



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

Wednesday 10 February 2016

SHIRE OF MINGENEW



Shire of Mingenew

Ordinary Council Meeting Notice Paper

10 February 2016

Madam President and Councillors,

An ordinary meeting of Council is called for Wednesday, 10 February 2016, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.00 pm.

Martin Whitely
Chief Executive Officer

6 February 2016

MINGENEW SHIRE COUNCIL

DISCLAIMER

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

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

CHIEF EXECUTIVE OFFICER
6 FEBRUARY 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).

Table of Contents

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	6
2.0	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....	6
3.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	6
4.0	PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....	6
5.0	APPLICATIONS FOR LEAVE OF ABSENCE.....	6
6.0	DECLARATIONS OF INTEREST.....	6
7.0	CONFIRMATION OF PREVIOUS MEETING MINUTES.....	6
7.1.1	ORDINARY MEETING HELD 16 December 2015.....	7
7.1.2	AUDIT COMMITTEE MEETING 16 December 2015.....	58
8.0	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION.....	69
9.0	OFFICERS REPORTS.....	69
9.1	CHIEF EXECUTIVE OFFICER.....	70
9.1.1	TENDER – SUPPLY OF BLUE METAL & BITUMEN.....	70
9.1.2	REGIONAL GRANT SCHEME & COMMUNITY CHEST GRANT APPLICATIONS.....	81
9.1.3	CEO VEHICLE CHANGEOVER.....	83
9.1.4	2015 COMPLIANCE AUDIT RETURN.....	89
9.1.5	WALGA ELECTED MEMBER TRAINING.....	100
9.1.6	MINGENEW CHILD CARE FACILITY.....	102
9.1.7	MINGENEW IRWIN GROUP – WATER HARVETING PROJECT.....	111
9.1.8	DEPUTY CHIEF EXECUTIVE OFFICER.....	189
9.2	FINANCE.....	190
9.2.1	FINANCIAL STATEMENTS FOR PERIOD ENDING 31 DECEMBER 2015.....	190
9.2.2	FINANCIAL STATEMENTS FOR PERIOD ENDING 31 JANUARY 2016.....	222
9.2.3	ACCOUNTS FOR PAYMENT – MONTH ENDING 31 DECEMBER 2015.....	254
9.2.4	ACCOUNTS FOR PAYMENT – MONTH ENDING 31 JANUARY 2016.....	264
9.2.5	RECOVERY OF RATES & CHARGES – POSSESSION OF LAND.....	270
10.0	ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	274
11.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....	274
11.1	ELECTED MEMBERS.....	274
11.2	STAFF.....	274
12.0	CONFIDENTIAL ITEMS.....	274
13.0	TIME AND DATE OF NEXT MEETING.....	274
14.0	CLOSURE.....	274

SHIRE OF MINGENEW

AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 16 December 2015 COMMENCING AT 4.00pm

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**
- 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4.0 PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**
- 5.0 APPLICATIONS FOR LEAVE OF ABSENCE**
- 6.0 DECLARATIONS OF INTEREST**
- 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**
 - 7.1.1 ORDINARY MEETING HELD 16 December 2015**



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

16 December 2015

SHIRE OF MINGENEW



Contents

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2.0	ATTENDANCE.....	3
3.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4.0	PUBLIC QUESTION TIME / PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS	3
5.0	APPLICATIONS FOR LEAVE OF ABSENCE	3
6.0	DECLARATIONS OF INTEREST	3
7.0	CONFIRMATION OF PREVIOUS MEETING MINUTES.....	4
7.1	ORDINARY MEETING HELD 18 th November 2015	4
7.2	AUDIT COMMITTEE MEETING 18th November 2015	4
7.3	SPECIAL MEETING OF COUNCIL HELD 18th November 2015	4
8.0	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION	4
9.0	OFFICERS REPORTS	4
9.1	CHIEF EXECUTIVE OFFICER	5
9.1.1	PERMIT FOR CONCESSIONALLY LOADED COMBINATION	5
9.1.2	PURCHASING POLICY	7
9.1.3	REVIEW OF DELEGATION REGISTER	11
9.1.4	DONATION – THREE SPRINGS / ARRINO RSL	13
9.1.5	DONATION - SHIRE OF ESPERANCE.....	15
9.1.6	DRAINAGE IMPROVEMENTS - MOORE STREET	18
9.1.7	ACTING CHIEF EXECUTIVE OFFICER.....	22
9.1.8	COMMON SEAL	25
9.1.9	STAFF BONUS PAYMENT.....	27
9.1.10	APPOINTMENT OF AUDITOR.....	29
9.1.11	MOBILE BLACK SPOT PROGRAMME	32
9.2	FINANCE	34
9.2.1	FINANCIAL STATEMENTS FOR THE PERIOD ENDING 30 th NOVEMBER 2015	34
9.2.2	ACCOUNTS FOR PAYMENT – MONTH ENDING 30 th November 2015	37
9.2.3	2014/2015 ANNUAL REPORT	39
9.2.4	ANNUAL ELECTORS MEETING.....	42
9.3	ADMINISTRATION	44
9.3.1	FREEDOM OF INFORMATION ACT 1992 – INFORMATION STATEMENT.....	44
11.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF	46
MEETING.....		46
11.1	ELECTED MEMBERS.....	46
11.1.1	MIDWEST AERO MEDICAL	46
11.1.2	MINGENEW IRWIN GROUP – WATER HARVESTING PROJECT	47
11.1.3	PERFORMANCE REVIEW – CHIEF EXECUTIVE OFFICER	48
11.2	STAFF.....	49
12.0	CONFIDENTIAL ITEMS	49
13.0	TIME AND DATE OF NEXT MEETING	51

SHIRE OF MINGENEW

MINUTES FOR ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON 16 December 2015 COMMENCING AT 4.00pm

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President, Cr Bagley, declared the meeting open at 4.00pm 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	Manager of Finance and Administration

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 of questions from the public up until 4:20pm

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 18th November 2015

COUNCIL DECISION – ITEM 7.1

Moved Cr Pearce

Seconded Cr Cosgrove

That the minutes of the ordinary meeting of the Shire of Mingenew held in the council chambers on 18th November 2015 be confirmed.

CARRIED: 7/0

7.2 AUDIT COMMITTEE MEETING 18th November 2015

COUNCIL DECISION – ITEM 7.2

Moved Cr Newton

Seconded Cr Eardley

That the minutes of the audit committee meeting held in the council chambers on 18th November 2015 be confirmed.

CARRIED: 7/0

7.3 SPECIAL MEETING OF COUNCIL HELD 18th November 2015

COUNCIL DECISION – ITEM 7.3

Moved Cr Pearce

Seconded Cr Newton

That the minutes of the special meeting of the Shire of Mingenew held in the council chambers on 18th November 2015 be confirmed.

CARRIED: 7/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9.0 OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 PERMIT FOR CONCESSIONALLY LOADED COMBINATION

Location/Address:	Shire of Mingenew
Name of Applicant:	Len Kirkby, Fuel Distributors of Western Australia Pty Ltd
Disclosure of Interest:	Nil
File Reference:	ADM0197
Date:	9 th December 2015
Author:	Martin Whitely, Chief Executive Officer

Summary

This report recommends the approval of a concessionally loaded combination permit for Fuel Distributors to access Boolinda Road in the Shire of Mingenew.

Attachment

Attached is some information on the vehicle description and configuration for the RAV Network.

Background

Fuel Distributors of Western Australia Pty Ltd has been awarded the CBH contract to deliver diesel to the rail locomotives at the Mingenew receival point. Fuel Distributors are requesting a permit to run 27.5m pocket road trains with 5 and 6 axle dog trailers along the Midlands Road turning onto Boolinda Road and into CBH.

Boolinda Road is on the RAV 7 network and has been approved for extra mass (23.5 tonne per tri axle) from Main Roads previously with the following conditions;

1. That written approval is required from the local government, and
2. No right turn into the CBH Facility located 20m north of the railway crossing

Comment

The Shire is required to either support or not support the request for a concessionally loaded combination. Supporting the application will allow the operator to apply to Main Heavy Vehicle Services for an Accredited Mass Management Scheme (AMMS) permit.

The issue Fuel Distributors has is that even though Boolinda Road is a RAV 7 with a permitted mass of up to 107.5 tonnes, the configuration they are using is essentially a RAV 4 type configuration which only allows them up to a maximum mass of 87.5 tonnes. It is possible under a 27.5m pocket road train with 5 and 6 axle dog trailer combination with twin steer that their total mass would be 99 tonnes. A single steer same type configuration could also possibly be up to 94.5 tonnes. Either way, both configurations would exceed the allowable mass by 11.5 or 6.5 tonnes respectively.

The Midlands Road within the Shire of Mingenew is already approved by Main Roads for the same coessionally loaded combination being requested by Fuel Distributors.

Fuel Distributors may also be required to seek permission from CBH/Main Roads if they intend to access the right turn into the CBH Facility located 20m north of the railway crossing.

Boolinda Road is only a very short section of road and it is unlikely that any major damage would be done by allowing the extra mass request, however if Council approves the request it may place any number of conditions on the permit holder including compensation for damage to the road.

Consultation

Bernie Miller, Main Roads
Rod Gillis, Main Roads
Nita Jane, Manager Administration & Finance
Len Kirkby, Fuel Distributors

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Community Strategic Plan
Outcome 2.5.1 – Maintain and improve road assets.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.1

That Council;

Approve the request from Fuel Distributors for a concessionally loaded combination permit to run 27.5m pocket road trains with 5 and 6 axle dog trailers on Boolinda Road.

COUNCIL DECISION – ITEM 9.1.1

Moved Cr Newton

Seconded Cr Lucken

That Council;

Approve the request from Fuel Distributors for a concessionally loaded combination permit to run 27.5m pocket road trains with 5 and 6 axle dog trailers on Boolinda Road.

CARRIED 7/0

9.1.2 PURCHASING POLICY

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0133
Date: 10th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends an amendment to the Shire's Purchasing Policy to bring the policy in line with recent legislative changes to the tendering threshold.

Attachment

Purchasing Policy - with proposed changes highlighted in yellow.

Background

The State Government recently passed legislation with these changes being formally gazetted in September 2015. These legislative amendments dealing with the tendering process for good and services within Local Government saw changes to the Local Government (Functions & General) Regulations 1996.

Comment

Amendments to the *Local Government (Functions and General) Regulations 1996* were published in the *Government Gazette* on 18 September 2015 and take effect from the 1st October 2015.

The Shire's Purchasing Policy deals with the purchasing of good and services and deals specifically with thresholds applied when conducting a tendering process. Previously any contractual arrangement where the value of the goods or services were known, or expected to exceed \$100,000 would need to comply with the tender regulations. This threshold has now been increased to \$150,000 and along with the other amendments mentioned above, these amendments need to be reflected in the Shire Purchasing Policy.

A summary of the key amendments is provided below.

Tender Threshold

The tender threshold has been increased from \$100,000 to \$150,000. For the purchase of goods and services under this threshold, the amendments have introduced the requirement for the purchasing policy to include the minimum number of oral and written quotes that must be received. If the contract for goods or services is expected to be more than \$150,000 a public tender process is required.

Amendments have been made to Regulation 11 (2) which relates to circumstances when tenders do not need to be publically invited. This includes when goods or services are obtained through:

- the WA Local Government Association preferred supplier program
- a person registered on the Aboriginal Business Directory WA for contracts worth \$250,000 or less, or
- an Australian Disability Enterprise.

It is also not necessary to invite public submissions if the term of the original contract is being renewed or extended where -

- (i) the original contract was entered into after a public submission period
- (ii) the invitation to tender included the option for a renewal or extension
- (iii) the original contract contained an option to renew or extend, and
- (iv) the supplier's tender included a requirement for such an option.

Anti-avoidance provisions

Regulation 12 has been amended to ensure that contracts are not split for the purposes of avoiding the tender threshold. It is expected that if a local government reasonably believes that the purchase of a good or service from one supplier will exceed the tender threshold of \$150,000 they should publically invite tenders.

Receiving and opening tenders

Regulation 16 has been amended to require that when tenders are opened there must be at least two employees of the local government present, or one local government employee and at least one person authorised by the Chief Executive Officer.

Varying a contract

Regulation 21A is a new regulation that provides that a contract cannot be varied once a local government has entered into a contract for the supply of goods or services unless:

- the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract, or
- the variation is a renewal or extension of the original term of the contract (in accordance with regulation 11 (2)U).

Panels of pre-qualified suppliers

Part 4 Division 3 has been inserted into the regulations to introduce the ability for local governments to create a panel of pre-qualified suppliers. There are some conditions on developing a panel including;

- the need for a local government to develop a written policy outlining
- how the panel will operate
- how each supplier will be invited to quote
- consistent communication with the panel; and
- the recording and retention of quotes and purchases from suppliers.

In establishing a panel, persons are to be publicly invited to apply. State-wide public notice is required and it must be open for at least 14 days following the first notice (not including the advertisement's publishing date).

There is a range of detailed information that needs to be made available about the proposed panel including: the written policy; details of how the panel will operate; the period for which the panel will be established; and, the number of suppliers the local government intends to appoint to the panel.

Once a panel has been established, local governments may enter into a contract (or contracts) with any of the pre-qualified suppliers. However, the contract(s) cannot exceed 12 months and cannot contain an option to renew or extend its term. If it is expected that a contract is to exceed 12 months the particular good or service should be put to tender.

Regulation 13 of the *Local Government (Audit) Regulations 1996* has been amended to require local governments to carry out an audit of compliance for panels of tenders in accordance with section

7.13 (1)(i) of the *Local Government Act 1995*.

Other amendments

Several other additions to the amendments around the tender provisions include;

- the prescribed value of abandoned vehicle wrecks under regulation 29A(a) has been increased to \$500.
- The consideration under 30(3)(b) has been increased to \$75,000 in regards to the disposition of property. This provision has been reworked to clarify that if the entire consideration received for the sale of property is used to purchase new property, which is not worth more than \$75,000, it is an exempt disposition.

More information

A copy of the regulations as published in the Government Gazette can be viewed on the State Law Publisher's website at www.slp.wa.gov.au

Consultation

Nita Jane, Manager Administration & Finance
Stuart Fraser, Department of Local Government

Statutory Environment

Part 4 — Provision of goods and services of the Local Government (Functions & General) Regulations 1996 relates specifically to the requirements of a local government for the provision of good and services.

Local Government Act 1995 states;

3.57. Tenders for providing goods or services

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

Policy Implications

Amendments to the *Local Government (Functions and General) Regulations 1996* has resulted in a need to make some changes to the Shire's Purchasing Policy The proposed changes are highlighted in yellow.

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

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

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.2

That Council;

Review and adopt the Purchasing Policy as presented.

COUNCIL DECISION – ITEM 9.1.2

Moved Cr Cosgrove

Seconded Cr Eardley

That Council;

Review and adopt the Purchasing Policy as presented.

CARRIED 7/0

9.1.3 REVIEW OF DELEGATION REGISTER

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0342
Date: 10th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends an amendment to the level of purchase order authorisation under the Delegations Register to reflect changes required to the Purchasing Policy resulting from tender threshold being increased to \$150,000.

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 June 2015. The main purpose of this review is to make an amendment to Delegation No. 2 – Purchase Order Authorisation to bring it in line with the recent amendment to the tender threshold.

Comment

The recommended changes to the Register of Delegations have been highlighted in yellow. The only Delegation that has been amended is Delegation No. 2 – Purchase Order Authorisation which has been brought about by the recent legislation passed in September 2015 to the Local Government (Functions & General) Regulations 1996 which has increased the tender threshold from \$100,000 to \$150,000.

Consultation

Nita Jane, Manager Administration & Finance

Statutory Environment

Local Government (Functions & General) Regulations 1996

Local Government Act 1995 states;

5.18. Register of delegations to committees

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

Policy Implications

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

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

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

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.3

That Council;

Review and Adopt the amended Delegations Register as presented.

COUNCIL DECISION – ITEM 9.1.3

Moved Cr Lucken

Seconded Cr Pearce

That Council;

Review and Adopt the amended Delegations Register as presented.

CARRIED 7/0

9.1.4 DONATION – THREE SPRINGS / ARRINO RSL

Location/Address: Shire of Mingenew
Name of Applicant: Three Springs/Arrino RSL
Disclosure of Interest: Nil
File Reference: ADM0051
Date: 9th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report is for the endorsement of a donation made to the Three Springs/Arrino RSL for which a Council Resolution was not originally made for the unbudgeted expenditure.

Attachment

Nil

Background

At the October 2015 Council Forum as request form the Three Springs/Arrino RSL was considered to make a contribution towards the purchase and transport of an armoured personnel carrier which would be housed at a purpose built shelter in Three Springs and it was agreed by Council make a donation of \$1,000.

Comment

Payment of the donation was made in November 2015 and since the donation to the Three Springs/Arrino RSL has already been made and it was not a budgeted item, the Local Government Act 1995 requires that the expenditure is reported at the next Ordinary Council Meeting. An absolute majority of Council is required.

Consultation

Shire Councillors

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

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

3004.1 DONATIONS AND GRANTS – LOCAL NATURE

Council shall consider requests for donations that are not part of normal budgetary considerations on their individual merit however, generally will decline appeals for donations:

- of a state or National nature type
 - if they are not concerned or connected with the local area.
- Exceptions to the above will be:
- Disaster or emergency appeals.

3004.2 RETURNED SERVICES LEAGUE – ANZAC DAY CEREMONY

Council is to support the arrangements for the Anzac Day functions.

3004.3 SUPPORT TO NORTH MIDLAND SHOW

Upon receipt of their request this Council donate, an amount up to that allocated in the annual budget to this group to be used as prize money.

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

A provisional amount of \$250 was made in the budget for miscellaneous donations. Making a small donation to the Three Springs/Arrino RSL towards costs for the personnel carrier will have a minimal impact on the Shire's financial position for the 2015/16 financial year.

Strategic Implications

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.1.4

That Council;

Endorse the donation of \$1,000 made to the Three Springs/Arrino RSL towards the purchase and transport of an armoured personnel carrier to be housed in Three Springs.

COUNCIL DECISION – ITEM 9.1.4

Moved Cr Cosgrove

Seconded Cr Criddle

That Council;

Endorse the donation of \$1,000 made to the Three Springs/Arrino RSL towards the purchase and transport of an armoured personnel carrier to be housed in Three Springs.

CARRIED 7/0

9.1.5 DONATION - SHIRE OF ESPERANCE

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0051
Date: 9th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the approval of a donation to the Shire of Esperance to assist with the disaster costs of the recent bush fire events.

Attachment

Attached is some information on two different alternatives to make a donation towards the Shire of Esperance Bush Fire Appeal.

Background

During the November 2015 Council Forum it was agreed by Council that a donation to assist with costs associated with the bush fires in the Shire of Esperance.

Comment

Historically Council's have contributed towards to the Lord Mayor's Distress Relief Fund when making a donation relating to natural disasters. The fund is administered by the City of Perth who meet the cost of administering the fund and the monies received are distributed by an independent board based on applications received to access money in the fund.

A further Infopage was released by WALGA on the 7th December 2015 releasing information about looking to establish a support program to assist local governments recovering from natural disasters and other emergencies. Within the information bulletin details are provided to make financial contributions directly to the Shire of Esperance.

There are also a number of other various organisations that are accepting donations on behalf of the Bush Fire Appeal. However given their is an option to donate directly to the Shire of Esperance this seems appropriate in this situation since as a fellow local government entity we appreciate the costs that will be involved for the Shire throughout the disaster management process.

Consultation

Shire Councillors

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

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

3004.1 DONATIONS AND GRANTS – LOCAL NATURE

Council shall consider requests for donations that are not part of normal budgetary considerations on their individual merit however, generally will decline appeals for donations:

- of a state or National nature type
- if they are not concerned or connected with the local area.
Exceptions to the above will be:
 - Disaster or emergency appeals.

3004.2 RETURNED SERVICES LEAGUE – ANZAC DAY CEREMONY

Council is to support the arrangements for the Anzac Day functions.

3004.3 SUPPORT TO NORTH MIDLAND SHOW

Upon receipt of their request this Council donate, an amount up to that allocated in the annual budget to this group to be used as prize money.

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

A provisional amount of \$250 was made in the budget for miscellaneous donations. Making a small donation to the Shire of Esperance will have a minimal impact on the Shire's financial position for the 2015/16 financial year.

Strategic Implications

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.1.5
--

That Council;

Make a donation of \$1,000 directly to the Shire of Esperance to assist with the costs associated with the recent bush fire events within the Shire of Esperance.

COUNCIL DECISION – ITEM 9.1.5

Moved Cr Pearce

Seconded Cr Eardley

That Council;

Make a donation of \$1,000 directly to the Shire of Esperance to assist with the costs associated with the recent bush fire events within the Shire of Esperance.

CARRIED 7/0

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: 10th December 2015
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

Three suggested options for the drainage improvements are shown at the attachment.

Background

At the September 2015 Concept Forum a letter from Maria Newton was tabled for Council information and during the forum there was discussion by Council as to the appropriate measures to take place to address the concerns raised in relation to the drainage issues on Moore Street. This involved the Works Manager to liaise directly with the property owners at 1 Moore Street, Mingenew to discuss, and put in place some arrangement to stop the water flow from entering their property.

A second letter from Maria Newton dated 15th September 2015 was tabled for Council information at the October 2015 Concept Forum. The matters raised in the letter followed on from the previous letter regarding the flow of water onto the property at 1 Moore Street, Mingenew, the stagnant water in the drain and a further concern raised in relation to turning left onto Phillips Street from Moore Street.

Following discussions with Council on this matter it was agreed that the following actions would be undertaken to try and rectify your concerns;

1. Following consultation with the owners of 1 Moore Street, Mingenew that a step would be installed at the property to prevent water flowing into the property
2. Other measures were to be considered to reduce the water run off from Phillips Street onto the property at 1 Moore Street, Mingenew
3. Work to be undertaken to improve the flow of stagnant water from the drain
4. Appropriate mosquito control measures to be in place for all areas with stagnant water supply
5. A trial closure of Moore Street at the Phillips Street end of the same mentioned road to address concerns with the line of sight when turning left onto Phillips Street

Comment

Since the Councillor Concept Forum was held on 21st October 2015 the following measures have been implemented;

1. A step has been installed at the front of the Moore Street residence
2. The owners of the Moore Street property have been consulted to install a barrier kerb at the front of their property to divert any water run off from Phillips Street away from their property
3. Mosquito tablets have been placed in various drainage outlets within the town site, including Moore Street
4. Mosquito fogging within the town site and industrial area has also taken place
5. Signage was put in place and the end of Moore Street was blocked off at the Phillips Street end to close off all access to and from Phillips Street

Since Moore Street was blocked off late last week I have since requested that this signage be removed until such time that adequate consultation has taken place with the residents of Moore Street regarding the trial road closure and appropriate public advertising of the proposed road works could also be put in place. The Shire will also be carrying out some works on the existing drainage on Moore Street in the coming weeks as it appears that the existing drainage continues to be blocked. These works will be carried out prior to the Christmas break.

On reflection, after seeing the road closure in effect for only a few days, I am concerned that this is not the best possible long term solution. As such I have prepared three different options which could possibly address the drainage issues on Moore Street, all of which have varying costs to implement. The three options are shown in the attachment and below is a brief summary of the estimated costs to complete each of the three options;

Description of works to be completed	Option 1	Option 2	Option 3
Barrier Kerb - Materials	\$3,750	\$3,750	\$3,750
Barrier Kerb – Preparation (Outside Staff & Plant Costs)	\$1,250	\$1,250	\$1,250
Road Closure - Signage	\$500		\$500
Road Closure - Outside Staff	\$200		\$200
2 x Sump, Entry Drain & Pipes - Materials		\$3,000	\$3,000
2 x Sump, Entry Drain & Pipes – Installation (Staff & Plant Costs)		\$2,000	\$2,000
Phillip & Moore St East intersection - kerbing		\$1,500	
Phillip & Moore St East intersection - footpath		\$2,000	
Phillip & Moore St East intersection – Preparation (Staff & Plant)		\$2,500	
- Remove concrete kerb, foot path, and box out ready for gravel		\$1,500	
- graveling and compaction			
Phillip & Moore St East intersection – Materials		\$1,500	
- Two coat seal			
Contingency	\$300	\$1,000	\$300
Sub-total: Materials	\$4,550	\$12,750	\$7,550
Sub-total: Staff & Plant Costs	\$1,450	\$7,250	\$3,450
TOTAL COST	\$6,000	\$20,000	\$11,000

The above three options are some of the possible solutions. There are also a number of other alternatives with slight variations that can be discussed with Council.

Of the three alternatives shown above, option 2 would be my preferred option. While it is more expensive than the other three options, it would seem to address the two issues of drainage onto Moore Street and turning left onto Phillips Street from Moore Street more effectively in the long term.

While there are only limited funds in the budget for drainage improvements, completing the project as part of our Roads to Recovery program is an option available to Council which will reduce the financial burden to Council since the project would be fully funded. It does mean however that if the project is listed a Roads to Recovery project that it will reduce Council's capacity to deliver other projects in the remaining three years of the program by the same value of the project.

Should Council proceed with any of the options, or a variation to one of the options, either through utilising the Roads to Recovery program or the Shire's own resources the project will still require a resolution of Council by absolute majority since the project was not previously allowed for in the 2015/16 Budget.

Consultation

Warren Borrett, Works Manager

Statutory Environment

The Local Government Act requires any proposal to complete works previously unbudgeted expenditure to be resolved by absolute majority of Council;

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.

Policy Implications

Policy No. 2010 – Complaints Handling Procedure

Financial Implications

Provision of \$2,500 was made in the 2015/16 Budget for minor drainage improvements. The project could be added to the Roads to Recovery program for the 2015/16 financial year which would neutralise the cost of the project and therefore have no impact on the bottom line for the 2015/16 financial year.

Strategic Implications

Community Strategic Plan

Outcome 2.5.1 – Maintain and improve road assets

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.1.6

That Council;

- 1. Proceed with Option 2 as shown within this report, and**
- 2. Add the project to the 2015/16 Roads to Recovery program for completion this financial year**

COUNCIL DECISION – ITEM 9.1.6

Moved Cr Pearce

Seconded Cr Newton

An allocation of \$5,000 is made to allow detailed drainage plans for Moore Street, including the Moore Street / Phillips Street intersection, to be prepared for further consideration by Council on completion of the drainage plans.

CARRIED 7/0

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

Moved Cr Pearce

Seconded Cr Newton

That the reason the officer recommendation was changed was because elected members felt obtaining detailed drainage plans including levels will ensure the correct action is taken to rectify the drainage issues in Moore Street.

CARRIED 7/0

9.1.7 ACTING CHIEF EXECUTIVE OFFICER

Location/Address: Shire of Mingenew
Name of Applicant: Martin Whitely, Chief Executive Officer
Disclosure of Interest: Nil
File Reference: ADM0077
Date: 10th December 2015
Author: Martin Whitely, Chief Executive Officer

Disclosure of Financial Interest Item 9.1.7 – Mrs Nita Jane, Manager Finance & Administration

Prior to any consideration of Item 9.1.7, Mrs Jane declared a financial interest in this matter.

4.18pm – Mrs Jane left the meeting.

Summary

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

Attachment

Nil

Background

The CEO will be on annual leave from the 11th January 2016 through to the 29th January 2016. Council must resolve to appoint an Acting CEO if they are to be delegated the same powers delegated to a CEO under the Local Government Act 1995.

Comment

For a week while the CEO is on leave the Works Manager will also be on leave for a period of a week. During this period Mr Rocky Brennan will be supervising the outside staff and I have also suggested that the Chief Bush Fire Control Officer be advised that Mr Brennan be the point of contact in the event of a fire during this period.

Mrs Nita Jane, Manager Administration & Finance will be working during January 2016. It is my suggestion that Ms Nita Jane be appointed as acting CEO during this period since she will be working during the period when both the CEO and Works Manager are on leave.

During the period as Acting CEO that Mrs Jane is paid an agreed amount in addition to her regular contractual agreement to reflect any higher duties undertaken during this period.

Consultation

Nita Jane, Manager Administration & Finance
Cr Michelle Bagley, President

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

OFFICER RECOMMENDATION – ITEM 9.1.7

That Council;

- 1. Appoint Mrs Nita Jane as Acting Chief Executive Officer for the period commencing Monday 11th January 2016 through to Friday 29th January 2016 inclusive, and**
- 2. Believes that Mrs Nita Jane is suitably qualified for the position; and**
- 3. That an amount of \$20,000 per annum (pro rata) is paid to Mrs Nita Jane in addition to her regular contractual agreement to reflect any higher duties undertaken during this period.**

COUNCIL DECISION – ITEM 9.1.7

Moved Cr Newton

Seconded Cr Cosgrove

That Council;

- 1. Appoint Mrs Nita Jane as Acting Chief Executive Officer for the period commencing Monday 11th January 2016 through to Friday 29th January 2016 inclusive, and**
- 2. Believes that Mrs Nita Jane is suitably qualified for the position; and**
- 3. That an amount of \$20,000 per annum (pro rata) is paid to Mrs Nita Jane in addition to her regular contractual agreement to reflect any higher duties undertaken during this period.**

CARRIED 7/0

4.23pm – Mrs Jane returned to the meeting.

9.1.8 COMMON SEAL

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0206
Date: 10th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the endorsement of the common seal for an application to obtain a duplicate copy of the Certificate of Title for Lot 73 on Plan 573, which is the building leased to National Australia Bank Limited ("NAB") at 50 Midlands Road, Mingenew.

Attachment

Nil

Background

In July 2015 the Heads of Agreement for the lease terms and conditions for 50 Midlands Road, Mingenew was signed and returned to National Australia Bank Limited. Shortly afterwards an Extension of Lease agreement was signed by the CEO & President and returned to NAB. When the Extension of Lease Agreement was to be registered it was found that there was no record of the original duplicate Certificate of Title document held by the Shire. The Certificate of Title for 50 Midlands Road, Mingenew was issued to Corrs Chambers Westgarth lawyers and forwarded to the Shire of Mingenew on 2 May 2013. The Certificate of Title can not be located within the contracts file, nor has it been deposited at the NAB for safe keeping. The Certificate of Title is required for the Extension of Lease Agreement to be registered.

Comment

All efforts have been exhausted trying to locate the original Certificate of Title. The document could not be located in any of the contract or lease agreement files, safe nor was it deposited with the bank for save keeping. To obtain a duplicate copy of the Certificate of Title a statutory declaration is required to be submitted to Landgate. The statutory declaration has been completed, however Landgate have requested that the declaration has the common seal affixed in order for them to process the request for a duplicate Certificate of Title to be released.

Consultation

Nita Jane, Manager Administration & Finance
Fred Jones, Senior Consultant, Landgate

Statutory Environment

Transfer of Land Act 1893

The Local Government Act 1995 states;

9.49A. Execution of documents

- (1) A document is duly executed by a local government if —
 - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or

- (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
 - (a) the mayor or president; and
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer,

each of whom is to sign the document to attest that the common seal was so affixed.

Policy Implications

Nil

Financial Implications

There is a cost of approximately \$200 for the issue of a replacement of a duplicate Certificate of Title.

Strategic Implications

Community Strategic Plan

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.8

That Council;

Endorse the use of the common seal to be attached to the statutory declaration in order to obtain a duplicate Certificate of Title for Lot 73 on Plan 573 on Certificate of Title Volume 377 Folio 83.

COUNCIL DECISION – ITEM 9.1.8

Moved Cr Pearce

Seconded Cr Eardley

That Council;

Endorse the use of the common seal to be attached to the statutory declaration in order to obtain a duplicate Certificate of Title for Lot 73 on Plan 573 on Certificate of Title Volume 377 Folio 83.

CARRIED 7/0

9.1.9 STAFF BONUS PAYMENT

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0063
Date: 10th December 2015
Author: Martin Whitely, Chief Executive Officer

Disclosure of Financial Interest Item 9.1.9 – Cr Criddle and Cr Eardley

Cr Criddle and Cr Eardley declared a financial interest in this item as they are both potential recipients of the staff bonus payment scheme and left the meeting at 4.30pm.

COUNCIL DECISION ON DISCLOSURE

Moved Cr Cosgrove

Seconded Cr Pearce

That Cr Criddle and Cr Eardley be allowed to participate in discussion and decision making procedures on this matter as it is felt that their interest is insignificant and that it will not influence their conduct in relation to consideration of Item 9.1.9

CARRIED 5/0

4.32pm - Both Cr Criddle and Cr Eardley returned to the meeting and participated in discussion with Agenda Item 9.1.9.

Summary

This report recommends the approval of a staff bonus payment.

Attachment

Nil

Background

Nil

Comment

I would propose that staff receive an end of year bonus payment. The bonuses would be paid on the basis that staff who have been employed with the Shire for over three months would receive a \$200 bonus and staff that have only recently joined the Shire would receive a \$100 bonus. In total, \$3,200 in bonuses would be paid, being 15 employees at \$200 and 2 employees at \$100.

The bonus would be issued by way of a voucher issued by the Shire. This voucher can only be used to spend at a local business within the Shire of Mingenew. That is, local businesses that agree to participate in the arrangement would attach the voucher that has been redeemed by the staff member to the invoice and the Shire would pay this invoice up to the value of the voucher.

With the IGA currently closed and in the process of being re-opened by the owners of the Dongara IGA, for the purposes of the vouchers being issued Council may also agree to the voucher being redeemed at the Dongara IGA during the interim period.

The purpose of the proposed bonus is two fold. Firstly, staff have encountered a rather turbulent 12-18 months and the vouchers issued would be a way of rewarding staff performance during this period and also aid in promoting morale within the workforce. Secondly, by making the vouchers only redeemable at local business Council will, in some small way, be supporting our local businesses as well.

Consultation

Cr Michelle Bagley, President

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There will be no further impost on Council for a bonus payment to staff as these costs would be absorbed within the salaries budget for the 2015/16 financial year.

Strategic Implications

Community Strategic Plan

Outcome 1.4.5 – Support a Buy Local campaign

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.9

That Council;

1. Issue a voucher to the value of \$200 to staff employed for a period of three months or more
2. Issue a voucher to the value of \$100 to staff employed for a period of less than three months, and
3. The vouchers issued can only be redeemed at a business operated within the Shire of Mingenew

COUNCIL DECISION – ITEM 9.1.9

Moved Cr Cosgrove

Seconded Cr Lucken

That Council;

1. Issue a voucher to the value of \$200 to staff employed for a period of three months or more
2. Issue a voucher to the value of \$100 to staff employed for a period of less than three months, and
3. The vouchers issued can only be redeemed at a business operated within the Shire of Mingenew

CARRIED 7/0

9.1.10 APPOINTMENT OF AUDITOR

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0362
Date: 11th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the appointment of a Shire auditor for a three year term commencing in the 2015/16 financial year.

Attachment

Nil

Background

Our current auditors, RSM have been the Shire’s auditors for the past 3 years. Their current 3 year agreement has now expired and a Shire auditor must now be appointed, as a minimum for 2015/16 financial year. The appointment of an auditor for a local government is to be appointed on the recommendation of the Audit Committee.

Comment

An invitation was sent to 10 organisations to provide a submission for audit services for a three year term, of which six applicants have made a submission. Of the six applicants I have had some involvement with five of them. The one applicant I have not had any involvement with are AMD Chartered Accountants, however they do have a good reputation. All of the six of the applicants would be suitable for the appointment of the Shire’s auditor.

A summary of the submissions received is tabled below. In order to make like comparisons with each of the submission the following assumptions have been made;

- Accommodation is provided free of charge at the key worker housing unit
- Attendance is required at 1 Audit Committee Meeting each year
- A total of 4 acquittals will be required to be audited each year
- Travel calculations are based on a 800km round trip
- Travel incidentals are capped at \$500
- Disbursements are capped at \$200
- All pricing is GST Exclusive

	Butler Settineri	Moore Stephens	Macleod	AMD	RSM	PKF
2016 Audit Fee	\$9,980	\$14,000	\$12,000	\$17,400	\$19,791	\$17,500
2017 Audit Fee	\$10,480	\$14,500	\$12,550	\$17,900	\$20,378	\$18,000
2018 Audit Fee	\$11,000	\$15,000	\$12,700	\$18,400	\$20,989	\$18,500
Travel Costs	\$528	\$700/\$750/ \$800	\$3000/\$3150/ \$3300	\$4,500	\$200	At Cost
Accommodation	Shire	Shire	Included	Included	\$0	Shire
Travel Incidentals	\$0	At cost	Included	Included	\$0	\$500
Disbursements	\$200	\$200	Included	Included	\$0	\$200
No. of Acquittals included	1	0	1	0	4	0

Cost per additional acquittal	\$810	\$800	\$500	\$750* (*approx)	Unknown	\$1,250
Attendance at Audit Committee	Yes In Person	No	Yes In Person	Yes Phone	Yes Phone	No
Attendance at additional meetings	\$420 hour	\$400 phone conference		\$380 hour	Unknown	\$375 hour
Other	Nil	Nil	Nil	Nil	Nil	Nil
Comments	Travel - \$0.66km	Includes review of AMP & LTP		Initial Consult \$1,500 + travel	Travel costs are estimated	Pricing excludes Travel
Cost – Year 1	\$13,138	\$18,100	\$16,500	\$24,500	\$19,991	\$22,700
Cost – Year 2	\$13,638	\$18,650	\$17,200	\$25,400	\$20,578	\$23,200
Cost – Year 3	\$14,158	\$19,200	\$17,500	\$25,900	\$21,189	\$23,700

Consultation

Nita Jane, Manager Administration & Finance

Statutory Environment

7.3. Appointment of auditors

- (1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.

* *Absolute majority required.*

- (2) The local government may appoint one or more persons as its auditor.
- (3) The local government's auditor is to be a person who is —
- a registered company auditor; or
 - an approved auditor.

Policy Implications

Nil

Financial Implications

Audit fees are provided for each financial year. The pricing for the submissions received for the audit services are all within the allocation made in the 2015/16 Budget.

Strategic Implications

Community Strategic Plan

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

Voting Requirements

Simple Majority

COMMITTEE RECOMMENDATION – ITEM 9.1.10

That Council;

Appoint Butler Settineri as the Shire of Mingenew’s auditor for a three year term in accordance with the proposal submitted.

COUNCIL DECISION – ITEM 9.1.10

Moved Cr Lucken

Seconded Cr Criddle

That Council;

Appoint Butler Settineri as the Shire of Mingenew’s auditor for a three year term in accordance with the proposal submitted.

CARRIED 7/0

9.1.11 MOBILE BLACK SPOT PROGRAMME

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0075
Date: 11th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council nomination any mobile black spot locations for consideration for the second round of the Mobile Black Spot Programme.

Attachment

Nil

Background

The Minister for Communications, Senator the Hon Mitch Fifield, has called for nominations of regional and remote mobile black spot locations around Australia to be submitted by 31 December 2015 for consideration under round 2 of the Mobile Black Spot Programme. Nominated mobile black spots will be added to a national database which will be provided to mobile network operators as part of the round 2 competitive selection process scheduled to begin in early 2016. The Government expects to announce the successful round 2 locations by the end of 2016.

Comment

The call for mobile black spot nominations was only released on the 9th December 2015 and close at the end of the month leaving only a very short window of opportunity. Although the funding is competitively based, only those projects that are submitted will be considered for funding. The application process for submitting projects is extremely simple and can be done online, so I see no harm in submitting several different locations should Council think they are appropriate.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Community Strategic Plan
Outcome 1.5.3 – Improved telecommunications

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.11

That Council;

Nominate a number of different black spot locations for consideration under round 2 of the Mobile Black Spot Programme

COUNCIL DECISION – ITEM 9.1.11

Moved Cr Lucken

Seconded Cr Criddle

That Council;

The CEO be authorised to nominate a number of different black spot locations for consideration under round 2 of the Mobile Black Spot Programme.

CARRIED 7/0

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR THE PERIOD ENDING 30th NOVEMBER 2015

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 9th December 2015
Author: Nita Jane, Manager Finance and Administration
Senior Officer: Martin Whitely, Chief Executive officer

Summary

The Monthly Statement of Financial Activity report for the period ending 30th November 2015 is presented to Council for adoption.

Attachment

Finance Report for period ending 30th November 2015.

Background

The Monthly Financial Report to the 30th November 2015 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	47,162
Business Cash Maximiser (Municipal Funds)	1,270,610

Trust Account	149,027
Reserve Maximiser Account	273,615

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 30th November 2015:

	Current	30+ Days	60+ Days	90+ Days	TOTAL
Amount	1,150	1,825	25	23,076	26,076

Rates Outstanding at 30th November 2015 were:

	Current	Arrears	TOTAL
Rates	276,955	28,660	305,615
Rubbish	2,305	0	2,305
TOTAL	279,260	28,660	307,920

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 1st July 2015 to 30th November 2015 be received.

COUNCIL DECISION – ITEM 9.2.1

Moved Cr Eardley

Seconded Cr Cosgrove

That the Monthly Statement of Financial Activity for the period 1st July 2015 to 30th November 2015 be received.

CARRIED 7/0

9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 30th November 2015

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 8th December 2015
Author: Julie Borrett, Senior Finance Officer
Senior Officer: Nita Jane, Manager of Administration and Finance

Summary

Council to confirm the payment of creditors for the month of November 2015 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 November 2015 from the Municipal Fund totalling \$227,473.25 represented by Electronic Funds Transfers of EFT 9369 to EFT9473, Direct Deduction DD7394.1, 2 and 3, DD7397.1 DD7417 1, 2 and 3, Trust Cheque numbers 463 to 466 and Cheque numbers 8014-8023.

COUNCIL DECISION – ITEM 9.2.2

Moved Cr Eardley

Seconded Cr Lucken

That Council confirm the accounts as presented for November 2015 from the Municipal Fund totalling \$227,473.25 represented by Electronic Funds Transfers of EFT 9369 to EFT9473, Direct Deduction DD7394.1, 2 and 3, DD7397.1 DD7417 1, 2 and 3, Trust Cheque numbers 463 to 466 and Cheque numbers 8014-8023.

CARRIED 7/0

9.2.3 2014/2015 ANNUAL REPORT

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
Date: 11th December 2015
Author: Nita Jane – Manager Finance & Administration

SUMMARY

To consider and accept the Shire of Mingenew Annual Report (Incorporating the Annual Financial Report) for the year ending 30 June 2015.

ATTACHMENT

2014/2015 Annual Report.

BACKGROUND

The Local Government Act 1995 requires Council to prepare and accept an Annual Report for each financial year by 31 December after that financial year.

The Annual Report highlights the Shire of Mingenew achievements from the Strategic Community Plan in the 2014/2015 Financial Year.

COMMENT

The Annual Report, prepared in accordance with the requirements of the Local Government Act, is enclosed with the agenda papers for Councillors' perusal, consideration and acceptance.

Council's Auditors, RSM Bird Cameron, have completed an audit of Council's financial records and have forwarded an audit report to the Shire President as well as a management letter.

The audit report is included in the annual report with no matter, in the opinion of the auditors, to indicate significant adverse trends in the financial position or the financial management practices of the Shire and no other matters indicating non-compliance with Part 6 of the Local Government Act 1995, Local Government (Financial Management) Regulations 1996.

Once the Annual Report has been accepted, Council is required to give local public notice of the availability of the Annual Report as soon as practicable.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995, sections 5.53 provides that the Annual Report is to contain the following:

- A report from the Shire President
- A report from the Chief Executive Officer
- An overview of the plan for the future of the district made in accordance with Section 5.56, including major initiatives that are proposed to commence or continue in the next financial year
- The financial report for the financial year
- Such information as may be prescribed in relation to the payments made to employees

- The auditor's report for the financial year
- A matter on which a report must be made under section 29(2) of the Disability Services Act 1993
- Details of entries made under section 5.121 during the financial year in the register of complaints, including –
 - The number of complaints recorded in the register of complaints; and
 - How the recorded complaints were dealt with; and
 - Any other details that the regulations may require;
 - And
- Such other information as may be prescribed.

The Local Government Act 1995 Section 7.2 provides:

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by each local government.

The Local Government Act 1995 Section 7.12A provides:

- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to –
 - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to –
 - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
 - (b) forward a copy of that report to the Minister,
By the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is no financial or budget implications.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

COMMITTEE RECOMMENDATION – ITEM 9.2.3

1. That Council endorse the Audit Findings Report from RSM Australia for the year ending 30 June 2015 noting that no further reporting to Council is required in relation to the findings in the report, and
2. That Council accepts the 2014/15 Annual Report, complete with the 2014/15 Annual Financial Statements, for the year ended 30 June 2015.

COUNCIL DECISION – ITEM 9.2.3

Moved Cr Criddle

Seconded Cr Eardley

1. That Council endorse the Audit Findings Report from RSM Australia for the year ending 30 June 2015 noting that no further reporting to Council is required in relation to the findings in the report, and
2. That Council accepts the 2014/15 Annual Report, complete with the 2014/15 Annual Financial Statements, for the year ended 30 June 2015.

CARRIED 7/0

9.2.4 ANNUAL ELECTORS MEETING

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
Date: 11th December 2015
Author: Nita Jane – Manager Finance & Administration

SUMMARY

To set a date for the Annual Electors Meeting.

ATTACHMENT

Nil.

BACKGROUND

The Local Government Act 1995 requires Council to hold a general meeting of electors once every financial year and not more than 56 days after accepting the annual report from the previous financial year.

COMMENT

Council will be considering the 2014/2015 Annual Report at this Council meeting and once this is adopted consideration is required for the time and location to hold this years Annual Electors Meeting.

Once the Annual Electors Meeting has been set, public notice will be given.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995, sections 5.27

5.27 Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

5.29 Convening elector's meetings

- (1) The CEO is to convene an electors' meeting by giving –
 - (a) at least 14 days local public notice; and
 - (b) each council member at least 14 days notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is no financial or budget implications.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

COMMITTEE RECOMMENDATION – ITEM 9.2.4

That Council

Set a date for the Annual Electors Meeting between the period 31 December 2015 through to 10 February 2016.

COUNCIL DECISION – ITEM 9.2.4

Moved Cr Pearce

Seconded Cr Eardley

That Council:

- 1. Set the Annual Electors Meeting for 7pm on Wednesday 10 February 2016, and**
- 2. Change the date for the Ordinary meeting of Council for February to 10 February 2016 at 4.00pm and Public Notice of this change be given.**

CARRIED 7/0

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

Moved Cr Pearce

Seconded Cr Newton

That the reason the officer recommendation was changed was to move the date forward for the February 2016 Ordinary Council Meeting to accommodate the Annual Electors Meeting being held on the same date as the Council Meeting.

CARRIED 7/0

9.3 ADMINISTRATION

9.3.1 FREEDOM OF INFORMATION ACT 1992 – INFORMATION STATEMENT

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0303
Date:	20 th November 2015
Author:	Nita Jane, Manager Finance & Administration
Senior Officer:	Martin Whitely, Chief Executive Officer

SUMMARY

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

ATTACHMENT

Revised Shire of Mingenew Information Statement

BACKGROUND

The Freedom of Information Act, 1992 (FOI Act) requires that all Local Governments have an IS made available for inspection and/or purchase by members of the public. The FOI Act requires that the Information Statements is reviewed and amended to remain compliant with the FOI Act.

COMMENT

Information Statements are an important part of FOI legislation. They assist members of the public to exercise their rights under the FOI Act, by describing the information and records available, together with a summary of the responsibilities and functions carried out by each agency.

The IS can be published electronically on Council's website, as a stand-alone hard copy or incorporated into Council's Annual Report or a combination of all the options. A copy of the IS Must also be provided to the Information Commissioner when first produced and when any amendments are made.

CONSULTATION

Grace Grandia, Senior Advisory Officer, Office of the Information Commissioner

STATUTORY ENVIRONMENT

Freedom of Information Act, 1992

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There are costs associated with producing copies of the IS, however the FOI Act allows Council to charge members of the public for a copy of the IS and other documents that may be requested.

STRATEGIC IMPLICATIONS

The Shire of Mingenew Community Strategic Plan supports the notion of open and accountable government.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION – ITEM 9.3.1

That Council

1. Review and endorse the amended Freedom of Information – Information Statement, and
2. Provide a copy of the amended Information Statement to the Information Commissioner.

COUNCIL DECISION – ITEM 9.3.1

Moved Cr Cosgrove

Seconded Cr Newton

That Council

1. Review and endorse the amended Freedom of Information – Information Statement, and
2. Provide a copy of the amended Information Statement to the Information Commissioner.

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

11.1.1 MIDWEST AERO MEDICAL

The President advised the meeting that she sought leave to introduce an urgent item of business. The reason for the urgency was that it relates to the provision of medical (general practitioner) services to the community for the foreseeable future with a proposed reduction in service by the provider from 4 visits per month to 3 visits per month.

COUNCIL DECISION – ITEM 11.1.1

Moved Cr Newton

Seconded Cr Eardley

That the meeting consider the information provided.

CARRIED 7/0

COUNCIL DECISION – ITEM 11.1.1

Moved Cr Newton

Seconded Cr Eardley

That the information be received.

CARRIED 7/0

11.1.2 MINGENEW IRWIN GROUP – WATER HARVESTING PROJECT

The President advised the meeting that she sought leave to introduce an urgent item of business. The reason for the urgency was in relation to the grant application for a Water Harvesting Project being developed by the Mingenew Irwin Group which was discussed when Ms Sheila Charlesworth attended the earlier Council Concept Forum. The urgency of the matter being that the submission date for the grant application closes on 31 December 2015 and the next meeting of Council is not scheduled until February 2016.

COUNCIL DECISION – ITEM 11.1.2 – New Business of an Urgent Nature – Mingenew-Irwin Group Water Harvesting Project

Moved Cr Pearce

Seconded Cr Criddle

That New Business of an Urgent Nature, being Mingenew-Irwin Group Water Harvesting Project proposal, is introduced to the meeting.

CARRIED 7/0

Disclosure of Impartiality Interest Item 11.1.2 – Cr Newton

Cr Newton declared an impartiality interest as she is a board member of Mingenew-Irwin Group. Cr Newton mentioned that as a consequence there may be the perception that her impartiality on this matter may be affected and that she would take this into consideration and vote accordingly.

COUNCIL DECISION – ITEM 11.1.2 – New Business of an Urgent Nature – Mingenew-Irwin Group Water Harvesting Project

Moved Cr Cosgrove

Seconded Cr Lucken

That the Shire of Mingenew gives “in principle” support for the grant application which is being submitted by Mingenew-Irwin Group for the development of a Water Harvesting Project.

CARRIED 7/0

11.1.3 PERFORMANCE REVIEW – CHIEF EXECUTIVE OFFICER

The President advised the meeting that she sought leave to introduce an urgent item of business. The reason for the urgency was to endorse the Performance Review for the Chief Executive Officer which had been carried out earlier that day. Endorsing the Performance Review for the Chief Executive Officer at the December Meeting would result in the process being completed within 12 months of his commencement which is early in January 2016.

COUNCIL DECISION – ITEM 11.1.3 – New Business of an Urgent Nature – Performance Review – Chief Executive Officer

Moved Cr Eardley

Seconded Cr Pearce

That New Business of an Urgent Nature, being the Performance Review of the Chief Executive Officer, is introduced to the meeting.

CARRIED 7/0

Disclosure of Financial Interest Item 11.1.3 – Mr Martin Whitely

Mr Whitely declared a financial interest in Item 11.1.3 and left the meeting at 5.05pm

COUNCIL DECISION – MEETING CLOSED TO PUBLIC

Moved Cr Pearce

Seconded Cr Cosgrove

That the meeting be closed to members of the public in accordance with section 5.23(2)(a) of the Act to allow council to discuss a matter that concerns an employee.

CARRIED 7/0

5.06pm – Mrs Nita Jane left the meeting.

COUNCIL DECISION – ITEM 11.1.3

Moved Cr Newton

Seconded Cr Eardley

That:

- 1. The Performance Review of the Chief Executive Officer be received, and**
- 2. The Chief Executive Officer receives a 3% increase on his salary effective from his anniversary date.**

CARRIED 7/0

COUNCIL DECISION – MEETING OPEN TO PUBLIC

Moved Cr Pearce

Seconded Cr Cosgrove

That the meeting again be opened to the public.

CARRIED 7/0

5.14pm – Mr Martin Whitely and Mrs Nita Jane returned to the meeting.

11.2 STAFF
Nil

12.0 CONFIDENTIAL ITEMS

COUNCIL DECISION – MEETING CLOSED TO PUBLIC

Moved Cr Pearce

Seconded Cr Cosgrove

That the meeting be closed to members of the public in accordance with section 5.23(2)(a) of the Act to allow council to discuss a matter that concerns an employee.

CARRIED 7/0

5.15pm – The President advised the meeting was closed to the public.

12.1 DISPOSAL OF PROPERTY – VOLKSWAGEN AMAROK 4x4 VEHICLE

The CEO tabled a confidential report on this matter.

OFFICER RECOMMENDATION – ITEM 12.1

That Council;

1. Accept the submission from Warren and Julie Borrett of \$14,500 for the disposal of the Volkswagen Amarok 4x4 vehicle, and
2. Make the necessary budget adjustment for the lower than budgeted sale price during the budget review process

COUNCIL DECISION – ITEM 12.1

Moved Cr Lucken

Seconded Cr Criddle

That Council;

1. Accept the submission from Warren and Julie Borrett of \$14,500 for the disposal of the Volkswagen Amarok 4x4 vehicle, and
2. Make the necessary budget adjustment for the lower than budgeted sale price during the budget review process

CARRIED 7/0

COUNCIL DECISION – MEETING OPEN TO PUBLIC

Moved Cr Pearce

Seconded Cr Cosgrove

That the meeting again be opened to the public.

CARRIED 7/0

5.20pm – The President advised the meeting was open to the public.

13.0 TIME AND DATE OF NEXT MEETING

That the next Ordinary Council Meeting be held on Wednesday 10th February 2016 commencing at 4.00pm.

As per Council Decision 9.2.4 the date for the February 2016 Ordinary Council Meeting was amended.

14.0 CLOSURE

The Shire President then thanked all for attending and declared the meeting closed at 5.22 pm.

These minutes were confirmed at an Ordinary Council meeting on 10th February 2016.

Signed _____
Presiding Officer

Date: _____

7.1.2 AUDIT COMMITTEE MEETING 16 December 2015



**MINUTES FOR THE
AUDIT COMMITTEE MEETING
HELD ON
MONDAY**

16 December 2015

SHIRE OF MINGENEW



Table of Contents

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2.0	ATTENDANCE	3
3.0	PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	3
4.0	DECLARATIONS OF INTEREST	3
5.0	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION	3
6.0	OFFICERS REPORTS.....	4
6.1	CHIEF EXECUTIVE OFFICER	4
6.1.1	APPOINTMENT OF AUDITOR	4
6.2	FINANCE and ADMINISTRATION	7
6.2.1	2014/2015 ANNUAL REPORT	7
7.0	ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	10
8.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	10
8.1	ELECTED MEMBERS.....	10
8.2	STAFF	10
9.0	CLOSURE.....	10

SHIRE OF MINGENEW

MINUTES FOR AUDIT COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON 16 December 2015 COMMENCING AT 3.13pm

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President, Cr Michelle Bagley, welcomed all in attendance and declared the meeting open at 3.13pm.

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
CR Lucken	Councillor	Town Ward
KL Criddle	Councillor	Rural Ward

STAFF

MG Whitely	Chief Executive Officer
NS Jane	Manager of Finance and Administration

APOLOGIES

Nil.

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

3.13pm - Mr Travis Bate, Partner RSM Australia attended the meeting via telephone and addressed Council on the recent audit process for the 2014/15 financial year.

No further questions were raised.

The phone conference with Mr Bate concluded at 3.20pm.

4.0 DECLARATIONS OF INTEREST

Nil

5.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

6.0 OFFICERS REPORTS

6.1 CHIEF EXECUTIVE OFFICER

6.1.1 APPOINTMENT OF AUDITOR

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0362
Date: 11th December 2015
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the appointment of a Shire auditor for a three year term commencing in the 2015/16 financial year.

Attachment

Nil

Background

Our current auditors, RSM have been the Shire's auditors for the past 3 years. Their current 3 year agreement has now expired and a Shire auditor must now be appointed, as a minimum for 2015/16 financial year. The appointment of an auditor for a local government is to be appointed on the recommendation of the Audit Committee.

Comment

An invitation was sent to 10 organisations to provide a submission for audit services for a three year term, of which six applicants have made a submission. Of the six applicants I have had some involvement with five of them. The one applicant I have not had any involvement with are AMD Chartered Accountants, however they do have a good reputation. All of the six of the applicants would be suitable for the appointment of the Shire's auditor.

A summary of the submissions received is tabled below. In order to make like comparisons with each of the submission the following assumptions have been made;

- Accommodation is provided free of charge at the key worker housing unit
- Attendance is required at 1 Audit Committee Meeting each year
- A total of 4 acquittals will be required to be audited each year
- Travel calculations are based on a 800km round trip
- Travel incidentals are capped at \$500
- Disbursements are capped at \$200
- All pricing is GST Exclusive

	Butler Settineri	Moore Stephens	Macleod	AMD	RSM	PKF
2016 Audit Fee	\$9,980	\$14,000	\$12,000	\$17,400	\$19,791	\$17,500
2017 Audit Fee	\$10,480	\$14,500	\$12,550	\$17,900	\$20,378	\$18,000
2018 Audit Fee	\$11,000	\$15,000	\$12,700	\$18,400	\$20,989	\$18,500
Travel Costs	\$528	\$700/\$750/ \$800	\$3000/\$3150/ \$3300	\$4,500	\$200	At Cost
Accommodation	Shire	Shire	Included	Included	\$0	Shire
Travel Incidentals	\$0	At cost	Included	Included	\$0	\$500
Disbursements	\$200	\$200	Included	Included	\$0	\$200
No. of Acquittals included	1	0	1	0	4	0
Cost per additional acquittal	\$810	\$800	\$500	\$750* (*approx)	Unknown	\$1,250
Attendance at Audit Committee	Yes In Person	No	Yes In Person	Yes Phone	Yes Phone	No
Attendance at additional meetings	\$420 hour	\$400 phone conference		\$380 hour	Unknown	\$375 hour
Other	Nil	Nil	Nil	Nil	Nil	Nil
Comments	Travel - \$0.66km	Includes review of AMP & LTP		Initial Consult \$1,500 + travel	Travel costs are estimated	Pricing excludes Travel
Cost – Year 1	\$13,138	\$18,100	\$16,500	\$24,500	\$19,991	\$22,700
Cost – Year 2	\$13,638	\$18,650	\$17,200	\$25,400	\$20,578	\$23,200
Cost – Year 3	\$14,158	\$19,200	\$17,500	\$25,900	\$21,189	\$23,700

Consultation

Nita Jane, Manager Administration & Finance

Statutory Environment

7.3. Appointment of auditors

- (1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.

* *Absolute majority required.*

- (2) The local government may appoint one or more persons as its auditor.
- (3) The local government's auditor is to be a person who is —
 - (a) a registered company auditor; or
 - (b) an approved auditor.

Policy Implications

Nil

Financial Implications

Audit fees are provided for each financial year. The pricing for the submissions received for the audit services are all within the allocation made in the 2015/16 Budget.

Strategic Implications

Community Strategic Plan

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 6.1.1

That Council;

Appoint Butler Settineri as the Shire of Mingenew’s auditor for a three year term in accordance with the proposal submitted.

COMMITTEE RESOLUTION – ITEM 6.1.1

Moved: Cr Cosgrove

Seconded: Cr Newton

That Council:

Appoint Butler Settineri as the Shire of Mingenew’s auditor for a three year term in accordance with the proposal submitted.

Carried: 7/0

6.2 FINANCE and ADMINISTRATION

6.2.1 2014/2015 ANNUAL REPORT

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
Date: 11th December 2015
Author: Nita Jane – Manager Finance & Administration

SUMMARY

To consider and accept the Shire of Mingenew Annual Report (Incorporating the Annual Financial Report) for the year ending 30 June 2015.

ATTACHMENT

2014/2015 Annual Report.
RSM Audit Findings Report

BACKGROUND

The Local Government Act 1995 requires Council to prepare and accept an Annual Report for each financial year by 31 December after that financial year.

The Annual Report highlights the Shire of Mingenew achievements from the Strategic Community Plan in the 2014/2015 Financial Year.

COMMENT

The Annual Report, prepared in accordance with the requirements of the Local Government Act, is enclosed with the agenda papers for Councillors' perusal, consideration and acceptance.

Council's Auditors, RSM Bird Cameron, have completed an audit of Council's financial records and have forwarded an audit report to the Shire President as well as a management letter.

The audit report is included in the annual report with no matter, in the opinion of the auditors, to indicate significant adverse trends in the financial position or the financial management practices of the Shire and no other matters indicating non-compliance with Part 6 of the Local Government Act 1995, Local Government (Financial Management) Regulations 1996.

Once the Annual Report has been accepted, Council is required to give local public notice of the availability of the Annual Report as soon as practicable.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995, sections 5.53 provides that the Annual Report is to contain the following:

- A report from the Shire President
- A report from the Chief Executive Officer
- An overview of the plan for the future of the district made in accordance with Section 5.56, including major initiatives that are proposed to commence or continue in the next financial year
- The financial report for the financial year
- Such information as may be prescribed in relation to the payments made to employees
- The auditor's report for the financial year
- A matter on which a report must be made under section 29(2) of the Disability Services Act 1993
- Details of entries made under section 5.121 during the financial year in the register of complaints, including –
 - The number of complaints recorded in the register of complaints; and
 - How the recorded complaints were dealt with; and
 - Any other details that the regulations may require;
 - And
- Such other information as may be prescribed.

The Local Government Act 1995 Section 7.2 provides:

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by each local government.

The Local Government Act 1995 Section 7.12A provides:

- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to –
 - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to –
 - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
 - (b) forward a copy of that report to the Minister,
By the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no financial or budget implications.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION – ITEM 6.2.1

1. That Council endorse the Audit Findings Report from RSM Australia for the year ending 30 June 2015 noting that no further reporting to Council is required in relation to the findings in the report, and
2. That Council accepts the 2014/15 Annual Report, complete with the 2014/15 Annual Financial Statements, for the year ended 30 June 2015.

COMMITTEE RESOLUTION – ITEM 6.2.1

Moved: Cr Newton

Seconded: Cr Cosgrove

That:

1. Council endorse the Audit Findings Report from RSM Australia for the year ending 30 June 2015 noting that no further reporting to Council is required in relation to the findings in the report; and,
2. Council accepts the 2014/15 Annual Report, complete with the 2014/15 Annual Financial Statements, for the year ended 30 June 2015.

Carried: 7/0

7.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil

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

- 8.1 ELECTED MEMBERS**
- 8.2 STAFF**

9.0 CLOSURE

The Shire President thanked all for attending and declared the meeting closed at 3.23pm

These minutes were confirmed at an Ordinary Council meeting on 10th February 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 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: 4 February 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 2015/16 road program.

Attachment

A copy of all submissions received are tabled.

Background

Tenders were called for the supply of bitumen and aggregate of the Shire's 2015/16 road program through WALGA eQuotes and closed on 29 January 2016.

Comment

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

	Bitutek	Boral	Downer	Fulton Hogan	Colas
Description of Road Projects to be Completed					
Depot Hill Rd (300m reconstruction)	6,750	24,038	8,405	7,009	7,278
Mingenew Mullewa Rd (4km reconstruction)	159,264	177,608	173,890	161,280	187,319
Nanekine Rd (1.9km reseal)	56,088	70,547	60,504	53,079	56,897
TOTAL PRJCT COST	\$222,102	\$272,193	\$242,800	\$221,368	\$251,494

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 m² required.

Bitutek were awarded the contract for the works completed in the 2014/15 financial year.

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

Consultation

Warren Borrett, Works Manager
 Nita Jane, Manager Administration & Finance

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 9.1.1
--

That Council;

Award the supply of bitumen and aggregate of the Shire's 2015/16 road program on a full contract basis for the amount of \$222,102 to Bitutek Pty Ltd.

Shire of Mingenew

2015/16 Road Program Tenders (via eQuotes)



2015/16 BUDGET		Bitufak	Boral	Downer	Fulton Hogan	Colas
	Depot Hill Road (0.30km Reconstruction)					
	Description or Works	m ²				
	Supply and application of 95/5 bitumen at 1.5 L/m ² with 14mm aggregate for 0.3km of bitumen reseal at 3.6 m width	1,080	\$3.43	\$11.04	\$3.55	\$3.25
	Supply and application of bitumen at 1.0 L/m ² with 7mm aggregate for 0.3km of bitumen reseal at 3.6 m width	1,080	\$2.82	\$10.93	\$3.55	\$3.25
	Mobilisation/Demobilisation			\$309.92	\$496.92	\$495.87
	Traffic Management				\$240.55	
	Additional Bitumen Rates					Additional Bitumen Rates at \$0.98 litre for C170
	Other					
\$10,000	Sub-total		\$6,750.00	\$24,037.52	\$8,405.46	\$7,009.20
	Mingenew Mullewa Road (4.0km Reconstruction)					
	Description or Works					
	1st Coat Primer seal using 95/5 cutback bitumen at 1.5 L/m ² with 14mm aggregate for 4.0km of new bitumen edges @ 7.2m width	28,800	\$3.02	\$3.40	\$2.68	\$2.80
	2nd Coat Primer seal at 1.0 L/m ² with 7mm aggregate for 4.0km of new bitumen edges @ 7.2m width	28,800	\$2.51	\$2.48	\$2.68	\$2.80
	Mobilisation/Demobilisation			\$8,264.46	\$13,251.17	\$13,223.14
	Traffic Management				\$6,414.55	
	Additional Bitumen Rates					Additional Bitumen Rates at \$0.98 litre for C170
	Other					
\$195,660	Sub-total		\$159,264.00	\$177,608.46	\$173,889.72	\$161,280.00
	Nanekine Road (1.9km Reseal)					
	Description or Works					
	Supply and application of 98/2 bitumen at 2.1 L/m ² with 14mm aggregate for 1.9km of bitumen reseal at 7.2 m width	13,680	\$4.10	\$4.87	\$3.74	\$3.88
	Mobilisation/Demobilisation			\$3,925.62	\$6,294.31	\$6,280.99
	Traffic Management				\$3,046.91	
	Additional Bitumen Rates					Additional Bitumen Rates at \$0.98 litre for C170
	Other					
\$83,125	Sub-total		\$58,088.00	\$70,547.22	\$60,504.42	\$53,078.40
	TOTAL COST		\$222,102.00	\$272,193.20	\$242,799.60	\$221,367.60
						\$251,494.40

Additional Information

Boral

- Mobilisation costs averaged between jobs

Downer

- Costs for all projects averaged over both components balancing back to quoted rate

- Traffic management & Mobilisation costs averaged between jobs

- Traffic management & Mobilisation costs averaged between jobs

Fulton Hogan

- Costs for Mingenew Mullewa Rd adjusted to reflect 28,800m²

Colas

- Traffic management & Mobilisation costs averaged between jobs

- Traffic management & Mobilisation costs averaged between jobs

QUOTE TO

Name Martin Whitely
Company Shire of Mingenew
Contact 0428 795 621
Project Name Annual Tender 2015 / 2016
Project Location Various

QUOTE DETAILS

Quote Number 4417 Rev 1
Date 29/01/2016
Quoted By Mick Lundie

Thank you for the opportunity to provide this quotation, should you have any queries or wish to discuss this job further please feel free to call Mick Lundie on 0408 834 432.

This quotation allows for the following:

DESCRIPTION	QUANTITY	RATE	COMMENT
Depot Hill Road SLK 12.50 – SLK 12.80			
1 st Coat Primerseal using 95/5 Cutback Bitumen @ 1.5 L/m2 and 14mm Aggregate	1,080 m2	\$3.43 / m2	\$6,750
2 nd Coat Primerseal using C170 Bitumen @ 1.0 L/m2 and 7mm Aggregate	1,080 m2	\$2.82 / m2	
Mingenew-Mullewa Road SLK 21.00 – SLK 25.00			
1 st Coat Primerseal using 95/5 Cutback Bitumen @ 1.5 L/m2 and 14mm Aggregate	28,800 m2	\$3.02 / m2	Rates based on 2x mobilisations Approx. end of February 2016 and end of March 2016 \$159,264
2 nd Coat Primerseal using C170 Bitumen @ 1.0 L/m2 and 7mm Aggregate	28,800 m2	\$2.51 / m2	
Nanekine Road SLK 12.00 – SLK 13.90			
Reseal using 98/2 Cutback Bitumen @ 2.1 L/m2 and 14mm Aggregate	13,680 m2	\$4.10 / m2	\$56,088
OTHER ITEMS			
Additional Product Used Above Quoted Binder Application Rates		\$0.95 / litre \$0.93 / litre \$0.92 / litre	95/5 Cutback Bitumen 98/2 Cutback Bitumen C170 Bitumen

Conditions of Quotation

- Bitutek reserves the right to pass on any cost increases as a result of fluctuations in the price of raw materials namely bitumen, kerosene, diesel and aggregate from our suppliers.
- All rates are GST exclusive.
- Prices are valid for 90 days.

Bitutek Pty Ltd – Quotation: 4417 Shire of Mingenew Annual Tender 2015-2016 27-01-2016 Rev 1.docx
Queries can be directed to Mick Lundie – 0408 834 432

Bitutek Pty Ltd Form # 401



BORAL RESOURCES (W.A.) LIMITED
 ACN 008 686 904
 ABN 15 000 028 080

90 McDowell Street, Welshpool WA 8106
 Locked Bag 331, Welshpool WA 6986
 Telephone (08) 9458 0400
 Facsimile (08) 9451 2583

www.boral.com.au

SHIRE OF MINGENEW
 PO BOX 120
 MINGENEW WA 6522

Quote Number: W1501-1338
 Date: 25 JAN 2016

Attention: MARTIN WHITELY

Mobile: 0428 795 621
 Phone: 9928 1102
 Fax: 9928 1078

Dear Sir,

Please find attached your quotation along with Boral Asphalt Standard Terms and Conditions. Should you have any queries regarding this quote please contact our office on 08 9458 0400.

Job Title Shire Of Mingenew - 2015/16 Supply of Blue Metal & Bitumen - FULL CONTRACT - VP

Site Address Various Locations
 Mingenew 6522

Description	Quantity	Unit	Rate(\$)	Amount(\$)	
2. SPRAYED BITUMEN					
2.1	Depot Hill Rd SLK 12.50 - SLK 12.80 Spray & Cover Using C170 Bitumen 95:5 MCC @ 1.5 litres/sqm & 14mm Aggregate	1,080.00	m2	11.04	11,923.20
2.2	Spray & Cover Using C170 Bitumen @ 1 litres/sqm & 7mm Aggregate	1,080.00	m2	10.93	11,804.40
2.3	Mingenew Mullewa Rd SLK 21.00 - SLK 25.00 Spray & Cover Using C170 Bitumen 95:5 MCC @ 1.5 litres/sqm & 14mm Aggregate	28,800.00	m2	3.40	97,920.00
2.4	Spray & Cover Using C170 Bitumen @ 1 litres/sqm & 7mm Aggregate	28,800.00	m2	2.48	71,424.00
2.5	Nanekine Rd SLK 12.00- SLK 13.90 Spray & Cover Using C170 Bitumen 98:2 MCC @ 2.1 litres/sqm & 14mm Aggregate	13,680.00	m2	4.87	66,621.60

1 12,500 Mob/Pe Mob

\$272,193.20

Quote Number: W1501-1338

Date: 25 JAN 2016

Description	Quantity	Unit	Rate(\$)	Amount(\$)
2.6 Mobilisation/Demobilisation - Spray Crew	1.00	EA	12,500.00	

Project Specific Conditions:

The rates provided DO NOT INCLUDE: Weekend or night work, Water truck, Traffic Control.

SEALING - 2 Site Visit has been allowed for sealing work required in this quotation. Any additional site visits that may be required will be subject to surcharges.

Quotation is subject to entire area being ready prior to mobilisation by Boral personnel and exclusive access to site for the duration of the work.

Quotation is subject to review of construction schedule and site visit.

Construction Management & Pavement Design by others.

Quotation is subject to aggregate supply from Winchester Quarry.

Standard Conditions:

THE QUOTE DOES NOT INCLUDE ANY GOODS AND SERVICES TAX (GST). However any applicable goods and services tax will be added in accordance with and subject to the applicable GST law as defined in A New Tax System (Goods and Services Tax) Act 1999.

Our Schedule for Rates pricing is valid for actual quantities of work that exceed 95% of that nominated in the Schedule. Upon Completion of the works if the actual quantity of the work is less than 95% nominated in the Schedule of Rates Pricing, then the Schedule of Rates Pricing for invoicing shall be adjusted. The adjusted rate will be the (Schedule of Rates Pricing x The Quoted Quantity - Any Material Cost Savings) / The Actual Quantity of Work Completed.

A stand down rate applies for any work stoppages greater than one hour outside of Borals' responsibility.

Spray Price Adjustment: Spray rates are based on today's bitumen prices. If this project is undertaken during a time of increased bitumen prices, the price variation will be as follows. Current price plus 0.15 % variation per dollar change in bitumen price at the time of carrying out the work.

If a corrector course is required prior to design pavement being placed then rate for corrector will be calculated by converting m2 rate to a tonnage rate using a conversion factor of 2.35 tonnes per m3 and the addition of \$20 per tonne to allow for reduced productivity. If handwork is required then rate will be calculated using the same mechanism and the addition of \$150 per tonne.

All Medicals and Inductions will be charged at \$100.00 per man per hour in addition to all associated medical costs.

The asphalt laying rate is based upon standard paving equipment being utilised and the use of a paver to place all product unless otherwise noted on drawings or stated in work description provided by the customer

If the introduction of a regime relating to the emission, removal, mitigation, reduction, avoidance or sequestration of greenhouse gases (Carbon Pollution Reduction Scheme) results in any additional financial burden whatsoever to the Company arising from the manufacture or supply of goods or services under these Conditions, the Company may increase the Rates to recover the reasonable net costs incurred by the Company arising from any Carbon Pollution Reduction Scheme affecting the supply/performance of the Goods and Work.

The bitumen spray rate is based upon standard spray sealing equipment being utilised and the use of a sprayer and spreader trucks to place all product unless otherwise noted on drawings or stated in work description provided by the customer.

QUOTATION

29/01/2016

Quote Number: 600.5743.01

Shire of Mingenew
Victoria Street
Mingenew WA 6522

Attention: Warren Borrett
Facsimile:

Job Title: Spray seal tender, Shire of Mingenew

Code	Description	Quantity	Unit	Rate	Amount
1, 1st visit, end of February 2016					
1.1	Depot Hill Road : SLK 12.50 to 12.80 : Supply and Spray 14/7mm Primer Seal First coat C170 95/5, Second coat C170 100/0 @ BAR 2.50 litre/m2, ASR 90 m2/m3 and 180 m2/m3	1,080.00	m ²	7.10	7,668.00
1.2	Depot Hill Road : SLK 21 to 23 : Supply and Spray 14/7mm Primer Seal First coat C170 95/5, Second coat C170 100/0 @ BAR 2.50 litre/m2, ASR 90 m2/m3 and 180 m2/m3	14,400.00	m ²	5.27	75,668.00
1.3	Nanekine Road : SLK 12 to 13.90 : Supply and Spray 14mm Primer Seal C170 98/2, @ BAR 2.10 litre/m2, ASR 90 m2/m3	13,680.00	m ²	3.74	51,163.20
1.4	Mobilise spray seal crew	1.00	Each	5,010.60	5,010.60
1.5	Demobilise spray seal crew	1.00	Each	5,010.60	5,010.60
1.6	Traffic management (3 men + 2 UTE crew)	3.00	Shift	2,079.00	6,237.00
Section 1 Total					\$150,977.40
2, 2nd visit, end of March 2016					
2.1	Depot Hill Road : SLK 21 to 23 : Supply and Spray 14/7mm Primer Seal First coat C170 95/5, Second coat C170 100/0 @ BAR 2.50 litre/m2, ASR 90 m2/m3 and 180 m2/m3	14,400.00	m ²	5.44	78,336.00
2.2	Mobilise spray seal crew	1.00	Each	5,010.60	5,010.60
2.3	Demobilise spray seal crew	1.00	Each	5,010.60	5,010.60
2.4	Traffic management (3 men + 2 UTE crew)	2.00	Shift	1,732.50	3,465.00
Section 2 Total					\$91,822.20

\$242,799.60

	Total	\$242,799.60
--	--------------	---------------------

Project Specific Conditions:

- 1 - Rates are exclusive of GST.
- 2 - Spray seal unit rates are based two visits, first in February 2016 and second in March 2016
- 3 - Surface preparation is deemed to comprise of a single pass with a rotary broom.
- 4 - Client to provide a suitable area for stockpiling and pre-coating aggregate within 2 km of the job site.
- 5 - Aggregate cartage based on double trailer trucks.
- 6 - The unit rates provided is based on normal working hours 6am to 6pm, Monday to Friday.
- 7 - Included in this Offer:
 - a - 14/7 seal & 14 mm seal in two visits and four day shifts (First visit 3 days & second visit 2 days)
 - b - Traffic management (3 men + 2 UTE crew)
 - c - Accommodation & meal for seal crew
- 8 - Not included in this Offer:
 - a - Any base preparation or excessive sweeping prior to sealing
 - b - Any form of survey or set out
 - c - Water cart.
 - d - Any masking or hand spraying / laying.
 - e - Weed spraying or removal prior to application
 - f - Downer will not be held liable for the occurrence of water ponding if the gradient of the base is less than 1:100

Please direct all enquiries concerning this quotation to Vijay Pawar
email: vijay.pawar@downergroup.com

Quotation _____ Date: / /
 Accepted by Customer's Signature _____
 Print Name _____ Phone No: _____
 Your ABN _____
 Customer's Name _____

IF THE ABOVE QUOTATION IS ACCEPTED PLEASE SIGN AND FAX TO 08 9366 9960

Vijay Pawar
29/01/2016

Friday, 29 January 2016

Fulton Hogan PO Box 104, Midland DC WA 6936

SHIRE OF MINGENEW
 VICTORIA STREET
 P O BOX 120
 MINGENEW WA 6522

Attention: Martin Whitely

Project Title : Shire of Mingenew - 2015/16 Supply of Aggregate & Bitumen - VP42863 (2 visits)

Description	Quantity	Unit	Rate \$	Total \$
SPRAY SEALING				
Depot Hill Rd - Supply, Spray & Cover 14 / 7mm Two Coat Bitumen Primerseal at a Binder Application Rate of 1.5 & 1 L/m ² and Aggregate Spread Rates of 100 & 150 m ² /m ³	1,080.00	m ²	\$6.49	\$7,009.20
Depot Hill Rd - Mingenew Mullewa Rd - (*2 Visits) - Supply, Spray & Cover 14 / 7mm Two Coat Bitumen Primerseal at a Binder Application Rate of 1.5 & 1 L/m ² and Aggregate Spread Rates of 100 & 150 m ² /m ³ (*14,000m ² per visit)	28,000.00 <i>28,800</i>	m ²	\$5.60	\$156,800.00 <i>161,280</i>
Nanekine Road - Supply, Spray & Cover 14mm Single Coat Seal at a Binder Application Rate of 2.1 L/m ² and Aggregate Spread Rate of 90 m ² /m ³	13,680.00	m ²	\$3.88	\$53,078.40
Total for SPRAY SEALING				\$216,887.60
Total Price				\$216,887.60
GST				\$21,688.76
Total Price inc GST				\$238,576.36

PROJECT SPECIFIC CONDITIONS.

- As per Shire Specifications
- Mingenew Mullewa Rd 2 visits allowed for to this site

*\$221,367.60
+ GST*

STANDARD CONDITIONS.

- Where the signing of a Subcontract Agreement is required for these works, then all submitted prices will be subject to review and final adjustment for any additional costs involved.
- For practical & safety reasons we are unable to Spray and/or lay Asphalt at a grade in excess of 16% maximum, therefore, we reserve the right to review our quotation when a site inspection is possible after the pavement is constructed.
- Quotation prices are offered in accordance with the attached Company terms & conditions. Should this quotation be successful, please sign & return the Acceptance of Quotation (clause 10).
- This quotation remains open for acceptance for 30 days from the date of issue, prices subject to review after this period.
- The quantities listed are approximate only and our invoice will be based on actual quantities completed.
- No deductions, retentions, back charges or set - offs are to be made by the customer against payment for these works.

COLAS West Australia Pty Limited
Shire of Mingenew
2015/16 Supply of Blue Metal & Bitumen - FULL CONTRACT

SCHEDULE OF RATES

Item No.	Description	Quantity	Unit	Rate \$	Total \$
	VISIT #1: END FEBRUARY 2016				
1	MOBILISATION Mobilisation / Demobilisation - Perth Based	1.00	Item	10,000.00	10,000.00
2	DEPOT HILL RD (SLK 12.50 - 12.80) & MINGENEW MULLEWA RD (SLK 21.00 - 25.00) - 14/7mm TWO COAT SEAL 14mm 95/5 Cutback Hot Bitumen 1st Coat Seal @ 1.50 L/m2	15,480.00	sqm	3.35	51,858.00
3	7mm C170 Hot Bitumen 2nd Coat Seal @ 1.00 L/m2	15,480.00	sqm	2.93	45,356.40
4	NANEKINE RD SLK 12.00 - 13.90 - 14mm RESEAL 14mm C170 Hot Bitumen (up to 2% MCC) 1st Coat Seal @ 2.10 L/m2	13,680.00	sqm	3.70	50,616.00
	VISIT #2: END MARCH 2016				
5	MOBILISATION Mobilisation / Demobilisation - Perth Based	1.00	Item	10,000.00	10,000.00
6	MINGENEW MULLEWA RD (SLK 21.00 - 25.00) - 14/7mm TWO COAT SEAL 14mm 95/5 Cutback Hot Bitumen 1st Coat Seal @ 1.50 L/m2	14,400.00	sqm	3.12	44,928.00
7	7mm C170 Hot Bitumen 2nd Coat Seal @ 1.00 L/m2	14,400.00	sqm	2.69	38,736.00
8	ADDITIONAL PRODUCT USED ABOVE TENDERED RATES @ 15C C170 Hot Bitumen	1.00	litre	0.98	Rate Only
Total Price					\$251,494.40

Prices do not include any allowances for GST. Please add 10% GST to the above prices.



Chief Executive Officer
Shire of Mingenew
Victoria Street
Mingenew WA
6522

Thursday 28th January 2016

Attention: Martin Whitely

You're Reference: 2015/16 Supply of Blue Metal & Bitumen

Thank you for the opportunity to tender on this project, however on this occasion Bitumen Surfacing will not be submitting a tender response due to potential conflicting work commitments.

It is the policy of Bitumen Surfacing to not pursue interest in contracts to which it is unable to provide total commitment.

I appreciate the opportunity to tender and look forward to being included in other tender opportunities.

Regards,

A handwritten signature in black ink, appearing to read "Matt Taylor".

Matt Taylor
Operations Manager
Bitumen Surfacing

9.1.2 REGIONAL GRANT SCHEME & COMMUNITY CHEST GRANT APPLICATIONS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0222
Date: 4 February 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends a number of projects to be endorsed by Council to submit as suitable projects under the Royalties for Regions Regional Grants Scheme and Community Chest conducted by the Mid West Development Commission.

Attachment

Nil

Background

An announcement was released on the 21 December 2015 that the next round of funding for the Royalties for Regions Regional Grants Scheme and Community Chest conducted by the Mid West Development Commission ("MWDC") would open on 11 January 2016 and close on 17 March 2016. The Mid West Development Commission will receive \$1.67 million under the Regional Grants Scheme and \$556,000 for the Community Chest. The Community Chest threshold has been increased from \$20,000 to \$50,000 while the Regional Grants Scheme is for grant requests from \$50,000 - \$300,000.

Comment

I met with Fiona Shallcross and Trish Palmonari at the MWDC following the December Ordinary Council meeting to discuss some possible projects that would be supported by the MWDC in the upcoming Regional Grants Scheme and Community Chest rounds. Following the meeting I forwarded through to Fiona a comprehensive list of possible projects for this round of funding and for future rounds. The projects that I submitted to the MWDC for review were projects that were either in our current Corporate Business Plan or were new projects that Council have recently discussed.

I received feedback from the MWDC on the possible projects that would be supported in the upcoming Regional Grants Scheme and Community Chest rounds. The MWDC are very supportive of all the projects that were put forward however we agreed that we look at submitting 1-2 projects under the Regional Grants Scheme and 3-4 projects under the Community Chest in this round of funding.

The projects identified are;

Regional Grants Scheme

- Business Incubator
- Aged Care / Independent Living Unit(s)

Community Chest

- Waste Transfer Station
- RV Friendly Site
- Childcare Centre Verandah
- Bride Street Recreation Space Area

Consultation

Fiona Shallcross, Mid West Development Commission
Trish Palmonari, Mid West Development Commission
Scott Williams, Lotterywest
Nita Jane, Manager Administration & Finance

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The scope of the projects and the financial contributions made towards each project will have a direct impact on the Shire's capacity for project delivery in the 2016/17 and 2017/18 financial years.

Strategic Implications

Community Strategic Plan

Outcome 1.1.7 – Investigate "Recreational Vehicle" friendly town status

Outcome 1.3.2 – Continue to lead by example to support business accommodation and investigate future options to develop business incubators

Outcome 2.6.1 – Develop and implement a Waste Management Plan

Outcome 3.2.5 – Investigate and encourage youth facilities and services

Outcome 3.2.6 – Continue to support child care facilities

Outcome 3.4.2 – Provide accommodation for service workers and housing for seniors

Outcome 3.4.5 – Develop new housing for the aged care through a Joint Venture Program

Outcome 4.1.1 - Continue to provide quality local government services and facilities

Outcome 4.3.2 - Provide strong long term strategic leadership

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.2
--

That Council;

Endorse the following projects to be submitted for funding under the Royalties for Regions Regional Grants Scheme and Community Chest conducted by the Mid West Development Commission;

Regional Grants Scheme

- **Business Incubator**
- **Aged Care / Independent Living Unit(s)**

Community Chest

- **Waste Transfer Station**
- **RV Friendly Site**
- **Childcare Centre**
- **Bride Street Recreation Space Area**

9.1.3 CEO VEHICLE CHANGEOVER

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0342
Date: 4 February 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the changeover of the CEO vehicle into a different modelled vehicle.

Attachment

Quotations for the vehicle changeover are attached.

Background

The CEO Vehicle is a 2013 Toyota Prado. The vehicle changeover was scheduled in the 2014/15 financial year but carried forward to the 2015/16 financial year for the purpose of cash flow management.

Comment

I have made numerous enquiries into vehicle pricing for a like for like vehicle changeover and looking into moving into other various models. The two most prominent scenarios seem to be;

1. Buying another Toyota Prado, or
2. Moving into a Holden Caprice

The cost of buying another Prado is approximately \$15,000-\$20,000 while moving into a Caprice will be around \$7,000. I don't have a particular preference other than having a vehicle that can be changed over for low residual amount. An indicative changeover price on the Caprice at 15,000km's is approximately \$1,000, while an indicative changeover price on the Prado at 30,000km's is \$7,500.

For these reasons my recommendation would be to move into a Holden Caprice.

Provision of \$20,000 was made in the Budget for the changeover of the CEO vehicle. While the cost of moving from a Prado into a Caprice is only \$7,000, there is a variable of approximately \$12,000 between the outright purchase of a Prado (\$60,000) and a Caprice (\$48,000). For this reason my recommendation will include making a transfer to the Plant Replacement Reserve to ensure that Council have the option to move back into a Prado or similar vehicle should they wish to in the future.

Consultation

Ian Bunker, Young Motors
Todd Lewis, Moora Toyota / Lewis Motors
Jonathon Smith, Big Rock Toyota

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.

In relation to the transfer of funds into a reserve account the Local Government Act 1995 states;

6.11. Reserve accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

Policy Implications

Policy No. 3007 – Purchasing Policy

Financial Implications

An allocation of \$20,000 was made in the 2015/16 Budget for the changeover of the CEO vehicle.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.3
--

That Council;

- 1. Trade in the 2013 Toyota Prado GXL to Young Motors for \$42,000 (GST Inclusive)**
- 2. Purchase a 2016 Holden Caprice V8 Sedan from Young Motors for \$48,777 (GST Inclusive), and**
- 3. Transfer an amount of \$13,000 in the Plant Replacement Reserve as provision for any future CEO vehicle model replacement**

Youngmotors
Better Deal Guaranteed!

ABN 99 999 999 999 A.M.S. 99 999 999 999
CATHEDRAL AVENUE, GERALDTON
P.O. BOX 13, GERALDTON, W.A. 6531
Phone : 08 9965 6999
Fax : 08 9965 6960

sales@youngmotors.com.au
www.youngmotors.com.au



QUOTATION

QUOTATION FOR :	QUOTE DETAILS
Shire Of Mingenew Po Box 120 Mingenew WA 6522 E: finance@mingenew.wa.gov.au M: 0419667340	DATE : 04/02/2016 QUOTE : 19794 (1) DEPT : 111 Holden Sales REP : Ian Bunker STOCK No :

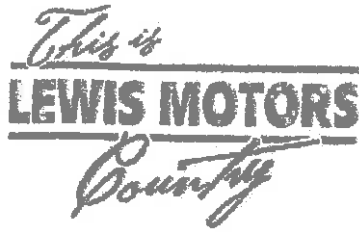
QUOTATION DETAILS	PRICE
MOTOR VEHICLE	
2016 HOLDEN CAPRICE V AUTO 4D V8 SEDAN MY16	\$46,019.72
Dealer Discount	\$3,636.36-
ACCESSORIES / OPTIONS	
Tow Bar, 2100Kg	\$1,659.15
Holden Dealer Delivery Fee	\$300.00
TOTAL PRICE (Excl. GST)	<u>\$44,342.51</u>
GST Payable	\$4,434.25
TOTAL PAYABLE	<u>\$48,776.76 Inc. GST</u>
 <i>Prado Trade</i>	 <i>\$42,000</i>
 <i>Changeover</i>	 <i>\$6,8776.76 (cost line)</i>

*NOTE - This quotation is valid for 7 days if signed by a manager and is subject to manufactures price increases.

Ian Bunker

Authorised Manager

Fleet Manager
e-mail: archie.bunker@youngmotors.com.au
Direct Line: 08 99656926



Frank Lewis Motors Pty Ltd
ITF Frank Lewis Family Trust trading

Lewis Motors DL 1461

ABN 58 501 753 057 - ACN 008 870 880
92 Gardiner Street, Moora W.A. 6510
Telephone: (08) 9651 1408 - Fax: (08) 9651 1724

DATE: July 7th, 2015

QUOTE #: 3884

Shire Of Mingenew
P.O Box 120
Victoria Street
Mingenew Wa 6522

Dear Mike,

Thank you for your recent vehicle enquiry. We have the pleasure in submitting the following quotation for your consideration.

NEW HOLDEN MY15 VFF CAPRICE V-SERIES 6.0L V8 AUTOMATIC
SEDAN

VEHICLE PRICE (Exc GST)	54,990.91
Front Mudflaps	85.00
Rear Mudflaps	85.00
MATS - luxury	155.00
1600kg Towbar & Ball	860.00
WA State Discount	9,348.45-
Dealer Delivery	200.00
AMOUNT SUBJECT TO GST	47,027.46
GST	4,702.75
VEHICLE TOTAL INCLUDING GST	51,730.21
LESS SETTLEMENT	
Trade in:1MI: PRADO GXL 3.0L AUT	37,000.00-
TOTAL	14,730.21

NOTE:

TRADE-IN AT 90,000KMS BUT SUBJECT TO WHEN CHANGEOVER IS.

X

Prices quoted are based on the recommended prices at this date and are therefore subject to manufacturer's variations without notice.

Should you have any other queries or require further information please feel free to contact me.

Yours sincerely

Ticket Lewis



Frank Lewis Motors Pty Ltd
 ITF Frank Lewis Family Trust trading as
MOORA TOYOTA
 ABN 58 501 753 057 - ACN 068 879 880 DL 1461
 92 Gardiner Street, Moora W.A. 6510
 Telephone: (08) 9653 1923 - Fax: (08) 9651 1724

DATE: July 7th, 2015

QUOTE #: 3886

Shire Of Mingenew
 P.O Box 120
 Victoria Street
 Mingenew Wa 6522

Dear Mike,

Thank you for your recent vehicle enquiry. We have the pleasure in submitting the following quotation for your consideration.

NEW TOYOTA PRADO GXL 3.0L AUTOMATIC 5 DOOR TURBO DIESEL WAGON

VEHICLE PRICE (Exc GST)	55,445.45
METALLIC PAINT	500.00
Alloy Bullbar-Polished	3,100.00
All W/Rubber Mat-Front (AUTO)	80.00
All W/Rubber Mat-2nd Row-5DR	80.00
All Weather Cargo Mat	195.00
Trailer w/Harness-7P Small Rnd	250.00
2500Kg Towbar & Ball	780.00
 DISCOUNT	 7,207.91-
Dealer Delivery	200.00
AMOUNT SUBJECT TO GST	----- 53,422.54
GST	5,342.25
 VEHICLE TOTAL INCLUDING GST	 ----- 58,764.79
LESS SETTLEMENT	
Trade in:1MI: PRADO GXL 3.0L AUT	37,000.00-
 TOTAL	 ----- 21,764.79 =====

NOTE:

TRADE-IN AT 90,000KMS BUT SUBJECT TO WHEN CHANGEOVER IS.

X
 Prices quoted are based on the recommended prices at this date and are therefore subject to manufacturer's variations without notice.

Should you have any other queries or require further information please feel free to contact me.

Yours sincerely

Frank Lewis

BIG ROCK PTY LTD ACN 008 968 867 AS TRUSTEE FOR THE BIG ROCK UNIT TRUST T/AS BIG ROCK TOYOTA ABN 72 570 597 891 DL2161
 445 WANNEROO ROAD
 BALCATT A WA 6021
 TEL: (08) 9344 0111
 FAX: (08) 9344 3246
 PO BOX 259 TUART HILL WA 6939
 EMAIL: info@bigrocktoyota.com.au
 ACCOUNTS: accounts@bigrocktoyota.com.au
 WEB: www.bigrocktoyota.com.au
 Australian Refrigeration Council Number AU02592

Big Rock Toyota



VEHICLE QUOTATION

September 12th, 2015
 PSP#: 104575
 Quote#: T20496

Shire Of Mingenew
 20 Victoria Road
 Mingenew Wa 6522

Dear Martin Whitely,

Thank you for allowing Big Rock Toyota to submit the following quotation:

**PRADO DSL WGN A/T GXL
 4C78720B0**

Vehicle Price	56,354.55
040 GLACIER WHITE Paint / BLACK FABRIC Trim	Included
FULL TANK OF FUEL	Included
Alloy Bullbar-Polished	2,750.00
All W/Rubber Mat-Front(MAN)	65.00
All W/Rubber Mat-2nd Row-SDR	55.00
All Weather Cargo Mat	175.00
Trailer w/Harness-7P Small Rnd	Included
2500Kg Towbar & Ball	850.00
Tinted Windows	300.00
<hr/>	
Sub-Total	60,549.55
Govt Discount	7,326.09 -
<hr/>	
Sub-Total	53,223.46
Dealer Delivery	200.00
GST	5,342.35
On Roads Non Taxable	376.35
<hr/>	
Vehicle Total	59,142.16
Less Settlement	45,000.00 -
1 Trade In - 2013 Prado	45,000.00 -
<hr/>	
Total Amount Payable	14,142.16

Toyota Genuine Accessories are specifically tailor-made to complement each vehicle's unique styling and performance whilst meeting all relevant regulations.

All Toyota Genuine Accessories purchased and fitted at new vehicle purchase are warranted for 3 years, or 100,000km from the time of new vehicle purchase, whichever comes first.

If you've invested in a new Toyota, then keep it 100% Genuine with Toyota Genuine Accessories. Damage caused to your Toyota due to a fitment of a non-genuine accessory is not covered by the Toyota new car warranty.

The aforementioned price is subject to change without notice according to the price ruling at the actual date of delivery.

Registration, 3rd party and Stamp Duty will be charged at ruling rates.

Terms C.O.D.

All trade-ins are subject to revaluation after 30 days from the appraised date.

9.1.4 2015 COMPLIANCE AUDIT RETURN

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0057
Date: 5 February 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council review and adopt the 2015 Compliance Audit Return for the period 1 January 2015 to 31 December 2015.

Attachment

A copy of the completed Compliance Audit Return is attached for Council consideration.

Background

Every year local government is required to carry out a compliance audit for the period 1 January to 31 December.

Section 7.13 of the Local Government Act 1995 requires Council to complete the Compliance Audit Return in the form specified by the Department of Local Government and Communities and return by 31 March in the year that the Compliance Audit Return is completed.

Comment

The 2014 Compliance Audit Return identified a number of areas of non compliance. The areas of non compliance identified in the 2014 Return have been addressed and no areas of non compliance were identified during the completion of the 2015 Return.

Consultation

Nil

Statutory Environment

Local Government Act 1995
Local Government (Functions & General) Regulations 1996
Local Government (Administration) Regulations 1996
Local Government (Audit) Regulations 1996
Local Government (Elections) Regulations 1997
Local Government (Rules of Conduct) Regulations 2007

Policy Implications

The Shire's Policy Manual should adhere with items contained within the Compliance Audit Return.

Financial Implications

Nil

Strategic Implications

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.4

That Council;

Adopt the 2015 Compliance Audit Return for the period 1 January 2015 to 31 December 2015.



Mingenew - Compliance Audit Return 2015

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2015.	N/A		Martin Whitely
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2015.	N/A		Martin Whitely
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2015.	N/A		Martin Whitely
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2015.	N/A		Martin Whitely
5	s3.59(5)	Did the Council, during 2015, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Martin Whitely

COPY ONLY



Delegation of Power / Duty						
No	Reference	Question	Response	Comments	Respondent	
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Martin Whitely	
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Martin Whitely	
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Martin Whitely	
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Martin Whitely	
5	s5.18	Has Council reviewed delegations to its committees in the 2014/2015 financial year.	Yes		Martin Whitely	
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Martin Whitely	
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Martin Whitely	
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Martin Whitely	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Martin Whitely	
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Martin Whitely	
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Martin Whitely	
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2014/2015 financial year.	Yes		Martin Whitely	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Martin Whitely	

Disclosure of Interest						
No	Reference	Question	Response	Comments	Respondent	
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Martin Whitely	
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Martin Whitely	



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Martin Whitely
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Martin Whitely
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Martin Whitely
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2015.	Yes		Martin Whitely
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2015.	Yes		Martin Whitely
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Martin Whitely
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Martin Whitely
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Martin Whitely
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Martin Whitely
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Martin Whitely
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Martin Whitely
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Martin Whitely



No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Martin Whitely
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Martin Whitely

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Martin Whitely
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Martin Whitely

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Martin Whitely

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Martin Whitely
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Martin Whitely
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Martin Whitely
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Martin Whitely



No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2015 received by the local government within 30 days of completion of the audit.	Yes		Martin Whitely
6	s7.9(1)	Was the Auditor's report for 2014/2015 received by the local government by 31 December 2015.	Yes		Martin Whitely
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Martin Whitely
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Martin Whitely
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Martin Whitely
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Martin Whitely
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Martin Whitely
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Martin Whitely
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Martin Whitely
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Martin Whitely



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Martin Whitely
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Martin Whitely
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Martin Whitely
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Martin Whitely
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Martin Whitely

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Martin Whitely
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Martin Whitely
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Martin Whitely
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Martin Whitely
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Martin Whitely
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Martin Whitely



Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Martin Whitely
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Martin Whitely
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Martin Whitely
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Martin Whitely
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Martin Whitely
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Martin Whitely
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Martin Whitely
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Martin Whitely
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Martin Whitely
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Martin Whitely
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Martin Whitely
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Martin Whitely



No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Martin Whitely
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Martin Whitely
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		Martin Whitely
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Martin Whitely
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Martin Whitely
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Martin Whitely
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Martin Whitely
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Martin Whitely
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Martin Whitely
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Martin Whitely



No	Reference	Question	Response	Comments	Respondent
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Martin Whitely
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Martin Whitely
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Martin Whitely

COPY ONLY

9.1.5 WALGA ELECTED MEMBER TRAINING

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0387
Date: 4 February 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends enrolling Councillors in a series of elected member training being conducted by WALGA in Geraldton in April 2016.

Attachment

Nil

Background

WALGA are conducting three separate elected member sessions in Geraldton during April 2016. The sessions being held include;

- Serving on Council & Meeting Procedures & Debating (Friday 1 April 2016)
- Land Use Planning (Thursday 14 April 2016)
- Strategy and Managing Risk (Friday 15 April 2016)

The training is subsidised and is only \$50 per course.

Comment

As the training is being held in Geraldton and is also heavily subsidised, these training sessions are a good opportunity for Councillors to participate in some elected training.

The first course being held on 1 April 2016, Serving on Council & Meeting Procedures & Debating, is recommended for both of our new Councillors and would also be beneficial for anyone that hasn't attended the session previously or would just like a refresher.

The Land Use Planning Session would be suitable as a general overview of land use planning procedures and is a timely opportunity to attend training given that the Shire's Townsite Expansion Strategy has recently been endorsed. It would also be beneficial for our two Development Assessment Panel representatives (President Bagley & Cr Cosgrove) to attend.

The final session, Strategy and Managing Risk, would also be valuable for all Councillors to attend.

Enrolment for each of the sessions can be completed online.

Consultation

Cr Michelle Bagley, President

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

There are sufficient funds allocated in the Budget for elected member training.

Strategic Implications

Community Strategic Plan

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

Outcome 4.2.3 – Provide long term strategic leadership

Outcome 4.2.4 – Provision of professional development opportunities for councillors and staff

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.5
--

That;

Each of the councillors nominate the elected training sessions they would like to attend to enable the CEO to enrol them in these sessions.

9.1.6 MINGENEW CHILD CARE FACILITY

Location/Address: 50 Midlands Rd, Mingenew
Name of Applicant: Di Morgan, Mingenew Community Resource Centre
Disclosure of Interest: Nil
File Reference: ADM0195
Date: 4 February 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report considers a proposal from the Mingenew Community Resource Centre to relocate the child care facilities from the Sister Cameron House to the Autumn Centre.

Attachment

A copy of the submission is attached.

Background

During the compilation of the 2015/16 Budget a submission was received from the Mingenew Community Resource Centre ("CRC") to enclose the verandah at the existing child care facility. A quote of \$14,125 was obtained to complete these works, as such provision of \$15,000 was made in the Budget to undertake these works on the basis of the CRC applying for a grant of \$10,000 and the Shire contributing \$5,000.

The submission received on Wednesday 3 February 2016 is now requesting that the child care facilities be relocated to the Autumn Centre and in addition that the CRC conduct various activities for the seniors.

The Sister Cameron House is a Shire building, as such any improvements will need to be endorsed by Council and the building is currently occupied by the child care for 4 days a week, while the other day the centre is utilised by playgroup.

Comment

I am concerned that the submission is lacking in detail to allow Council to make an informed decision. Some observations I have made from the submission include;

- The current capacity allows for 11 children. There are 11 children currently enrolled but what is currently the maximum number of children attending on any given day?
- The purpose of the original works was to increase the capacity to 15 children, is this sufficient and what would be the proposed capacity at the Autumn Centre?
- There is mention that the building supervisor has concerns over enclosing the verandah area, to my knowledge there has not been any site inspection undertaken
- The existing facility is approved for child care use however the Autumn Centre is not. Making a facility compliant for day care involves undertaking an extensive review of the building and it unknown at this stage what costs will be involved in allowing this to happen
- The submission mentioned that they will be applying for a grant from the Mid West Development Commission for up to \$50,000, where will the CRC co contribution come from?
- There is no mention of what disruption having day care at the Autumn Centre will have on the other users currently utilising the building

I would like to see a much more detailed feasibility study of;

1. The cost required to enclose the verandah at the Sister Cameron House, and
2. A detailed scope of works and accompanying budget estimates for the Autumn Centre to be approved as a day care facility

The submission is obviously being rushed to allow a funding application to be made to the Mid West Development Commission which closes on 17 March 2016. Given that the next Council Meeting is scheduled for 16 March 2016, this is not going to allow the CRC enough time to obtain the information unless the funding submission is prepared on the basis of Council signing off on the proposal at the March Ordinary Council Meeting.

Consultation

Di Morgan, Community Resource Centre
Cr Helen Newton, Deputy President
Ella Budrikis, Community Development Officer

Statutory Environment

WA Child Care Regulations 2012

Policy Implications

Nil

Financial Implications

An allocation of \$15,000 was made in the 2015/16 Budget for improvements to the Sister Cameron Building. The allocation includes a \$5,000 cash contribution from Council.

Strategic Implications

Community Strategic Plan
Outcome 3.2.6 – Continue to support child care facilities

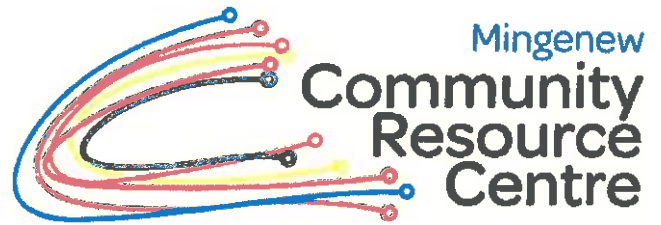
Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.6
--

That Council;

- 1. That Council give in principle support for the Child Care services to be relocated to the Autumn Centre to allow a grant submission to be made to the Mid West Development Commission, and**
- 2. That a further quotation is obtained to enclose the verandah at the Sister Cameron House that will comply with all Child Care, Building and other legislative requirements, and**
- 3. A detailed scope of works to comply with the WA Child Care Regulations 2012 along with accompanying budget estimates to relocate to the Autumn Centre are submitted to Council following the funding submission, and**
- 4. That any decision to relocate the Child Care services to the Autumn Centre will only be considered after further consultation has been carried out by the Shire**



PO Box 54
Mingenew WA 6522
Ph: 08 99281264
Email: mingtel@wn.com.au

The President
Shire of Mingenew
Victoria St
Mingenew WA 6522

Dear Michelle

The Mingenew Community Resource Centre wishes to make two submissions to Council.

We have outlined our proposals on the following pages.

If there is any further information required by Council, please do not hesitate to contact us.

I thank you for your time for considering these two proposals

Yours sincerely

Di Morgan

Manager

Mingenew CRC

2nd February 2016

SUBMISSION ONE

Relocation of Mingenew Education & Care to the Autumn Centre

Shire of Mingenew Strategic Plan

Outcome 3.2 Maintain the provision of high quality community infrastructure

3.2.6 Continue to support child care facilities.

The Mingenew Education & Care Centre is currently licenced to care for 11 children on any one day of the week. We now have 11 children enrolled, spread out over the 4 days per week we operate.

We have the need to care for more children, but we do not have the space available to us, either in unencumbered indoor space, Laundry facilities, Administrative space or adequate toilet and hygiene space or staff.

With more children enrolled, we will have the need and the income stream to be able to employ another person in the Day Care. Currently we have the 2 Staff members, Christine, our Supervisor, and Emma Passmore who is our Trainee and is completing her Diploma in Children's services.

As Emma is nearing the end of her Traineeship, we would in all likelihood employ another Trainee, as this then gives us flexibility with having 2 qualified Staff members and 1 working towards qualifications to allow time off for personal days or leave. Under our present staffing arrangements, staff can only have time off for leave in January of each year.

We have had to either close or reduce our intake numbers for a day on a number of occasions over the past year due to staff illness, not an ideal situation when you have parents relying on you.

With regard to our Licencing requirements, we would need to apply to ACECQA (Australian Children's Education & Care Quality Authority) for the change of address, and have an inspection of the premises.

With the Dept. of Communities we would just enter our new details into the reporting software

Below is an outline of our issues that face us in our current location:

1. Nation Law Regulation -107 Space requirements—indoor space

The approved provider of an education and care service must ensure that, for each child being educated and cared for by the service, the education and care service premises has at least 3.25 square metres of unencumbered indoor space.

The area of a verandah may be included in calculating the area of indoor space only with the written approval of the Regulatory Authority.

With this in mind, we developed a plan to enclose the verandah area of the building to allow us a calculated space of 15 square metres, which in turn would allow for 4 more children into the Centre.

We have received a quote from a Builder to complete these works, but on further investigation, it was noted that perhaps Building and Planning permissions for the proposed alterations may be difficult to attain. This being due to the fact that the building is old, and a concern was raised by Felix at Shire of Irwin, regarding the foundations of the verandah area not being adequate enough to support a brick enclosure. It was suggested that we would need an Engineers Report on the concrete and footings of the existing verandah area. This is going to be an added expense that we could ill afford at this stage.

Also as per the Regulation above, we are not certain that approval would be granted, given that we would be losing our Outdoor space.

We also have space issues with a dedicated Sleep area for the children in our charge, as we are stretched for room, the area that is set aside as a sleep area doubles as a activity area, which on occasion proves difficult when one or more children decide that they do not need a rest time, but the babies in our care do need a sleep.

The Autumn Centre would allow us more space, and give us the ability to have a dedicated Sleep area along with an activities room, so ensuring that Sleep time for the babies is not interrupted, and the older children can continue with activities in the other room.

2. Nation Law Regulation-106 Laundry and hygiene facilities

1. The approved provider of an education and care service must ensure that the service has—

(a) Laundry facilities or access to laundry facilities; or

(b) Other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering—

That are adequate and appropriate for the needs of the service.

2. The approved provider of the service must ensure that laundry and hygienic facilities are located and maintained in a way that does not pose a risk to children

As there is no Laundry in the building, we have a waiver with ACECQA which allows for us to store in secure containers any soiled items of clothing or linen and towels, which are then sent home with the parents at the end of each day, cot and bed linen is taken home by the Staff to be laundered.

The Autumn Centre has a dedicated laundry area that the Staff would utilise to its full extent.

Having access to a laundry area, would alleviate the need for Staff to take home laundry at the end of each day

3. National Law Regulation - 111 Administrative space

The approved provider of a centre-based service must ensure that an adequate area or areas are available at the education and care service premises for the purposes of—

(a) Conducting the administrative functions of the service; and

(b) Consulting with parents of children; and

(c) Conducting private conversations

Currently we use the Kitchen area in the building as our Admin space, its small and cramped and not all together private, if Staff have to have private conversations with parents. This is not an ideal situation.

We also need an Admin space so that the Supervisor can have time off the floor to attend to Administrative duties, currently Christine performs most of these duties at home on her off day of Friday, or after hours over the weekends.

We also get visits from the Licencing authorities on a regular basis, and it would be ideal to be able to have these meetings in an area away from the children, as some tend to get a little jealous of the Staff being monopolised by someone else and can be a handful to deal with.

In the Autumn Centre we would have a dedicated Administration area, which can be kept locked.

Children and families information can be stored on site and all admin duties can be performed on site. Currently the CRC Staff attend to some of the Admin duties at the CRC, these duties could be transferred to the Centre so all information is in one spot.

4. National Law Regulation - 109 Toilet and hygiene facilities

The approved provider of an education and care service must ensure that—

(a) Adequate, developmentally and age-appropriate toilet, washing and drying facilities are provided for use by children being educated and cared for by the service; and

(b) The location and design of the toilet, washing and drying facilities enable safe use and convenient access by the children.

The Centre has only got age appropriate toilet and hand washing facilities and this area has to be used by staff and children. This is not an ideal setup and so before they would approve our Licence, we had to purchase a Portable toilet which is connected the sewerage system, and placed it outside the backdoor, as this was the only place we could fit it close to the septic system.

This is not an ideal arrangement for Staff or visitors to our Centre. Doesn't look all that good when we have send people outside to the loo.

Staff and visitor toilet facilities are already in place at the Autumn Centre. We may have a need to put in a small hand basin in place of the adult size in the Laundry area. We may be able to waiver the Regulation on the age appropriate toilet, as the one in the Laundry area is low enough.

5. National Regulations – 110 Ventilation and natural light

Indoor spaces used by children at an education and care service must be well ventilated and have adequate natural light and be maintained at a temperature that ensures the safety and wellbeing of children

The air Conditioning in the Centre is adequate to keep the Centre warm in winter and cool in the summer months.

Ventilation is an area of concern. None of the windows in the Centre open, as they have been painted over, and prior to us getting our Licence, the glass in the kitchen

area had to be replaced due to us trying to open the windows and the glass just fell out.

We can keep the front door open on nice days to allow fresh air to enter, but as there is nothing else open there is no flow through of fresh air, and the building does tend to get stuffy.

At the Autumn Centre the Air Conditioning system is brilliant.

Ventilation and Natural light abound in the building, windows can be opened to allow good flow through of fresh air

Building modifications

Inside Modifications

The modifications inside the building would be:

1. A small hand basin and perhaps an age appropriate toilet would more than likely be required by the Regulatory Authority.

After this small modification, the Regulatory Authority would have no other requirements, as the building is suitable for the purpose.

Outside Modifications

6. National Regulation – 104 Fencing and security

Any outdoor space used by children at an education and care service premises must be enclosed by a fence or barrier that is of such a height and design that children of preschool age and under, cannot go through, over or under it.

There would be a requirement to fence an area on the south side of the building to create an outdoor space. We have spoken to the Shire Works Supervisor regarding this, and he advised that due to the septic tanks and leach drains being in this area, we would need to move the playground further away from the septic system.

We have not measured the area, but have sought costings to supply and install 2.5m panels of suitable fencing at approximately \$300 per panel.

We would also need to investigate whether the existing playground equipment can be relocated to the area, along with the Sun Shade to cover

Then the area between the building and playground, could be filled with lawn, which would need to be reticulated.

We would be responsible for the maintenance and upkeep of the lawn area.

A door way from the building to the playground would be handy to allow easier access to the outdoor area.

The concreted garage area of the Autumn Centre, is ideally suited to be an all-weather play area, with rubber matting on the floor, some of the play equipment can be housed indoors for use on wet or extremely hot days.

The Westside of the building could also be fenced and become a natural play area.

We had plans to apply for Lotterywest funding to install a natural play area at the sister Cameron Centre. Natural play areas include rocks for climbing, logs to balance along and other elements that encourage learning to perceive risk in play.

We could also use this area to have raised garden beds, for the children to plant vegetables and flowers as a learning outcome.

Funding for Modifications

There is currently funding available from the MWDC Community Chest Fund for up to \$50,000.

The CRC would make a cash contribution in the Funding application

Applications for this funding does need to be submitted as soon as possible.

Requirements

- Age appropriate hand basin and toilet
- Water tank
- Reticulation equipment
- Soil for lawn area
- Fencing materials
- Sand for playground area

SUBMISSION TWO

HACC Services

We would like to put forward the proposal to organise and manage some activities for the seniors of our community.

Under our Funding Agreement with the Dept. of Regional Development, the Mingenew CRC is obligated to delivering Social programmes that are of benefit to the health and wellbeing of community members.

We understand that services have been removed from Mingenew, and that now our seniors who participate in the HACC programme are picked up from Mingenew and taken over to Dongara for their weekly activities.

We would like to provide on Fridays, organised activities, be it Bingo, Indoor Bowls or even other activities like Better Bones or programmes like Staying on your feet. There are many things that the CRC could implement, that could be of huge benefit to not only the seniors but other members of the community.

We have 2 staff members currently employed at the CRC who are able to effectively implement and deliver such programmes and we will be advertising in the next few weeks for another Trainee, and this service will also be in their Job description

9.1.7 MINGENEW IRWIN GROUP – WATER HARVESTING PROJECT

Location/Address: Midlands Rd, Mingenew
Name of Applicant: Sheila Charlesworth, Mingenew Irwin Group
Disclosure of Interest: Nil
File Reference: ADM0280
Date: 5 February 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report considers a proposal from the Mingenew Irwin Group in relation to a grant application for a water harvesting project.

Attachment

Attachments include a summary of the GHD Report and grant application previously circulated to Councillors on 24 December 2015 as well as the full GHD Report.

Background

Council were first approached by the Mingenew Irwin Group (“MIG”) in September when Sheila Charlesworth attended the Concept Forum meeting on 14 September 2015. At that meeting MIG asked the Shire for their “in principle support” to conduct a feasibility study on the proposed water harvesting project and a letter of support was provided to MIG on 24 September 2015.

The CEO and Deputy CEO then met at the request of MIG with Sheila Charlesworth for an update on the project on 4 December 2015. It was at this meeting that Sheila mentioned that the recently completed GHD report had identified the Horse and Pony Club area as the favoured site to put the catchment dam and that there were long term plans for a nursery to be implemented, with the land owned by the Shire in the Industrial area one of MIG’s preferred site’s. It was clearly communicated at this meeting that any proposed use of Shire land would need to be endorsed by Council, if indeed it was an allowable use under the Shire’s Town Planning Scheme. It was at this meeting that the CEO suggested that Sheila attend the Concept Forum in December to provide Council with an update on the project.

Sheila attended the Concept Forum held on 16 December 2015 where an update was provided to Council. It was at this concept forum that a copy of the GHD report and grant application for the Community Water Supply Program were sighted by Council for the first time. It was also at this Concept Forum that Sheila requested Council to have the President and CEO sign the grant application on behalf of Council supporting the grant application.

The CEO was requested to read through the GHD Report and grant application and provide a summary to Council. This summary was completed and distributed to all Councillors on 24 December 2015.

Comment

While I think the concept is a great idea, especially if the project results in the addition of a nursery which has the ability to create additional employment within the community, I have a number of concerns that have come out of summarising the reports for Council. These concerns are demonstrated in detail in the summarised report.

Consultation

Sheila Charlesworth, Mingenew Irwin Group
Nita Jane, Deputy Chief Executive Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There are potentially many financial implications for Council if the water harvesting project is to proceed, both in the initial completion of the project and the ongoing maintenance of the sit. However the total impact of these financial implications is unknown since more information from MIG on the project is still required to identify the full extent of these costs.

Strategic Implications

Community Strategic Plan

Outcome 1.4.3 – Encourage and support value adding industries

Outcome 1.5.2 – Efficient use of water resources within the Shire

Outcome 2.1.2 - Efficient use of water resources within the Shire

Outcome 2.6.3 – Investigate options for water harvesting

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.7
--

That Council;

- 1. That Council give in principle support for the water harvesting project and proposed nursery, and**
- 2. That Council's preferred location for both the dam and nursery are within the East Basin & Central Basin reserves, and**
- 3. That any decision to allow a dam or nursery on Shire land can only be made after community consultation has been carried out by the Shire**

Summary of Project Planning Report by GHD

The following is information taken directly from the report. I have quoted directly from the report as it is important that Council are aware of the report detail in particular to any reference that has been made to the Shire.

Project Setting

- GHD was commissioned by the Mingenew Irwin Group (MIG) to assist them and the Shire of Mingenew (Shire) in preparing a submission for funding under the Community Water Supply Program (CWSP)
- MIG and the Shire intend to capture hardstand runoff from the adjacent CBH Group (CBH)

Purpose of this Report

- Provide a suitable level of technical support to allow MIG and the Shire to commit to the preparation of a submission to the CWSP.

Submission Background

- Provide funding of up to \$100,000 towards community infrastructure improvements for the construction of dams, catchment improvements, construction and equipping of water bores

Project Background

- It is the intent of MIG with the support of CBH and Shire to capture the hardstand runoff from the adjacent CBH Facility with suitable storage to enable harvesting and reuse of water on adjacent community facilities, including the polocrosse and pony club areas in conjunction with other potential commercial uses.
- The Mingenew Irwin Group and the Shire of Mingenew also wish to undertake development of the town, primarily a nursery.
- It is also hoped that once established other uses currently dependant on the Shires non-potable supply may also be able to be offset.
- The includes water use for dust suppression and road construction and supply to nearby landowners for stock watering
- The MIG considers two potential areas as viable locations to construct a suitable below ground storage dam/sump
- These are the areas to the south of the sale yards hardstand area which has an existing small detention storage, along with another section of land to the west of this location.
- This area has also been identified as the location of a potential pony club arena, along with a small amount of water-wise gardens
- The proposed nursery would be owned and operated by MIG and the proposed site is land to the northwest of the proposed pony club.

Climate Data

- Modelling has used evaporation data from Three Springs estimated to be a total of 2,781mm a year
- Annual rainfall of 595mm has been used to model a wet year performance

Contributing Catchment Summary

- The currently proposed stormwater harvesting upgrades have the potential to capture water from a current catchment area of 48 hectares.
- CBH is attributed to 26.24 of this total, 2.18 hectares from the pony club and 7.70 hectares from the railway east and west areas

CBH Facility

- The CBH facility lies on ground that is owned by the CBH and also land that is leased from the Public Transport Authority (PTA)
- The basin was required to hold the yearly 1 in 1 year rainfall event of 2,792m³
- The storage was found to be sufficient to hold the 1 in 50 year flow from the developed CBH facility which equates to 4,215m³

East and Central Basins

- A map of the proposed water harvesting area is attached as part of this document
- The central basin refers to the small 0.836 hectare area where the existing catchment dam is located
- The eastern basin is the 3.455 hectare area leased by CBH from the PTA

Demands

Overall the investigation has focussed on four major demands for water supply from the proposed harvesting demand as detailed by MIG. These demands are

- A new plant nursery
- A new pony club development
- Irrigation of existing sports facilities, and
- Emergency fire fighting supply

Proposed Nursery

- MIG is intending to develop a new nursery on land to the northwest of the proposed water storage dam and pony club on the corner of Ernst Street and Melville Street.
- The nursery has an estimated annual demand of 10.76ML.

Polocrosse Fields

- Expected that the potential irrigated area will be approximately 10,000m² per field or 5 hectares
- As it is a prominent community activity it is expected that significant value to the community would be derived from improving the area through irrigation
- Overall annual demand per polocrosse field for a "demand" and "supply" situation is 12.85ML and 9.76ML per year respectively

Proposed Pony Club

- As part of improving the area between Eleanor Street and the polocrosse fields, a pony club area with some surrounding water wise gardens is proposed.
- It is intended that the gardens would target the placement of local native species which would enhance the long term viability for survival along with ensuring water wise supply.
- The pony club, based on the information provided by MIG, assumes to be supply driven demand similar to the polocrosse fields of 0.35 hectares (50m x 70m)
- The water wise area is assumed to cover 0.15 hectares which 1,500m²
- Overall it is estimated that annual demand of for this use is around 4.27ML.

Survey

- The topography of the area slopes to the north and north east.
- Stormwater from the town drains towards Midlands Road where it is captured by drainage that runs along the north of town
- High resolution topography data and imagery was provided by MIG from consultant Survey Dynamics from drone survey undertaken in late October 2015.

- This provided detailed information on the flow of water across the railway and truck areas, as well as the prospective basin areas.

Groundwater

- Groundwater information for the area is extremely limited
- Water levels measured by a bore in October 1942 indicated that water was located approximately 10 meters below ground level.

Flora & Fauna

There are no detected species within the proposed dam area

Photographs of Site

Photographs have been supplied by MIG to show the general configuration of drainage from CBH outflow into the East Basin and then into the central basin adjacent the saleyards

Stormwater Harvesting

The overall concept involves modifications to the existing drainage structures so as to provide water to a suitable storage for re-use. The following approach was taken for the overall concept;

- Install a weir structure into the current culvert connection next to the polocrosse access road that runs to the north to reduce water running out this direction during minor storm events
- Upgrade and lower the culvert that runs east west under the access road towards the proposed drain and construct an open drain to run between this culvert and the basin
- Build the basin by cutting into the existing ground level to a depth of 3m below the invert of the upstream drain
- Maintain the pipe from the east basin as this acts as a control point and has been designed as such in the CBH drainage system

Annual Harvest Re-Use

GHD has undertaken a review of the catchments and their potential for runoff generation in order to evaluate the option of directing each catchment towards the proposed dam. The following assumptions were made;

- Pervious areas will generate 30% of rainfall as runoff, while impervious areas will generate 95% of rainfall as runoff
- Impervious areas were estimated based on the aerial photography
- Rainfall conditions were taken from Mingenew Station (Station number 8088)
- An evaporation dam factor of 0.75 was used to adjust the monthly evaporation
- Water was assumed not to be pumped out when the water level would drop below 1,000m³

Irrigation Supply / Demand

With regards to the overall irrigation water balance a number of assumptions have been made including;

- The demand at the nursery is a priority use and if water is available is the use that will be targeted for supply
- Demand for the polocrosse fields and the pony club is supply rather than demand based in the sense if sufficient supply exists, irrigation will be reduced.
- Irrigation demand of the gardens has been modelled based upon an assumed irrigation area of 1,500m² of water wise landscaping
- Modelling has been undertaken using a constant evaporation rate
- All modelling is based on a monthly time step

Results

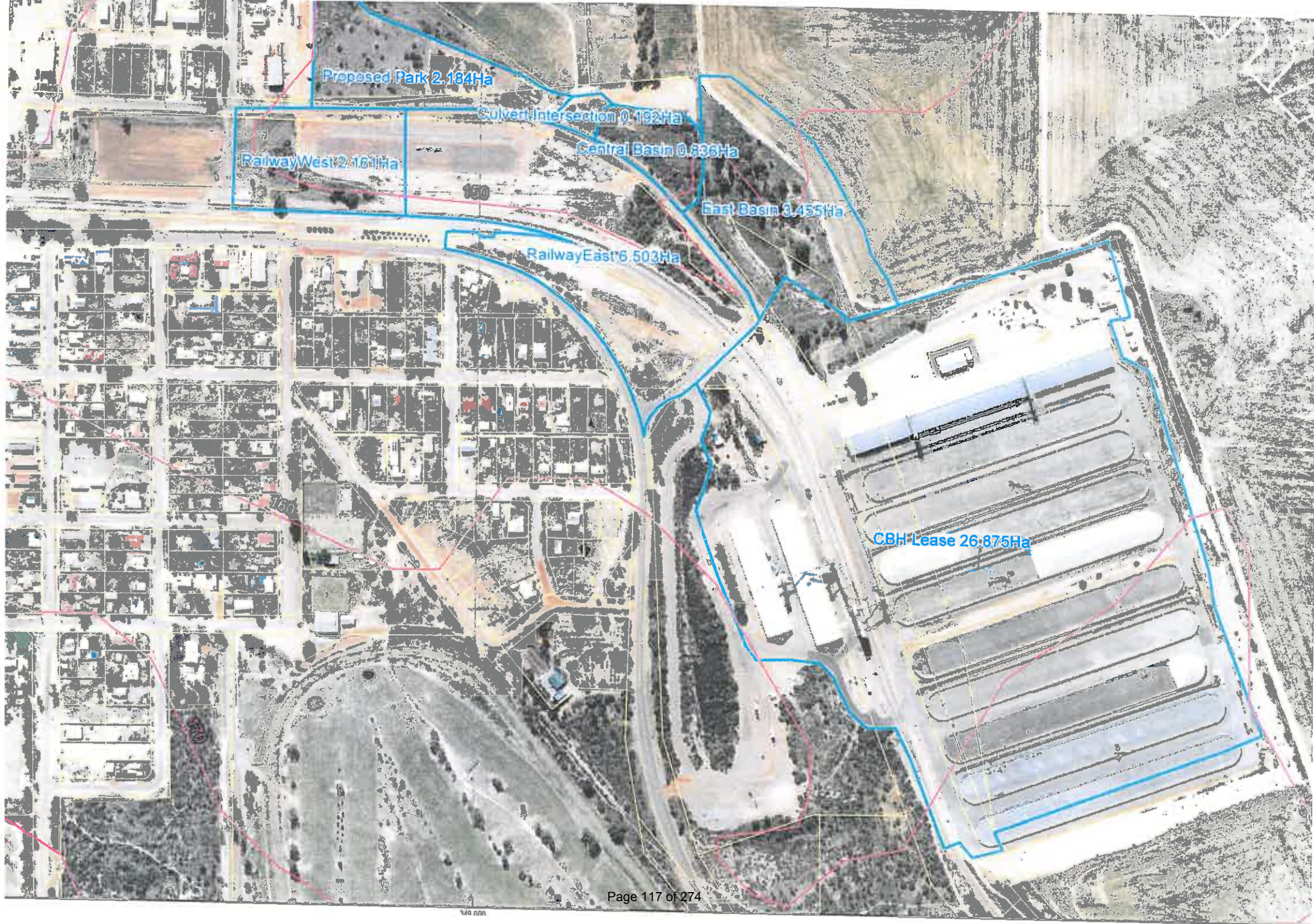
- The catchments with the most potential runoff are the CBH site (66.22ML) and the eastern portion of the railway area (12.08ML)
- It is proposed to direct the catchments that flow into the central basin through an upgraded culvert and open channel into the proposed basin which is located on the eastern portion of the proposed pony club area.
- This would result in the potential for 57ML in water being directed to the basin over the average year.
- In a wet year there is potentially 92.16ML of water runoff
- In a dry year there is potentially 25.87ML of water run off
- The maximum capacity of the dam catchment area is 10.59ML
- During an average year irrigation water is likely to run out in December
- A wet year can supply water through December into January
- A dry year will result in no water and potentially the dam drying out from December through to April
- Successive dry years have not been reviewed however it is likely that this would result in the need to provide extra water from other sources.

Event Based Performance

This section goes into detail about the design of the culvert and basin collection areas. For the purposes of this report there is no need to go into this in too much detail and the assumption is made that these costs relating to these design recommendations are adequately provided for in the funding application.

Conclusion

- The proposed basin presents a significant opportunity for the collection of runoff water
- The current drainage network has catchment with a harvestable area of 41.62 hectares with potential to received 51.33 ML annually.



Summary of Grant Application

Essentially the purposes for the proposed funding application are stated as;

- Water supply for a proposed nursery
- Irrigation of the polocrosse grounds
- Irrigation of the pony club grounds
- Water supply for new garden planned for the area
- Water supply for fire emergency, and
- Water supply for road use

Some comments in relation to the above;

- What is the likelihood of a proposed nursery?
- Does Council want to fully irrigate the polocrosse and pony club grounds?
- Who is irrigating the polocrosse and pony club areas
- Are Council in favour of the new garden area?
- Who is responsible for the irrigation of the polocrosse, pony and garden areas?
- Who pays for the infrastructure for the irrigation?
- Who is responsible for future maintenance of the infrastructure installed?

The proposed usage water levels for the above projects are;

- Polocrosse – 12.85ML
- Pony Club – 9.76ML
- Gardens – 4.27ML
- Proposed Nursery – 10.76ML
- Fire Emergency & Roadworks – Not Specified

Observations in relation to the above

- The proposed dam capacity is only 10ML
- The dam only has a depth of 3m
- The listed water use for the above purposes is 37.64ML
- The proposed water usage is nearly 4 times the dam capacity. Logistically this means that the dam will need to be emptied then replenished a further 3 times (not allowing for any evaporation) to cater for the proposed water uses. This is very unlikely to be the case in any given year.
- A more realistic water usage indicator would be 10ML as a maximum
- Water volumes stated in the grant application state that the potential volume of water in a wet year would be 92ML. This is physically not possible as it would mean that the dam would need to be fully utilised and replenished a further 9 times during the year.

In relation to the budget for the proposed project;

- Total budget submission is \$136,220
- Fencing for dam is shown as \$5,380 – this seems quite low as there is a high level of compliance required for fencing dams in public open space areas
- Provision is made for a 237,000 litre water tank however there does not appear to be any provision made for the purchase of a pump, electricity to area to run the pump, shed to house the pump, etc
- An amount of \$55,500 is allocated for civil engineering works. Is there any scope for the Shire to avail of any of these funds via private works or has there been an in kind allocation made relating to Shire resources?

Executive Summary

While I think the concept is a great idea, especially if the project results in the addition of a nursery which has the ability to create additional employment within the community, I have a number of concerns that have come out of summarising the reports for Council. These include;

Constant References to the Shire of Mingenew

While a letter of support for the water harvesting project was given to MIG in late September 2015. It appears that quite a few liberties have been taken in both the preparation of the Planning Report by GHD and the Funding Application in terms of the degree of Shire's involvement and support of the project.

Level of Shire Consultation

There needed to be much greater consultation with Council in respect to the proposed uses of the land. While Council have in principle been supportive of the project, some of the statements made both in the Planning Report and the funding Application suggest there has been a much higher level of consultation with Council than there has been.

Greater consultation with MIG was required firstly to allow Council the opportunity to have a greater understanding of the project and what the Shire's level of commitment to the project actually is, and also to allow Council to carry out our own due diligence processes in consulting with the Pony & Polocrosse Clubs in the first instance for the proposed dam location and also to consult with the industrial business owners and greater community with the land earmarked by MIG for the Nursery.

Timing of the Request for Support

The funding application closes on 31 December 2015 and the funding application is dependant on the establishment of a Nursery and the installation of the dam both occurring on Shire land. Even after the December Concept Forum briefing from Sheila it wasn't until reading through the funding application that it was clearing apparent what was being asked of the Shire in terms of the land requirements for the dam and nursery.

I have concerns that the funding application does not mention any alternate site options for the dam and nursery, so essentially if Council do not agree to the land being used for these purposes then the funding application effectively falls over. I don't think this is fair on Council. This is a not a simple project that can quickly be approved by Council. It involves the use of Shire land for the purposes which Council effectively have little knowledge of the proposed project details.

As such, it should have come to Council well before December to allow Council the opportunity to follow the process that we are now. Council should not feel rushed into making a decision. I feel a sense of Council being railroaded into making a quick decision which always concerns me. At the end of the day Council are no longer just giving "in principle" support to the project, by signing the grant application we are effectively agreeing to the statements made within the application itself. This includes that we support the Shire land being used the dam and nursery.

Does Council Support the Project?

As mentioned previously I think the water harvesting project has merit if the end result is that a Nursery is established and provides new job opportunities, but are Council supportive of many of the assumptions made in the funding application such as;

- Do we want the polocrosse and pony club arenas irrigated?
- Do the polocrosse and pony clubs themselves want the arenas irrigated?
- Do we want or have a need for an additional garden area at the pony club?

- Do we want the dam in the proposed location?
- Are there other locations that would be more suitable for the dam & nursery?
- Do we want to have additional recreational services that will need to be maintained by the Shire?
- Is the cost of the infrastructure required warranted for the outcomes that will be achieved?

The Funding Application

There needs to a lot more clarification of many of the proposals within the funding application. I am concerned that the Shire will be left with the responsibility of maintaining the infrastructure if the funding application is successful and the project did go ahead. There are also many ambiguities as to where the money will be coming from provide much of the infrastructure stated within the funding application. I have asked Sheila to clarify the following;

- There is constant reference to irrigation for the gardens, polocrosse and pony club grounds however there does not appear to be any allocation of funds to installing the irrigation. Where is this money coming from and who's responsibility is it to maintain this infrastructure
- The budget includes a water tank put there does appear to be any allocation for a pump, electrical works, shed, etc so again where is this money coming from and who is responsible for the ongoing maintenance of this plant & equipment
- Is there an expectation that if the polocrosse and pony club grounds are irrigated that the addition maintenance (ie. Mowing) will be done by the Shire
- Who will be responsible for maintaining the garden and/or recreation area proposed in the pony club area

Ongoing Maintenance

I am very concerned that if the project is successful and is completed then once the project is completed the Shire will be given the responsibility to;

- Maintain the existing infrastructure
- Pay for future plant & equipment

There also needs to be some clarification (as per above request to Sheila) that if the project is completed as per the funding application what the expectations are for the Shire to;

- Contribute towards the irrigation costs
- Contribute to other infrastructure costs such as the pump
- Additional mowing & retic maintenance for polocrosse and pony club grounds
- Maintenance of the proposed new garden area
- Supplying water when the dam is empty
- General ongoing maintenance of the facilities and the cost involved with this

Proposed Nursery

The funding application is essentially stating that the entire purpose of getting the funding is to establish a Nursery. The impression that I got when Sheila spoke with Council at the December Concept Forum was that the Nursery was the ultimate goal but it was still a fair way off. The project is a lot easier to support if the end result was to establish a new business in town, but if this is still dependant on obtaining funding to complete the project it may not happen for quite some time. If a Nursery is not established then what is the purpose of having the dam? Would the water just sit in there and evaporate? When it then be used just to irrigate the polocrosse and pony arenas, and if that was the case is it really worthwhile having the dam if irrigating these playing areas isn't a priority?

I have also had a visit from Kellie Starick regarding the vacant lot in the industrial area. Kellie has mentioned to me that they have an arrangement with the Shire dating back to when Dave Williams was working for the Shire that they are allowed to use the vacant land for their wash down and also that if the Shire was looking to sell the land that they would be extremely interested in purchasing that land from the Shire. So in this respect there still needs to be discussion by Council as to;

1. Is there actually an agreement in place, and
2. If there is a level of interest in this land then do we look to advertise to sell

Validity of Information

I appreciate that when you are applying for a substantial grant that you need to sell the case in a manner which is probably a little "exaggerated" to make the project a little more significant than it really is, but I have concerns with some of the statements made. For example that there were 65 fires in Mingenew last summer? This statement is a concern as DFES document all fires reported in each Shire and there certainly haven't been 65 fires in the past 12 months, nor for that matter in the past 12 years.

The statistics for the levels of water harvesting are also unrealistic in my opinion. At the end of the amount of water that you can collect is determined by the size of the dam that you have. If the dam has a capacity of 10ML then to say that you can collect 50ML in any given year in that dam may statistically be possible but in reality that dam will need to be firstly filled, then water used and replenished 5-6 times a year which in reality is just not possible. Allowing for evaporation and other factors you would be lucky if you were able to utilise 8-10ML of the water collected and given that the water requirements for a Nursery are stated as 10.76ML a year where will the additional water come from if it is not available in the dam?

Location

The GHD report states that the best location for the dam is in the pony club area. While this may be the recommendation as it suggests that it will potentially attract the largest volume of water run off into this area, is this information really that relevant? At the end of the day as I mentioned before the amount of water you can collect will be determined by the size of the dam. It is irrelevant that there will be potentially 92.16ML water run off in a wet year if you can only collect 10ML in the dam. Essentially the project is only looking to collect a small portion of the water run off (11% in this case) and the remaining 89% will not be captured. So if you are only looking to collect a small portion of the water run off then the dam could be located in another area. I can not see any reason why you would not be able to expand the existing dam area or use either or both portions of the East Basin & Central Basin located on the map for both the dam and nursery, assuming of course that the portion of land that belongs to the PTA would be leased or sold to MIG.

Recommendation

As much as I like the idea of harvesting water to establish a nursery, based on the information details in the funding application I can not recommend Council agreeing to sign the application;

1. Because on signing the funding application Council are agreeing to the proposal which includes approving Shire land to be used for the dam and the nursery and I don't feel that Council have done their full due diligence in regards to allowing the land to be used for these purposes, and
2. There are too many ambiguities in the funding application as what level of financial commitment is expected from the Shire in relation to the initial set up of infrastructure requirements and the ongoing maintenance of this infrastructure, playing arenas, garden, etc in future years

I would be happy for Council to make a recommendation along the lines of;

1. That Council give in principle support for the water harvesting project and proposed nursery
2. That Council's preferred location for both the dam and nursery are within the East Basin & Central Basin reserves
3. That any decision to allow a dam or nursery on Shire land can only be made after community consultation has been carried out by the Shire

In addition to the above that Council would also seek the following;

1. Clarification is required from MIG as to the level of financial contribution expected from Council in establishing any of the required infrastructure
2. MIG to also provide Council with information as to who would be responsible for the ongoing maintenance, running costs and replacement of the initial infrastructure
3. Clarification from MIG as to who's responsibility it is for the maintenance of the Polocrosse, Pont Club and New Garden areas



Community Water Supply Program Application Form

Part A - Proponent Details

Project Title	Sustainable use of water in Mingenew?
---------------	---------------------------------------

Proponents

a. Local Government

Name of LGA	
Contact (Project Leader)	
Contact (Project Manager)	
Address	
Phone	
Fax	
Email	

b. Community Group

Name of group	Mingenew Irwin Group
Contact (Project Leader)	Sheila Charlesworth
Contact (Project Manager)	Sheila Charlesworth
Address	54 Midlands Rd
Phone	(08) 9928 1645 or 0427 281 007
Fax	
Email	sheila@mig.org.au

Part B - Project Details

Project Location

Location	Mingenew
Address	Eleanor Street
Cross Roads	Eleanor Street Boolinda Rd
Coordinates	29° 11'20.38 S 115° 26'55.10 E

Project Description - Summary (refer to details in Project Planning Report if applicable)

Include in this section:

<p>Location and layout of work</p>	<p>This project will be located in the township of Mingeneu, 400km north of Perth (WA).</p> <p>It will fall under the following funding categories:</p> <ul style="list-style-type: none"> • Construction of facilities for the harvesting and storage of water for community purposes. • Construction of community farmland emergency water supplies. <p>Mingenew is currently entirely reliant on groundwater for its non-potable water demands for irrigation of public infrastructure or emergency water supplies. The Shire registered over 65 fires over the last summer during which the water pressure considerably dropped, impeding fire fighters' efforts. In addition to the above, with a reduction in yearly rainfall, this clearly demonstrates the need for maximizing existing resources by harvesting water to provide a constant source.</p> <p>The Mingeneu Irwin Group and the Mingeneu Shire are also working together to develop the town through the creation of a nursery targeting the development of dryland native species that can be used by farmers to improve the viability of their farming enterprise.</p> <p>The project will allow for the capture of both hardstand runoff and storm water for the following uses:</p> <ol style="list-style-type: none"> 1. Water supply for a proposed nursery. 2. Irrigation of polocrosse fields, new pony club grounds 3. Irrigation of water-wise planned gardens. 4. Reliable fire emergency water supply. 5. Water supply for road work use. <p>See Project Planning Report attached for additional information.</p>
---	--

<p>Nature of project (e.g. construction of new tanks or dams etc.)</p>	<p>This project will result in the construction of a storage dam suitable for harvesting and reuse of water from a total catchment area of 48 ha (with a combination of pervious and impervious fractions). A strategic collaboration between key stakeholders (CBH, Mingenew Shire, Mingenew Irwin Group, Mingenew Polocross and Pony Club) will enable the most effective use of the harvested water.</p> <p>This non-potable water will be used for neighbouring community facilities including polocrosse, pony club, adjacent gardens, a planned nursery, fire emergency use and road works construction.</p> <p>The overall concept involves the following activities:</p> <ol style="list-style-type: none"> 1- Install a weir structure into the current culvert connection next to the polocrosse access road that runs to the north, to reduce water running out this direction during minor storm events. 2- Upgrade and lower the culvert that runs east-west under the access road towards the proposed basin, and construct an open drain to run between this culvert and the basin. 3- Build the basin by cutting into the existing ground level, to a depth of 3m below the invert of the upstream drain. This may also require some fill work for building up the ground level on the northern side to ensure water is directed and contained within the basin. Suitable overflow structures will also need to be installed. 4- Maintain the pipe from the east basin as it acts as the control point and has been designed as such in the CBH drainage system. <p>See Project Planning Report attached for additional information.</p>
<p>Scope of work (e.g. Volume of tank or dam, etc)</p>	<p>The proposed basin is to be excavated 3m below the end invert level. It will have side slopes of 1:3 and a base area of 2,375m².</p> <p>The potential volume of water being directed into the dam over an average year is: 57ML, 92ML on a wet year and 25ML on a dry year.</p> <p>The estimated annual demands will be:</p> <ul style="list-style-type: none"> - Polocross fields for a "demand" and "supply" situation is 12.85ML and 9.76ML respectively. - Proposed Pony Club and surrounding gardens: 4.27ML on a "demand" and "supply" situation. - Proposed Nursery: 10.76ML. - Emergency fire use. - Roadworks use.

	<p>- Total estimated annual demand: 34.55ML</p> <p>See Project Planning Report attached for additional information.</p>
State who will be responsible for the operation and maintenance of the project infrastructure after completion	The Mingenew Irwin Group and the Mingenew Shire will be responsible for the project management, operation and maintenance after completion.
Map of proposed works	See Project Planning Report attached.
Attach work plan if available	See Attachment 2.

Project Outcomes

Eg: Decrease water carting and improve of emergency farmland water supply in the district.

The outcomes for this project will be:

- Capture of hardstand runoff and stormwater runoff
- Construction of a dam for the harvesting, storage and reuse of runoff water.
- Town development through the creation of new economic and R&D opportunities for the region with a planned nursery.
- Creation and irrigation of new public amenities (water wise gardens) for the betterment of the community and to improve tourism value)
- Improvement of existing facilities for the polocrosse club by re-using the stored water for irrigation.
- Establishing new pony club grounds.
- Improved environmental management for the town and use of an otherwise "wasted" water resource.
- Improvement of emergency water supply in the district and community fire preparedness.
- Overall town betterment, tourism value and improvement of sustainable resource use.

Project objectives

What are you trying to achieve from the project? Eg: Construction of a dam for emergency farmland water supply in the district.

The main objectives for the project are:

- Construction of a dam for the harvest and storage of town run off water.
- Use of water for horticultural and irrigation purposes providing water for townscape improvement (irrigation of polocrosse fields, pony club ground, roadworks and adjacent gardens.
- Use of dam for emergency town water supply in the district to improve fire management.
- Construction of a recreational area in proximity to the dam.

Part C - Project Justification and expected benefits

<p>History of water deficiency (on-property and across community)</p>	<p>The average annual rainfall (between 1896 and 2015) for Mingenew is 398mm/year with a decline in rainfall of approximately 10% on the long term average over the past 30 years. The evaporation rate has been estimated at 2,781mm/year. Mingenew is entirely dependent on groundwater for irrigation and emergency purposes. With a significant fire risk (65 over the past summer) the township is facing emergency water pressure issues each year. In addition, there are currently no facilities capturing hardstand runoff or stormwater therefore wasting a precious resource.</p>
<p>Has there been a water strategy/plan prepared for the shire</p>	<p>No</p>
<p>Water carting records</p>	<p>Water use cards records have been provided for evaluation.</p>
<p>Actions implemented to overcome water deficiency</p>	<p>Mingenew is currently relying on groundwater for its non-potable water demands for the irrigation of public infrastructure or for fire emergency requirements. With 65 fires during the previous summer and numerous emergency water pressure supply issues, this will alleviate the increased demand at emergency trigger points.</p>
<p>Are there alternatives to the proposed project? Describe and explain why they were rejected or how they could contribute to your project</p>	<p>We don't consider any other alternatives as this project is the ideal optimum for harvesting the town and CBH runoff water for the proposed much needed demand for the recreation area for the communities (polocrosse, pony club and water wise gardens) and developing the town for the community. The nursery will provide extra employment and target the development of dryland native species for sustainable farming.</p>

State number of properties to receive a direct water supply benefit and the number to receive indirect benefit, i.e. access to emergency farmland water supply only	Direct benefit: 6 (Mingenew Shire, Mingenev polocrosse, Mingenev pony club, nursery and gardens, CBH) Indirect benefit: the whole community.
Clearly demonstrate how this project meets the criteria for a CWSP grant	See below.

Justification statement:

This project meet the criteria for a CWSP grant as it is located in an eligible area: Mingenev (with a yearly average of 398 ml of rain) and it will assist this broadacre community to improve non potable water supplies for various purposes: horticulture, irrigation and emergency supply.

It will help develop community activities by providing water to a planned nursery, irrigating pony club grounds and polo cross fields, irrigating planned garden facilities and assisting in fire emergency situation through easy access to considerable amount of water.

As such it fits under the following categories:

- Construction of community farmland emergency water supplies,
- Construction of facilities for the harvesting and storage of water for community purposes.

This project will to a certain extent also fit under the last category: "Refurbishment of agricultural area water supplies" as some of the stored water can be used for agricultural spraying purposes in emergency conditions (ie: when the water quality of a farm bore is too poor for spraying and the farmer has no other source in close proximity). While this will only be on a per case basis, it is important to have such option as inadequate water quality can reduce the effectiveness of chemicals, creating resistance in either plants or pests insects and potentially causing millions of dollars to the industry.

Finally, through the collaboration between the Mingenev Irwin Group, the Mingenev Shire and CBH, this project will provide great benefit to the entire local community. It could constitute a case study and encourage other communities to develop similar initiatives.

What are the main benefits being sought from this project?

This project will result in numerous benefits:

- The construction a dam for the harvest and storage of town run off water.
- Development of new activity: horticulture by provision of an active source of water all year round. A new plant nursery will be developed on land to the Northwest of the proposed storage dam and pony club, targeting the development of dryland native species for sustainable farming. This includes plants for commercial sale, rehabilitation purposes and research crops.
- Improvement of existing facilities: polocrosse fields (a prominent community activity) and development of new facilities: pony club arena by providing water for townscape improvement.
- Development of recreational facilities: new water wise gardens for the betterment of the community and tourism development. The garden will target the placement of native local species which would enhance their long term viability along with ensuring a waterwise supply.
- Development of a new source of water for fire emergency purposes and roadworks.
- Improved environmental management and use of an existing resource (run off water)

What other benefits will the project deliver if approved?

If approved, the additional benefits delivered by the project will be:

- Showcasing the innovative collaboration between community groups, the shire, industry groups, and the Department of Water to encourage other communities to undertake similar projects.
- Increased community engagement in the district.
- CBH reduced impacts on the nearby landowner.
- All material excavated during the construction of the dam will be reused at the township waste facility and the backfilling of a polocrosse field (and surrounding areas) to improve the existing infrastructure. This increases the sustainability of the project as no waste will be created and all resources will be reused.
- Creation of wildlife habitat.
- Decreased run off, erosion as well as sediment capture during storm events to reduce pollution to the nearby river.
- Use of local native plant species (for both their water saving properties and their biodiversity value.)
- The development of a nursery that will develop dryland native species that can be used by farmers to sustainably improve the viability of their enterprise.
- Overall increase in the region's sustainability and environmental value.

Attach Additional Supporting Documentation to Application.

Attachment 1: Project Planning Report conducted by GHD.

Attachment 2: Works Schedule.

Attachment 3: Support letter from the Mingenew Shire.

Part D - Estimated project costs

- o Specify all sources of funding including cash and "in kind" contributions.
- o Clearly indicate funding requested.

Breakdown of Costs (refer to details in Project Planning Report if applicable)

Item eg: labour, fuel, sand	No. of items eg: hrs / litres / cm3	Cost per unit eg: hour / litre / cm3	Total (\$)	Farmer / Shire / Community contribution (\$)	Farmer / Shire / Community contribution (in kind)	DoW contribution (CWGS grant)
Site preparation	1	\$5,650	\$5,650			
Finalise the geo technical survey and soil testing	1	\$6,975	\$6,975			
Design plan for construction and engineer work (includes design of storage, bypass weir, culverts under the access road and overall layout plan)	1	\$21,865	\$21,865			
Civil engineering works including site excavation, culverts and weirs, ground construction/batters and removal of soil/material. Relocation/Trucking of soil/material from excavation site.	1	\$55,500	\$55,500			
Lining of Bentonite and cartage and preparation (Alternative liner fixed welled: \$29,000). Bentonite should suffice as commonly used to line dams locally.	1	\$8,750	\$8,750			

Fencing of dam	1	\$5,380	\$5,380	
Garden wise design and construction	1	\$6,850	\$6,850	
Purchase and Installation of Storage Tank (237,000 L)	1	\$16,500	\$16,500	
Project planning and administration, acquittal of project funds	1	\$8,750	\$8,750	
		Total project cost	\$136,220	

A - Prove for pump, electricity ?

- Any works to be carried out by the State (ie - Design Plans / Civil engineering work, contract, Soil removal)

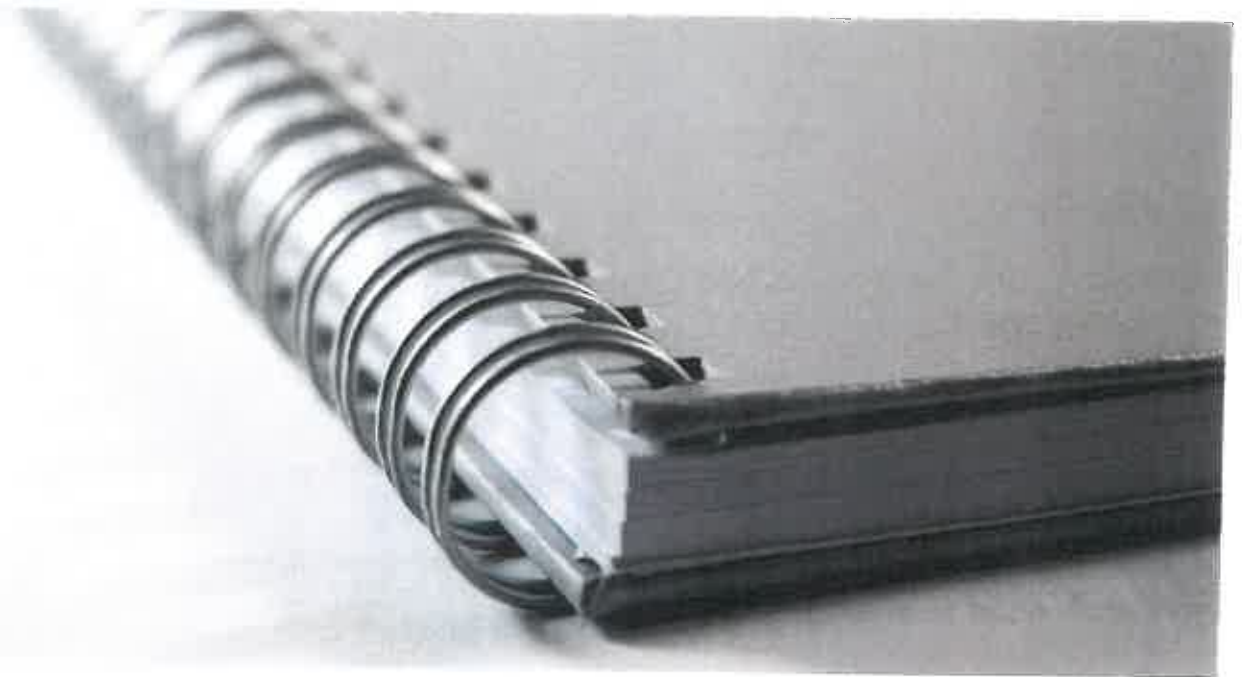
Part E - Application endorsement**Landholder support for project**

Attach a list of landholders involved with the application, containing:

Name	
Postal Address	
Location name and numbers of property	
Phone	
Original signature	
Certification of support and commitment to cash and in kind contribution	

Local Government Support for the Project

Local Government Name	Mingenew Shire
Name of CEO	Martin Whitely
Signature of CEO	
Date	
Name of president of LGA	Michelle Bagley
Signature of president of LGA	
Date	



Mingenew Irwin Group
Non-Potable Water Supply Scheme Upgrade
Project Planning Report

10 December 2015

Table of contents

1.	Introduction.....	3
1.1	Project Setting.....	3
1.2	Purpose of this Report.....	3
1.3	Scope.....	3
1.1	Submission Background.....	3
1.2	Limitations.....	3
1.3	Assumptions.....	4
2.	Project Background.....	5
2.1	Site Background.....	5
2.2	Climate Data.....	7
2.3	Contributing Catchment Summary.....	7
2.4	Demands.....	12
2.5	Survey.....	14
2.6	Groundwater.....	14
2.7	Flora and Fauna.....	14
2.8	Photographs of site.....	14
3.	Stormwater Harvesting.....	15
3.1	Introduction.....	15
3.2	Assessment Methodology.....	15
3.3	Irrigation Assessment.....	15
3.4	Annual Harvest and Reuse.....	17
3.5	Event Based Performance.....	24
4.	Further considerations and conclusions.....	30
4.1	Further Considerations.....	30
4.2	Conclusions.....	30

Table index

Table 1	Mingenew catchments.....	8
Table 2	Drains Table from previous CBH study (CID 2011).....	11
Table 3	Estimate Nursey Demands (ML).....	12
Table 4	Estimated irrigation areas.....	16
Table 5	Summary of supply from basin.....	18
Table 6	Catchment contribution summary.....	19
Table 7	Summary catchment characteristics for modelling.....	25
Table 8	Critical structure performance.....	27

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

Table 9 Event based total harvesting potential and water levels	28
---	----

Figure index

Figure 1 Site Locality Map	6
Figure 2 Monthly Rainfall and Evaporation Estimates	7
Figure 3 Contributing Catchments.....	9
Figure 4 Assumed Polocrosse Field Demand.....	13
Figure 5 Assumed Pony Club and Gardens Demand Profile.....	14
Figure 6 Modelled Monthly Irrigation Demands & Summary	17
Figure 7 Water use in Proposed Basin	20
Figure 8 Water use in an Average Year.....	21
Figure 9 Water use in a Wet Year	22
Figure 10 Water use in a Dry Year.....	23
Figure 11 Proposed Upgrades	29
Figure 12 Basin empty, 20 year ARI with 45 minute duration	41
Figure 13 Basin full, 20 year ARI with 45 minute duration	42
Figure 14 Basin full, 100 year ARI with 45 minute duration	43

Appendices

Appendix A – Flora and Fauna results

Appendix B – Photographs of site

Appendix C – Irrigation Calculation

Appendix D – Yield Calculation

Appendix E – Stormwater Modelling

Appendix F – Drainage Review

1. Introduction

1.1 Project Setting

GHD was commissioned by the Mingenew Irwin Group (MIG) to assist them and the Shire of Mingenew (Shire) in preparing a submission for funding under the Community Water Supply Program (CWSP), managed by the Department of Water (DoW) in 2015.

MIG and the Shire intend to capture hardstand runoff from the adjacent CBH Group (CBH) Facility, with suitable storage which would enable harvesting and reuse of the water on adjacent community facilities including the polocrosse and poly club areas, a proposed pony club arena and a proposed nursery.

1.2 Purpose of this Report

The purpose of this report is to:

- Provide a suitable level of technical support to allow MIG and the Shire to commit to the preparation of a submission to the CWSP.
- Allow the DoW to gain sufficient understanding of the technical aspects of the submission to the CWSP such that it meets the requirements for a project planning report, as detailed in the CWSP Guidelines.

1.3 Scope

GHD has been commissioned by MIG to provide the following aspects of the submission:

- Review existing available information to determine potential knowledge gaps and constraints for the proposed concept;
- Evaluate the potential of the proposed basin site and develop a preliminary concept design for the site; and
- Prepare a technical report detailing the outcomes of the investigation the proposed concept and any further investigations needed to undertake the project.

1.1 Submission Background

The Community Water Supply Program (CWSP) is a scheme run by the Department of Water (DoW). It is to provide funding of up to \$100,000 towards community infrastructure improvements for the construction of dams, catchment improvements, construction and equipping of water bores. The water capture project in Mingenew is considered to fit into the goals of this scheme. The next round of submissions closes at the end of December 2015, and this report was developed to support the MIG and Shire's application for this round of funding.

1.2 Limitations

This report: has been prepared by GHD for Mingenew Irwin Group and may only be used and relied on by Mingenew Irwin Group for the purpose agreed between GHD and the Mingenew Irwin Group as set out in Section 1.2 and 1.3 of this report.

GHD otherwise disclaims responsibility to any person other than Mingenew Irwin Group arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

The opinions, conclusions and any recommendations in this report are based on assumptions made by GHD described in this report in particular but not limited to those detailed in Section 1.3, 2 and 3 of this report). GHD disclaims liability arising from any of the assumptions being incorrect.

GHD has prepared this report on the basis of information provided by Mingenew Irwin Group and others who provided information to GHD (including Government authorities)], which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with

1.3 Assumptions

In preparing this report, a number of key assumptions have been made. These include, but are not limited to:

- Information supplied by MIG and the Shire is accurate in regards to the overall system operations;
- Anecdotal details as to the history, operational controls and general system performance of the existing non-potable water supply is accurate.
- The LIDAR, survey data and publically available contour information is sufficiently accurate to determine the potential for diversion of various drainage paths.

Further assumptions made as part of calculations can be found in sections 2 and 3.

2. Project Background

2.1 Site Background

Mingenew is reliant on groundwater for its non-potable water demands for the irrigation of public infrastructure. The water supply has been sufficient for the town's use to now, however it has limited scope for development or expansion.

CBH have a long term lease for an area on the eastern side of Mingeneu, between the town and paddocks or by a private landowner. CBH have in recent years been working to reduce its impact on the nearby landowner through redesign of their drainage system. It is the intent of MIG with the support of CBH and Shire to capture the hardstand runoff from the adjacent CBH Facility with suitable storage to enable harvesting and reuse of the water on adjacent community facilities, including the polocrosse and pony club areas in conjunction with other potential commercial uses. The site is presented in Figure 1.

The Mingeneu Irwin Group and Shire of Mingeneu also wish to undertake development of the town, primarily a nursery. The harvested stormwater would account for part of the water requirements of these developments.

It is also hoped that once established other uses currently dependent on the Shires non-potable supply may also be able to be offset. This includes water use for dust suppression and road construction, supply to nearby landholders for stock watering. The storage also has the potential to become a readily available water supply in times of firefighting. It is noted that during the late spring months there are significant fire risks on nearby farms as crops reach maturity and harvesting is being undertaken.

The MIG group considers two potential areas as viable locations to construct a suitable below ground storage dam/sump. These are the area to the south of the sale yards hardstand area which has an existing small detention storage, along with another section of land to the west of this location. This area has also been identified as the location of a potential pony club arena, along with a small amount of water-wise gardens.

The proposed nursely which would be owned and operated by MIG is to target the development of dryland native species that can be used by farmers to improve the viability of their farming enterprise. The proposed site is land to the northwest of the proposed pony club.



Proposed ponyclub arena

Proposed basin

Saleyards

Existing detention storage

CBH detention basin

Railway

CBH

2.2 Climate Data

The average annual Monthly Rainfall for BoM Station 8088 which is located within Mingenew has general complete monthly records for the period from 1896 to 2015. The average annual rainfall for this period is approximately 398 mm/year. A review of the past 30 years of records suggests a decline in rainfall of approximately 10% on the long-term average. A review of the season pattern, as shown in Figure 2 also details the later autumn to early spring (May to September inclusive) accounts for around 75% of the total annual rainfall.

No site specific evaporation data for Mingenew exists however the Department of Agriculture (DoA) undertook a study which examined estimate pan evaporation through Western Australia and determine evaporation in a number of regional towns (DoA, 2003). The nearest town is Three Springs, some 50 km to the south south east of Mingenew was included in this study and its data has been used for this investigation. Class A Pan Evaporation has been estimated to total 2,781 mm/yr in this location, whereas Mullewa some 85 km to the North has a total of 3,031 mm/yr. The modelling has assumed values for Three Springs and these are shown in Figure 2.

GHD has for the purposes of determine potential impact of above and below average rainfall occurring derived from the available data an estimated monthly rainfall pattern for the average along with a dry and wet year to assesses its impact on harvest potential for the project. Overall it is assumed that a 30th percentile record is equivalent to a dry year in the records. The estimate annual total for this year is 214 mm/yr and a review of the historic records shows that have only been 2 previous years with as low a record rainfall; notably, 2015 to the end of November had only produced 207 mm of rainfall which was well below average nearing a record low. The 80th percentile records, with an annual total rainfall of 595 mm have been used to model a wet year performance. It was noted that this has been exceeded in 4 years in the historic record but only once in the past 20 years.

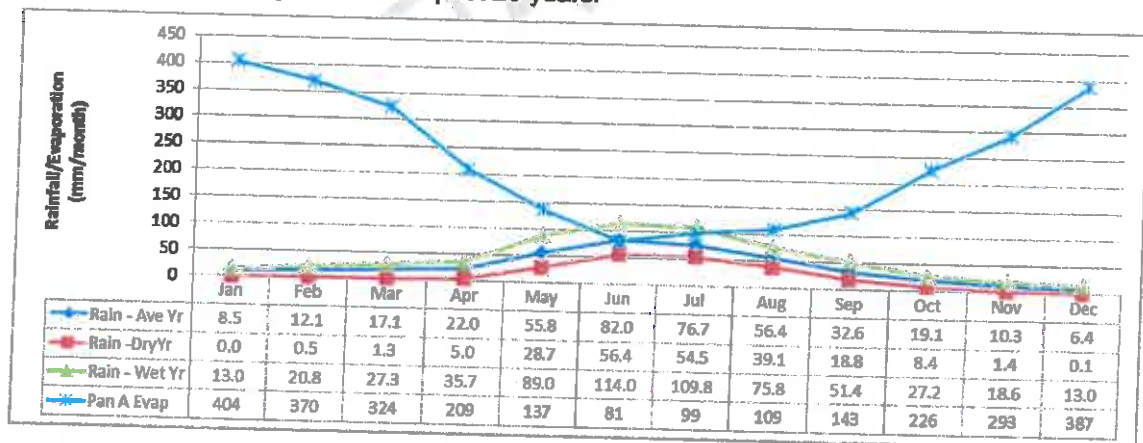


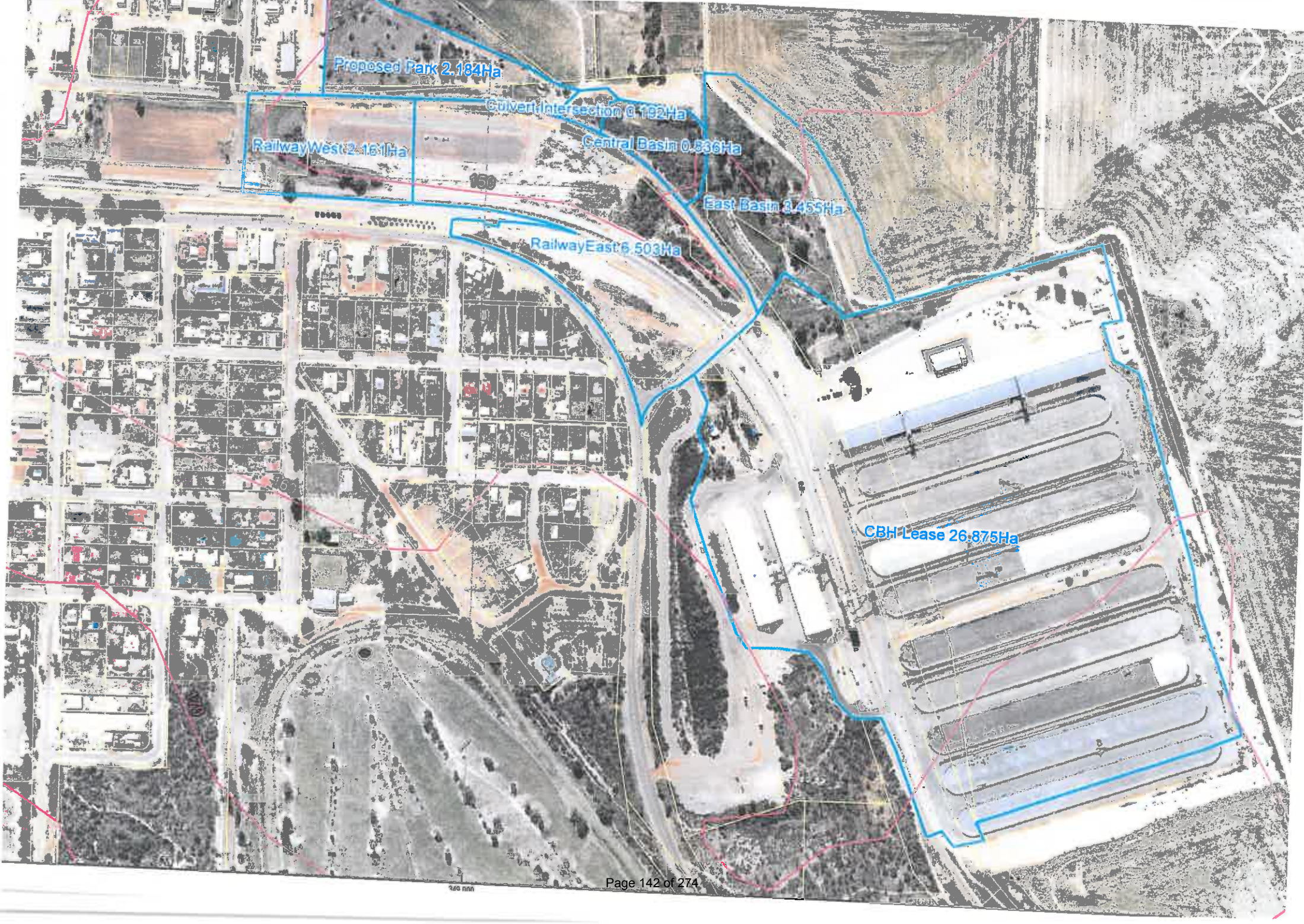
Figure 2 Monthly Rainfall and Evaporation Estimates

2.3 Contributing Catchment Summary

A summary of the key catchments sizes and estimates of pervious and impervious fractions based upon a review of the available aerial imagery and drone survey is detailed in Table 1. The currently proposed stormwater harvesting upgrades have the potential to capture water from a total catchment area of 48 hectares. These are also presented in Figure 3

Table 1 Mingenew catchments

Sub-Catchment	Description	Area (ha)	Impervious Area (%)	Pervious Area (%)
CBH Lease – D11	Western area of CBH lease (D11)	19.591	60	40
CBH Lease – C9	Eastern area of CBH lease (C9)	6.649	25	75
East Basin	On corner of Eleanor St and the CBH facility	3.50	0	100
Central Basin	Between Eleanor St and truck turnaround	0.84	0	100
Culvert Intersection	Directly west of Central Basin, where culverts to the Proposed Pony Club, Central Basin and river all meet.	0.19	0	100
Proposed Pony Club Arena	Accessed by Moon St, lies along Eleanor St	2.18	20	80
Railway West	Between Boolinda Rd, Eleanor St and Midlands Rd	2.16	35	65
Railway East	Between Melville St, Eleanor St and Midlands Rd. North east of the railway.	6.54	25	75



Proposed Park 2.184Ha

Culvert Intersection 0.192Ha

Railway West 2.161Ha

Central Basin 0.536Ha

East Basin 3.455Ha

Railway East 6.503Ha

CBH Lease 26.875Ha

2.3.1 CBH Facility

The CBH Facility lies on ground that is owned by the CBH, and also land that is leased from Public Transport Authority (PTA). The area is mostly hardstand and roof areas. CID consultants were commissioned by CBH to review the drainage of the site in 2011. This was for the additional facilities CBH had planned at their Mingenew Receiving Point, which have since been constructed. The outputs from the report were the design flow rates of the site, and the size of drains and culverts proposed to be sufficient for the design flows.

The flows modelled by CID were as follows:

- Design flow of 1 in 20 year event, no change from pre-development;
- Adequate storage onsite for the 1 year ARI stormwater event; and
- Adequate storage for 1 in 50 year post development flows with attenuation of flows outlet from site to 1 in 10 year pre-development flows.

CID used the rational method to determine expected runoff design flows throughout the site. The runoff coefficient for the sub catchments of the site varied with the intensity of the design storm events and fraction of impervious areas on the site.

For the catchment and drain analysis it is understood that a roughness coefficient of 0.03 was used for unpaved or pervious areas and 0.012 for paved areas.

D11 and C9 are the two open drains which will flow into the eastern basin. GHD has used the details for these as provided by CBH (Table 2). As such, only the sub-catchments identified to flow into D11 and C9 were used in GHD's model.

The east basin was also modelled as part of the CID investigation. The pre-development flow time to concentration calculated by CID was 40.79 minutes for impervious areas, and 30.57 minutes for pervious areas. A critical duration of 41 minutes was adopted. The basin was required to hold the yearly 1 in 1 year rainfall event, of 2792 m³. This was found to be 0.82 m above the base of the basin, and it was recommended that the outlet be placed at this level. The storage was found to be sufficient to hold the 1 in 50 year flow from the developed CBH facility, 4215 m³. This was used to calibrate the model, with a 45 minute duration used during calibration of flows.

2.3.2 East and Central Basins

The central basin (Figure 1) was observed during the survey to have sediments spread across the base, likely collected during storm events from runoff from the CBH catchment of many years. These basins are understood to be unlined, with sediment across the base of the basins with a mixture of grasses and weed vegetation growing across them. Trees are dotted throughout the basins, however are generally immature.

The east basin (Figure 1) is bound on the north by a paddock and access track. Water flows from the CBH facility through two open drains, D11 and C9. A wall separates the east and central basins, and a culvert allows water to drain from the east basin to central basin. East basin lies partially on Public Transport Authority (PTA) land, and the northern half is on private property.

Central basin has Eleanor Street to the south, the wall separating it from east basin to the east and a truck turnaround/stock yards to the north. Water flows into the basin from the east through a culvert from east basin, and flows out to the west into a small basin with culverts draining to the river and from the proposed pony club area.

2.4 Demands

Overall the investigation has focused on four major demands for water supply from the proposed harvesting demand as Detailed by MIG. These demands are:

1. A new plant nursery,
2. A new pony club development,
3. Irrigation of existing sports facilities, and
4. Emergency firefighting supply.

The following details the assumptions surrounding the determination of these demands for this study.

2.4.1 Proposed Nursery

MIG is intending to develop a new nursery on land to the northwest of the proposed water storage dam and pony club on the corner of Earnest Street and Melville Street. The nursery would provide a local source for numerous planting requirements for the town and surrounds. These include plants for commercial sale, rehabilitation ground cover and research crops. MIG has supplied for this study an estimate of the monthly and annual demand for irrigation at the site. It is understood that where possible it is the intent that the nursery will be the primary demand that needs to be met in times of reduce catchment inflow. The nursery has an estimated annual demand of 10.76 ML.

Table 3 Estimate Nursey Demands (ML)

	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Nursery	10.76	1.00	0.97	0.99	0.98	0.97	0.65	0.65	0.86	0.85	0.89	0.96	1.00

2.4.2 Polocrosse Fields

The polocrosse fields are used primarily during the cooler months. A pony club has access to the area, and events involving neighbouring areas are held at Mingenew during winter. The town has approximately five polocrosse fields with each field 146.5m x 55m (8,057.5 m²) in dimension based upon a typical irrigation areas being larger than the field for animal welfare it is expected that with a potential irrigated area of approximately 10,000 m² per field or 5 hectares

Table 2 Drains Table from previous CBH study (CID 2011)

Drain Name	C9	D11
Height (m)	0.5	0.5
Bottom Width (m)	2	2
Length (m)	286	63
Conduit Slope (%)	1.1	4.13
Upstream Invert Elevation (m)	6	5.44
Downstream Invert Elevation (m)	2.84	2.84
Upstream Crown Elevation (m)	6.8	6.35
Downstream Crown Elevation (m)	3.49	3.49
Max Flow (m ³ /s)	0.268	2.126
Max Velocity (m/s)	0.71	2.48
Upstream Max Water Elevation (m)	6.14	5.74
Downstream Max Water Elevation (m)	3.14	3.14
Freeboard (m)	0.35	0.35

within this use. The grounds are located to the west of the saleyards as shown in Figure 1. As it is a prominent community activity it is expected that significant value to the community would be derived from improving the area through irrigation. The irrigation requirements for the field are difficult to estimate however it is expected to be higher in autumn through to spring with the need for irrigation in summer generally reduced due to the fact the sport is generally not widely played due over summer in this area of Australia due the potential of animal stress due to the heat. Based upon this assumption and given known limitation to the storage capacity it has been assumed that a "supply" based profile would be appropriate during the summer months rather than a typical "demand" based, thus supply occurs if sufficient volume exists in the storage. Figure 4 shows what would be the assume demand and supply based profile. For further modelling the supply based profile has been used.



Figure 4 Assumed Polocrosse Field Demand

Overall annual demand per polocrosse field for a "demand" and "supply" situation is 12.85 ML and 9.76 ML per year respectively.

2.4.3 Proposed Pony Club

As part of improving the area between Eleanor Street and the polocrosse fields, a pony club arena with some surrounding water-wise gardens is proposed. It is intended that the gardens would target the placement of local native species which would enhance their long-term viability for survival along with ensuring a waterwise supply. For the purposes of modelling, the garden areas were assumed to have a demand based upon that which would be expected for a low water demanding pasture. Typically this demand is assumed to be around 50% of what would be expected for a typical turfed garden demand. The pony club area has, based on information provided by MIG, been assumed to be a supply-driven demand similar to the polocrosse fields, of 0.35 ha (50 x 70 m). The water-wise area is assumed to cover 0.15 ha. Overall it is estimated that annual demand for this use is around 4.27 ML. Figure 5 details the overall irrigation demands on a monthly basis assumed for this use.

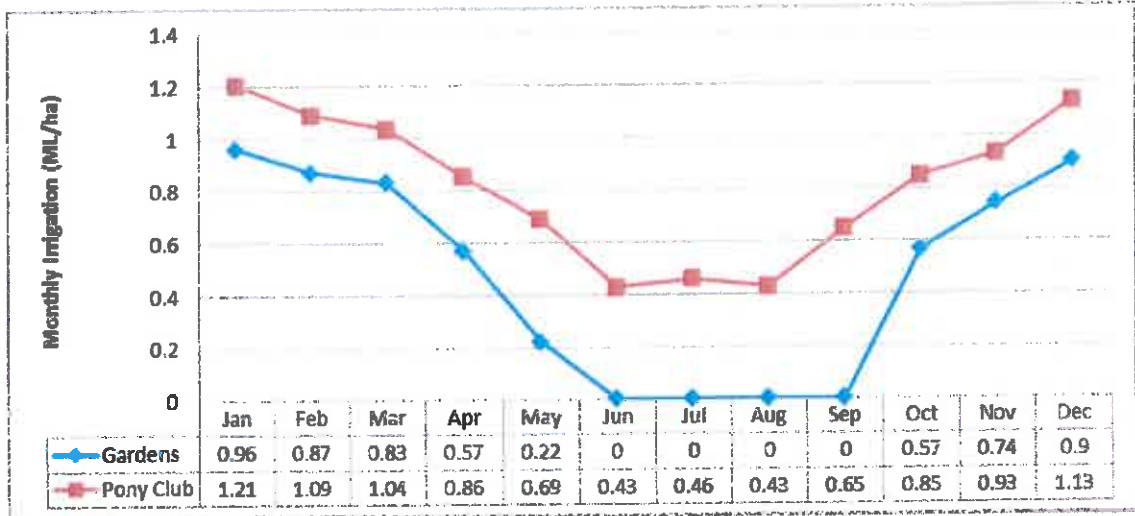


Figure 5 Assumed Pony Club and Gardens Demand Profile

2.5 Survey

The topography of the area slopes to the north and north-east. Stormwater from the town is drains towards Midland Road, where it is captured by drainage that runs along the north of the town.

High resolution topography data and imagery was provided by MIG from consultant Survey Dynamics from drone survey undertaken in late October 2015. This provided detailed information on the flow of water across the railway and truck areas, as well as the prospective basin areas. Some details of existing culverts was provided however it did only appear to include a single invert level that has been assumed to be at the upstream end.

2.6 Groundwater

Groundwater information for the area is extremely limited. Water level was measured to be 165.2 mAHD in a WIN bore (site ID 20007966) in October 1942, where the ground level is approximately 175 m AHD, i.e. at 10 metres below ground level. Discussions with MIG indicate that it is considered unlikely that excavations of the proposed basin area would reach groundwater. MIG is in the process of undertaking preliminary geotechnical investigations on the proposed basin site to determine if potential interception of groundwater is possible for the site.

2.7 Flora and Fauna

A threatened and priority flora information request was submitted on 12 October 2015 for Threatened (Declared Rare) and Priority Flora in the area.

There are two species that were identified to the south of the town, *Malleo stemon decipiens* in 1992 and *Grevillia phanerophlebia* in 2007. Neither are within the catchments for the proposed dam. The full response to the request is presented in Appendix A.

2.8 Photographs of site

The photographs have been supplied by MIG to show the general configuration of drainage from the CBH outflow into the East Basin and then into the central basin adjacent the saleyards. These are presented in Appendix B.

3. Stormwater Harvesting

3.1 Introduction

The stormwater harvesting concept was developed based upon the review of the drainage information from the Shire and CBH, and the topography information. The overall concept involves modifications to the existing drainage structures so as to provide water to a suitable storage for further reuse. The following approach was taken for the overall concept:

1. Install a weir structure into the current culvert connection next to the polocrosse access road that runs to the north, to reduce water running out this direction during minor storm event.
2. Upgrade, and lower the culvert that runs east-west under the access road towards the proposed basin, and construct an open drain to run between this culvert and the basin.
3. Build the basin by cutting into the existing ground level, to a depth of 3m below the invert of the upstream drain. This may also require some fill work to building up the ground level on the northern side to ensure water is directed and contained within the basin.
4. Maintain the pipe from the east basin, as this acts as a control point and has been design as such in the CBH drainage system. The design also targets not have an adverse impact on this existing control.

A more detailed explanation of the preliminary concept is detailed in Section **Error! Reference source not found.**

3.2 Assessment Methodology

The available information was used to make a number of high level engineering assumptions in order to assess the viability of the proposed stormwater capture system. This assessment reviewed a water balance of the proposed basin, as well as a simple hydraulic model to assess system component capacity and likely configuration. The following contains a summary description of the outcomes of this review, and further details are contained within the Appendices.

3.3 Irrigation Assessment

3.3.1 Irrigation Supply/ Demand

As previously discussed the areas to be irrigated by harvested stormwater are a proposed nursery and pony club, and the existing polocrosse grounds. Water captured by the proposed basin will be used to irrigate in order of priority:

1. Nursery
2. Pony Club
3. Polocrosse fields (added as whole fields).

The polocrosse field have been added on a per-field basis with the supply based profile presented earlier used for calculation.

The following Table 4 details the assumed irrigation areas that have been used in determining the overall stormwater harvesting capacity.

Table 4 Estimated irrigation areas

Feature	Crop Type	Area (m ²)	Area (ha)
Polocrosse (two fields)	Modified Recreation Low	20,000	2.0
Nursery (proposed)	Nursery	NA	NA
Pony Club (proposed)	Modified Pasture Low	1,500	0.15
	Modified Recreation Low	3,500	0.35
Total Area		25,000	2.5

GHD has derived irrigation demands of the polocrosse fields, pony club and gardens from the irrigation calculator (DoAF, accessed 2015, <http://www.irrigationcalculator.com>). GHD has used demands based upon the Geraldton location, as it was considered the closest site. Average annual rainfall at Mingenew at 398 mm/year is less than that in Geraldton (444 mm/year). For the purposes of this calculation, late spring, summer and early autumn rainfall data is very similar given it has been found that the overall system capacity is expected to be storage controlled (typically the supply catchment produces significantly more water than can be captured this is considered a reasonable estimation of demand. The irrigation calculator also makes a number of other assumptions in relation to irrigation efficiency, soil type and crop type. In deriving the following presented result it has been assumed that:

- Irrigation of the polocrosse fields and pony club are considered Low Use Recreational with a supply based approach to irrigation during the low facility use period;
- Irrigation of the gardens is considered Low Use Pasture;
- The efficiency of irrigation is 1.2 for the gardens (assuming the system would be generally a trickle or subsoil application process) and 1.4 for the polocrosse fields and pony club (typical large throw travelling irrigator or similar);
- Soil type is Loam to Clay based upon anecdotal information supplied by MIG, this is to be confirmed during geotechnical investigations current being undertaken; and
- Effective irrigation area is 1.0 ha, allowing the results to be scaled to the size of the irrigation areas.

With regards to the overall irrigation water balance a number of further assumptions have been made including:

- Demand for the polocrosse fields and the pony club is supply rather than demand based in the sense if insufficient supply exists, irrigation will be reduced. This typically occurs during the non-polocrosse season over summer when inflow to the storage is patchy.
- The demand at the nursery is a priority use and if water is available is the use that will be targeted for supply.
- Irrigation demand of the gardens has been modelled based upon an assumed irrigation area of 1,500 m² of waterwise landscaping.
- Modelling has been undertaken using a constant evaporation rates for average, wet and dry years.
- All modelling is based upon a monthly timestep.

- An allowance for the effectiveness of rainfall in generating runoff has been applied that is reducing the potential rainfall over a month to allow for event.
- It has been assumed that the initial 2mm of rainfall on an impervious surface and 5mm on a pervious surface will be lost to infiltration. This was applied on daily rainfall records, to develop monthly effective rainfall. This is needed given no information exists on the spread of how rainfall occurs at the location during each day.

Further details of the calculations and results can be found in Appendix C. The irrigation rates for the nursery were supplied by the MIG as detailed in Figure 6.

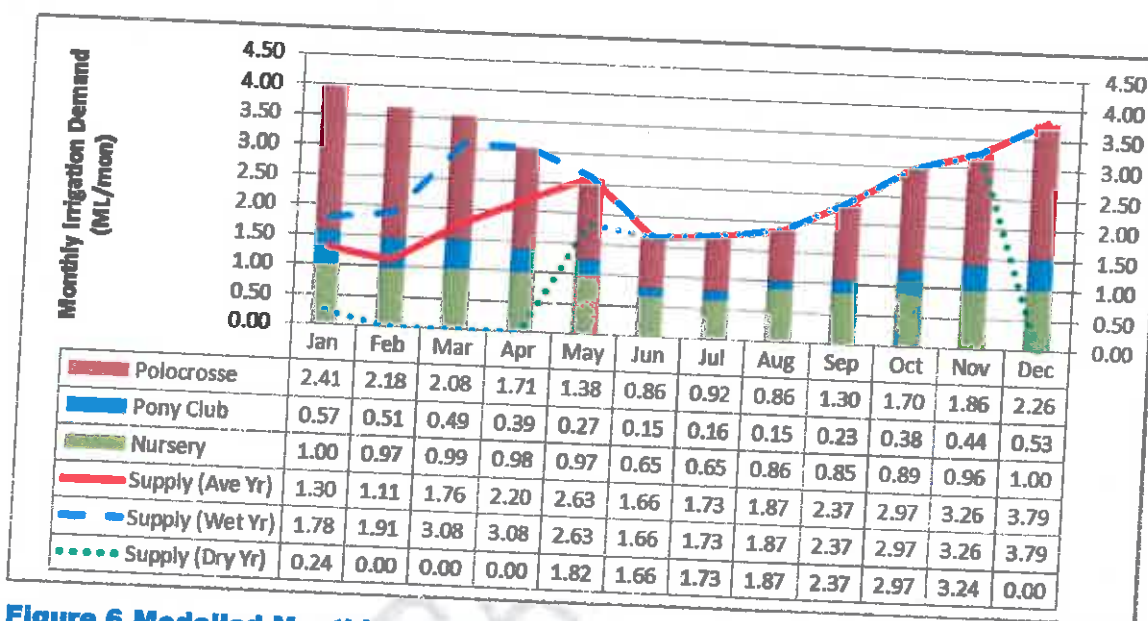


Figure 6 Modelled Monthly Irrigation Demands & Summary

Overall, the irrigation modelling results indicates that there is likely to be insufficient water over the summer and early autumn months. To meet all proposed demands without some rationing or targeting of a preferred demand

3.4 Annual Harvest and Reuse

3.4.1 Introduction

GHD has undertaken a review of the catchments and their potential for runoff generation, in order to evaluate the option of directing each catchment towards the proposed dam. The potential annual capture was calculated.

3.4.2 Assumptions

The following assumptions were made during the calculation, and can also be found in Appendix D:

- Pervious areas will generate 30% of rainfall as runoff, while impervious areas will generate 95% of rainfall as runoff;
- Impervious areas were estimated based on the aerial photography;
- The rainfall conditions were taken from Mingenew Station (Station number 8088). Climate statistics from the Bureau of Meteorology were used in the calculations

- The evaporation conditions at Mingenew are similar to conditions at Three Springs, 50 km south of Mingenew.
- An evaporation dam factor of 0.75 was used to adjust the monthly evaporation
- Water was assumed not to be pumped out when the water level would drop below 1000 m³, so as to maintain moisture levels on the base of the dam so as to not effect a liners performance.

3.4.3 Results

The potential contribution of each catchment, as runoff generation, is presented in Table 6. The catchments with the most potential runoff are the CBH (66.22 ML) and the eastern portion of the railway area (12 08 ML).

At present, the western portion of the railway and direct rainfall on the proposed pony club run into the proposed basin, before flowing into the culvert intersection and then to the north towards the river. The CBH catchments, east basin and eastern section of the railway as well as direct rainfall on the central basin run through the central basin, before flowing east into the culvert intersection and then north towards the river.

It is proposed to direct the catchments that flow into the central basin through an upgraded culvert and open channel into the proposed basin, which will be located on the eastern portion of the proposed pony club area. This would result in the potential for 57 ML in water being directed to the basin over the average year. Due to the high percentage of impervious area in the CBH, the effective yield area with all the catchments is 23.0 ha, while with only the CBH it is 16.5 ha (Appendix D). This decrease only has a minor impact on the total yield from the basin, however the basin may not fill during a dry year with annual.

The majority of this water arrives during winter, with use and evaporation depleting the water levels over the summer period (Figure 7). Table 5 summarises the water captured by the basin, including the water that may need to be drained during winter when it is full and the extra water that may be required during summer.

Table 5 Summary of supply from basin

Summary	Units	Average Total (m ³)	Wet Year Total (m ³)	Dry Year Total (m ³)
Total runoff	m ³	57,782	92,163	25,286
Possible storage required	m ³	10,592	10,592	10,592
Annual overflow from storage	m ³	20,974	63,384	-10,381
Annual demand	m ³	34,552	34,552	34,552
Annual potential use from basin	m ³	34,552	34,552	34,552
Annual use from basin	m ³	30,308	32,958	18,674
Use from other sources	m ³	4,243	1,594	15,878

The data were also used to develop a standard dry year and a wet year. A dry year was defined as being in the 30th percentile for rainfall, while a wet year was defined as being in the 80th percentile for rainfall.

During an average year, irrigation water is likely to run out in December (Figure 8). A wet year can supply water through December into January (Figure 9). A dry year will result in no water and potentially the dam drying out from December through to April (Figure 10). Successive dry years have not been reviewed however it is likely that this would result in the need to provide extra water from other sources, with supply potentially only providing for areas other than the nursery between June and November. There appears to be significant extra water available in the winter months.

Table 6 Catchment contribution summary

Catchment Detail	Units	Total	CBH	Railway East	Railway West	East Basin	Central Basin	Culvert Intersection	Proposed Pony Club
Actual Catchment Area	Ha	41.62	26.21	6.54	2.16	3.50	0.84	0.19	2.18
Effective Catchment Area	Ha	23.05	16.58	3.02	1.14	1.05	0.25	0.06	0.94
Est. Annual Rainfall on Catchment	ML	166.20	104.66	26.11	8.63	13.98	3.34	0.77	8.72
Estimated Losses from Catchment	ML	114.86	67.72	19.37	6.09	11.64	2.78	0.64	6.63
Estimated Runoff	ML	51.33	36.94	6.74	2.54	2.34	0.56	0.13	2.09
Catchment effectiveness	% of rainfall		35	26	29	17	17	17	24
Potential Contribution	%	100	72	13	5	5	1	0	4

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

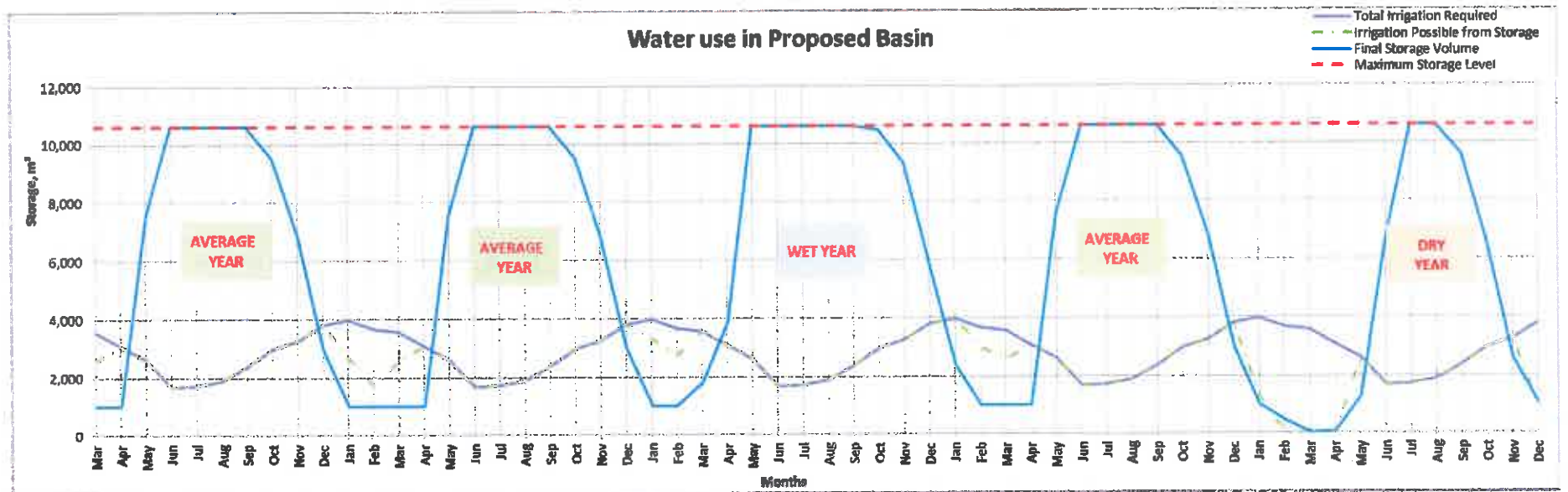


Figure 7 Water use in Proposed Basin

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

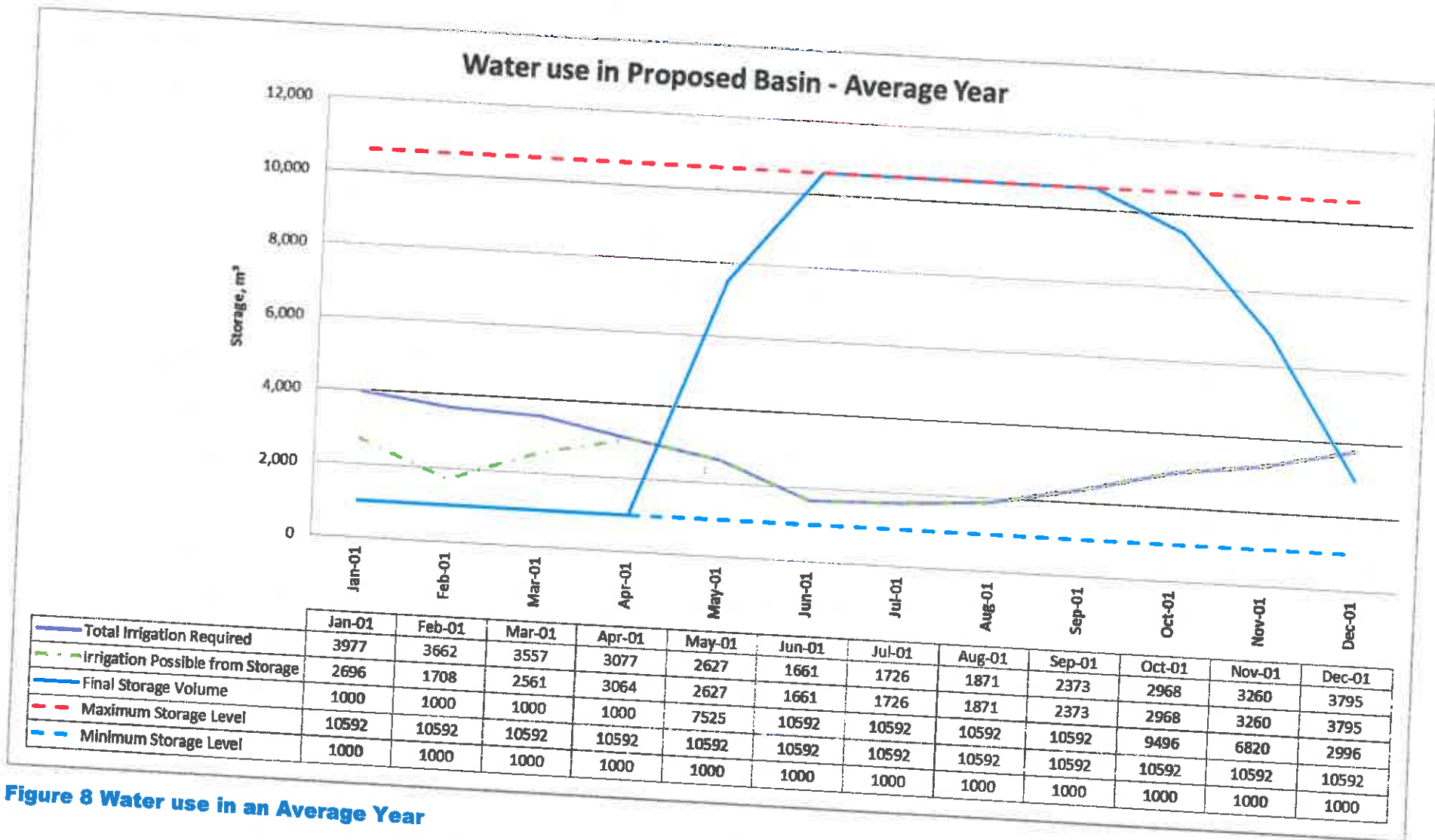


Figure 8 Water use in an Average Year

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

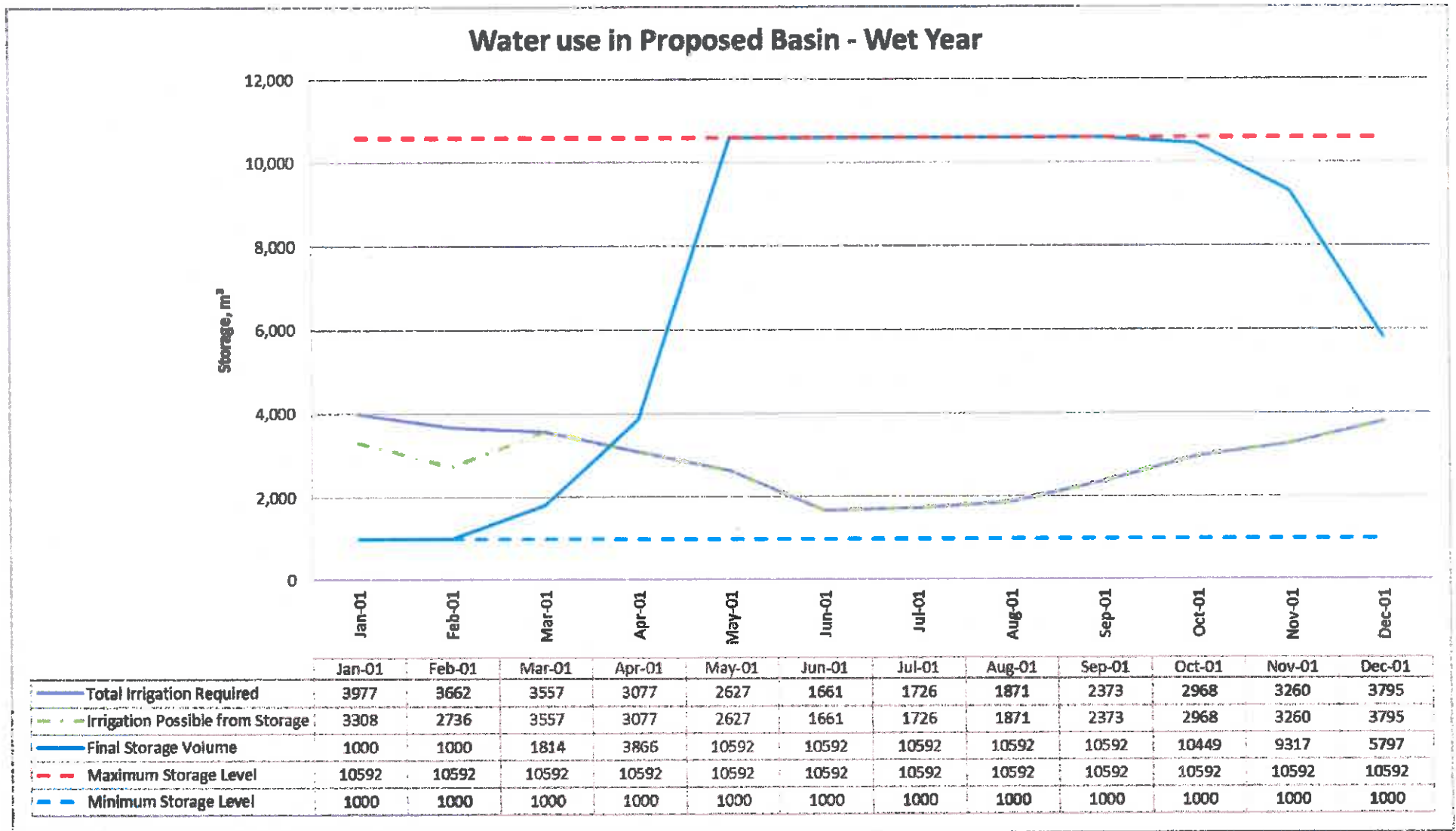
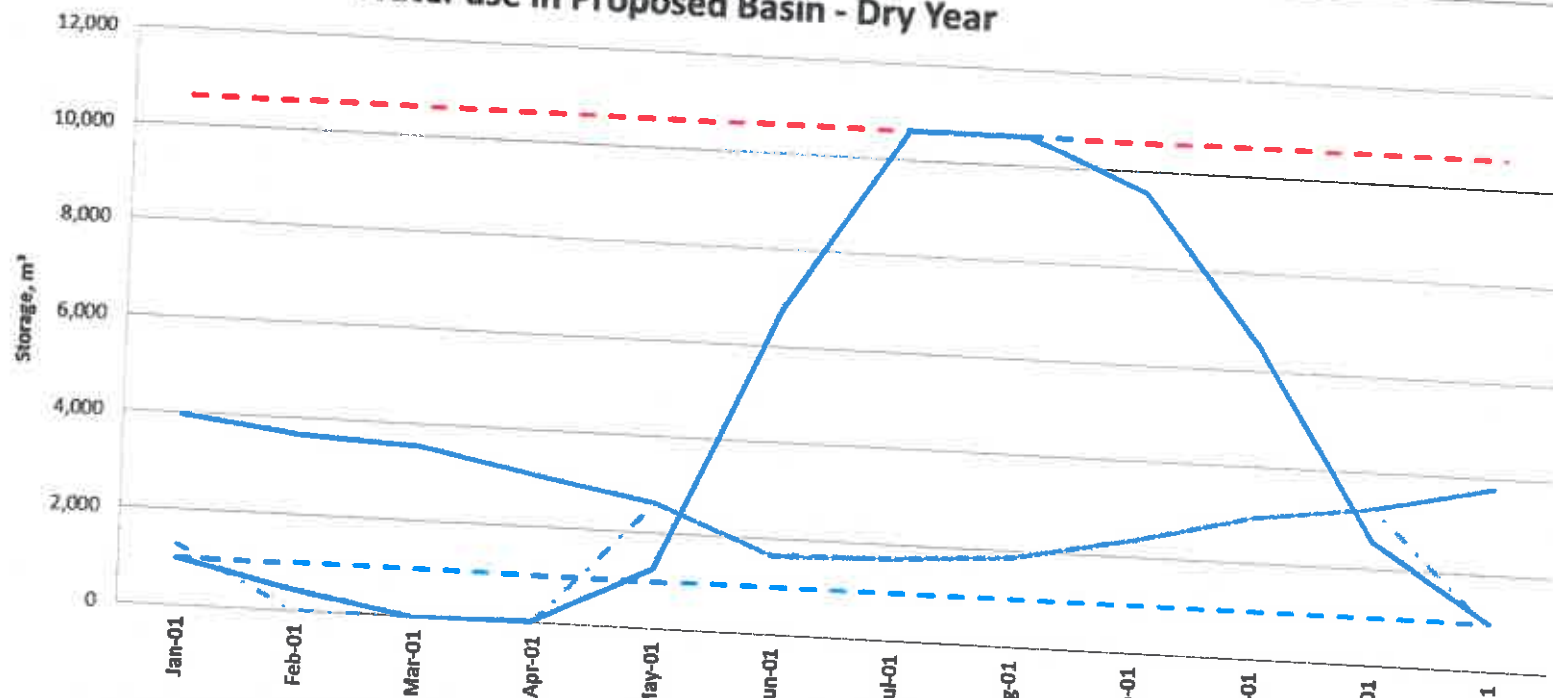


Figure 9 Water use in a Wet Year

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

Water use in Proposed Basin - Dry Year



	Jan-01	Feb-01	Mar-01	Apr-01	May-01	Jun-01	Jul-01	Aug-01	Sep-01	Oct-01	Nov-01	Dec-01
Total Irrigation Required	3977	3662	3557	3077	2627	1661	1726	1871	2373	2968	3260	3795
Irrigation Possible from Storage	1274	0	0	0	2627	1661	1726	1871	2373	2968	3260	3795
Final Storage Volume	1000	448	0	0	2627	1661	1726	1871	2373	2968	3260	3795
Maximum Storage Level	10592	10592	10592	10592	10592	6732	10592	10592	9573	6505	2587	1000
Minimum Storage Level	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000

Figure 10 Water use in a Dry Year

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

3.5 Event Based Performance

The overall performance of the stormwater harvesting system includes hydraulic and hydrologic event based performance as well as the annual performance. A model was set up to assess the proposed concept.

3.5.1 Design Approach

The design concept was developed with the following approach:

- All water diverted through the culvert intersection is to run into the proposed basin.
- Suitable overflow structures will need to be installed in the culvert intersection and along the proposed basin.
- Should upstream capacity constraints not influence the overall direction of the flow, they have not been assessed in detail, e.g. water has not been assessed for overtopping of Eleanor Street or the railway, as it will still flow into the basins.

The assessment was undertaken for two scenarios:

- Empty – Assumes the proposed basin is empty of water (i.e. in summer)
- Full – Assumes the proposed basin is full (i.e. in winter)

3.5.2 Model Setup

The concept hydrologic and hydraulic model for the proposed works was undertaken in DRAINS software (version 2015.11). A number of key assumptions have been made to develop this concept model. The assumptions were based on information provided by MIG, including the modelling assumptions made by CID during modelling of the CBH catchment (CID 2011). These include:

- The hydrologic model selected for this assessment was an ILSAX Loss and Routing Model that assumed the following settings:
 - Paved area depression storage – 2mm;
 - Grassed area depression loss – 10mm (to account for tanks and unknown lot arrangements);
 - Soil Type – 2 (moderate infiltration rate, rather dry); and
 - Hortons infiltration model for pervious areas was applied.
- Calibration modelling was primarily undertaken for the 20 year, 45 minute event, as this was the requirement for the previous CBH modelling (CID 2011). The system was also modelled with a 100 year, 45 minute event.
- Design modelling was undertaken for the 1 year ARI, 20 year ARI and 100 year ARI.
- Assumed Catchment Characteristics were based on interpretation of the site survey information and are summarised in Table 7.
- All modelling of roads has assumed typical cross falls, except the corner of Midland Road nearest the CBH lease, where the entire road width falls towards the inside of the curve.
- Catchment analysis has been on a broad scale and has not included subcatchment analysis in the CBH or other areas
- It is assumed when a catchment is diverted, all flows are diverted.
- The assumed Manning's "n" value for various surfaces was:
 - Open Drains n of 0.03 (Clear Earth);

- Culvert/pipework n of 0.013 (concrete);
 - Pervious surface/flowpaths n of 0.03;
 - Impervious surfaces/flowpaths n of 0.012; and
 - Overflow routes have assumed the pervious surface value.
- All basin and detention areas do not include infiltration.

Table 7 Summary catchment characteristics for modelling

Catchment	Total Area	Pervious			Impervious		
		Area (ha)	Stream length (m)	Slope (%)	Area (ha)	Stream length (m)	Slope (%)
CBH- D11	19.591	11.8	675	4.13	7.84	675	4.13
CBH- C9	6.649	1.66	625	1.1	4.99	625	1.1
Railway West	2.161	0.76	200	1.8	1.4	200	1.8
Railway East	6.539	1.63	308	2.1	4.9	308	2.1
East Basin	3.5	0	230	2.1	3.5	230	2.1
Central Basin	0.836	0	145	6	0.84	145	6
Culvert Intersection	0.192	0	45	2.9	0.19	45	2.9
Proposed Pony Club	2.184	0.44	300	1.8	1.75	300	1.8

3.5.3 Results

The drainage was designed to target minimising the potential for increase in water levels or impacts on water flow from the east basin, as this is the area that controls the upstream areas. A review of the DRAINS modelling results suggests the following key system upgrades are required to facilitate the flow of stormwater from east of the polocrosse and stockyards access road to the proposed basin site:

- A broad crested concrete weir structure needs to be designed and installed in the culvert intersection to divert flows from the north culvert. This will allow the proposed basin to fill, without increasing the risk of water flowing over the road in the 20 year events. Up to a 15 m structure appears to fit within the culvert intersection. Within the model, it has been assumed to be 4 m wide and 0.7 m high, finishing at 150.1 mAHD, 0.4 m below the road level.
- The west culvert from the culvert intersection requires upgrading, to lower the level and increase the size. This was assumed to be parallel concrete 450 mm pipes under the access road, at an upstream invert level of 149.55 mAHD.

- The weir will require a low-flow outlet (with a control valve) as part of the structure to prevent water levels remaining high following an event in the culvert intersection and central basin, reducing capacity. There is the potential, however to utilise the volume of water that is temporarily stored above the target capacity through the transfer to offline storage.
- The drain which is regrade and repositioned to suit the new basin location will need to grade at a minimum grade of between 0.1% and 0.15% (to reduce the overall depth) from an IL of 149.45 m AHD to approximately 149.35 m AHD over a length of 100 m. The drain would have a trapezoidal section that is 3H:1V Batters and a 2m wide base. It is expected to be around 1.3m deep on entry to the basin based upon current ground levels at the proposed basin site.
- The proposed basin itself is to be excavated to 3 m below the end invert level of the open drain, with a base depth of 146.35 m AHD. It was assumed to have side slopes of 1:3, and a base area of 2,375 m². The basin may have a larger footprint than has been shown on Figure 11, as the basin will be 4 to 4.5 m below the current ground surface are around 150.5 to 151.0 m AHD.

Further details of the assumed invert levels and sizing of various structures are detailed in Table 8. The basin levels are presented in Table 9. The results from DRAINS are presented in Appendix F. The works required to direct water to the proposed basin are summarised in Figure 11.

No overland flow at the road level from the basin was observed in any of the model runs. The culvert sizes appear to control the flow through the system, so the basin being full or empty had minimal impacts on the velocities in upstream structures.

DRAFT

Table 8 Critical structure performance

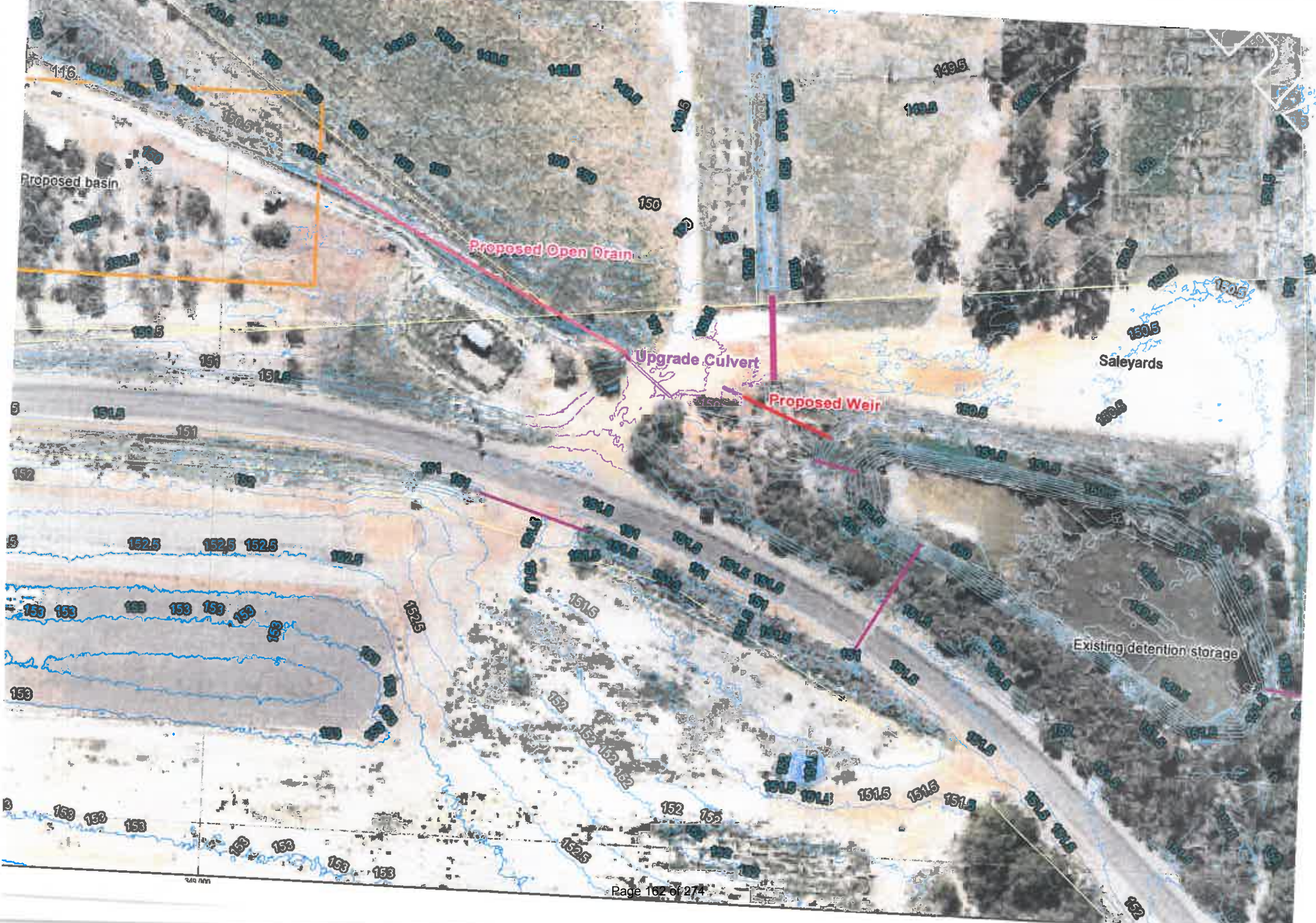
Structure	US IL (mAHD)	DS IL (mAHD)	Length (m)	Slope (%)	Diameter (mm)	4 Year Peak Flow (L/s)		20 year Peak Flow (L/s)		100 Year Peak Flow (L/s)	
						Base	Full	Base	Full	Base	Full
East Basin Culvert	151	150.75	25	1.00	450	0.109	0.109	0.315	0.315	0.348	0.348
Central Basin Culvert	149.75	149.55	10	2.00	450	0.108	0.108	0.322	0.323	0.489	0.489
Weir Overflow Culvert (Weir set at 150.1 mAHD, 2 pipes)	149.431	149.417	20	0.07	450	0.000	0.023	0.023	0.233	0.451	0.324
Proposed Basin Culvert, 2 pipes	149.55	149.45	15	0.67	450	0.108	0.108	0.326	0.353	0.451	0.455
Proposed Basin Open Drain	149.45	149.35	100	0.10	2 m deep	0.108	0.107	0.322	0.308	0.408	0.408
Proposed Basin Overland flow	150.5	149.35	155	0.16	NA	0	0	0	0	0	0

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

Table 9 Event based total harvesting potential and water levels

Structure	1 Year Peak Flow (mAHD)		20 year Peak Flow (mAHD)		100 Year Peak Flow (mAHD)	
	Base	Full	Base	Full	Base	Full
East Basin	151.41	151.41	151.78	151.78	151.93	151.93
Central Basin	150.02	150.15	150.27	150.28	150.29	150.37
Proposed Basin	148.53	150.15	150.15	150.23	150.19	150.27

DRAFT



Proposed basin

Proposed Open Drain

Upgrade Culvert

Proposed Weir

Saleyards

Existing detention storage

4. Further considerations and conclusions

4.1 Further Considerations

Should MIG seek to undertake the proposed works, there will be a requirement to undertake a number of other investigations and designs. These include:

- Undertake dial-before-you-dig and service location (physical verification of services) as required of the area to confirm the presence of various services, in areas likely to be excavated.
- A review of the site's geotechnical and potential for contamination, to determine if any site specific constraints exist.
- Prior to proceeding with detailed design, discussions with key stakeholders including the Shire, Pony Club and Polocrosse groups, and users of the stockyards and access roads
- Assess water quality constraints for the use of water that runs off the CBH facility, some form of testing should be attempted either during or following an event.
- It is highly recommended that the culvert and current setup of the eastern basin be maintained, as it currently provides an important control on the hydraulics of the system.
- Prepare a detailed design and associated specification documentation of the required infrastructure including but not limited to:
 - Earthworks design of the storage dam;
 - Earthworks design of the open channels and bunding;
 - Structural design of weirs, culverts and associated infrastructure;
 - Design of the overall pumping system for extraction of water from the dam and reuse;
 - Detail Design drainage modelling to confirm final requirements meet the overall design intent.
- Increasing the capacity of the upstream basin at the sale yards (Central Basin) by lowering the base could be investigated to provide a second storage area.

4.2 Conclusions

Conclusions that can be drawn from this review of the available information include:

- The proposed basin presents a significant opportunity for the collection of runoff water.
- The current drainage network has catchment with a harvestable area of 41.62 ha, with potential to receive 51.33 ML annually.

DRAFT

Appendices

Appendix A – Flora and Fauna results

DRAFT



Your Ref:
Our Ref: 41-1015FL
Enquiries: Jessica Donaldson
Phone: (08) 9219 8760
Email: flora.data@dpaw.wa.gov.au

Shire of Mingenew
PO Box 120
Mingenew WA 6522

Attention: Nita Jane

Dear Nita Jane,

REQUEST FOR THREATENED AND PRIORITY FLORA INFORMATION

I refer to your request of 12 October 2015 for Threatened (Declared Rare) and Priority Flora information in the area. The search was conducted within the area shown on the map you submitted with an additional 10km buffer.

A search was undertaken for this area of (1) the Department's *Threatened (Declared Rare) and Priority Flora* database (for results, see "TPFL" – coordinates are GDA94), (2) the *Western Australian Herbarium Specimen* database for Threatened and Priority flora species opportunistically collected in the area of interest (for results, see "WAHERB" - coordinates are GDA94 – see condition number 4 in the attached 'Conditions in Respect of Supply') and (3), the Department's *Threatened and Priority Flora List* [this list is searched using 'place names'. This list, which may also be used as a species target list, contains species that are declared rare (Conservation Code R or X for those presumed to be extinct), poorly known (Conservation Codes 1, 2 or 3), or require monitoring (Conservation Code 4) – for results, *if any*, see "TP List"]. The results are attached electronically to this email.

Attached also are the conditions under which this information has been supplied. Your attention is specifically drawn to the ninth point, which refers to the requirement to undertake field investigations for the accurate determination of Threatened and Priority flora occurrence at a site. *The information supplied should be regarded as an indication only of the Threatened and Priority flora that may be present and may be used as a target list in any surveys undertaken.*

The information provided does not preclude you from obtaining and complying with, where necessary, land clearing approvals from other agencies.

It would be appreciated if any populations of Threatened and Priority flora you encounter in the area could be reported to this Department to ensure their ongoing management.

If you require any further details, or wish to discuss Threatened and Priority flora management, please contact Dr Ken Atkins, Manager, Species and Communities Branch, on (08) 9334 0455.

Yours faithfully

Jessica Donaldson

.....
THREATENED FLORA DATABASE OFFICER
for the Director General

26 October 2015



THREATENED AND PRIORITY FLORA INFORMATION

Conditions with Respect to the Supply of Information

- The data supplied may not be provided to any other organisations, nor be used for any purpose other than for the project for which it has been originally provided for; without the prior consent of the Executive Director, Department of Parks and Wildlife.
- Specific locality information for threatened flora is regarded as confidential, and should be treated as such by receiving organisations. Specific locality information for threatened flora may not be used in reports without the written permission of the Executive Director, Department of Parks and Wildlife. Reports may only show generalised locations at a low resolution or, where necessary, show specific locations without identifying species. Species and Communities Branch is to be contacted for guidance on the presentation of threatened flora information.
- The Department of Parks and Wildlife respects the privacy of private landowners who may have threatened and priority flora on their property. Threatened and priority flora locations identified in the data as being on private property should be treated in confidence, and contact with property owners must only be made through the Department of Parks and Wildlife.
- The development of the Perth Herbarium database was not originally intended for electronic mapping (eg. GIS ArcView). The latitude and longitude coordinates for each entry are not verified prior to being data based. It is only in recent times that collections have been submitted with GPS coordinates. Therefore, be aware when using this data in ArcView that some records may not plot to the locality description given with each collection.
- Acknowledgment of the Department of Parks and Wildlife as the source of data is to be made in any published material and cited as Parks and Wildlife (2015) Threatened and Priority Flora Database Search for [search area] accessed on the [date of search]. Prepared by the Species and Communities Branch for [Requesters name and company] for [purpose of search].
- Copies of all such publications are to be forwarded to the Department of Parks and Wildlife, Attention; the Manager, Species and Communities Branch.

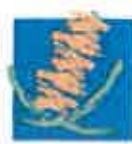
Disclaimers with Respect to the Supply of Information

- Receiving organisations should note that while every effort has been made to prevent errors and omissions in the data, they may be present. The Department of Parks and Wildlife accepts no responsibility for this.
- Receiving organisations must also recognise that the database is subject to continual updating and amendment, and such considerations should be taken into account by the user.
- It should be noted that the supplied data does not necessarily represent a comprehensive listing of the threatened flora of the area in question. Its comprehensiveness is dependent on the amount of surveys carried out within a specified area. The receiving organisation should consider engaging a botanist, if required, to undertake a survey of the area under consideration.



ABBREVIATIONS USED IN THREATENED AND PRIORITY FLORA DATABASE

VESTING						
AAP	Aboriginal Planning Authority	SWA	State of Western Australia	HER	Heritage trail	
AGR	Chief Executive, Dep. of Agriculture	TEL	Telstra	HOS	Hospital	
ALT	Aboriginal Land Trust	UNK	Unknown	KEN	Kennels	
APB	Agricultural Protection Board of WA	WAT	Water Corporation	LGA	LGA/Shire Requirements	
BGP	Botanical Gardens & Parks Authority	WEL	Minister Community Welfare	LPR	Landscape Protection	
BSA	Boy Scouts Association	WRC	Water & Rivers Commission	MIN	Mining lease	
CC	Conservation Commission – NPNCALFC	XPL	Ex-Pastoral Lease	MUN	Municipal Purposes	
CGT	Crown Grant in Trust	PURPOSES			NPK	National Park
COM	Commonwealth of Australia	ABR	Aboriginal Reserve	NRE	Nature Reserve	
CRO	Crown Freehold-Govt Ownership	ACC	Access Track	OTH	Other	
CRW	Crown	AER	Aerodrome	PAR	Parkland (& Recreation)	
DAG	Dep. of Agriculture	AIR	Airport	PAS	Pastoral lease	
DOW	Dep. of Water	ARS	Agricultural Research Station	PCR	Proposed for Conservation	
DPI	Dep. of Planning	BAP	Baptist Union of WA	PFF	Protection of Flora & Fauna	
EXD	Exec Direc CALM	CAM	Camping	PFL	Protection of Flora	
FES	Fire and Emergency Services Aust.	CAR	Caravan park	PIC	Picnic ground	
HOW	Dep. of Housing/State Housing Commission	CEM	Cemetery	PLA	Plantation	
ILD	Industrial Lands Develop. Auth	CFA	Conservation of Fauna	PMC	Protection of Meteorite Crater	
LAC	LandCorp	CFF	Conservation Of Flora & Fauna	POS	Public Open Space	
LGA	Shire/LGA	CFL	Conservation of Flora	PPA	Public parkland	
MAG	Minister for Agriculture	CHU	Church	PRS	Prison site	
MCB	Metropolitan Cemeteries Board	CMN	Communications	PUR	Purchase Lease	
MED	Ministry of Education	COM	Common	PUT	Public Utility	
MHE	Minister for Health	CON	Conservation Park	QUA	Quarry	
MIN	Minister for Mines	CPK	Car Park	RAC	Racecourse	
MPL	Ministry for Planning	CRM	Conservation & Resource Management	RAD	Radio Station	
MPR	Minister for Prisons	DEF	Defence	REC	Recreation	
MRD	Main Roads WA	DRA	Drain	REH	Rehabilitation/Re-establish Native Plants	
MTR	Minister for Transport	EDE	Educational Endowment	RRE	Railway Reserve	
MWA	Minister for Water Resources	EDU	Educational purposes	RUB	Rubbish	
MWO	Minister for Works	UWA		SAL	Saleyards	
NAT	Natural Trust of Australia WA	ENE	Enjoyment of Natural Environ.	SAN	Sand	
NON	Not Vested	EPL	Ex-pastoral Lease (Sect 33(2) CALM Act)	SCH	School-site	
PLB	Pastoral Lands Board	EPS	Explosives	SET	Settlers requirements	
PRI	Private/Freehold	EXC	Excepted from sale	SHO	Showgrounds	
RAI	Public Transport Authority	EXL	Exploration Lease	SNN	Sanitary	
REL	Religious Organisation	EXP	Experimental Farm	SOI	Soil Conservation	
SPC	State Planning Commission	FIR	Firing Range	STO	Stopping place	
SYN	Synergy (ex Western Power)	FOR	State Forest	STK	Stock Route	
		FP	Foreshore Purposes	TIM	Timber	
		GE	General Lease	TOU	Tourism	
		GHA	Grain Handling	TOW	Town-site	
		GOL	Golf	TRA	Training Ground	
		GRA	Gravel Pit	TRI	Trig station	
		GVT	Government Requirements	UCL	Unallocated Crown Land	
		HAR	Harbour Purposes	UNK	Unknown	
		HEP	Heritage Purposes	VER	Road Verge	
				VPF	Vermin Proof Fence	
				WAT	Water	
				WLS	Wildlife Sanctuary	
				WOO	Firewood	



ABBREVIATIONS USED IN THE WESTERN AUSTRALIAN HERBARIUM DATABASE

Geocode Method - The method that was used to record the latitude and longitude.

Auto - Indicates that the coordinate data in the record was created automatically (i.e. by software), usually by creating a coordinate from information provided in the Nearest Named Place or Locality textual description fields.

GAP - Acronym for "Generalised Arbitrary Point" as used in HISPID. GAP indicates that the coordinate data was obtained manually from the Nearest Named Place or Locality textual description fields.

GPS - Acronym for "Global Positioning System". GPS indicates that the coordinate data in the record was obtained from a GPS unit by the collector of the specimen.

MAN - Shorthand for manual. MAN indicates that the coordinate data was created by hand using some method not allowed for by one of the other manual Geocode Method values, in particular, TOPO, GAP, or GPS.

TOPO - Shorthand for topographic map. TOPO indicates that the coordinate data was obtained by plotting textual locality details against a topographic map.

None - Indicates that no coordinate data has been supplied by the collector.

Unknown - Indicates that there is no known method for determining the coordinate data. Should be used if the collector provided no indication of how they sampled the specimen's coordinate data.

PREC (Precision) - precision ratings for coordinates.

Precision 1: Absolutely precise (to nearest 100m or nearest second) and must be GPS determined. For example 35°26'42"S 123°40'26"E

Precision 2: Falling within a diameter of 3km (ca 2 minutes) or if no GPS mentioned in collecting notes. (The location must be able to be pinpointed on a 1:250 000 map, a spot locality. For example 35°26'42"S 123°40'26"E

Precision 3: Falling within a diameter of 10km (ca 7 minutes) or for degrees and minutes, where seconds have not been given. For example 35°26'_"S 123°40'_"E

Precision 4: Falling within a diameter of ca 50km (30 minutes). For example 35°26'_"S 123°40'_"E

Precision 5: Where a location is a prescribed large geographical area within a state or only the state is given. Diameter is greater than 50km. For example 35°_'_'S 123°_'_'E

Precision 6: used when localities are New Holland, Eastern Australia or Not given. Fields will be left blank.



CONSERVATION CODES

For Western Australian Flora and Fauna

T Threatened species

Listed as Specially Protected under the *Wildlife Conservation Act 1950*, published under Schedule 1 of the *Wildlife Conservation (Specially Protected Fauna) Notice for Threatened Fauna and Wildlife Conservation (Rare Flora) Notice for Threatened Flora* (which may also be referred to as Declared Rare Flora).

- Fauna that is rare or likely to become extinct are declared to be fauna that is in need of special protection
- Flora that are extant and considered likely to become extinct, or rare and therefore in need of special protection, are declared to be rare flora

Species* which have been adequately searched for and are deemed to be, in the wild, either rare, at risk of extinction, or otherwise in need of special protection, and have been gazetted as such.

The assessment of the conservation status of these species is based on their national extent.

X Presumed extinct species

Listed as Specially Protected under the *Wildlife Conservation Act 1950*, published under Schedule 2 of the *Wildlife Conservation (Specially Protected Fauna) Notice for Presumed Extinct Fauna and Wildlife Conservation (Rare Flora) Notice for Presumed Extinct Flora* (which may also be referred to as Declared Rare Flora).

Species which have been adequately searched for and there is no reasonable doubt that the last individual has died, and have been gazetted as such.

IA Migratory birds protected under an international agreement

Listed as Specially Protected under the *Wildlife Conservation Act 1950*, listed under Schedule 3 of the *Wildlife Conservation (Specially Protected Fauna) Notice*.

Birds that are subject to an agreement between the government of Australia and the governments of Japan (JAMBA), China (CAMBA) and The Republic of Korea (ROKAMBA), relating to the protection of migratory birds.

S Other specially protected fauna

Listed as Specially Protected under the *Wildlife Conservation Act 1950*. Fauna declared to be in need of special protection, otherwise than for the reasons mentioned for Schedules 1, 2 or 3, are published under Schedule 4 of the *Wildlife Conservation (Specially Protected Fauna) Notice*.

Threatened Fauna and Flora are ranked according to their level of threat using IUCN Red List categories and criteria. For example: Carnaby's Cockatoo (*Calyptorhynchus latirostris*) is listed as 'Specially Protected' under the *Wildlife Conservation Act 1950*, published under Schedule 1, and referred to as a 'Threatened' species with a ranking of 'Endangered'.

CR Critically Endangered - considered to be facing an extremely high risk of extinction in the wild.

EN Endangered - considered to be facing a very high risk of extinction in the wild.

VU Vulnerable - considered to be facing a high risk of extinction in the wild.

A list of the current rankings can be downloaded from the Parks and Wildlife Threatened Species and Communities webpage at <http://dpaw.wa.gov.au/plants-and-animals/threatened-species-and-communities/>



P Priority species

Species that maybe threatened or near threatened but are data deficient, have not yet been adequately surveyed to be listed under the Schedules of the Wildlife Conservation (Specially Protected Fauna) Notice or the Wildlife Conservation (Rare Flora) Notice, are added to the Priority Fauna or Priority Flora Lists under Priorities 1, 2 or 3. These three categories are ranked in order of priority for survey and evaluation of conservation status so that consideration can be given to their declaration as threatened flora or fauna. Species that are adequately known, are rare but not threatened, or meet criteria for near threatened, or that have been recently removed from the threatened list for other than taxonomic reasons, are placed in Priority 4. These species require regular monitoring. Conservation dependent species that are subject to a specific conservation program are placed in Priority 5.

Assessment of Priority codes is based on the Western Australian distribution of the species, unless the distribution in WA is part of a contiguous population extending into adjacent States, as defined by the known spread of locations.

1: Priority One: Poorly-known species

Species that are known from one or a few locations (generally five or less) which are potentially at risk. All occurrences are either: very small; or on lands not managed for conservation, e.g. agricultural or pastoral lands, urban areas, road and rail reserves, gravel reserves and active mineral leases; or otherwise under threat of habitat destruction or degradation. Species may be included if they are comparatively well known from one or more locations but do not meet adequacy of survey requirements and appear to be under immediate threat from known threatening processes. Such species are in urgent need of further survey.

2: Priority Two: Poorly-known species

Species that are known from one or a few locations (generally five or less), some of which are on lands managed primarily for nature conservation, e.g. national parks, conservation parks, nature reserves and other lands with secure tenure being managed for conservation. Species may be included if they are comparatively well known from one or more locations but do not meet adequacy of survey requirements and appear to be under threat from known threatening processes. Such species are in urgent need of further survey.

3: Priority Three: Poorly-known species

Species that are known from several locations, and the species does not appear to be under imminent threat, or from few but widespread locations with either large population size or significant remaining areas of apparently suitable habitat, much of it not under imminent threat. Species may be included if they are comparatively well known from several locations but do not meet adequacy of survey requirements and known threatening processes exist that could affect them. Such species are in need of further survey.

4: Priority Four: Rare, Near Threatened and other species in need of monitoring

(a) **Rare.** Species that are considered to have been adequately surveyed, or for which sufficient knowledge is available, and that are considered not currently threatened or in need of special protection, but could be if present circumstances change. These species are usually represented on conservation lands.

(b) **Near Threatened.** Species that are considered to have been adequately surveyed and that do not qualify for Conservation Dependent, but that are close to qualifying for Vulnerable.

(c) Species that have been removed from the list of threatened species during the past five years for reasons other than taxonomy.

5: Priority Five: Conservation Dependent species

Species that are not threatened but are subject to a specific conservation program, the cessation of which would result in the species becoming threatened within five years.

*Species includes all taxa (plural of taxon - a classificatory group of any taxonomic rank, e.g. a family, genus, species or any infraspecific category i.e. subspecies, variety or forma).



Attn: Nita Jane
Shire of Mingenew

Dear Nita,

REQUEST FOR THREATENED AND PRIORITY FAUNA INFORMATION

I refer to your request of the 7th of October for information on threatened and priority fauna occurring within the vicinity of Mingenew for a proposed water harvesting project.

A search was undertaken for this area from the Department's threatened fauna databases, which include species that are declared as 'Rare or likely to become extinct (Schedule 1)', 'Birds protected under an international agreement (Schedule 3)', 'Other specially protected fauna (Schedule 4)'.

Attached are the conditions and disclaimers under which this information has been supplied. Your attention is specifically drawn to the second point referring to the confidentiality levels associated with the supply of this information and the seventh point that refers to the requirement to undertake field investigations for an accurate determination of threatened fauna occurrence at a site. The information supplied should be regarded as an indication only of the threatened and priority fauna that may be present.

It would be appreciated if any occurrences of threatened fauna encountered by you in the area could be reported to this Department to ensure their ongoing management.

If you require any further details, or wish to discuss threatened fauna management, please contact our Principal Zoologist on (08) 9219 9515.

Yours sincerely

Georgina Anderson
Threatened Fauna Database Officer
for the DIRECTOR GENERAL
Department of Parks and Wildlife
19 October 2015
Attachment

THREATENED AND PRIORITY FAUNA INFORMATION

Conditions with Respect to the Supply of Information

- The data supplied may not be provided to any other organisations, nor be used for any purpose other than for the project for which it has been originally provided for; without the prior consent of the Executive Director, Department of Parks and Wildlife.
- Specific locality information for threatened fauna is regarded as confidential, and should be treated as such by receiving organisations. Specific locality information for threatened fauna may not be used in reports without the written permission of the Executive Director, Department of Parks and Wildlife. Reports may only show generalised locations at a low resolution or, where necessary, show specific locations without identifying species. Species and Communities Branch is to be contacted for guidance on the presentation of threatened fauna information.
- The Department of Parks and Wildlife respects the privacy of private landowners who may have threatened and priority fauna on their property. Threatened and priority fauna locations identified in the data as being on private property should be treated in confidence, and contact with property owners must only be made through the Department of Parks and Wildlife.
- Acknowledgment of the Department of Parks and Wildlife as the source of data is to be made in any published material and cited as Parks and Wildlife (2015) Threatened and Priority Fauna Database Search for [search area] accessed on the [date of search]. Prepared by the Species and Communities Branch for [Requesters name and company] for [purpose of search].
- Copies of all such publications are to be forwarded to the Department of Parks and Wildlife, Attention; Principal Zoologist, Species and Communities Branch.

Disclaimers with Respect to the Supply of Information

- Receiving organisations should note that while every effort has been made to prevent errors and omissions in the data, they may be present. The Department of Parks and Wildlife accepts no responsibility for this.
- Receiving organisations must also recognise that the database is subject to continual updating and amendment, and such considerations should be taken into account by the user.
- It should be noted that the supplied data does not necessarily represent a comprehensive listing of the threatened fauna of the area in question. Its comprehensiveness is dependent on the amount of surveys carried out within a specified area. The receiving organisation should consider engaging a biologist/zoologist, if required, to undertake a survey of the area under consideration.

Appendix B – Photographs of site



Photo 1: View south towards CBH facility from East Basin



From eastern side of Central Basin (Saleyards basin)



Small amount of shallow standing water in Central Basin



Culvert opening in East Basin under the access road to the saleyards



Recently Complete upgrade works within the CBH site



Open drain C9, along north and eastern sides of CBH facilities



Further Photo of recently completed upgrade works at CBH Facility



View looking North in the general area of the embankment between Central and Eastern basins

DRAFT

Appendix C – Irrigation Calculation

DRAFT

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

Pasture Low - Geraldton

Location	Geraldton
Crop Name	Pasture Low [FAST_L]
Planted Date	N/A (Perennial)
Irrigation Period	1 Jan to 31 Dec
Irrigation Efficiency	1.2

	Total	Jan	Feb	Mar	Apr	May	Oct	Nov	Dec
Vol (ML)	11.34	1.93	1.74	1.66	1.14	0.44	1.13	1.49	1.81

Peak daily water demand may be as high as 7.47 mm in January for this crop.

* Volume based on a Planted Area of 1 Ha and Irrigation Proportion of 1
Report generated on 10/Dec/2015 2:07:48 PM

Pasture Low - Geraldton

Location	Geraldton
Crop Name	Recreation Low [RECR_L]
Planted Date	N/A (Perennial)
Irrigation Period	1 Jan to 31 Dec
Irrigation Efficiency	1.4

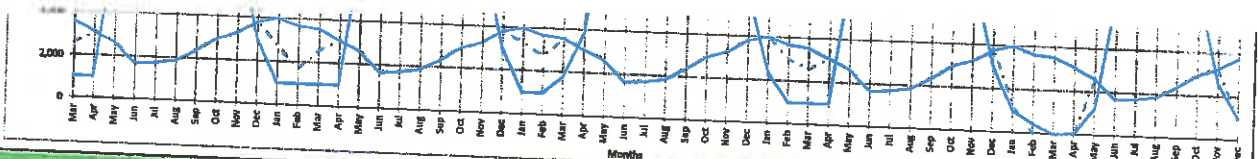
	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Vol (ML)	12.83	1.80	1.63	1.55	1.07	0.69	0.43	0.46	0.43	0.65	1.06	1.39	1.69

Peak daily water demand may be as high as 6.97 mm in January for this crop.

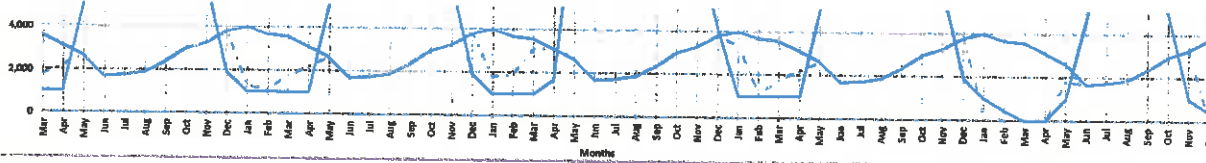
* Volume based on a Planted Area of 1 Ha and Irrigation Proportion of 1
Report generated on 10/Dec/2015 2:08:37 PM

Appendix D – Yield Calculation

DRAFT



Actual Year												Month												Dry Year													
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual		
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12		
304	197	117	74.35	107.25	178.25	208.25	263.25	292.25	278.25	803	877.4	848	107.78	114.5	117.2	117.2	117.2	117.2	117.2	117.2	117.2	117.2	808	377.4	349	187	102.78	107.78	107.25	107.25	107.25	107.25	107.25	107.25	808		
127	102.78	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	107.25	
32.0	55.8	55.0	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	
10.3	44.6	86.7	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	82	
11.3	32.7	33.8	83.3	26.8	33.3	17.7	3.3	4.3	88	32.4	18.1	28.0	35.3	71.8	87.4	35.3	38.4	23.0	18.2	14.1	7.2	4.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2519	6570	8589	9111	8333	8340	10000	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	
853	2487	2537	2686	1592	1010	508	227	200	43987	1800	2448	3472	4062	10957	14062	20453	2500	308	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
576	9258	11503	10891	6925	4336	2487	1345	856	87982	429	801	1363	1485	3888	5131	4222	2093	1749	788	894	164	23444	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
485	9205	11584	10599	6970	4022	2639	660	0	81924	1090	2426	3428	4078	10904	14439	19330	5961	2392	2233	383	6962	844	684	767	498	330	188	728	728	428	1743	493	0	0	0	0	
30	31	30	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	
3077	2627	1681	1728	1871	2373	2888	3365	3468	3488	3077	3682	3967	3977	3687	2887	1881	1798	1871	2373	2888	3365	3468	3488	3077	3682	3967	3977	3687	2887	1881	1798	1871	2373	2888	3365	3468	3488
3077	2827	1681	1728	1871	2373	2888	3365	3468	3488	3077	3682	3967	3977	3687	2887	1881	1798	1871	2373	2888	3365	3468	3488	3077	3682	3967	3977	3687	2887	1881	1798	1871	2373	2888	3365	3468	3488



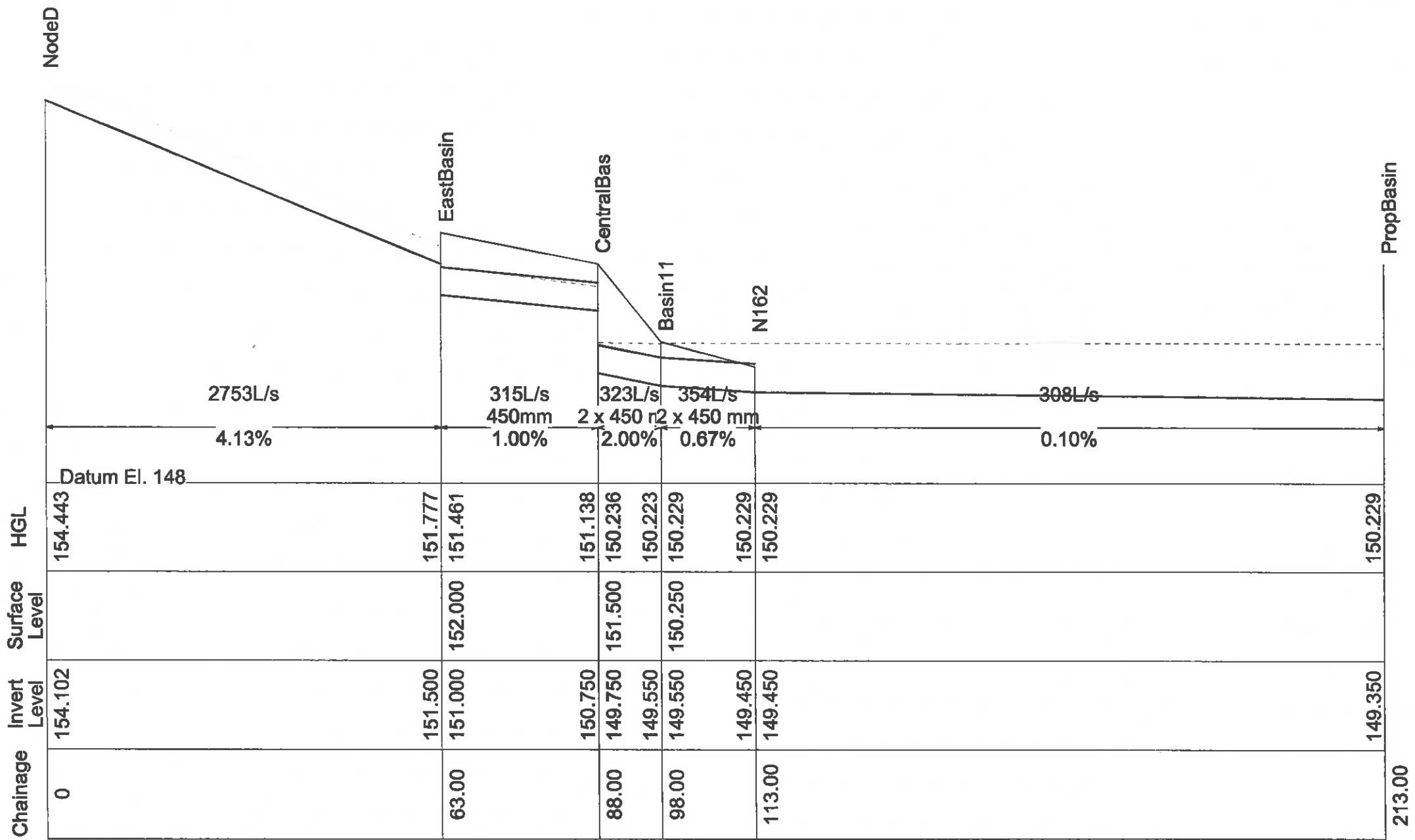
Average Year												Day Year											
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	
187	102.78	93.70	74.36	81.70	107.28	180.8	210.78	280.35	899.7	303	277.5	248	187	102.78	60.78	74.36	81.70	107.28	180.8	210.78	280.35	899.7	
22.3	44.8	62.7	52.3	34.8	22.3	10.4	5.4	3.9	13.0	20.6	27.3	36.7	89.0	114.0	98.8	75.8	51.4	27.2	8.0	13.0	86.6	0.0	
11.3	32.7	38.8	36.5	20.0	13.3	7.7	3.9	2.8	18.1	10.4	16.1	22.5	28.3	71.0	61.1	86.6	62.0	38.9	17.2	14.4	7.2	44.6	
2076	5974	7100	6990	4406	2780	1590	865	542	3872	1038	2255	2838	3590	6000	11614	10271	8660	4573	2187	1638	918	88709	
436	1254	1491	1990	803	512	2860	1075	643	4388	1642	2458	3564	4093	11098	14201	12889	8048	4484	2358	2186	8679	0	
2611	6927	8500	8030	5207	3271	1975	1015	604	4388	1642	2458	3564	4093	11098	14201	12889	8048	4484	2358	2186	8679	0	
488	230	189	231	225	334	508	695	504	3888	844	814	757	698	300	100	291	256	334	628	638	104	4688	
2022	6927	8401	7824	4982	2957	1382	331	0	34871	686	1584	2808	3878	19748	14212	12988	7780	8120	3082	1008	54	68295	
3077	2627	1891	1720	1871	2370	2888	3280	3785	3488	8077	3692	6687	3877	2887	1681	1728	1871	2370	2888	3280	3785	3488	
3077	2627	1891	1720	1871	2370	2888	3280	3785	3488	8077	3692	6687	3877	2887	1681	1728	1871	2370	2888	3280	3785	3488	

Average Year												Day Year											
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	
187	102.78	93.70	74.36	81.70	107.28	180.8	210.78	280.35	899.7	303	277.5	248	187	102.78	60.78	74.36	81.70	107.28	180.8	210.78	280.35	899.7	
22.3	44.8	62.7	52.3	34.8	22.3	10.4	5.4	3.9	13.0	20.6	27.3	36.7	89.0	114.0	98.8	75.8	51.4	27.2	8.0	13.0	86.6	0.0	
11.3	32.7	38.8	36.5	20.0	13.3	7.7	3.9	2.8	18.1	10.4	16.1	22.5	28.3	71.0	61.1	86.6	62.0	38.9	17.2	14.4	7.2	44.6	
2076	5974	7100	6990	4406	2780	1590	865	542	3872	1038	2255	2838	3590	6000	11614	10271	8660	4573	2187	1638	918	88709	
436	1254	1491	1990	803	512	2860	1075	643	4388	1642	2458	3564	4093	11098	14201	12889	8048	4484	2358	2186	8679	0	
2611	6927	8500	8030	5207	3271	1975	1015	604	4388	1642	2458	3564	4093	11098	14201	12889	8048	4484	2358	2186	8679	0	
488	230	189	231	225	334	508	695	504	3888	844	814	757	698	300	100	291	256	334	628	638	104	4688	
2022	6927	8401	7824	4982	2957	1382	331	0	34871	686	1584	2808	3878	19748	14212	12988	7780	8120	3082	1008	54	68295	
3077	2627	1891	1720	1871	2370	2888	3280	3785	3488	8077	3692	6687	3877	2887	1681	1728	1871	2370	2888	3280	3785	3488	
3077	2627	1891	1720	1871	2370	2888	3280	3785	3488	8077	3692	6687	3877	2887	1681	1728	1871	2370	2888	3280	3785	3488	

Appendix E – Stormwater Modelling

DRAFT

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.



Appendix F – Drainage Review

DRAFT

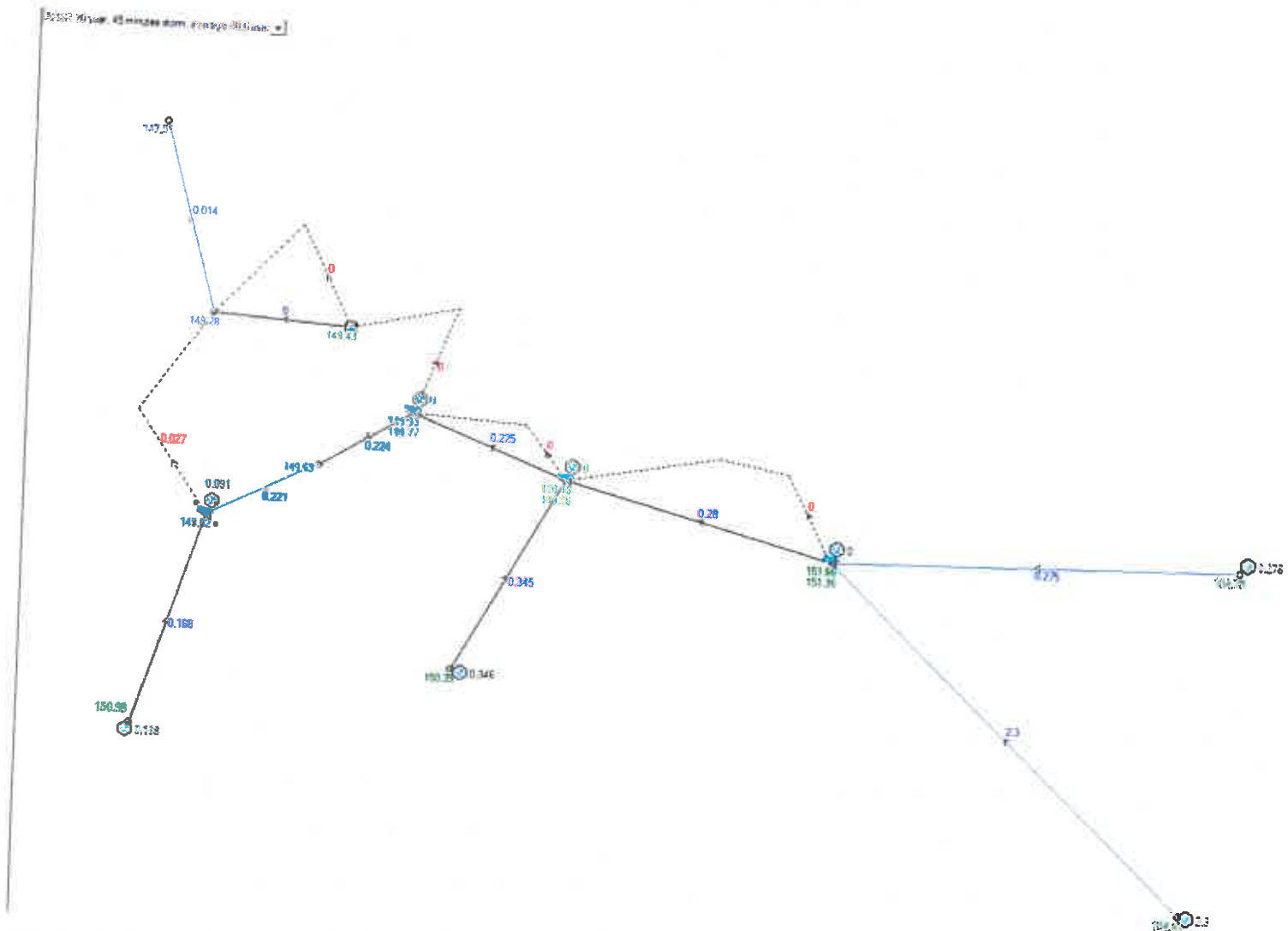


Figure 12 Basin empty, 20 year ARI with 45 minute duration

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

ARMP 20 year 45 minute storm coverage (0.6 m/s)

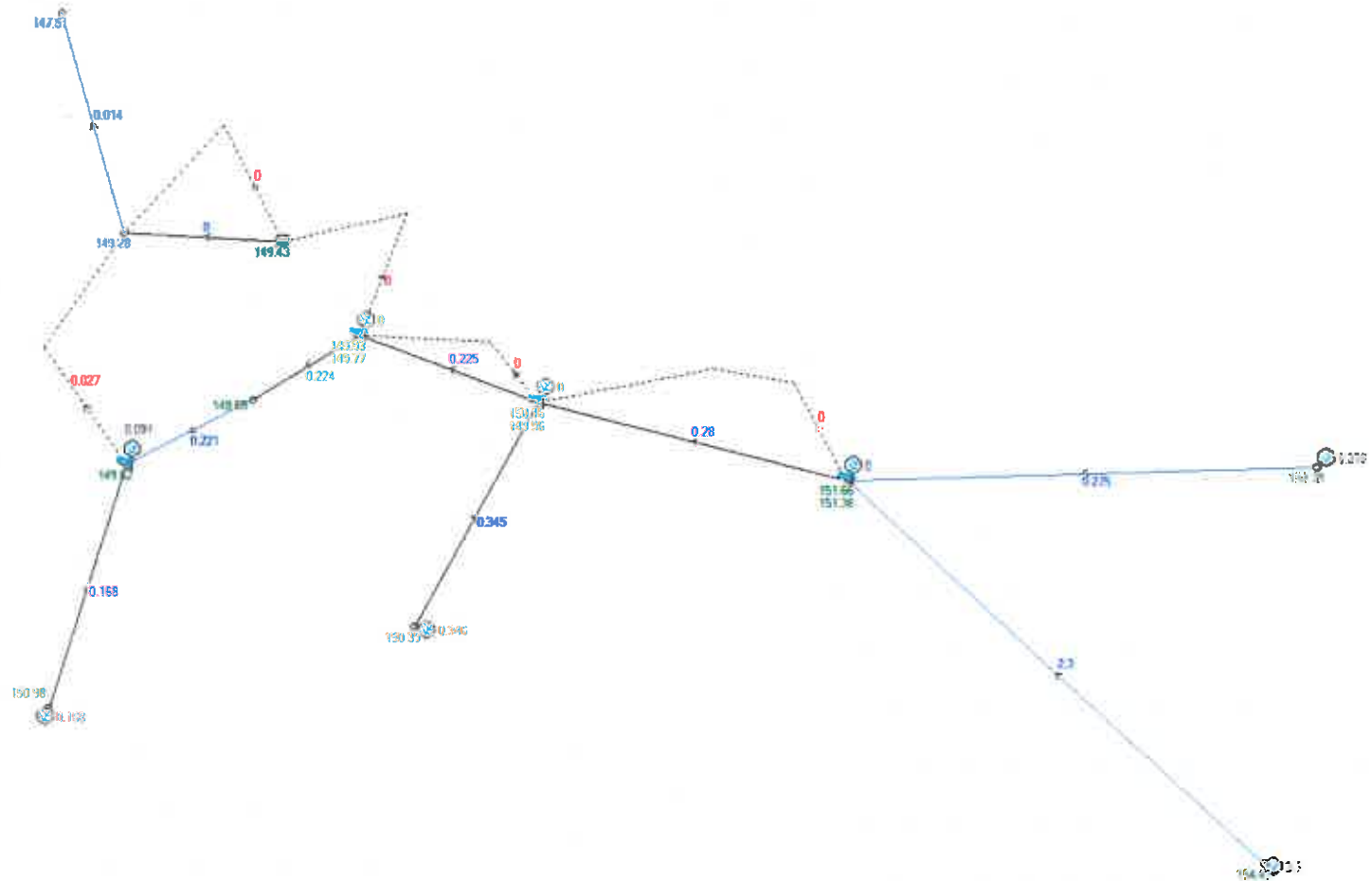


Figure 13 Basin full, 20 year ARI with 45 minute duration

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

ARSR 100 yrs. 45 min. (from average 30 min.)

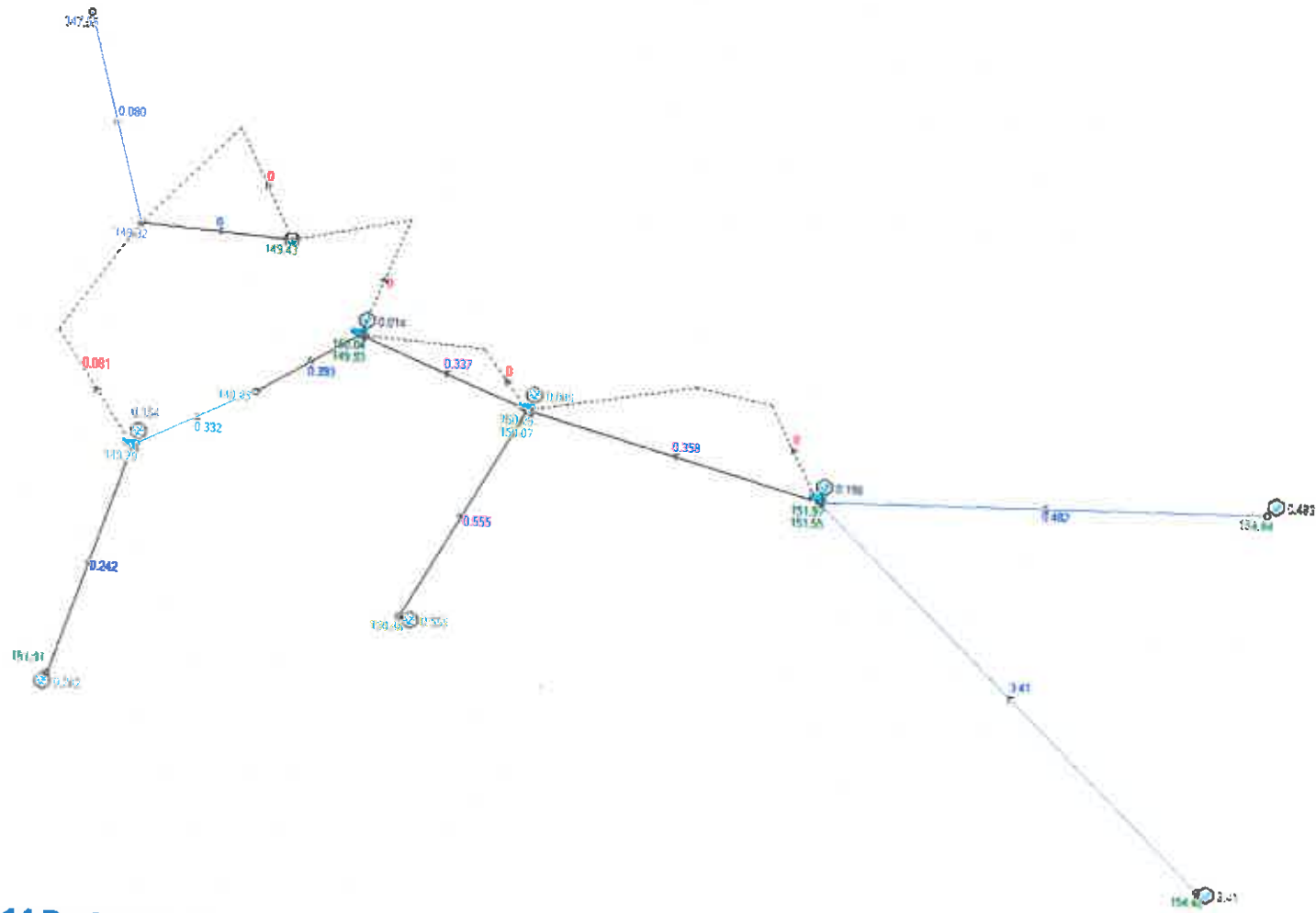


Figure 14 Basin full, 100 year ARI with 45 minute duration

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

DRAFT

GHD

GHD, 999 Hay Street, Perth, WA 6000

P.O. Box 3106, Perth WA 6832

T: 61 8 6222 8222 F: 61 8 6222 8555 E: permail@ghd.com.au

© GHD 2015

This document is and shall remain the property of GHD. The document may only be used for the purpose for which it was commissioned and in accordance with the Terms of Engagement for the commission. Unauthorised use of this document in any form whatsoever is prohibited.

G:\61\32688\WP\153560.docx

Document Status

Rev No.	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
A	J Stegena	S Cleary		S Cleary		10/12/15

9.1.8 DEPUTY CHIEF EXECUTIVE OFFICER

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0253
Date: 5 February 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report considers a proposal from the CEO to amend the title of Mrs Nita Jane's position from Manager of Administration and Finance to Deputy Chief Executive Officer.

Attachment

Nil

Background

At the December Ordinary Council meeting there was discussion to change the title of Mrs Nita Jane's position from Manager of Administration and Finance to Deputy Chief Executive Officer. This item is to formalise those conversations.

Comment

Council previously elected at the October 2014 Ordinary Council Meeting to not make the role of Manager of Administration and Finance a senior officer position within the Shire of Mingenew. The changing of title to Deputy Chief Executive Officer will not impact on this previous decision of Council.

Consultation

All Councillors

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There are no financial implications. .

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.8

That;

The title of the position occupied by Mrs Nita Jane be changed from Manager of Administration and Finance to Deputy Chief Executive Officer.

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 DECEMBER 2015

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0304
Date:	5 February 2015
Author:	Nita Jane, Manager Finance and Administration
Senior Officer:	Martin Whitely, Chief Executive Officer

The Monthly Statement of Financial Activity report for the period ending 31 December 2015 is presented to Council for adoption.

Attachment

Finance Report for period ending 31 December 2015.

Background

The Monthly Financial Report to 31 December 2015 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	87,513
Business Cash Maximiser (Municipal Funds)	1,051,925
Trust Account	151,798
Reserve Maximiser Account	273,917

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 10 February 2016

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 31 December 2015:

Amount	Current	30+ Days	60+ Days	90+ Days	TOTAL
	(1,138)	2,525	450	8,740	10,577

Rates Outstanding at 31 December 2015 were:

	Current	Arrears	TOTAL
Rates	186,240	28,245	214,485
Rubbish	2,115	0	2,115
TOTAL	188,355	28,245	216,600

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 31 December 2015 be received.

SHIRE OF MINGENEW

MONTHLY FINANCIAL REPORT

For the Period Ended 31 December 2015

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Compilation Report	2
Monthly Summary Information	3 - 5
Statement of Financial Activity by Program	6
Statement of Financial Activity By Nature or Type	7
Statement of Capital Acquisitions and Capital Funding	8
Statement of Budget Amendments	9
Note 1 Significant Accounting Policies	10 - 16
Note 2 Explanation of Material Variances	17
Note 3 Net Current Funding Position	18
Note 4 Cash and Investments	19
Note 5 Budget Amendments	20 - 24
Note 5a Budget Amendments - Corporate Business Plan	25 -26
Note 6 Receivables	27
Note 7 Cash Backed Reserves	28
Note 8 Capital Disposals	29
Note 9 Rating Information	30
Note 10 Information on Borrowings	31
Note 11 Grants and Contributions	32
Note 12 Trust	33
Appendix A Details of Capital Acquisitions	34 - 35

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 December 2015 of \$1,272,289.

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

Preparation

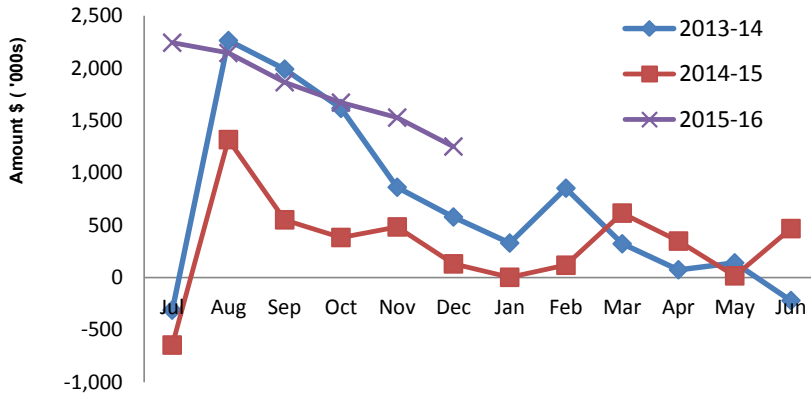
Prepared by: Nita Jane
Reviewed by: Martin Whitely
Date prepared: 20/01/2016

Shire of Mingenew

Monthly Summary Information

For the Period Ended 31 December 2015

Liquidity Over the Year (Refer Note 3)



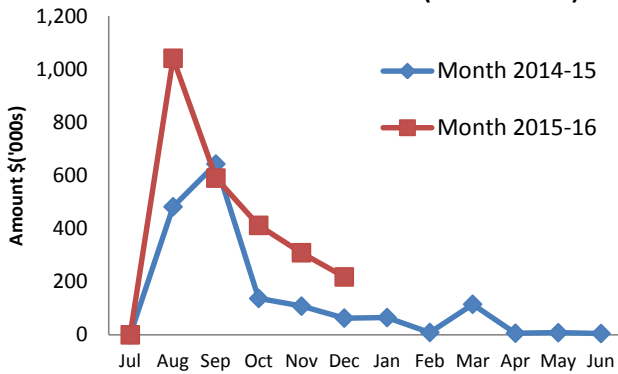
Cash and Cash Equivalents as at period end

Unrestricted	\$ 823,658
Restricted	\$ 603,735
	\$ 1,427,394

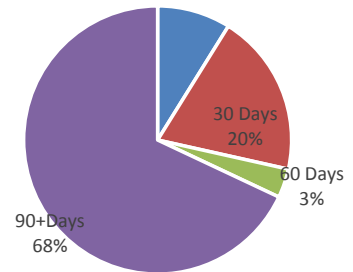
Receivables

Rates	\$ 218,023
Other	\$ 10,577
	\$ 228,600

Rates Receivable (Refer Note 6)



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

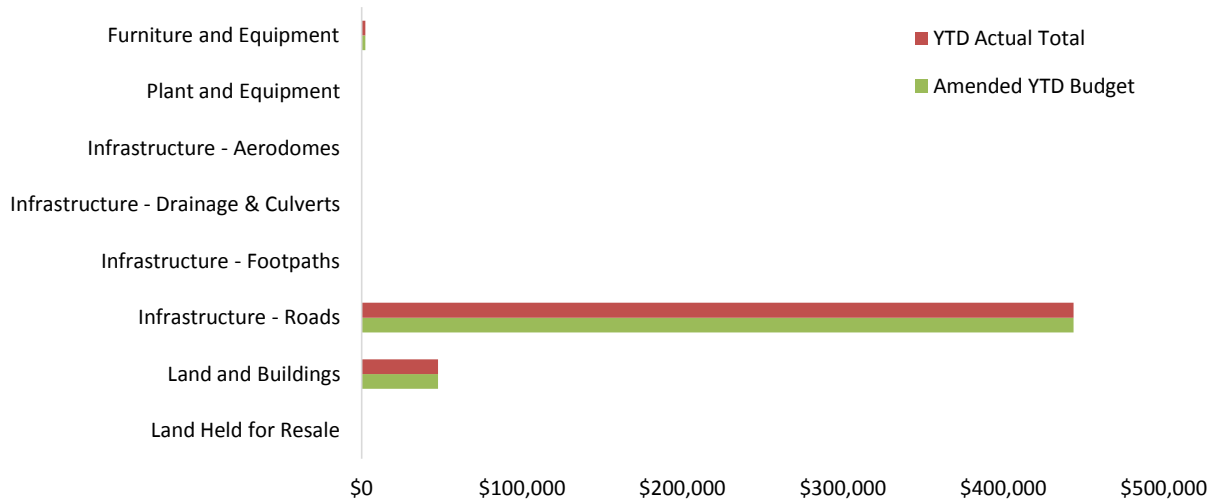


Comments

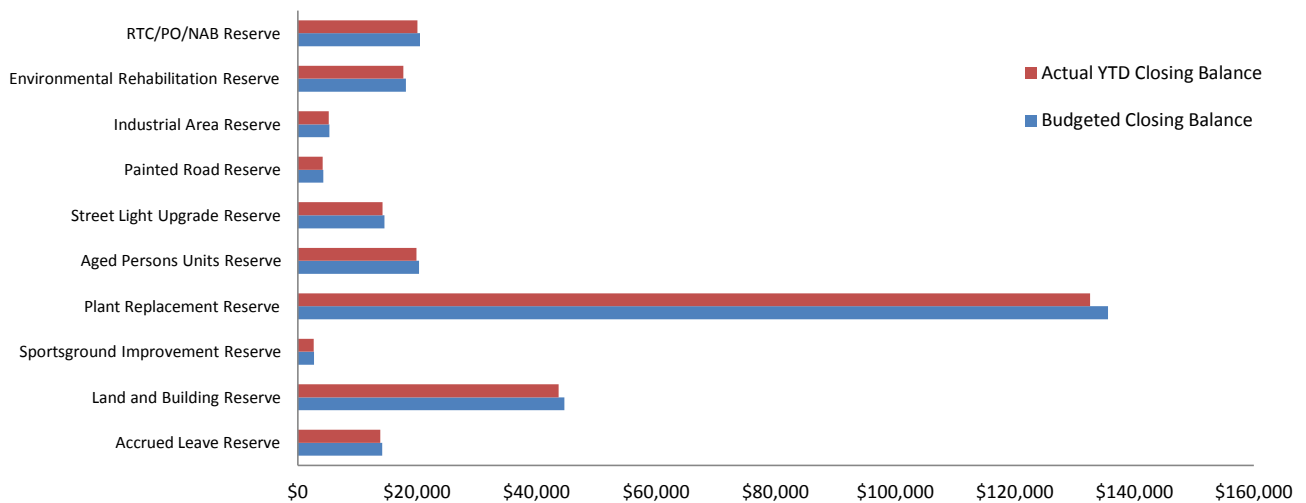
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Mingenew
Monthly Summary Information
 For the Period Ended 31 December 2015

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

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

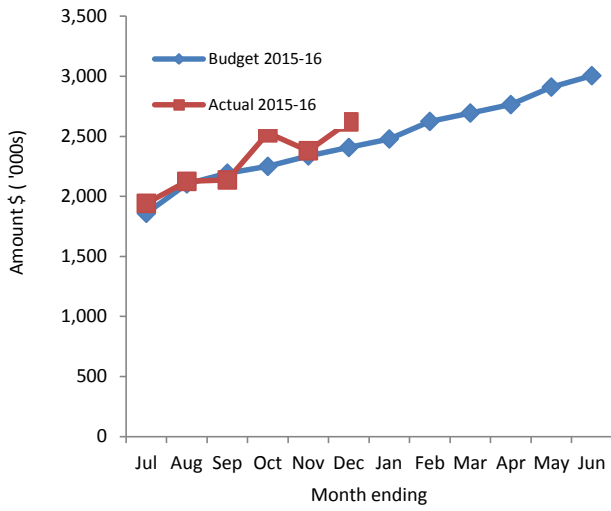
Shire of Mingenew

Monthly Summary Information

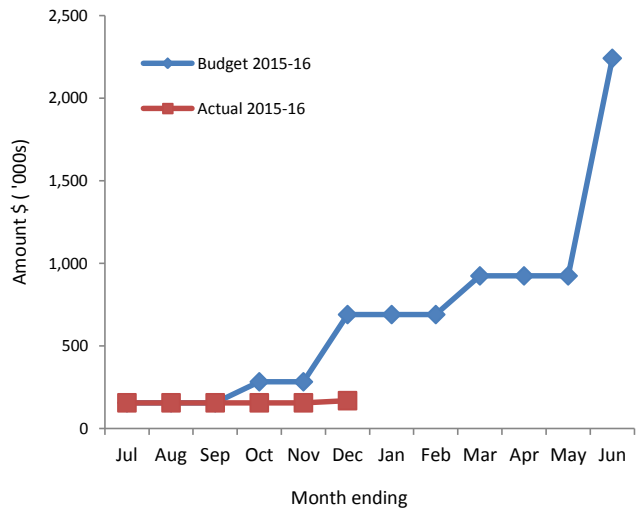
For the Period Ended 31 December 2015

Revenues

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

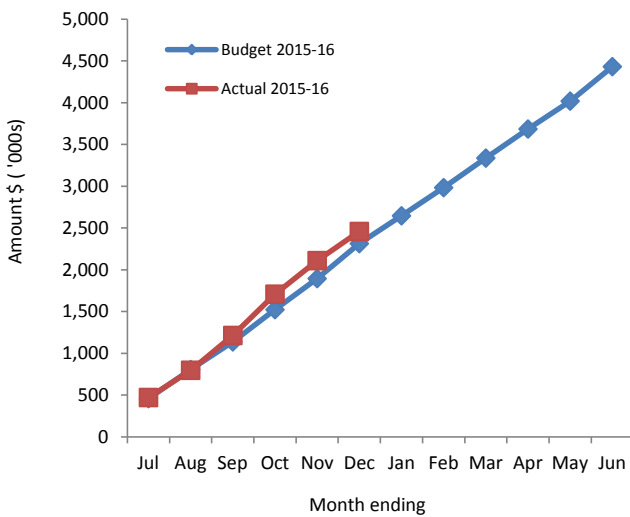


Budget Capital Revenue -v- Actual (Refer Note 2)

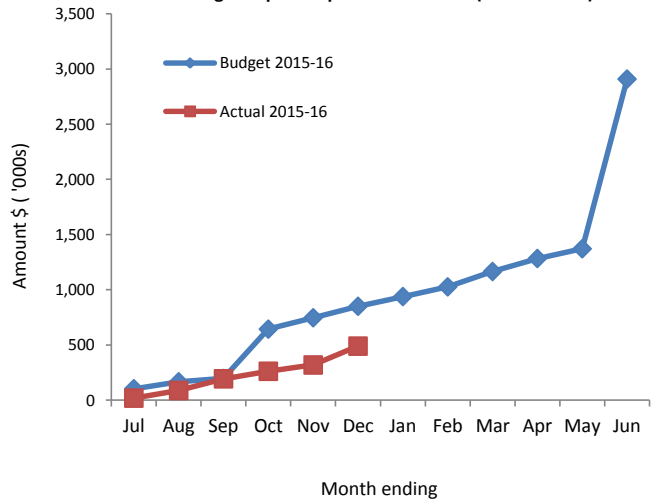


Expenditure

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



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



Comments

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

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 December 2015

Note	2015/16 Forecast Budget	2015/16 Original Budget (a)	2015/16 YTD Budget (a)	2015/16 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
	\$	\$	\$	\$	\$	%	
General Purpose Funding	2,093,128	2,093,128	1,921,160	1,871,631	(49,529)	(2.58%)	
Governance	12,564	12,564	10,276	16,400	6,124	59.60%	
Law, Order and Public Safety	33,780	33,780	19,070	15,784	(3,286)	(17.23%)	
Health	1,000	1,000	498	0	(498)	(100.00%)	
Education and Welfare	5,290	5,290	2,640	1,693	(947)	(35.88%)	
Housing	117,343	117,343	58,656	52,100	(6,556)	(11.18%)	
Community Amenities	86,175	86,175	79,473	72,417	(7,056)	(8.88%)	
Recreation and Culture	31,086	31,086	30,497	30,310	(187)	(0.61%)	
Transport	551,558	551,558	366,494	311,043	(55,451)	(15.13%)	▼
Economic Services	10,630	10,630	5,298	4,471	(827)	(15.61%)	
Other Property and Services	128,359	128,359	60,414	75,932	15,518	25.69%	▲
Total Operating Revenue	3,070,913	3,070,913	2,554,476	2,451,781	(53,166)		
Operating Expense							
General Purpose Funding	(83,530)	(83,530)	(29,244)	(26,925)	2,319	7.93%	
Governance	(200,235)	(200,235)	(157,035)	(139,981)	17,054	10.86%	▲
Law, Order and Public Safety	(133,639)	(133,639)	(67,894)	(48,908)	18,986	27.96%	▲
Health	(69,122)	(69,122)	(32,603)	(29,254)	3,348	10.27%	▲
Education and Welfare	(56,731)	(56,731)	(29,267)	(32,039)	(2,771)	(9.47%)	
Housing	(278,427)	(278,427)	(139,900)	(135,596)	4,303	3.08%	
Community Amenities	(180,101)	(180,101)	(84,666)	(85,475)	(809)	(0.96%)	
Recreation and Culture	(903,725)	(903,725)	(446,772)	(497,178)	(50,405)	(11.28%)	▼
Transport	(2,206,314)	(2,206,314)	(1,128,566)	(1,335,626)	(207,061)	(18.35%)	▼
Economic Services	(228,403)	(228,403)	(110,050)	(117,169)	(7,119)	(6.47%)	
Other Property and Services	(92,008)	(92,008)	(68,377)	(9,925)	58,452	85.49%	▲
Total Operating Expenditure	(4,432,234)	(4,432,234)	(2,294,374)	(2,458,077)	(163,703)		
Funding Balance Adjustments							
Add back Depreciation	1,850,000	1,850,000	924,984	1,185,000	260,016	28.11%	▲
Adjust (Profit)/Loss on Asset Disposal	(25,370)	(25,370)	(8,020)	0	8,020	(100.00%)	
Adjust Provisions and Accruals	0	0	0	0	0		
Net Cash from Operations	463,309	463,309	1,177,066	1,178,704	51,167		
Capital Revenues							
Grants, Subsidies and Contributions	2,065,347	2,065,347	514,180	155,866	(358,314)	(69.69%)	▼
Proceeds from Disposal of Assets	110,000	110,000	110,000	13,182	(96,818)	(88.02%)	▼
Total Capital Revenues	2,175,347	2,175,347	624,180	169,048	(455,132)		
Capital Expenses							
Land Held for Resale	(200,000)	(200,000)	0	0	0		
Land and Buildings	(966,804)	(966,804)	(181,802)	(47,610)	134,191	73.81%	▲
Infrastructure - Roads	(1,151,751)	(1,151,751)	(492,430)	(443,763)	48,667	9.88%	
Infrastructure - Footpaths	(150,000)	(150,000)	0	0	0		
Infrastructure - Drainage & Culverts	0	0	0	0	0		
Infrastructure - Aerodomes	0	0	0	0	0		
Infrastructure - Other	(280,000)	(280,000)	0	0	0		
Plant and Equipment	(125,000)	(125,000)	(60,000)	0	60,000	100.00%	▲
Furniture and Equipment	(28,000)	(28,000)	(13,000)	(2,326)	10,674	82.10%	▲
Total Capital Expenditure	(2,901,555)	(2,901,555)	(747,232)	(493,700)	253,532		
Net Cash from Capital Activities	(726,208)	(726,208)	(123,052)	(324,652)	(201,601)		
Financing							
Proceeds from New Debentures	0	0	0	0	0		
Proceeds from Advances	0	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0	0		
Transfer from Reserves	0	0	0	0	0		
Advances to Community Groups	0	0	0	0	0		
Repayment of Debentures	(172,463)	(172,463)	(86,232)	(85,142)	1,090	1.26%	
Transfer to Reserves	(25,428)	(25,428)	0	(1,954)	(1,954)		
Net Cash from Financing Activities	(197,891)	(197,891)	(86,232)	(87,096)	(864)		
Net Operations, Capital and Financing	(460,791)	(460,791)	967,783	766,956	(151,297)		
Opening Funding Surplus(Deficit)	467,988	467,988	467,988	505,333	37,345	7.98%	
Closing Funding Surplus(Deficit)	7,197	7,197	1,435,771	1,272,289	(113,953)		

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

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

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 December 2015

	Note	2015/16 Amended Annual Budget	2015/16 Original Budget (a)	2015/16 YTD Budget (a)	2015/16 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
Operating Revenues								
Rates	9	\$ 1,754,614	\$ 1,754,614	\$ 1,751,908	\$ 1,710,499	(41,410)	(2.36%)	
Operating Grants, Subsidies and Contributions	11	522,884	522,884	289,270	317,806	28,536	9.86%	
Fees and Charges		296,559	296,559	199,580	186,324	(13,256)	(6.64%)	
Service Charges		0	0	0	0	0		
Interest Earnings		24,498	24,498	12,210	22,150	9,940	81.40%	
Other Revenue		446,988	446,988	223,488	215,003	(8,485)	(3.80%)	
Profit on Disposal of Assets	8	25,370	25,370	8,020	0			
Total Operating Revenue		3,070,913	3,070,913	2,484,476	2,451,781	(24,675)		
Operating Expense								
Employee Costs		(861,988)	(861,988)	(469,409)	(487,196)	(17,787)	(3.79%)	
Materials and Contracts		(828,372)	(828,372)	(372,228)	(295,578)	76,650	20.59%	▲
Utility Charges		(161,042)	(161,042)	(73,351)	(44,423)	28,928	39.44%	▲
Depreciation on Non-Current Assets		(1,850,000)	(1,850,000)	(924,984)	(1,185,000)	(260,016)	(28.11%)	▼
Interest Expenses		(63,422)	(63,422)	(31,690)	(29,032)	2,658	8.39%	
Insurance Expenses		(166,025)	(166,025)	(155,558)	(171,703)	(16,145)	(10.38%)	▼
Other Expenditure		(501,385)	(501,385)	(267,154)	(245,146)	22,008	8.24%	
Loss on Disposal of Assets	8	0	0	0	0			
Total Operating Expenditure		(4,432,234)	(4,432,234)	(2,294,374)	(2,458,077)	(163,703)		
Funding Balance Adjustments								
Add back Depreciation		1,850,000	1,850,000	924,984	1,185,000	260,016	28.11%	▲
Adjust (Profit)/Loss on Asset Disposal	8	(25,370)	(25,370)	(8,020)	0	8,020	(100.00%)	
Adjust Provisions and Accruals		0	0	0	0	0		
Net Cash from Operations		463,309	463,309	1,107,066	1,178,704	79,658		
Capital Revenues								
Grants, Subsidies and Contributions	11	2,065,347	2,065,347	514,180	155,866	(358,314)	(69.69%)	▼
Proceeds from Disposal of Assets	8	110,000	110,000	110,000	13,182	(96,818)	(88.02%)	▼
Total Capital Revenues		2,175,347	2,175,347	624,180	169,048	(455,132)		
Capital Expenses								
Land Held for Resale	13	(200,000)	(200,000)	0	0	0		
Land and Buildings	13	(966,804)	(966,804)	(181,802)	(47,610)	134,191	73.81%	▲
Infrastructure - Roads	13	(1,151,751)	(1,151,751)	(492,430)	(443,763)	48,667	9.88%	
Infrastructure - Footpaths	13	(150,000)	(150,000)	0	0	0		
Infrastructure - Drainage & Culverts	13	0	0	0	0	0		
Infrastructure - Aerodomes	13	0	0	0	0	0		
Infrastructure - Other	13	(280,000)	(280,000)	0	0	0		
Plant and Equipment	13	(125,000)	(125,000)	(60,000)	0	60,000	100.00%	▲
Furniture and Equipment	13	(28,000)	(28,000)	(13,000)	(2,326)	10,674	82.10%	▲
Total Capital Expenditure		(2,901,555)	(2,901,555)	(747,232)	(493,700)	253,532		
Net Cash from Capital Activities		(726,208)	(726,208)	(123,052)	(324,652)	(201,601)		
Financing								
Proceeds from New Debentures		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	7	0	0	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(172,463)	(172,463)	(86,232)	(85,142)	1,090	1.26%	
Transfer to Reserves	7	(25,428)	(25,428)	0	(1,954)	(1,954)		
Net Cash from Financing Activities		(197,891)	(197,891)	(86,232)	(87,096)	(864)		
Net Operations, Capital and Financing		(460,791)	(460,791)	897,783	766,956	(122,806)		
Opening Funding Surplus(Deficit)	3	467,988	467,988	467,988	505,333	37,345	7.98%	
Closing Funding Surplus(Deficit)	3	7,197	7,197	1,365,771	1,272,289	(85,462)		

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

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

SHIRE OF MINGENEW
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 December 2015

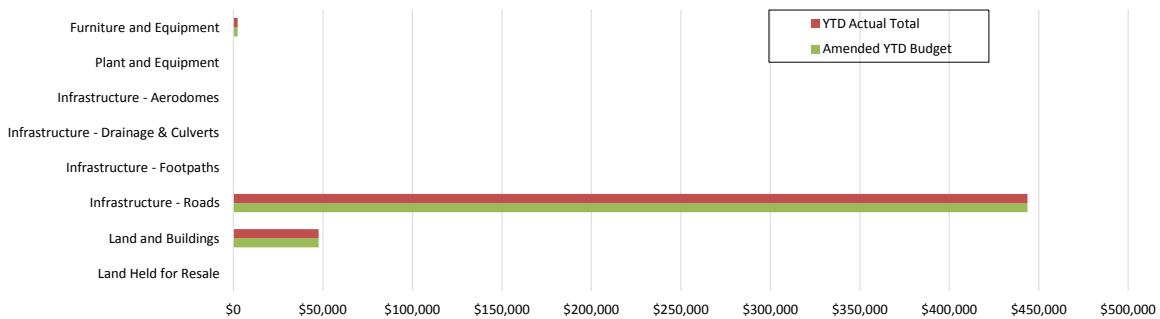
Capital Acquisitions	Note	YTD 31 12 2015					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land Held for Resale	13	\$ 0	\$ 0	\$ 0	\$ 0	\$ 200,000	\$ 0
Land and Buildings	13	39,337	8,273	47,610	47,610	966,804	0
Infrastructure - Roads	13	438,451	5,312	443,763	443,763	1,151,751	0
Infrastructure - Footpaths	13	0	0	0	0	150,000	0
Infrastructure - Drainage & Culverts	13	0	0	0	0	0	0
Infrastructure - Aerodomes	13	0	0	0	0	0	0
Infrastructure -Other	13	0	0	0	0	280,000	0
Plant and Equipment	13	0	0	0	0	125,000	0
Furniture and Equipment	13	1,408	918	2,326	2,326	28,000	0
Capital Expenditure Totals		479,197	14,504	493,700	493,700	2,901,555	0

Funded By:

Capital Grants and Contributions	155,866	514,180	2,131,147	358,314
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	13,182	110,000	110,000	(96,818)
Own Source Funding - Cash Backed Reserves				
Land and Building Reserve	5	0	0	5
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	-5	0	0	(5)
Industrial Area Reserve	0	0	0	0
Total Own Source Funding - Cash Backed Reserves	(0)	0	0	(0)
Own Source Funding - Operations	324,652	(130,480)	660,408	455,132
Capital Funding Total	493,700	493,700	2,901,555	0

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF MINGENEW
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 December 2015

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
	\$	\$	\$	\$
Operating Revenues				
General Purpose Funding - Rates	2,093,128	0	2,093,128	1,921,160
Governance	12,564	0	12,564	10,276
Law, Order and Public Safety	33,780	0	33,780	19,070
Health	1,000	0	1,000	498
Education and Welfare	5,290	0	5,290	2,640
Housing	117,343	0	117,343	58,656
Community Amenities	86,175	0	86,175	79,473
Recreation and Culture	31,086	0	31,086	30,497
Transport	551,558	0	551,558	366,494
Economic Services	10,630	0	10,630	5,298
Other Property and Services	128,359	0	128,359	60,414
Total Operating Revenue	3,070,913	0	3,070,913	2,554,476
Operating Expense				
General Purpose Funding	(83,530)	0	(83,530)	(29,244)
Governance	(200,235)	0	(200,235)	(157,035)
Law, Order and Public Safety	(133,639)	0	(133,639)	(67,894)
Health	(69,122)	0	(69,122)	(32,603)
Education and Welfare	(56,731)	0	(56,731)	(29,267)
Housing	(278,427)	0	(278,427)	(139,900)
Community Amenities	(180,101)	0	(180,101)	(84,666)
Recreation and Culture	(903,725)	0	(903,725)	(446,772)
Transport	(2,206,314)	0	(2,206,314)	(1,128,566)
Economic Services	(228,403)	0	(228,403)	(110,050)
Other Property and Services	(92,008)	0	(92,008)	(68,377)
Total Operating Expenditure	(4,432,234)	0	(4,432,234)	(2,294,374)
Funding Balance Adjustments				
Add back Depreciation	1,850,000	0	1,850,000	924,984
Adjust (Profit)/Loss on Asset Disposal	(25,370)	0	(25,370)	(8,020)
Adjust Provisions and Accruals	0	0	0	0
Net Cash from Operations	463,309	0	463,309	1,177,066
Capital Revenues				
Grants, Subsidies and Contributions	2,065,347	0	2,065,347	514,180
Proceeds from Disposal of Assets	110,000	0	110,000	110,000
Total Capital Revenues	2,175,347	0	2,175,347	624,180
Capital Expenses				
Land Held for Resale	(200,000)	0	(200,000)	0
Land and Buildings	(966,804)	0	(966,804)	(181,802)
Infrastructure - Roads	(1,151,751)	0	(1,151,751)	(492,430)
Infrastructure - Footpaths	(150,000)	0	(150,000)	0
Infrastructure - Drainage & Culverts	0	0	0	0
Infrastructure - Aerodomes	0	0	0	0
Infrastructure - Other	(280,000)	0	(280,000)	0
Plant and Equipment	(125,000)	0	(125,000)	(60,000)
Furniture and Equipment	(28,000)	0	(28,000)	(13,000)
Total Capital Expenditure	(2,901,555)	0	(2,901,555)	(747,232)
Net Cash from Capital Activities	(726,208)	0	(726,208)	(123,052)
Financing				
Proceeds from New Debentures	0	0	0	0
Proceeds from Advances	0	0	0	0
Self-Supporting Loan Principal	0	0	0	0
Transfer from Reserves	0	0	0	0
Advances to Community Groups	0	0	0	0
Repayment of Debentures	(172,463)	0	(172,463)	(86,232)
Transfer to Reserves	(25,428)	0	(25,428)	0
Net Cash from Financing Activities	(197,891)	0	(197,891)	(86,232)
Net Operations, Capital and Financing	(460,791)	0	(460,791)	967,783
Opening Funding Surplus(Deficit)	467,988	0	467,988	467,988
Closing Funding Surplus(Deficit)	7,197	0	7,197	1,435,771

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

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, 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 the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

"Standing proud, growing strong"

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

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

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

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

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

(s) Reporting Programs

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

EDUCATION AND WELFARE

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

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

Note 2: EXPLANATION OF MATERIAL VARIANCES

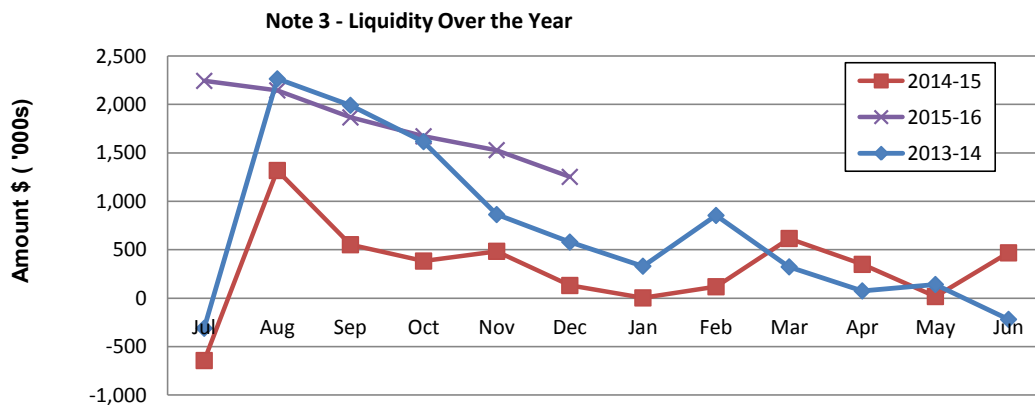
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding	(49,529)	(2.58%)			
Governance	6,124	59.60%			
Law, Order and Public Safety	(3,286)	(17.23%)			
Health	(498)	(100.00%)			
Education and Welfare	(947)	(35.88%)			
Housing	(6,556)	(11.18%)			
Community Amenities	(7,056)	(8.88%)			
Recreation and Culture	(187)	(0.61%)			
Transport	(55,451)	(15.13%)	▼		Reduced police licensing activity
Economic Services	(827)	(15.61%)			
Other Property and Services	15,518	25.69%	▲		Increase in expenses recovered (\$10k) increase in insurance claim reimbursements (\$6k)
Operating Expenses					
General Purpose Funding	2,319	7.93%			
Governance	17,054	10.86%	▲		Reduced election expenses (\$5k) Timing of use of consultants (\$8k) Wild Dog Control - Timing (\$5k) Reduced Depreciation (\$5k) Fire Brigade expenses - Timing (\$2600) Dog Pound Mtce (\$2k)
Law, Order and Public Safety	18,986	27.96%	▲		Reduced doctors visits (\$2495) Less activity with Health Inspections (\$2k)
Health	3,348	10.27%	▲		
Education and Welfare	(2,771)	(9.47%)			
Housing	4,303	3.08%			
Community Amenities	(809)	(0.96%)			
Recreation and Culture	(50,405)	(11.28%)	▼		Increase in depreciation charges (\$35k) Increase in costs for Victoria Street Gardens (\$10k) Increase in costs for Recreation Centre Parks/Gardnes (\$11k)
Transport	(207,061)	(18.35%)	▼		Increase in depreciation charges (\$195k)
Economic Services	(7,119)	(6.47%)			
Other Property and Services	58,452	85.49%	▲		Reduced plant operation costs (\$46k) Sick & Holiday Pay - Timing (\$15k)
Capital Revenues					
Grants, Subsidies and Contributions	(358,314)	(69.69%)	▼		Delay in R2R funding - timing (\$337k)
Proceeds from Disposal of Assets	(96,818)	(88.02%)	▼		Vehicle changeovers delayed
Capital Expenses					
Land Held for Resale	0				
Land and Buildings	134,191	73.81%	▲		Jobs delayed - Ambulance Set Down Bay (\$85k), Depot works (\$25k)
Infrastructure - Roads	48,667	9.88%			
Infrastructure - Footpaths	0				
Infrastructure - Drainage & Culverts	0				
Infrastructure - Aerodomes	0				
Plant and Equipment	60,000	100.00%	▲		Vehicle changeovers delayed
Furniture and Equipment	10,674	82.10%	▲		Timing - Purchase of Council laptops (\$8k) and PA System (\$2k)
Financing					
Loan Principal	1,090	1.26%			

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Dec 2015	30th June 2015	YTD 31 Dec 2014
		\$	\$	\$
Current Assets				
	4	823,658	482,373	141,587
	4	273,917	271,964	373,708
		329,818	329,818	0
		0	0	0
	6	218,023	34,985	246,804
	6	10,577	54,737	27,126
		(1,585)	(1,585)	(1,370)
		0	0	0
		11,542	0	12,702
		0	0	0
		1,676	9,025	26,960
		40,394	80,788	40,394
		1,708,022	1,262,105	867,911
Current Liabilities				
		(122,570)	(368,901)	(267,996)
		(3,652)	6	(1,151)
		(20,009)	5,876	(20,894)
		24,810	(24,734)	(17,236)
		0	(16,268)	(15,670)
		(239,906)	(239,906)	(225,457)
		(87,321)	(172,463)	(67,213)
		(448,648)	(816,389)	(615,618)
NET CURRENT ASSETS		1,259,373	445,716	252,293
Less:				
		(273,917)	(271,964)	(373,708)
		(40,394)	(80,788)	(40,394)
Add Back:				
		87,321	172,463	67,213
	7	239,906	239,906	225,457
Net Current Funding Position (Surplus / Deficit)		1,272,288	505,333	130,862

(0)



Comments - Net Current Funding Position

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	2.35%	823,360	329,817		1,153,176	NAB	At Call
Trust Bank Account	0.00%			157,298	157,298	NAB	At Call
Cash Maximiser Account (Muni)	2.35%					NAB	At Call
Cash On Hand	Nil	300	0		300	NAB	At Call
Reserve Funds	2.35%	0	273,917		273,917	NAB	At Call
(b) Term Deposits							
Short Term Deposits	0.00%	0	0		0		
Total		823,660	603,734	157,298	1,584,692		

Comments/Notes - Investments

Restricted Cash

(1) Municipal Fund

Purpose for Funds Being Restricted	Funding Organisation	Date to be Expended	Amount
1 Depot Hill Rd	2012/13 CLGF Regional	28 February 2016	51,630
2 2014/15 Road Projects	Roads to Recovery	30 June 2018	134,248
3 Yarragadee Bridge	Roads to Recovery	30 June 2016	35,871
4 Ambulance Set Down Bay	Mid West Development Commission	31 January 2016	23,400
5 Men's Shed Ablution	Mid West Development Commission	30 November 2015	31,025
6 Rural Watch	Office of Crime Prevention	30 September 2015	3,643
7 Mingenew Mullewa Rd	2012/13 CLGF Individual	28 February 2016	50,000
Sub-total			329,817

SHIRE OF MINGENEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 December 2015

Note 5: BUDGET AMENDMENTS

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

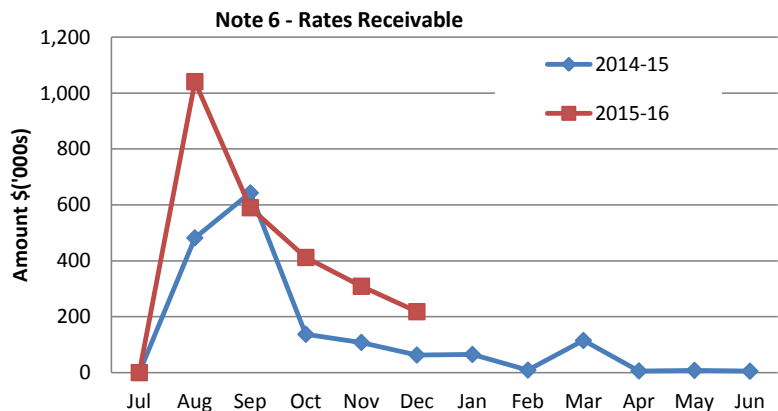
GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption Permanent Changes		Opening Surplus	\$	\$	\$	\$ 0
				0	0	0	

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 31 Dec 2015	30 June 2015
Opening Arrears Previous Years	\$ 22,660	\$ 18,152
Levied this year	1,710,499	1,473,879
<u>Less</u> Collections to date	(1,515,136)	(1,469,371)
Equals Current Outstanding	218,023	22,660
Net Rates Collectable	218,023	22,660
% Collected	87.42%	98.48%



Comments/Notes - Receivables Rates

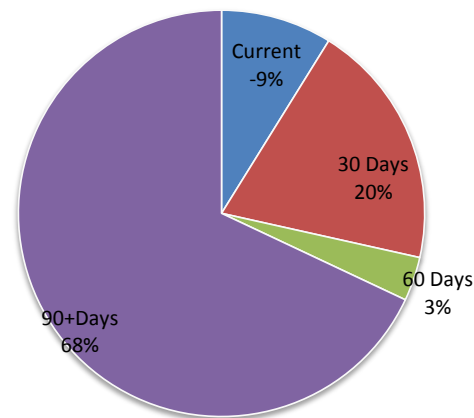
Instalment 3 payments due 4 January 2016.

Receivables - General

	Current	30 Days	60 Days	90+Days
Receivables - General	\$ (1,138)	\$ 2,525	\$ 450	\$ 8,740
Total Receivables General Outstanding				10,577

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

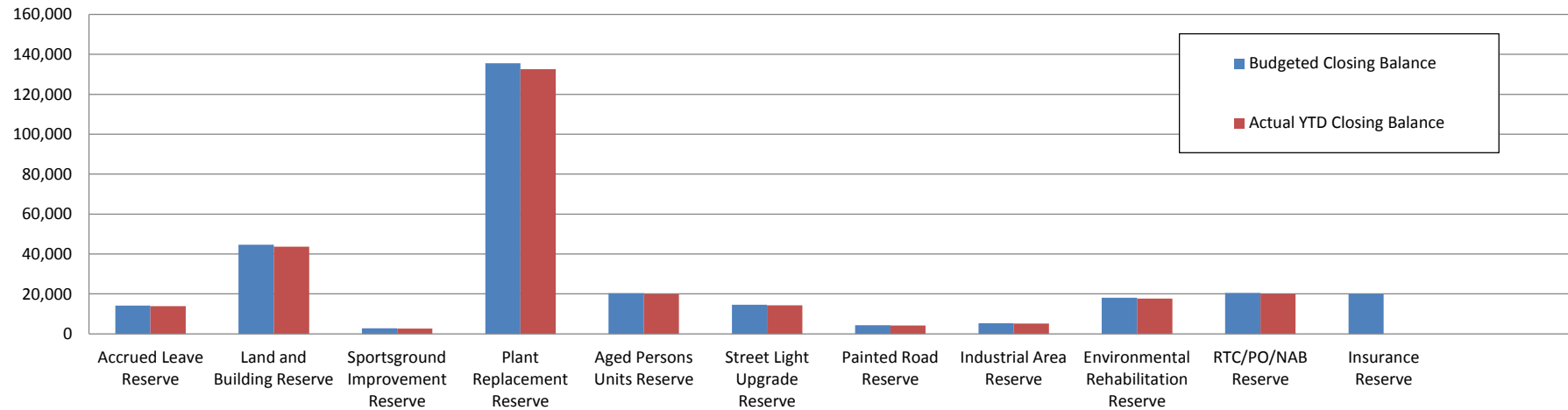
Debtors >90 days include Cricket & Tennis annual payments (\$7569). Debtor of \$1003 sent to AMPAC

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

Note 7: Cash Backed Reserve

Name	Opening Balance	YTD Budget Interest Earned	Actual Interest Earned	YTD 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	\$ 13,724	\$ 132	\$ 99	\$ 274	\$ 0	\$ 0	\$ 0		\$ 14,130	\$ 13,822
Land and Building Reserve	43,342	432	316	866	0	0	(5)		44,640	43,653
Sportsground Improvement Reserve	2,659	24	19	53	0	0	0		2,736	2,678
Plant Replacement Reserve	131,625	1,308	945	2,626	0	0	0		135,559	132,570
Aged Persons Units Reserve	19,739	192	142	394	0	0	0		20,325	19,881
Street Light Upgrade Reserve	14,118	138	101	282	0	0	0		14,538	14,220
Painted Road Reserve	4,146	36	25	83	0	0	5		4,265	4,176
Industrial Area Reserve	5,159	48	37	103	0	0	0		5,310	5,196
Environmental Rehabilitation Reserve	17,565	174	126	350	0	0	0		18,089	17,691
RTC/PO/NAB Reserve	19,887	198	143	397	0	0	0		20,482	20,030
Insurance Reserve	0	0	0	20,000	0	0	0		20,000	0
	271,964	2,682	1,954	25,428	0	0	(0)	0	300,074	273,917

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



SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 12 2015			
					2015/16 Budget Profit/(Loss)	2015/16 Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
0	0	0	0	CEO Vehicle	8,020	0	(8,020)	Sold by tender.
40,890	(27,779)	13,182	71	Road Inspector Vehicle	7,000	71	(6,929)	
0	0	0	0	Works Manager Vehicle	10,350	0	(10,350)	
40,890	(27,779)	13,182	71		25,370	71	(25,299)	

Comments - Capital Disposal/Replacements

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	2014/15 Budget Rate Revenue \$	2015/16 Budget Interim Rate \$	2015/16 Budget Back Rate \$	2015/16 Budget Total Revenue \$
Differential General Rate											
GRV - Mingenew - Residential	13.1289	135	1,322,880	173,680	(12,362)	129	161,447	173,680	1,500	400	175,580
GRV - Mingenew - Commercial	13.1289	17	384,380	50,465	(3,009)		47,457	50,465			50,465
GRV - Mingenew - Industrial	13.1289	1	12,480	1,638			1,638	1,638			1,638
GRV - Yandanooka	6.5645	2	14,716	966			966	966			966
UV - Rural	1.4310	125	97,585,500	1,396,449	83		1,396,532	1,396,449	3,500		1,399,949
UV - Mining	30.0000	7	53,155	15,947	(67)	(518)	15,362	21,924			21,924
Sub-Totals		287	99,373,111	1,639,144	(15,354)	(389)	1,623,401	1,645,121	5,000	400	1,650,521
Minimum Payment	Minimum \$										
GRV - Mingenew - Residential	636	75	92,612	47,700	(6,996)		40,704	46,428	0	0	46,428
GRV - Mingenew - Commercial	636	10	16,686	6,360	(5,088)		1,272	6,360	0	0	6,360
GRV - Mingenew - Industrial	636	4	9,583	2,544	(1,908)		636	2,544	0	0	2,544
GRV - Yandanooka	318	1	20	318	(318)		0	0	0	0	0
UV - Rural	636	19	504,100	12,084	(636)		11,448	12,084	0	0	12,084
UV - Mining	636	5	(8,949)	3,180		(86)	3,094	3,180	0	0	3,180
Sub-Totals		114	614,052	72,186	(14,946)	(86)	57,154	70,596	0	0	70,596
Discounts							1,680,555				1,721,117
							0				0
Amount from General Rates							1,680,555				1,721,117
Ex-Gratia Rates							33,494				33,497
Specified Area Rates							0				0
Totals							1,714,049				1,754,614

Comments - Rating Information

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			YTD Actual	YTD Budget	YTD Actual	YTD Budget	YTD Actual	YTD Budget
			\$	\$	\$	\$	\$	\$
Education & Welfare								
Loan 137 - Senior Citizens Buildings	101,512		2,361	2,396	99,151	99,116	3,056	6,751
Housing								
Loan 133 - Triplex	83,767		5,226	5,315	78,541	78,452	2,819	3,064
Loan 134 - SC Housing	57,444		2,616	2,657	54,828	54,787	1,755	1,944
Loan 136 - Staff Housing	125,720		5,839	3,629	119,881	122,091	3,992	4,375
Loan 142 - Staff Housing	75,003		4,539	4,596	70,464	70,407	1,879	2,084
Recreation & Culture								
Loan 138 - Pavilion Fitout	97,452		0	2,301	97,452	95,151	2,933	3,240
Transport								
Loan 139 - Roller	53,149		6,878	6,991	46,271	46,158	1,743	1,812
Loan 141 - Grader	129,354		11,250	11,423	118,104	117,931	3,965	4,242
Loan 143 - 2 x Trucks	107,044		25,832	26,137	81,212	80,907	2,526	2,592
Loan 144 - Side Tipping Trailer	75,003		4,539	4,596	70,464	70,407	1,879	2,082
Loan 145 - Drum Roller	154,192	0	16,062	16,191	138,130	138,001	2,475	2,880
	1,059,640	0	85,142	86,232	974,498	973,408	29,021	35,066

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

Nil

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2015-16 Forecast Budget	2015-16 Original Budget	Variations Additions (Deletions)	Operating 2015/16 Budget	Capital 2015/16 Budget	Recoup Status	
								2015-16 YTD Actual	2015-16 YTD Budget
		(Y/N)	\$	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING									
Financial Assistance Grant - Roads	Grants Commission	Y	164,636	164,636	0	164,636	0	75,885	82,318
Financial Assistance Grant - General	Grants Commission	Y	136,128	136,128	0	136,128	0	62,088	68,064
LAW, ORDER, PUBLIC SAFETY									
ESL Administration Grant	Department of Fire & Emergency Services	Y	4,400	4,400	0	4,400	0	0	4,400
ESL Annual Grant	Department of Fire & Emergency Services	Y	25,000	25,000	0	25,000	0	6,250	12,498
HEALTH									
Ambulance Set Down Bay	Mid West Development Commission	Y	2,600	2,600	0	0	2,600	0	17,600
Ambulance Set Down Bay	Silver Chain	Y	15,000	15,000	0	0	15,000	0	0
Childcare Facility Upgrade	Lotterywest	N	10,000	10,000	0	0	10,000	0	0
EDUCATION & WELFARE									
Seniors Week	Department of Local Government & Communities	Y	2,000	2,000	0	2,000	0	0	996
Men's Shed Ablution	Mid West Development Commission	Y	3,447	3,447	0	0	3,447	0	3,447
HOUSING									
Aged Care Units	Mid West Development Commission	N	80,000	80,000	0	0	80,000	0	0
COMMUNITY AMENITIES									
Thank a Volunteer Day	Department of Local Government & Communities	N	500	500	0	500	0	0	0
Anzac Day	Lotterywest	N	3,000	3,000	0	3,000	0	0	1,746
Cemetery Upgrade	Mid West Development Commission	N	50,000	50,000	0	0	50,000	0	0
War Memorial Project	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
RECREATION AND CULTURE									
Museum	Lotterywest	N	30,000	30,000	0	0	30,000	0	0
Enanty Barn	State Heritage Council	N	50,000	50,000	0	0	50,000	0	0
Old Roads Board	State Heritage Council	N	20,000	20,000	0	0	20,000	0	0
Railway Station	Lotterywest	N	120,000	120,000	0	0	120,000	0	0
Town Hall / Recreation Centre Upgrade	Lotterywest	N	150,000	150,000	0	0	150,000	0	0
Water Park	Lotterywest	N	150,000	150,000	0	0	150,000	0	0
Tennis Courts	Department of Sport & Recreation	N	80,000	80,000	0	0	80,000	0	(7,916)
Outdoor Cinema	Lotterywest	N	15,000	15,000	0	0	15,000	0	7,916
TRANSPORT									
Direct Grant	Main Roads WA	Y	65,800	65,800	0	65,800	0	65,800	65,800
Regional Road Group	Main Roads WA	Y	389,667	389,667	0	0	389,667	155,866	156,000
Roads To Recovery	Department of Infrastructure	Y	337,133	337,133	0	0	337,133	0	337,133
Main Street Footpaths	Mid West Development Commission	N	150,000	150,000	0	0	150,000	0	0
Street Lighting	Main Roads WA	Y	7,000	7,000	0	7,000	0	0	0
ECONOMIC SERVICES									
Business Incubator	Mid West Development Commission	N	112,500	112,500	0	0	112,500	0	0
ECONOMIC SERVICES									
Industrial Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
Rural Residential Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	8,333
TOTALS			2,473,811	2,473,811	0	408,464	2,065,347	365,889	758,335
Operating	Operating		342,664	342,664				210,023	170,727
Non-Operating	Non-operating		2,131,147	2,131,147				155,866	559,929
			<u>2,473,811</u>	<u>2,473,811</u>				<u>365,889</u>	<u>730,656</u>

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

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 15	Amount Received	Amount Paid	Closing Balance 31-Dec-15
	\$	\$	\$	\$
BCITF Levy	0	1,095	(904)	192
BRB Levy	0	1,160	(929)	231
Autumn Committee	974	0	0	974
Community Bus	2,660	300	(900)	2,060
ANZAC Day Breakfast Donation	279	0	0	279
Building Relocation Bond	1,000	0	0	1,000
Mid West Industry Road Safety Alliance	47,343	46,750	(27,604)	66,489
Mingenev Cemetery Group	4,314	0	0	4,314
Other Bonds	1,878	565	(125)	2,318
Rates Incentive Prizes	100	0	(100)	0
Rec Centre Kitchen Upgrade	1,000	0	(1,000)	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	5,836	0	0	5,836
Joan Trust	4,461	500	0	4,961
Youth Advisory Council	746	0	0	746
Centenary Committee	897	0	0	897
Community Christmas Tree	132	0	0	132
Silverchain Committee	2,267	0	0	2,267
Nomination Fees	0	320	(320)	0
	137,477	50,690	(31,882)	156,285

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
	Land Held for Resale						
	Community Amenities						
	Other Property & Services						
	Industrial Area Development	4924	100,000	100,000	(8,333)	0	100,000
	Rural Residential Area Development	4924	100,000	100,000	8,333	0	100,000
	Other Property & Services Total		200,000	200,000	0	0	0
	Land Held for Resale Total		200,000	200,000	0	0	0
	Land & Buildings						
	Governance						
	Shire Office	0594	10,000	10,000	10,000	0	10,000
	Housing Total		10,000	10,000	10,000	0	10,000
	Health						
	Ambulance Set Down Bay	0074	85,804	85,804	85,804	872	84,932
	Child Care Facility	0075	15,000	15,000	0	0	15,000
	Health Total		100,804	100,804	85,804	872	99,932
	Education & Welfare						
	Men's Shed Ablution Block	0048	36,000	36,000	35,998	30,273	5,727
	Education & Welfare Total		36,000	36,000	35,998	30,273	5,727
	Land & Buildings						
	Housing						
	Construction - Staff Housing	9003	0	0	0	2,041	(2,041)
	Construction - Staff Housing	9004	0	0	0	3,485	(3,485)
	Construction - Staff Housing	9005	0	0	0	903	(903)
	Construction - Staff Housing	9006	0	0	0	973	(973)
	Construction - Staff Housing	9010	25,000	25,000	25,000	9,064	15,936
	Aged Care Units	1774	100,000	100,000	0	0	100,000
	Housing Total		125,000	125,000	25,000	16,465	108,535
	Recreation And Culture						
	Recreation Centre Town Hall	2434	150,000	150,000	0	0	150,000
	Water Park	2434	150,000	150,000	0	0	150,000
	Enanty Barn	0067	50,000	50,000	0	0	50,000
	Museum	0068	30,000	30,000	0	0	30,000
	Old Roads Building	0069	20,000	20,000	0	0	20,000
	Old Railway Station	0070	120,000	120,000	0	0	120,000
	Recreation And Culture Total		520,000	520,000	0	0	520,000
	Transport Total						
	Depot	3274	25,000	25,000	25,000	0	25,000
	Transport Total		25,000	25,000	25,000	0	25,000
	Economic Services						
	Business Incubator	5964	150,000	150,000	0	0	150,000
	Economic Services Total		150,000	150,000	0	0	150,000
	Land & Buildings Total		966,804	966,804	181,802	47,610	919,194
	Infrastructure - Drainage/Culverts						
	Transport						
	Nil						
	Transport Total		0	0	0	0	0
	Infrastructure - Drainage/Culverts Total		0	0	0	0	0
	Infrastructure - Footpaths						
	Transport						
	Midlands Road Town Footpaths	1291	150,000	150,000	0	0	150,000
	Transport Total		150,000	150,000	0	0	150,000
	Infrastructure - Footpaths Total		150,000	150,000	0	0	150,000
	Infrastructure - Other						
	Community Amenities						
	War Memorial Project	0072	100,000	100,000	0	0	100,000
	Little Well Project	0071	30,000	30,000	0	0	30,000
	Cemetery	0073	50,000	50,000	0	0	50,000
	Community Amenities Total		180,000	180,000	0	0	180,000
	Recreation						
	Tennis Courts	2884	100,000	100,000	0	0	100,000
	Community Amenities Total		100,000	100,000	0	0	100,000
	Infrastructure - Other Total		280,000	280,000	0	0	280,000

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

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
	Furniture & Office Equip.							
	Governance							
	Laptops / iPads	0014	8,000	8,000	8,000	0	8,000	
	Replacement office Computer	0574	0	0	0	918	(918)	
	PA System	0584	2,000	2,000	2,000	0	2,000	
	Governance Total		10,000	10,000	10,000	918	9,082	
	Recreation							
	Outdoor Cinema	2854	15,000	15,000	0	0	15,000	
	Christmas Lights	2854	3,000	3,000	3,000	1,408	1,592	
	Recreation Total		18,000	18,000	3,000	1,408	16,592	
	Transport							
	Nil				0	0	0	
	Transport Total		0	0	0	0	0	
	Furniture & Office Equip. Total		28,000	28,000	13,000	2,326	25,674	
	Infrastructure - Aerodomes							
	Transport							
	Nil							
	Transport Total		0	0	0	0	0	
	Infrastructure - Aerodomes Total		0	0	0	0	0	
	Plant, Equip. & Vehicles							
	Governance							
	CEO Vehicle Replacement	0554	60,000	60,000	60,000	0	60,000	
	Governance Total		60,000	60,000	60,000	0	60,000	
	Law, Order And Public Safety							
	Nil				0	0	0	
	Law, Order And Public Safety Total		0	0	0	0	0	
	Transport							
	Works Manager Vehicle	3554	50,000	50,000	0	0	50,000	
	Sundry Plant	3554	15,000	15,000	0	0	15,000	
	Transport Total		65,000	65,000	0	0	65,000	
	Plant, Equip. & Vehicles Total		125,000	125,000	60,000	0	125,000	
	Roads & Bridges							
	Transport							
	2014/15 Mingenew Mullewa Rd (RRG)	RR64	150,000	150,000	0	79	149,922	
	2015/16 Mingenew Mullewa Rd (RRG)	RR65	434,500	434,500	194,572	16,433	418,066	
	Moore Stree	6058	(1)	(1)	0	795	(796)	
	Depot Hill North Rd (R2R)	6066	344,874	344,874	172,422	346,032	(1,159)	
	Yandanooka Melara Rd (R2R)	6067	126,507	126,507	65,437	75,191	51,317	
	Depot Hill Road (CLGF)	CL05	60,000	60,000	59,999	0	60,000	
	Yarragadee Bridge	1227	35,871	35,871	0	5,233	30,638	
	Transport Total		1,151,751	1,151,751	492,430	443,763	707,987	
	Roads (Non Town) Total		1,151,751	1,151,751	492,430	443,763	707,987	
	Capital Expenditure Total		2,901,555	2,901,555	747,232	493,700	2,207,855	

9.2.2 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 JANUARY 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 5 February 2015
Author: Nita Jane, Manager Finance and Administration
Senior Officer: Martin Whitely, Chief Executive Officer

The Monthly Statement of Financial Activity report for the period ending 31 January 2016 is presented to Council for adoption.

Attachment

Finance Report for period ending 31 January 2016.

Background

The Monthly Financial Report to 31 January 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	64,815
Business Cash Maximiser (Municipal Funds)	1,053,011
Trust Account	135,905
Reserve Maximiser Account	274,200

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 January 2016:

Amount	Current	30+ Days	60+ Days	90+ Days	TOTAL
	(2,496)	742	580	8,815	7,638

Rates Outstanding at 31st January 2016 were:

	Current	Arrears	TOTAL
Rates	148,348	28,245	176,588
Rubbish	2,115	0	2,115
TOTAL	150,458	28,245	178,703

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

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 10 February 2016

- (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 9.2.2
--

That the Monthly Statement of Financial Activity for the period 1 July 2015 to 31 January 2016 be received.

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

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

TABLE OF CONTENTS

Compilation Report	2
Monthly Summary Information	3 - 5
Statement of Financial Activity by Program	6
Statement of Financial Activity By Nature or Type	7
Statement of Capital Acquisitions and Capital Funding	8
Statement of Budget Amendments	9
Note 1 Significant Accounting Policies	10 - 16
Note 2 Explanation of Material Variances	17
Note 3 Net Current Funding Position	18
Note 4 Cash and Investments	19
Note 5 Budget Amendments	20 - 24
Note 5a Budget Amendments - Corporate Business Plan	25 -26
Note 6 Receivables	27
Note 7 Cash Backed Reserves	28
Note 8 Capital Disposals	29
Note 9 Rating Information	30
Note 10 Information on Borrowings	31
Note 11 Grants and Contributions	32
Note 12 Trust	33
Appendix A Details of Capital Acquisitions	34 - 35

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 January 2016 of \$1,162,035.

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

Preparation

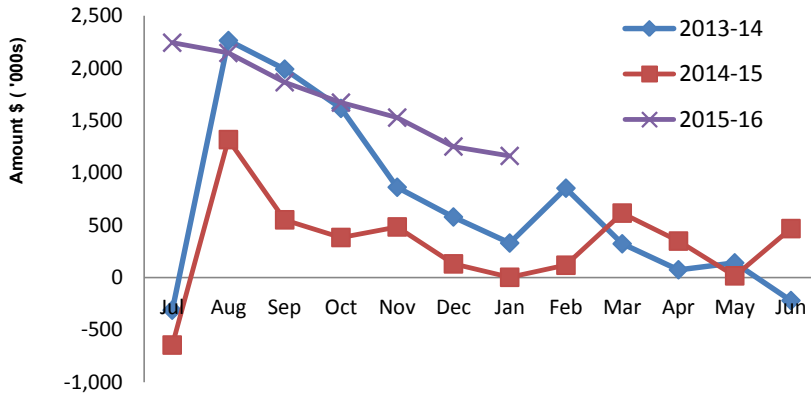
Prepared by: Nita Jane
Reviewed by: Martin Whitely
Date prepared: 4/02/2016

Shire of Mingenew

Monthly Summary Information

For the Period Ended 31 January 2016

Liquidity Over the Year (Refer Note 3)



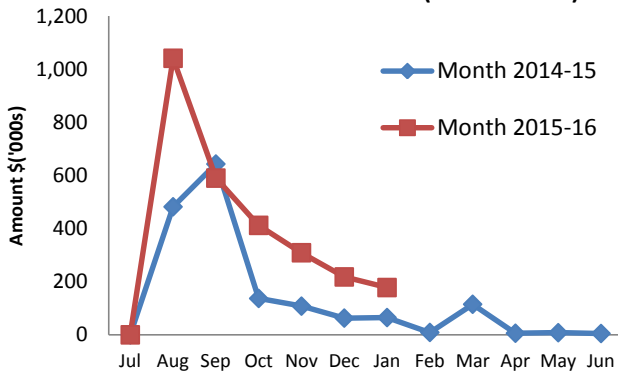
Cash and Cash Equivalents as at period end

Unrestricted	\$ 790,975
Restricted	\$ 604,018
	\$ 1,394,994

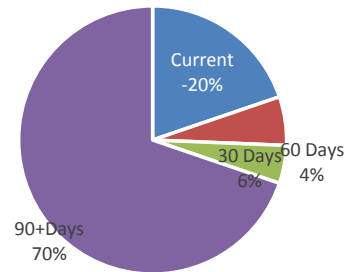
Receivables

Rates	\$ 180,126
Other	\$ 7,639
	\$ 187,764

Rates Receivable (Refer Note 6)



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

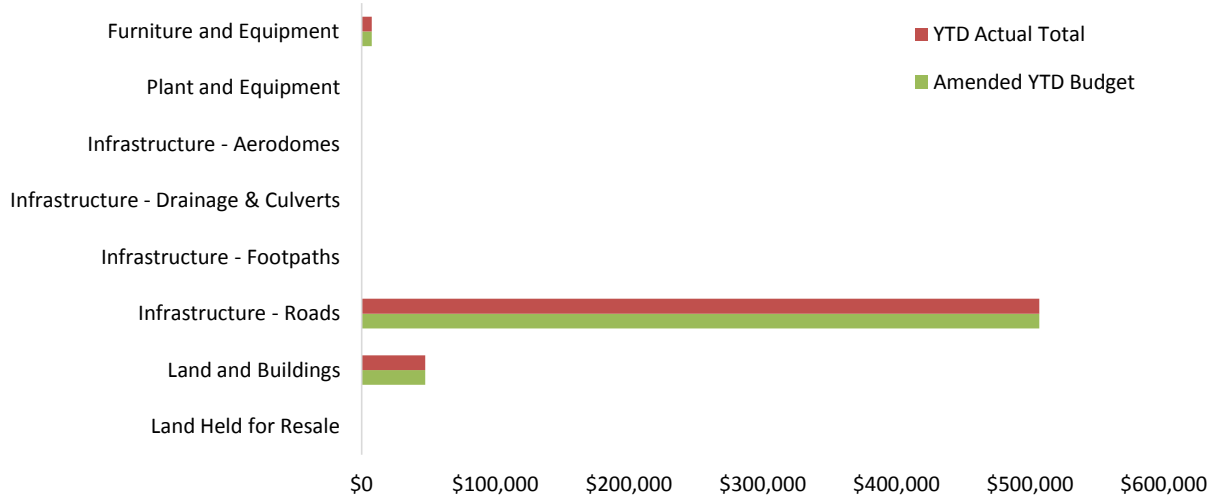


Comments

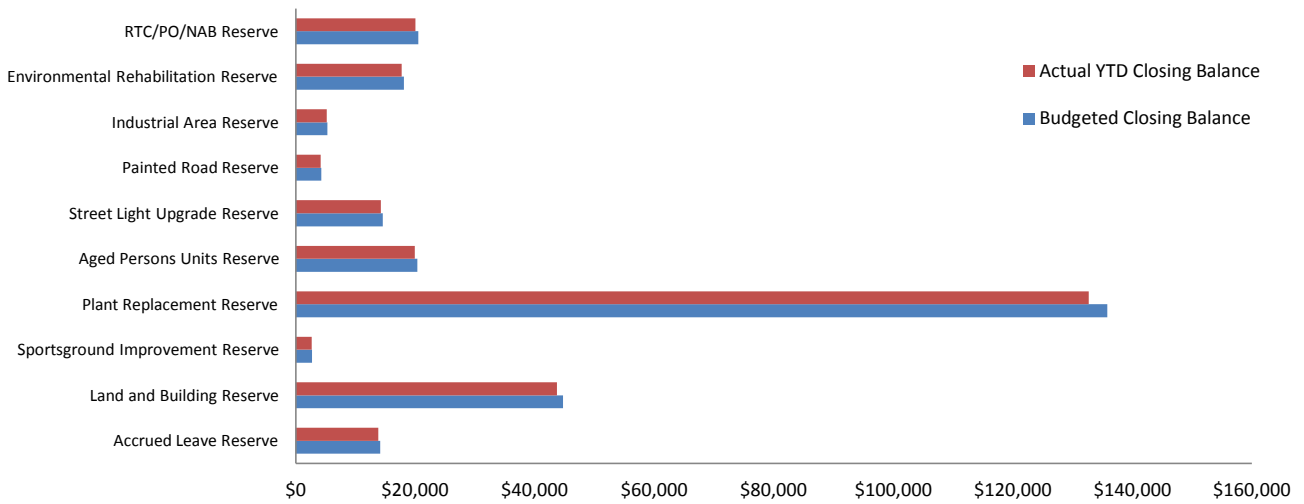
This information is to be read in conjunction with the accompanying Financial Statements and notes.

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

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

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

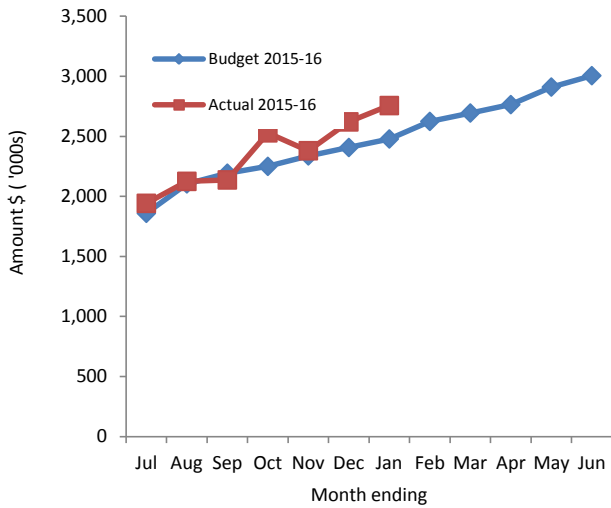
Shire of Mingenew

Monthly Summary Information

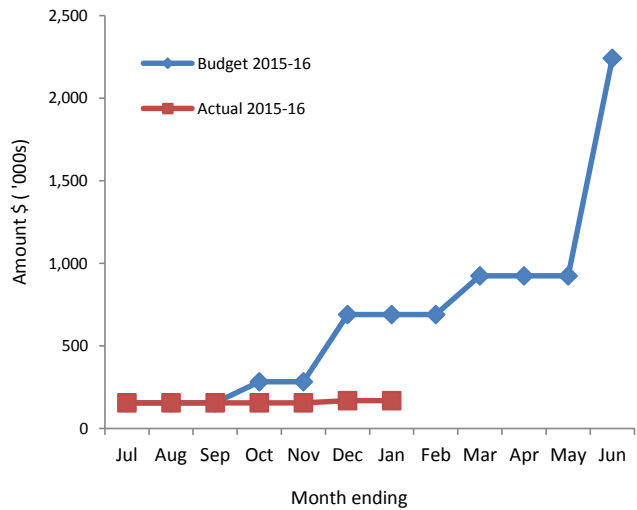
For the Period Ended 31 January 2016

Revenues

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

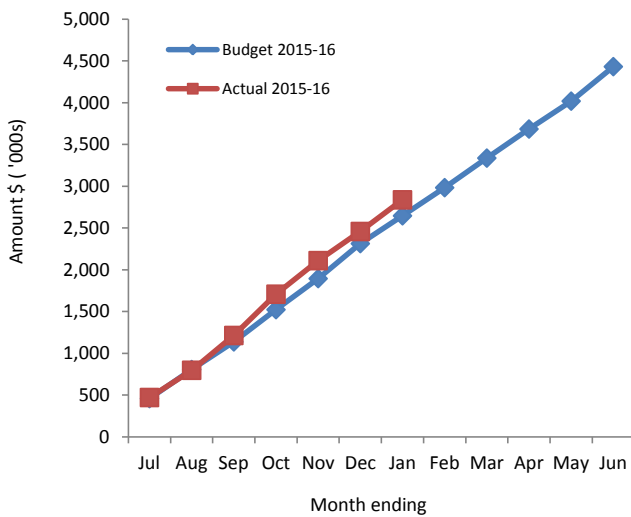


Budget Capital Revenue -v- Actual (Refer Note 2)

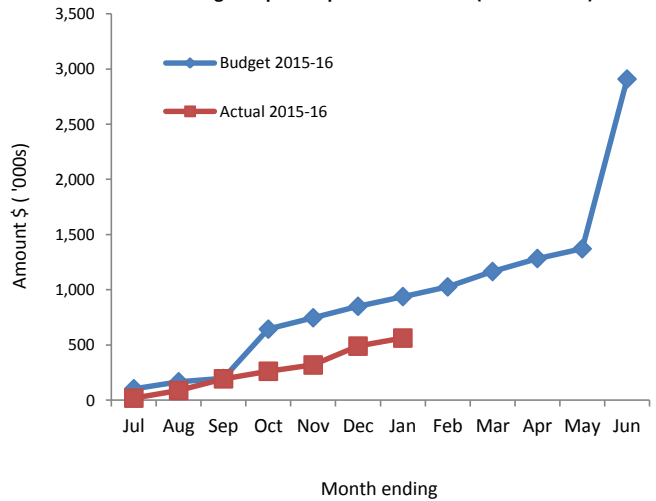


Expenditure

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



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



Comments

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

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

Note	2015/16 Forecast Budget	2015/16 Original Budget (a)	2015/16 YTD Budget (a)	2015/16 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
	\$	\$	\$	\$	\$	%	
General Purpose Funding	2,093,128	2,093,128	1,924,754	1,873,230	(51,524)	(2.68%)	
Governance	12,564	12,564	10,652	16,860	6,208	58.28%	
Law, Order and Public Safety	33,780	33,780	21,515	22,180	665	3.09%	
Health	1,000	1,000	581	216	(365)	(62.82%)	
Education and Welfare	5,290	5,290	3,080	2,079	(1,001)	(32.49%)	
Housing	117,343	117,343	68,432	61,635	(6,797)	(9.93%)	
Community Amenities	86,175	86,175	80,586	72,480	(8,106)	(10.06%)	
Recreation and Culture	31,086	31,086	30,591	30,449	(142)	(0.46%)	
Transport	551,558	551,558	404,943	401,377	(3,566)	(0.88%)	
Economic Services	10,630	10,630	6,181	5,221	(960)	(15.54%)	
Other Property and Services	128,359	128,359	71,108	101,339	30,231	42.51%	▲
Total Operating Revenue	3,070,913	3,070,913	2,622,423	2,587,067	16,168		
Operating Expense							
General Purpose Funding	(83,530)	(83,530)	(36,118)	(31,112)	5,006	13.86%	▲
Governance	(200,235)	(200,235)	(155,583)	(150,967)	4,616	2.97%	
Law, Order and Public Safety	(133,639)	(133,639)	(78,150)	(54,452)	23,698	30.32%	▲
Health	(69,122)	(69,122)	(38,238)	(33,869)	4,369	11.43%	▲
Education and Welfare	(56,731)	(56,731)	(33,265)	(35,663)	(2,397)	(7.21%)	
Housing	(278,427)	(278,427)	(160,796)	(151,670)	9,126	5.68%	
Community Amenities	(180,101)	(180,101)	(100,552)	(93,874)	6,678	6.64%	
Recreation and Culture	(903,725)	(903,725)	(522,365)	(571,770)	(49,405)	(9.46%)	
Transport	(2,206,314)	(2,206,314)	(1,310,226)	(1,594,307)	(284,081)	(21.68%)	▼
Economic Services	(228,403)	(228,403)	(129,668)	(131,952)	(2,284)	(1.76%)	
Other Property and Services	(92,008)	(92,008)	(59,415)	12,126	71,541	120.41%	▲
Total Operating Expenditure	(4,432,234)	(4,432,234)	(2,624,376)	(2,837,508)	(213,132)		
Funding Balance Adjustments							
Add back Depreciation	1,850,000	1,850,000	1,079,148	1,387,526	308,378	28.58%	▲
Adjust (Profit)/Loss on Asset Disposal	(25,370)	(25,370)	(8,020)	0	8,020	(100.00%)	
Adjust Provisions and Accruals	0	0	0	0	0		
Net Cash from Operations	463,309	463,309	1,069,175	1,137,085	119,433		
Capital Revenues							
Grants, Subsidies and Contributions	2,065,347	2,065,347	514,180	155,866	(358,314)	(69.69%)	▼
Proceeds from Disposal of Assets	110,000	110,000	110,000	13,182	(96,818)	(88.02%)	▼
Total Capital Revenues	2,175,347	2,175,347	624,180	169,048	(455,132)		
Capital Expenses							
Land Held for Resale	(200,000)	(200,000)	0	0	0		
Land and Buildings	(966,804)	(966,804)	(181,802)	(47,610)	134,191	73.81%	▲
Infrastructure - Roads	(1,151,751)	(1,151,751)	(592,287)	(506,995)	85,292	14.40%	▲
Infrastructure - Footpaths	(150,000)	(150,000)	0	0	0		
Infrastructure - Drainage & Culverts	0	0	0	0	0		
Infrastructure - Aerodomes	0	0	0	0	0		
Infrastructure - Other	(280,000)	(280,000)	0	0	0		
Plant and Equipment	(125,000)	(125,000)	(60,000)	0	60,000	100.00%	▲
Furniture and Equipment	(28,000)	(28,000)	(13,000)	(7,446)	5,554	42.72%	▲
Total Capital Expenditure	(2,901,555)	(2,901,555)	(847,089)	(562,052)	285,037		
Net Cash from Capital Activities	(726,208)	(726,208)	(222,909)	(393,004)	(170,095)		
Financing							
Proceeds from New Debentures	0	0	0	0	0		
Proceeds from Advances	0	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0	0		
Transfer from Reserves	(0)	0	0	(0)	(0)		
Advances to Community Groups	0	0	0	0	0		
Repayment of Debentures	(172,463)	(172,463)	(86,232)	(85,142)	1,090	1.26%	
Transfer to Reserves	(25,428)	(25,428)	0	(2,236)	(2,236)		
Net Cash from Financing Activities	(197,891)	(197,891)	(86,232)	(87,379)	(1,147)		
Net Operations, Capital and Financing	(460,791)	(460,791)	760,035	656,703	(51,808)		
Opening Funding Surplus(Deficit)	467,988	467,988	467,988	505,333	37,345	7.98%	
Closing Funding Surplus(Deficit)	7,197	7,197	1,228,023	1,162,035	(14,463)		

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

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

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

	Note	2015/16 Amended Annual Budget	2015/16 Original Budget (a)	2015/16 YTD Budget (a)	2015/16 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
Operating Revenues								
Rates	9	\$ 1,754,614	\$ 1,754,614	\$ 1,752,357	\$ 1,710,035	(42,322)	(2.42%)	
Operating Grants, Subsidies and Contributions	11	522,884	522,884	301,343	348,248	46,905	15.57%	▲
Fees and Charges		296,559	296,559	215,722	199,418	(16,304)	(7.56%)	
Service Charges		0	0	0	0	0		
Interest Earnings		24,498	24,498	14,245	24,621	10,376	72.84%	▲
Other Revenue		446,988	446,988	260,736	304,745	44,009	16.88%	▲
Profit on Disposal of Assets	8	25,370	25,370	8,020	0			
Total Operating Revenue		3,070,913	3,070,913	2,552,423	2,587,067	42,664		
Operating Expense								
Employee Costs		(861,988)	(861,988)	(523,346)	(560,637)	(37,291)	(7.13%)	
Materials and Contracts		(828,372)	(828,372)	(437,770)	(299,440)	138,330	31.60%	▲
Utility Charges		(161,042)	(161,042)	(86,755)	(49,340)	37,415	43.13%	▲
Depreciation on Non-Current Assets		(1,850,000)	(1,850,000)	(1,079,148)	(1,387,526)	(308,378)	(28.58%)	▼
Interest Expenses		(63,422)	(63,422)	(34,498)	(32,575)	1,923	5.57%	
Insurance Expenses		(166,025)	(166,025)	(157,286)	(171,703)	(14,417)	(9.17%)	
Other Expenditure		(501,385)	(501,385)	(305,573)	(336,287)	(30,714)	(10.05%)	▼
Loss on Disposal of Assets	8	0	0	0	0			
Total Operating Expenditure		(4,432,234)	(4,432,234)	(2,624,376)	(2,837,508)	(213,132)		
Funding Balance Adjustments								
Add back Depreciation		1,850,000	1,850,000	1,079,148	1,387,526	308,378	28.58%	▲
Adjust (Profit)/Loss on Asset Disposal	8	(25,370)	(25,370)	(8,020)	0	8,020	(100.00%)	
Adjust Provisions and Accruals		0	0	0	0	0		
Net Cash from Operations		463,309	463,309	999,175	1,137,085	145,930		
Capital Revenues								
Grants, Subsidies and Contributions	11	2,065,347	2,065,347	514,180	155,866	(358,314)	(69.69%)	▼
Proceeds from Disposal of Assets	8	110,000	110,000	110,000	13,182	(96,818)	(88.02%)	▼
Total Capital Revenues		2,175,347	2,175,347	624,180	169,048	(455,132)		
Capital Expenses								
Land Held for Resale	13	(200,000)	(200,000)	0	0	0		
Land and Buildings	13	(966,804)	(966,804)	(181,802)	(47,610)	134,191	73.81%	▲
Infrastructure - Roads	13	(1,151,751)	(1,151,751)	(592,287)	(506,995)	85,292	14.40%	▲
Infrastructure - Footpaths	13	(150,000)	(150,000)	0	0	0		
Infrastructure - Drainage & Culverts	13	0	0	0	0	0		
Infrastructure - Aerodomes	13	0	0	0	0	0		
Infrastructure - Other	13	(280,000)	(280,000)	0	0	0		
Plant and Equipment	13	(125,000)	(125,000)	(60,000)	0	60,000	100.00%	▲
Furniture and Equipment	13	(28,000)	(28,000)	(13,000)	(7,446)	5,554	42.72%	▲
Total Capital Expenditure		(2,901,555)	(2,901,555)	(847,089)	(562,052)	285,037		
Net Cash from Capital Activities		(726,208)	(726,208)	(222,909)	(393,004)	(170,095)		
Financing								
Proceeds from New Debentures		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	7	(0)	0	0	(0)	(0)		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(172,463)	(172,463)	(86,232)	(85,142)	1,090	1.26%	
Transfer to Reserves	7	(25,428)	(25,428)	0	(2,236)	(2,236)		
Net Cash from Financing Activities		(197,891)	(197,891)	(86,232)	(87,379)	(1,147)		
Net Operations, Capital and Financing		(460,791)	(460,791)	690,035	656,703	(25,312)		
Opening Funding Surplus(Deficit)	3	467,988	467,988	467,988	505,333	37,345	7.98%	
Closing Funding Surplus(Deficit)	3	7,197	7,197	1,158,023	1,162,035	12,033		

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

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

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

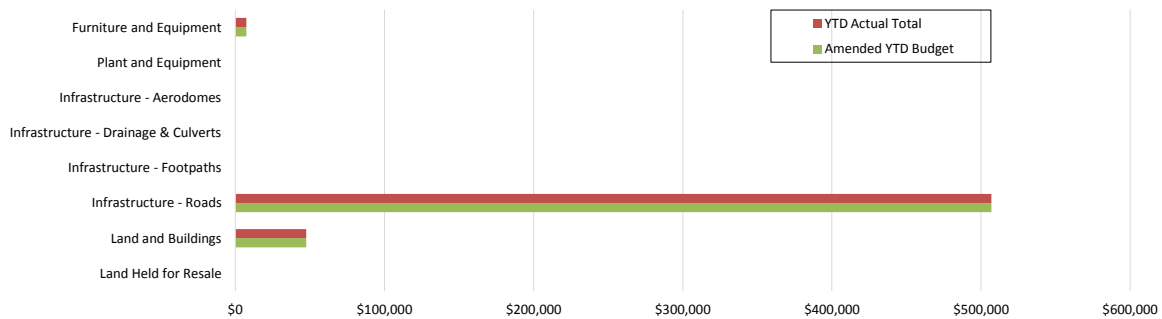
Capital Acquisitions	Note	YTD 31 01 2016					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land Held for Resale	13	\$ 0	\$ 0	\$ 0	\$ 0	\$ 200,000	\$ 0
Land and Buildings	13	39,337	8,273	47,610	47,610	966,804	0
Infrastructure - Roads	13	501,683	5,312	506,995	506,995	1,151,751	0
Infrastructure - Footpaths	13	0	0	0	0	150,000	0
Infrastructure - Drainage & Culverts	13	0	0	0	0	0	0
Infrastructure - Aerodomes	13	0	0	0	0	0	0
Infrastructure -Other	13	0	0	0	0	280,000	0
Plant and Equipment	13	0	0	0	0	125,000	0
Furniture and Equipment	13	6,528	918	7,446	7,446	28,000	0
Capital Expenditure Totals		547,548	14,504	562,052	562,052	2,901,555	0

Funded By:

Capital Grants and Contributions	155,866	514,180	2,131,147	358,314
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	13,182	110,000	110,000	(96,818)
Own Source Funding - Cash Backed Reserves				
Land and Building Reserve	5	0	0	5
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	-5	0	0	(5)
Industrial Area Reserve	0	0	0	0
Total Own Source Funding - Cash Backed Reserves	0	0	0	0
Own Source Funding - Operations	393,004	(62,128)	660,408	455,132
Capital Funding Total	562,052	562,052	2,901,555	0

Comments and graphs

Capital Expenditure Program YTD



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

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
	\$	\$	\$	\$
Operating Revenues				
General Purpose Funding - Rates	2,093,128	0	2,093,128	1,924,754
Governance	12,564	0	12,564	10,652
Law, Order and Public Safety	33,780	0	33,780	21,515
Health	1,000	0	1,000	581
Education and Welfare	5,290	0	5,290	3,080
Housing	117,343	0	117,343	68,432
Community Amenities	86,175	0	86,175	80,586
Recreation and Culture	31,086	0	31,086	30,591
Transport	551,558	0	551,558	404,943
Economic Services	10,630	0	10,630	6,181
Other Property and Services	128,359	0	128,359	71,108
Total Operating Revenue	3,070,913	0	3,070,913	2,622,423
Operating Expense				
General Purpose Funding	(83,530)	0	(83,530)	(36,118)
Governance	(200,235)	0	(200,235)	(155,583)
Law, Order and Public Safety	(133,639)	0	(133,639)	(78,150)
Health	(69,122)	0	(69,122)	(38,238)
Education and Welfare	(56,731)	0	(56,731)	(33,265)
Housing	(278,427)	0	(278,427)	(160,796)
Community Amenities	(180,101)	0	(180,101)	(100,552)
Recreation and Culture	(903,725)	0	(903,725)	(522,365)
Transport	(2,206,314)	0	(2,206,314)	(1,310,226)
Economic Services	(228,403)	0	(228,403)	(129,668)
Other Property and Services	(92,008)	0	(92,008)	(59,415)
Total Operating Expenditure	(4,432,234)	0	(4,432,234)	(2,624,376)
Funding Balance Adjustments				
Add back Depreciation	1,850,000	0	1,850,000	1,079,148
Adjust (Profit)/Loss on Asset Disposal	(25,370)	0	(25,370)	(8,020)
Adjust Provisions and Accruals	0	0	0	0
Net Cash from Operations	463,309	0	463,309	1,069,175
Capital Revenues				
Grants, Subsidies and Contributions	2,065,347	0	2,065,347	514,180
Proceeds from Disposal of Assets	110,000	0	110,000	110,000
Total Capital Revenues	2,175,347	0	2,175,347	624,180
Capital Expenses				
Land Held for Resale	(200,000)	0	(200,000)	0
Land and Buildings	(966,804)	0	(966,804)	(181,802)
Infrastructure - Roads	(1,151,751)	0	(1,151,751)	(592,287)
Infrastructure - Footpaths	(150,000)	0	(150,000)	0
Infrastructure - Drainage & Culverts	0	0	0	0
Infrastructure - Aerodomes	0	0	0	0
Infrastructure - Other	(280,000)	0	(280,000)	0
Plant and Equipment	(125,000)	0	(125,000)	(60,000)
Furniture and Equipment	(28,000)	0	(28,000)	(13,000)
Total Capital Expenditure	(2,901,555)	0	(2,901,555)	(847,089)
Net Cash from Capital Activities	(726,208)	0	(726,208)	(222,909)
Financing				
Proceeds from New Debentures	0	0	0	0
Proceeds from Advances	0	0	0	0
Self-Supporting Loan Principal	0	0	0	0
Transfer from Reserves	0	(0)	(0)	0
Advances to Community Groups	0	0	0	0
Repayment of Debentures	(172,463)	0	(172,463)	(86,232)
Transfer to Reserves	(25,428)	0	(25,428)	0
Net Cash from Financing Activities	(197,891)	(0)	(197,891)	(86,232)
Net Operations, Capital and Financing	(460,791)	(0)	(460,791)	760,035
Opening Funding Surplus(Deficit)	467,988	0	467,988	467,988
Closing Funding Surplus(Deficit)	7,197	(0)	7,197	1,228,023

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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 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, 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 the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

"Standing proud, growing strong"

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

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

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

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

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

(s) Reporting Programs

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

EDUCATION AND WELFARE

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

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

Note 2: EXPLANATION OF MATERIAL VARIANCES

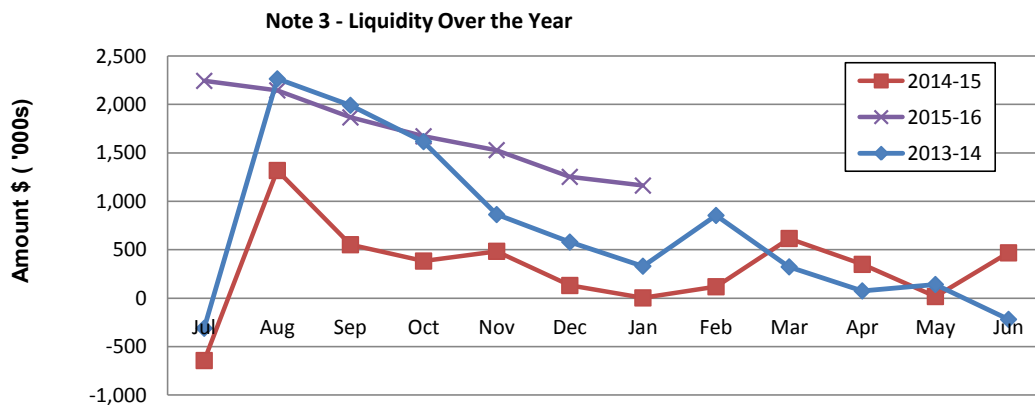
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding	(51,524)	(2.68%)			
Governance	6,208	58.28%			
Law, Order and Public Safety	665	3.09%			
Health	(365)	(62.82%)			
Education and Welfare	(1,001)	(32.49%)			
Housing	(6,797)	(9.93%)			
Community Amenities	(8,106)	(10.06%)			
Recreation and Culture	(142)	(0.46%)			
Transport	(3,566)	(0.88%)			
Economic Services	(960)	(15.54%)			
Other Property and Services	30,231	42.51%	▲		Increase d activity with MWIRSA (\$23k) Recoverable income (\$10k)
Operating Expenses					
General Purpose Funding	5,006	13.86%	▲		Rates written off (\$1162) ,Rat ing Valuations \$961, Rates Legal \$1955
Governance	4,616	2.97%			
Law, Order and Public Safety	23,698	30.32%	▲		CESM \$2161, ESL Grant \$3513,g Pound Mtce \$2645, Animal Control Expenses \$6125, Depreciation charges \$6652
Health	4,369	11.43%	▲		Reduced doctors visits \$3770, Health services from Irwin \$2422
Education and Welfare	(2,397)	(7.21%)			
Housing	9,126	5.68%			
Community Amenities	6,678	6.64%			
Recreation and Culture	(49,405)	(9.46%)			
Transport	(284,081)	(21.68%)	▼		Depreciation expense \$232k, Police licensing \$33k, Town Roads \$10k, Mtce Grading \$24k
Economic Services	(2,284)	(1.76%)			
Other Property and Services	71,541	120.41%	▲		MWIRSA \$25k, Plant Depreciation \$34k
Capital Revenues					
Grants, Subsidies and Contributions	(358,314)	(69.69%)	▼		Timing of Roads to Recovery projects \$337k
Proceeds from Disposal of Assets	(96,818)	(88.02%)	▼		Vehicle changeovers not done yet
Capital Expenses					
Land Held for Resale	0				
Land and Buildings	134,191	73.81%	▲		Some project delays - Ambulance set down bay
Infrastructure - Roads	85,292	14.40%	▲		Timing of road construction projects
Infrastructure - Footpaths	0				
Infrastructure - Drainage & Culverts	0				
Infrastructure - Aerodomes	0				
Plant and Equipment	60,000	100.00%	▲		Vehicle changeovers not done yet
Furniture and Equipment	5,554	42.72%	▲		Timing of purchase of councillor laptops
Financing					
Loan Principal	1,090	1.26%			

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

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Jan 2016	30th June 2016	YTD 31 Jan 2015
		\$	\$	\$
Current Assets				
Cash - Unrestricted	4	790,975	482,373	51,771
Cash - Restricted Reserves	4	274,200	271,964	374,374
Cash - Restricted Unspent Grants		329,818	329,818	0
Investments		0	0	0
Rates - Current	6	180,126	34,985	180,929
Sundry Debtors	6	7,639	54,737	29,339
Provision for Doubtful Debts		(1,585)	(1,585)	(1,370)
ESL Levy		0	0	0
GST Receivable		3,673	0	7,614
Receivables - Other		0	0	0
Inventories - Fuel & Materials		(2,349)	9,025	32,015
Inventories - Land Held for Resale		40,394	80,788	40,394
		1,622,891	1,262,105	715,066
Current Liabilities				
Sundry Creditors		(155,858)	(368,901)	(249,090)
GST Payable		(3,188)	6	(4,998)
PAYG		(12,026)	5,876	(11,059)
Accrued Interest on Debentures		24,810	(24,734)	(17,236)
Accrued Salaries & Wages		0	(16,268)	(15,670)
Current Employee Benefits Provision		(239,906)	(239,906)	(225,457)
Current Loan Liability		(87,321)	(172,463)	(67,213)
		(473,488)	(816,389)	(590,724)
NET CURRENT ASSETS		1,149,403	445,716	124,342
Less:				
Cash - Restricted Reserves		(274,200)	(271,964)	(374,374)
Inventories - Land Held for Resale		(40,394)	(80,788)	(40,394)
Add Back:				
Current Loan Liability		87,321	172,463	67,213
Cash Backed Employee Provisions	7	239,906	239,906	225,457
Net Current Funding Position (Surplus / Deficit)		1,162,035	505,333	2,245

(0)



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	2.35%	790,677	329,817		1,120,493	NAB	At Call
Trust Bank Account	0.00%			135,905	135,905	NAB	At Call
Cash Maximiser Account (Muni)	2.35%					NAB	At Call
Cash On Hand	Nil	300	0		300	NAB	At Call
Reserve Funds	2.35%	0	274,200		274,200	NAB	At Call
(b) Term Deposits							
Short Term Deposits	0.00%	0	0		0		
Total		790,977	604,017	135,905	1,530,898		

Comments/Notes - Investments

Restricted Cash

(1) Municipal Fund

Purpose for Funds Being Restricted	Funding Organisation	Date to be Expended	Amount
1 Depot Hill Rd	2012/13 CLGF Regional	28 February 2016	51,630
2 2014/15 Road Projects	Roads to Recovery	30 June 2018	134,248
3 Yarragadee Bridge	Roads to Recovery	30 June 2016	35,871
4 Ambulance Set Down Bay	Mid West Development Commission	31 January 2016	23,400
5 Men's Shed Ablution	Mid West Development Commission	30 November 2015	31,025
6 Rural Watch	Office of Crime Prevention	30 September 2015	3,643
7 Mingenew Mullewa Rd	2012/13 CLGF Individual	28 February 2016	50,000
Sub-total			329,817

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

Note 5: BUDGET AMENDMENTS

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

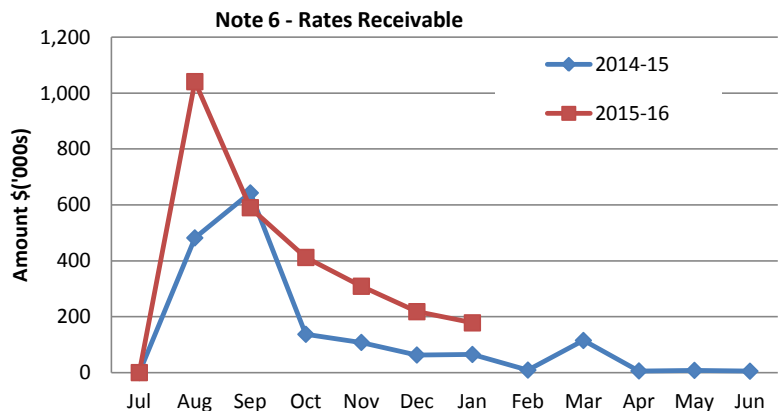
GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption Permanent Changes		Opening Surplus	\$	\$	\$	\$ 0
				0	0	0	

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

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 31 Jan 2016	30 June 2015
Opening Arrears Previous Years	\$ 22,660	\$ 18,152
Levied this year	1,710,035	1,473,879
<u>Less</u> Collections to date	(1,552,569)	(1,469,371)
Equals Current Outstanding	180,126	22,660
Net Rates Collectable	180,126	22,660
% Collected	89.60%	98.48%



Comments/Notes - Receivables Rates

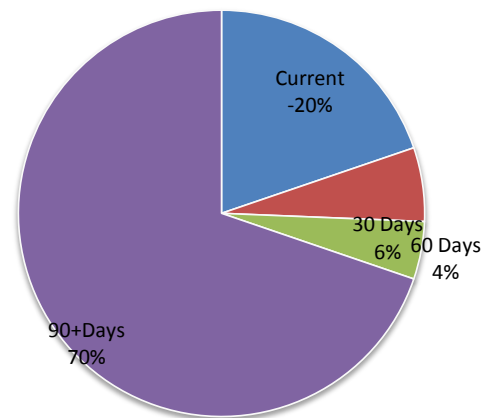
Instalment 3 payments due 4 January 2016.

Receivables - General

	Current	30 Days	60 Days	90+Days
Receivables - General	\$ (2,498)	\$ 742	\$ 580	\$ 8,815
Total Receivables General Outstanding				7,639

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

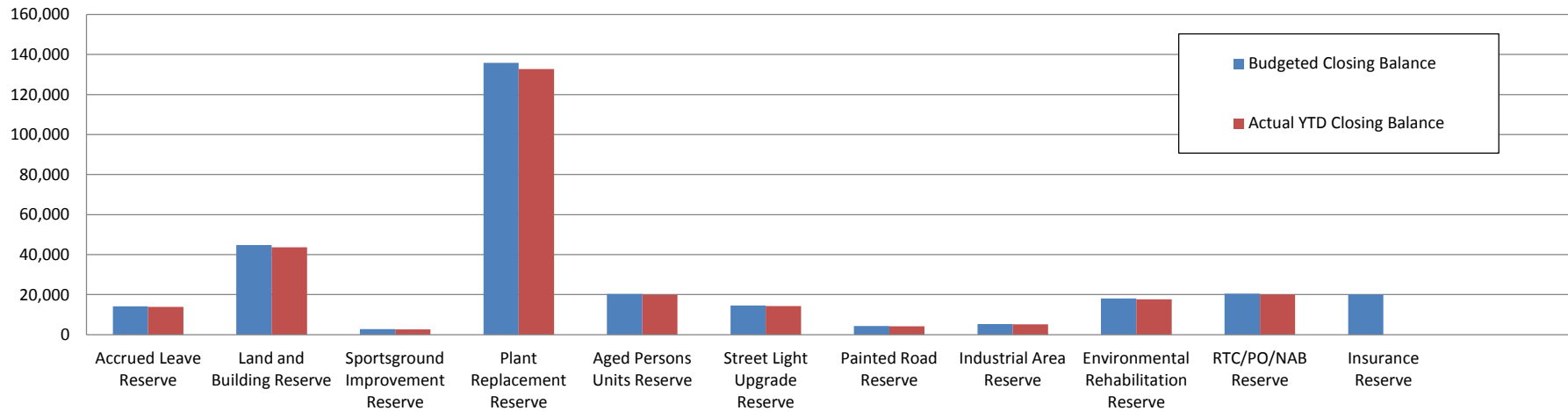
Debtors >90 days include Cricket & Tennis annual payments (\$7569). Debtor of \$1003 sent to AMPAC

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

Note 7: Cash Backed Reserve

Name	Opening Balance	YTD Budget Interest Earned	Actual Interest Earned	YTD 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	\$ 13,724	\$ 154	\$ 113	\$ 274	\$ 0	\$ 0	\$ 0		\$ 14,152	\$ 13,837
Land and Building Reserve	43,342	504	361	866	0	0	(5)		44,712	43,698
Sportsground Improvement Reserve	2,659	28	22	53	0	0	0		2,740	2,681
Plant Replacement Reserve	131,625	1,526	1,082	2,626	0	0	0		135,777	132,707
Aged Persons Units Reserve	19,739	224	162	394	0	0	0		20,357	19,901
Street Light Upgrade Reserve	14,118	161	116	282	0	0	0		14,561	14,234
Painted Road Reserve	4,146	42	29	83	0	0	5		4,271	4,180
Industrial Area Reserve	5,159	56	42	103	0	0	0		5,318	5,201
Environmental Rehabilitation Reserve	17,565	203	144	350	0	0	0		18,118	17,709
RTC/PO/NAB Reserve	19,887	231	164	397	0	0	0		20,515	20,051
Insurance Reserve	0	0	0	20,000	0	0	0		20,000	0
	271,964	3,129	2,236	25,428	0	0	0	0	300,521	274,200

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



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

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 01 2016			
					2015/16 Budget Profit/(Loss)	2015/16 Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
0	0	0	0	CEO Vehicle	8,020	0	(8,020)	Sold by tender.
40,890	(27,779)	13,182	71	Road Inspector Vehicle	7,000	71	(6,929)	
0	0	0	0	Works Manager Vehicle	10,350	0	(10,350)	
40,890	(27,779)	13,182	71		25,370	71	(25,299)	

Comments - Capital Disposal/Replacements

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

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	2014/15 Budget Rate Revenue \$	2015/16 Budget Interim Rate \$	2015/16 Budget Back Rate \$	2015/16 Budget Total Revenue \$
Differential General Rate											
GRV - Mingenew - Residential	13.1289	135	1,322,880	173,680	(12,362)	129	161,447	173,680	1,500	400	175,580
GRV - Mingenew - Commercial	13.1289	17	384,380	50,465	(3,009)		47,457	50,465			50,465
GRV - Mingenew - Industrial	13.1289	1	12,480	1,638			1,638	1,638			1,638
GRV - Yandanooka	6.5645	2	14,716	966			966	966			966
UV - Rural	1.4310	125	97,585,500	1,396,449	83		1,396,532	1,396,449	3,500		1,399,949
UV - Mining	30.0000	7	53,155	15,947	(531)	(518)	14,898	21,924			21,924
Sub-Totals		287	99,373,111	1,639,144	(15,818)	(389)	1,622,937	1,645,121	5,000	400	1,650,521
Minimum Payment	Minimum \$										
GRV - Mingenew - Residential	636	75	92,612	47,700	(6,996)		40,704	46,428	0	0	46,428
GRV - Mingenew - Commercial	636	10	16,686	6,360	(5,088)		1,272	6,360	0	0	6,360
GRV - Mingenew - Industrial	636	4	9,583	2,544	(1,908)		636	2,544	0	0	2,544
GRV - Yandanooka	318	1	20	318	(318)		0	0	0	0	0
UV - Rural	636	19	504,100	12,084	(636)		11,448	12,084	0	0	12,084
UV - Mining	636	5	(8,949)	3,180		(86)	3,094	3,180	0	0	3,180
Sub-Totals		114	614,052	72,186	(14,946)	(86)	57,154	70,596	0	0	70,596
Discounts							1,680,091				1,721,117
Amount from General Rates							0				0
Ex-Gratia Rates							1,680,091				1,721,117
Specified Area Rates							33,494				33,497
Totals							0				0
							1,713,585				1,754,614

Comments - Rating Information

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

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			YTD Actual	YTD Budget	YTD Actual	YTD Budget	YTD Actual	YTD Budget
			\$	\$	\$	\$	\$	\$
Education & Welfare								
Loan 137 - Senior Citizens Buildings	101,512		2,361	2,396	99,151	99,116	3,056	6,751
Housing								
Loan 133 - Triplex	83,767		5,226	5,315	78,541	78,452	2,819	3,064
Loan 134 - SC Housing	57,444		2,616	2,657	54,828	54,787	1,755	1,944
Loan 136 - Staff Housing	125,720		5,839	3,629	119,881	122,091	3,992	4,375
Loan 142 - Staff Housing	75,003		4,539	4,596	70,464	70,407	1,879	2,084
Recreation & Culture								
Loan 138 - Pavilion Fitout	97,452		0	2,301	97,452	95,151	2,933	3,780
Transport								
Loan 139 - Roller	53,149		6,878	6,991	46,271	46,158	1,743	2,114
Loan 141 - Grader	129,354		11,250	11,423	118,104	117,931	3,965	4,949
Loan 143 - 2 x Trucks	107,044		25,832	26,137	81,212	80,907	2,526	3,024
Loan 144 - Side Tipping Trailer	75,003		4,539	4,596	70,464	70,407	1,879	2,429
Loan 145 - Drum Roller	154,192	0	16,062	16,191	138,130	138,001	2,475	3,360
	1,059,640	0	85,142	86,232	974,498	973,408	29,021	37,874

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

Nil

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

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2015-16 Forecast Budget	2015-16 Original Budget	Variations Additions (Deletions)	Operating 2015/16 Budget	Capital 2015/16 Budget	Recoup Status	
								2015-16 YTD Actual	2015-16 YTD Budget
		(Y/N)	\$	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING									
Financial Assistance Grant - Roads	Grants Commission	Y	164,636	164,636	0	164,636	0	75,885	82,318
Financial Assistance Grant - General	Grants Commission	Y	136,128	136,128	0	136,128	0	62,088	68,064
LAW, ORDER, PUBLIC SAFETY									
ESL Administration Grant	Department of Fire & Emergency Services	Y	4,400	4,400	0	4,400	0	0	4,400
ESL Annual Grant	Department of Fire & Emergency Services	Y	25,000	25,000	0	25,000	0	12,500	14,581
HEALTH									
Ambulance Set Down Bay	Mid West Development Commission	Y	2,600	2,600	0	0	2,600	0	17,600
Ambulance Set Down Bay	Silver Chain	Y	15,000	15,000	0	0	15,000	0	0
Childcare Facility Upgrade	Lotterywest	N	10,000	10,000	0	0	10,000	0	0
EDUCATION & WELFARE									
Seniors Week	Department of Local Government & Communities	Y	2,000	2,000	0	2,000	0	0	1,162
Men's Shed Ablution	Mid West Development Commission	Y	3,447	3,447	0	0	3,447	0	3,447
HOUSING									
Aged Care Units	Mid West Development Commission	N	80,000	80,000	0	0	80,000	0	0
COMMUNITY AMENITIES									
Thank a Volunteer Day	Department of Local Government & Communities	N	500	500	0	500	0	0	0
Anzac Day	Lotterywest	N	3,000	3,000	0	3,000	0	0	2,037
Cemetery Upgrade	Mid West Development Commission	N	50,000	50,000	0	0	50,000	0	0
War Memorial Project	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
RECREATION AND CULTURE									
Museum	Lotterywest	N	30,000	30,000	0	0	30,000	0	0
Enanty Barn	State Heritage Council	N	50,000	50,000	0	0	50,000	0	0
Old Roads Board	State Heritage Council	N	20,000	20,000	0	0	20,000	0	0
Railway Station	Lotterywest	N	120,000	120,000	0	0	120,000	0	0
Town Hall / Recreation Centre Upgrade	Lotterywest	N	150,000	150,000	0	0	150,000	0	0
Water Park	Lotterywest	N	150,000	150,000	0	0	150,000	0	0
Tennis Courts	Department of Sport & Recreation	N	80,000	80,000	0	0	80,000	0	(7,916)
Outdoor Cinema	Lotterywest	N	15,000	15,000	0	0	15,000	0	7,916
TRANSPORT									
Direct Grant	Main Roads WA	Y	65,800	65,800	0	65,800	0	65,800	65,800
Regional Road Group	Main Roads WA	Y	389,667	389,667	0	0	389,667	155,866	156,000
Roads To Recovery	Department of Infrastructure	Y	337,133	337,133	0	0	337,133	0	337,133
Main Street Footpaths	Mid West Development Commission	N	150,000	150,000	0	0	150,000	0	0
Street Lighting	Main Roads WA	Y	7,000	7,000	0	7,000	0	0	0
ECONOMIC SERVICES									
Business Incubator	Mid West Development Commission	N	112,500	112,500	0	0	112,500	0	0
ECONOMIC SERVICES									
Industrial Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
Rural Residential Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	8,333
TOTALS			2,473,811	2,473,811	0	408,464	2,065,347	372,139	760,875
Operating	Operating		342,664	342,664				216,273	172,810
Non-Operating	Non-operating		2,131,147	2,131,147				155,866	560,095
			<u>2,473,811</u>	<u>2,473,811</u>				<u>372,139</u>	<u>732,905</u>

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 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 15	Amount Received	Amount Paid	Closing Balance 31-Jan-16
	\$	\$	\$	\$
BCITF Levy	0	1,095	(904)	192
BRB Levy	0	1,217	(929)	287
Autumn Committee	974	0	0	974
Community Bus	2,660	300	(900)	2,060
ANZAC Day Breakfast Donation	279	0	0	279
Building Relocation Bond	1,000	0	0	1,000
Mid West Industry Road Safety Alliance	47,343	49,500	(52,244)	44,599
Mingenev Cemetery Group	4,314	0	0	4,314
Other Bonds	1,878	565	(125)	2,318
Rates Incentive Prizes	100	0	(100)	0
Rec Centre Kitchen Upgrade	1,000	0	(1,000)	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	5,836	0	0	5,836
Joan Trust	4,461	500	0	4,961
Youth Advisory Council	746	0	0	746
Centenary Committee	897	0	0	897
Community Christmas Tree	132	0	0	132
Silverchain Committee	2,267	0	0	2,267
Nomination Fees	0	320	(320)	0
	137,477	53,497	(56,522)	134,452

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

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
	Land Held for Resale						
	Community Amenities						
	Other Property & Services						
	Industrial Area Development	4924	100,000	100,000	(8,333)	0	100,000
	Rural Residential Area Development	4924	100,000	100,000	8,333	0	100,000
	Other Property & Services Total		200,000	200,000	0	0	0
	Land Held for Resale Total		200,000	200,000	0	0	0
	Land & Buildings						
	Governance						
	Shire Office	0594	10,000	10,000	10,000	0	10,000
	Housing Total		10,000	10,000	10,000	0	10,000
	Health						
	Ambulance Set Down Bay	0074	85,804	85,804	85,804	872	84,932
	Child Care Facility	0075	15,000	15,000	0	0	15,000
	Health Total		100,804	100,804	85,804	872	99,932
	Education & Welfare						
	Men's Shed Ablution Block	0048	36,000	36,000	35,998	30,273	5,727
	Education & Welfare Total		36,000	36,000	35,998	30,273	5,727
	Land & Buildings						
	Housing						
	Construction - Staff Housing	9003	0	0	0	2,041	(2,041)
	Construction - Staff Housing	9004	0	0	0	3,485	(3,485)
	Construction - Staff Housing	9005	0	0	0	903	(903)
	Construction - Staff Housing	9006	0	0	0	973	(973)
	Construction - Staff Housing	9010	25,000	25,000	25,000	9,064	15,936
	Aged Care Units	1774	100,000	100,000	0	0	100,000
	Housing Total		125,000	125,000	25,000	16,465	108,535
	Recreation And Culture						
	Recreation Centre Town Hall	2434	150,000	150,000	0	0	150,000
	Water Park	2434	150,000	150,000	0	0	150,000
	Enanty Barn	0067	50,000	50,000	0	0	50,000
	Museum	0068	30,000	30,000	0	0	30,000
	Old Roads Building	0069	20,000	20,000	0	0	20,000
	Old Railway Station	0070	120,000	120,000	0	0	120,000
	Recreation And Culture Total		520,000	520,000	0	0	520,000
	Transport Total						
	Depot	3274	25,000	25,000	25,000	0	25,000
	Transport Total		25,000	25,000	25,000	0	25,000
	Economic Services						
	Business Incubator	5964	150,000	150,000	0	0	150,000
	Economic Services Total		150,000	150,000	0	0	150,000
	Land & Buildings Total		966,804	966,804	181,802	47,610	919,194
	Infrastructure - Drainage/Culverts						
	Transport						
	Nil						
	Transport Total		0	0	0	0	0
	Infrastructure - Drainage/Culverts Total		0	0	0	0	0
	Infrastructure - Footpaths						
	Transport						
	Midlands Road Town Footpaths	1291	150,000	150,000	0	0	150,000
	Transport Total		150,000	150,000	0	0	150,000
	Infrastructure - Footpaths Total		150,000	150,000	0	0	150,000
	Infrastructure - Other						
	Community Amenities						
	War Memorial Project	0072	100,000	100,000	0	0	100,000
	Little Well Project	0071	30,000	30,000	0	0	30,000
	Cemetery	0073	50,000	50,000	0	0	50,000
	Community Amenities Total		180,000	180,000	0	0	180,000
	Recreation						
	Tennis Courts	2884	100,000	100,000	0	0	100,000
	Community Amenities Total		100,000	100,000	0	0	100,000
	Infrastructure - Other Total		280,000	280,000	0	0	280,000

SHIRE OF MINGENEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 January 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
Furniture & Office Equip.							
Governance							
	Laptops / iPads	0014	8,000	8,000	8,000	0	8,000
	Replacement office Computer	0574	0	0	0	918	(918)
	PA System	0584	2,000	2,000	2,000	1,590	410
	Governance Total		10,000	10,000	10,000	2,508	7,492
Recreation							
	Outdoor Cinema	2854	15,000	15,000	0	0	15,000
	Christmas Lights	2854	3,000	3,000	3,000	4,938	(1,938)
	Recreation Total		18,000	18,000	3,000	4,938	13,062
Transport							
	Nil				0	0	0
	Transport Total		0	0	0	0	0
	Furniture & Office Equip. Total		28,000	28,000	13,000	7,446	20,554
Infrastructure - Aerodomes							
Transport							
	Nil				0	0	0
	Transport Total		0	0	0	0	0
	Infrastructure - Aerodomes Total		0	0	0	0	0
Plant, Equip. & Vehicles							
Governance							
	CEO Vehicle Replacement	0554	60,000	60,000	60,000	0	60,000
	Governance Total		60,000	60,000	60,000	0	60,000
Law, Order And Public Safety							
	Nil				0	0	0
	Law, Order And Public Safety Total		0	0	0	0	0
Transport							
	Works Manager Vehicle	3554	50,000	50,000	0	0	50,000
	Sundry Plant	3554	15,000	15,000	0	0	15,000
	Transport Total		65,000	65,000	0	0	65,000
	Plant, Equip. & Vehicles Total		125,000	125,000	60,000	0	125,000
Roads & Bridges							
Transport							
	2014/15 Mingenew Mullewa Rd (RRG)	RR64	150,000	150,000	25,000	79	149,922
	2015/16 Mingenew Mullewa Rd (RRG)	RR65	434,500	434,500	230,778	75,053	359,447
	Moore Stree	6058	(1)	(1)	0	795	(796)
	Depot Hill North Rd (R2R)	6066	344,874	344,874	201,159	350,644	(5,771)
	Yandanooka Melara Rd (R2R)	6067	126,507	126,507	75,351	75,191	51,317
	Depot Hill Road (CLGF)	CL05	60,000	60,000	59,999	0	60,000
	Yarragadee Bridge	1227	35,871	35,871	0	5,233	30,638
	Transport Total		1,151,751	1,151,751	592,287	506,995	644,756
	Roads (Non Town) Total		1,151,751	1,151,751	592,287	506,995	644,756
	Capital Expenditure Total		2,901,555	2,901,555	847,089	562,052	2,139,504

9.2.3 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 DECEMBER 2015

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 5 February 2016
Author: Julie Borrett, Senior Finance Officer
Senior Officer: Nita Jane, Manager of Administration and Finance

Council to confirm the payment of creditors for the month of December 2015 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 December 2015 from the Municipal Fund totalling \$345,509.88 represented by Electronic Funds Transfers of EFT 9374 to EFT9575, Direct Deduction DD7433.1, 2 and 3, DD7450.1, 2 and 3, DD7455 1 and 2, DD7464.1, 2 and 3, Trust Cheque number 467 and Cheque numbers 8024-8032.

Date: 01/02/2016
Time: 1:49:47PM

Shire of MINGENEW
List of accounts for December 2015

USER: SFO
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
467	14/12/2015	MINGENEW SHIRE COUNCIL	MWIRSA REFUND CN10	T		18,300.00
8024	07/12/2015	Department Of Commerce	BOND	M		440.00
8025	07/12/2015	MINGENEW SHIRE COUNCIL	Payroll deductions	M		180.00
8026	14/12/2015	LANDGATE	FEES	M		164.00
8027	14/12/2015	TELSTRA	CHARGES	M		1,995.66
8028	14/12/2015	DEPARTMENT OF TRANSPORT	REGISTRATIONS	M		6,300.85
8029	21/12/2015	MINGENEW SHIRE COUNCIL	Payroll deductions	M		180.00
8030	21/12/2015	PETTY CASH RECOUP	PETTY CASH RECOUP	M		153.00
8031	21/12/2015	SYNERGY	CHARGES	M		4,354.35
8032	21/12/2015	WATER CORPORATION	CHARGES	M		5,439.09
EFT9474	02/12/2015	Shire of Mingenew - Payroll	payroll02122015	M		26,704.42
EFT9475	02/12/2015	Australian Services Union	Payroll deductions	M		25.80
EFT9476	02/12/2015	CHILD SUPPORT AGENCY	Payroll deductions	M		247.73
EFT9477	02/12/2015	LGRCEU	Payroll deductions	M		20.50
EFT9478	07/12/2015	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		690.92
EFT9479	07/12/2015	LEADING EDGE COMPUTERS	CHARGES	M		40.00
EFT9480	07/12/2015	ANDREWS & CO	CHARGES	M		18,150.00
EFT9481	07/12/2015	AVON WASTE	CHARGES	M		1,513.49

Date: 01/02/2016
Time: 1:49:47PM

Shire of MINGENEW
List of accounts for December 2015

USER: SFO
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9482	07/12/2015	BATAVIA COAST AUTO ELECTRICAL PTY LTD	CHARGES	M		288.00
EFT9483	07/12/2015	STAPLES AUSTRALIA PTY LIMITED	STATIONERY	M		440.25
EFT9484	07/12/2015	DONGARA GLASS AND GLAZING	CHARGES	M		90.00
EFT9485	07/12/2015	DONGARA DRILLING & ELECTRICAL	CHARGES	M		385.89
EFT9486	07/12/2015	GUARDIAN PRINT & GRAPHICS	CHARGES	M		289.00
EFT9487	07/12/2015	JR & A HERSEY PTY LTD	UNIFORM	M		4,040.03
EFT9488	07/12/2015	SHIRE OF IRWIN	CHARGES	M		139.51
EFT9489	07/12/2015	IRWIN PLUMBING SERVICES	CHARGES	M		5,713.95
EFT9490	07/12/2015	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	FEES	M		4,500.00
EFT9491	07/12/2015	ROWE GROUP	CHARGES	M		544.50
EFT9492	07/12/2015	LANDMARK	CHARGES	M		82.40
EFT9493	07/12/2015	SUNNY SIGN COMPANY PTY LTD	CHARGES	M		473.00
EFT9494	07/12/2015	TRUCKLINE	PARTS	M		207.50
EFT9495	07/12/2015	WESTRAC PTY LTD	CHARGES	M		5,043.81
EFT9496	14/12/2015	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	LEASE	M		421.30
EFT9497	14/12/2015	NAB BUSINESS VISA	CREDIT CARD	M		4,893.36
EFT9498	14/12/2015	Australian Taxation Office	BAS	M		2,573.00
EFT9499	14/12/2015	Courier Australia	FREIGHT	M		391.77

Date: 01/02/2016
Time: 1:49:47PM

Shire of MINGENEW
List of accounts for December 2015

USER: SFO
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9500	14/12/2015	CATWEST	CHARGES	M		893.75
EFT9501	14/12/2015	DONGARA DRILLING & ELECTRICAL	CHARGES	M		822.12
EFT9502	14/12/2015	DONGARA BUILDING & TRADE SUPPLIES	CHARGES	M		47.75
EFT9503	14/12/2015	Dongara Body Builders	FEES	M		151.25
EFT9504	14/12/2015	GERALDTON MOWER & REPAIR SPECIALISTS	CHARGES	M		755.00
EFT9505	14/12/2015	CANINE CONTROL	FEES	M		998.80
EFT9506	14/12/2015	LGMA	SUBSCRIPTION	M		175.00
EFT9507	14/12/2015	Reliance Petroleum	FUEL	M		11,734.71
EFT9508	14/12/2015	STARICK TYRES	TYRES	M		1,909.60
EFT9509	14/12/2015	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	CHARGES	M		500.00
EFT9510	14/12/2015	RECORDS ARCHIVES & HISTORICAL MANAGEMENT	CHARGES	M		1,155.00
EFT9511	14/12/2015	LANDMARK	CHARGES	M		398.20
EFT9512	14/12/2015	TROPHIES AND TREASURES	CHARGES	M		339.00
EFT9513	14/12/2015	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN	M		18,536.50
EFT9514	14/12/2015	MINGENEW FABRICATORS	CHARGES	M		2,678.69
EFT9515	16/12/2015	Shire of Mingenew - Payroll	PAYROLL 16/12/2015	M		31,540.83
EFT9516	16/12/2015	Australian Services Union	Payroll deductions	M		25.80
EFT9517	16/12/2015	CHILD SUPPORT AGENCY	Payroll deductions	M		247.73

Date: 01/02/2016
Time: 1:49:47PM

Shire of MINGENEW
List of accounts for December 2015

USER: SFO
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9518	16/12/2015	LGRCEU	Payroll deductions	M		20.50
EFT9519	18/12/2015	Shire of Mingenew - Payroll	BACKPAY	M		11,227.90
EFT9520	21/12/2015	AUSTRALIA POST	POSTAGE	M		188.42
EFT9521	21/12/2015	LEADING EDGE COMPUTERS	CHARGES	M		370.00
EFT9522	21/12/2015	AVON WASTE	CHARGES	M		2,270.83
EFT9523	21/12/2015	BUNNINGS BUILDING SUPPLIES PTY LTD	CHARGES	M		309.18
EFT9524	21/12/2015	Moore Stephens	CHARGES	M		275.00
EFT9525	21/12/2015	Cr Michelle Bagley	FEEES	M		3,300.00
EFT9526	21/12/2015	BATAVIA COAST BLINDS & SAILS	CHARGES	M		3,541.00
EFT9527	21/12/2015	Courier Australia	FREIGHT	M		42.87
EFT9528	21/12/2015	CR GARY COSGROVE	FEEES	M		887.50
EFT9529	21/12/2015	CR KARL CRIDDLE	FEEES	M		591.67
EFT9530	21/12/2015	LANDGATE	CHARGES	M		37.50
EFT9531	21/12/2015	DONGARA BUILDING & TRADE SUPPLIES	CHARGES	M		184.54
EFT9532	21/12/2015	EJ DIESEL	CHARGES	M		1,558.68
EFT9533	21/12/2015	CR LEAH EARDLEY	FEEES	M		887.50
EFT9534	21/12/2015	FREDS MOWER REPAIRS	CHARGES	M		412.20
EFT9535	21/12/2015	GERALDTON TROPHY CENTRE	BOOTS	M		235.95

Date: 01/02/2016
Time: 1:49:47PM

Shire of MINGENEW
List of accounts for December 2015

USER: SFO
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9536	21/12/2015	Great Northern Rural Services	CHARGES	M		125.75
EFT9537	21/12/2015	JR & A HERSEY PTY LTD	UNIFORM	M		1,089.58
EFT9538	21/12/2015	CANINE CONTROL	FEES	M		998.80
EFT9539	21/12/2015	Crispian Charles Reginald Lucken	FEES	M		887.50
EFT9540	21/12/2015	MINGENEW BAKERY	CATERING	M		571.10
EFT9541	21/12/2015	THE MURRAY HOTEL PTY LTD	CHARGES	M		876.00
EFT9542	21/12/2015	CR HELEN NEWTON	FEES	M		1,331.25
EFT9543	21/12/2015	PEST A KILL WA	CHARGES	M		2,585.00
EFT9544	21/12/2015	PEMCO DIESEL PTY LTD	CHARGES	M		5,117.20
EFT9545	21/12/2015	CR MARGUERITE PEARCE	FEES	M		887.50
EFT9546	21/12/2015	PRIME MEDIA GROUP PTY	CHARGES	M		1,012.00
EFT9547	21/12/2015	Signs Plus	CHARGES	M		70.00
EFT9548	21/12/2015	LANDMARK	CHARGES	M		475.85
EFT9549	21/12/2015	SUNNY SIGN COMPANY PTY LTD	SIGNS	M		4,091.78
EFT9550	21/12/2015	WESTRAC PTY LTD	CHARGES	M		10,288.60
EFT9551	21/12/2015	WILDFLOWER COUNTRY INC.	CHARGES	M		4,950.00
EFT9552	30/12/2015	Shire of Mingenew - Payroll	PAYROLL	M		28,096.49
EFT9553	30/12/2015	Australian Services Union	Payroll deductions	M		25.80
EFT9554	30/12/2015	CHILD SUPPORT AGENCY	Payroll deductions	M		247.73

Date: 01/02/2016
Time: 1:49:47PM

Shire of MINGENEW
List of accounts for December 2015

USER: SFO
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9555	30/12/2015	LGRCEU	Payroll deductions	M		20.50
EFT9556	30/12/2015	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		984.20
EFT9557	30/12/2015	LEADING EDGE COMPUTERS	CHARGES	M		3,259.95
EFT9558	30/12/2015	ABCO PRODUCTS	CHARGES	M		316.13
EFT9559	30/12/2015	AVON WASTE	CHARGES	M		2,252.04
EFT9560	30/12/2015	BATAVIA COAST AUTO ELECTRICAL PTY LTD	CHARGES	M		579.95
EFT9561	30/12/2015	RSM BIRD CAMERON	CHARGES	M		22,419.24
EFT9562	30/12/2015	Courier Australia	FREIGHT	M		54.09
EFT9563	30/12/2015	CENTRAL WEST CONCRETE	CHARGES	M		946.00
EFT9564	30/12/2015	DONGARA DRILLING & ELECTRICAL	CHARGES	M		2,104.55
EFT9565	30/12/2015	DONGARA GOLF CLUB INC	CHARGES	M		1,800.00
EFT9566	30/12/2015	Great Northern Rural Services	CHARGES	M		543.35
EFT9567	30/12/2015	HOLMWOOD FARMS	CHARGES	M		972.67
EFT9568	30/12/2015	LGIS RISK MANAGEMENT	CHARGES	M		138.60
EFT9569	30/12/2015	MINGENEW IRWIN GROUP INC	CHARGES	M		3,300.00
EFT9570	30/12/2015	MINGENEW SPRING CARAVAN PARK	CHARGES	M		1,712.00
EFT9571	30/12/2015	ROWE GROUP	CHARGES	M		555.50
EFT9572	30/12/2015	ST JOHN AMBULANCE IRWIN	CHARGES	M		1,592.00

Date: 01/02/2016
Time: 1:49:47PM

Shire of MINGENEW
List of accounts for December 2015

USER: SFO
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9573	30/12/2015	S & K ELECTRICAL PTY LTD	CHARGES	M		801.10
EFT9574	30/12/2015	SEASIDE SIGNS	CHARGES	M		24.20
EFT9575	30/12/2015	MINGENEW FABRICATORS	CHARGES	M		2,535.50
DD7433.1	02/12/2015	WA SUPER	Payroll deductions	M		4,711.57
DD7433.2	02/12/2015	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,051.20
DD7433.3	02/12/2015	PRIME SUPER	Superannuation contributions	M		195.88
DD7450.1	16/12/2015	WA SUPER	Payroll deductions	M		5,484.64
DD7450.2	16/12/2015	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,051.20
DD7450.3	16/12/2015	PRIME SUPER	Superannuation contributions	M		195.88
DD7455.1	18/12/2015	WA SUPER	Payroll deductions	M		1,079.11
DD7455.2	18/12/2015	PRIME SUPER	Superannuation contributions	M		185.72
DD7464.1	30/12/2015	WA SUPER	Payroll deductions	M		4,994.55
DD7464.2	30/12/2015	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,051.20
DD7464.3	30/12/2015	PRIME SUPER	Superannuation contributions	M		201.38

Date: 01/02/2016
Time: 1:49:47PM

Shire of MINGENEW
List of accounts for December 2015

USER: SFO
PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
---------------------------	-------------	-------------	----------------------------	----------------------	-----------------------	---------------

REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	327,209.88
T	TRUST- NATIONAL AUST BANK	18,300.00
TOTAL		345,509.88

9.2.4 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 JANUARY 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 5 February 2016
Author: Julie Borrett, Senior Finance Officer
Senior Officer: Nita Jane, Manager of Administration and Finance

Council to confirm the payment of creditors for the month of January 2015 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 9.2.4

That Council confirm the accounts as presented for January 2015 from the Municipal Fund totalling \$141,513.03 represented by Electronic Funds Transfers of EFT 9576 to EFT9596, Direct Deduction DD7475.1, 2 and 3, DD7488.1, 2 and 3, Trust Cheque number 468 and Cheque numbers 8033-8035.

NATIONAL BUSINESS MASTERCARD

01 December to 31 December 2015

CEO - Martin Whitley

Meals Avon Waste Christmas Party	\$	44.66
Accommodation Avon Valley Waste Christmas Party	\$	208.08
Diesel	\$	134.68
DVDs	\$	25.00
Refreshments for Staff Xmas Function	\$	123.98
Rolls/bread for Movie Night	\$	56.00
Cords for xmas lights	\$	174.86
Hampers for Xmas Lights Competition	\$	98.00
Diesel	\$	92.09
Bank Fees	\$	9.00
	\$	966.35

Work's Manager - Warren Borrett

Scam	\$	139.48
Bank Fees	\$	9.00
	\$	148.48

Manager of Admin and Finance - Nita Jane

Internet	\$	448.90
Title search	\$	24.60
Refreshments for Christmas Tree	\$	143.78
Refreshments	\$	6.44
Accommodation for E Budrikis Licensing training	\$	765.60
Christmas Lights	\$	310.59
Refreshments for Staff Party	\$	60.00
Refreshments for Staff Party	\$	511.75
Refreshments for Staff Party	\$	280.00
Refreshments for Staff Party	\$	177.99
Refreshments for Staff Party	\$	74.44
Refreshments for Staff Party	\$	252.87
Refreshments for Staff Party	\$	35.02
Goods for Christmas Tree	\$	16.89
Accommodation costs for E Budrikis Licensing training	\$	388.23
Refreshments for Staff Party	\$	225.33
Gift card for P Gledhill, storage container for office	\$	131.92
Refreshments for Staff Party	\$	188.50
MI481 licensing adjustment	\$	14.70
Storage containers for office	\$	15.96
Refreshments for Staff Party	\$	96.36

Bank Fees	\$ 9.00
	\$ 4,178.87
Total Direct Debit Payment made on 1st December 2015	\$ 5,293.70

POLICE LICENSING

**Direct Debits from Muni Account
01 December to 31 December 2015**

Tuesday, 1 December 2015	\$ 963.95
Wednesday, 2 December 2015	\$ 6,628.30
Thursday, 3 December 2015	\$ 635.00
Monday, 7 December 2015	\$ 5,774.30
Tuesday, 8 December 2015	\$ 211.80
Wednesday, 9 December 2015	\$ 388.55
Thursday, 10 December 2015	\$ 191.20
Friday, 11 December 2015	\$ 86.60
Monday, 14 December 2015	\$ 7,308.10
Wednesday, 16 December 2015	\$ 393.25
Thursday, 17 December 2015	\$ 1,390.95
Friday, 18 December 2015	\$ 1,215.00
Monday, 21 December 2015	\$ 41.45
Tuesday, 22 December 2015	\$ 1,029.50
Wednesday, 23 December 2015	\$ 1,203.95
Thursday, 24 December 2015	
	\$ 26,497.95

BANK FEES

**Direct debits from Muni Account
01 December to 31 December 2015**

Total direct debited from Municipal Account	\$ 244.25
---	------------------

PAYROLL

**Direct Payments from Muni Account
01 December to 31 December 2015**

Wednesday, 2nd December 2015	\$ 38,383.58
Wednesday, 16th December 2015	\$ 44,165.45
Wednesday, 30th December 2015	\$ 40,451.41
	\$ 123,000.44

Date: 03/02/2016
Time: 11:24:08AM

Shire of MINGENEW
List of accounts for January 2016

USER: SFO
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
468	07/01/2016	MINGENEW SHIRE COUNCIL	ANDREWS & CO ADVERTISING CA81	T		24,200.00
8033	07/01/2016	SYNERGY	SYNERGY	M		5,433.70
8034	21/01/2016	ELGAS LTD	LPG Cylinder	M		122.00
8035	21/01/2016	CITY OF GREATER GERALDTON	CHARGES	M		214.00
EFT9576	07/01/2016	ANDREWS & CO	CHARGES	M		24,200.00
EFT9577	07/01/2016	STAPLES AUSTRALIA PTY LIMITED	STATIONERY	M		128.16
EFT9578	13/01/2016	Shire of Mingenew - Payroll	PAYROLL13012016	M		31,329.15
EFT9579	13/01/2016	Australian Services Union	Payroll deductions	M		25.80
EFT9580	13/01/2016	CHILD SUPPORT AGENCY	Payroll deductions	M		247.73
EFT9581	13/01/2016	LGRCEU	Payroll deductions	M		20.50
EFT9582	14/01/2016	Geraldton Digital Media	MWIRSA - Sponsored post on Everything Geraldton	M		440.00
EFT9583	20/01/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	Guarantee Fee to 31 December 2015	M		3,543.43
EFT9584	21/01/2016	AVON WASTE	Weekly rubbish service 18/12/2015 and 25/12/2015	M		2,275.07
EFT9585	21/01/2016	Courier Australia	Freight Charges	M		82.39
EFT9586	21/01/2016	GLOBE AUSTRALIA PTY LTD	Mosquito fogging chemical	M		1,232.00
EFT9587	21/01/2016	CANINE CONTROL	Ranger Services - 21/12/2015	M		998.80
EFT9588	21/01/2016	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Professional Services	M		1,500.00
EFT9589	21/01/2016	MARKETFORCE	Public Notice - Meeting Dates 2016	M		108.47

Date: 03/02/2016
 Time: 11:24:08AM

Shire of MINGENEW
List of accounts for January 2016

USER: SFO
 PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9590	21/01/2016	RECORDS ARCHIVES & HISTORICAL MANAGEMENT	Disaster Plan Preparation	M		550.00
EFT9591	21/01/2016	Martin Gerard Whitely	Expenses Claim	M		500.16
EFT9592	21/01/2016	Shire Of Esperance	Donation - Fire Recovery	M		1,000.00
EFT9593	27/01/2016	Shire of Mingenew - Payroll	PAYROLL	M		30,201.75
EFT9594	27/01/2016	Australian Services Union	Payroll deductions	M		25.80
EFT9595	27/01/2016	CHILD SUPPORT AGENCY	Payroll deductions	M		247.73
EFT9596	27/01/2016	LGRCEU	Payroll deductions	M		20.50
DD7475.1	13/01/2016	WA SUPER	Payroll deductions	M		5,194.20
DD7475.2	13/01/2016	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,051.20
DD7475.3	13/01/2016	PRIME SUPER	Superannuation contributions	M		231.68
DD7488.1	27/01/2016	WA SUPER	Payroll deductions	M		5,128.92
DD7488.2	27/01/2016	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,051.20
DD7488.3	27/01/2016	PRIME SUPER	Superannuation contributions	M		208.69

REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	117,313.03
T	TRUST- NATIONAL AUST BANK	24,200.00
TOTAL		141,513.03

9.2.5 RECOVERY OF RATES & CHARGES – POSSESSION OF LAND

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
Date: 5 February 2016
Author: Nita Jane – Manager Finance & Administration

SUMMARY

To consider the transfer of a property to the shire which has rates in arrears by 3 or more years, and which has not sold at auction or following the listing with a selling agent.

ATTACHMENT

Local Government Operational Guidelines Number 22
 Council Minutes – November 2012

BACKGROUND

There is currently a property that has rates outstanding by three or more years for which it has not been possible to enter into an acceptable and successful arrangement for the payment of the balance owing. In October 2012 Council resolved to sell by public auction this property, and recover from the proceeds of sale the outstanding balance. The auction was held on 15 February 2014, however there were no bids, and the property was passed in. Subsequently the property was listed with Ray White Dongara. In November 2015 contact was made with the owners' mother who holds Enduring Powering of Attorney for the owner. She advised there is no capacity to pay the debt and has requested that the property be transferred to the shire in settlement of the outstanding rates and charges.

Following is a brief history of collection actions taken to date:

Assessment	A353
Type/Zoning	Vacant Residential
Period Outstanding	2010/11 – 2015/16
Amount Outstanding	\$12,739.09 (at 6 January 2016)
Last Payment Received	30 th November 2009
Recovery Action	27 February 2012 – Referred to Dunn & Bradstreet for collection action. 28 February 2012 – Notice of demand sent to owner 10 April 2012 – E-Lodgement of claim queued with Court. 25 April 2012 – Claim filed with Court and summons sent for service. 4 May 2012 – Process server attended last known address and was notified owner no longer resident there. 27 August 2012 – Skip Trace performed, unable to locate current address for owner other than vacant lot in question. 23 January 2013 – Referred to Civic Legal for assistance with sale of land process 22 April 2013 – Letter from Civic Legal to owner with a Notification of Taking Possession of Land (Form 2) 8 November 2013 – Engagement of Agent/Auctioneer for property auction 11 November 2013 – Preparation of Form 5 20 November 2013 – Advertisement in West Australian Newspaper 31 January 2014 – Preparation of Sale Contract

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 10 February 2016

	<p>13 February 2014 – Landgate advice of Memorial of the land advertised for sale in the West Australian Newspaper on 20 November 2013 and registered.</p> <p>15 February 2014 - Auction</p> <p>11 March 2014 – Listing of property with Ray White Dongara</p> <p>23 May 2014 – Advice received of current address for owner.</p> <p>23 May 2014 – Owners mother telephoned to advise owner has had a stroke and her contact details</p> <p>2 November 2015 – Telephoned owners mother. Mother advised she has Enduring Power of Attorney and would like to hand the block back to the shire as settlement of outstanding rates and charges.</p> <p>4 January 2016 – Received letter from owners mother with proof of Enduring Power of Attorney and requesting the property be handed to the Shire as settlement for outstanding rates and charges.</p> <p>4 January 2016 – Telephoned owners mother. Advised of receipt of letter and item to next council meeting in February 2016.</p>
Response	As outlined above.

A summary of the outstanding amount is:

2010/11 Rates & ESL	355.00
2011/12 Rates & ESL	385.00
2012/13 Rates & ESL	387.00
2013/14 Rates & ESL	390.00
2014/15 ESL Only	64.00
2015/16 Rates & ESL	704.00
Interest Charges	1,605.22
Legal Charges	8,848.87
TOTAL	12,739.09

COMMENT

There are three options available:

Option 1 – Exercise the provisions of Section 6.64 of the Local Government Act 1995

This empowers the sale of land in relation to unpaid rates and charges – applied by Council resolution in 2012, however property passed in at auction, with no bids offered.

Option 2 – Exercise the provisions of Section 6.74 of the Local Government Act 1995

Apply to the Minister to have the land re-vested in the Crown in the right of the State

It is suggested that that Council apply the provisions of Section 6.64 of the Local Government Act 1995 and make application for the land to be transferred to the local government.

CONSULTATION

Ning Yan, Senior Project Officer, Local Government Regulation and Support, Department of Local Government

Julie Knight, Senior Legislation & Strategy Officer, Local Government Legislation, Department of Local Government

Martin Whitely, Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995, sections 6.64 states:

- (1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and -
 - (a) from time to time lease the land;
 - (b) sell the land;
 - (c) cause the land to be transferred to the Crown; or
 - (d) cause the land to be transferred to itself.
- (2) On taking possession of any land under this section, the local government is to give the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.
- (3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.

POLICY IMPLICATIONS

Council Policy 3006 – Debt Collection

3006 DEBT COLLECTION

The following shall be the normal procedures for rate/debt recovery:

3006.1 RATES

1. Rate Notices shall be sent out to all ratepayers as soon as possible after the budget has been set and Instalment Notices at the specified dates.
2. The Chief Executive Officer is authorised to undertake legal action after specific approval has been given by Council for the recovery of all current and arrears rates and charges remaining outstanding either after the 35 days where no instalment option has been implemented and where instalments are not adhered to, exercising discretion on the amount owed and /or term outstanding when initiating such legal action. Such legal action for rates recovery can be either through the local Court or by Council Solicitors or Collection Agents as the case may warrant when all other reasonable attempts at collection have been exhausted.
3. The CEO is to bring to Council's attention any rates which remain unpaid for three years for a determination on selling the land for the recovery of rates in accordance with the provisions of the Local Government Act.
4. On Council approval, CEO be authorised to issue a summons on offenders, utilising the local Bailiff, and incorporating the recovery of all outstanding rates, penalties, charges and cost incurred for the issue of such a summons.
5. Alternatively, upon Council's authorisation, the CEO be authorised to utilise the services of a Debt Collector for the recovery of all outstanding rates.

FINANCIAL IMPLICATIONS

The current outstanding rates and charges on this property are \$12,739.09

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.2.5

- 1. That Council pursuant to Section 6.64 of the Local Government Act 1995, proceed to make application for the property, Assessment 353, which has rates in arrears for 3 or more years, to be transferred to the local government, and**
- 2. That, once the property has been transferred to the Shire of Mingenew, Council pursuant to Section 6.12(1)(c) of the Local Government Act 1995, write off all outstanding rates and charges on Assessment 353.**

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

Nil

13.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 16th March 2016 commencing at 4.00pm.

14.0 CLOSURE