with job descriptions
- Breaking down the skills and tasks required
- Working from home
- Flexible working hours

### **Working with Disability Employment Service (DES) providers**

- DES providers can promote vacancies
- Advise what constitutes reasonable adjustments
- Provide initial assistance in the workplace if required
- Give information about financial incentives
- Is a free service for employers

### **Providing support and training for management staff**

- There are training providers in the disability sector who are able to deliver information sessions to management and staff
- DES' can also provide training around recruitment and retention practices
- Training providers are listed on the Commission's website at [www.disability.wa.gov.au](http://www.disability.wa.gov.au)

### **Appropriate training and access to information for new employees**

- Availability of information in accessible formats (Braille, large format or able to be read by a screen reader)
- Nominating a workplace mentor
- Requesting initial assistance from a Disability Employment Service provider

### **Making sure development opportunities are available**

- Regular personal development planning
- Access to development courses
- Opportunities to learn new skills through job rotations

### **Ensuring policies and procedures are regularly reviewed**

- Occupational health and safety
- Workplace accessibility
- Procedures relating to employment opportunities including casual, volunteer or work experience.
- Information relating to traineeships or apprenticeships.

### **The process to implement Outcome 7:**

- Add strategies related to outcome 7 as an amendment to DAIP
- Circulate in draft format and place notification in printed media for at least two weeks

- Collate responses
- Amend DAIP to include Outcome 7
- Send amended DAIP to the Commission for endorsement
- Promote amendment in printed media and on website.

Following this meeting it is proposed that public notice be given requesting feedback and comments on the amendment up until 8 June 2016. Responses can be collated and reported to Council at the Ordinary Meeting of Council on 15 June 2016 at which time the amended DAIP can be endorsed by Council.

### **Consultation**

Martin Whitely, Chief Executive Officer

Susan Henson – Senior Access & Inclusion Officer, Disability Services Commission

### **Statutory Environment**

#### **DISABILITY SERVICES ACT 1993 - SECT 28**

##### 28. Disability access and inclusion plans

- (1) Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.
- (2) A disability access and inclusion plan must meet any prescribed standards.
- (3) A public authority must lodge its disability access and inclusion plan with the Commission —
- (4) A public authority may amend its disability access and inclusion plan at any time.
- (5) A public authority may review its disability access and inclusion plan at any time.
- (6) After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).
- (7) Not more than 5 years is to elapse —
  - (a) between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or
  - (b) between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.
- (8) After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.

- (9) If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.
- (10) A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.

### **Disability Services Amendment Regulations 2013**

Schedule 1 — Public authorities to which Part 5 applies [r. 6]

7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Community Strategic Plan

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

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

#### **Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.3.3</b>
--

**That Council;**

- 1. Endorse the Disability Access and Inclusion, and**
- 2. Public notice in the prescribed form is given of the proposed amendment to the Shire of Mingenew Disability Access and Inclusion Plan, and**
- 3. Any community feedback and comments be tabled for Council consideration at the June 2016 Ordinary Council Meeting**

<b>COUNCIL DECISION – ITEM 9.3.3</b>
--------------------------------------

**Moved Cr Eardley**

**Seconded Cr Newton**

**That Council;**

- 1. Endorse the Disability Access and Inclusion, and**
- 2. Public notice in the prescribed form is given of the proposed amendment to the Shire of Mingenew Disability Access and Inclusion Plan, and**
- 3. Any community feedback and comments be tabled for Council consideration at the June 2016 Ordinary Council Meeting**

**CARRIED 6/0**



**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**

**11.2 STAFF**

The President advised the meeting that the CEO had sought leave to introduce an urgent item of business. The reason for the urgency was that before the next meeting a Development Application needs to be dealt with.

**COUNCIL DECISION – ITEM 11.2.1**

**Moved Cr Newton**

**Seconded Cr Lucken**

That the meeting consider the Development Application for Outbuilding, 9 William Street, Mingenew.

**CARRIED 6/0**

**11.2.1 DEVELOPMENT APPLICATION FOR OUTBUILDING, 9 WILLIAM ST, MINGENEW**

**Location/Address:** 9 William Street, Mingenew  
**Name of Applicant:** Brad Howard  
**Disclosure of Interest:** Nil  
**File Reference:**  
**Date:** 6 May 2016  
**Author:** Martin Whitely - CEO

**Summary**

Shire of Irwin Planning Services recommends conditional approval of the development application, subject to conditions and advice notes.

**Attachment**

Planning application and plans

**Background**

Development application was received for an Outbuilding at 9 William Street, Mingenew. The applicant sent an email, dated 21 March 2016, to confirm that the side setback is to be 1m.

The Lot is zoned Residential, with a density to R12.5. The Deemed Provisions contained within the Planning and Development (Local Planning Schemes) Regulations 2015 require the application to be assessed under the Residential Codes of WA (R-Codes).

The Shire of Mingenew requested that neighbour consultation be undertaken for this application.

**Comment**

Variation is sought to the Deemed-to-Comply criteria of the R-Codes in relation to the building height. The maximum wall height is 2.4m; the proposed wall height is 3m. Due to the location of the outbuilding on the property, it is unlikely to have an adverse amenity impact when viewed from neighbouring properties and the public road. The proposal is consistent with the R Codes Design Principles (P3).

The Shire of Irwin undertook neighbour referral, at the Shire of Mingenew's request. The Shire of Irwin sent referrals to two neighbouring properties. The Shire of Irwin received one neighbour submission, in support of the proposed outbuilding.

The proposed floor area and ridge height is consistent with the Deemed-to-Comply criteria. The proposed setbacks comply with the Deemed-to-Comply criteria.

The proposed outbuilding complies with the relevant provisions of the Shire of Mingenew Local Planning Scheme No.3, the Planning Regulations and the R-Codes.

**Consultation**

Shire of Irwin's Development Control Unit. There was no objection when referred to Building Services and Environmental Health Services.

The application was referred to neighbouring properties. No submissions were received

**Statutory Environment**

Shire of Mingenew Local Planning Scheme No. 3  
SPP 3.1 Residential Design Codes

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 11.2.1</b>
---

That Council APPROVE the application, subject to the following conditions and advice notes:

Conditions

1. The approved development shall be in accordance with the attached stamped approved plans.
2. The approved outbuilding shall not be used for human habitation, commercial or industrial uses.

## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 18 May 2016

3. All stormwater and drainage runoff from all roofed and impervious areas is to be retained on site to the satisfaction of the Shire of Mingenew.
4. Any soils disturbed or deposited on site shall be stabilised and retained on site to the satisfaction of the Shire of Mingenew.

### Advice Notes:

1. In accordance with the Building Act, the approved development requires planning approval.
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 of Mingenew 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.
4. The Shire of Mingenew recommends that a rainwater tank be installed.

### **COUNCIL DECISION – ITEM 11.2.1**

**Moved Cr Lucken**

**Seconded Cr Cosgrove**

That Council APPROVE the application, subject to the following conditions and advice notes:

### Conditions

1. The approved development shall be in accordance with the attached stamped approved plans.
2. The approved outbuilding shall not be used for human habitation, commercial or industrial uses.
3. All stormwater and drainage runoff from all roofed and impervious areas is to be retained on site to the satisfaction of the Shire of Mingenew.
4. Any soils disturbed or deposited on site shall be stabilised and retained on site to the satisfaction of the Shire of Mingenew.

### Advice Notes:

5. In accordance with the Building Act, the approved development requires planning approval.
6. 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 of Mingenew will take no responsibility for incorrectly located buildings.
7. 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.
8. The Shire of Mingenew recommends that a rainwater tank be installed.

**CARRIED 6/0**

## **12.0 CONFIDENTIAL ITEMS**

Nil

**13.0 TIME AND DATE OF NEXT MEETING**

Next Ordinary Council Meeting to be held on Wednesday 15 June 2016 commencing at 4.30pm.

**14.0 CLOSURE**

The Shire President thanked all for attending and declared the meeting closed at 4.55 pm.

**These minutes were confirmed at an Ordinary Council meeting on 15 June 2016.**

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

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