



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

17 December 2014

SHIRE OF MINGENEW

ORDINARY COUNCIL MEETING NOTICE PAPER

17 December 2014

Madam President and Councillors,

An ordinary meeting of Council is called for Wednesday, 17 December 2014, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.00 pm.

Mark Dacombe
Chief Executive Officer

17 December 2014

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

17 DECEMBER 2014

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SHIRE OF MINGENEW

AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 17 December 2014 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

COUNCIL RECOMMENDATION ITEM 7.1

That the Minutes of the Ordinary Meeting of Council held 19 November 2014 be confirmed as a true and accurate record of proceedings.

- 8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION
- 9.0 OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER

NIL

9.2 FINANCE

9.2.1 2013/2014 ANNUAL REPORT

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
Date: 1st December 2014
Author: Nita Jane – Manager Finance & Administration

SUMMARY

To consider and accept the amended Shire of Mingenew Annual Report for the year ending 30 June 2014.

ATTACHMENT

2013/2014 Annual Report.

BACKGROUND

The Annual Report was accepted at the November meeting of Council. Following this an error was identified. The necessary amendments have been made and Council is now requested to consider and accept the amended Shire of Mingenew Annual Report for the year ending 30 June 2014.

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 2013/2014 Financial Year.

COMMENT

The amended 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.

Following the November Council meeting where the Annual Report was accepted, an error was identified in the audited financial report. The error has been corrected by the auditors and an amended report issued.

The changes made relate to the Rate Setting Statement and Note 22b.

Summary of Changes

	Original	Amended
Rate Setting Statement		
Movement in Employee Benefit Provisions	(9,032)	33,672
Estimated Surplus(Deficit)	(444,853)	(219,394)
General Rates	(1,291,124)	(1,473,879)

Note 22(b)
 Net Current Assets
 Add:

Provision for Annual Leave	0	123,334
Provision for Long Service Leave	0	102,123
Surplus(Deficit)	(444,853)	(219,394)

It is of concern that the error was not identified during the audit however it is good to note that the impact of the correction has been to reduce the end of year deficit by \$225,459.

CONSULTATION

Marek Cieslakiewicz, RSM Bird Cameron
 Mark Dacombe, CEO
 Martin Whitely

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

The previously calculated Surplus(deficit) June 30, 2014 was (\$444,853) has been reduced to (\$219,394).

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

COMMITTEE RECOMMENDATION – ITEM 9.2.1

That Council

- 1. That Council accepts the amended 2013/14 Annual Report, as circulated for the year ended 30 June 2014.**



SHIRE OF MINGENEW
ANNUAL REPORT
2013/2014

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2. SHIRE PRESIDENTS REPORT

It is always a pleasure to present my report on the Shire of Mingenew's activities for the 2013/14 financial year and again 2013/14 was a year of hard work and delivery of important projects for our Shire. This was undertaken without increasing debt and at the same time providing a modest increase in reserve funds held.

Major Projects

A key role of local government is the provision and maintenance of infrastructure that enables both economic and social activity in our community.

This year a number of capital projects were undertaken. These included:

- Construction of key worker housing – two units were constructed with funding from the Country Local Government Fund. A single bedroom unit and a two bedroom unit were constructed on lots in Shenton Street and this will enable good accommodation to be offered to assist attract staff for key positions.
- Midlands Road Upgrade – this work in the centre of the town has seen the foot path and drainage upgraded from the intersection of William Street to Shenton Street providing easy access on foot to the services in the main part of the town on a hard wearing and cost effective surface.
- Road Construction – a busy road construction program has seen the Depot Hill crossing culverts installed and road resealed, the Coldseam bridge widened and safety barriers installed, re-sheeting works carried out on Yandanooka Morawa Road and Nanekine Road, and resealing and culvert work carried out on the Mingenew Mullawa Road
- Power upgrade at the Recreation Centre – this project upgraded the power so that it can now serve a significantly increased load than was previously the case.

Maintaining the standard of infrastructure in the Shire is extremely important and so is maintaining and enabling more people oriented services. Your Shire Council is active in supporting the very popular Vet program that provides free sterilisation together with micro-chipping and immunising at a modest cost. The Council assists with the provision of a medical practitioner and the dental service to ensure the continued viability of these services in Mingenew.

Staff

Change in the senior staff positions can create uncertainty and increased work loads for other staff. This year saw our former Chief Executive Officer leave the Council in April. The employment of the Chief Executive Officer is one of the most important functions that a Council undertakes. The Council and I were delighted with the field of well qualified candidates that presented themselves in response to our recruitment process and it will be a pleasure to welcome our new Chief Executive Officer, Mr Martin Whiteley when he commences with the Shire in January 2015.

I have been very impressed with the way the Shire staff have addressed the challenges of a significant elapse of time between the two permanent Chief Executive Officers by willingly going the extra mile to assist the two interim Chief Executive Officers and the Council through this time.

The turnover of other staff has been very low and the Shire continues to be served by a dedicated, very competent and professional team both in the office and in the Works Crew.

Closing Remarks

It is gratifying to note that the Audit reports included in this Annual Report continue to reflect the Council's competent and prudent financial management and I wish to acknowledge the efforts and commitment of staff in assisting the Council achieve this standard.

The first part of this report has been focused on the Councillors, staff and key projects. No Council can reach its potential without the support and involvement of its community. This is particularly the case of smaller local governments located at some distance from the nearest population centres. I great many people contribute to the viability and vibrancy of out town and environs by generous volunteering their time and expertise. Without this involvement the Shire could not provide the level of service it does.

I thank you all.

Michelle Bagley

Shire President

3. CEO'S REPORT

Madam President, Councillors, Electors and Community Members, it is with pleasure I present my report on activities for the 2013/14 financial year.

FINANCE

Rates

The 2013/14 Annual Budget was adopted by Council at the June Council Meeting with an increase in the rate in the dollar of 5%. A differential rate was again applied for the UV rate category to differentially rate rural and mining. The differential rate was set at \$0.225 cents in the dollar or a minimum of \$750. These increases were necessary to meet rising costs in most areas of Council activities.

Reserve Funds

Council continues to maintain reserve accounts to help with major projects and plant and equipment purchases. As at 30 June 2014 the balance in the Reserve Accounts was \$279,242 comprised as listed below:

RESERVE	BALANCE
Land & Building Reserve	68,999
Sportsground Improvement Reserve	2,604
Plant Replacement Reserve	115,239
Accrued Leave Reserve	13,455
Aged Persons Units Reserve	19,330
Street Lighting Reserve	13,826
Painted Road Reserve	4,056
Environmental Rehabilitation Reserve	17,201
Industrial Area Development Reserve	5,056
RTC/PO/NAB Reserve	19,476
TOTAL	\$279,242

This is an increase from \$206,018 at 30 June 2013.

Loan Liability

As at 30 June 2014 the outstanding principal on all loans was \$1,038,061. This is a decrease from \$1,163,609 at 30 June 2013.

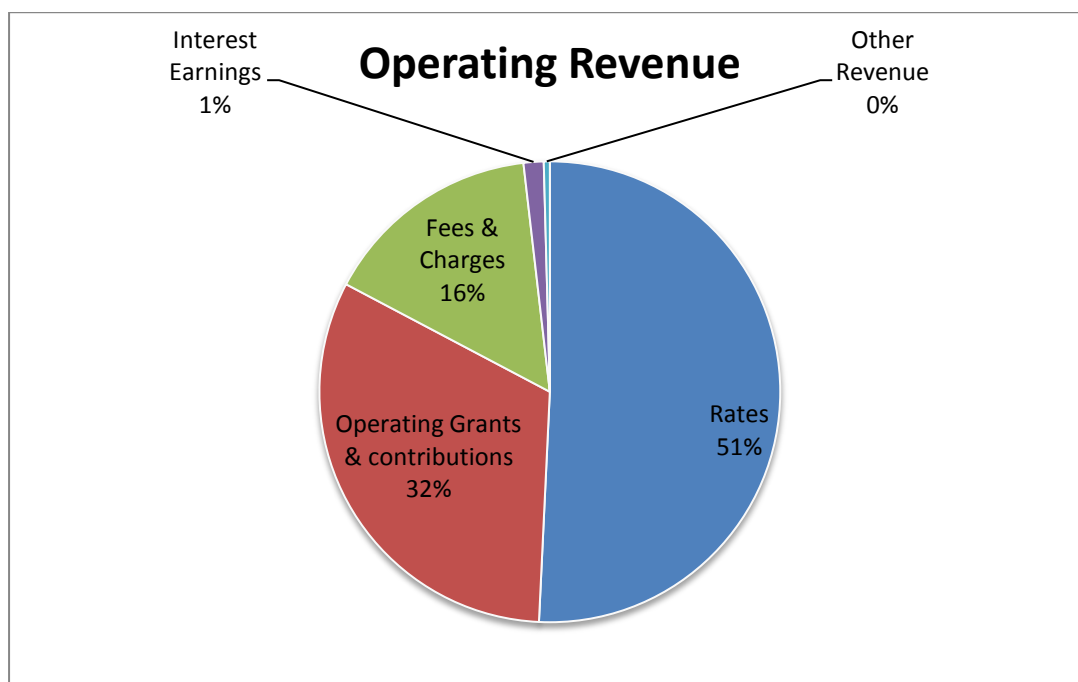
No new loans were raised during the year.

Audit

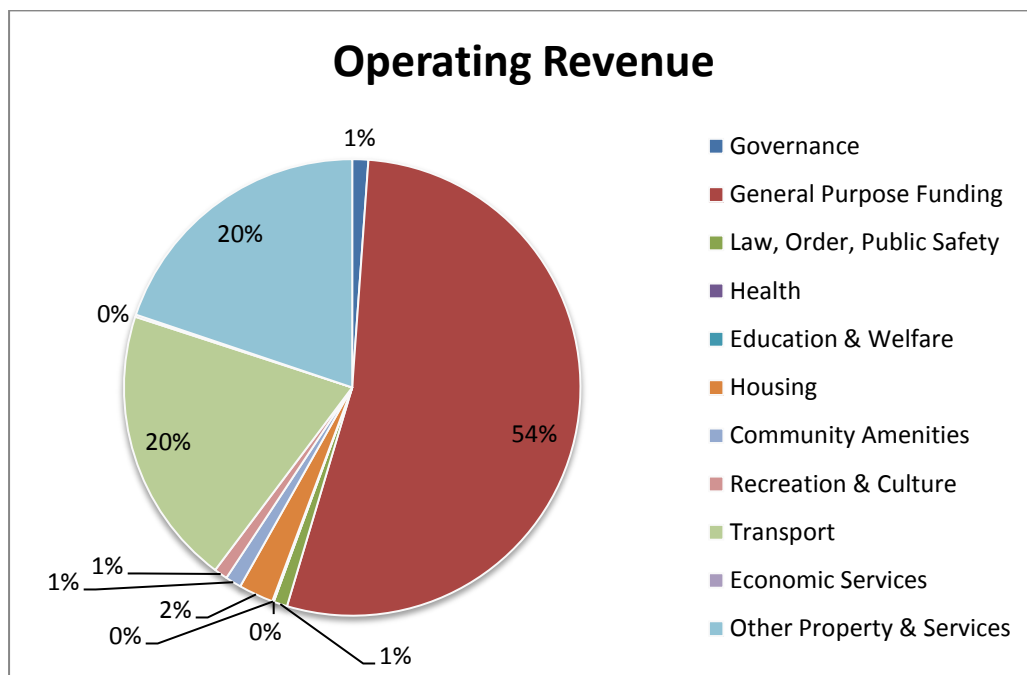
The Annual Audit was conducted during the period August to November 2014 and a copy of the report is included within this Annual Report. There were no items noted in the Audit Report that required attention or needed to be brought to the attention of Council.

Revenue Sources

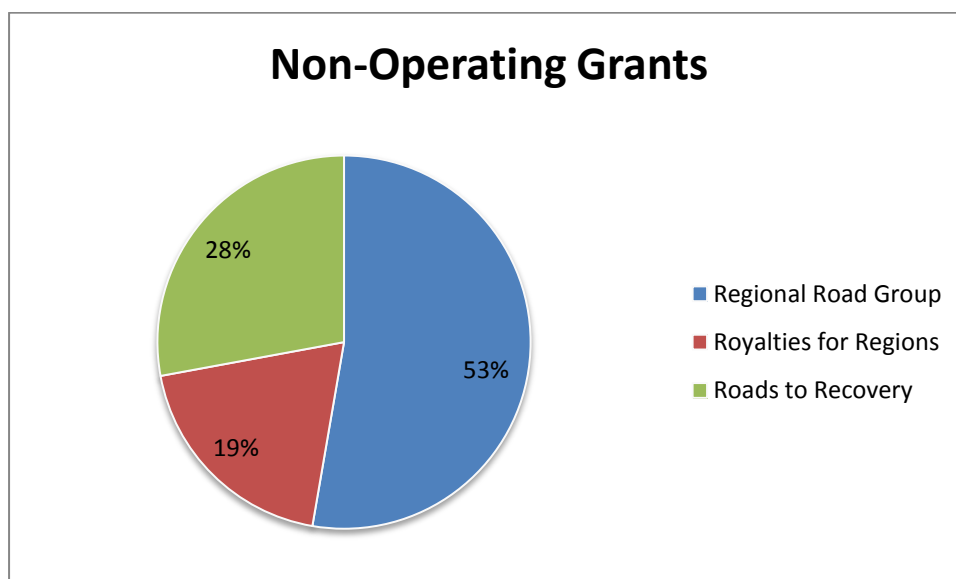
Operating revenues totalling \$2,903,997 were received from the following sources:



The graph below illustrates the operating revenues received by program area.

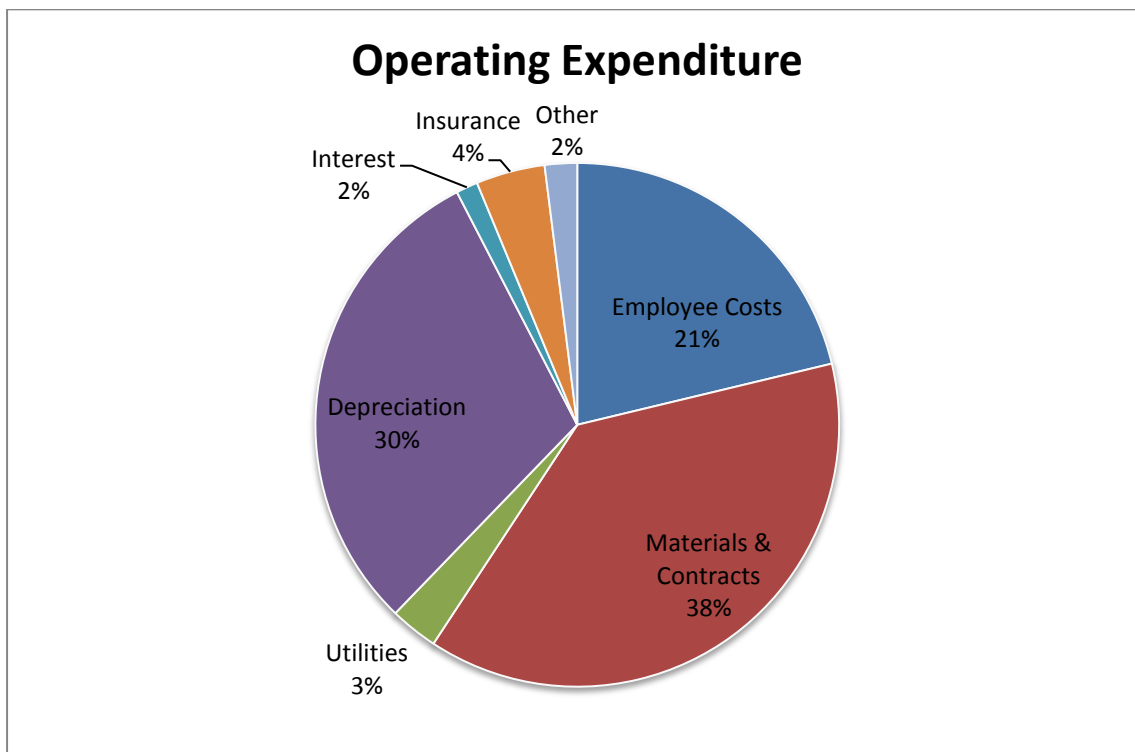


Non-Operating grants of \$1,787,618 were received for some large capital projects from the following sources:

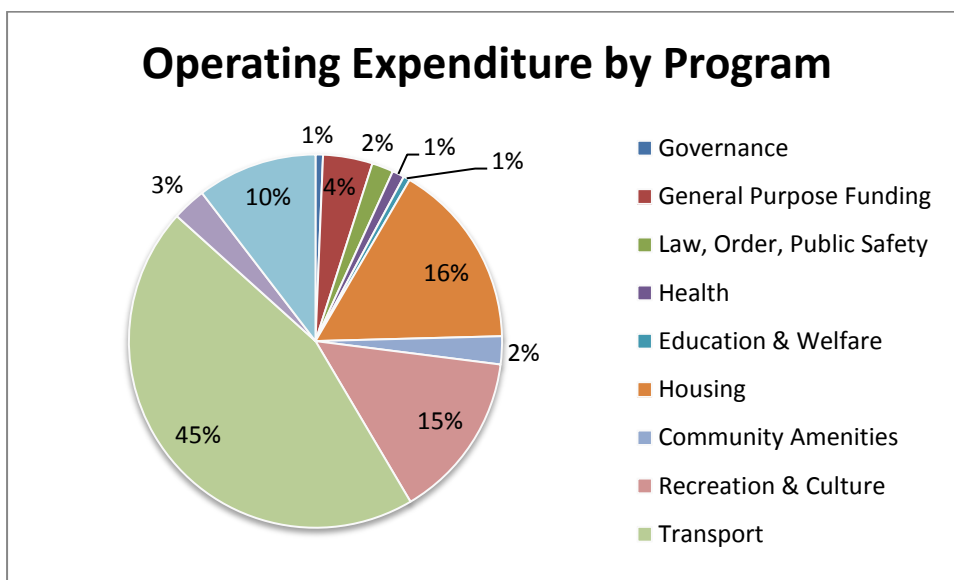


Expenditure

The following graph indicates the total operating expenditure for the 2013/14 year by nature and type.



The following graph indicates the total operating expenditure for the 2013/14 year by program area.



STAFF

The Administration team saw the departure of Mike Sully from the position of Chief Executive Officer and Joyce Sully from the position of Executive Support Officer.

The works crew saw the departure of Andrew Holt.

I would like to acknowledge the commitment by Council's current employees who are providing quality services and facilities to the residents of the Shire of Mingenew.

Projects undertaken during 2014/15

ROAD WORKS

- Mingenew Mullewa Road – Reseal
- Mingenew South Road – Widen and Seal
- Yandanooka/Morawa Road
- Phillip Street – Car Park Upgrades
- Depot Hill Approaches – Upgrade
- Midlands Road drainage and footpaths

OTHER PROJECTS

- Administration Building – Data rewiring and Computer Server Rack
- Dog and Cat Impound Facility
- Construct two new Key Worker Units
- Electrical Upgrades at Recreation Ground
- Kitchen Equipment at Recreation Ground

4. COUNCILLORS



SHIRE PRESIDENT

Michelle Bagley



DEPUTY PRESIDENT

Peter Gledhill



COUNCILLOR

Marguerite Pearce



COUNCILLOR

Gary Cosgrove



COUNCILLOR

Helen Newton



COUNCILLOR

Alan Sobey



COUNCILLOR

Crispian Lucken

5. STAFF

Administration Staff

Chief Executive Officer	Mark Dacombe
Manager, Finance & Administration	Cameron Watson
Governance Officer	Nita Jane
Senior Finance Officer	Julie Borrett
Community Development Officer	Megan Criddle
Customer Service/Library Officer	Paulette Lucken

Works & Services Staff

Manager, Works and Services	Warren Borrett
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Road Construction & Maintenance Crew

Leading Hand/Grader Operator	Rocky Brennan
Grader Operator – Maintenance	Noel Page
Plant Operator	Edward Brennan
Plant Operator	Brady Brennan
Plant Operator	Phillip Greaves
Plant Operator	Vacant

Town Maintenance Crew

Leading Hand/Gardener	Robert Stephens
Gardener	Yvonne Woodbrook
Gardener	George Whitecross
Gardener	Michael Warren
Gardener	Clara Eaton
Cleaner	Fay Knock

6. ATTRACTIONS & EVENTS



Coalseam Park



Depot Hill Reserve



Drovers Rest



Wildflowers



CBH Facility



Tracking Station



Mingenev Expo



Enanty Barn



Mingenev Museum



Biggest Morning Tea



Polocrosse

7. LOCAL INDUSTRIES

- Broad acre agriculture
- Livestock
- Mineral Exploration
- Road Transport



8. 2013/14 PROJECTS

- Key Worker Housing – 2 units
- Coalseam Road Bridge (\$140,000)
- Midlands Road (Main Street) Upgrade
- Nanekine Road
- Mingenew South Road
- Mingenew Mullewa Road – Culverts & Reseal



9. SERVICES

- Vet Clinic
- Dental Service
- Midwest Aero Medical Services



10. STRATEGIC COMMUNITY PLAN

Strategic Community Plan 2012 – 2022

The Shire of Mingenew Strategic Community Plan reflects a vision for the future and is the principal strategic guide for planning and activities. Based on community engagement, the Shire has set out a vision for the future and captured the community's aspirations and values.

A strategic objective has been developed for each of the four key areas of community interest:

- Economic
- Environmental
- Social
- Civic leadership

Desired outcomes have been determined to achieve each of the four objectives after considering the Shire's current and future resources along with demographic trends.

Strategic plans are only effective if resourced adequately to ensure an outcome. The strategies will be prioritised and actions applied (after an assessment of available resources) through the development of the Corporate Business Plan and subsequently the Annual Budget.

Copies of the Strategic Community Plan 2012 – 2022 are available from the Shire's Administration Office or on Councils website at www.mingenew.wa.gov.au

COMMUNITY ASPIRATIONS AND VALUES

The community identified the following aspirations and values:

- Strong leaders, good decisions;
- Striving to be innovative and progressive;
- Respecting our environment and each other; and
- Proud independent community spirit.

OBJECTIVES & OUTCOMES

- 1 *ECONOMIC* - To be a diverse and innovative economy with a range of local employment opportunities.
 - a. Increase the number of visitors and extend the tourism season within the region.
 - b. Increased availability of serviced residential, commercial and industrial land.
 - c. TO maintain and increase the number of local businesses, industries and services that will provide a range of employment opportunities for the people of Mingenew.
 - d. Protect and enhance economic infrastructure.
 - e. Ensure the provision of adequate services to support economic growth.
- 2 *ENVIRONMENT* – A sustainable natural and built environment that meets current and future community needs.
 - a. Our natural environment is enhanced, promoted, rehabilitated and leveraged so it continues to be an asset to our community.
 - b. Our indigenous and cultural heritage is acknowledged.
 - c. To retain Mingenew as an attractive town that is a comfortable and welcoming place to live and visit, and reflects our lifestyle values.
 - d. To provide recognition and retention of places of heritage.
 - e. Safe and functional road and ancillary infrastructure.
 - f. Efficient usage of resources.
- 3 *SOCIAL* – A safe and welcoming community where everyone has the opportunity to contribute and belong.
 - a. Maintain and increase population.
 - b. Maintain the provision of high quality community infrastructure.
 - c. Affordable housing options that respond to community needs.
 - d. Improved community health and well-being.
 - e. Improved capacity of education and training.
 - f. Community events continue to be supported.
 - g. Maintain a safe community environment.
- 4 *CIVIC LEADERSHIP* – A collaborative and innovative community with strong and vibrant leadership.
 - a. A well informed and engaged community that actively participates.
 - b. An open and accountable local government that is respected, professional and trustworthy.
 - c. Improved partnerships.
 - d. Long term planning and strategic management.
 - e. Achieve a high level of compliance.

11. ANNUAL FINANCIAL STATEMENTS



SHIRE OF MINGENEW
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

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Principal place of business: 22 Victoria Street MINGENEW WA 6522	

**SHIRE OF MINGENEW
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014**

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Mingenew being the annual financial report and other information for the financial year ended 30 June 2014 are in my opinion properly drawn up to present fairly the financial position of the Shire of Mingenew at 30th June 2014 and the results of the operations for the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed as authorisation of issue on the 14th day of November 2014



Mark Dacombe
Chief Executive Officer

SHIRE OF MINGENEW
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2014

	NOTE	2014 \$	2014 Budget \$	2013 \$
Revenue				
Rates	22	1,473,879	1,450,078	1,392,031
Operating Grants, Subsidies and Contributions	28	928,555	270,100	941,602
Fees and Charges	27	448,398	382,160	244,815
Service Charges	24	0	0	0
Interest Earnings	2(a)	40,892	44,975	50,948
Other Revenue	2(a)	12,270	10,000	9,099
		<u>2,903,994</u>	<u>2,157,313</u>	<u>2,638,495</u>
Expenses				
Employee Costs		(1,019,092)	(880,000)	(884,686)
Materials and Contracts		(1,823,296)	(1,182,107)	(886,792)
Utility Charges		(142,327)	(150,000)	(138,469)
Depreciation on Non-Current Assets	2(a)	(1,447,689)	(1,286,540)	(1,418,620)
Interest Expenses	2(a)	(64,513)	(65,846)	(71,034)
Insurance Expenses		(204,245)	(195,000)	(182,122)
Other Expenditure		(95,679)	(100,000)	(61,262)
		<u>(4,796,841)</u>	<u>(3,859,493)</u>	<u>(3,642,985)</u>
		(1,892,847)	(1,702,180)	(1,004,490)
Non-Operating Grants, Subsidies and Contributions	28	1,787,618	1,768,955	3,085,942
Profit on Asset Disposals	20	0	2,271	21,173
Loss on Asset Disposals	20	(31,319)	(13,839)	(24,105)
		<u>(136,548)</u>	<u>55,207</u>	<u>2,078,520</u>
NET RESULT				
Other Comprehensive Income				
Changes on Revaluation of Non-Current Assets	12	4,713,033	0	296,427
		<u>4,713,033</u>	<u>0</u>	<u>296,427</u>
Total Other Comprehensive Income		<u>4,713,033</u>	<u>0</u>	<u>296,427</u>
Total Comprehensive Income		<u><u>4,576,485</u></u>	<u><u>55,207</u></u>	<u><u>2,374,947</u></u>

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

SHIRE OF MINGENEW
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2014

	NOTE	2014 \$	2014 Budget \$	2013 \$
Revenue				
Governance		37,966	1,744,442	37,972
General Purpose Funding		1,789,942	22,713	1,975,902
Law, Order, Public Safety		32,642	26,750	28,247
Health		0	1,100	946
Education and Welfare		3,525	3,795	4,645
Housing		82,560	80,304	51,719
Community Amenities		37,946	36,140	131,431
Recreation and Culture		31,870	50,164	30,185
Transport		218,560	784,560	208,634
Economic Services		5,168	27,169	6,556
Other Property and Services		663,815	447,473	162,255
	2(a)	<u>2,903,994</u>	<u>3,224,610</u>	<u>2,638,492</u>
Expenses				
Governance		(34,014)	(47,057)	(212,233)
General Purpose Funding		(224,902)	(249,756)	(40,761)
Law, Order, Public Safety		(97,727)	(100,387)	(108,027)
Health		(54,626)	(69,634)	(51,780)
Education and Welfare		(22,824)	(19,427)	(18,676)
Housing		(823,536)	(774,235)	(167,445)
Community Amenities		(126,854)	(253,798)	(148,497)
Recreation & Culture		(752,933)	(821,849)	(753,332)
Transport		(1,896,698)	(2,088,429)	(1,795,882)
Economic Services		(152,966)	(175,077)	(159,922)
Other Property and Services		(545,247)	(261,295)	(115,637)
	2(a)	<u>(4,732,327)</u>	<u>(4,860,944)</u>	<u>(3,572,192)</u>
Financial Costs				
General Purpose Funding		(65)	0	0
Education and Welfare		(6,603)	(6,576)	(6,851)
Housing		(23,836)	(24,210)	(25,088)
Recreation & Culture		(6,339)	(6,313)	(6,577)
Transport		(27,671)	(28,747)	(32,275)
Other Property and Services		0	0	0
	2(a)	<u>(64,514)</u>	<u>(65,846)</u>	<u>(70,791)</u>
Non-Operating Grants, Subsidies and Contributions				
General Purpose Funding		0	286,000	933,111
Law, Order, Public Safety		0	0	75,461
Health		0	0	23,704
Recreation & Culture		10,495	120,000	0
Transport		1,773,942	1,362,955	2,037,728
Other Property and Services		3,181	0	15,939
		<u>1,787,618</u>	<u>1,768,955</u>	<u>3,085,943</u>
Profit/(Loss) on Disposal of Assets				
Governance		(16,410)	2,271	(850)
Transport		(14,909)	(13,839)	6,589
Other Property and Services		0	0	(8,671)
	20	<u>(31,319)</u>	<u>(11,568)</u>	<u>(2,932)</u>
Net Result		<u>(136,548)</u>	<u>55,207</u>	<u>2,078,520</u>
Other Comprehensive Income				
Changes on revaluation of non-current assets	12	4,713,033	0	296,427
Total Other Comprehensive Income		<u>4,713,033</u>	<u>0</u>	<u>296,427</u>
Total Comprehensive Income		<u>4,576,485</u>	<u>55,207</u>	<u>2,374,947</u>

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2014

	NOTE	2014 \$	2013 \$
CURRENT ASSETS			
Cash and Cash Equivalents	3	304,786	812,149
Trade and Other Receivables	4	436,062	415,598
Inventories	5	60,708	67,545
TOTAL CURRENT ASSETS		<u>801,556</u>	<u>1,295,292</u>
NON-CURRENT ASSETS			
Inventories	5	50,000	50,000
Property, Plant and Equipment	6	11,466,125	6,710,732
Infrastructure	7	37,878,191	37,090,126
TOTAL NON-CURRENT ASSETS		<u>49,394,316</u>	<u>43,850,858</u>
TOTAL ASSETS		<u>50,195,872</u>	<u>45,146,150</u>
CURRENT LIABILITIES			
Trade and Other Payables	8	701,315	136,199
Long Term Borrowings	9	132,611	125,548
Provisions	10	225,457	182,755
TOTAL CURRENT LIABILITIES		<u>1,059,383</u>	<u>444,502</u>
NON-CURRENT LIABILITIES			
Long Term Borrowings	9	905,449	1,038,061
Provisions	10	22,381	31,413
TOTAL NON-CURRENT LIABILITIES		<u>927,830</u>	<u>1,069,474</u>
TOTAL LIABILITIES		<u>1,987,213</u>	<u>1,513,976</u>
		<u>48,208,659</u>	<u>43,632,174</u>
EQUITY			
Retained Surplus		27,977,199	28,186,971
Reserves - Cash Backed	11	279,242	206,018
Revaluation Surplus	12	19,952,218	15,239,185
TOTAL EQUITY		<u>48,208,659</u>	<u>43,632,174</u>

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

SHIRE OF MINGENEW
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2014

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2012		26,114,722	199,747	14,942,758	41,257,227
Comprehensive Income					
Net Result		2,078,520	0	0	2,078,520
Changes on Revaluation of Non-Current Assets	12	0	0	296,427	296,427
Total Comprehensive Income		2,078,520	0	296,427	2,374,947
Transfers from/(to) Reserves		(6,271)	6,271	0	0
Balance as at 30 June 2013		28,186,971	206,018	15,239,185	43,632,174
Comprehensive Income					
Net Result		(136,548)	0	0	(136,548)
Changes on Revaluation of Non-Current Assets	12	0	0	4,713,033	4,713,033
Total Comprehensive Income		(136,548)	0	4,713,033	4,576,485
Transfers from/(to) Reserves		(73,224)	73,224	0	0
Balance as at 30 June 2014		27,977,199	279,242	19,952,218	48,208,659

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

**SHIRE OF MINGENEW
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2014**

	NOTE	2014 \$	2014 Budget \$	2013 \$
Cash Flows From Operating Activities				
Receipts				
Rates		1,476,505	1,450,289	1,403,497
Operating Grants, Subsidies and Contributions		943,975	270,100	854,218
Fees and Charges		448,398	382,160	244,815
Interest Earnings		40,892	44,975	50,948
Goods and Services Tax		298,052	365,000	546,494
Other Revenue		455,158	10,000	9,099
		<u>3,662,980</u>	<u>2,522,524</u>	<u>3,109,071</u>
Payments				
Employee Costs		(940,016)	(880,000)	(856,326)
Materials and Contracts		(1,294,642)	(1,182,107)	(895,514)
Utility Charges		(142,327)	(150,000)	(138,469)
Interest Expenses		(66,620)	(65,846)	(182,122)
Insurance Expenses		(204,245)	(195,000)	(73,027)
Goods and Services Tax		(336,562)	(365,000)	(545,724)
Other Expenditure		(538,567)	(100,000)	(61,264)
		<u>(3,522,979)</u>	<u>(2,937,953)</u>	<u>(2,752,446)</u>
Net Cash Provided By (Used In) Operating Activities	13(b)	<u>140,001</u>	<u>(415,429)</u>	<u>356,625</u>
Cash Flows from Investing Activities				
Payments for Development of Land Held for Resale		0	0	(5,128)
Payments for Purchase of Property, Plant & Equipment		(661,744)	(718,650)	(607,780)
Payments for Construction of Infrastructure		(1,771,780)	(1,489,034)	(3,913,285)
Non-Operating Grants, Subsidies and Contributions		1,787,618	1,768,955	3,085,942
Proceeds from Sale of Fixed Assets		124,091	123,450	145,455
Proceeds from Land Held for Resale		0	0	6,607
Net Cash Provided by (Used in) Investment Activities		<u>(521,815)</u>	<u>(315,279)</u>	<u>(1,288,189)</u>
Cash Flows from Financing Activities				
Repayment of Debentures		(125,549)	(125,547)	(118,868)
Net Cash Provided By (Used In) Financing Activities		<u>(125,549)</u>	<u>(125,547)</u>	<u>(118,868)</u>
Net Increase (Decrease) in Cash Held		(507,363)	(856,255)	(1,050,432)
Cash at Beginning of Year		812,149	543,097	1,862,581
Cash and Cash Equivalents at the End of the Year	13(a)	<u><u>304,786</u></u>	<u><u>(313,158)</u></u>	<u><u>812,149</u></u>

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

**SHIRE OF MINGENEW
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2014**

	NOTE	2014 Actual \$	2014 Budget \$	2013 Actual \$
Revenue				
Governance		37,966	24,984	39,145
General Purpose Funding		316,063	580,575	1,516,982
Law, Order, Public Safety		32,642	26,750	103,708
Health		0	1,100	24,650
Education and Welfare		3,525	3,795	4,645
Housing		82,560	80,304	51,719
Community Amenities		37,946	36,140	131,313
Recreation and Culture		42,365	170,164	30,185
Transport		2,435,390	2,006,967	2,266,362
Economic Services		5,168	2,719	6,556
Other Property and Services		666,997	447,473	178,312
		<u>3,660,622</u>	<u>3,380,971</u>	<u>4,353,577</u>
Expenses				
Governance		(50,424)	(249,756)	(214,256)
General Purpose Funding		(224,967)	(47,057)	(40,761)
Law, Order, Public Safety		(97,727)	(100,387)	(108,027)
Health		(54,626)	(69,634)	(51,780)
Education and Welfare		(29,427)	(26,003)	(25,527)
Housing		(847,372)	(798,445)	(192,533)
Community Amenities		(126,854)	(253,798)	(148,497)
Recreation and Culture		(759,272)	(828,162)	(759,909)
Transport		(2,382,166)	(2,131,015)	(1,841,569)
Economic Services		(152,966)	(175,077)	(159,922)
Other Property and Services		(545,249)	(261,295)	(107,283)
		<u>(5,271,050)</u>	<u>(4,940,629)</u>	<u>(3,650,064)</u>
Net Result Excluding Rates		(1,610,428)	(1,559,658)	703,513
Adjustments for Cash Budget Requirements:				
(Profit)/Loss on Asset Disposals	20	31,319	11,568	2,932
Movement in Employee Benefit Provisions (Non-current)		33,672	0	10,857
Depreciation and Amortisation on Assets	2(a)	1,447,689	1,286,540	1,418,620
Capital Expenditure and Revenue				
Purchase Land Held for Resale		0	0	(4,402)
Purchase Land and Buildings	6(a)	(418,717)	(511,100)	(268,377)
Purchase Furniture and Equipment	6(a)	(47,211)	(27,000)	(19,579)
Purchase Plant and Equipment	6(a)	(195,816)	(180,550)	(319,824)
Purchase Roads	7(a)	(1,300,144)	(1,018,034)	(1,514,625)
Purchase Footpaths	7(a)	(128,130)	0	(99,817)
Purchase Drainage	7(a)	(566)	0	0
Purchase Parks & Ovals	7(a)	(2,160)	0	0
Purchase Other Infrastructure	7(a)	0	(471,000)	0
Purchase Bridges	7(a)	(340,780)	0	(2,298,843)
Proceeds from Disposal of Fixed Assets	20	124,091	123,450	152,062
Repayment of Debentures	21(a)	(125,549)	(125,547)	(118,868)
Proceeds from New Debentures	21(a)	0	0	0
Transfers to Reserves (Restricted Assets)	11	(109,131)	(108,475)	(6,271)
Transfers from Reserves (Restricted Assets)	11	35,907	0	0
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	22(b)	912,681	511,390	1,914,022
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	22(b)	(219,394)	(618,338)	943,531
Total Amount Raised from General Rate	22(a)	<u>(1,473,879)</u>	<u>(1,450,078)</u>	<u>(1,392,131)</u>

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Preparation

The financial report comprises general purpose financial statements which have 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 financial report 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.

The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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 financial statements. A separate statement of those monies appears at Note 19. to these financial statements.

(b) Goods and Services Tax (GST)

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.

(c) 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.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(d) 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.

(e) 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 Sale

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.

(f) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Mandatory Requirement to Revalue Non-Current Assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:

- (a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and
 - (b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government -
 - (i) that are plant and equipment; and
 - (ii) that are -
 - (I) land and buildings; or-
 - (II) Infrastructure;
- and
- (c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.

Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years.

In 2013, Council commenced the process of adopting Fair Value in accordance with the Regulations.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary. Page 33 of 207

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fixed Assets (Continued)

Land Under Control

In accordance with Local Government (Financial Management) Regulation 16(a), the Council was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Whilst they were initially recorded at cost, fair value at the date of acquisition was deemed cost as per AASB 116.

Consequently, these assets were initially recognised at cost but revalued along with other items of Land and Buildings at 30 June 2014.

Initial Recognition and Measurement between Mandatory Revaluation Dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, 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 Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Transitional Arrangements

During the time it takes to transition the carrying value of non-current assets from the cost approach to the fair value approach, the Council may still be utilising both methods across differing asset classes.

Those assets carried at cost will be carried in accordance with the policy detailed in the ***Initial Recognition*** section as detailed above.

Those assets carried at fair value will be carried in accordance with the ***Revaluation*** Methodology section as detailed above.

Early Adoption of AASB 13 - Fair Value Measurement

Whilst the new accounting standard in relation to Fair Value, AASB 13 – Fair Value Measurement only become applicable for the year ended 30 June 2014 (in relation to Council), given the legislative need to commence using Fair Value methodology in the previous reporting period (year ended 30 June 2013) the Council chose to early adopt AASB 13

As a consequence, the principles embodied in AASB 13 - Fair Value Measurement have been applied to the previous reporting period (year ended 30 June 2013).

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fixed Assets (Continued)

Land Under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fixed Assets (Continued)

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

When revalued assets are disposed of, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

Capitalisation Threshold

Expenditure on items of equipment under \$2,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

(g) Fair Value of Assets and Liabilities

When performing a revaluation, the Council uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that Council would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fair Value of Assets and Liabilities continued

Fair Value Hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Council selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Council are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Council gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued at least every 3 years.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Financial Instruments (Continued)

Classification and Subsequent Measurement (Continued)

(i) Financial assets at fair value through profit and loss

Financial assets are classified at “fair value through profit or loss” when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in non-current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Financial Instruments (Continued)

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(i) Impairment of Assets

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(j) 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.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Employee Benefits

Short-Term Employee Benefits

Provision is made for the Council's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Council's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Other Long-Term Employee Benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations or service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

(l) 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 until such time as the asset is substantially ready for its intended use or sale.

(m) Provisions

Provisions are recognised when the Council has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(n) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Council, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(o) Investment in Associates

An associate is an entity over which the Council has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Council's share of net assets of the associate. In addition, the Council's share of the profit or loss of the associate is included in the Council's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Council's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Council and the associate are eliminated to the extent of the Council's interest in the associate.

When the Council's share of losses in an associate equals or exceeds its interest in the associate, the Council discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Council will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

(p) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Council's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements. Information about the joint ventures is set out in Note 16.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) 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.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to 'those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

(r) Superannuation

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

(s) 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 the 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 sale where it is held as non-current based on the Council's intentions to release for sale.

(t) Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

(u) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Council applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

(v) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30TH JUNE 2014**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Council.

Management's assessment of the new and amended pronouncements that are relevant to the Council, applicable to future reporting periods and which have not yet been adopted are set out as follows:

Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(i) AASB 9 – Financial Instruments	December 2013	1 January 2017	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Council, it is not anticipated the standard will have any material effect.
(ii) AASB 2010 -7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2010)	December 2013	1 January 2017	Nil - The revisions embodied in this standard give effect to the consequential changes arising from the issuance of AASB 9 which is not anticipated to have any material effect on the Council (refer (i) above).
[AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127]			

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(iii) AASB 2011 - 7 Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangement Standards [Not-For-Profit entities]	December 2012	1 January 2014	Consequential changes to various standards arising from the issuance of AASB 10, 11, 12, 127 and 128.
[AASB 1, 3, 5, 7, 9, 2009-11, 101, 107, 112, 118, 121, 124, 131, 132, 133, 138, 139, 1023 & 1038 and Interpretations 5, 9, 16 & 17]			It is not expected to have a significant impact on Council.
(iv) AASB 2012-3: Amendments to Australian Accounting Standards - Offsetting Financial Assets and Financial Liabilities	June 2012	1 January 2014	This Standard adds application guidance to AASB 132: Financial Instruments: Presentation to address potential inconsistencies identified in applying some of the offsetting criteria of AASB 132, including clarifying the meaning of “currently has a legally enforceable right of set-off” and that some gross settlement systems may be considered equivalent to net settlement.
[AASB 132]			This Standard is not expected to significantly impact the Council’s financial statements.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30TH JUNE 2014**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

	Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(v)	AASB 2013 - 3: Amendments to AASB 136 - Recoverable Amount Disclosures for Non-Financial Assets	June 2013	1 January 2014	<p>This standard makes amendments to AASB 136 and includes requirements to disclose additional information when present value techniques are used to measure the recoverable amount of impaired assets.</p> <p>It is not expected to have a significant impact on Council.</p>
(vi)	AASB 2013-8: Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities – Control and Structured Entities [AASB 10, 12 & 1049]	October 2013	1 January 2014	<p>This standard adds Appendix E to AASB 10 to provide implementation guidance for Not-for-Profit entities regarding control criteria from the perspective of not-for-profit entities.</p> <p>It is not expected to have a significant impact on Council.</p>
(vii)	AASB 2013-9: Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments [Operative dates: Part A Conceptual Framework – 20 December 2013; Part B Materiality – 1 January 2014; Part C Financial Instruments – 1 January 2015]	December 2013	Refer Title column	<p>Part A of this standard makes various editorial corrections to Australian Accounting Standards.</p> <p>Part B of this standard deletes references to AASB 1031 in various Australian Accounting Standards in advance of the withdrawal of AASB 1031.</p> <p>Part C of this standard makes consequential amendments to AASB 9 and numerous other standards and amends the permissions around certain applications relating to financial liabilities reissued at fair value.</p> <p>As the bulk of changes related either to editorial or reference changes it is not expected to have a significant impact on Council.</p>

Notes:

⁽¹⁾ Applicable to reporting periods commencing on or after the given date.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014****1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(x) Adoption of New and Revised Accounting Standards**

During the current year, the Council adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

These new and revised standards were:

AASB 10	AASB 128	AASB 2012 - 2
AASB 11	AASB 2011 - 7	AASB 2012 - 3
AASB 12	AASB 2011 - 9	AASB 2012 - 5
AASB 119	AASB 2011 - 10	AASB 2012 - 10
AASB 127		

Most of the standards adopted had a minimal effect on the accounting and reporting practices of the Council as they did not have a significant impact on the accounting or reporting practices or were either not applicable, largely editorial in nature, were revisions to help ensure consistency with presentation, recognition and measurement criteria of IFRSs or related to topics not relevant to operations.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014**

2. REVENUE AND EXPENSES	2014	2013	
	\$	\$	
(a) Net Result			
The Net Result includes:			
(i) Charging as an Expense:			
Auditors Remuneration			
- Audit of the annual financial report	22,245	23,660	
- Business Planning (Mingenew, Morawa, Three Springs)	0	13,223	
- Project Acquitall Audit	3,682	1,975	
- Update LTFP	0	1,200	
- Other Services	0	1,800	
	<u>25,927</u>	<u>41,858</u>	
Depreciation			
Non-Specialised Buildings	116,757	110,860	
Furniture and Equipment	54,180	54,666	
Plant and Equipment	233,224	326,892	
Bushfire Equipment	6,503	4,479	
Tools	1,506	0	
Roads	844,979	759,862	
Footpaths	40,379	37,707	
Drainage	5,664	5,664	
Bridges	144,497	118,490	
	<u>1,447,689</u>	<u>1,418,620</u>	
Interest Expenses (Finance Costs)			
Debentures (<i>refer Note 21.(a)</i>)	64,448	70,793	
Overdraft Interest	65	241	
	<u>64,513</u>	<u>71,034</u>	
Other Revenue			
Other	12,270	9,099	
	<u>12,270</u>	<u>9,099</u>	
Reimbursements & Recoveries	603,603	262,000	
	2014 Actual	2014 Budget	2013 Actual
	\$	\$	\$
Interest Earnings			
- Self Supporting Loans			
- Reserve Funds	12,335	8,475	6,271
- Other Funds	17,991	30,000	33,824
Other Interest Revenue (<i>refer note 26</i>)	10,566	6,500	10,853
	<u>40,892</u>	<u>44,975</u>	<u>50,948</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

2. REVENUE AND EXPENSES (Continued)

(b) Statement of Objective

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

COMMUNITY VISION

Standing proud. Growing strong.

COMMUNITY ASPIRATIONS AND VALUES

Strong leaders, good decisions.
 Striving to be innovative and progressive.
 Respecting our environment and each other.
 Proud independent community spirit.

Council operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Administration and operation of facilities and services to members of council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

The collection of rate revenue and the maintenance of valuation and rating records to support the collection process. General purpose grants, interest earnings from investments.

LAW, ORDER, PUBLIC SAFETY

The provision of fire prevention including Volunteer Fire Brigades, clearing of fire hazards, animal control, emergency planning and management, maintenance and enforcement of local laws.

HEALTH

Administration and operation of general health administration and inspection services including support of a visiting dental service and general practitioner service. Mosquito control.

EDUCATION AND WELFARE

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

HOUSING

The provision of housing to staff, senior citizens and the community.

COMMUNITY AMENITIES

Provision or rubbish service to residents and maintenance of landfill site and transfer station. Town planning and regional development. Maintenance of cemeteries. Provision and maintenance of public conveniences.

RECREATION AND CULTURE

The provision and maintenance of recreational and cultural facilities including the Recreation Centre, Pavilion, library, museum and heritage buildings.

TRANSPORT

Construction and maintenance of roads, drainage works, footpaths, parking facilities and airstrip. Purchase of road plant. Police licensing services.

ECONOMIC SERVICES

Tourism and area promotion. Building control. Drum muster.

OTHER PROPERTY AND SERVICES

The provision of private works to the public and the maintenance of cost pools for plant operating, public works overheads and administration costs.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

2. REVENUE AND EXPENSES (Continued)**(c) Conditions Over Grants/Contributions**

Grant/Contribution	Function/ Activity	Opening Balance ⁽¹⁾ 1/07/12 \$	Received ⁽²⁾ 2012/13 \$	Expended ⁽³⁾ 2012/13 \$	Closing Balance ⁽¹⁾ 30/06/13 \$	Received ⁽²⁾ 2013/14 \$	Expended ⁽³⁾ 2013/14 \$	Closing Balance 30/06/14 \$
Community Safety Plan	Law, Order & PS	20,000	0	(20,000)	0	0	0	0
Dept of Local Govt LTFP	Governance	8,000	0		8,000	0	0	8,000
Dept of Local Govt Strategic Planning	Governance	9,376	0		9,376	0	0	9,376
FRRR Toy Library	Community Amenities	127	0	(127)	0	0	0	0
Dept of Regional Development - CLGF (10/11 Local)	Housing, Transport	109,679	0	(109,679)	0	0	0	0
Centacare Family Services	Recreation & Culture	5,800	0	(5,800)	0	0	0	0
Main Roads - Direct Grant - Depot Hill Crossing	Transport	460,974	120,000	(580,974)	0	0	0	0
Dept of Regional Development - Depot Hill	Transport	639,638	0	(639,638)	0	0	0	0
Roads to Recovery	Transport	31,092	0	(31,092)	0	0	0	0
Dept of Regional Development - CLGF (10/11 Regional)	Transport	339,754	0	(339,754)	0	0	0	0
Royalties for Regions	Housing	0	933,111	0	933,111	0	(927,070)	6,041
DFES (Water Tank Fire Shed)	Law, Order & PS	0	2,545	0	2,545	0	0	2,545
Dept of Local Govt Cat Act Implementation	Law, Order & PS	0	5,374	0	5,374	0	(5,374)	0
Royalties for Regions - CLGF Regional - Depot Hill	Transport	0	0	0	0	333,111	(103,321)	229,790
Roads to Recovery	Transport	0	0	0	0	479,390	(427,390)	52,000
Total		<u>1,624,440</u>	<u>1,061,030</u>	<u>(1,727,064)</u>	<u>958,406</u>	<u>812,501</u>	<u>(1,463,155)</u>	<u>307,752</u>

Notes:

- (1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.
- (2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.
- (3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

	Note	2014 \$	2013 \$
3. CASH AND CASH EQUIVALENTS			
Unrestricted		(282,208)	(352,275)
Restricted		<u>586,994</u>	<u>1,164,424</u>
		<u><u>304,786</u></u>	<u><u>812,149</u></u>
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Accrued Leave Reserve	11	13,455	44,720
Plant Replacement Reserve	11	115,239	14,304
Land and Building Reserve	11	68,999	67,371
Sportsground Improvement Reserve	11	2,604	2,542
Aged Persons Units Reserve	11	19,330	18,874
Street Lighting Upgrade Reserve	11	13,826	13,499
Painted Road Reserve	11	4,056	3,961
Environmental Rehabilitation Reserve	11	17,201	16,795
Industrial Area Development Reserve	11	5,056	4,936
RTC/PO/NAB Reserve	11	19,476	19,016
Unspent Grants	2(c)	<u>307,752</u>	<u>958,406</u>
		<u><u>586,994</u></u>	<u><u>1,164,424</u></u>
4. TRADE AND OTHER RECEIVABLES			
Current			
Rates Outstanding		8,827	11,453
Sundry Debtors		382,487	396,536
GST Receivable		46,118	7,609
Less Provision for Doubtful Debts		<u>(1,370)</u>	<u>0</u>
		<u><u>436,062</u></u>	<u><u>415,598</u></u>
5. INVENTORIES			
Current			
Fuel and Materials		20,314	27,151
Land Held for Resale - Cost			
Development Costs		<u>40,394</u>	<u>40,394</u>
		<u><u>60,708</u></u>	<u><u>67,545</u></u>
Non-Current			
Land Held for Resale - Cost			
Net Realisable Value		<u>50,000</u>	<u>50,000</u>
		<u><u>50,000</u></u>	<u><u>50,000</u></u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

	2014	2013
	\$	\$
6. PROPERTY, PLANT AND EQUIPMENT		
Land and Buildings		
Freehold Land at:		
- Independent Valuation 2014	1,471,016	0
- Cost	<u>0</u>	<u>203,008</u>
	1,471,016	203,008
Land Vested In and Under the Control of Council at:		
- Independent Valuation 2014	<u>15,000</u>	<u>0</u>
	15,000	0
Total Land	<u><u>1,486,016</u></u>	<u><u>203,008</u></u>
Non-Specialised Buildings at:		
- Independent Valuation 2014	7,982,994	0
- Cost	0	5,284,347
Less: Accumulated Depreciation	<u>0</u>	<u>(981,535)</u>
	7,982,994	4,302,812
Total Buildings	<u><u>7,982,994</u></u>	<u><u>4,302,812</u></u>
Total Land and Buildings	<u><u>9,469,010</u></u>	<u><u>4,505,820</u></u>
Furniture and Equipment at:		
- Cost	887,450	865,057
Less Accumulated Depreciation	<u>(609,557)</u>	<u>(578,363)</u>
	277,893	286,694
Plant and Equipment at:		
- Management Valuation 2013	1,896,550	1,896,550
- Additions after Valuation - Cost	34,885	0
Less Accumulated Depreciation	<u>(277,542)</u>	<u>(51,671)</u>
	1,653,893	1,844,879
Bushfire Equipment at:		
- Management Valuation 2013	97,789	97,789
Less Accumulated Depreciation	<u>(38,873)</u>	<u>(32,369)</u>
	58,916	65,420
Tools at:		
- Cost	13,221	13,221
Less Accumulated Depreciation	<u>(6,808)</u>	<u>(5,302)</u>
	6,413	7,919
	<u><u>11,466,125</u></u>	<u><u>6,710,732</u></u>

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014**

6. PROPERTY, PLANT AND EQUIPMENT (CONTINUED)

Land and Buildings:

The Shire's land and buildings were revalued at 30 June 2014.

The revaluation was carried out by independent valuers.

Valuations were made on the basis of Market Value, the estimated amount for which an asset should exchange on the date of valuation between a willing buyer and a willing seller in an arm's length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.

The revaluation resulted in an overall increase of \$4,713,033 in the net value of the Shire's land and building assets. All of this increase was credited to the revaluation surplus in the Shire's equity (refer Note 12(a) for further details) and was recognised as Changes on Revaluation of non-current Assets in the Statement of Comprehensive Income.

Furniture and Equipment

For the year ended 30 June 2014 the Shire's Furniture and Equipment have not been revalued by independent valuers but are carried at cost as in previous years.

Plant and Equipment:

The Shire's plant and equipment were revalued at 30 June 2013.

Major plant and equipment were revalued by independent valuers.

Valuations were made on the basis of Market Value, the estimated amount for which an asset should exchange on the date of valuation between a willing buyer and a willing seller in an arm's length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.

All other plant and equipment were subject to a management valuation.

The management revaluation had regard for the current replacement cost, condition assessment (Level 2 inputs in the fair value hierarchy), residual values and remaining estimated useful life (Level 3 inputs). Given the significance of the level 3 inputs into the overall fair value measurement, the assets are deemed to have been valued using Level 3 inputs.

The revaluation resulted in an overall increase of \$296,427 in the net value of the Shire's plant and equipment.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

6. PROPERTY, PLANT AND EQUIPMENT (Continued)**(a) Movements in Carrying Amounts**

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

		Balance at the Beginning of the Year	Additions	(Disposals)	Revaluation Increments/ (Decrements)	Depreciation (Expense)	Assets Reclassified	Carrying Amount at the End of Year
		\$	\$	\$	\$	\$	\$	\$
Freehold Land	(Level 2)	203,008	0	0	1,268,008	0	0	1,471,016
Land Vested In and Under the Control of Council	(Level 2)	0	0	0	15,000	0	0	15,000
Total Land		203,008	0	0	1,283,008	0	0	1,486,016
Non-Specialised Buildings	(Level 2)	4,302,812	418,717	0	3,430,025	(116,757)	(51,803)	7,982,994
Total Buildings		4,302,812	418,717	0	3,430,025	(116,757)	(51,803)	7,982,994
Total Land and Buildings		4,505,820	418,717	0	4,713,033	(116,757)	(51,803)	9,469,010
Furniture and Equipment		286,694	47,211	(1,832)	0	(54,180)	0	277,893
Plant and Equipment	(Level 2)	1,844,879	195,816	(153,578)	0	(233,224)	0	1,653,893
Bushfire Equipment	(Level 2)	65,420	0	0	0	(6,503)	0	58,917
Tools		7,919	0	0	0	(1,506)	0	6,413
Total Property, Plant and Equipment		6,710,732	661,744	(155,410)	4,713,033	(412,170)	(51,803)	11,466,126

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

	2014 \$	2013 \$
7. INFRASTRUCTURE		
Roads		
- Management Valuation 2011	36,747,786	36,747,786
- Additions after Valuation - Cost	4,016,900	2,716,756
Less Accumulated Depreciation	<u>(8,727,760)</u>	<u>(7,882,781)</u>
	32,036,926	31,581,761
Footpaths		
- Management Valuation 2011	1,453,680	1,453,680
- Additions after Valuation - Cost	235,268	107,138
Less Accumulated Depreciation	<u>(1,355,844)</u>	<u>(1,315,465)</u>
	333,104	245,353
Drainage		
- Management Valuation 2011	283,200	283,200
- Additions after Valuation - Cost	566	0
Less Accumulated Depreciation	<u>(201,446)</u>	<u>(195,782)</u>
	82,320	87,418
Parks & Ovals		
- Cost	114,394	114,394
- Additions after Valuation - Cost	77,721	0
Less Accumulated Depreciation	<u>(33,860)</u>	<u>0</u>
	158,255	114,394
Other Infrastructure		
- Cost	14,387	0
Less Accumulated Depreciation	<u>(4,285)</u>	<u>0</u>
	10,102	0
Airfields		
- Cost	16,987	16,987
Less Accumulated Depreciation	<u>(16,987)</u>	<u>(16,987)</u>
	0	0
Bridges		
- Management Valuation 2011	4,900,000	4,900,000
- Additions after Valuation - Cost	2,665,398	2,324,618
- User Defined	0	0
Less Accumulated Depreciation	<u>(2,307,914)</u>	<u>(2,163,418)</u>
	5,257,484	5,061,200
	<u>37,878,191</u>	<u>37,090,126</u>

Council has adopted a policy of re-valuing roads with sufficient regularity to ensure the carrying amount of each road asset is fairly stated at reporting date.

This policy also accords with AASB 116.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

7. INFRASTRUCTURE (Continued)

Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Balance as at the Beginning of the Year	Additions	Assets Reclass	Depreciation (Expense)	Carrying Amount at the End of Year
	\$	\$	\$	\$	\$
Roads	31,581,761	1,300,144	0	(844,979)	32,036,926
Footpaths	245,353	128,130	0	(40,379)	333,104
Drainage	87,418	566	0	(5,664)	82,320
Parks & Ovals	114,394	2,160	41,701	0	158,255
Other Infrastructure	0	0	10,102	0	10,102
Airfields	0	0	0	0	0
Bridges	5,061,200	340,780	0	(144,496)	5,257,484
Total	<u>37,090,126</u>	<u>1,771,780</u>	<u>51,803</u>	<u>(1,035,518)</u>	<u>37,878,191</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

	2014	2013
	\$	\$
8. TRADE AND OTHER PAYABLES		
Current		
Sundry Creditors	367,645	105,449
Accrued Interest on Debentures	17,236	19,343
Accrued Salaries and Wages	15,670	11,407
ATO Liabilities	41,143	0
Accrued Expenditure	259,621	0
	<u>701,315</u>	<u>136,199</u>

9. LONG-TERM BORROWINGS

Current		
Secured by Floating Charge Debentures	<u>132,611</u>	<u>125,548</u>
	<u>132,611</u>	<u>125,548</u>
Non-Current		
Secured by Floating Charge Debentures	<u>905,449</u>	<u>1,038,061</u>
	<u>905,449</u>	<u>1,038,061</u>

Additional detail on borrowings is provided in Note 21.

10. PROVISIONS

Analysis of Total Provisions

Current	225,457	182,755
Non-Current	22,381	31,413
	<u>247,838</u>	<u>214,168</u>

	Provision for Annual Leave \$	Provision for Long Service Leave \$	Total \$
Opening balance at 1 July 2013	93,433	120,735	214,168
Additional provision	84,474	22,624	107,098
Amounts used	(54,573)	(18,855)	(73,428)
Balance at 30 June 2014	<u>123,334</u>	<u>124,504</u>	<u>247,838</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

	2014 \$	2014 Budget \$	2013 \$
11. RESERVES - CASH BACKED			
(a) Accrued Leave Reserve			
Opening Balance	44,720	44,731	43,359
Amount Set Aside / Transfer to Reserve	4,642	1,834	1,361
Amount Used / Transfer from Reserve	(35,907)	0	0
	<u>13,455</u>	<u>46,565</u>	<u>44,720</u>
(b) Plant Replacement Reserve			
Opening Balance	14,304	14,685	13,869
Amount Set Aside / Transfer to Reserve	100,935	100,602	435
Amount Used / Transfer from Reserve	0	0	0
	<u>115,239</u>	<u>115,287</u>	<u>14,304</u>
(c) Land and Building Reserve			
Opening Balance	67,371	67,519	65,320
Amount Set Aside / Transfer to Reserve	1,628	2,768	2,051
Amount Used / Transfer from Reserve	0	0	0
	<u>68,999</u>	<u>70,287</u>	<u>67,371</u>
(d) Sportsground Improvement Reserve			
Opening Balance	2,542	2,546	2,465
Amount Set Aside / Transfer to Reserve	62	104	77
Amount Used / Transfer from Reserve	0	0	0
	<u>2,604</u>	<u>2,650</u>	<u>2,542</u>
(e) Aged Persons Units Reserve			
Opening Balance	18,874	18,910	18,299
Amount Set Aside / Transfer to Reserve	456	775	575
Amount Used / Transfer from Reserve	0	0	0
	<u>19,330</u>	<u>19,685</u>	<u>18,874</u>
(f) Street Lighting Upgrade Reserve			
Opening Balance	13,499	13,517	13,088
Amount Set Aside / Transfer to Reserve	327	554	411
Amount Used / Transfer from Reserve	0	0	0
	<u>13,826</u>	<u>14,071</u>	<u>13,499</u>
(g) Painted Road Reserve			
Opening Balance	3,961	3,966	3,840
Amount Set Aside / Transfer to Reserve	95	163	121
Amount Used / Transfer from Reserve	0	0	0
	<u>4,056</u>	<u>4,129</u>	<u>3,961</u>
(h) Environmental Rehabilitation Reserve			
Opening Balance	16,795	16,830	16,284
Amount Set Aside / Transfer to Reserve	406	690	511
Amount Used / Transfer from Reserve	0	0	0
	<u>17,201</u>	<u>17,520</u>	<u>16,795</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

	2014 \$	2014 Budget \$	2013 \$
11. RESERVES - CASH BACKED continued			
(i) Industrial Area Development Reserve			
Opening Balance	4,936	4,947	4,786
Amount Set Aside / Transfer to Reserve	120	203	150
Amount Used / Transfer from Reserve	0	0	
	<u>5,056</u>	<u>5,150</u>	<u>4,936</u>
(j) RTC/PO/NAB Reserve			
Opening Balance	19,016	19,056	18,437
Amount Set Aside / Transfer to Reserve	460	781	579
Amount Used / Transfer from Reserve	0	0	
	<u>19,476</u>	<u>19,837</u>	<u>19,016</u>
TOTAL RESERVES	<u><u>279,242</u></u>	<u><u>315,181</u></u>	<u><u>206,018</u></u>
Total Opening Balance	206,018	206,707	199,747
Total Amount Set Aside / Transfer to Reserve	109,131	108,474	6,271
Total Amount Used / Transfer from Reserve	(35,907)	0	0
TOTAL RESERVES	<u><u>279,242</u></u>	<u><u>315,181</u></u>	<u><u>206,018</u></u>

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2013****11. RESERVES - CASH BACKED (continued)**

In accordance with council resolutions in relation to each reserve account, the purpose for which the funds are set aside are as follows:

- (a)** Accrued Leave Reserve
 - to be used to fund annual and long service leave requirements.
- (b)** Plant Replacement Reserve
 - to be used for the purchase of plant.
- (c)** Land and Building Reserve
 - to be used for the acquisition, construction and maintenance of land and buildings.
- (d)** Sportsground Improvement Reserve
 - to be used for the improvement of the sportsground.
- (e)** Aged Persons Units Reserve
 - to be used for the funding of future operating shortfalls of the aged persons units in accordance with the management agreement Council has with Homeswest.
- (f)** Street Lighting Upgrade Reserve
 - to be used for the upgrade of street lights in the town of Mingenew.
- (g)** Painted Road Reserve
 - to be used for the painted road project.
- (h)** Environmental Rehabilitation Reserve
 - to be used for the rehabilitation of gravel pits.
- (i)** Industrial Area Development Reserve
 - to be used for the development of the industrial area.
- (j)** RTC/PO/NAB Reserve
 - to be used for the maintenance and upkeep of the Rural Transaction Centre.

The Reserves are not expected to be used within a set period as further transfers to the reserve accounts are expected as funds are utilised.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

12. REVALUATION SURPLUS	2014	2013
	\$	\$
Revaluation surpluses have arisen on revaluation of the following classes of non-current assets:		
(a) Land & Buildings		
Opening Balance	0	0
Revaluation Increment	4,713,033	0
Revaluation Decrement	0	0
	<u>4,713,033</u>	<u>0</u>
(b) Plant & Equipment		
Opening Balance	296,427	0
Revaluation Increment	0	296,427
Revaluation Decrement	0	0
	<u>296,427</u>	<u>296,427</u>
(c) Roads		
Opening Balance	11,790,072	11,790,072
Revaluation Increment	0	0
Revaluation Decrement	0	0
	<u>11,790,072</u>	<u>11,790,072</u>
(d) Footpaths		
Opening Balance	128,817	128,817
Revaluation Increment	0	0
Revaluation Decrement	0	0
	<u>128,817</u>	<u>128,817</u>
(e) Drainage/Floodways		
Opening Balance	70,699	70,699
Revaluation Increment	0	0
Revaluation Decrement	0	0
	<u>70,699</u>	<u>70,699</u>
(f) Bridges		
Opening Balance	2,953,170	2,953,170
Revaluation Increment	0	0
Revaluation Decrement	0	0
	<u>2,953,170</u>	<u>2,953,170</u>
TOTAL ASSET REVALUATION SURPLUS	<u><u>19,952,218</u></u>	<u><u>15,239,185</u></u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

13. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2014 \$	2014 Budget \$	2013 \$
Cash and Cash Equivalents	<u>304,786</u>	<u>(313,158)</u>	<u>812,149</u>

(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result

Net Result	(136,548)	55,207	2,078,520
Depreciation	1,447,689	1,286,540	1,418,620
(Profit)/Loss on Sale of Asset	31,319	11,568	2,932
(Increase)/Decrease in Receivables	(20,464)	0	(75,150)
(Increase)/Decrease in Inventories	6,837	0	(9,603)
Increase/(Decrease) in Payables	565,116	0	(6,478)
Increase/(Decrease) in Employee Provisions	33,670	0	33,726
Grants Contributions for the Development of Assets	(1,787,618)	(1,768,955)	(3,085,942)
Non-Current Assets recognised due to changes in legislative requirements	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash from Operating Activities	<u>140,001</u>	<u>(415,640)</u>	<u>356,625</u>

	2014 \$	2013 \$
(c) Undrawn Borrowing Facilities		
Credit Standby Arrangements		
Bank Overdraft limit	200,000	200,000
Bank Overdraft at Balance Date	0	0
Credit Card limit	14,500	14,500
Credit Card Balance at Balance Date	<u>0</u>	<u>(1,386)</u>
Total Amount of Credit Unused	<u>214,500</u>	<u>213,114</u>
Loan Facilities		
Loan Facilities - Current	132,611	125,548
Loan Facilities - Non-Current	<u>905,449</u>	<u>1,038,061</u>
Total Facilities in Use at Balance Date	<u>1,038,060</u>	<u>1,163,609</u>
Unused Loan Facilities at Balance Date	<u>NIL</u>	<u>NIL</u>

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014**

14. CONTINGENT LIABILITIES

Council is not aware of any contingent liabilities as at 30th June 2014.

15. CAPITAL AND LEASING COMMITMENTS	2014	2013
	\$	\$
(a) Operating Lease Commitments		
Non-cancellable operating leases contracted for but not capitalised in the accounts.		
Payable:		
- not later than one year	17,402	0
- later than one year but not later than five years	19,594	0
- later than five years	0	0
	36,996	0

(b) Capital Expenditure Commitments

The Shire did not have any future capital expenditure commitments at the reporting date.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014**

16. JOINT VENTURE ARRANGEMENTS

In 1997/98, Council in conjunction with Homeswest, constructed 3 two bedroom and 1 one bedroom Aged Persons' Units in the Mingenew townsite. The terms of the joint venture agreement provided for Council to contribute \$59,136 which equates to an equity of 13.92%. Council has subsequently capitalised expenditure on the units.

The recalculated equity % for Council is 18.53 %. Fair Value assessment of the property was undertaken in 2013/2014 along with all other council Land and Building Assets.

The amount shown below is 18.53% of the fair value of \$630,000.

	2014	2013
	\$	\$
Non-Current Assets		
Land & Buildings - Independent valuation 2014	117,110	0
Land & Buildings - cost	0	80,328
Less: Accumulated Depreciation	0	(13,151)
	<u>117,110</u>	<u>67,177</u>

17. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2014	2013
	\$	\$
Governance	521,559	659,674
General Purpose Funding	21,739	11,453
Law, Order, Public Safety	161,986	138,240
Health	35,000	20,000
Education and Welfare	694,435	391,448
Housing	1,925,885	980,237
Community Amenities	313,669	218,131
Recreation and Culture	3,555,564	2,031,319
Transport	38,734,185	38,548,157
Economic Services	1,296,542	524,907
Other Property and Services	1,503,565	1,575,277
Unallocated	1,431,743	47,407
	<u>50,195,872</u>	<u>45,146,250</u>

**SHIRE OF MINGENEW
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18. FINANCIAL RATIOS	2014	2013	2012
Current Ratio	0.50	0.33	1.50
Asset Sustainability Ratio	1.49	3.09	2.03
Debt Service Cover Ratio	(2.17)	2.54	7.51
Operating Surplus Ratio	(0.75)	(0.51)	(0.11)
Own Source Revenue Coverage Ratio	0.49	0.54	0.46

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset Sustainability Ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{Depreciation expenses}}$
Debt Service Cover Ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating Surplus Ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own Source Revenue Coverage Ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$

Notes:

Information relating to the **Asset Consumption Ratio** and the **Asset Renewal Funding Ratio** can be found at Supplementary Ratio Information on Page 55 of this document.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014**

19. TRUST FUNDS

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

	Balance 1 July 2013 \$	Amounts Received \$	Amounts Paid (\$)	Balance 30 June 2014 \$
ANZAC Day Breakfast	516	279	0	795
BCITF Levy	443	470	(672)	241
Builders Registration Board	37	746	(407)	376
Tree Planter - LCDC	288	0	0	288
Other Bonds	4,409	0	(776)	3,633
Mingenew Cemetery Group	366	0	0	366
Youth Advisory Council/Christmas Tree	1,811	0	0	1,811
Weary Dunlop Memorial	1,906	0	0	1,906
Centenary/Autumn Committee	1,674	0	0	1,674
Farm Water Scheme	756	0	(756)	0
Industrial Blocks Bonds	1,000	0	0	1,000
Sinosteel Community Trust Fund	66,596	0	(3,181)	63,415
Community Bus	1,160	900	0	2,060
Autumn Committee	60	0	0	60
Midwest Industry Road Safety	39,436	37,400	(35,465)	41,371
Capital Works Retention Bond	108,167	0	(108,167)	0
Nomination Fees	0	80	(80)	0
Recreation Centre Kitchen Upgrade	0	2,000	0	2,000
Mingenew P & C - NBN	0	5,665	(5,665)	0
	<u>228,625</u>			<u>120,996</u>

20. DISPOSALS OF ASSETS - 2013/14 FINANCIAL YEAR

The following assets were disposed of during the year.

	Net Book Value		Sale Price		Profit (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Plant and Equipment						
<u>Governance</u>						
CEO Vehicle	48,078	43,525	44,545	45,000	(3,533)	1,475
MFA Vehicle	36,500	27,204	25,455	28,000	(11,045)	796
<u>Transport</u>						
WS Vehicle	36,000	33,490	31,364	30,450	(4,636)	(3,040)
Road Surveillance Vehicle	33,000	30,799	22,727	20,000	(10,273)	(10,799)
Furniture and Equipment						
<u>Governance</u>						
Servers & Accessories	1,832	0	0	0	(1,832)	0
	<u>155,410</u>	<u>135,018</u>	<u>124,091</u>	<u>123,450</u>	<u>(31,319)</u>	<u>(11,568)</u>

Profit	0	2,271
Loss	(31,319)	(13,839)
	<u>(31,319)</u>	<u>(11,568)</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

21. INFORMATION ON BORROWINGS

(a) Repayments - Debentures

Particulars	Principal 1 July 2013 \$	New Loans \$	Principal Repayments		Principal 30 June 2014		Interest Repayments	
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Education and Welfare								
Loan 137 - Senior Citizens Building	110,286		4,257	4,257	106,029	106,029	6,603	6,576
Housing								
Loan 133 - Triplex	103,003		9,295	9,295	93,708	93,708	6,664	6,879
Loan 134 - CEO Housing	67,145		4,702	4,702	62,443	62,443	4,011	4,098
Loan 136 - Staff Housing	138,944		6,405	6,405	132,539	132,539	8,718	8,723
Loan 142 - Staff Housing	92,077		8,326	8,325	83,751	83,751	4,442	4,510
Recreation and Culture								
Loan 138 - Pavilion	105,875		4,087	4,087	101,788	101,788	6,339	6,313
Transport								
Loan 139 - Roller	78,544		12,288	12,288	66,256	66,256	4,771	4,954
Loan 141 - Grader	171,106		20,246	20,246	150,860	150,860	9,885	10,183
Loan 143 - Trucks	204,553		47,617	47,617	156,936	156,936	8,573	9,099
Loan 144 - Trailer	92,077		8,326	8,325	83,751	83,751	4,442	4,510
	1,163,610	0	125,549	125,547	1,038,061	1,038,061	64,448	65,845

(*) Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

(b) New Debentures - 2013/14

The Shire did not take up any new debentures during the year ended 30 June 2014.

(c) Unspent Debentures

The Shire did not have any unspent debentures as at 30 June 2014.

(d) Overdraft

Council established an overdraft facility of \$200,000 to assist with short term liquidity requirements.

The balance of the bank overdraft at 1 July 2013 and 30 June 2014 was nil.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014**

22. RATING INFORMATION - 2013/14 FINANCIAL YEAR

(a) Rates

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
Differential General Rate / General Rate											
GRV - Mingenew Townsite - Residential	11.2589	127	1,169,315	131,652	13,847	0	145,499	134,622	0	0	134,622
GRV - Mingenew Townsite - Commercial	11.2589	18	388,572	43,749	0	0	43,749	43,748	0	0	43,748
GRV - Mingenew Townsite - Industrial	11.2589	3	18,723	2,108	0	0	2,108	2,107	0	0	2,107
GRV - Yandanooka Townsite	5.6353	2	14,711	829	0	0	829	829	0	0	829
UV - Rural	1.2282	133	97,146,963	1,193,159	(995)	0	1,192,164	1,200,252	0	0	1,200,252
UV - Mining	22.5000	10	132,631	29,842	(15,255)	0	14,587	29,790	0	0	29,790
Sub-Totals		293	98,870,915	1,401,339	(2,403)	0	1,398,936	1,411,348	0	0	1,411,348
Minimum Payment	Minimum \$										
GRV - Mingenew Townsite - Residential	330	79	72,440	26,070	0	0	26,070	23,100	0	0	23,100
GRV - Mingenew Townsite - Commercial	330	10	15,354	3,300	0	0	3,300	3,300	0	0	3,300
GRV - Mingenew Townsite - Industrial	330	1	2,477	330	0	0	330	330	0	0	330
GRV - Yandanooka Townsite	150	1	845	150	0	0	150	150	0	0	150
UV - Rural	450	13	212,137	5,850	0	0	5,850	5,850	0	0	5,850
UV - Mining	750	9	10,081	6,750	0	0	6,750	6,000	0	0	6,000
Sub-Totals		113	313,334	42,450	0	0	42,450	38,730	0	0	38,730
Ex-Gratia Rates							1,441,386				1,450,078
							32,493				0
Total Amount Raised From General Rate							1,473,879				1,450,078
Specified Area Rate (refer note 23.)							0				0
Totals							1,473,879				1,450,078

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

22. RATING INFORMATION - 2013/14 FINANCIAL YEAR (Continued)**(b) Information on Surplus/(Deficit) Brought Forward**

	2014 (30 June 2014 Carried Forward) \$	2014 (1 July 2013 Brought Forward) \$	2013 (30 June 2013 Carried Forward) \$
Surplus/(Deficit) 1 July 13 Brought Forward	<u>(219,394)</u>	<u>912,681</u>	<u>943,531</u>
Comprises:			
Cash and Cash Equivalents			
Unrestricted	(282,208)	(352,275)	(352,175)
Restricted	586,994	1,164,424	1,164,424
Receivables			
Rates Outstanding	8,827	11,453	11,453
Sundry Debtors	382,487	396,536	396,536
GST Receivable	46,119	7,609	7,609
Less Provision for Doubtful Debts	(1,370)	0	0
Inventories			
Fuel and Materials	20,314	27,151	27,151
Land Held for Resale - Cost			
Development Costs	40,394	40,394	40,394
Less:			
Trade and other Payables			
Sundry Creditors	(367,645)	(105,449)	(105,449)
Accrued Interest on Debentures	(17,236)	(19,343)	0
Accrued Salaries and Wages	(15,670)	(11,407)	0
ATO Liabilities	(41,143)	0	0
Accrued Expenditure	(259,621)	0	0
Long Term Borrowings			
Secured by Floating Charge Debentures	(132,611)	(125,548)	(125,548)
Provisions			
Provision for Annual Leave	(123,334)	(93,433)	(93,433)
Provision for Long Service Leave	(102,123)	(89,322)	(89,322)
Net Current Assets	<u>(257,826)</u>	<u>850,790</u>	<u>881,640</u>
Less:			
Reserves - Restricted Cash	(279,242)	(206,018)	(206,018)
Land Held for Resale - Cost			
Development Costs	(40,394)	(40,394)	(40,394)
Add:			
Secured by Floating Charge Debentures	132,611	125,548	125,548
Provision for Annual Leave	123,334	93,433	93,433
Provision for Long Service Leave	102,123	89,322	89,322
Surplus/(Deficit)	<u>(219,394)</u>	<u>912,681</u>	<u>943,531</u>

Difference

There was no difference between the Surplus/(Deficit) 1 July 2013 Brought Forward position used in the 2014 audited financial report and the Surplus/(Deficit) Carried Forward position as disclosed in the 2013 audited financial report.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014**

23. SPECIFIED AREA RATE - 2013/14 FINANCIAL YEAR

The Shire did not impose any Specified Area Rates.

24. SERVICE CHARGES - 2013/14 FINANCIAL YEAR

The Shire did not impose any service charges.

**25. DISCOUNTS, INCENTIVES, CONCESSIONS, & WRITE-OFFS
- 2013/14 FINANCIAL YEAR**

No discounts or incentive schemes were offered for the early payment of rates in the 2013/14 financial year.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

26. INTEREST CHARGES AND INSTALMENTS - 2013/14 FINANCIAL YEAR

	Interest Rate %	Admin. Charge \$	Revenue \$	Budgeted Revenue \$
Interest on Unpaid Rates	11.00%		10,444	6,500
Interest on Unpaid ESL	11.00%		122	105
Interest on Instalments Plan	5.50%		0	0
Charges on Instalment Plan		15	1,980	6,500
Pensioner Deferred Rate Interest	0		0	0
			12,546	13,105

Ratepayers had three options of paying rates:

Option 1 (Full Payment)

Full amount of rates and charges including arrears to be paid on or before 23 September 2013 or 35 days after the date of service appearing on the rate notice, whichever is the later.

Option 2 (Two Instalments)

First instalment to be received on or before 23 September 2013 or 35 days after the date of service appearing on the rate notice, whichever is the later and is to include all arrears and half of the current rates and charges. The second instalment is to be made on or before the 25 November 2013.

Option 3 (Four Instalments)

First instalment to be received on or before 23 September 2013 or 35 days after the date of service appearing on the rate notice, whichever is the later and is to include all arrears and quarter of the current rates and charges. The second, third and fourth instalments are to be made on or before the 25 November 2013, 25 January 2014 and 25 March 2014 respectively on the instalment notices whichever is the later.

The cost of the instalment plans comprises simple interest of 5.5% pa calculated from the date the first instalment is due, together with an administration fee of \$15.00 for each instalment notice (ie \$45.00 for Option 3).

27. FEES & CHARGES	2014 \$	2013 \$
Governance	16,269	174
General Purpose Funding	16,430	11,117
Law, Order, Public Safety	0	2,511
Health	3,470	946
Education and Welfare	80,252	3,270
Housing	37,631	48,724
Community Amenities	27,474	36,958
Recreation and Culture	11,363	29,906
Transport	3,803	16,459
Economic Services	12,893	2,161
Other Property and Services	238,813	92,589
	<u>448,398</u>	<u>244,815</u>

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

28. GRANT REVENUE

Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:

	2014	2013
By Nature or Type:	\$	\$
Operating Grants, Subsidies and Contributions	928,555	941,602
Non-Operating Grants, Subsidies and Contributions	1,787,618	3,085,942
	<u>2,716,173</u>	<u>4,027,544</u>
By Program:		
Governance	17,055	36,436
General Purpose Funding	266,397	1,461,346
Law, Order, Public Safety	30,124	101,039
Health	0	23,704
Education and Welfare	55	1,375
Housing	9	370
Community Amenities	0	93,150
Recreation and Culture	14,729	202
Transport	1,979,978	2,229,057
Economic Services	687	3,696
Other Property and Services	407,139	77,169
	<u>2,716,173</u>	<u>4,027,544</u>

29. EMPLOYEE NUMBERS

The number of full-time equivalent employees at balance date

<u>20</u>	<u>19</u>
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30. ELECTED MEMBERS REMUNERATION

The following fees, expenses and allowances were paid to council members and/or the president.

	2014	2014	2013
	\$	Budget	\$
		\$	
Meeting Fees	26,506	27,500	27,465
President's Allowance	7,000	7,000	6,887
Deputy President's Allowance	1,731	1,750	1,693
Travelling Expenses	0	0	638
	<u>35,237</u>	<u>36,250</u>	<u>36,683</u>

31. MAJOR LAND TRANSACTIONS

Council did not participate in any major land transactions during the 2013/14.

32. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

Council did not participate in any trading undertakings or major trading undertakings during the 2013/14 financial year.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

33. FINANCIAL RISK MANAGEMENT

Council's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Council's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The Council held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2014	2013	2014	2013
	\$	\$	\$	\$
Financial Assets				
Cash and cash equivalents	304,786	812,149	304,786	812,249
Receivables	436,062	415,598	436,063	415,598
	<u>740,848</u>	<u>1,227,747</u>	<u>740,849</u>	<u>1,227,847</u>
Financial Liabilities				
Payables	701,315	136,199	701,315	136,199
Borrowings	1,038,060	1,163,609	910,928	1,020,758
	<u>1,739,375</u>	<u>1,299,808</u>	<u>1,612,243</u>	<u>1,156,957</u>

Fair value is determined as follows:

- Cash and Cash Equivalents, Receivables, Payables - estimated to the carrying value which approximates net market value.
- Borrowings, Held to Maturity Investments, estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.
- Financial Assets at Fair Value through profit and loss, Available for Sale Financial Assets - based on quoted market prices at the reporting date or independent valuation.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

33. FINANCIAL RISK MANAGEMENT (Continued)**(a) Cash and Cash Equivalents****Financial assets at fair value through profit and loss****Available-for-sale financial assets****Held-to-maturity investments**

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash and investments portfolio with the assistance of independent advisers (where applicable). Council has an investment policy and the policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

The major risk associated with investments is price risk - the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to Council.

Council manages these risks by diversifying its portfolio and only investing in registered commercial banks. Council also seeks advice from independent advisers (where applicable) before placing any cash and investments.

	2014	2013
	\$	\$
Impact of a 1% ⁽¹⁾ movement in interest rates on cash		
- Equity	8,450	12,256
- Statement of Comprehensive Income	8,450 ⁽²⁾	12,256 ^(*)

Notes:

⁽¹⁾ Sensitivity percentages based on management's expectation of future possible market movements.

⁽²⁾ Maximum impact.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

33. FINANCIAL RISK MANAGEMENT (Continued)
(b) Receivables

Council's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. Council manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land – that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Council's credit risk at balance date was:

	2014	2013
Percentage of Rates and Annual Charges		
- Current	0%	0%
- Overdue	100%	100%
Percentage of Other Receivables		
- Current	83%	97%
- Overdue	17%	3%

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

33. FINANCIAL RISK MANAGEMENT (Continued)**(c) Payables****Borrowings**

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of Council's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total contractual cash flows \$	Carrying values \$
<u>2014</u>					
Payables	706,100	0	0	706,100	701,314
Borrowings	192,105	646,044	523,627	1,361,776	1,038,060
	<u>898,205</u>	<u>646,044</u>	<u>523,627</u>	<u>2,067,876</u>	<u>1,739,374</u>
<u>2013</u>					
Payables	136,199	0	0	136,199	136,199
Borrowings	191,849	645,305	559,905	1,397,059	1,163,609
	<u>328,048</u>	<u>645,305</u>	<u>559,905</u>	<u>1,533,258</u>	<u>1,299,808</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

33. FINANCIAL RISK MANAGEMENT (Continued)**(c) Payables**
Borrowings (Continued)

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. Council manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk:

	<u><1 year</u>	<u>>1<2 years</u>	<u>>2<3 years</u>	<u>>3<4 years</u>	<u>>4<5 years</u>	<u>>5 years</u>	<u>Total</u>	<u>Weighted Average Effective Interest Rate</u>
	\$	\$	\$	\$	\$	\$	\$	%
<u>Year Ended 30 June 2014</u>								
Borrowings								
Fixed Rate								
Debentures	0	0	156,936	0	66,256	814,869	1,038,061	5.84%
Weighted Average Effective Interest Rate	0.00%	0.00%	4.72%	0.00%	6.56%	5.99%		
<u>Year Ended 30 June 2013</u>								
Borrowings								
Fixed Rate								
Debentures	0	0	0	204,553	0	959,056	1,163,609	5.81%
Weighted Average Effective Interest Rate	0.00%	0.00%	0.00%	4.72%	0.00%	6.04%		

**SHIRE OF MINGENEW
SUPPLEMENTARY RATIO INFORMATION
FOR THE YEAR ENDED 30TH JUNE 2014**

RATIO INFORMATION

The following information relates to those ratios which only require attestation they have been checked and are supported by verifiable information. It does not form part of the audited financial report

	2014	2013	2012
Asset Consumption Ratio	0.76	0.61	N/A
Asset Renewal Funding Ratio	0.89	1.02	N/A

The above ratios are calculated as follows:

Asset Consumption Ratio $\frac{\text{depreciated replacement costs of assets}}{\text{current replacement cost of depreciable assets}}$

Asset Renewal Funding Ratio $\frac{\text{NPV of planning capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$

N/A - In keeping with amendments to Local Government (Financial Management) Regulations 50, comparatives for the preceding year (being 2012) has not been reported as financial information is not available.



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INDEPENDENT AUDITOR'S REPORT

TO THE RATEPAYERS OF THE SHIRE OF MINGENEW

Report on the Financial Report

We have audited the financial report of the Shire of Mingenew (the Shire), which comprises the statement of financial position as at 30 June 2014 and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date and a summary of significant accounting policies and other explanatory notes and the statement by the Chief Executive Officer.

Shire's Responsibility for the Financial Report

The Shire is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the *Local Government Act 1995* and the Local Government (Financial Management) Regulations 1996. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. Our audit has been conducted in accordance with Australian Auditing Standards. Those standards require that we comply with the relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the financial report.

We performed the procedures to assess whether in all material respects the financial report presents fairly, in accordance with the *Local Government Act 1995 Part 6* and Australian Accounting Standards (including the Australian Accounting Interpretations), a view which is consistent with our understanding of the Shire's financial position and of its performance.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Auditor's opinion on the Financial Report

In our opinion, the financial report of the Shire of Mingenew:

- (i) gives a true and fair view of the financial position of the Shire of Mingenew as at 30 June 2014 and of its financial performance for the year ended on that date:
- (ii) complies with the *Local Government Act 1995 Part 6* and the Regulations under that Act and Australian Accounting Standards (including the Australian Accounting Interpretations); and
- (iii) in relation to the Supplementary Ratio Information presented on page 55 of this report, we have reviewed the calculations as presented and in our opinion these are based on verifiable information and reasonable assumptions.

Statutory Compliance

We did not during the course of our audit become aware of any instances where the Shire did not comply with the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* as they relate to the financial report.

RSM Bird Cameron
RSM BIRD CAMERON

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Director

Perth, WA

Dated: *14 November 2014*

12. STATUTORY REPORTING

Employees Remuneration

For the purpose of Regulation 19B of the Local Government (Administration) Regulations 1996 the following is required to be contained in Council's Annual Report.

The number of employees of the Local Government entitled to an annual salary of \$100,000 or more and the number of those employees with an annual salary entitlement that fall within each band of \$10,000 over \$100,000.

Salary Range	2014	2013
\$120,000 - \$129,999		1
\$140,000 - \$149,999	1	

National Competition Policy

In 1995 the Council of Australian Governments entered into a number of agreements, collectively known as the National Competition Policy.

Local government is affected mainly where it operates significant business activities which compete, or could compete, with private sector businesses. Local government will also be affected where local laws unnecessarily affect competition.

The shire is required to comply with certain policies contained with the National Competition Policy Statement and report on progress in connection with Competitive Neutrality Principles and review of Local Laws.

The Shire of Mingenew is not considered a natural monopoly, nor does it conduct any business activities that can be considered a public monopoly. Therefore the principle of Structural Reform of Public Monopolies does not apply to the Shire of Mingenew.

Competitive Neutrality

These principles have been designed to ensure that a Local Authority has no unfair advantage over any competitor in the market place.

The principles also only apply to business activities that receive more than \$200,000 in annual income, of which the Shire of Mingenew has none, and therefore do not apply the Shire of Mingenew.

Legislative Review

All Local Governments are required to assess which of their Local Laws might impact on competition and conduct a review of each to determine how any restrictive practices might be overcome.

The Annual Report is to include a statement of which Local Laws have been reviewed, the conclusions of those reviews, and a forward strategy for all Local Laws still to be reviewed.

No new Local Laws were created during 2013/14 nor any existing Local Laws reviewed.

Freedom of Information

The Shire of Mingenew has a requirement to comply with the Freedom of Information Act. A Freedom of Information Statement for 2013 was adopted by Council at their meeting held in October 2013. The Information Statement is published by Council in accordance with the requirements of Section 96 of the Freedom of Information Act 1992 (Western Australia). The Council is pleased to comply with the legislation and welcomes enquiries. A copy of this statement is available from the Shire's Administration Office.

During the 2013/14 financial year one application was received for information under the terms of this legislation.

Record Keeping Plan

The Shire's *Recordkeeping Plan* outlines the process for management and disposal of records in accordance with the *State Records Act 2000*.

The *Recordkeeping Plan* is now due for review.

Public Interest Disclosures

The Public Interest Disclosure Act 2003 facilitates the disclosure of public interest information, and provides protection for those making such disclosure and those who are the subject of disclosures. The Act provides a system for the matters disclosed to be investigated and for appropriate action to be taken.

There were no Public Interest Disclosures reported to the Shire of Mingenew during the reporting period.

Disability Access and Inclusion Plan

Under the *Disability Services Act 1993*, all Western Australian local governments are required to develop and implement a Disability Access and Inclusion Plan (DAIP), addressing six desired outcomes, to be reviewed on an annual basis and reported on to the Disability Services Commission (DSC) by 31 July each year.

Council adopted a DAIP in June 2007 for implementation in July 2007. This was reviewed in August 2014

- 1 Council is continually adapting our existing services to give people with disabilities the same opportunities as other people to access the services of, and any events organised by the Shire.
- 2 Council also continues with improvement to buildings and footpath infrastructure to assist both wheelchair and gopher access.
- 3 Wherever possible people with disabilities can receive information from the Shire in a format that will enable them to access the information as readily as other people are able to access it. This includes a comprehensive website and the ability the change documents to large font size.
- 4 The Staff are always encouraged to be aware of the needs of people with disabilities to ensure they receive the same level and quality of service as other people receive. We are also working with our contractors to ensure they are aware of their responsibilities.
- 5 People with disabilities have the same opportunities as other people to make complaints to the staff. This can be via written letters, email, SMS or verbally.
- 6 Council provides many ways for people to participate in public consultation and we are more than happy to discuss any grievances community members may have regarding the services available to the disabled.

A review was conducted to ascertain the progress on the implementation of the Plan. The DAIP is now a document for ongoing assessment and implementation of the activities that have been listed.

The following activities were undertaken in line with the *Access and Inclusion Plan*:

- Unisex toilet at unmanned BP deposit disability accessible
- Footpath upgrade in main street with access ramp into local IGA and Bakery

Register of Complaints

The Local Government Act 1995 sr.121 requires the complaints officer of the Local Government to maintain a register of complaints which records all complaints that result in an action under the Local Government Act s5.121(6)(b) or (c).

During the 2013/14 financial year there have been no complaints recorded that resulted in an action under this legislation.

Local Laws

The Local Government Act 1995 requires all existing Local Laws to be reviewed every eight years. A review is due and is intended to be carried out during the 2014/15 year.

13. 2014/15 PROJECTS

PROJECTS PLANNED FOR 2014/15

- Completion of Key Worker Housing
- Railway Station – Stage 2
- Museum Store Room
- Nanekine Road – Widen and seal
- Coalseam Road – Widen and seal
- Mingenew Mullewa Road – Culverts & Reseal
- Depot Hill Road – Reseal
- Moore Street Reconstruction
- Yandanooka North East Road – Full construction
- Depot Hill Road – Information Bay Upgrade

9.2.2 FREEDOM OF INFORMATION ACT 1992 - INFORMATION STATEMENT
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Location/Address: Albert Facey House, Perth WA
Name of Applicant: Office of the Information Commissioner
Disclosure of Interest: Nil.
Date: 1 December 2014
Author: Nita Jane, Manager Finance & Administration

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

Copy of the revised Shire of Mingenew Information Statement is attached.

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 Statement 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 web site, 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 involved in 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'S RECOMMENDATION – ITEM 9.2.2

**That Council endorse the amended Freedom of Information -
Information Statement.**

Shire of Mingenew Freedom of Information Statement

FREEDOM OF INFORMATION STATEMENT



**FREEDOM OF INFORMATION
2014**

This Information Statement is published by the Council in accordance with the requirements of Section 96 of the Freedom of Information Act 1992 (Western Australia).

The Council is pleased to comply with the legislation and welcomes enquiries.

An updated Information Statement will be published at least every 12 months.

Shire of Mingenew Freedom of Information Statement

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Shire of Mingenew Freedom of Information Statement

1. MISSION STATEMENT

The Shire of Mingenew of Mingenew operates in a relatively stable environment in which the expectations and requirements of the community and government, as well as environmental and economic facts impact on its activities and overall performance. Council is committed to improve the quality of life of the residents of Mingenew through services based on the principles of quality, equity, value and responsiveness and to ensure operations of the Shire are conducted in a cost efficient and effective manner as not to unfairly impose upon its ratepayers and residents.

Its objectives are to:

- Provide high quality roads and other services to residents in the community at reasonable cost;
- Strengthen the financial viability of Council by improving efficiency and effectiveness; and
- By recognising the need to be responsible to the electorate in providing information on the activities of the Shire and to involve electors in everyday decision making, to increase the awareness of the Shire's objectives and policies for all those who live and work in the Shire, and to help the community understand the need to reconcile often conflicting factors in planning and providing services.

By these means, the community confidence in the Shire as an efficient provider of services and an effective manager of its resources will be gained.

2. DETAILS OF LEGISLATION ADMINISTERED

Including, but not limited to:

- Local Government Act 1995
- Freedom of Information Act 1992
- Dog Act 1976
- Cat Act 2011
- Planning and Development Act 2005
- And all other legislation relevant to Local Government functions

3. COUNCIL STRUCTURE

The Shire of Mingenew consists of seven (7) Councillors including the Shire President. Councillors are elected for a four year term with four members retiring in one election and the balance (three) retiring at the next. An election is held in October of every second year. The President of the Council is elected by the Councillors at the first meeting following the ordinary election.

Extraordinary elections are held to fill any vacancies which may have occurred during the year.

Council is the decision making body of all policy matters.

The CEO reports to Council and the present Shire organisational structure is shown in Figure 1 (attached).

Shire of Mingenew Freedom of Information Statement

4. DETAIL OF DECISION MAKING PROCESS

Ordinary meetings of Full Council are generally held on the third Wednesday of every month (except the month of January when Council is in recess), and commence at 4.00pm. Members of the public are welcome to attend and Public Question Time is the first item of business.

The main business of the meeting is to consider reports and make resolutions.

Correspondence and applications on any matters to be considered by Council must be received at the Council office at least one week prior to the week of the Council meeting if they are to be guaranteed of being dealt with at this meeting.

4.1 Minutes

Unconfirmed Minutes of Full Council are available at the Shire office and on its website within:

- 10 days after the Ordinary Council Meeting

Minutes will be confirmed at the next month’s meeting. No Council decisions are final until the Minutes have been confirmed.

5. MINGENEW SHIRE COUNCILLORS

Councillor MA (Michelle) Bagley (President)	Term expires October 2015
Councillor PJ (Peter) Gledhill (Deputy President)	Term expires October 2017
Councillor MP (Marguerite) Pearce	Term expires October 2017
Councillor GJ (Gary) Cosgrove	Term expires October 2015
Councillor AT (Alan) Sobey	Term expires October 2015
Councillor HM (Helen) Newton	Term expires October 2015
Councillor C (Crispian) Lucken	Term expires October 2017

Shire of Mingenew Freedom of Information Statement

COUNCIL REPRESENTATIVES FOR COMMITTEES 2013/2015

COMMITTEE	DELEGATE	DELEGATE	PROXY	PROXY
Northern Country Zone of WALGA	MA Bagley	MP Pearce	PJ Gledhill	
WALGA Conference				
Tourist & Promotions Committee	MP Pearce	CDO		
Lions Expo Committee	HM Newton		GJ Cosgrove	
MRWA Regional Road Group	GJ Cosgrove		PJ Gledhill	
Silver Chain Branch Committee	AT Sobey		HM Newton	
Mid West Regional Council	MA Bagley	PJ Gledhill	MP Pearce	
CRC Management Committee	HM Newton		GJ Cosgrove	
Autumn Centre Committee	MP Pearce		AT Sobey	
LEMC Committee	GJ Cosgrove		PJ Gledhill	
LG Reform / Alliance Group	MA Bagley	PJ Gledhill		
Audit Committee	ALL OF COUNCIL			
Sports Advisory Committee	GJ Cosgrove		AT Sobey	
MWLGSA Governance Team	MA Bagley		PJ Gledhill	
MIG Environmental Division Committee	MA Bagley	PJ Gledhill	Delegate GJ Cosgrove	
Executive Management Committee	MA Bagley	PJ Gledhill	Delegate GJ Cosgrove	
Development Assessment Panels	MA Bagley	PJ Gledhill	AT Sobey	GJ Cosgrove
Mingenew Business Alliance	PJ Gledhill	HM Newton		

Shire of Mingenew Freedom of Information Statement

6. DELEGATIONS

The CEO has the delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in Council's Delegation Register and are reviewed by Council annually. The CEO has the power under the Local Government Act 1995 to sub-delegate a number of these Authorities.

In keeping with the legislative requirements:

- To determine policies to be applied by the Council in exercising its discretionary powers
- To determine the type, range and scope of projects to be undertaken by the Council
- To develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the Council

The Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

7. SERVICES FOR THE COMMUNITY

Full Council makes decision on policy issues relating to services that are provided for members of the public.

These services currently include:

Roads/Footpaths/Kerbing	Stormwater Drainage
Traffic Control Devices	Street Lighting
Street Tree Planting	Refuse Collection & Tip Control
Public Toilets	Public Library
Parks and Reserves	Museum and Heritage Buildings
Animal Control	Drum Muster
Environmental Health Matters	Pest Control
Town Planning	Occupational Health and Safety
Community Information	Noxious Weed Controls
Building Control	Citizenship Ceremonies
Landcare	Support Volunteer Fire Brigades
Emergency Planning	Support dental and doctor services
Support day care for children	Police Licensing
Autumn Centre for Seniors	Youth and seniors projects
Housing – staff, seniors, community	Cemetery
Recreation Facilities	

Shire of Mingenew Freedom of Information Statement

8. PUBLIC PARTICIPATION

8.1 Council Meetings

Members of the public have a number of opportunities to put forward their views on particular issues before Council.

These are:

1. Deputations – With the permission of the Presiding Officer or the President, a member of the public can address a Committee or Council personally or on behalf of a group of residents for a period of time determined by the Committee and/or Council on any issue relevant to Council.
2. Presentation to Council - With prior notification, approval and arrangement with Council, a member of the public can address Council on any issue relevant to Council.
3. Petitions – Written petitions can be addressed to the Council on any issue within the Council’s jurisdiction.
4. Written Requests – A member of the public can write to the Council on any Council policy, activity or service.
5. Elected Members – Member of the Public can contact their Elected Members of Council, to discuss any issue relevant to Council.

8.2 Community Consultation

The Council consults with local residents on particular issues that affect their neighbourhood as per the following examples:

1. Electors are invited to attend the annual general meeting of electors to discuss any specific issues over a large range of topics. All residents may attend, but only electors on the Council Electoral Roll are eligible to vote.
2. Working Party/Sub-Committee – Local residents are invited to work with Members of Council and staff, to develop strategies to address various matters as they may arise.

9. ACCESS TO DOCUMENTS

9.1 Documents Available for Inspection

The following documents are available for public inspection at the Council Office free of charge. Members of the public may purchase copies of these documents and the charges are shown below:

Document	Fee
Council Agenda	\$7.50 per month \$55.00 per year
Council Minutes	\$7.50 per month \$55.00 per year
Policy Manual)
Annual Budget)
Annual Financial Statements)
Council Local Laws) At the set photocopying rate + binding
Planning/Building Application Register) if required.
Annual Report)
Strategic Community Plan)
Corporate Business Plan)
Delegation Register)
Directional Maps)
Building Plans)

Shire of Mingenew Freedom of Information Statement

Council Town Planning Scheme No. 2 Scheme Text Electoral rolls Freedom of Information Statement	\$15 per Ward \$25.00 District Roll
--	-------------------------------------

10. OTHER INFORMATION REQUESTS**10.1 FOI Operations:**

It is the aim of the agency to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, *the Freedom of Information Act 1992* provides members of the public with the right to apply for documents held by the agency and to enable the public to ensure that personal information in the document is accurate, complete, up to date and not misleading.

10.2 Freedom of Information Applications:

Access applications have to-

- be in writing,
- give enough information so that the documentation requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator:-

Postal Address:

Shire of Mingenew
PO Box 120
MINGENEW WA 6522

In Person:

Mingenew Shire Office
Victoria Street
MINGENEW WA 6522

The application will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days.

Shire of Mingenew Freedom of Information Statement

10.3 Freedom of Information Charges

A scale of fees and charges are set under the FOI Act Regulations. Apart from the application fee for non-personal information all charges are discretionary. The charges are as follows:-

1. Type of Fee

Personal information about the applicant	No fee
Application fee (for non-personal information)	\$30.00

2. Type of Charge

• Charge for time dealing with application (per hour, or pro rata)	\$30.00
• Access time supervised by staff (per hour, or pro rata)	\$30.00
• Photocopying staff time (per hour, or pro rata)	\$30.00
• Per photocopy	.20c
• Transcribing from tape, film or computer (per hour, or pro rata)	\$30.00
• Duplicating a tape, film or computer information	Actual Cost
• Delivery, packaging and postage	Actual Cost

Deposits

• Advance deposit may be required	25%
• Further advance deposit may be required to meet the charge for dealing with the application	75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge is reduced by 25%.

11. ACCESS ARRANGEMENTS

Access to documents can be granted by way of inspection of a document, a copy of a computer disk or USB drive.

12. NOTICE OF DECISION

As soon as possible, but in any case within 45 days, the applicant will be provided with a notice of decision which will include details such as –

- the date the decision was made;
- the name and designation of the officer who made the decision;
- if the document is an exempt document, the reasons for classifying the matter exempt or the fact that access is given to an edited document;
- information on the right to review and the procedures to be followed to exercise those rights.

Shire of Mingenew Freedom of Information Statement

Refusal of Access

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. Applications should be made in writing within 30 days of receiving the notice of decision.

Applicants will be notified of the outcome of the review within 15 days.

If the applicant disagrees with the result the applicant can apply to the information Commissioner for an external review, and details would be advised to applicants when the internal review is issued.

Mark Dacombe
Chief Executive Officer

17 December 2014

THIS INFORMATION STATEMENT ENDORSED BY COUNCIL ON:

ATTACHMENTS

- Application for Access to Documents
- Figure 1 – Corporate Structure

Shire of Mingenew Freedom of Information Statement

**SHIRE OF MINGENEW
APPLICATION FOR ACCESS TO DOCUMENTS**

(Under the Freedom of Information Act 1992, Section 12)

DETAILS OF APPLICANT:

Surname: Given Names

Australian Postal Address:

Post Code: Telephone Number(s):

If the application is on behalf of an organisation:

Name of Organisation/Business:

DETAILS OF REQUEST: (please tick) Personal Documents Non-Personal Documents

I am applying for access to document(s) concerning

(If space provided is not sufficient, please attach details on a separate sheet).

FORM OF ACCESS: (Please tick appropriate box)

I wish to inspect the document(s) YES NO

I require a copy of the document(s) YES NO

I require access in another form YES NO

(Specify)

FEES AND CHARGES:

Attached is a cheque/cash to the amount of \$..... to cover the application fee. I understand that before I obtain access to documents, I may be required to pay processing charges in respect of this application, and that I will be supplied with a statement of charges if appropriate.

In certain cases, a reduction in fees and charges may apply – see section on FEES AND CHARGES on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction.

I am requesting a reduction in fees and charges: YES NO (Please tick appropriate box)

APPLICANTS SIGNATURE: Date:

(OFFICE USE ONLY)

FOI Reference Number:

Received on:/...../..... Deadline for response:/...../.....

Acknowledgment sent on:/...../.....

Proof of Identity (If applicable)

Type: Sighted: Number:

Shire of Mingenew Freedom of Information Statement

PLEASE NOTE

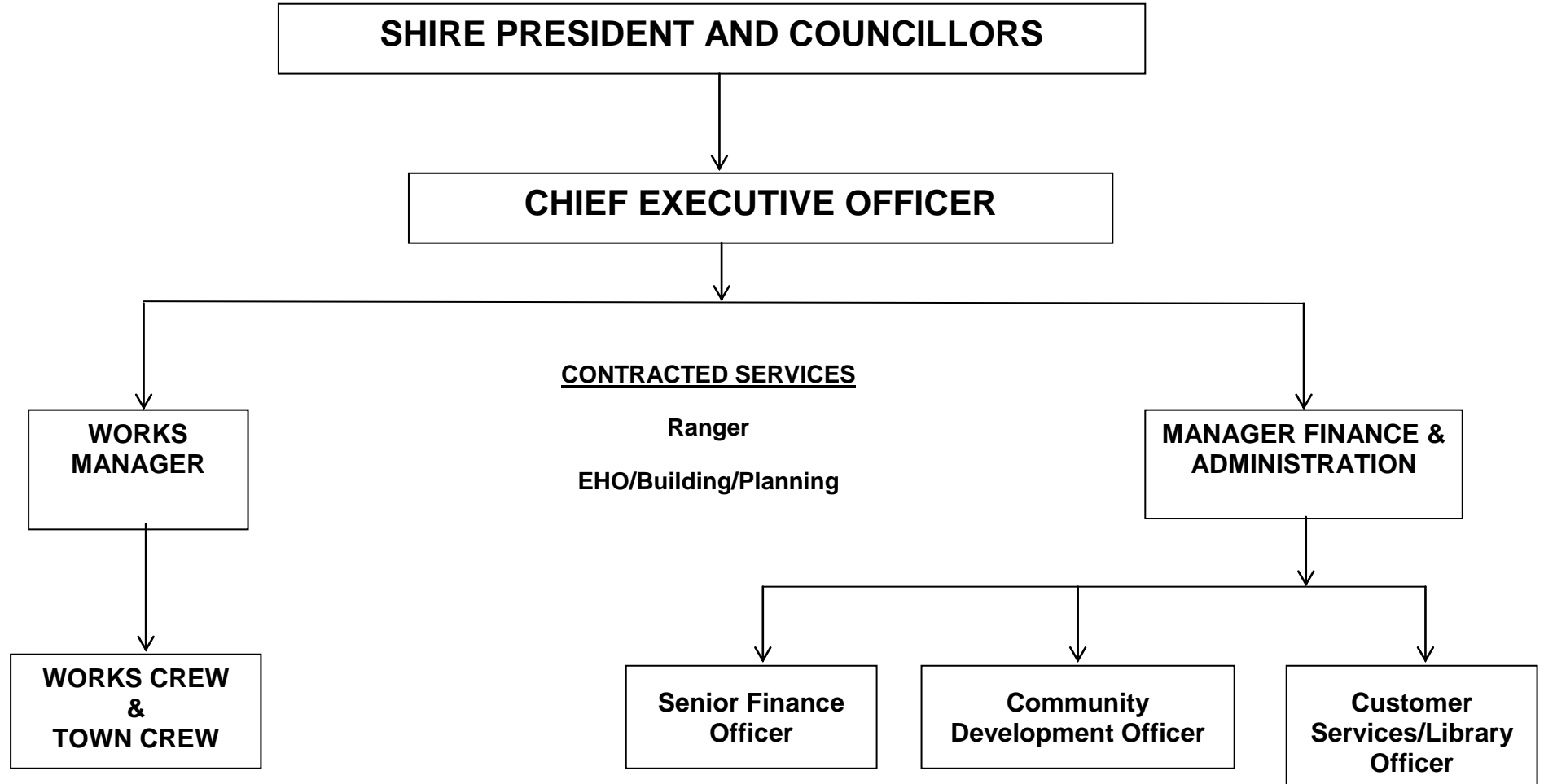
FREEDOM OF INFORMATION APPLICATION

- Provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Mingenew may request proof of your identity.
- If you are seeking access to document(s) on behalf of another person, written authorisation is required.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Office of the Information Commission. The Freedom of Information Act is available for purchase from the State Government Bookshop, 815 Hay Street, Perth (Telephone: 9222 8216).

Shire of Mingenew Freedom of Information Statement

SHIRE OF MINGENEW

ORGANISATIONAL STRUCTURE 2014/2015



9.2.3 Shire Risk Management System

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
Date: 12th December 2014
Author: Mark Dacombe – Chief Executive Officer

SUMMARY

To present for council consideration and adoption the Risk Management Governance Framework, Risk Management Policy and Risk Assessment and Acceptance Criteria. To provide the CEO report on the review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal controls and legislative compliance, which is required under the amended Local Government (Audit) Regulations 1996.

ATTACHMENT

- Risk Management Governance Framework
- Risk Management Policy
- Risk Assessment and Acceptance Criteria
- Risk Dashboard Report (Confidential Attachment)

Confidential Attachment – in accordance with section 5.23(2)(f) of the Local Government Act 1995 – a matter that if disclosed, could reasonably be expected to –

- (i) Impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or***
- (ii) Endanger the security of the local government's property.***

BACKGROUND

This is the first review following the amendment of the regulations. As this is the first such review, the priority has been to develop appropriate risk themes and examine the effectiveness and appropriateness of the existing risk controls for operational activities that fall within the risk themes. The LGIS assessment tools were used to analyse the responses given by officers representing each of the operational areas to produce a risk rating. This was modelled on the generally-accepted risk assessment methodology which considers the *consequence* of each event and its *likelihood*.

The first phase of the risk management review was for the Acting CEO and Governance Officer to attend a workshop with LGIS on the risk framework concepts and their alignment to the Shire's operations.

From this the following documents were developed:

- Risk Management Governance Framework
- Risk Management Policy
- Risk Assessment and Acceptance Criteria

These documents provided the guiding principles for risk management.

A workshop was then held between Mark Harris, Cameron Watson and Nita Jane to review each of the Risk Themes and then document the Key Controls, Risk Ratings and Actions/Treatments.

COMMENT

During 2015, the framework, policy and criteria will be reviewed. Controls will be refined and reporting systems developed. This will include reinforcing the 'ownership of the risk areas, reviewing the risk controls and developing appropriate reporting systems.

The overall conclusion of this review is that the Shire has some systems and procedures in regard to risk management, internal control and legislative compliance. The risk management policy and framework will be improved and monitored by the Shire. Identified areas of improvement will be the focus of management during 2015.

The Audit Committee have considered the framework, policy, assessment and acceptance criteria and risk dashboard report.

CONSULTATION

Mark Harris, Senior Risk Consultant, LGIS
Monty Archdale, Regional Risk Coordinator, LGIS

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

POLICY IMPLICATIONS

New policy for adoption at this meeting

FINANCIAL IMPLICATIONS

NIL

STRATEGIC IMPLICATIONS

In accordance with the Shire of Mingenew Strategic Community Plan, the following applies:
"A collaborative and innovative community with strong and vibrant leadership

Outcome 4.2 - An open and accountable local government that is respected, professional and trustworthy.

Outcome 4.5 – Achieve a high level of compliance”

VOTING REQUIREMENTS

Simple majority required.

COMMITTEE RECOMMENDATION – ITEM 9.2.3

That Council

- 1. Adopt the Risk Management Governance Framework, Risk Management Policy and Risk Assessment and Acceptance Criteria;**
- 2. Receive the report on the review of the City’s risk management, internal control and legislative compliance.**
- 3. Refer the Framework, Policy and Report to Martin Whitely, appointed CEO from January 2015, for review and update.**



Risk Management Governance Framework

- Risk Management Policy
- Risk Management Procedures

Last Updated: September 2014

Version: 0.1

Shire of Mingenew

Prepared by: LGIS Risk Management



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Introduction

The Policy and Procedures form the Risk Management Framework for the Shire of Mingenew (“the Shire”). It sets out the Shire’s approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2009 Risk Management.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures.

Further information or guidance on risk management procedures is available from LGIS Risk Management.

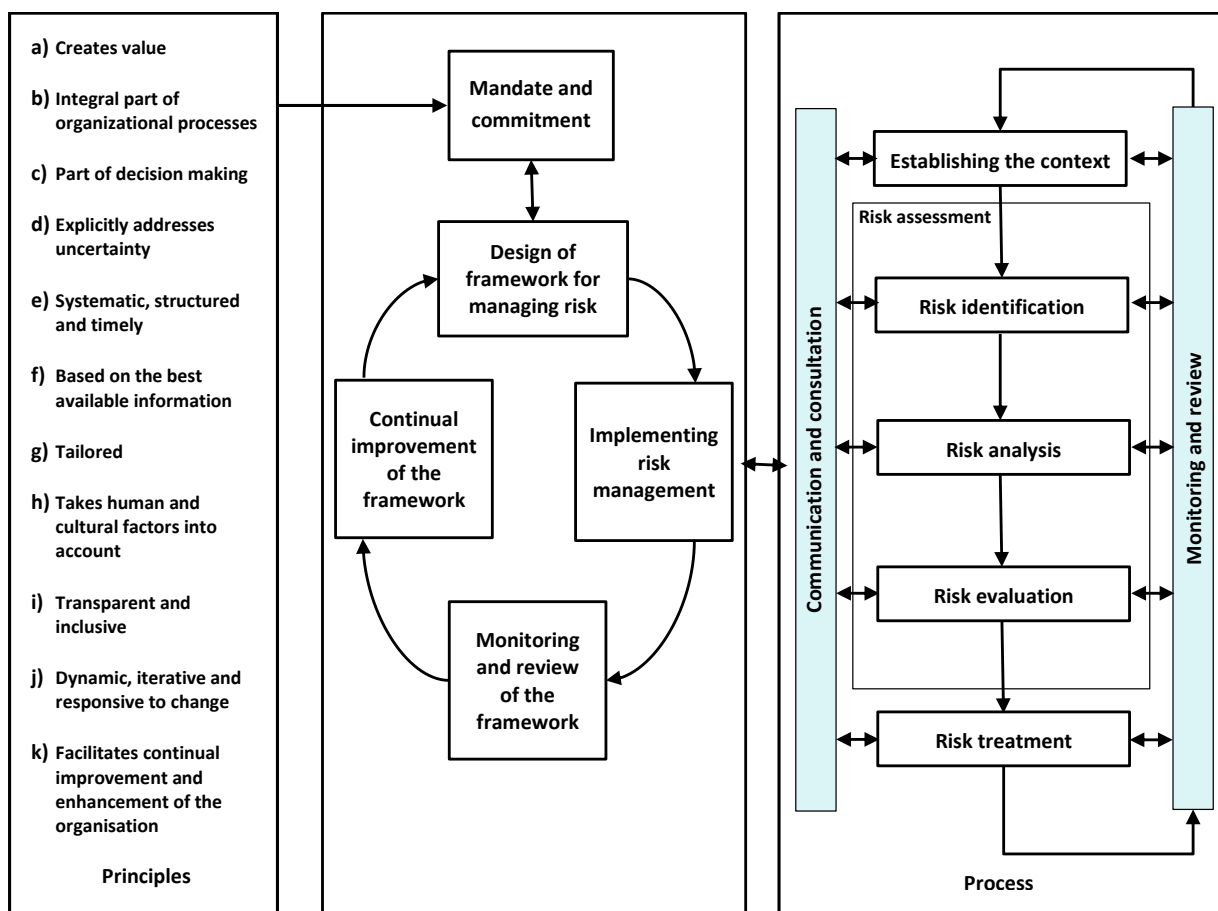


Figure 1: Risk Management Process (Source: AS/NZS 31000:2009)

Risk Management Policy

Shire Requirement

Insert policy administration details/requirements where applicable e.g. Policy name, Implementation date, Revision date, Policy owner and delegations, Referenced legislation and standards.

Purpose

The Shire of Mingenew (“the Shire”) Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals or objectives.

Policy

It is the Shire’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire’s Integrated Planning Framework.

The Shire’s Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed within a three year cycle.

Signed:

Chief Executive Officer

Date: ____ / ____ / ____

Risk Management Procedures

Governance

Appropriate governance of risk management within the Shire of Mingenew (the “Shire”) provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

Framework Review

The Risk Management Framework is to be reviewed for appropriateness and effectiveness at least every two years.

Operating Model

The Shire has adopted a “Three Lines of Defence” model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate & Operational Plans.

First Line of Defence

All operational areas of the Shire are considered ‘1st Line’. They are responsible for ensuring that risks (within their scope of operations) are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include;

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the decisioning of risk matters.
- Prepare risk acceptance proposals where necessary, based on level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

Second Line of Defence

The CEO (or as delegated) acts as the primary ‘2nd Line’. This position owns and manages the framework for risk management. They draft and implement the governance procedures and provide the necessary tools and training to support the 1st line process.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st & 3rd lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1st Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire’s risk reporting for the CEO & Management Team and the Audit Committee.

Third Line of Defence

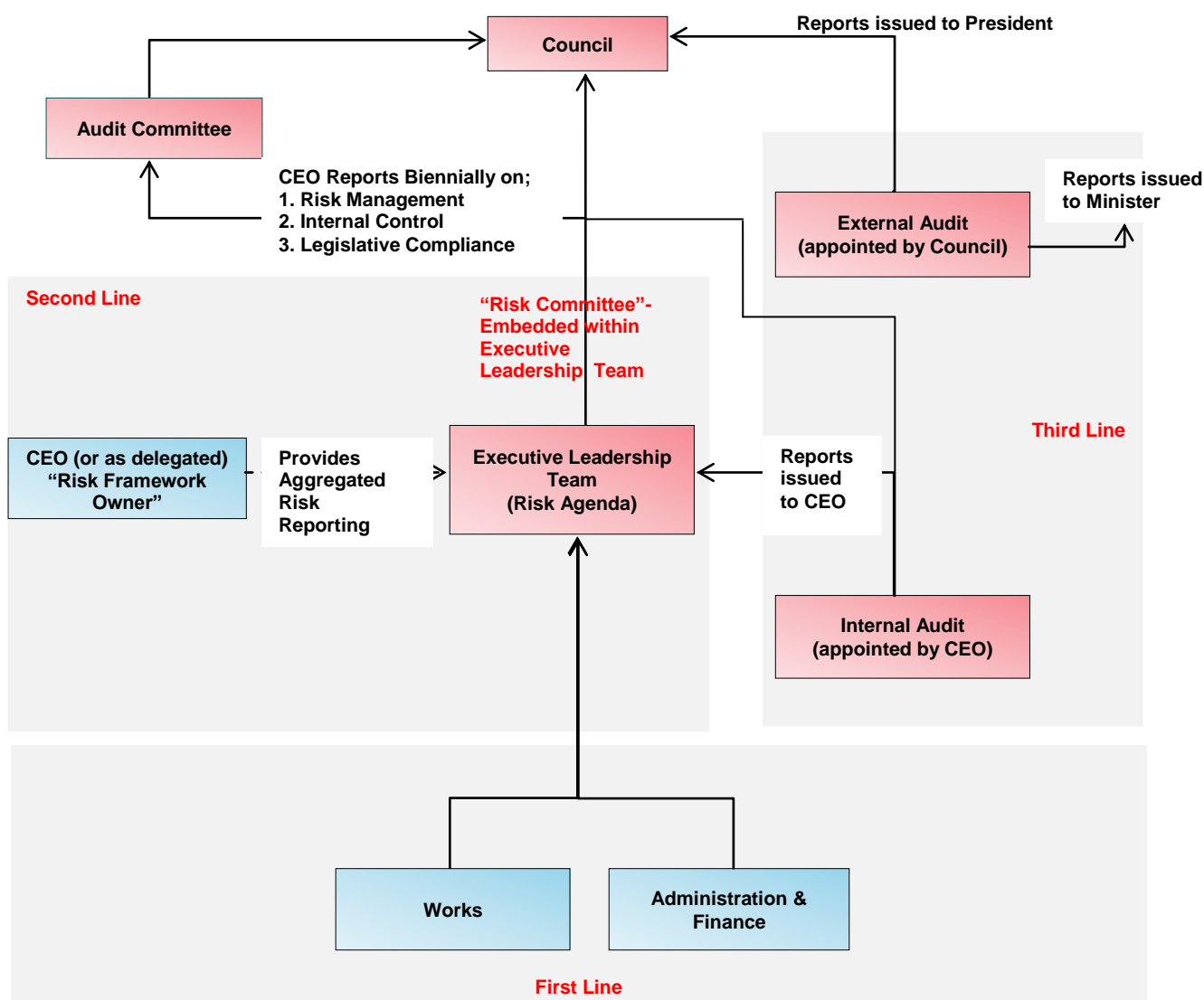
Internal & External Audit are the third line of defence, providing independent assurance to the Council, Audit Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1st & 2nd Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Audit Committee.

External Audit – Appointed by the Council on the recommendation of the Audit Committee to report independently to the President and CEO on the annual financial statements only.

Governance Structure

The following diagram depicts the current operating structure for risk management within the Shire.



Roles & Responsibilities

Council

- Review and approve the Shire’s Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Appoint / Engage External Auditors to report on financial statements annually.
- Establish and maintain an Audit Committee in terms of the Local Government Act.

Audit Committee

- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Must be independent, objective and autonomous in deliberations.
- Make recommendations to Council on External Auditor appointments.

CEO / Management Team (in capacity as ‘Risk Committee’)

- Appoint Internal Auditors as required under Local Government (Audit) regulations.
- Liaise with Council in relation to risk acceptance requirements.
- Approve and review the appropriateness and effectiveness of the Risk Management Framework.
- Drive consistent embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.
- Document decisions and actions arising from ‘risk matters’.
- Own and manage the Risk Profiles at Shire Level.

CEO (or as delegated) – Risk Framework Owner

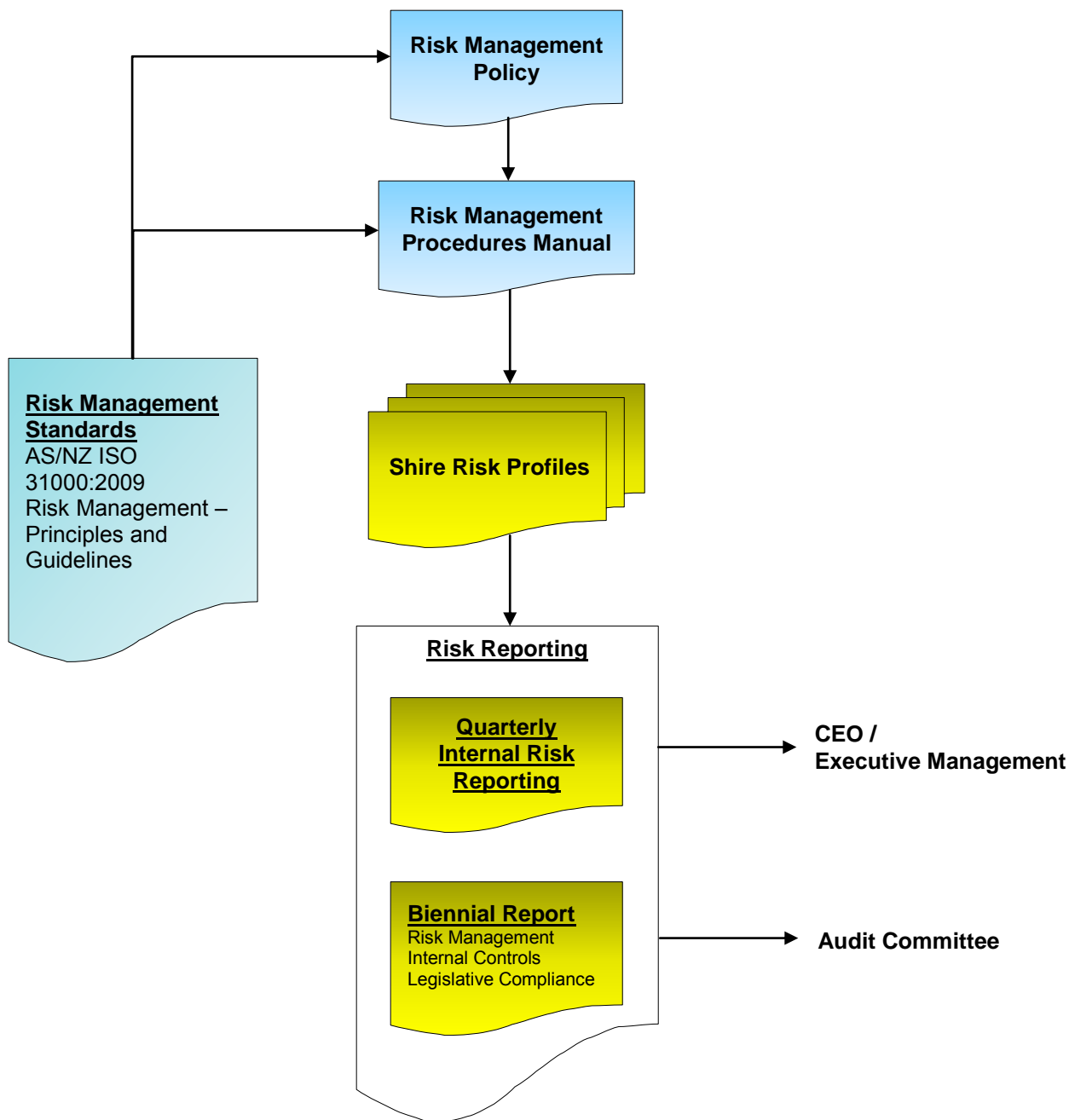
- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for Risk matters.

Work Areas

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the Risk & Control Management process as required.
- Highlight any emerging risks or issues accordingly.
- Incorporate ‘Risk Management’ into Management Meetings, by incorporating the following agenda items;
 - New or emerging risks.
 - Review existing risks.
 - Control adequacy.
 - Outstanding issues and actions.

Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.





Risk & Control Management

All Work Areas of the Shire are required to assess and manage the Risk Profiles on an ongoing basis.

Each Manager, in conjunction with the CEO (or as delegated) are accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a six monthly basis, unless there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of key data inputs, workshops and ongoing business engagement.

Risk & Control Assessment

To ensure alignment with ISO 31000:2009 Risk Management, the following approach is to be adopted from a Risk & Control Assessment perspective.

Establishing the Context

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

Organisational Context

The Shire's Risk Management Procedures provides the basic information and guidance regarding the organisational context to conduct a risk assessment; this includes Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed. In addition, existing Risk Themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

Any changes or additions to the Risk Themes must be approved by the CEO (or as delegated).

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision making processes.

Specific Risk Assessment Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process. For risk assessment purposes the Shire has been divided into three levels of risk assessment context:

Strategic Context

The Shire's external environment and high level direction. Inputs to establishing the strategic risk assessment context may include;

- Organisations Vision / Mission
- Stakeholder Analysis
- Environment Scan / SWOT Analysis
- Existing Strategies / Objectives / Goals

Operational Context

The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its Key Activities i.e. what is trying to be achieved. Note: these may already be documented in business plans, budgets etc.

Project Context

Project Risk has two main components:

- **Risk in Projects** refers to the risks that may arise as a result of project activity (i.e. impacting on process, resources or IT systems) which may prevent the Shire from meeting its objectives
- **Project Risk** refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

Risk Identification

Using the specific risk assessment context as the foundation and in conjunction with relevant stakeholders, answer the following questions, capture and review the information within each Risk Profile.

- What can go wrong? / What are areas of uncertainty? (Risk Description)
- How may this risk eventuate? (Potential Causes)
- What are the current measurable activities that mitigate this risk from eventuating? (Controls)
- What are the potential consequential outcomes of the risk eventuating?

Risk Analysis

To analyse the risks the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is applied:

- Based on the documented controls, analyse the risk in terms of Existing Control Ratings
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (Consequence)
- Determine how likely it is that the risk will eventuate to the determined level of consequence with existing controls in place (Likelihood)
- By combining the measures of consequence and likelihood, determine the risk rating (Level of Risk)

Risk Evaluation

The Shire is to verify the risk analysis and make a risk acceptance decision based on:

- Controls Assurance (i.e. are the existing controls in use, effective, documented, up to date and relevant)
- Existing Control Rating
- Level of Risk
- Risk Acceptance Criteria (Appendix A)
- Risk versus Reward / Opportunity

The risk acceptance decision needs to be documented and those risks that are acceptable are then subject to the monitor and review process.

Note: Individual Risks or Issues may need to be escalated due to its urgency, level of risk or systemic nature.

Risk Treatment

For unacceptable risks, determine treatment options that may improve existing controls and/or reduce consequence / likelihood to an acceptable level.

Risk treatments may involve actions such as avoid, share, transfer or reduce the risk with the treatment selection and implementation to be based on;

- Cost versus benefit
- Ease of implementation
- Alignment to organisational values / objectives

Once a treatment has been fully implemented, the CEO (or as delegated) is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

Monitoring & Review

The Shire is to review all Risk Profiles at least on an annual basis or if triggered by one of the following;

- changes to context,
- a treatment is implemented,
- an incident occurs or due to audit/regulator findings.

The CEO (or as delegated) is to monitor the status of risk treatment implementation and report on, if required.

The CEO & Management Team (in capacity as 'Risk Committee) will monitor significant risks and treatment implementation as part of their normal agenda item on a quarterly basis with specific attention given to risks that meet any of the following criteria:

- Risks with a Level of Risk of High or Extreme
- Risks with Inadequate Existing Control Rating
- Risks with Consequence Rating of Catastrophic
- Risks with Likelihood Rating of Almost Certain

The design and focus of Risk Summary report will be determined from time to time on the direction of the CEO & Management Team. They will also monitor the effectiveness of the Risk Management Framework ensuring it is practical and appropriate to the Shire.

Communication & Consultation

Throughout the risk management process, stakeholders will be identified, and where relevant, be involved in or informed of outputs from the risk management process.

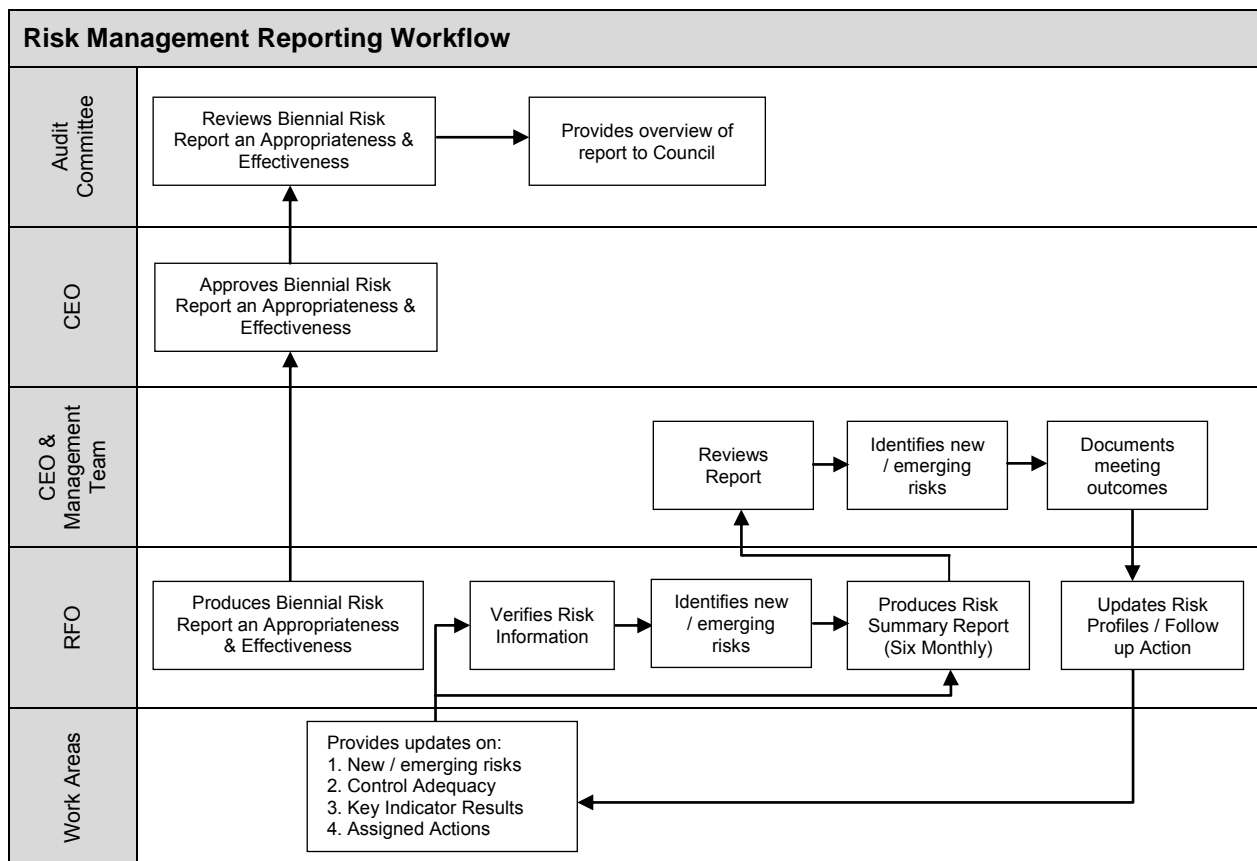
Risk management awareness and training will be provided to all staff.

Risk management will be included within the employee induction process to ensure new employees are introduced to the Shire's risk management culture.

Reporting Requirements

Coverage & Frequency

The following diagram provides a high level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new, emerging risks, control effectiveness and key indicator performance to the CEO (or as delegated).
- Work through assigned actions and provide relevant updates to the CEO (or as delegated).
- Risks / Issues reported to the CEO & Management Team are reflective of the current risk and control environment.

The CEO (or as delegated) is responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on a six monthly basis or when there has been a material restructure, change in risk ownership or change in the external environment.
- Quarterly Risk Reporting for the CEO & Management Team – Contains an overview of the Risk Summary for the Shire.
- Annual Compliance Audit Return completion and lodgement.

Key Indicators

Key Indicators (KI's) may be used for monitoring and validating key risks and controls. The following describes the process for the creation and reporting of KIs:

- Identification
- Validity of Source
- Tolerances
- Monitor & Review

Identification

The following represent the minimum standards when identifying appropriate KI's key risks and controls:

- The risk description and casual factors are fully understood
- The KI is fully relevant to the risk or control
- Predictive KI's are adopted wherever possible
- KI's provide adequate coverage over monitoring key risks and controls

Validity of Source

In all cases an assessment of the data quality, integrity and frequency must be completed to ensure that the KI data is relevant to the risk or Control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping KI's can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the KI, the data is required to be revalidated to ensure reporting of the KI against a consistent baseline.

Tolerances

Tolerances are set based on the Shire's Risk Appetite. They are set and agreed over three levels:

- Green – within appetite; no action required.
- Amber – the KI must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- Red – outside risk appetite; the KI must be escalated to the CEO & Management Team where appropriate management actions are to be set and implemented to bring the measure back within appetite.

Monitor & Review

All active KI's are updated as per their stated frequency of the data source.

When monitoring and reviewing KI's, the overall trend must be considered over a longer timeframe instead of individual data movements. The trend of the KI is specifically used as an input to the risk and control assessment.

Risk Acceptance

Day to day operational management decisions are generally managed under the delegated authority framework of the Shire.

Risk Acceptance is a management decision to accept, within authority levels, material risks which will remain outside appetite framework (refer Appendix A – Risk Assessment & Acceptance Criteria) for an extended period of time (generally 3 months or longer).

The following process is designed to provide a framework for those identified risks.

The 'Risk Acceptance' must be in writing, signed by the relevant Manager and cover:

- A description of the risk.
- An assessment of the risk (eg. Impact consequence, materiality, likelihood, working assumptions etc)
- Details of any mitigating action plans or treatment options in place
- An estimate of the expected remediation date.

A lack of budget / funding to remediate a material risk outside appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (ie. Management Team)

Annual Control Assurance Plan

The annual assurance plan is a monitoring schedule prepared by the CEO (or as delegated) that sets out the control assurance activities to be conducted over the next 12 months. This plan needs to consider the following components.

- Existing control adequacy ratings across the Shire's Risk Profiles.
- Consider control coverage across a range of risk themes (where commonality exists).
- Building profiles around material controls to assist in design and operating effectiveness reviews.
- Consideration to significant incidents.
- Nature of operations
- Additional or existing 2nd line assurance information / reviews (eg. HR, Financial Services, IT)
- Frequency of monitoring / checks being performed
- Review and development of Key Indicators
- Timetable for assurance activities
- Reporting requirements

Whilst this document and subsequent actions are owned by the CEO (or as delegated) input and consultation will be sought from individual Directorates.



Appendix A – Risk Assessment and Acceptance Criteria

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$500,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$500,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact



Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)



Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	<ol style="list-style-type: none"> Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	<ol style="list-style-type: none"> Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	<ol style="list-style-type: none"> Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.



Appendix B – Risk Profile Template

Risk Theme	Date
-------------------	-------------

This Risk Theme is defined as;
Definition of Theme

Potential causes include;
List of potential causes

Key Controls	Type	Date	Shire Rating
<i>List of Key Controls</i>			

Overall Control Ratings:

Risk Ratings	Shire Rating
Consequence:	
Likelihood:	

Overall Risk Ratings:

Key Indicators	Tolerance	Date	Overall Shire Result
<i>List of Key Indicators</i>			

Comments
Rationale for all above ratings

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>List current issues / actions / treatments</i>		

Appendix C – Risk Theme Definitions

Misconduct

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

External theft & fraud (inc. Cyber Crime)

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

Business & community disruption

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Shire business activities. The event may result in damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (inc. vandalism). This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Errors, omissions, delays

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Failure of IT &/or Communications Systems and Infrastructure

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Change Management".

Failure to fulfil statutory, regulatory or compliance requirements

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include Occupational Safety & Health Act (refer "Inadequate employee and visitor safety and security") or any Employment Practices based legislation (refer "Ineffective Employment practices")

It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

Providing inaccurate advice / information

Incomplete, inadequate or inaccuracies in professional advisory activities to customers or internal staff. This could be caused by using unqualified staff, however it does not include instances relating Breach of Authority.

Inadequate project / change Management

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

Inadequate Document Management Processes

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

Inadequate safety and security practices

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment.

Inadequate engagement practices

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Inadequate asset sustainability practices

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are;

- Inadequate design (not fit for purpose)
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate financial management and planning.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Inadequate Supplier / Contract Management

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".

Ineffective employment practices

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S)
- Discrimination, Harassment & Bullying in the workplace
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place
- Induction issues
- Terminations (including any tribunal issues)
- Industrial activity

Care should be taken when considering insufficient staff numbers as the underlying issue could be process inefficiencies.

Ineffective management of facilities / venues / events

Failure to effectively manage the day to day operations of facilities and / or venues. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

Inadequate environmental management.

Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

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Risk Assessment and Acceptance Criteria

Measures of Consequence							
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Measures of Likelihood			
Level	Rating	Description	Frequency
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Risk Matrix						
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Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	<ol style="list-style-type: none"> Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	<ol style="list-style-type: none"> Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	<ol style="list-style-type: none"> Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.

Risk Management Policy

Purpose

The Shire of Mingenew (“the Shire”) Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals or objectives.

Policy

It is the Shire’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire’s Integrated Planning Framework.

The Shire’s Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed within a three year cycle.

Shire of Mingenew Risk Dashboard Report August 2014

Executive Summary

Being the Shire's first report under the introduced risk management framework , focus is on embedding and driving continual improvement. Future reports will continue to provide relevant insight and recommendations to assist governance activities for the Executive Leadership Team. It is supported by the attached documents that were produced through workshops on the 27th August 2014 and ensuing discussions.

1. Risk Profiles for the 16 themes discussed.
2. Risk Management Policy and Procedures.

Recommendations

Embedding

1. Arrange for the attached Policy and Procedures to be endorsed and adopted.

Risk Profiles

1. Discuss and review the attached Risk Profiles Review and approve all Risk Profiles (from a Risk & Control perspective).
2. Confirm Current Issues / Actions / Treatments (Responsibility & Due Date)

Misconduct		Risk	Control
		High	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review internal procedures regarding usage of delegations	Jun-15	CEO	

Business & community disruption		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop Business Continuity Plan for Admin Building.	Aug-15	MFA	

Inadequate environmental management		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
No actions required at this stage			

Errors, omissions & delays		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review and update procedural manuals	Dec-15	GO	

External theft & fraud (inc. Cyber Crime)		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
No actions required at this stage			

Failure of IT &/or communication systems and infrastructure		Risk	Control
		Moderate	Inadequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Investigate alternatives towards improving data	Dec-14	MFA	
Review Disaster Recovery Plan (incl. telephony) in	Dec-14	MFA	
Review IT Infrastructure replacement program (similar to plant replacement)	Dec-14	GO	

Shire of Mingenew Risk Dashboard Report August 2014

<u>Failure to fulfil statutory, regulatory or compliance requirements</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Complete initial Risk Profile on this area	Dec-14	MFA / GO	
Preparation of a Compliance Calendar and Circulation to all staff	Dec-14	CEO	
Register to use eQuotes	Mar-15	MFA	

<u>Providing inaccurate advice / information</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review and update procedure manuals	Mar-15	MFA	
Carry out Training Needs Analysis for employees	Mar-15	MFA/WM	

<u>Inadequate document management processes</u>		Risk	Control
		Moderate	Inadequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Incorporate review process for policy & procedures	Dec-14	MFA / CEO	
Review current filing and archiving processes	Jun-15	MFA / CEO	
Review current processes with in / out correspondence (receipt, allocation, tracking, completion / filing)	Dec-14	MFA	

<u>Inadequate engagement practices</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Risk Profile after new CEO is embedded	Mar-15	CEO	
Review engagement policy and procedure	Jun-15	CEO	

<u>Inadequate asset sustainability practices</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Table 8.1 Improvement Plan within the Asset Management Plan and set goals	Mar-15	CEO	

<u>Inadequate safety and security practices</u>		Risk	Control
		Moderate	Inadequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Refer to OSH Tracker for regular updates	Quarterly	CEO	
Review Organisational Emergency Preparedness requirements	TBD	TBD	

<u>Ineffective employment practices</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop a "Leave Management" Policy for the Shire	Jun-15	CEO / MFA	
Develop a training analysis process / tool with Synergy	Jun-15	GO / SFO	
Review Induction process (all components)	Dec-15	MFA/WM	

<u>Inadequate project / change management</u>		Risk	Control
		Moderate	Inadequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Risk Profile within 6 months based on projects due or underway	Mar-15	CEO	
Implement Project Management Framework	Mar-15	CEO	

<u>Inadequate supplier / contract management</u>		Risk	Control
		Moderate	Inadequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop Contract Management System to monitor expiry and conditions	Jun-15	GO	
Consider all major contracts and ensure that regular review meetings occur	Jun-15	CEO	

<u>Ineffective management of facilities / venues / events</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
No actions required at this stage			

Business & community disruption **Nov-14**

This Risk Theme is defined as:

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Shire business activities. The event may result in damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (inc. vandalism). This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Potential causes include:

- Cyclone, Storm Surges, Fire, Earthquake
- Terrorism / Sabotage / Criminal Behaviour
- Epidemic / Pandemic
- Extended power outage
- Economic Factors
- Loss of Key Staff

Key Controls	Type	Date	Shire Rating
<i>Business Continuity Framework</i>	<i>Preventative</i>	<i>Aug-14</i>	Inadequate
<i>Functional LEMC</i>	<i>Preventative</i>	<i>Aug-14</i>	Effective
<i>Current LEMA & Recovery Plans</i>	<i>Recovery</i>	<i>Aug-14</i>	Adequate
<i>LEM Exercises</i>	<i>Detective</i>	<i>Aug-14</i>	Adequate
<i>Volunteer Management & Training</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>Building/Infrastructure Maintenance Program completed</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate

Overall Control Ratings:	Adequate
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Rick Ryan (CESM) 0417 697 896

Risk Ratings	Shire Rating
Consequence:	<i>Catastrophic</i>
Likelihood:	<i>Rare</i>

Overall Risk Ratings:	Moderate
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Key Indicators	Tolerance	Date	Overall Shire Result
<i>Business Continuity Framework and Plan in place and current</i>	<i>Biannual review</i>		

Comments

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Develop Business Continuity Plan for Admin Building.</i>	<i>Aug-15</i>	<i>MFA</i>
<i>Review and update plans</i>	<i>Dec-15</i>	<i>CEO/MFA/CESM</i>
<i>Prepare Building/Infrastructure Maintenance Program</i>	<i>April each year</i>	<i>Works Manager</i>

Failure of IT &/or communication systems and infrastructure Aug-14

This Risk Theme is defined as:
 Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Project / Change Management".

- Potential causes include;**
- Weather impacts
 - Power failure
 - Power outage at service provider
 - Infrastructure breakdown such as landlines, radio communications.
 - Out dated / inefficient hardware
 - Lack of training
 - Incompatibility between operating system and Microsoft
 - Software vulnerability (e.g. MS Access)

Key Controls	Type	Date	Shire Rating
Data Back up Systems	Recovery	Aug-14	Inadequate
Performance Monitoring (Leading Edge)	Detective	Aug-14	Adequate
UPS	Preventative / Recovery	Aug-14	Adequate
IT Infrastructure Replacement / Refresh Program	Preventative	Aug-14	Inadequate

Overall Control Ratings: Inadequate

Risk Ratings	Shire Rating
Consequence:	Moderate
Likelihood:	Unlikely
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result

Comments
 As rated by Workshop Attendees - Nita Jane (Governance Officer) and Cameron Watson (Acting CEO) on the 27th August 2014.
 It was noted that the Corporate Business Plan rated ICT system risk as medium " ICT systems can quickly reach their tipping point, and the functionality of new technology can greatly enhance workforce productivity".

Current Issues / Actions / Treatments	Due Date	Responsibility
Investigate alternatives towards improving data back up procedures	Dec-14	MFA
Review Disaster Recovery Plan (incl. telephony) in conjunction with Leading Edge.	Dec-14	MFA
Review IT Infrastructure replacement program (similar to plant replacement)	Dec-14	GO

External theft & fraud (inc. Cyber Crime) Aug-14

This Risk Theme is defined as:
 Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;
 • Fraud – benefit or gain by deceit
 • Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
 • Theft – stealing of data, assets or information (no deceit)
 Examples include:
 • Scam Invoices
 • Cash or other valuables from 'Outstations'.

- Potential causes include:**
- Inadequate security of equipment / supplies / cash
 - Robbery
 - Scam Invoices
 - Inadequate provision for patrons belongings
 - Lack of Supervision

Key Controls	Type	Date	Shire Rating
<i>Physical security measures</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>IT Firewall Systems & Procedures</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate

Overall Control Ratings: **Adequate**

Risk Ratings	Shire Rating
Consequence:	<i>Insignificant</i>
Likelihood:	<i>Possible</i>

Overall Risk Ratings: **Low**

Key Indicators	Tolerance	Date	Overall Shire Result
<i># Incidents</i>			

Comments
As rated by Workshop Attendees - Nita Jane (Governance Officer) and Cameron Watson (Acting CEO) on the 27th August 2014.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>No actions required at this stage</i>		

Misconduct **Aug-14**

This Risk Theme is defined as:
 Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

- Potential causes include:**
- Lack of training
 - Changing of job titles
 - Delegated authority process inadequately implemented
 - Disgruntled employees
 - Lack of understanding
 - Poor internal checks (PO's and delegated authority)
 - Password sharing

Key Controls	Type	Date	Shire Rating
<i>Delegation Register - Framework</i>	<i>Detective</i>	<i>Aug-14</i>	Inadequate
<i>Procurement Process (Purchase Order Process)</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>Segregation of Duties (Financial)</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>IT Security Access Framework (Profiles & Passwords)</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>Induction Process (Code of Conduct)</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate

Overall Control Ratings: **Adequate**

Risk Ratings	Shire Rating
Consequence:	<i>Major</i>
Likelihood:	<i>Possible</i>
Overall Risk Ratings:	High

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Issues raised by Auditors</i>			
<i>Issues identified through Compliance Audit</i>			

Comments
 As rated by Workshop Attendees - Nita Jane (Governance Officer) and Cameron Watson (Acting CEO) on the 27th August 2014.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review internal procedures regarding usage of delegations</i>	<i>Jun-15</i>	<i>CEO</i>

Inadequate safety and security practices

Aug-14

This Risk Theme is defined as:

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment

Potential causes include:

- Lack of appropriate PPE / Equipment
- Inadequate first aid supplies or trained staff
- Rubbish / Litter Control
- Inadequate security arrangements
- Inadequate signage, barriers or other exclusion techniques
- Storage and use of Dangerous Goods
- Ineffective / inadequate testing, sampling (similar) health based req'
- Lack of mandate and commitment from Senior Management

Key Controls	Type	Date	Shire Rating
Workplace Inspections	Preventative	Aug-14	Inadequate
Staff Individual Training Plans	Preventative	Aug-14	Adequate
Hazard Register	Detective	Aug-14	Inadequate
OSH Management Framework	Preventative	Aug-14	Inadequate
Contractor / Site Inductions	Preventative	Aug-14	Adequate
Staff Inductions	Preventative	Aug-14	Adequate
Organisational Emergency Mgt (Evac plans & drills, Wardens,etc)			Not Rated

Overall Control Ratings: Inadequate

Risk Ratings	Shire Rating
Consequence:	Major
Likelihood:	Unlikely
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
4801 Audit Results			
LTIFR			

Comments

As rated by Monty Archdale (Regional Risk Coordinator LGIS) on 1st September 2014.

Current Issues / Actions / Treatments	Due Date	Responsibility
Refer to OSH Tracker for regular updates	Quarterly	CEO
Review Organisational Emergency Preparedness requirements	TBD	TBD

Inadequate project / change management

Dec-14

This Risk Theme is defined as:

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

This includes Directorate or Service Unit driven change initiatives except new Plant & Equipment purchases. Refer "Inadequate Asset Management"

Potential causes include:

- Lack of communication and consultation
- Lack of investment
- Ineffective management of expectations (scope creep)
- Inadequate project planning (resources/budget)
- Shire growth (too many projects)
- Inadequate monitoring and review
- Project risks not managed effectively
- Lack of Project methodology knowledge and reporting requirements

Key Controls	Type	Date	Shire Rating
<i>Project management framework/procedure</i>	<i>Preventative</i>	<i>Dec-15</i>	Inadequate

Overall Control Ratings:	Inadequate
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Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Possible</i>
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result

Comments

It was noted that the Corporate Business Plan rated Project Management as a high risk "Projects need to be fully planned to enable most efficient work flows within organisation and community".

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review Risk Profile within 6 months based on projects due or underway</i>	<i>Mar-15</i>	<i>CEO</i>
<i>Implement Project Management Framework</i>	<i>Mar-15</i>	<i>CEO</i>

Errors, omissions & delays **Aug-14**

This Risk Theme is defined as:
 Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;
 • Human errors, incorrect or incomplete processing
 • Inaccurate recording, maintenance, testing and / or reconciliation of data.
 • Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;
 • Inaccurate data being used for management decision making and reporting.
 • Delays in service to customers
 • Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

- Potential causes include:**
- Human Error
 - Inadequate procedures or training
 - Lack of Staff (or trained staff)
 - Incorrect information
 - Miscommunication

Key Controls	Type	Date	Shire Rating
<i>Documented Procedures / Checklists</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>Complaints Handling</i>	<i>Recovery</i>	<i>Aug-14</i>	Adequate
<i>Segregation of Duties (Financial Control)</i>	<i>Preventative / Detective</i>	<i>Aug-14</i>	Effective

Overall Control Ratings: **Adequate**

Risk Ratings	Shire Rating
Consequence:	<i>Insignificant</i>
Likelihood:	<i>Likely</i>

Overall Risk Ratings: **Low**

Key Indicators	Tolerance	Date	Overall Shire Result

Comments
As rated by Workshop Attendees - Nita Jane (Governance Officer) and Cameron Watson (Acting CEO) on the 27th August 2014.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review and update procedural manuals</i>	<i>Dec-15</i>	<i>GO</i>

Inadequate document management processes **Aug-14**

This Risk Theme is defined as:
 Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:
 • Contact lists.
 • Procedural documents.
 • 'Application' proposals/documents.
 • Contracts.
 • Forms, requests or other documents.

- Potential causes include:**
- Spreadsheet/Database/Document corruption or loss
 - Inadequate access and / or security levels
 - Inadequate Storage facilities (including climate control)
 - High Staff turnover
 - Outdated record keeping practices / incompatible systems
 - Lack of system/application knowledge
 - High workloads and time pressures
 - Incomplete authorisation trails

Key Controls	Type	Date	Shire Rating
<i>Policy & Procedural Review Process</i>	<i>Detective</i>	<i>Aug-14</i>	Inadequate
<i>Records Management Process</i>	<i>Preventative</i>	<i>Aug-14</i>	Inadequate
<i>Document / Correspondence receipt & action process</i>	<i>Preventative</i>	<i>Aug-14</i>	Inadequate

Overall Control Ratings: **Inadequate**

Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Possible</i>
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Register of unsuccessful retrievals (Record Keeping Plan)</i>			
<i>Register of missing files (Record Keeping Plan)</i>			

Comments
 As rated by Workshop Attendees - Nita Jane (Governance Officer) and Cameron Watson (Acting CEO) on the 27th August 2014.
 It was noted that the Corporate Business Plan rated Document Management as a high risk "The knowledge base of the organisation is held in the document management system which has not been well maintained in the past".

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Incorporate review process for policy & procedures</i>	<i>Dec-14</i>	<i>MFA / CEO</i>
<i>Review current filing and archiving processes</i>	<i>Jun-15</i>	<i>MFA / CEO</i>
<i>Review current processes with in / out correspondence (receipt, allocation, tracking, completion / filing)</i>	<i>Dec-14</i>	<i>MFA</i>

Inadequate supplier / contract management **Aug-14**

This Risk Theme is defined as:
 Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:
 • Concentration issues
 • Vendor sustainability
 It does not include failures in the tender process; refer “Inadequate Procurement, Disposal or Tender Practices”.

- Potential causes include:**
- Funding
 - Complexity and quantity of work
 - Inadequate tendering process
 - Geographical remoteness
 - Inadequate contract management practices
 - Ineffective monitoring of deliverables
 - Lack of planning and clarity of requirements
 - Historical contracts remaining

Key Controls	Type	Date	Shire Rating
<i>Contract Management System</i>	<i>Preventative</i>	<i>Aug-14</i>	Inadequate
<i>Review Meetings (Waste Mgt)</i>	<i>Detective</i>	<i>Aug-14</i>	Inadequate

Overall Control Ratings: **Inadequate**

Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Possible</i>
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result

Comments
As rated by Workshop Attendees - Nita Jane (Governance Officer) and Cameron Watson (Acting CEO) on the 27th August 2014.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Develop Contract Management System to monitor expiry and conditions</i>	<i>Jun-15</i>	<i>GO</i>
<i>Consider all major contracts and ensure that regular review meetings occur</i>	<i>Jun-15</i>	<i>CEO</i>

Providing inaccurate advice / information Aug-14

This Risk Theme is defined as:
 Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.

Examples include;

- incorrect planning, development or building advice,
- incorrect health or environmental advice
- inconsistent messages or responses from Customer Service Staff
- any advice that is not consistent with legislative requirements or local laws.

- Potential causes include;**
- Lack of qualified staff
 - Long lead times for responses
 - Increasing workloads
 - Lack of appropriate technical knowlegde relevant to the context
 - Poor working relationships between internal staff/departments

Key Controls	Type	Date	Shire Rating
<i>Procedures</i>	<i>Preventative</i>	<i>Dec-14</i>	Inadequate
<i>Training Needs Analysis</i>	<i>Detective</i>	<i>Dec-14</i>	Inadequate
<i>Performance Review Process</i>	<i>Detective</i>	<i>Dec-14</i>	Adequate
<i>Policies</i>	<i>Preventative</i>	<i>Dec-14</i>	Adequate

Overall Control Ratings: **Adequate**

Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Possible</i>

Overall Risk Ratings: **Moderate**

Key Indicators	Tolerance	Date	Overall Shire Result
<i># Complaints / issues regarding inaccurate advice / information</i>			

Comments
As rated by Workshop Attendees - Nita Jane (Governance Officer) and Cameron Watson (Acting CEO) on the 27th August 2014.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review and update procedure manuals</i>	<i>Mar-15</i>	<i>MFA</i>
<i>Carry out Training Needs Analysis for employees</i>	<i>Mar-15</i>	<i>MFA/WM</i>

Ineffective employment practices

Aug-14

This Risk Theme is defined as:

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S).
- Discrimination, Harassment & Bullying in the workplace.
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place.
- Induction issues.
- Terminations (including any tribunal issues).
- Industrial activity.

Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.

Potential causes include:

- Leadership failures
- Available staff / volunteers are generally highly
- Single Person Dependencies
- Poor internal communications / relationships
- Ineffective performance management programs or procedures.
- Ineffective training programs or procedures.
- Limited staff availability - mining / private sectors (pay & conditions).
- Inadequate Induction practices.

Key Controls	Type	Date	Shire Rating
<i>Policy & Procedures</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>Training Needs Analysis & Training Register</i>	<i>Preventative</i>	<i>Aug-14</i>	Inadequate
<i>Workforce Plan (Succession Planning Component)</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>Staff Inductions (Code of Conduct Component)</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>Performance Review Process</i>	<i>Detective</i>	<i>Aug-14</i>	Adequate

Overall Control Ratings: Adequate

Risk Ratings	Shire Rating
Consequence:	<i>Minor</i>
Likelihood:	<i>Unlikely</i>
Overall Risk Ratings:	Low

Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Workshop Attendees - Nita Jane (Governance Officer) and Cameron Watson (Acting CEO) on the 27th August 2014.
The following related areas were highlighted in the Corporate Business Plan: HR Processes (High Risk); Workforce Planning & Cost Modelling (High Risk); Skills Development (Medium Risk); Workforce (High Risk).

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Develop a "Leave Management" Policy for the Shire</i>	<i>Jun-15</i>	<i>CEO / MFA</i>
<i>Develop a training analysis process / tool with Synergy</i>	<i>Jun-15</i>	<i>GO / SFO</i>
<i>Review Induction process (all components)</i>	<i>Dec-15</i>	<i>MFA/WM</i>

Failure to fulfil statutory, regulatory or compliance requirements **Nov-14**

This Risk Theme is defined as:

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include Occupational Safety & Health Act (refer "Inadequate employee and visitor safety and security") or any Employment Practices based legislation (refer "Ineffective Employment practices")

It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

Potential causes include:

- Lack of training, awareness and knowledge
- Staff Turnover
- Inadequate record keeping
- Ineffective processes
- Lack of Legal Expertise
- Councillor Turnover
- Breakdowns in Tender process
- Ineffective monitoring of changes to legislation

Key Controls	Type	Date	Shire Rating
Compliance Return (DLG)	Detective	Nov-14	Adequate
Compliance Calendars	Preventative	Nov-14	Inadequate
External Auditor Reviews (Compliance)	Detective	Nov-14	Adequate
Subscriptions (WALGA)	Preventative	Nov-14	Adequate
Induction Process - Councillors / Staff	Preventative	Nov-14	Adequate
Staff Network Channels	Preventative	Nov-14	Adequate
Tender Process (eQuotes)	Preventative	Nov-14	Inadequate

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	Moderate
Likelihood:	Possible

Overall Risk Ratings:	Moderate
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Key Indicators	Tolerance	Date	Overall Shire Result
Compliance Audit Return - number of non-compliances			
External Audit Report - number of issues raised			

Comments

As rated by Nita Jane (MFA) following liaison with Mark Harris. Review of 2013 Compliance Return identified one matter of non-compliance. Interim CEO is currently preparing a Compliance Calendar for implementation. The external audit for 2013/14 has been completed and was unqualified with 6 moderate risk items identified in the Management Report. A number of subscriptions are maintained including WALGA Tax, Training and Development, Insurance and Risk, Employee Relations. Inductions information for Councillors, Admin Staff and Works Staff (though some of them are dated 2011) and various Staff Network Channels such as Rates Officers Group, Community Development Officers Group, State Law Publisher email notification service, DLG Circulars, IT Vision newsletter, UHY Haines Norton Newsletters and liaison with other LGA's in the region

Current Issues / Actions / Treatments	Due Date	Responsibility
Complete initial Risk Profile on this area	Dec-14	MFA / GO
Preparation of a Compliance Calendar and Circulation to all staff	Dec-14	CEO
Register to use eQuotes	Mar-15	MFA

Inadequate asset sustainability practices

Aug-14

This Risk Theme is defined as:

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are;

- Inadequate design (not fit for purpose)
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate financial management and planning.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Potential causes include:

- Skill level & behaviour of operators
- Lack of trained staff
- Outdated equipment
- Unavailability of parts
- Lack of formal or appropriate scheduling (maintenance / inspections)
- Unexpected breakdowns

Key Controls	Type	Date	Shire Rating
<i>Asset Management System (Spreadsheet - Fixed Assets)</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>Asset Management Plan</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>Planned Building Maintenance</i>	<i>Detective</i>	<i>Aug-14</i>	Adequate
<i>Planned Replacement Program</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>Road Asset Management System (ROMANS)</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate

Overall Control Ratings: Adequate

Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Possible</i>
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Asset Sustainability Ratio</i>	<i>>90%</i>	<i>Jun-12</i>	<i>64%</i>
<i>Asset Consumption Ratio</i>		<i>Jun-12</i>	<i>Not Calculated</i>
<i>Asset Renewal Funding Ratio</i>			<i>Not Calculated</i>

Comments

As rated by Workshop Attendees - Nita Jane (Governance Officer) and Cameron Watson (Acting CEO) on the 27th August 2014. Refer Section 5.2 Risk Management Plan, within the Asset Management Plan provides an overview of related risks. Section 8 Plan Improvement and Monitoring lists a number of priority tasks that are required in respect to Asset Management. The Long Term Financial Plan has commentary from UHY Haines Norton stating that some Indicators are unable to be calculated due to lack of accurate data.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review Table 8.1 Improvement Plan within the Asset Management Plan and set goals</i>	<i>Mar-15</i>	<i>CEO</i>

Inadequate engagement practices

Dec-14

This Risk Theme is defined as:

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Potential causes include:

- Budget / funding issues
- Media attention
- Inadequate documentation or procedures
- Short lead times
- Miscommunication / Poor communication
- Relationship breakdowns with community groups

Key Controls	Type	Date	Shire Rating
<i>Maintenance of Shire Website and Facebook</i>	<i>Preventative</i>	<i>Dec-14</i>	Adequate
<i>Regular newsletters/briefings in local paper</i>	<i>Preventative</i>	<i>Dec-14</i>	Adequate
<i>Attendance at community group meetings</i>	<i>Preventative</i>	<i>Dec-14</i>	Adequate
<i>Engagement Policy</i>	<i>Preventative</i>	<i>Dec-14</i>	Inadequate

Overall Control Ratings:	Adequate
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Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Possible</i>
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Workshop Attendees - Nita Jane (Governance Officer) and Cameron Watson (Acting CEO) on the 27th August 2014. It was noted that the Corporate Business Plan rated Stakeholder Management System risk as medium "The current system works as the organisation is small, however increasing the project load will cause the current system to be put under pressure. Loss of any individual will cause loss of key relationship". For the purposes of risk rating, the above is rated as Moderate.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review Risk Profile after new CEO is embedded</i>	<i>Mar-15</i>	<i>CEO</i>
<i>Review engagement policy and procedure</i>	<i>Jun-15</i>	<i>CEO</i>

Ineffective management of facilities / venues / events Aug-14

This Risk Theme is defined as:
 Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes;
 • Inadequate procedures in place to manage the quality or availability.
 • Ineffective signage
 • Booking issues
 • Financial interactions with hirers / users
 • Oversight / provision of peripheral services (eg. cleaning / maintenance)

Potential causes include:

- Double bookings
- Illegal alcohol consumption
- Managing bond payments
- Animal contamination.
- Failed chemical / health requirements.
- Access to facilities / venues.

Key Controls	Type	Date	Shire Rating
<i>Events Policy / Procedures</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>Booking System</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>Maintenance Schedules</i>	<i>Detective</i>	<i>Aug-14</i>	Adequate

Overall Control Ratings: **Adequate**

Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Unlikely</i>
Overall Risk Ratings: Moderate	

Key Indicators	Tolerance	Date	Overall Shire Result

Comments
As rated by Workshop Attendees - Nita Jane (Governance Officer) and Cameron Watson (Acting CEO) on the 27th August 2014.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>No actions required at this stage</i>		

Inadequate environmental management **Aug-14**

This Risk Theme is defined as:
 Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

Potential causes include:

- Inadequate management of landfill sites
- Inadequate reporting / oversight frameworks
- lack of understanding / knowledge
- Community apathy.
- Inadequate local laws / planning schemes

Key Controls	Type	Date	Shire Rating
<i>Mosquito Control</i>	<i>Preventative</i>	<i>Aug-14</i>	Adequate
<i>Regular oversight at landfill Sites</i>	<i>Detective</i>	<i>Aug-14</i>	Adequate

Overall Control Ratings: **Adequate**

Risk Ratings	Shire Rating
Consequence:	<i>Minor</i>
Likelihood:	<i>Possible</i>

Overall Risk Ratings: **Moderate**

Key Indicators	Tolerance	Date	Overall Shire Result
<i>% of waste placed in landfill</i>			

Comments
As rated by Workshop Attendees - Nita Jane (Governance Officer) and Cameron Watson (Acting CEO) on the 27th August 2014.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>No actions required at this stage</i>		

9.2.4 ACCOUNTS FOR PAYMENT – MONTH ENDING 30TH NOVEMBER 2014

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil.
Date: 17th December 2014
Author: Julie Borrett – Senior Finance Officer

SUMMARY

Council to confirm the payment of creditors for the month of November 2014 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'S RECOMMENDATION – ITEM 9.2.4

That Council confirm the accounts as presented for November 2014 from the Municipal Fund totalling \$562,493.00 represented by Electronic Funds Transfers of EFT 8498-8573, Direct Deduction DD6931.1 and .2, DD6959.1 and .2, Trust Cheque 439 and Cheque nos 7917-7924

Date: 03/12/2014
Time: 2:50:05PM

Shire of MINGENEW
List of accounts for November 2014

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
439	10/11/2014	MINGENEW SHIRE COUNCIL	REFUND OF AMOUNT DEPOSITED TO TRUST INSTEAD OF DEBTOR DC72 02/01/2013	T		7,210.50
7917	03/11/2014	ELGAS	CHARGES	M		108.90
7918	03/11/2014	MINGENEW SHIRE COUNCIL	Payroll deductions	M		285.00
7919	10/11/2014	Dorothy Boddington	Rates refund for assessment A720 Lot 55 YANDANOOKA N-E ROAD MINGENEW 6522	M		9,264.31
7920	10/11/2014	Daniel Bosveld	Rates refund for assessment A560 Lot 500 STEERE STREET YANDANOOKA VIA MINGENEW 6522	M		384.00
7921	10/11/2014	MINGENEW SHIRE COUNCIL	Payroll deductions	M		285.00
7922	10/11/2014	SYNERGY	SYNERGY	M		3,614.80
7923	10/11/2014	TELSTRA	TELSTRA	M		1,717.36
7924	17/11/2014	SYNERGY	POWER	M		2,427.10
EFT8498	03/11/2014	AUSTRALIA POST	POSTAGE	M		204.09
EFT8499	03/11/2014	ABCO PRODUCTS	GOODS	M		1,541.43
EFT8500	03/11/2014	STAPLES AUSTRALIA PTY LIMITED	STATIONERY	M		163.24
EFT8501	03/11/2014	DONGARA DRILLING & ELECTRICAL	CHARGES	M		2,176.86
EFT8502	03/11/2014	FESA	ESL	M		1,344.00
EFT8503	03/11/2014	GERALDTON MOWER & REPAIR SPECIALISTS	PARTS	M		196.20
EFT8504	03/11/2014	PJ & WJ GLEDHILL	CHARGES	M		4,885.10
EFT8505	03/11/2014	VEOLIA ENVIRONMENTAL SERVICES AUSTRALIA PTY LTD	RUBBISH	M		7,226.86
EFT8506	03/11/2014	GUARDIAN PRINT & GRAPHICS	CHARGES	M		1,195.00

Date: 03/12/2014
Time: 2:50:05PM

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 17 December 2014
List of accounts for November 2014

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8507	03/11/2014	Great Northern Rural Services	CHARGES	M		4,534.40
EFT8508	03/11/2014	GLOBE AUSTRALIA PTY LTD	GOODS	M		1,848.00
EFT8509	03/11/2014	GEARING BUTCHERS	GOODS	M		204.19
EFT8510	03/11/2014	FLICK WASHROOM SERVICES	CHARGES	M		2,032.80
EFT8511	03/11/2014	SHIRE OF IRWIN	FEES	M		855.77
EFT8512	03/11/2014	IRWIN PLUMBING SERVICES	CHARGES	M		15,638.70
EFT8513	03/11/2014	CANINE CONTROL	FEES	M		986.17
EFT8514	03/11/2014	C & J LUCKEN TRANSPORT	CHARGES	M		2,090.00
EFT8515	03/11/2014	RELIANCE PETROLEUM	FUEL	M		4,742.59
EFT8516	03/11/2014	LGIS LIABILITY	INSURANCE	M		12,405.20
EFT8517	03/11/2014	LGIS WORKCARE	INSURANCE	M		19,027.55
EFT8518	03/11/2014	MIDWEST TRAFFIC CONTROLLERS	CHARGES	M		12,853.50
EFT8519	03/11/2014	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	FEES	M		3,000.00
EFT8520	03/11/2014	LGIS PROPERTY	INSURANCE	M		48,820.72
EFT8521	03/11/2014	METROCOUNT	CHARGES	M		643.50
EFT8522	03/11/2014	MINGENEW SPRING CARAVAN PARK	CHARGES	M		288.00
EFT8523	03/11/2014	THE MURRAY HOTEL PTY LTD	ACCOMMODATION	M		642.00
EFT8524	03/11/2014	MITCHELL & BROWN COMMUNICATIONS	CHARGES	M		1,551.00
EFT8525	03/11/2014	OAKWAY HOLDINGS PTY LTD	PLANTS	M		326.40

Date: 03/12/2014
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MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 17 December 2014
List of accounts for November 2014

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8526	03/11/2014	THE PAPER COMPANY OF AUSTRALIA	PAPER	M		1,732.50
EFT8527	03/11/2014	PEMCO DIESEL PTY LTD	CHARGES	M		3,271.57
EFT8528	03/11/2014	PATIENCE SANDLAND PTY LTD	MATERIALS	M		9,819.70
EFT8529	03/11/2014	PARWOOD CONTRACTING	CHARGES	M		75,900.00
EFT8530	03/11/2014	PRIME MEDIA GROUP PTY	CHARGES	M		1,710.50
EFT8531	03/11/2014	GEOFF PANTON	CHARGES	M		3,371.50
EFT8532	03/11/2014	STATE WIDE TURF SERVICES	CHARGES	M		18,387.05
EFT8533	03/11/2014	WA LOCAL GOVERNMENT ASSOCIATION	CHARGES	M		990.00
EFT8534	05/11/2014	Shire of Mingenew - Payroll	PAYROLL	M		29,445.73
EFT8535	05/11/2014	Australian Services Union	Payroll deductions	M		25.10
EFT8536	05/11/2014	CHILD SUPPORT AGENCY	Payroll deductions	M		262.21
EFT8537	05/11/2014	LGRCEU	Payroll deductions	M		19.40
EFT8538	07/11/2014	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN141	M		23,366.30
EFT8539	10/11/2014	NAB BUSINESS VISA	CREDIT CARD	M		340.15
EFT8540	10/11/2014	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		478.61
EFT8541	10/11/2014	Australian Taxation Office	BAS	M		15,837.00
EFT8542	10/11/2014	AMPAC	CHARGES	M		8,765.10
EFT8543	10/11/2014	Warren Leslie Borrett	REIMBURSEMENT	M		150.00
EFT8544	10/11/2014	DONGARA DRILLING & ELECTRICAL	CHARGES	M		61.78

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8545	10/11/2014	Great Northern Rural Services	FERTILISER	M		12,985.33
EFT8546	10/11/2014	RELIANCE PETROLEUM	CHARGES	M		5,413.48
EFT8547	10/11/2014	MIDWEST TRAFFIC CONTROLLERS	CHARGES	M		33,123.75
EFT8548	10/11/2014	MINGENEW BAKERY	CATERING	M		147.90
EFT8549	10/11/2014	SGFLEET	CHARGES	M		2,667.60
EFT8550	11/11/2014	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	LEASE	M		421.30
EFT8551	17/11/2014	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		2,316.80
EFT8552	17/11/2014	BATAVIA COAST BLINDS & SAILS	REPAIRS	M		660.00
EFT8553	17/11/2014	DONGARA DRILLING & ELECTRICAL	CHARGES	M		2,743.74
EFT8554	17/11/2014	DONGARA TREE SERVICE	CHARGES	M		16,786.00
EFT8555	17/11/2014	PJ & WJ GLEDHILL	CHARGES	M		23,207.80
EFT8556	17/11/2014	RELIANCE PETROLEUM	FUEL	M		6,613.28
EFT8557	17/11/2014	MINGENEW IGA PLUS LIQUOR	GROCERIES	M		1,046.06
EFT8558	17/11/2014	MINGENEW TOURISTS & PROMOTIONS COMMITTEE	CONTRIBUTION	M		2,500.00
EFT8559	17/11/2014	STARICK TYRES	TYRES	M		5,998.47
EFT8560	17/11/2014	MIDWEST TRAFFIC CONTROLLERS	CHARGES	M		9,889.00
EFT8561	17/11/2014	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	CHARGES	M		1,000.00
EFT8562	17/11/2014	METROCOUNT	CHARGES	M		7,107.10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8563	17/11/2014	MINGENEW SPRING CARAVAN PARK	CHARGES	M		2,119.50
EFT8564	17/11/2014	PEST A KILL WA	CHARGES	M		4,779.50
EFT8565	17/11/2014	PRITCHARD BOOKBINDERS	CHARGES	M		133.10
EFT8566	17/11/2014	PUBLIC LIBRARIES WESTERN AUSTRALIA	FEES	M		105.06
EFT8567	17/11/2014	TOTALLY WORKWEAR	BOOTS	M		135.00
EFT8568	17/11/2014	WESTRAC PTY LTD	CHARGES	M		6,602.00
EFT8569	17/11/2014	MINGENEW FABRICATORS	CHARGES	M		602.25
EFT8570	19/11/2014	Shire of Mingenew - Payroll	PAYROLL	M		29,622.07
EFT8571	19/11/2014	Australian Services Union	Payroll deductions	M		25.10
EFT8572	19/11/2014	CHILD SUPPORT AGENCY	Payroll deductions	M		262.21
EFT8573	19/11/2014	LGRCEU	Payroll deductions	M		19.40
DD6931.1	05/11/2014	WA SUPER	Payroll deductions	M		6,240.22
DD6931.2	05/11/2014	PRIME SUPER	Superannuation contributions	M		195.88
DD6959.1	19/11/2014	WA SUPER	Payroll deductions	M		6,173.78
DD6959.2	19/11/2014	PRIME SUPER	Superannuation contributions	M		195.88

Date: 03/12/2014
Time: 2:50:05PM

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 17 December 2014
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	555,282.50
T	TRUST- NATIONAL AUST BANK	7,210.50
TOTAL		562,493.00

NATIONAL BUSINESS MASTERCARD

01 November to 30th November 2014

Work's Manager - Warren Borrett

Plants for Cecil Newton Park	\$	46.00
New battery for MI255	\$	179.30
Licence for B Brennan	\$	128.70
Bank Fees	\$	9.00
	\$	363.00

Manager of Admin and Finance - Cameron Watson

Internet Fees	\$	279.85
	\$	279.85
Total Direct Debit Payment made on 1st November 2014	\$	642.85

POLICE LICENSING

Direct Debits from Muni Account

01 November to 30th November 2014

Monday, 3 November 2014	\$	331.40
Tuesday, 4 November 2014	\$	541.75
Wednesday, 5 November 2014	\$	52.00
Thursday, 6 November 2014	\$	335.80
Friday, 7 November 2014	\$	105.40
Monday, 10 November 2014	\$	422.80
Tuesday, 11 November 2014	\$	304.00
Thursday, 13 November 2014	\$	7,408.70
Friday, 14 November 2014	\$	4,421.25
Monday, 17 November 2014	\$	1,024.40
Tuesday, 18 November 2014	\$	631.55
Wednesday, 19 November 2014	\$	855.25
Thursday, 20 November 2014	\$	1,289.95
Friday, 21 November 2014	\$	63.85
Monday, 24 November 2014	\$	164.50
Tuesday, 25 November 2014	\$	206.60
Wednesday, 26 November 2014	\$	191.20
Thursday, 27 November 2014	\$	560.70
Friday, 28 November 2014	\$	505.30
	\$	19,416.40

BANK FEES

Direct debits from Muni Account

01 November to 30th November 2014

Total direct debited from Municipal Account \$ **93.89**

PAYROLL

**Direct Payments from Muni Account
01 November to 30th November 2014**

Wednesday, 5th November 2014	\$ 42,794.64
Wednesday, 19th November 2014	\$ 43,336.01
	\$ 86,130.65

9.2.5 FINANCIAL STATEMENTS FOR MONTH ENDING 30 NOVEMBER, 2014

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
Date: 15th December, 2014
Author: Nita Jane – Manager Finance and Administration

SUMMARY

The Monthly Statement of Financial Activity report for the month ending 30 November, 2014 is presented to Council for adoption.

ATTACHMENT

Finance Report for month ending 30 November, 2014.

BACKGROUND

Financial Regulations require a monthly statement of financial activity report to be presented to Council.

COMMENT

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	89532.09
Business Cash Maximiser (Municipal Funds)	422247.74
Trust Account	131700.37
Mid-West Regional Council Trust Account	172,312.23
Reserve Maximiser Account	372949.30

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 30 November, 2014:

	Current	30+ Days	60+ Days	90+ Days	TOTAL
Amount	28,642.46	14,112.74	173.00	13,325.50	56,256.70

Rates Outstanding at 30th November, 2014 was:

	Current	Arrears	TOTAL
Rates	281,725	22,334	304,059
Rubbish	3,202	0	3,202
TOTAL	284,927	22,334	307,261

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2014 / 2015 financial year.

CONSULTATION

No consultation required

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications are outlined in comments.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.5

That Council adopts the Monthly Statement of Financial Activity for the month ending the 30th November, 2014.



SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

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Notes to and Forming Part of the Statement	4 to 27
Supplementary Information	

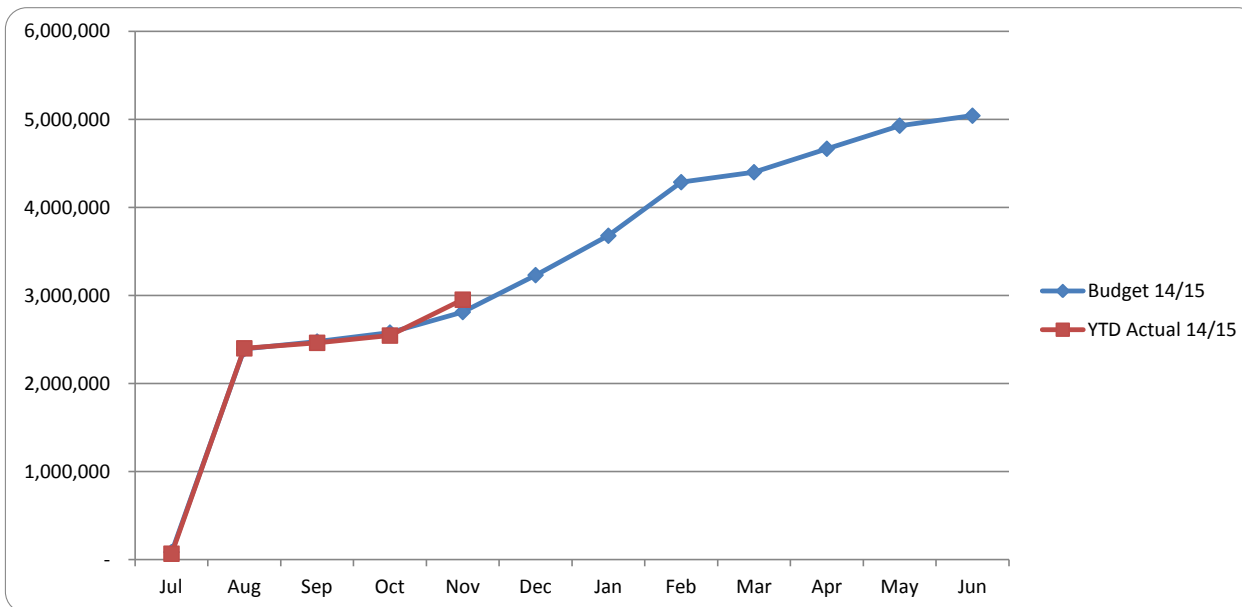
SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

	NOTE	30/11/14 Y-T-D Actual \$	30/11/14 Y-T-D Budget \$	2014/2015 Total Budget \$	30/11/14 Y-T-D Variance \$	30/11/14 Y-T-D Variance %
REVENUES/SOURCES	1,2					
Governance		53,025	15,475	37,179	37,550	(243%)
General Purpose Funding		1,978,268	1,950,591	2,258,372	27,677	(1%)
Law, Order, Public Safety		12,506	15,330	27,100	(2,824)	18%
Health		218	0	0	218	0%
Education and Welfare		1,560	1,575	3,795	(15)	1%
Housing		44,512	38,410	92,204	6,102	(16%)
Community Amenities		59,212	56,285	56,979	2,927	(5%)
Recreation and Culture		44,878	50,086	109,346	(5,208)	10%
Transport		676,552	638,028	2,174,500	38,524	(6%)
Economic Services		5,420	4,570	11,012	850	(19%)
Other Property and Services		75,663	41,285	271,626	34,378	(83%)
		<u>2,951,814</u>	<u>2,811,635</u>	<u>5,042,113</u>	<u>(140,179)</u>	
(EXPENSES)/(APPLICATIONS)	1,2					
Governance		(150,896)	(136,242)	(151,940)	14,654	(11%)
General Purpose Funding		(37,484)	(22,945)	(55,096)	14,539	(63%)
Law, Order, Public Safety		(43,234)	(45,407)	(99,789)	(2,173)	5%
Health		(28,068)	(34,095)	(81,856)	(6,027)	18%
Education and Welfare		(16,757)	(11,876)	(28,747)	4,881	(41%)
Housing		(157,877)	(108,234)	(189,845)	49,643	(46%)
Community Amenities		(72,951)	(63,190)	(136,322)	9,761	(15%)
Recreation & Culture		(470,082)	(339,254)	(802,508)	130,828	(39%)
Transport		(972,367)	(1,007,051)	(2,409,430)	(34,684)	3%
Economic Services		(84,115)	(61,635)	(147,993)	22,480	(36%)
Other Property and Services		(262,943)	(50,457)	(248,498)	212,486	(421%)
		<u>(2,296,774)</u>	<u>(1,880,386)</u>	<u>(4,352,024)</u>	<u>416,388</u>	
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	4	0	3,030	7,267	(3,030)	
Depreciation on Assets		737,280	606,110	1,454,710	131,170	
Capital Expenditure and Income		36,077				
Purchase Land held for Resale	3	0	0	0	0	0%
Purchase Land and Buildings	3	(79,011)	(93,751)	(176,700)	(14,740)	16%
Purchase Furniture and Equipment	3	(1,818)	0	0	1,818	0%
Purchase Plant and Equipment	3	(249,799)	(259,865)	(317,700)	(10,066)	4%
Purchase Infrastructure Assets - Roads	3	(369,138)	(304,410)	(1,736,295)	64,728	(21%)
Purchase Infrastructure Assets - Footpaths	3	0	0	0	0	0%
Purchase Infrastructure Assets - Bridges	3	0	0	(66,520)	0	0%
Purchase Infrastructure Assets - Drainage	3	0	0	0	0	
Purchase Infrastructure Assets - Rec Areas	3	0	0	0	0	
Proceeds from Disposal of Assets	4	0	87,200	131,700	87,200	100%
Repayment of Debentures	5	(65,399)	(80,564)	(162,587)	(15,165)	19%
Proceeds from New Debentures	5	170,000	170,000	170,000	0	0%
Transfers to Reserves (Restricted Assets)	6	(93,706)	(6,980)	(97,580)	86,726	(1242%)
Transfers from Reserves (Restricted Assets)	6	0	0	0	0	0%
ADD Net Current Assets July 1 B/Fwd	7	(219,394)	(219,394)	(219,394)	0	
LESS Net Current Assets Year to Date	7	<u>483,710</u>	<u>859,002</u>	<u>1,321,663</u>	<u>(375,292)</u>	
Amount Req'd to be Raised from Rates		<u>(1,662,015)</u>	<u>(1,644,673)</u>	<u>(1,644,673)</u>	<u>(17,342)</u>	
Rates per Note 8		1,662,015	1,644,673	1,644,673		
Variance		0	0	0		

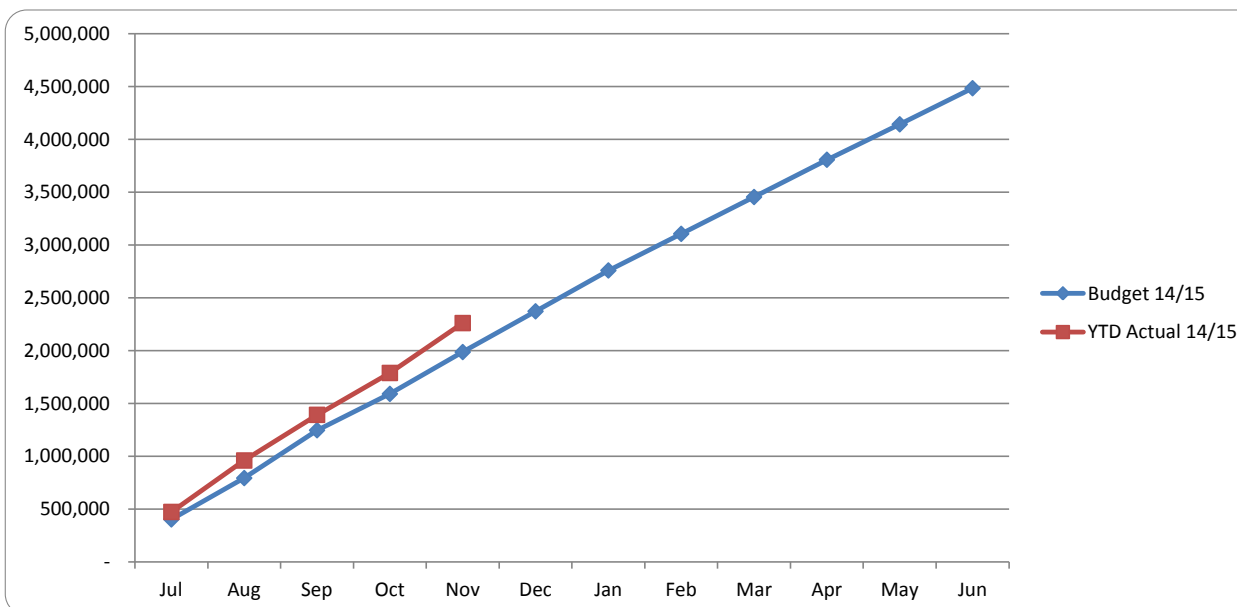
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014**

Graphical Representation - Source Statement of Financial Activity

Operating Budget v Actual - REVENUE



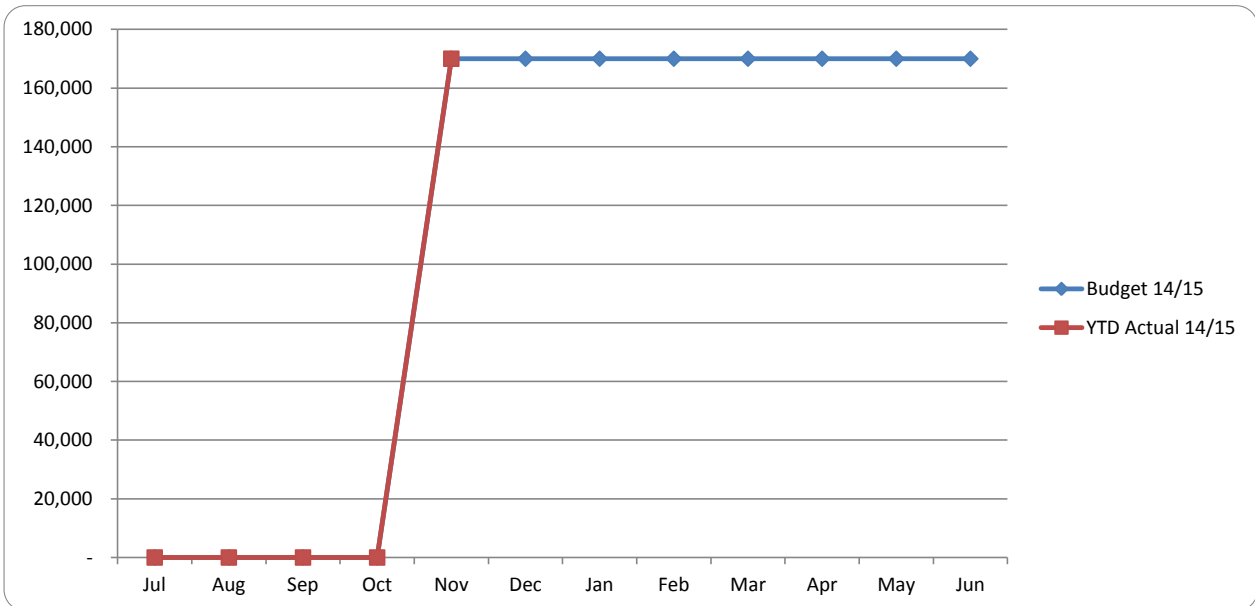
Operating Budget v Actual - EXPENDITURE



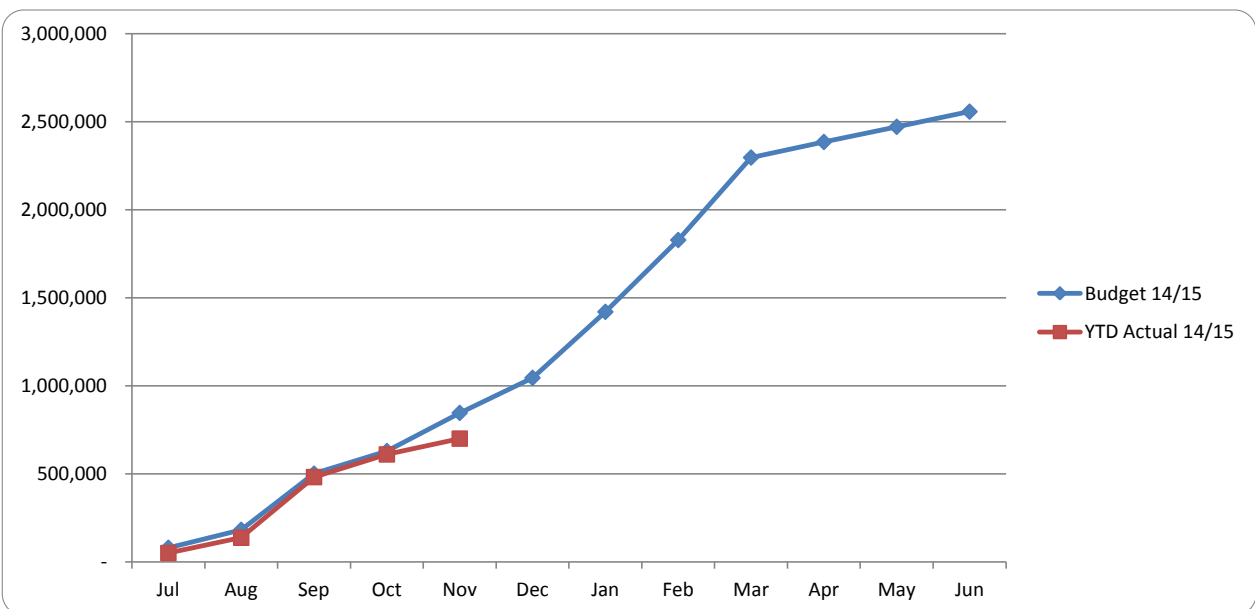
SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

Graphical Representation - Source Statement of Financial Activity

Capital Budget v Actual - REVENUE



Capital Budget v Actual - EXPENDITURE



SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

Statement of Financial Activity - Reportable Variances

REVENUES/SOURCES

Governance	(243%)	34,091	Asset sale not realised at reporting date
General Purpose Funding	(1%)	7,986	Interim rates
		4,361	Back Rates
		9,816	Non Payment Penalty
Law, Order & Public Safety	18%	1,103	Increase in Dog/Cat Renewals
		-4,580	2nd quarter ESL Grant not received at reporting date
Housing	(16%)	2,609	No budget for reimbursements
		1,695	Rent paid by payroll deduction - 3 pays in July
Community Amenities	(5%)	582	Additional septic tank fees
		600	Additional rubbish removal fees
		1,092	Planning approvals - no budget
Recreation & Culture	10%	-5,000	Timing - Museum contribution to project
Transport	(6%)	44,933	Timing - Regional Road Recoups early than expected
		-4,902	Reduced police licensing activity
		-2,290	Street lighting grant not yet received
		-9,714	Reduced income from MWLGSA - in line with reduced expenditure
Economic Services	(19%)	-1,175	Reimbursements down on budget
		3,182	Increase in rental income for Tourism & Promotions Building
		-705	Timing - no Drum Muster Income to date
		-580	Timing - Water Sales
Other Property and Services	(83%)	8,889	Workers Compensation reimbursement
		3,328	Timing - Private Works
		22,784	MWIRSA Increased Activity
(EXPENSES)/(APPLICATIONS)			
Governance	(11%)	115,421	Increase in salaries & wages - CEO & MFA payouts
		10,766	Increase in superannuation - CEO & MFA payouts
		-22,800	Audit fees not yet paid
		-8,972	Computer support down on budget
		-110,988	Increase in Administration Allocations due to payouts
General Purpose Funding	(63%)	2,350	Overdraft interest not budgeted
		6,108	Increase in Administration Allocations due to payouts
		8,115	Increase in Rates Legal Costs
Health	18%	-3,619	Timing variances for Infant Health Clinic operating costs,
		-2,997	Group Regional Scheme costs and Medical Practitioner support
Education & Welfare	(41%)	3,687	Increase in depreciation charges due to revaluation of assets
		555	Increase in Administration Allocations due to payouts
Housing	(46%)	9,182	No budget for operations and maintenance at Moore Street house
		13,295	Majority of annual budget already expended on APU Maintenance
		13,730	Increase in depreciation charges due to revaluation of assets
		3,334	No budget for operations and maintenance at Key Worker houses
		3,000	No budget for rates
		3,331	Increase in Administration Allocations due to payouts
Community Amenities	(15%)	11,827	Increase in Rubbish Collection costs
Recreation & Culture	(28%)	51,898	Increase in depreciation charges due to revaluation of assets
		17,762	Increase in Administration Allocations due to payouts
		8,944	Public Gardens - increased attention prior to summer
		33,604	Sporting Complex - includes annual charges such as insurance and rat vertimowing, fertilisers
Transport	3%	-49,047	Reduced police licensing activity
		-27,222	Timing - Maintenance grading program
		9,150	Tree pruning program completed
		37,065	Increase in depreciation charges due to revaluation of assets
		6,663	Increase in Administration Allocations due to payouts
Economic Services	(36%)	12,364	Increase in depreciation charges due to revaluation of assets
		9,994	Increase in Administration Allocations due to payouts
		7,693	MIG office mtce close to full annual spend
Other Property & Services	(421%)	78,635	Increase in Gross Salaries and Wages due to payouts to CEO & MFA
		63,543	Under allocation of PWO
		122,173	Under allocation of Plant Operation Costs
		28,560	Increase in Administration Allocations due to payouts
		18,293	Increase in depreciation charges due to revaluation of assets

		25,740	Increase MWIRSA Activity
CAPITAL EXPENDITURE AND INCOME			
Purchase Land & Buildings	(23%)	19,410	Works carried out to complete Key Worker Housing - timing difference to YTD Budget
Purchase Infrastructure Assets - Roads	(21%)	64,728	Timing variance on capital projects program budget to actual
Proceeds from disposal of Asset	100%	87,200	Asset realisation not yet processed
Repayment of Debentures	19%	-15,165	Timing variance only
Transfers to Reserves (Restricted Assets)	(1242%)	86,066	Total Budget transfers done in September 2014 which is earlier than anticipated.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(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 9.

(c) Rounding Off Figures

All figures shown in this statement, other than a rate in the dollar, 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

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(g) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectibility of trade 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.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

Inventories are valued 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.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale 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.

(g) 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 periods are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
clearing and earthworks	not depreciated
construction/road base	50 years
original surfacing and	
major re-surfacing	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
clearing and earthworks	not depreciated
construction/road base	50 years
gravel sheet	10 years
Formed roads (unsealed)	
clearing and earthworks	not depreciated
construction/road base	50 years
Footpaths - slab	40 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2012.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

(l) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(m) 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 municipality 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 Council expects to pay and includes related on-costs.

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

(n) 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.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) 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 item included in the same class of obligations may be small.

(p) 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 AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

2. STATEMENT OF OBJECTIVE

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

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

GOVERNANCE

Objective: To provide a decision making process for the efficient allocation of scarce resources.
Activities: Administration and operation of facilities and services to members of council:
Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Objective: To collect revenue to fund provision of services.
Activities: Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Health: To ensure a safer community in which to live.
Activities: Supervision of various local laws, fire prevention, emergency services and animal control.

HEALTH

Objective: To provide an operational framework for good community health.
Activities: Food quality and pest control, maintenance of child health centre, doctors surgery and dental clinic.

EDUCATION AND WELFARE

Objective: To support the needs of the community in education and welfare.
Activities: Assistance to playgroup, youth advisory committee and other voluntary services.

HOUSING

Objective: Provide adequate housing to attract and retain staff and non-staff.
Activities: Maintenance of council owned housing.

COMMUNITY AMENITIES

Objective: Provide services as required by the community.
Activities: Rubbish collection services, tip operation, noise control, town planning administration, cemetery maintenance, storm water drainage, FM radio retransmitter maintenance and mobile phone installation.

RECREATION AND CULTURE

Objective: To establish and efficiently manage infrastructure and resources which will help the social well being of the community.
Activities: Maintenance of halls, library, parks, gardens and reserves.

TRANSPORT

Objective: To provide effective and efficient transport services to the community.
Activities: Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, traffic signs, depot maintenance and airstrip maintenance.

ECONOMIC SERVICES

Objective: To help promote the Shire and improve its economic well being
Activities: Regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control, plant nursery and standpipes

OTHER PROPERTY & SERVICES

Activities: Private works, plant repairs

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

	30 November, 2014 Actual \$	2014/2015 Budget \$
3. ACQUISITION OF ASSETS		
The following assets have been acquired during the period under review:		
<u>By Program</u>		
GOVERNANCE		
Plant & Equipment	40,669.09	97,500
Land & Buildings	0.00	0
Furniture & Equipment	1,818.18	0
LAW, ORDER & PUBLIC SAFETY		
Plant & Equipment	0.00	0
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
HEALTH		
Plant & Equipment	0.00	0
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
EDUCATION & WELFARE		
Plant & Equipment	0.00	0
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
HOUSING		
Plant & Equipment	0.00	0
Land & Buildings	74,340.88	126,500
Furniture & Equipment	0.00	0
COMMUNITY AMENITIES		
Plant & Equipment	0.00	0
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
RECREATION & CULTURE		
Plant & Equipment	4,053.05	4,000
Land & Buildings	4,670.24	50,200
Furniture & Equipment	0.00	0
TRANSPORT		
Plant & Equipment	205,077.07	216,200
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
Infrastructure - Roads	369,137.59	1,736,295
Infrastructure - Footpaths	0.00	0
Infrastructure - Bridges	0.00	66,520
Infrastructure - Drainage / Floodways	0.00	0
ECONOMIC SERVICES		
Plant & Equipment	0.00	0
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
OTHER PROPERTY & SERVICES		
Plant & Equipment	0.00	0
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
Land Held for Resale	0.00	0
	699,766.10	2,297,215

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

	30 November, 2014	2014/2015
	Actual	Budget
	\$	\$
ACQUISITION OF ASSETS		
The following assets have been acquired during the period under review:		
<u>By Class</u>		
Land Held for Resale	0.00	0
Land and Buildings	79,011.12	176,700
Furniture and Equipment	1,818.18	0
Plant and Equipment	249,799.21	317,700
Infrastructure Assets - Roads	369,137.59	1,736,295
Infrastructure Assets - Footpaths	0.00	0
Infrastructure Assets - Bridges	0.00	66,520
Infrastructure Assets - Drainage/Floodways	0.00	0
Infrastructure Assets - Recreation Areas	0.00	0
	699,766.10	2,297,215

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this statement as follows:

- plant replacement programme
- other assets
- road replacement programme
- other infrastructure

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014**

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Net Book Value		Sale Proceeds		Profit(Loss)	
	2014 / 2015	2014 / 2015	2014 / 2015	2014 / 2015	2014 / 2015	2014 / 2015
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$	\$	\$	\$
Governance						
Admin Vehicle (MI 177)	32,796	0	33,000	0	204	0
CEO Vehicle (1 MI)	40,511	0	44,500	0	3,989	0
Transport						
Works Manager Vehicle (MI 108)	37,971	0	34,200	0	(3,771)	0
Vibromax Vibrating Roller	27,689	0	20,000	0	(7,689)	0
	138,967	0	131,700	0	(7,267)	0

<u>By Class</u>	Net Book Value		Sale Proceeds		Profit(Loss)	
	2014 / 2015	2014 / 2015	2014 / 2015	2014 / 2015	2014 / 2015	2014 / 2015
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$	\$	\$	\$
Plant & Equipment						
Admin Vehicle (MI 177)	32,796	0	33,000	0	204	0
CEO Vehicle (1 MI)	40,511	0	44,500	0	3,989	0
Works Manager Vehicle (MI 108)	37,971	0	34,200	0	(3,771)	0
Vibromax Vibrating Roller	27,689	0	20,000	0	(7,689)	0
	138,967	0	131,700	0	(7,267)	0

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2014 / 2015	30/11/2014
BUDGET	ACTUAL
\$	\$
4,193	0
(11,460)	0
<u>(7,267)</u>	<u>0</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1 Jul 14	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Education & Welfare									
Loan 137 - Senior Citizens Building	106,030	0	0	2,225	4,517	103,805	101,513	3,230	6,392
Housing									
Loan 133 - Triplex (+)	93,708	0	0	4,887	9,941	88,821	83,767	3,200	6,233
Loan 134 - S/C Housing (+)	62,443	0	0	2,461	4,999	59,982	57,444	1,939	3,801
Loan 136 - Staff Housing (#)	132,539	0	0	5,492	6,819	127,047	125,720	4,260	8,414
Loan 142 - Staff Housing	83,751	0	0	4,320	8,748	79,431	75,003	2,126	4,145
Recreation & Culture									
Loan 138 - Pavilion Fit-Out	101,788	0	0	0	4,336	101,788	97,452	3,100	6,137
Transport									
Loan 139 - Roller	66,256	0	0	6,448	13,107	59,808	53,149	2,209	4,207
Loan 141 - Grader	150,860	0	0	10,591	21,506	140,269	129,354	4,689	9,052
Loan 143 - Trucks	156,936	0	0	24,655	49,889	132,281	107,047	3,775	6,968
Loan 144 - Trailer	83,751	0	0	4,320	8,748	79,431	75,003	2,126	4,145
Loan 145 - Vibrating Roller	0	170,000	170,000	0	29,977	0	140,023	0	5,033
	1,038,062	170,000	170,000	65,399	162,587	972,663	1,045,475	30,654	64,527

(+) Loan financed by rental proceeds received from tenants.

(#) Loan financed from rental proceeds received from staff (subsidised) or third party tenants.

All other debenture repayments are to be financed by general purpose revenue.

New Loan 145 - application has been made to WATC however funds have not been received at 31/10/2014

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014**

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2014 / 2015

A new debenture is expected to be sourced to fund the purchase of a new vibrating roller.
Loan 145 - application has been made to WATC and funds have been received.

(c) Unspent Debentures

Council had no unspent debentures at 30 June, 2014 nor is it expected to have unspent debenture funds as at 30 June, 2015.

(d) Overdraft

Council has an overdraft facility of \$400,000 with National Australia Bank of which Nil was utilised at 30 June 2014. It is anticipated that this facility will be utilised during the 2014 / 2015 financial year.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

	30 November, 2014 Actual \$	2014/2015 Budget \$
6. RESERVES		
Cash Backed Reserves		
(a) Land and Building Reserve		
Opening Balance	68,999	68,999
Amount Set Aside / Transfer to Reserve	41,440	42,325
Amount Used / Transfer from Reserve	-	-
	110,439	111,324
(b) Sportsground Improvement Reserve		
Opening Balance	2,604	2,604
Amount Set Aside / Transfer to Reserve	26	65
Amount Used / Transfer from Reserve	-	-
	2,630	2,669
(c) Plant Replacement Reserve		
Opening Balance	115,239	115,239
Amount Set Aside / Transfer to Reserve	51,336	52,881
Amount Used / Transfer from Reserve	-	-
	166,575	168,120
(d) Accrued Leave Reserve		
Opening Balance	13,455	13,455
Amount Set Aside / Transfer to Reserve	118	336
Amount Used / Transfer from Reserve	-	-
	13,573	13,791
(e) Aged Persons Units Reserve		
Opening Balance	19,330	19,330
Amount Set Aside / Transfer to Reserve	192	483
Amount Used / Transfer from Reserve	-	-
	19,522	19,813
(f) Street Light Upgrade Reserve		
Opening Balance	13,826	13,826
Amount Set Aside / Transfer to Reserve	138	346
Amount Used / Transfer from Reserve	-	-
	13,964	14,172
(g) Painted Road Reserve		
Opening Balance	4,056	4,056
Amount Set Aside / Transfer to Reserve	45	101
Amount Used / Transfer from Reserve	-	-
	4,101	4,157
(h) Industrial Area Reserve		
Opening Balance	5,056	5,056
Amount Set Aside / Transfer to Reserve	46	126
Amount Used / Transfer from Reserve	-	-
	5,102	5,182

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

	30 November, 2014 Actual \$	2014/2015 Budget \$
6. RESERVES (Continued)		
(i) Environmental Rehabilitation Reserve		
Opening Balance	17,201	17,201
Amount Set Aside / Transfer to Reserve	171	430
Amount Used / Transfer from Reserve	-	-
	<u>17,372</u>	<u>17,631</u>
(j) RTC/PO/NAB Reserve		
Opening Balance	19,476	19,476
Amount Set Aside / Transfer to Reserve	194	487
Amount Used / Transfer from Reserve	-	-
	<u>19,670</u>	<u>19,963</u>
Total Cash Backed Reserves	<u>372,948</u>	<u>376,822</u>
All of the above reserve accounts are supported by money held in financial institutions.		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Land and Buildings Reserve	41,440	42,325
Sports Ground Improvement Reserve	26	65
Plant Replacement Reserve	51,336	52,881
Accrued Leave Reserve	118	336
Aged Persons Units Reserve	192	483
Street Light Upgrade Reserve	138	346
Painted Road Reserve	45	101
Industrial Area Development Reserve	46	126
Environmental Rehabilitation Reserve	171	430
RTC/PO/NAB Reserve	194	487
	<u>93,706</u>	<u>97,580</u>
Transfers from Reserves		
Land and Buildings Reserve	0	0
Sports Ground Improvement Reserve	0	0
Plant Replacement Reserve	0	0
Accrued Leave Reserve	0	0
Aged Persons Units Reserve	0	0
Street Light Upgrade Reserve	0	0
Painted Road Reserve	0	0
Industrial Area Development Reserve	0	0
Environmental Rehabilitation Reserve	0	0
RTC/PO/NAB Reserve	0	0
	<u>-</u>	<u>-</u>
Total Transfer to/(from) Reserves	<u>93,706</u>	<u>97,580</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

The budgeted transfers to reserves outlined below have been done in September 2014.

Land & Building Reserve	40,600
Plant Replacement Reserve	50,000

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Land & Building Reserve

- to be used for the acquisition, construction and maintenance of land and buildings.

Plant Replacement Reserve

- to be used for the purchase of plant.

Accrued Leave Reserve

- to be used to fund annual and long service leave requirements.

Aged Persons' Units Reserve

- to be used for the funding of future operating shortfalls of the aged persons' units in accordance with the management agreement Council has with Homeswest.

Street Light Upgrade Reserve

- to be used for the upgrade of street lights in the town of Mingenew.

Painted Road Reserve

- to be used for the painted road and associated projects.

Industrial Area Development Reserve

- to be used for the development of the industrial area.

Environmental Rehabilitation Reserve

- to be used for the rehabilitation of Gravel Pits.

RTC/PO/NAB Reserve

- to be used for the maintenance and upkeep of the Rural Transaction Centre

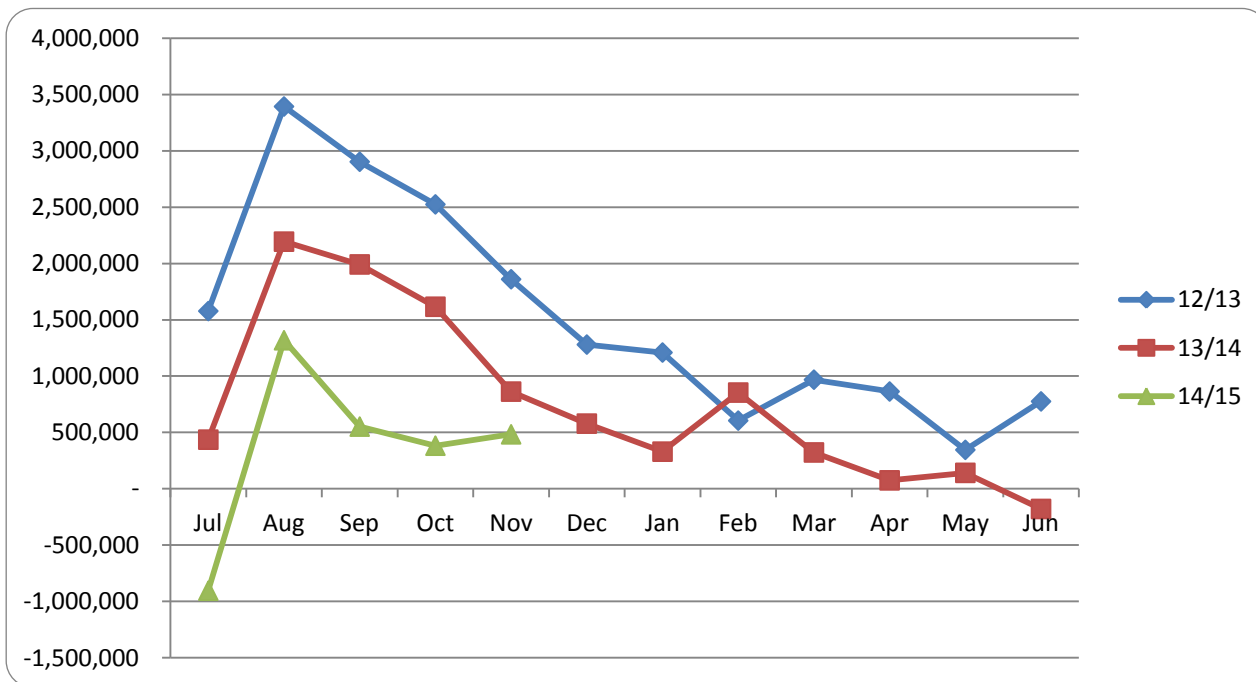
None of the above Reserves are expected to be used within a set period as it is envisaged that further transfers to the reserve accounts will occur as funds are utilised.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

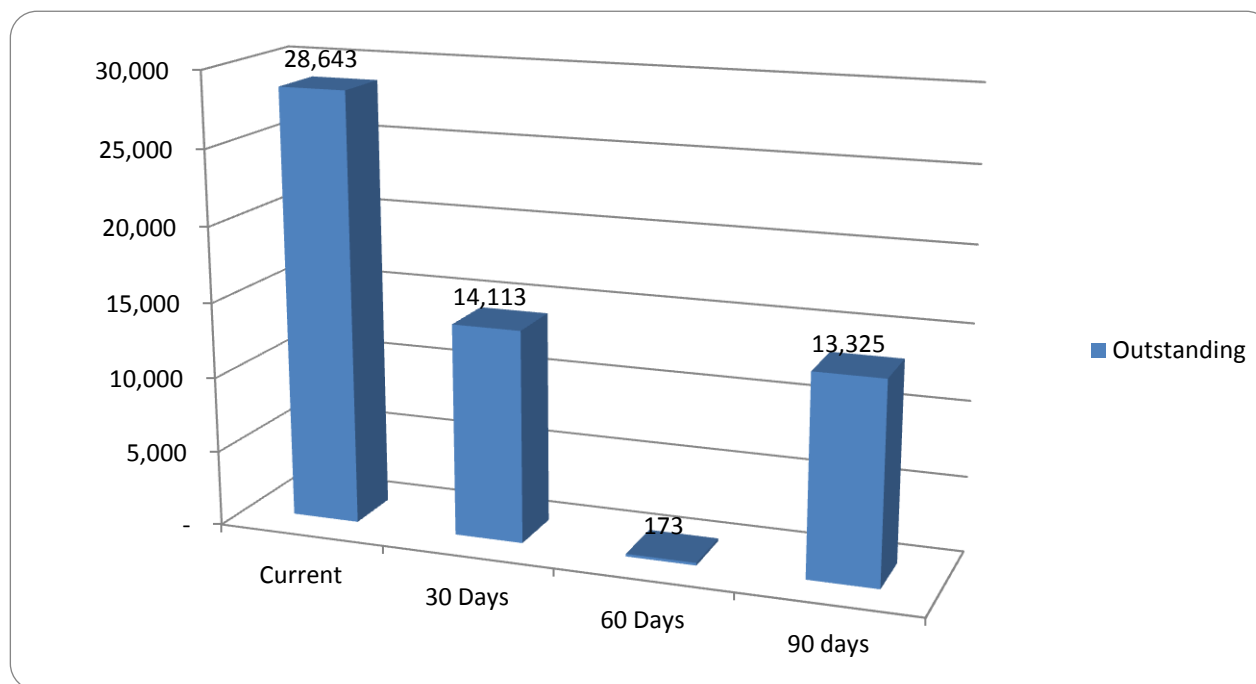
	30 November, 2014 Actual \$	Brought Forward 1-Jul-14 \$
7. NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	512,236	25,543
Cash - Restricted (Reserves)	372,949	279,243
Cash - Restricted (Unspent Grants)	-	-
Cash - Restricted (Unspent Loans)	-	-
Receivables		
- Rates Outstanding	289,968	8,827
- Sundry Debtors	76,564	382,487
- Emergency Services Levy	-	-
- Provision for doubtful debt	(1,370)	(1,370)
- GST Receivable	43,338	46,119
Inventories		
Fuel and Materials	26,124	20,314
Land Held for Resale	40,394	40,394
	<u>1,360,203</u>	<u>801,557</u>
LESS: CURRENT LIABILITIES		
Payables		
- Sundry Creditors	(405,817)	(367,645)
- GST Payable	(12,490)	(29,631)
- PAYG/Withholding Tax Payable	(11,937)	(11,512)
Accrued Interest/Expenditure	(17,236)	(276,857)
Accrued Salaries & Wages	(15,670)	(15,670)
Loan Liability	(67,213)	(132,611)
Accrued Annual Leave	(123,334)	(123,334)
Accrued LSL	(102,123)	(102,123)
	<u>(755,820)</u>	<u>(1,059,383)</u>
NET CURRENT ASSET POSITION	604,383	(257,826)
Less: Cash - Reserves - Restricted	(372,949)	(279,242)
Land Held for Resale	(40,394)	(40,394)
Add: Loan Liability	67,213	132,611
Provision for Annual Leave	123,334	123,334
Provision for Long Service Leave	102,123	102,123
Less: Cash - Restricted/Committed	<u>-</u>	<u>-</u>
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>483,710</u>	<u>(219,394)</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

7.1 Graphical Representation - Liquidity over the Year



7.2 Graphical Representation - Debtors Outstanding



SHIRE OF MINGENEW

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

8. RATING INFORMATION - 2014/2015 FINANCIAL YEAR

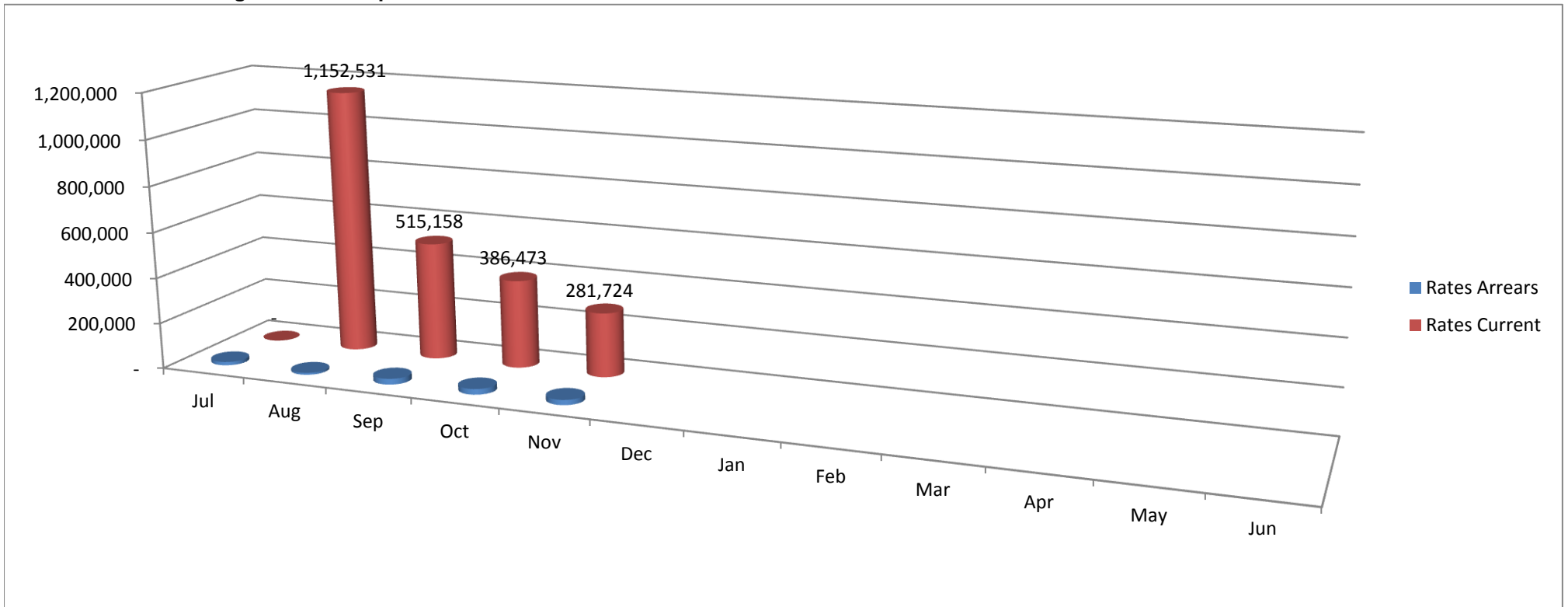
RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2014/2015 Rate Revenue \$	2014/2015 Interim Rates \$	2014/2015 Back Rates \$	2014/2015 Total Revenue \$	2014/2015 Budget \$
General Rate								
GRV - Mingenew Townsite	12.3858	151	1,698,004	210,311	2,502	82	212,895	211,690
GRV -Yandanooka Townsite	6.1988	2	14,716	912	115	0	1,027	912
UV - Rural	1.3510	127	97,543,500	1,317,813	257	4,264	1,322,334	1,321,636
UV - Mining	30.0000	9	63,470	19,041	7,232	15	26,288	19,041
Sub-Totals		289	99,319,690	1,548,077	10,106	4,361	1,562,544	1,553,279
Minimum Rates	Minimum \$							
GRV - Townsites	600	91	108,691	54,600	(1,800)	0	52,800	49,800
GRV -Yandanooka Townsite	320	1	840	320	0	0	320	400
UV - Rural	600	18	473,600	10,800	(320)	0	10,480	6,600
UV - Mining	750	6	7,198	4,500	0	0	4,500	4,500
Sub-Totals		116	590,329	70,220	(2,120)	0	68,100	61,300
Rates Written-Off							(230)	(1,500)
Ex-Gratia Rates							31,601	30,094
Movement in Excess Rates							0	0
Totals							1,662,015	1,644,673

All land except exempt land in the Shire of Mingenew is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

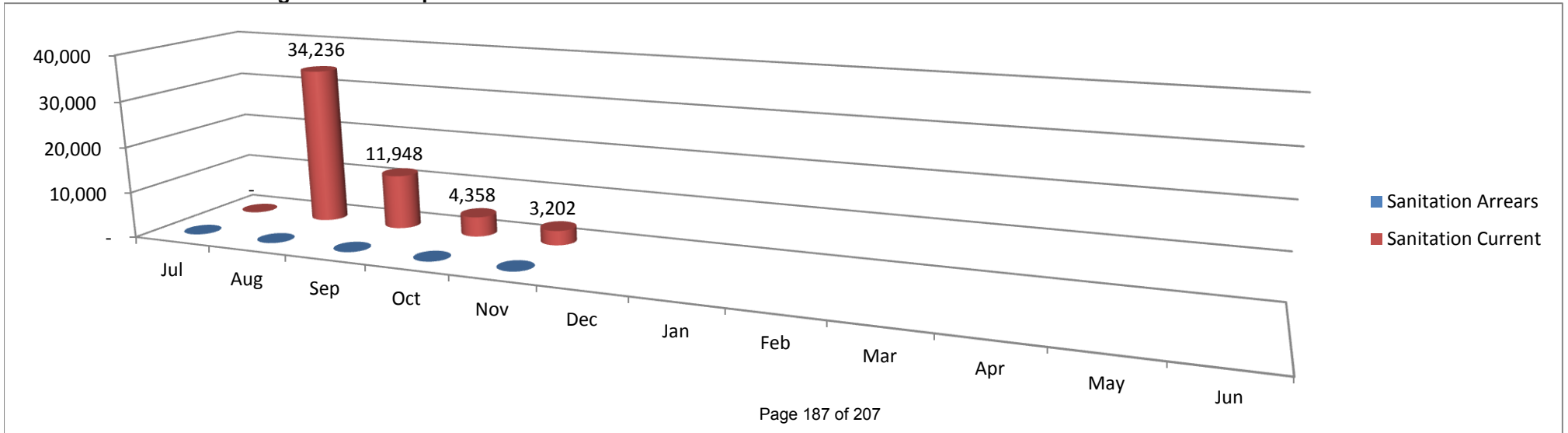
The general rates detailed above for the 2014/2015 financial year have been determined by Council on the basis budget and the estimated revenue to be received from all sources of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

8.1 Rates Outstanding as at 30th September 2014



8.2 Sanitation Outstanding as at 30th September 2014



SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

9. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in the financial statements are as follows:

Detail	Balance 01-Jul-14 \$	Amounts Received \$	Amounts Paid (\$)	Balance 30-Nov-14 \$
BCITF Levy	241	92	(92)	241
BRB Levy	376	295	(255)	416
Centenary/Autumn Committee	1,734	-	-	1,734
Community Bus	2,060	900	(600)	2,360
Other Bonds	-	-	-	-
Donations CWA	-	-	-	-
Farm Water Scheme	-	-	-	-
ANZAC Day Breakfast Donation	795	-	-	795
Industrial Land Bonds	1,000	-	-	1,000
Mid West Industry Road Safety Alliance	41,371	57,750	(47,518)	51,603
Mingenew Cemetery Group	366	-	-	366
Other Bonds	3,633	125	(300)	3,458
Rec Centre Kitchen Upgrade	2,000	-	-	2,000
Sinosteel Community Trust Fund	63,415	-	-	63,415
Tree Planter - LCDC	288	-	-	288
Weary Dunlop Memorial	1,906	-	-	1,906
Unknown	-	-	-	-
Youth Advisory Council	1,811	-	-	1,811
	<u>120,996</u>			<u>131,393</u>

10. CASH / INVESTMENTS SUMMARY

Investments

Financial Institution	Fund	Date Invested	Investment Amount \$	Interest Rate %	Maturity Date
Nil					

Cash at Bank

Financial Institution	Fund	Total Cash at Bank
National Australia Bank	Muni	89,532
National Australia Bank	Trust	131,700
National Australia Bank	MWRC Trust	172,312

		Interest	
National Australia Bank	BCM	422,248	2.35%
National Australia Bank	Reserve Maxi	372,949	2.35%

Bank Reconciliations	MUNICIPAL	TRUST	RESERVES
Bank Statement Balance	89,532	131,700	372,949
Bank Statement Balance - BCM	422,248		
TOTAL Cash as per Bank Statement	<u>511,780</u>	<u>131,700</u>	<u>372,949</u>
General Ledger Balance	511,936	131,740	372,949
Difference	<u>(156)</u>	<u>(40)</u>	<u>-</u>
Outstanding Deposits	(6,459)	(40)	
Outstanding Cheques	6,303		
Explanation for Difference	<u>(156)</u>	<u>(40)</u>	<u>-</u>

SHIRE OF MINGENEW**INCOME STATEMENT****BY NATURE OR TYPE****FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014**

	NOTE	30/11/2014 Actual \$	2014 / 2015 Budget \$
REVENUES FROM ORDINARY ACTIVITIES			
Rates	8	1,662,014	1,618,296
Operating Grants, Subsidies and Contributions		479,856	1,032,319
Non-Operating Grants, Subsidies and Contributions		396,107	1,491,586
Profit on Asset Disposals		-	4,193
Proceeds on Disposal of Assets		87,773	-
Service Charges		-	-
Fees and Charges		175,489	424,351
Interest Earnings		16,322	33,367
Other Revenue		134,253	438,000
		<u>2,951,814</u>	<u>5,042,112</u>
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Costs		(576,685)	(1,023,655)
Materials and Contracts		(573,537)	(927,390)
Utility Charges		(36,308)	(99,050)
Depreciation		(737,280)	(1,454,710)
Loss on Asset Disposals		-	(11,460)
Interest Expenses		(33,004)	(64,527)
Insurance		(188,274)	(242,782)
Other Expenditure		(151,684)	(528,450)
		<u>(2,296,772)</u>	<u>(4,352,024)</u>
NET RESULT		655,042	690,088

SHIRE OF MINGENEW**INCOME STATEMENT****BY PROGRAM****FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014**

	30/11/14	30/11/14	2014/15
	Y-T-D Actual	Y-T-D Budget	Total Budget
	\$	\$	\$
OPERATING REVENUES			
Governance	53,025	15,475	37,179
General Purpose Funding	1,978,268	1,950,591	2,258,372
Law, Order, Public Safety	12,506	15,330	27,100
Health	218	-	-
Education and Welfare	1,560	1,575	3,795
Housing	44,512	38,410	92,204
Community Amenities	59,212	56,285	56,979
Recreation and Culture	44,878	50,086	109,346
Transport	676,552	638,028	2,174,499
Economic Services	5,420	4,570	11,012
Other Property and Services	75,663	41,285	271,626
	<u>2,951,814</u>	<u>2,811,635</u>	<u>5,042,112</u>
OPERATING EXPENSES			
Governance	(150,896)	(136,242)	(151,940)
General Purpose Funding	(37,484)	(22,945)	(55,096)
Law, Order, Public Safety	(43,234)	(45,407)	(99,789)
Health	(28,068)	(34,095)	(81,856)
Education and Welfare	(16,757)	(11,876)	(28,747)
Housing	(157,877)	(108,234)	(189,845)
Community Amenities	(72,951)	(63,190)	(136,322)
Recreation & Culture	(470,082)	(339,254)	(802,508)
Transport	(972,367)	(1,007,051)	(2,409,430)
Economic Services	(84,115)	(61,635)	(147,993)
Other Property and Services	(262,943)	(50,457)	(248,498)
	<u>(2,296,774)</u>	<u>(1,880,386)</u>	<u>(4,352,024)</u>
NET PROFIT OR LOSS/RESULT	<u>655,040</u>	<u>931,249</u>	<u>690,088</u>

SHIRE OF MINGENEW**BALANCE SHEET****FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014**

	30 November, 2014	2014
	ACTUAL	
	\$	\$
CURRENT ASSETS		
Cash and Cash Equivalents	885,186	304,786
Trade and Other Receivables	408,500	436,062
Inventories	26,124	20,314
TOTAL CURRENT ASSETS	<u>1,319,810</u>	<u>761,162</u>
NON-CURRENT ASSETS		
Other Receivables	-	-
Inventories	90,394	90,394
Property, Plant and Equipment	11,519,235	11,466,124
Infrastructure	37,787,567	37,878,191
TOTAL NON-CURRENT ASSETS	<u>49,397,196</u>	<u>49,434,709</u>
TOTAL ASSETS	<u>50,717,006</u>	<u>50,195,871</u>
CURRENT LIABILITIES		
Trade and Other Payables	462,805	701,315
Long Term Borrowings	67,213	132,611
Provisions	225,457	225,457
TOTAL CURRENT LIABILITIES	<u>755,475</u>	<u>1,059,383</u>
NON-CURRENT LIABILITIES		
Long Term Borrowings	1,075,449	905,449
Provisions	22,381	22,381
TOTAL NON-CURRENT LIABILITIES	<u>1,097,830</u>	<u>927,830</u>
TOTAL LIABILITIES	<u>1,853,305</u>	<u>1,987,213</u>
NET ASSETS	<u>48,863,701</u>	<u>48,208,658</u>
EQUITY		
Retained Profits (Surplus)	28,538,534	27,977,197
Reserves - Cash Backed	372,949	279,243
Reserves - Asset Revaluation	19,952,218	19,952,218
TOTAL EQUITY	<u>48,863,701</u>	<u>48,208,658</u>

SHIRE OF MINGENEW
STATEMENT OF CHANGES IN EQUITY
FOR THE PERIOD 1 JULY, 2014 TO 30 NOVEMBER, 2014

	30 November 2014 Actual \$	2014 \$
RETAINED PROFITS (SURPLUS)		
Balance as at 1 July 2014	27,977,197	28,186,969
Change in Net Assets Resulting from Operations	655,043	(136,548)
Transfer from/(to) Reserves	<u>(93,706)</u>	<u>(73,224)</u>
Balance as at 30 June 2015	<u>28,538,534</u>	<u>27,977,197</u>
RESERVES - CASH BACKED		
Balance as at 1 July 2014	279,243	279,243
Amount Transferred (to)/from Surplus	<u>93,706</u>	<u>-</u>
Balance as at 30 June 2015	<u>372,949</u>	<u>279,243</u>
RESERVES - ASSET REVALUATION		
Balance as at 1 July 2013	19,952,218	15,239,185
Revaluation Increment	-	4,713,033
Revaluation Decrement	<u>-</u>	<u>-</u>
Balance as at 30 June 2014	<u>19,952,218</u>	<u>19,952,218</u>
TOTAL EQUITY	<u><u>48,863,701</u></u>	<u><u>48,208,658</u></u>

9.3 ENVIRONMENTAL HEALTH AND BUILDING OFFICER

9.3.1 PROPOSED WORKSHOP/STORAGE SHED AND WASH DOWN SHELTER/AREA AT LOT 200 BOOLINDA ROAD, MINGENEW

Location/Address: Lot 200 Boolinda Road, Mingenew
Name of Applicant: Ray Stent
Landowner: Cooperative Bulk Holding
Disclosure of Interest: Nil
Date: 9 December 2014
Author: Manager Planning Services, Shire of Irwin

SUMMARY

Planning approval is recommended for a proposed Workshop/Storage Shed and Wash Down Shelter/Area at Lot 200 Boolinda Road, Mingenew, subject to conditions and advice notes.

ATTACHMENT

Planning Application and Scheme Map.

BACKGROUND

The applicant proposes a workshop/storage shed and an open structure to be used as a wash down area and shelter for machinery on Lot 200 Boolinda Road. The landowner is Cooperative Bulk Handling. As per the Cover Letter submitted with the Application, the applicant states that the development shall be used for the 'parking/storage of machinery involved in the operation of the depot'. The proposed maximum height is 7.254m. The proposal will not contain toilets.

The site is zoned Rural/Mining under the Shire of Mingenew's Local Planning Scheme (LPS) No.3 and is located to the east of the Mingenew town site (see Attachment 1).

Effluent disposal arrangements will be required for the wash down area.

COMMENT

The proposed development is incidental to the purposes of the site's existing land use. The existing land use is 'Rural Industry', which is a 'D' use in the Rural/Mining zone. As the 'land use' is existing, Planning Approval is only required for the 'development'.

The proposed development meets the scheme provisions for height and setbacks. Parking requirements are at the discretion of Council. The applicant has submitted a written statement indicating that the development is unlikely to result in the need for additional spaces. Given this, the parking arrangements are considered to be satisfactory.

As the proposed development meets the relevant provisions of the LPS No. 3, approval is recommended.

Details of external materials, colours and finishes have not been submitted. As such, a condition of approval is recommended (see Condition 2 below).

CONSULTATION

The Shire of Irwin's Development Control Unit has no objections in principle, and advised that effluent disposal arrangements should be to the satisfaction of the State Government's Department of Health (see Condition 3 below).

STATUTORY ENVIRONMENT

Shire of Mingenew Local Planning Scheme No.3

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.3.1

That Council resolve to approve the proposed Workshop/Storage Shed and Wash Down Shelter/Area at Lot 200 Boolinda Road, Mingenew, subject to the following Conditions and Advice notes:

Conditions:

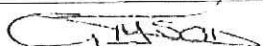
1. The approved development shall be in accordance with the attached stamped approved plans, dated 17 December 2014.
2. Prior to the commencement of the approved development, a schedule of external materials, colours and finishes shall be submitted to the Shire of Mingenew for approval.
3. The approved development shall be connected to an effluent disposal system to the satisfaction of the Shire of Irwin.
4. The approved development shall only be used for the parking and storage of vehicles/machinery involved in the operation of the site, and shall not be used for human habitation.
5. All stormwater and drainage runoff from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Mingenew.
6. Any soils disturbed or deposited on the site shall be stabilised and retained on site to the satisfaction of the Shire of Mingenew.

Advice Notes

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

Schedule 6 — Form of application for planning approval

Application for planning approval

Owner details			
Name: Cooperative Bulk Handling			
Address: GPO Box L886 Perth WA			
			Postcode: 6842
Phone: 08 9236 5386 (work): (home): (mobile): 0417997540	Fax:	E-mail: graham.tyson@cbh.com.au	
Contact person: Graham Tyson			
Signature: 		Date: 11 November 2014	
Signature:		Date:	
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature.</i>			

Applicant details			
Name: RAY STENT			
Address: P.O. Box 3210 BLUFF POINT WA 6531			
			Postcode:
Phone: (work): (home): (mobile) 0418905049	Fax: —	E-mail: RAYSTENT@WESTNET.COM.AU	
Contact person for correspondence:			
Signature:		Date: 11 November 2014	

Property details			
Lot No: 200	House/Street No:	Location No:	
Diagram or Plan No: Plan 35214	Certificate of Title Vol. No: 2225	Folio: 728	
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:	
Title encumbrances (e.g. easements, restrictive covenants):			
Street name: Boolinda Road		Suburb: Mingenew	
Nearest street intersection:			

TO: Shire of Minegnew.

Date: 22/10/2014

RAY STENT: DIP BUILDING SURVEYOR: No 90.

PO BOX 3210

ABN: 23 401 420 560 – Contract Building Surveyor: No 90.

Bluff Point WA 6531

PH 0418905049

EMAIL: raystent@westnet.com.au

BUILDING SURVEYOR

BUILDING CONSULTANT

PROJECT MANAGER.

Shire of Mingenew, PO Box 120, Mingenew WA 6522.

Dear Planning Officer.

Planning Application for a proposed Workshop/Storage Shed and Wash Down Shelter/Area.

Proposed Site – Mingenew CBH Receival Point, Lots 200-201. (Title papers attached)

The main shed use is generally for the parking/storage of machinery involved in the operation of the receival depot, with the adjacent roofed open structure for machinery wash down.

Proposed Workshop/Storage shed is 32.0m long X 14.0m wide, with a height of 6.0m, walls clad with Spandek metal sheeting and the roof with zincalume.

Proposed wash down shed is 14.0m long X 6.0m wide, with a height of 5.4m, walls partial clad with Spandek metal sheeting and the roof with zincalume.

Bothe sheds will be built on concrete floors/footings.

The floor to the wash down shed will have small bund wall around (like kerbing) to contain and divert wash down water to a separator tank.

REPLY TO INFORMATION REQUEST:

. We do not have any relevant site history, have requested Shire of Mingenew to search/provide.

. Receival Point as previously stated.

. Hours of operation = 24 hours during peak time (October – January)

. Maximum number of people on-sites (employees/visitors) 20.

. There is no proposal to add toilets or effluent disposal.

EMERGENCY PREPAREDNESS & RESPONSE PLAN

MINGENEW

Address: Eleanor St, Mingenew, WA 6522
 Latitude -29 18929 Longitude 115.4467



CBH-DMS-PROD-# 1481699

1.0 Purpose

To provide quick response actions to control and/or minimise the effects of an emergency on people, property and the environment operating on CBH sites and nearby community and facilities

2.0 Resources – Kept and maintained in weighbridge except fire extinguishers and spill kits

Assess what skills your team have

Check allergies of your team and anaphylaxis plans and medications
 Identify if Defibrillator is nearby in the community
 Identify local medical resources nearby
 Assess reliability of external communications

• Minimum of 2 Harnesses	• Fire extinguishers
• GOTCHA 4 1 ratio recovery Rope grabba	• Ventolin kept in weighbridge
• Trauma first aid kit	• Minimum 1 trained person
• Constant flow escape breathing apparatus (Grain Protection)	• Fall arrest units/strops/fall restraint over foot pits
• Mobiles and land lines	• Two way radios
• Twin tailed lanyard	• Spill Kits

3.0 Dangerous Goods On-Site

Substance	Capacity	MSDS REGISTER
Aluminium Phosphide (code #)	2 Tons	Located HAZMAT Cabinet at entry, and on side of storage area
Phosphine (code #)	16 KL	Wind sock in place

4.0 Description of Potential Emergencies

Fire/Explosion	Chemical & Oil Spill/Gas Release
<ul style="list-style-type: none"> • Diesel/fuels • Flammable Gas • Fumigants • Grain dust/canola 	<ul style="list-style-type: none"> • Diesel/fuels • Fumigant Gas • Oils/coolants
Serious Personal Injury	Other
<ul style="list-style-type: none"> • Fall from Height • Asphyxiation/Respiratory • Confined space entrapment • Snake bite • Electrocutation • Entanglement • Crushing 	<ul style="list-style-type: none"> • Bush/infrastructure fire • Electrical hazard/lightning strike • Failure of utilities • Combustion fire • Rail/vehicle/people and vehicle • Train derailment • Engulfment

5.0 Organisation and Responsibilities

For hazardous goods related events Grain Protection Officer if on site assumes control and works with RPOIC (Phone Grain Protection Officer)

Emergency Controller – RPOIC

- appoint Emergency Coordinator for Bin
- proceed to emergency site if safe to do so
- evaluate the situation
- administer first aid if required
- account for all personnel and inform coordinator
- bring emergency services on arrival
- communicate with Facilities Operations Centre (FOC)
- allocation of resources as is required
- notify Area/Zone Manager
- debrief
- assist to conduct an incident investigation

Emergency Co-ordinator

- notify emergency services based on instruction from controller
- maintain communications from weigh bridge
- assist Emergency Controller as required
- direct emergency services
- secure area, organise and brief sentries if required
- document all calls and actions

Sentries - As nominated by Emergency Coordinator

- restrict vehicle access
- direct all inquiries to Emergency controller
- do not discuss the incident or speculate about the incident
- if trained assist with first aid response
- Respond as directed by coordinator, and communicate on radio when directed

6.0 Facility Operations Centre (FOC) - WEIGHBRIDGE

A copy of this Emergency Plan and any related maps and instructions shall be available at each bin and communicated to all site personnel

7.0 Emergency Response Initiation

Any person detecting an emergency situation shall immediately notify by radio/phone to the RPOIC who will evaluate the required Emergency response actions.

8.0 Notification

By Emergency Controller or Coordinator only

Emergency Services	Contacts	1 Exact place of emergency
Fire	'000'	2 Type of emergency
Ambulance/Medical	'000'	3 How many casualties
Police	'000'	4 What injuries
Geraldton Regional Hospital	9956 2222	5 Name and telephone number
North Midlands Public Hospital- Three Springs	9954 3200	6 Do not hang up unless told to do so
Western Power/Synergy Main Roads	131351	
Telstra	1800 800009	
Dept of Environment	132200	
TOX FREE	1300 784 782	24hr HOT LINE
	1800 429 628	24 hr HAZMAT

Neighbours

Notified for significant fire or Escape of toxic/inflammable substance

WATCO Operations Centre 9416 6388 (24 hours 7 days)

CBH Site Office

Area Manager	Tom McCagh	Mob 0427 479 395
Area Supervisor	Cory Foot	Mob 0417 726 001
RPOIC	Brett Farr	Mob 0407 540 674
Grain Protection Officer		Mob 0428 953 882

Head Office

Zone Manager – Duncan Gray	0428 920 053	1 Site of emergency
Terminal Manager- Eric Cooper	0417 094 239	2 Type of emergency
GM Operations – Dave Capper	0409 791 938	3 Casualties/negative event
		GM – escalates to Crisis Management Team

9.0 Evacuation

The Emergency Controller is responsible for initiating any required evacuation and first response. Air horns shall be used to alert site personnel of an emergency and to listen to site radio for instructions Muster Points. As per site map/sign posted or notified

10.0 Exercises, Competency and Debrief

Exercises	Once during harvest – facilitated by safety and may be a desktop or tool box meeting topic
Competency	Recommend a minimum of 1 one trained person per site
Debrief	Within 7 days of Exercise and training involving site personnel, Area Manager and Area and Operations safety

11.0 Location/Site Map

A location map and site layout shall be displayed in each weighbridge/sample hut and crib room on site. This map shall identify location of emergency resources

12.0 Incident Analysis

Incident Analysis shall be commenced by the Zone Safety Adviser/Operations Safety Manager/Area Manager within 24 hours of the emergency occurring. All cooperation shall be given to investigating agencies as per statutory requirements

14.0 Termination of Emergency and Debrief

The termination of any emergency is the sole responsibility of the Emergency Controller, and may also be advised by external authorities. A debrief shall be held within 7 days of any emergency

15.0 Critical Incident Recovery

Critical incident planning will enable rapid recovery after an emergency and provide assistance for employees to cope with trauma. CBH Crisis Management Team activate from General Manager

16.0 Review and Authorisation: Tom McCagh

Review Date	October 2014	Next Review Date	October 2015
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CBH Contractor Site Specific Induction Mingenew

Minimum Site Entry Requirements

- **Personal Protective Equipment** - High visibility shirt or vest and sturdy enclosed footwear.
- **Alcohol and Drugs** - All drivers may be subject to random drug and alcohol testing whilst on a CBH site (Note: CBH has a zero tolerance to illicit drugs and Life Saving Rules Apply).
- **Smoking** - Smoking is only permitted in designated smoking areas.
- **Licences** - All drivers must possess a valid driver's licence and hold HVA Accreditation and
- **Vehicle Condition** - All vehicles must be roadworthy and maintained in a safe condition.
- **Road Rules** - WA Road Rules apply at all times whilst on site (Note: seat belts must be worn at all times).
- **Passengers** - Passengers must remain in the vehicle cab at all times.

Incident and Hazard Reporting

Whilst onsite, please report all hazards and incidents to the Operations: 08 9928 1126

Safe Movement Of Vehicles

All drivers must adhere to the following requirements for the safe movement of vehicles:

- **Speed Limit** - Follow site traffic flows and speed limit (20km/h unless otherwise signposted).
- **Mobile Phones** - In addition to Life Saving Rule #4 relating to mobile phone use, drivers must not operate a mobile phone at all when performing safety critical tasks. This includes driving a vehicle, at the sample shed, weighbridge or receival grid.
- **Stay Close to Your Vehicle** - Remain in close proximity (1-2 metres) to your vehicle at all times.
- **Check for Pedestrians** - Before moving your vehicle, check all mirrors and ensure the path is clear of other vehicles and pedestrians. Drivers must give way to pedestrians at all times.
- **No Reversing** - Do not reverse a vehicle against the site traffic flow unless there is a spotter at the rear of the vehicle spotting the movement. The spotter's tasks are to:
 - Keep the reversing area free of pedestrians and to ensure safe vehicle manoeuvres;
 - Be aware of the vehicle's blind spots and designate the sweep path of the reversing vehicle;
 - Communicate with the driver by using hand signals or other agreed communication channel.
- **Breakdowns** - In the event of a breakdown, a CBH Operations employee must be notified (as per Site Induction instructions) and drivers must ensure appropriate controls (cones or triangle warning signs) are in place and communicated.
- **Follow Directions of Grid Controller** - At the receival grid, drivers must follow the directions of the Grid Controller and initiate vehicle movement only when directed. Ensure you sound the vehicle's horn to alert workers and wait three seconds before moving forward.
- **Vehicle Trailers and Maintenance** - Seek permission from a CBH Operations employee before detaching a trailer or conducting any mechanical maintenance or leaving a vehicle unattended. [Note: All detached trailers must have brakes firmly applied; if maintenance is being performed on vehicles drivers must ensure the truck is isolated to prevent operation].

In the event that you need to leave your vehicle you must:

- **Communicate** - Notify a CBH Operations employee (as per Site Induction instructions).
- **Park Your Vehicle Safely** - Ensure your vehicle is parked safely on level ground and the park brake firmly applied.
- **PPE** - Wear the required PPE at all times - a high visibility vest or shirt and sturdy enclosed footwear.
- **Blind Spots** - Be aware that heavy vehicles have blind spots and that they may reverse on a weighbridge, so maintain a safe distance at all times.

- **Maintain a Safe Distance** - Look out for vehicles at all times, ensure you are visible to a vehicle's driver. Only approach within two metres of another person's vehicle when:
 - The vehicle is stationary;
 - You can approach from the front;
 - You can communicate with the driver and get acknowledgement and eye contact.
- **Red Zone** - Never enter the Red Zone (blind spot) of a heavy vehicle unless the vehicle is isolated under three step protection (gear in neutral, brake firmly applied and driver out of the cab).
- **Designated Pathways** - Stay on designated walkways/pathways (where available) and avoid walking on designated traffic flows. When walking, face oncoming traffic.

In The Event Of An Emergency (Evacuation Required)

- In the event of an emergency evacuation, drivers must park the vehicle safely by ensuring the vehicle is not blocking emergency access, head towards the nearest muster point (as directed by CBH Operations). **[Note: safely means parked on level ground with the vehicle park brake firmly applied].**

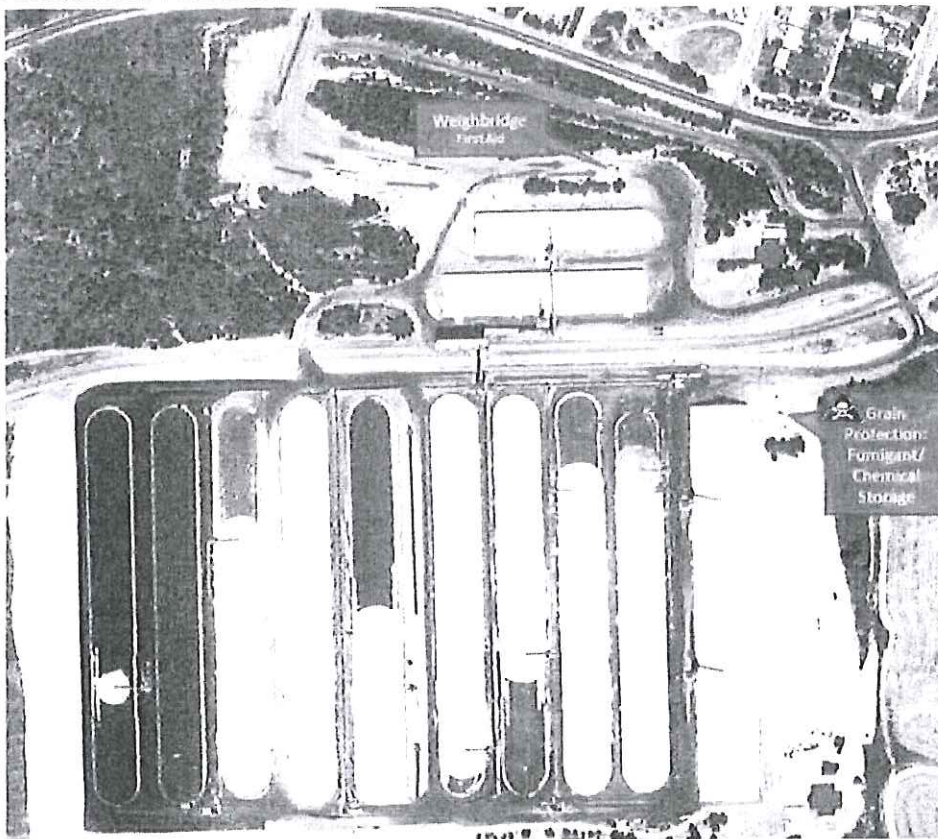
Communication Whilst Onsite

Whilst onsite drivers may communicate with the Operations via: 08 9928 1126

SITE - SITE TRAFFIC FLOW

Mingenev Traffic Flow & Evacuation Procedure

- Full Trucks →
- Empty Trucks →
- Muster Point ⊕
- Fuel Storage ☼
- Grain Protection Fumigant/Chemical Storage ☠

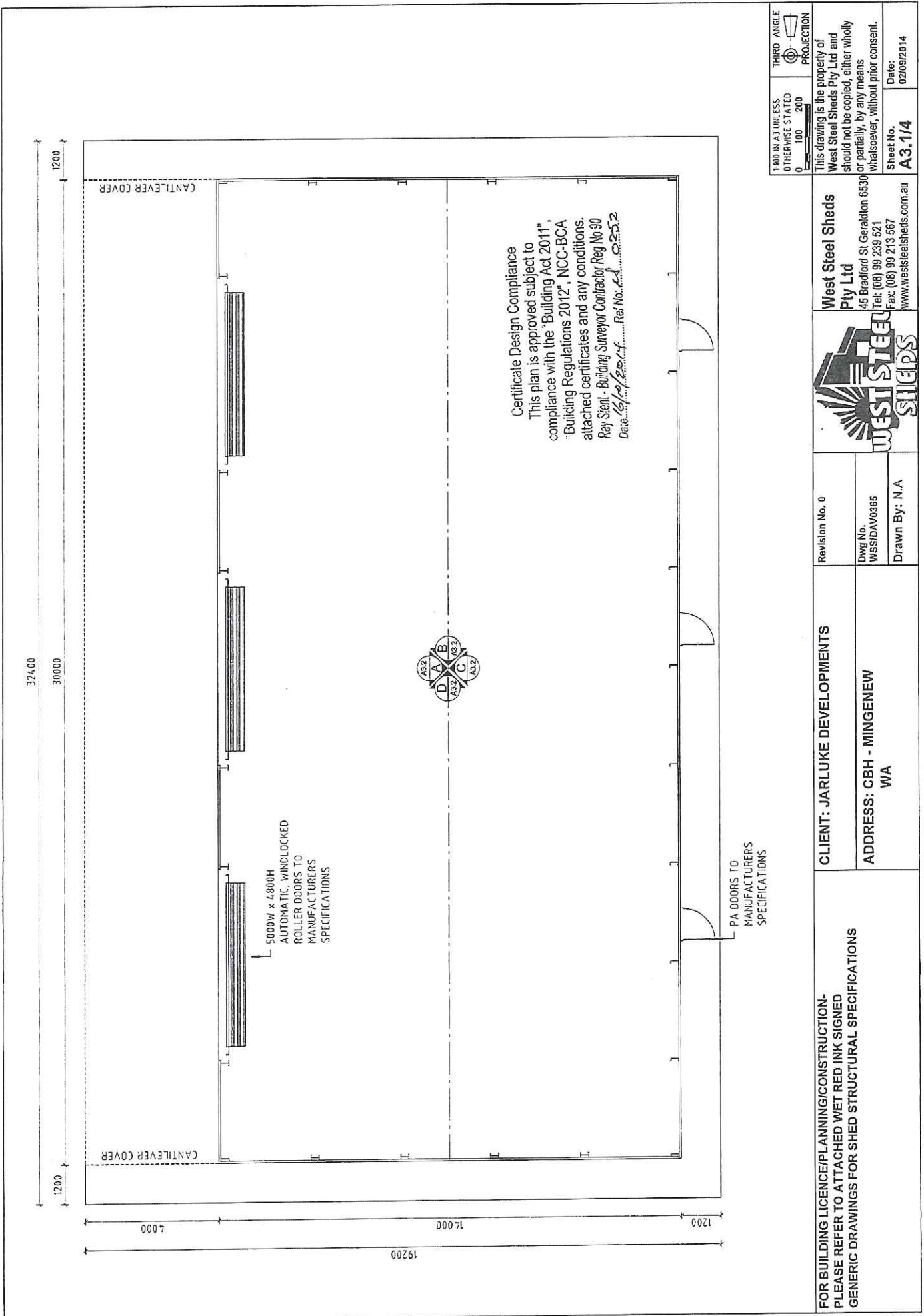


Record Of Site Induction

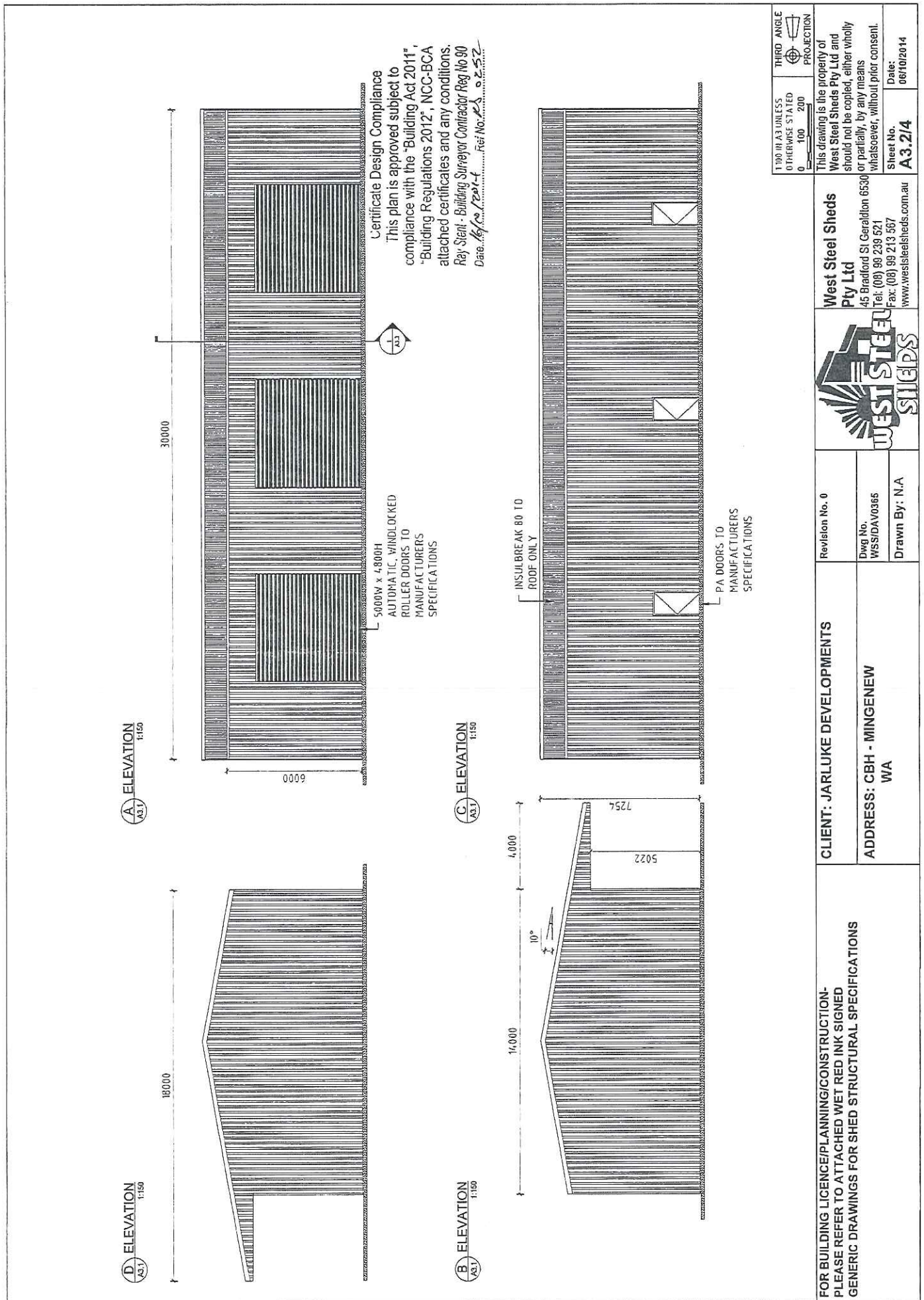
I have read and understood the above CBH safety requirements and will comply with them at all times whilst onsite.

Driver Name:		Contractor Name:	
Truck Registration:		Driver Licence#	Expiry:
Driver Signature:		Date Induction:	
Induction Delivered By:		Signature:	

Co operative Bulk Handling Limited collects your information to identify you in accordance with the requirements of Australian Law and will hold your personal information in accordance with the CBH Privacy Policy and for identification purposes only. CBH will not otherwise disseminate your personal information to any other party except as specifically stated in the Privacy Policy or as otherwise required by law.



<p>1:100 IN A3 UNLESS OTHERWISE STATED 0 100 200 THIRD ANGLE PROJECTION</p>	<p>This drawing is the property of West Steel Sheds Pty Ltd and should not be copied, either wholly or partially, by any means whatsoever, without prior consent. Sheet No. A3.114 Date: 02/08/2014</p>
<p>West Steel Sheds Pty Ltd 45 Bradford St Geraldton 6530 Tel: (08) 99 239 521 Fax: (08) 99 213 567 www.weststeelsheds.com.au</p>	<p>WEST STEEL SHEDS</p>
<p>Revision No. 0 Dwg No. WSS/D/A/0365 Drawn By: N.A</p>	<p>CLIENT: JARLUKE DEVELOPMENTS ADDRESS: CBH - MINGENEW WA</p>
<p>FOR BUILDING LICENCE/PLANNING/CONSTRUCTION- PLEASE REFER TO ATTACHED WET RED INK SIGNED GENERIC DRAWINGS FOR SHED STRUCTURAL SPECIFICATIONS</p>	<p>Revision No. 0 Dwg No. WSS/D/A/0365 Drawn By: N.A</p>



Certificate Design Compliance
 This plan is approved subject to compliance with the "Building Act 2011", "Building Regulations 2012", NCC-BCA attached certificates and any conditions.
 Ray Steel - Building Surveyor Contractor Reg No 90
 Date: 16/12/2014 Ref: No. RA 0252

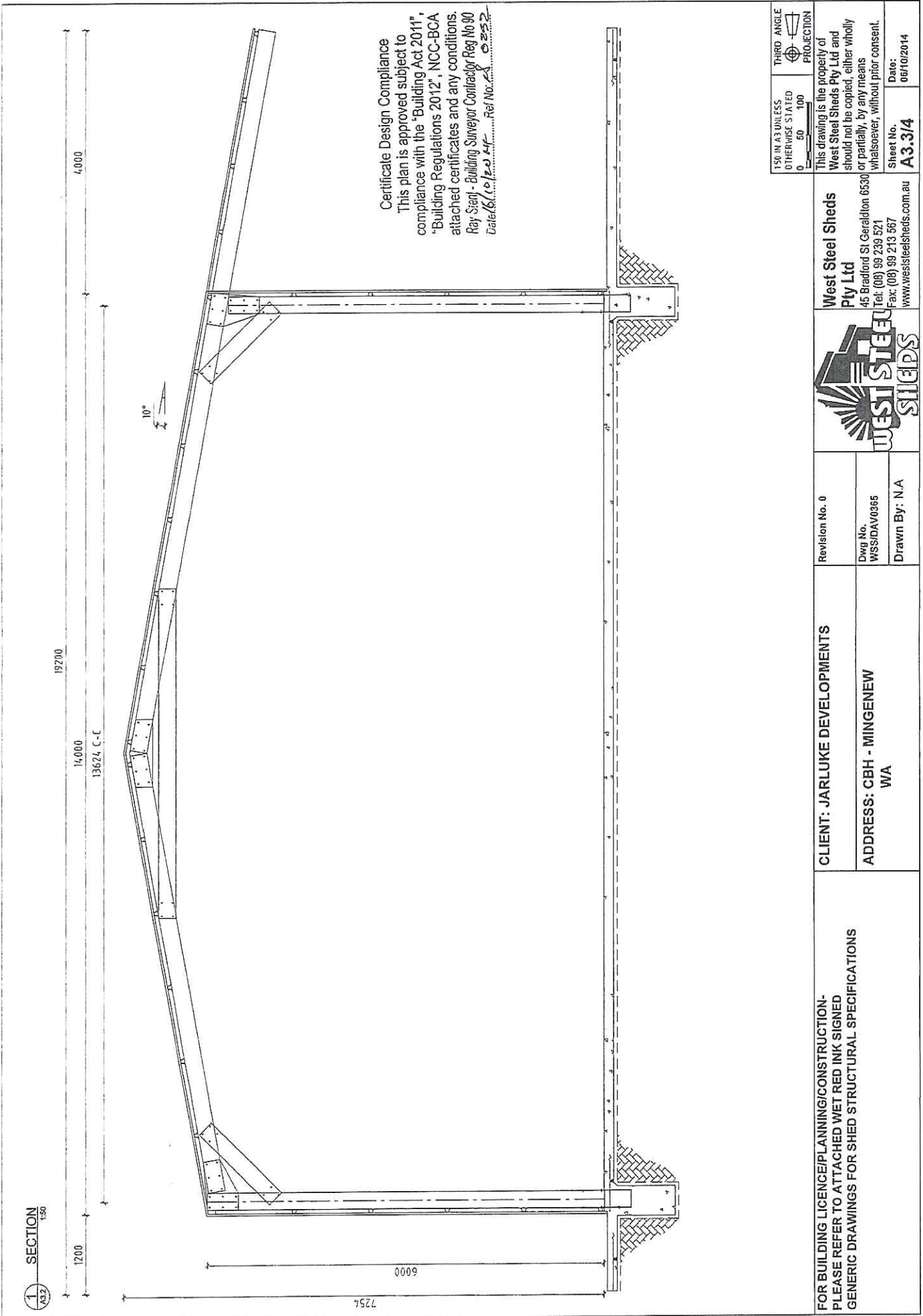
1:100 IN A3 UNLESS OTHERWISE STATED	THIRD ANGLE PROJECTION
0 100 200	
This drawing is the property of West Steel Sheds Pty Ltd and should not be copied, either wholly or partially, by any means whatsoever, without prior consent.	
Sheet No. A3-2/4	Dates: 06/10/2014

West Steel Sheds Pty Ltd
 45 Bradford St Geraldton 6530
 Tel: (08) 99 239 521
 Fax: (08) 99 213 557
 www.weststeelsheds.com.au

Revision No. 0
Dwg No. WSSIDA00365
Drawn By: N.A

CLIENT: JARLUKE DEVELOPMENTS
ADDRESS: CBH - MINGENEW WA

FOR BUILDING LICENCE/PLANNING/CONSTRUCTION- PLEASE REFER TO ATTACHED WET RED INK SIGNED GENERIC DRAWINGS FOR SHED STRUCTURAL SPECIFICATIONS



FOR BUILDING LICENCE/PLANNING/CONSTRUCTION- PLEASE REFER TO ATTACHED WET RED INK SIGNED GENERIC DRAWINGS FOR SHED STRUCTURAL SPECIFICATIONS

CLIENT: JARLUKE DEVELOPMENTS
ADDRESS: CBH - MINGENEW WA

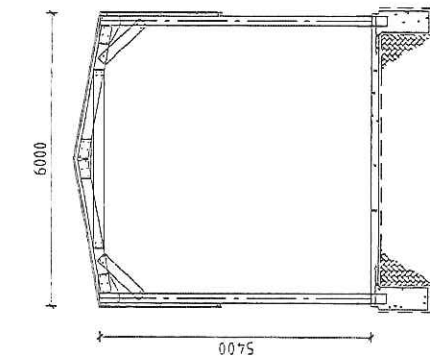
Revision No. 0
Dwg No. WSS/DAV/0365
Drawn By: N.A



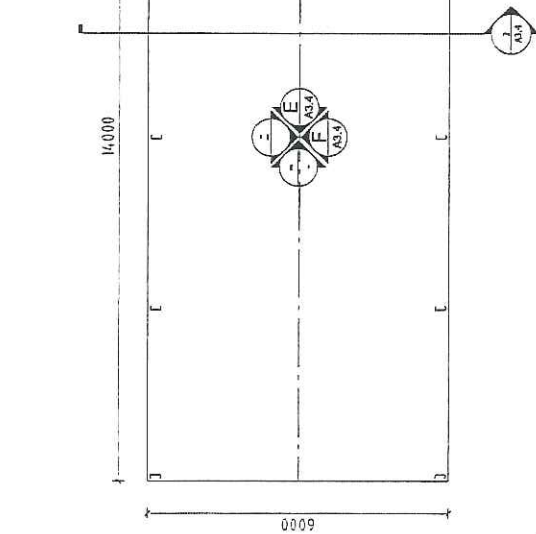
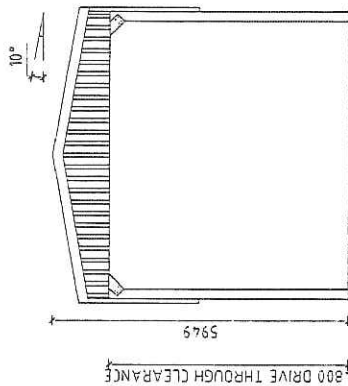
West Steel Sheds Pty Ltd
45 Bradford St Geraldton 6530
Tel: (08) 99 239 521
Fax: (08) 99 213 567
www.weststeelsheds.com.au

150 IN A3 UNLESS OTHERWISE STATED 0 50 100	THIRD ANGLE PROJECTION
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Sheet No. A3.3/4	Date: 08/10/2014

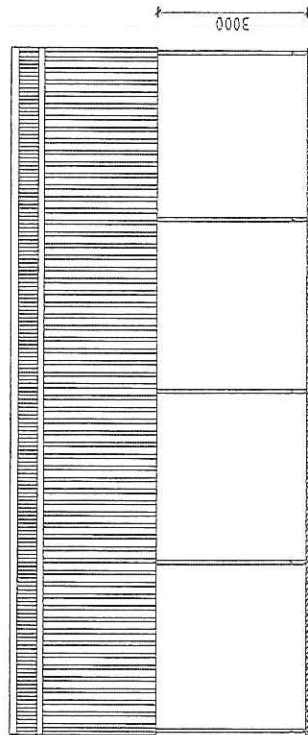
SECTION 2
A3.3
1:100



E ELEVATION
A3.3
1:100



F ELEVATION
A3.3
1:100



Certificate Design Compliance
This plan is approved subject to compliance with the "Building Act 2011", "Building Regulations 2012", NCC-BCA attached certificates and any conditions.
Reg. No. 1610/2014
Date: 16/10/2014
Ref No: 1610/2014

1:100 UNLESS OTHERWISE STATED	THIRD ANGLE PROJECTION
100 200	
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Sheet No. A3.4/4	Date: 06/10/2014

West Steel Sheds Pty Ltd
46 Bradford St, Geraldton 6630
Tel: (08) 99 239 521
Fax: (08) 99 213 567
www.weststeelsheds.com.au



Revision No. 0
Dwg No. WSS/DAV0365
Drawn By: N.A.

CLIENT: JARLUKE DEVELOPMENTS
ADDRESS: CBH - MINGENEW WA

FOR BUILDING LICENCE/PLANNING/CONSTRUCTION- PLEASE REFER TO ATTACHED WET RED INK SIGNED GENERIC DRAWINGS FOR SHED STRUCTURAL SPECIFICATIONS

Doug Fotheringham

From: Ray Stent [raystent@westnet.com.au]
Sent: Wednesday, 10 December 2014 5:19 PM
To: Doug Fotheringham
Subject: Proposed Workshop/Storage shed, lot 200 Boolinda Road Mingenew.

Mr Doug Fotheringham

With regard to request for information on parking provision for the development:-

In previous correspondence referring to requesting the following additional information provision (email forwarded to me 07/11/14)

Item 2) Part of this referred to Parking.

Response;

Parking spaces provide, three, in proposed new building.

It was also addressed in covering letter dated 22/10/2014- The shed is generally for the parking/storage of machinery involved in the operation of the receival depot.

Existing parking is spread throughout the receival depot's, and this development does not add to, increase the amount of workforce usually employed in the seasonal operation.

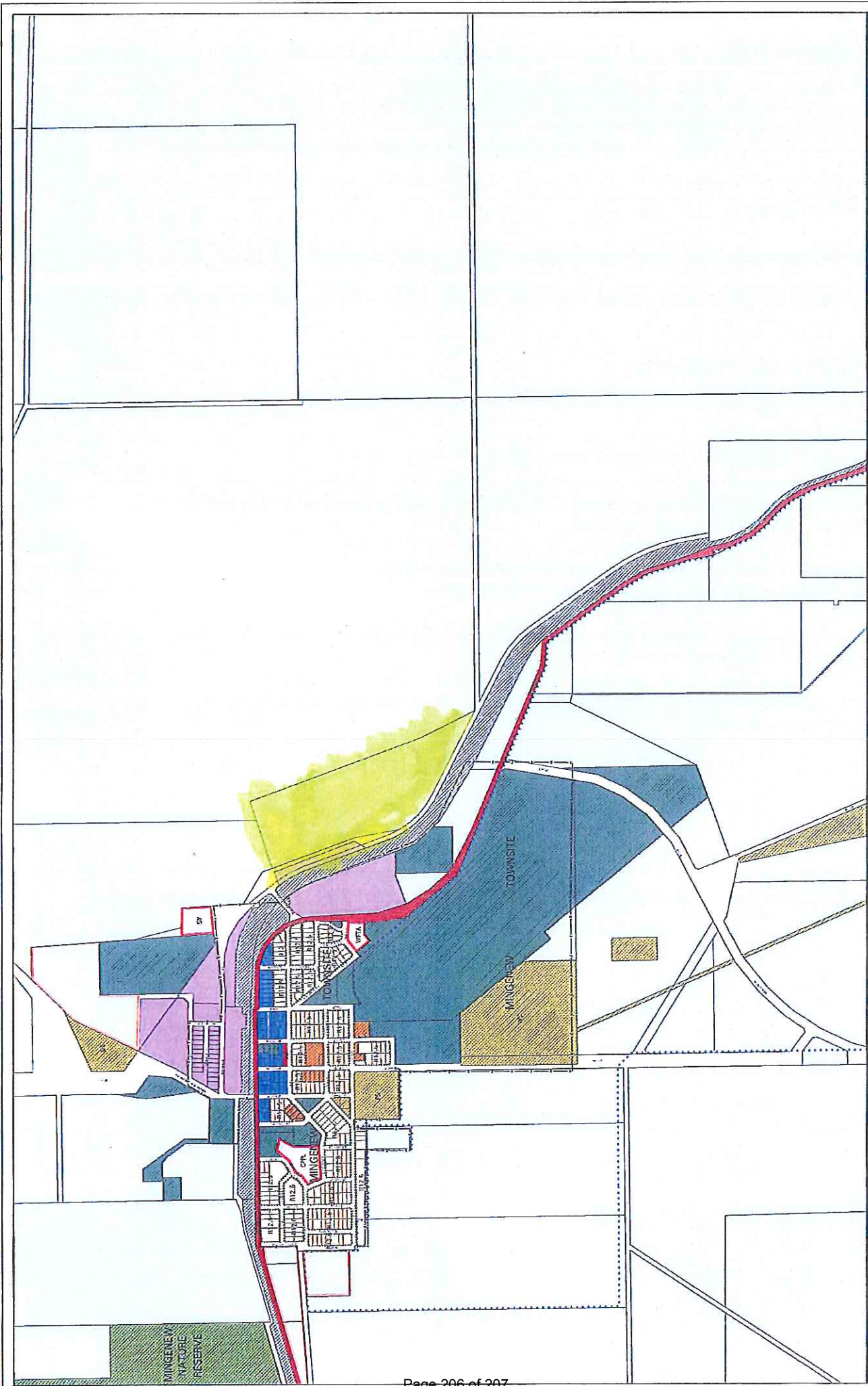
The proposed development provides three more parking spaces on the site and the need for any further increased parking spaces is therefore not warranted.

I believe the above information is suffice to justify the need to any increase to the existing provided parking arrangements.

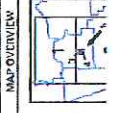
Kind Regards Ray.



This email is free from viruses and malware because avast! Antivirus protection is active.



Authorised: Victor Chew
 Plan date: 13 Sep 2011
 Gazette: 18 April 2008



 GDA
 SCALE 1:15000

SHIRE OF MINGENEW
LOCAL PLANNING SCHEME NO 3

Prepared for Mingenew Shire Council by Minter + Parkhill
 Minter + Parkhill is a registered professional services firm
 Minter + Parkhill is a member of the Minter + Parkhill Group
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- 10.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
- 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

That the next Ordinary Council Meeting be held on 17 December 2014.

- 14.0 CLOSURE