



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

15 October 2014

SHIRE OF MINGENEW

ORDINARY COUNCIL MEETING NOTICE PAPER

15 October 2014

Madam President and Councillors,

An ordinary meeting of Council is called for Monday, 15 October 2014, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.00 pm.

Warren Olsen
Chief Executive Officer

15 October 2014

MINGENEW SHIRE COUNCIL

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CHIEF EXECUTIVE OFFICER

15 OCTOBER 2014

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SHIRE OF MINGENEW

AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 15 October 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 22 September 2014 be confirmed as a true and accurate record of proceedings.

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

9.1.1 CHIEF EXECUTIVE OFFICER

9.1.1 Proposed Policy on Financial Reporting

Location/Address:	Not Applicable
Name of Applicant:	Not Applicable
Disclosure of Interest:	Nil
Date of Meeting:	15 October 2014
Author:	Warren Olsen – Chief Executive Officer

SUMMARY

This report recommends making a policy that will improve the ability for councillors to be informed about the financial management of the Shire.

ATTACHMENT

Extract from Policy no. 3002.

BACKGROUND

In the past two months, I have had an opportunity of exploring the operation of the Shire's accounting system and its reporting to Council. I have mentioned any concerns in two successive reports to Concept Forums.

In respect of the reporting, my reports to the Concept Forums have recommended:

1. That in future "investment reports" the terms and interest rates be disclosed in relation to each investment; and
2. That in each monthly financial report to the Council, the bank reconciliations and the end of month bank statements be presented.

The purpose of this report is to recommend that Council makes a policy to give effect to those recommendations.

COMMENT

I have already commented extensively in my reports to the Concept Forums.

I believe that more effort ought to be put into cash flow management and to optimising returns from the Shire's financial resources. Part of that includes moving to a committal system with regard to creditors accounting, so that more accurate cash flow forecasts can be produced. However, I have not had sufficient time here to implement that change.

The other part of optimising returns from investments (apart from making more accurate cash flow predictions) is to make sure that you are getting the best returns for risk from the investments that you make. This usually involves some shopping around among different deposit taking institutions, because in the banking and insurance sector it is quite common to offer inferior deals to those who always roll over their investments with the same institution.

Although the Shire of Mingenew does not have huge sums available for investment, it is still worth looking after. Getting an extra ¼% return here or ½% return there (without accepting any more risk) can make a substantial difference to the Shire's finances, over time. Councillors ought to be able to monitor the terms and returns of investments on a monthly basis, and form an opinion on whether the Shire's funds are being well-managed or not.

I have already commented elsewhere on the Shire's tardiness this year in getting its Annual Financial Statements to its auditor, after the statutory date for doing so. A large part of the delay is attributable to 12 months' worth of bank reconciliations having to be redone because they were not being done up to date on a daily basis. It is essential that all elements of the accounting system be processed up-to-date at any point in time; the auditor should be able to arrive unannounced on any day and find that the general ledger relating to "cash at bank" is reconciled to the actual bank balance.

The only way for councillors to know that this is the case is for them to see the end of month bank statement and the bank reconciliations. It is not necessary for them to see every page of the bank statement or go through hundreds of transactions, but they should see the summary page that shows the end of month bank balance.

CONSULTATION

Former Manager of Finance and Administration
Acting Manager of Finance and Administration

STATUTORY ENVIRONMENT

Local government financial reporting is governed by:

1. Section 6.4 of the Local Government Act 1995.
2. Regulations 34 to 51 of the Local Government (Financial Reporting) Regulations 1996.
3. Council policy; and
4. management information needs.

Section 6.4 of the Act is very brief and is mainly concerned with annual financial reporting. However, it does provide (along with section 6.10) the statutory basis for the making of regulations.

Regulation 34 is directed at monthly financial reporting; sections 36 to 51 are relevant mainly to the content of the annual financial report. Regulation 34 provides as follows:

(1A) In this regulation —

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

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —

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

Therefore, if our monthly financial reports include all of the above, then we have achieved compliance. However, that is not sufficient information to be able to properly manage a Shire. If the Shire is to be properly managed, the managers need a lot of additional information. If councillors need further information to ensure that the Shire is being managed to their satisfaction, that is the role of Council policy to ensure that the information they require is provided to the Council

POLICY IMPLICATIONS

This report recommends that Policy no. 3002 be amended, and that a new policy be adopted on the content of monthly financial reports. It is anticipated that the new policy on the content of monthly financial reports will be amended and added to over time, to meet the changing requirements of the Council.

FINANCIAL IMPLICATIONS

There should be no significant cost to implementing the recommendations of this report. However, it may lead to better financial outcomes.

STRATEGIC IMPLICATIONS

Good financial management and reporting is generally considered to be strategically important for any local government; however, the recommendations in this report have not been assessed against the Shire of Mingenew' Strategic Plan.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.1

That:

- 1. Policy 3002 INVESTMENTS be amended by adding the following sentence to subparagraph (c) in the section headed “REPORTING AND REVIEW”:**

“The monthly report shall include information about the term and the rate of return of each investment.”

- 2. That the following policy be adopted:**

“3009 CONTENT OF MONTHLY FINANCIAL REPORTS

In addition to those matters that are required by regulation 34 of the Local Government (Financial Management) Regulations 1996 and other legislation as amended from time to time to be included in monthly financial reports, monthly financial reports are to include the following:

- a) A copy of the summary page of the end-of-month bank statement for each of the Shire's bank accounts.**
- b) Copies of the bank account reconciliations for the relevant month.”**

b) Counterparty Credit Framework - limits exposure to individual counterparties/institutions.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	45%	50%
AA	A-1	35%	45%
A	A-2	20%	40%

c) Term to Maturity Framework - limits based upon maturity of securities.

Overall Portfolio Term to Maturity Limits	
Portfolio % < 1 year	100% Max. And 40% Min.
Portfolio % > 1 year	60%
Portfolio % > 3 years	35%
Portfolio % > 5 years	25%

INVESTMENT ADVISOR

It may be appropriate to seek external advice from an investment advisor and if so this person must be: -

- An independent person who has no conflict of interest in relation to investment products recommended,
- Approved by Council, and
- Licensed by the Australian Securities and Investment Commission.

REPORTING AND REVIEW

- (a) Documentary evidence must be held on file for each investment and an investment register maintained by filing the monthly investment report to council in the Register.
- (b) The investment policy will be reviewed annually or as required in the event of legislative changes.
- (c) A monthly report must be provided to council detailing the investment portfolio.
- (d) The annual financial report is to include information on earnings from investments as specified by Financial Management Regulation (FMR) 49.

9.1.2 Proposed amendments to the Delegations Register to bring into line with the requirements of the Local Government Act 1995

Location/Address: Not Applicable
Name of Applicant: Not Applicable
Disclosure of Interest: Nil
Date of Meeting: 15 October 2014
Author: Warren Olsen – Chief Executive Officer

SUMMARY

This report proposes that all delegations that purport to be directly from the Council to offices other than the CEO be amended so that the delegation from the council as to the CEO in accordance with the requirements of section 5.42 of the Local Government Act 1995.

ATTACHMENT

Nil.

BACKGROUND

I have recently reviewed the Shire of Mingenew's Delegations Register. I have noticed that some of the delegations (eg. Delegation no. 31 in respect of Building Licenses) purport to be directly from the Council to the "Building Surveyor" (even though we don't have a Building Surveyor).

COMMENT

Since the enactment of the Local Government Act 1995, councils have had the power to delegate authorities to:

- a) Committees – pursuant to section 5.16 of the Act.
- b) The CEO - pursuant to section 5.42 of the Act.

The CEO may then (and in relation to some authorities, usually would) sub delegate to other officers.

There is no statutory authority within the Local Government Act for the Council to delegate authorities directly to officers other than the Chief Executive Officer.

There is no authority within the Local Government Act for other officers to sub delegate - sub delegation is a power reserved only to the Chief Executive Officer.

There are very good reasons for this; principally that the legislation is aimed at Councils being able to hold the CEO accountable for the operation and performance of the whole organisation. So even where some older legislation (such as the Health Act) provides the power for Council to delegate directly to other officers, it is generally considered bad practice to do so.

Having reviewed the Delegations Register, I can say that I am generally very impressed with it in terms of its format and detail. It could be improved by having an Index by Officer, so that each officer could get a summary of their own delegations rather than having to look through all the delegations by subject.

Producing such an index is an administrative task, and does not require any resolution from the Council.

The other deficiency is that some of the delegations are purported to be directly from the Council to offices other than the CEO, and the purpose of this report is to rectify that matter.

All delegations must be reviewed at least annually, and it is up to the CEO to ensure that those delegations that he does not wish to reserve to himself are sub-delegated by him to an appropriate officer.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Section 5.16 of the Local Government Act 1995 provides that a Council may delegate certain powers and authorities to committees. It provides as follows:

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

** Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
 - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

The limitations on the delegations to committees in section 5.17 of the Act are as follows:

- (1) A local government can delegate —
 - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
 - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
 - (ii) any other power or duty that is prescribed;
 and
 - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - (i) the local government's property; or
 - (ii) an event in which the local government is involved.

- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

Section 5.18 of the Act provides that a register of delegations to committees is to be kept, and that such delegations are to be reviewed at least annually:

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

Section 5.42 of the Local Government Act 1995 provides as follows:

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

** Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

[Section 5.42 amended by No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]

Section 5.43 of the Act establishes the limits on the authorities that may be delegated to the CEO:

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

Section 5.44 of the Act provides the mechanism by which delegations of authority are made to other officers:

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —
conditions includes qualifications, limitations or exceptions.

Section 5.45 of the Act provides some further clarifications, including that nothing in the section prevents the council or the CEO from exercising its authorities through a person other than the CEO. This is generally accepted to mean that the Council or the CEO may exercise its authorities through a person who is not an employee (for example, a lawyer).

Section 5.46 of the Act specifies the review requirements for delegations of authority, as well as some other requirements such as record keeping:

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

POLICY IMPLICATIONS

Nil. Although both the Policy Register and the Delegations Register cross-reference each other, the changes recommended in this report will not impact on the policies.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.2

That:

- 1. The Delegations Register be amended by substituting “CEO” for any other Shire officer, wherever the delegation purports to be directly from the Council to another officer.**
- 2. That the CEO be instructed to review the Delegations Register (as amended) with a view to sub-delegating to other officers such powers and authorities as the CEO considers appropriate.**

9.1.3 Senior Employees – Revocation of Designation under section 5.37 of the Local Government Act 1995

Location/Address: Not Applicable
Name of Applicant: Not Applicable
Disclosure of Interest: Nil
Date of Meeting: 15 October 2014
Author: Warren Olsen – Chief Executive Officer

SUMMARY

It is proposed that the Council resolves that there be no Senior Employees for the purpose of section 5.37 of the Local Government Act 1995.

ATTACHMENT

Nil.

BACKGROUND

It is recommended that the Council resolves that there be no Senior Employees (other than the CEO) for the purpose of section 5.37 of the Local Government Act 1995.

Hitherto, the positions of Manager of Finance and Administration and Works Manager appear to have been treated as “senior employees” for the purpose of section 5.37 of the Act. The Manager of Finance and Administration’s Contract of Employment was issued under the Shire’s seal and signed by the Shire President.

For employees so designated, a number of other legislative requirements are invoked that makes it more difficult and expensive to recruit to such positions because of all the statutory requirements that have to be fulfilled. It also makes an issue for review and oversight by the Department of Local Government.

Currently, the Works Manager’s Contract of Employment has never been finalised nor executed; it would certainly facilitate the early resolution of this situation if the position was no longer designated for the purpose of section 5.37.

We also currently need to make a permanent appointment to the position of Manager of Finance and Administration, and this will be more speedily and cheaply achieved if that position is also not designated for the purpose of section 5.37 of the Act.

COMMENT

I understand the good reason why, at the time, the Council resolved to designate these positions for the purpose of section 5.37 of the Act.

However, those circumstances no longer exist and, generally speaking, councillors in a small Shire such as the Shire of Mingenew prefer not to be so involved in staff matters as they are required to be in respect of positions designated under section 5.37.

In my humble opinion, the best way to operate a small Shire like Mingenew is for the Council to deal with the CEO, and for the CEO to run the rest of the team without hands-on involvement from the Council.

CONSULTATION

Works Manager
 Acting Manager of Finance and Administration
 The Shire’s Industrial Relations Consultant (Mr Mike Fitzgerald)

STATUTORY ENVIRONMENT

Section 5.37 of the Local Government Act 1995 provides as follows:

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.
- (3) Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.
- (4A) Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.
- (4) For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed.

The designation of senior employees for the purpose of section 5.37 of the Act then invokes a whole lot of other legislative requirements, including (but not limited to) regulation 18 a of the Local Government (Administration) Regulations 1996:

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- (1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government is to advertise the position in a newspaper circulating generally throughout the State unless it is proposed that the position be filled by —
 - (a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or
 - (b) a person who will be acting in the position for a term not exceeding one year.
- (2) An advertisement referred to in subregulation (1) is to contain —
 - (a) the details of the remuneration and benefits offered; and
 - (b) details of the place where applications for the position are to be submitted; and
 - (c) the date and time for the closing of applications for the position; and
 - (d) the duration of the proposed contract; and
 - (e) contact details for a person who can provide further information about the position; and
 - (f) any other information that the local government considers is relevant.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

It is cheaper to fill positions that are not designated for the purpose of section 5.37 of the Act, because advertising for those positions is not mandatory in a situation where there is already somebody available with the required skills to fill the position, and because even where advertising is necessary or desirable, the content of the advertisements are not prescribed.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.3

That there be no designated positions for the purposes of section 5.37 of the Local Government Act 1995.

9.1.4 Proposed Delegation of Authority to the CEO in respect of the recovery of debts

Location/Address: Not Applicable
Name of Applicant: Not Applicable
Disclosure of Interest: Nil
Date of Meeting: 15 October 2014
Author: Warren Olsen – Chief Executive Officer

SUMMARY

It is proposed that authority be delegated to the CEO to recover debts owed to the Shire, so that such recoveries can be dealt with administratively without involving decisions of the Council.

ATTACHMENT

Nil.

BACKGROUND

There is another report to this meeting dealing with an offer by a sundry debtor to offer less than half the money owed in “Full and Final Settlement” of his debt.

In the circumstances, I will not be recommending that his offer be accepted.

In other Shires that I have worked for, I would not have put this matter before the Council but would have dealt with it administratively. However, on searching our delegations register, we have been unable to find any delegation that would enable us to deal with it.

I suspect that that is the reason that (much to my surprise) the matter of this particular debtor was put before the September council meeting.

COMMENT

If the Council is of the view that, as a general principle, people should pay their debts to the Shire, then the most effective way of achieving that would be to delegate authority to the CEO to recover all debts and to let the administration get on with it.

In my experience in other local governments, councillors would rather not know about the debts of individual debtors, because if the debtors approach them to plead for the debts to be forgiven they can legitimately say that it is an operational matter and that the Council does not get involved in debt recovery.

Furthermore, involving the Council always necessarily involves delays and, in my experience, the more promptly we can get onto recalcitrant debtors the easier and cheaper it is to recover the debts, and the more likely we are to achieve success

CONSULTATION

Acting Manager of Finance and Administration.

STATUTORY ENVIRONMENT

Section 5.42 of the Local Government Act 1995 provides the authority for the Council to delegate its powers in relation to debt recovery to the CEO.

Section 5.42 of the Act has already been recited in detail in another report to this meeting, and it is not necessary to recite it again here.

POLICY IMPLICATIONS

Policy no. 3006 DEBT COLLECTION already provides a framework for procedures; however, subparagraph 2 of the policy requires specific approval to be given by the Council for the CEO to take legal action in respects of rates and charges.

Subparagraph 4 of the policy suggests that the CEO requires Council approval before issuing summonses, and subparagraph five of the policy requires the CEO to get Council's authorisation before utilising the services of a debt collector for outstanding rates.

Subsection 3006.2 of the policy deals with sundry debtors and does not specifically state that the Council approval is required in respect of recovering sundry debts, however, there is no specific delegation in the delegations register that would enable officers to get on with this task.

It is therefore also recommended that policy number 3006 be amended to remove the requirement for the CEO to get Council approval in respect of taking debt recovery action.

FINANCIAL IMPLICATIONS

Prompt action in respect of recovering debts owing to the Council can only improve the Shire's financial position.

Having said that, I observe that (compared to other local governments) we do not have a huge problem with doubtful and bad debts

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.4

That:

- 1. The following authority be delegated to the Chief Executive Officer:**

42 DEBT RECOVERY ACTION

Function to be performed: To collect all monies owing to the Shire of Mingenew in a timely and cost effective manner.

Delegated to: Chief Executive Officer

On delegated to:

Conditions: Compliance with the Local Government Act 1995, s5.46(3)

Record of Use: In line with requirements of the Local Government Act 1995, s.5.46(3)

Reference: s5.42, s5.44 & s.5.45 – Local Government Act 1995
Local Government (Financial Management) Regs 1996

Council Policy: 3006

Date Adopted: 15 October 2014

Date Reviewed:

Date Reviewed and Amended:

- 2. Policy no. 3006 be amended as follows:**

- a) Subsection 3006.1 subparagraph 2 be amended by deleting the words "after specific approval has been given by Council"**
- b) Subsection 3006.1 subparagraph 4 be amended by deleting "On Council approval,"**
- c) Subsection 3006.1 subparagraph 5 be amended by deleting "Upon Council's authorisation,"**

9.1.5 Application for RAV7 permitted vehicle to operate through Mingenew town site

Location/Address: Mullewa-Mingenew rail line crossing
Name of Applicant: Montano Bulk Haulage Pty Ltd
Disclosure of Interest: Nil
Date of Meeting: 15 October 2014
Author: Warren Olsen – Chief Executive Officer

SUMMARY

We have received an application from the Managing Director of Montana Bulk Haulage Pty Ltd requesting approval to operate a RAV 7 vehicle through the Mingenew townsite, and specifically over the Mullewa-Mingenew rail line crossing.

ATTACHMENT

Undated letter from Christopher Maisey

BACKGROUND

Montana Bulk Haulage Pty Ltd is a Geraldton-based transport company that is contracted to transport bulk petroleum products for BP Australia.

The company is seeking the Shire's approval to operate a RAV 7 vehicle through the Mingenew townsite to supply a mine north of Wubin.

The applicant states that he understands from Main Roads W.A. that the Shire's approval is necessary to operate this vehicle type on this route.

The applicant proposes two trips per week, operating year-round. The applicant seeks the Shire's approval to operate on the following streets:

- Midlands Road (Main Street at Mingenew)
- Boolinda Street
- Eleanor Street
- Mullewa-Mingenew Road
- Mingenew-Morawa Road

The applicant goes on to say that his firm's vehicles are fitted with advanced truck safety equipment including GPS vehicle tracking and other equipment that allows the firm to record vehicle tracking in real-time with vehicle speed and location data. I guess he is trying to say that they expect to achieve a very high level of compliance in respect of any conditions with regard to speed, curfews, etc.

COMMENT

The applicant doesn't state what other approvals are required, apart from the approval of the Shire of Mingenew. I would have guessed that the owner of the railway line would have been a significant stakeholder.

The applicant states that the firm proposes to commit to a number of self-imposed safety procedures which are listed in the letter. I would recommend that, if the Council wishes to approve this use, that those procedures are written into the approval as "conditions".

As the letter did not state the length of the configuration that the applicant proposes to use, I called Mr Maisey to clarify that issue. He advised that the configuration would be 36.5 m in length.

I understand that the maximum length that can be accommodated in the stacking distance to the railway crossing is about 27 m. That being the case, the application should be declined because the length of the configuration is too long to be accommodated within the railway crossing stacking distance.

I note that a recent application from a mining company was also refused for this reason.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

I cannot find any policy in respect of this matter. The application has not been assessed in respect of any precedents that may be created that may have a policy implication.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.5

That:

- 1. The application from Montana Bulk Haulage Pty Ltd to operate a RAV7 permitted vehicle through the Mingenew townsite be refused, because it is proposed to use a configuration which is 36.5 m in length whereas the maximum length that can be accommodated within the railway crossing stacking distance is 27 metres.**
- 2. Mr Maisey be informed of the decision, and of the reason therefor.**
- 3. The applicant also be informed of its right of appeal to the State Administrative Tribunal.**



**The Chief Executive Officer
Shire of Mingenew
PO Box 120
Mingenew WA 6522**

Dear Sir/Madam,

Re- Application for RAV 7 permitted vehicle to operate though Mingenew town site:

My name is Chris Maisey and I am the Managing Director of a Geraldton-based transport company, Montana Bulk Haulage Pty Ltd.

Montana Bulk Haulage Pty Ltd is contracted to transport bulk petroleum products for BP Australia throughout the mid-west regions of Western Australia.

I am seeking your Shire's approval to operate a RAV 7 Vehicle operating under Main Roads Concessional Bulk Loading Scheme though the Mingenew Townsite to supply a mine north of Wubin.

Currently our RAV 7 permit route endorsement states we are unable to use this particular type of vehicle combination over the Mullewa-Mingenew rail line crossing at the Mingenew Town Site.

The understanding I have from Main Roads Western Australia is that your Local Government approval is necessary in order to operate this vehicle-type on this route.

The RAV 7 Network allows road access on either side of the Mingenew Townsite, although not through the actual Main Street of Mingenew.

We also seek your Shire's approval to operate on the below streets

- Midlands Road (main street at Mingenew)
- Boolinda Street
- Eleanor Street
- Mullewa-Mingenew Road
- Mingenew-Morawa Road

The operations I propose would involve the performance of two (2) trips per week, operating year round.

If your shire approves this application, I undertake to ensure our company's highly regarded Safe Operating Procedures are maintained at all times.

If approval is granted to this application we propose to commit to the self-imposed safety procedures listed below:

- Not exceeding a maximum speed of 40 km/h though Mingenew town site
- Truck head lights to be turned “ON”
- Observing operating curfews of 0700 – 0900hrs & 1430 – 1600hrs (school start/finish times)
- Not exceeding a maximum speed of 80 km/h on the Mingenew-Morawa Road

I would also like to add that Montana Bulk Haulage has fitted it’s vehicles with advanced truck safety equipment which includes:

- GPS Vehicle-tracking
- On-board cameras (Driver Cams)
- EBS on tankers (electronic stability control systems)
- ABS on prime movers (anti-lock braking systems)

Our GPS tracking system records all vehicle tracking in real-time, with vehicle speed and location data; this data is transmitted “live” to Montana’s Narngulu office where it is stored for compliance purposes. If an exemption is granted by your Shire I would provide you with a written undertaking to make this data available to you if requested in order to demonstrate our company’s compliance with these provided undertakings, or any other undertakings that may be imposed by your Council as a part of any approval given.

Yours faithfully,

Christopher Maisey

Managing Director,
Montana Bulk Haulage Pty Ltd

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR MONTH ENDING 30 SEPTEMBER, 2014

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
Date: 22nd October, 2014
Author: Nita Jane – Governance Officer

SUMMARY

The Monthly Statement of Financial Activity report for the month ending 30 September, 2014 is presented to Council for adoption.

ATTACHMENT

Finance Report for month ending 30 September, 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	\$197,517.46
Business Cash Maximiser (Municipal Funds)	\$481,181.80
Municipal Trust Account	\$123,910.34
Mid-West Regional Council Trust Account	\$172,695.18
Reserve Maximiser Account	\$371,546.81

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 30 September, 2014:

	Current	30+ Days	60+ Days	90+ Days	Total
<i>Amount</i>	-576.05	90,321.91	0.00	5,599.46	95,345.32

Rates Outstanding at 30th September, 2014 was:

	Current	Arrears	Total
<i>Rates</i>	515,157.72	25,162.91	540,320.63
<i>Rubbish</i>	11,947.87	0.43	11,948.30
	527,105.59	25,163.34	552,268.93

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 9.2.1

That Council adopts the Monthly Statement of Financial Activity for the month ending the 30th September, 2014.



SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014

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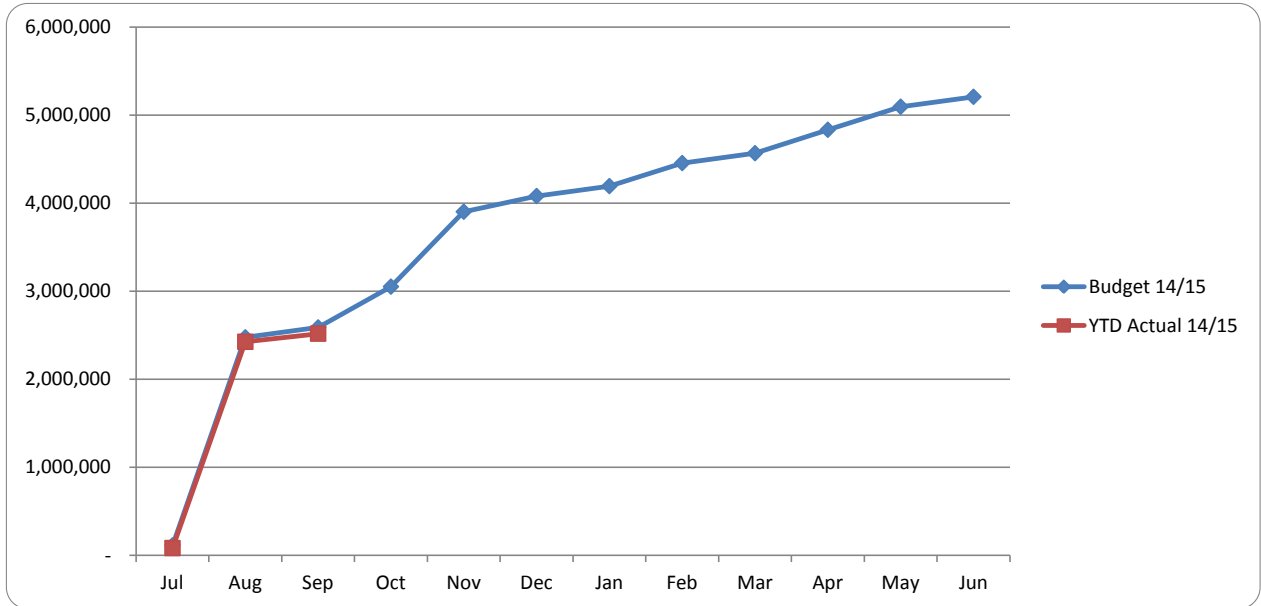
SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014

	NOTE	30/09/14 Y-T-D Actual \$	30/09/14 Y-T-D Budget \$	2014/2015 Total Budget \$	30/09/14 Y-T-D Variance \$	30/09/14 Y-T-D Variance %
REVENUES/SOURCES	1,2					
Governance		13,771	9,285	37,179	4,486	(48%)
General Purpose Funding		1,819,783	1,800,879	2,258,372	18,904	(1%)
Law, Order, Public Safety		355	5,768	27,100	(5,413)	94%
Health		0	0	0	0	0%
Education and Welfare		780	945	3,795	(165)	17%
Housing		27,835	23,046	92,204	4,789	(21%)
Community Amenities		58,938	56,091	56,979	2,847	(5%)
Recreation and Culture		30,674	34,124	109,346	(3,450)	10%
Transport		522,415	546,432	2,174,500	(24,017)	4%
Economic Services		1,359	2,742	11,012	(1,383)	50%
Other Property and Services		42,121	67,896	271,626	(25,775)	38%
		<u>2,518,031</u>	<u>2,547,208</u>	<u>5,042,113</u>	<u>29,177</u>	
(EXPENSES)/(APPLICATIONS)	1,2					
Governance		(112,313)	(124,428)	(151,940)	(12,115)	10%
General Purpose Funding		(18,578)	(13,767)	(55,096)	4,811	(35%)
Law, Order, Public Safety		(25,620)	(26,494)	(99,789)	(874)	3%
Health		(14,055)	(20,457)	(81,856)	(6,402)	31%
Education and Welfare		(10,346)	(5,208)	(28,747)	5,138	(99%)
Housing		(88,007)	(53,088)	(189,845)	34,919	(66%)
Community Amenities		(40,197)	(42,314)	(136,322)	(2,117)	5%
Recreation & Culture		(252,938)	(184,011)	(802,508)	68,927	(37%)
Transport		(597,192)	(610,405)	(2,409,430)	(13,213)	2%
Economic Services		(48,851)	(36,981)	(147,993)	11,870	(32%)
Other Property and Services		(183,314)	(78,576)	(248,498)	104,738	(133%)
		<u>(1,391,411)</u>	<u>(1,195,729)</u>	<u>(4,352,024)</u>	<u>195,682</u>	
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	4	0	1,818	7,267	(1,818)	
Movement in Accrued Interest		(259,621)	0	0	(259,621)	
Movement in Accrued Salaries & Wages		0	0	0	0	
Movement in Employee Benefit Provisions		0	0	0	0	
Depreciation on Assets		435,419	363,666	1,454,710	71,753	
Capital Expenditure and Income						
Purchase Land held for Resale	3	0	0	0	0	0%
Purchase Land and Buildings	3	(47,262)	(39,921)	(176,700)	7,341	(18%)
Purchase Furniture and Equipment	3	0	0	0	0	0%
Purchase Plant and Equipment	3	(179,124)	(89,199)	(317,700)	89,925	(101%)
Purchase Infrastructure Assets - Roads	3	(112,758)	(434,127)	(1,736,565)	(321,369)	74%
Purchase Infrastructure Assets - Footpaths	3	0	0	0	0	0%
Purchase Infrastructure Assets - Bridges	3	0	(16,629)	(66,520)	(16,629)	100%
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	46,548	131,700	46,548	100%
Repayment of Debentures	5	(49,921)	(78,396)	(162,587)	(28,475)	36%
Proceeds from New Debentures	5	0	0	170,000	0	0%
Transfers to Reserves (Restricted Assets)	6	(92,304)	(6,980)	(97,580)	85,324	(1222%)
Transfers from Reserves (Restricted Assets)	6	0	0	0	0	0%
ADD Net Current Assets July 1 B/Fwd	7	(580,878)	(580,878)	(580,878)	0	
LESS Net Current Assets Year to Date	7	<u>260,032</u>	<u>543,758</u>	<u>959,909</u>	<u>(283,726)</u>	
Amount Req'd to be Raised from Rates		<u>(1,638,156)</u>	<u>(1,644,673)</u>	<u>(1,644,673)</u>	<u>6,517</u>	
Rates per Note 8		1,638,156	1,644,673	1,644,673		
Variance		(0)	0	0		

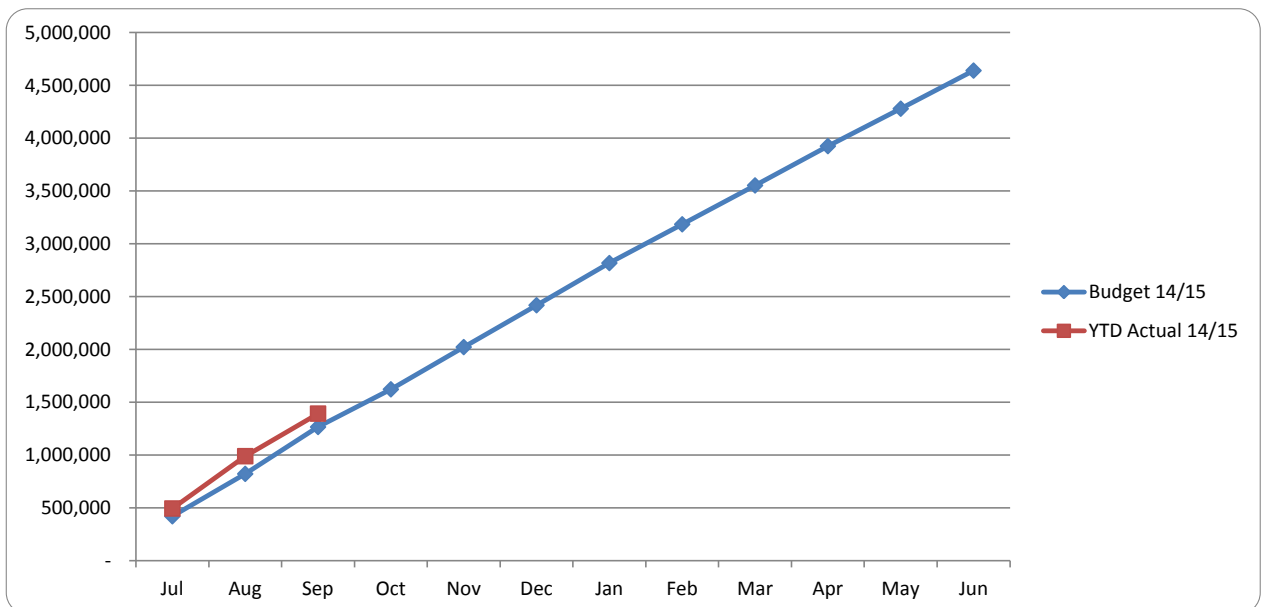
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014**

Graphical Representation - Source Statement of Financial Activity

Operating Budget v Actual - REVENUE



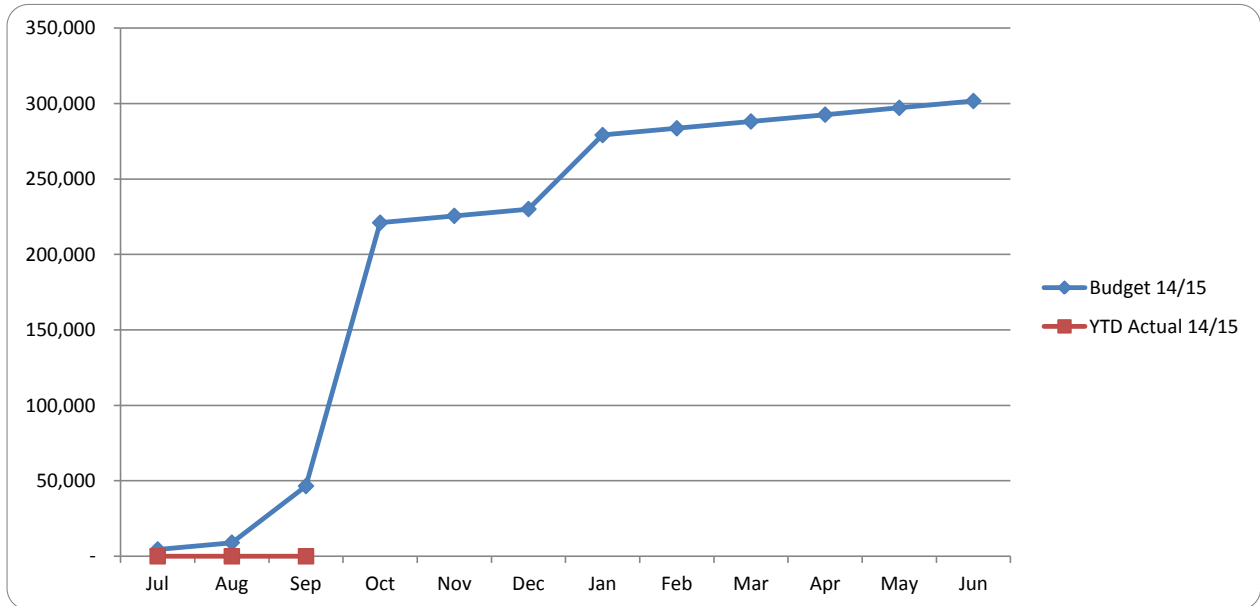
Operating Budget v Actual - EXPENDITURE



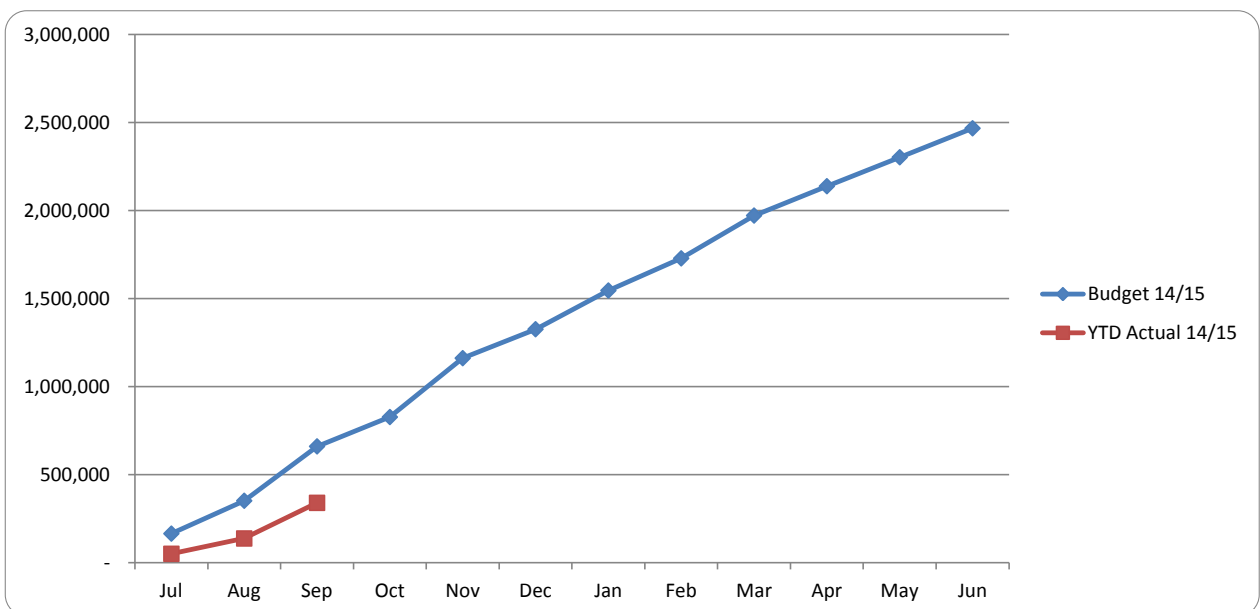
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014**

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 SEPTEMBER, 2014

Statement of Financial Activity - Reportable Variances

REVENUES/SOURCES

Governance	(48%)	4,486	LGIS Dividend received, not budgeted
Law, Order & Public Safety	94%	-5,413	ESL Grant not received at 30 September - timing variance Dog/Cat Renewals due in October.
Education & Welfare	17%	-165	Senior Citizens building income
Housing	(21%)	4,789	Receipting to be corrected (Debtors)
Economic Services	50%	-1,383	Invoices for Standpipe water to be prepared
Other Property and Services	61%	-64,523	Private works - timing of works - YTD budget even spread over year

(EXPENSES)/(APPLICATIONS)

Governance	29%	-45,115	Audit fees not yet invoiced (\$22,800)
General Purpose Funding	(35%)	4,811	Overdraft interest not budgeted (\$2,350)
Health	31%	-6,402	Timing variances for Infant Health Clinic operating costs, Group Regional Scheme costs and Medical Practitioner support
Education & Welfare	(99%)	5,138	Timing variance only - Loan Interest
Housing	(66%)	34,919	Timing variance due to Insurance due in first quarter and increased depreciation charges due to revaluation of land and buildings
Recreation & Culture	(37%)	68,927	Timing variance due to Insurance due in first quarter and increased depreciation charges due to revaluation of land and buildings
Economic Services	(32%)	11,870	Timing variance due to Insurance due in first quarter and increased depreciation charges due to revaluation of land and buildings
Other Property & Services	(56%)	65,990	Private works - timing of works - YTD budget even spread over year, annual insurance paid in first quarter

CAPITAL EXPENDITURE AND INCOME

Purchase Land & Buildings	(18%)	7,341	Works carried out to complete Key Worker Housing - timing difference to YTD Budget
Purchase Plant & Equipment	(101%)	89,925	Timing variance - changeovers done later than budgeted
Purchase Infrastructure Assets - Roads	74%	-321,369	YTD Budget evenly spread across year whereas works program scheduled differently - timing variance
Purchase Infrastructure Assets - Bridges	100%	-16,629	YTD Budget evenly spread across year whereas works program scheduled differently - timing variance
Proceeds from disposal of Asset	100%	46,548	Timing variance - changeovers done later than budgeted
Repayment of Debentures	36%	-28,475	Timing variance only
Transfers to Reserves (Restricted Assets)	(1222%)	85,324	Total Budget transfers done in September 2014 which is earlier than anticipated.

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.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 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

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 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.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 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.

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

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014**

	30 September, 2014	2014/2015
	Actual	Budget
	\$	\$
3. ACQUISITION OF ASSETS		
The following assets have been acquired during the period under review:		
<u>By Program</u>		
GOVERNANCE		
Plant & Equipment	0.00	97,500
Land & Buildings	0.00	0
Furniture & Equipment	0.00	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	47,261.72	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	0.00	4,000
Land & Buildings	0.00	50,200
Furniture & Equipment	0.00	0
TRANSPORT		
Plant & Equipment	179,124.25	216,200
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
Infrastructure - Roads	112,758.38	1,736,565
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
	339,144.35	2,297,485

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014

	30 September, 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	47,261.72	176,700
Furniture and Equipment	0.00	0
Plant and Equipment	179,124.25	317,700
Infrastructure Assets - Roads	112,758.38	1,736,565
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
	339,144.35	2,297,485

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 SEPTEMBER, 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	30/9/2014
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 SEPTEMBER, 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	0	9,941	93,708	83,767	0	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	0	21,506	150,860	129,354	0	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	0	170,000	0	29,977	0	140,023	0	5,033
	1,038,062	0	170,000	49,921	162,587	988,141	1,045,475	22,765	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.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 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.

(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.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014**

	30 September, 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	41,025	42,325
Amount Used / Transfer from Reserve	-	-
	<u>110,024</u>	<u>111,324</u>
(b) Sportsground Improvement Reserve		
Opening Balance	2,604	2,604
Amount Set Aside / Transfer to Reserve	16	65
Amount Used / Transfer from Reserve	-	-
	<u>2,620</u>	<u>2,669</u>
(c) Plant Replacement Reserve		
Opening Balance	115,239	115,239
Amount Set Aside / Transfer to Reserve	50,710	52,881
Amount Used / Transfer from Reserve	-	-
	<u>165,949</u>	<u>168,120</u>
(d) Accrued Leave Reserve		
Opening Balance	13,455	13,455
Amount Set Aside / Transfer to Reserve	67	336
Amount Used / Transfer from Reserve	-	-
	<u>13,522</u>	<u>13,791</u>
(e) Aged Persons Units Reserve		
Opening Balance	19,330	19,330
Amount Set Aside / Transfer to Reserve	119	483
Amount Used / Transfer from Reserve	-	-
	<u>19,449</u>	<u>19,813</u>
(f) Street Light Upgrade Reserve		
Opening Balance	13,826	13,826
Amount Set Aside / Transfer to Reserve	85	346
Amount Used / Transfer from Reserve	-	-
	<u>13,911</u>	<u>14,172</u>
(g) Painted Road Reserve		
Opening Balance	4,056	4,056
Amount Set Aside / Transfer to Reserve	29	101
Amount Used / Transfer from Reserve	-	-
	<u>4,085</u>	<u>4,157</u>
(h) Industrial Area Reserve		
Opening Balance	5,056	5,056
Amount Set Aside / Transfer to Reserve	27	126
Amount Used / Transfer from Reserve	-	-
	<u>5,083</u>	<u>5,182</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014

	30 September, 2014	2014/2015
	Actual	Budget
	\$	\$
6. RESERVES (Continued)		
(i) Environmental Rehabilitation Reserve		
Opening Balance	17,201	17,201
Amount Set Aside / Transfer to Reserve	106	430
Amount Used / Transfer from Reserve	-	-
	17,307	17,631
(j) RTC/PO/NAB Reserve		
Opening Balance	19,476	19,476
Amount Set Aside / Transfer to Reserve	120	487
Amount Used / Transfer from Reserve	-	-
	19,596	19,963
Total Cash Backed Reserves	371,546	376,822
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	41,025	42,325
Sports Ground Improvement Reserve	16	65
Plant Replacement Reserve	50,710	52,881
Accrued Leave Reserve	67	336
Aged Persons Units Reserve	119	483
Street Light Upgrade Reserve	85	346
Painted Road Reserve	29	101
Industrial Area Development Reserve	27	126
Environmental Rehabilitation Reserve	106	430
RTC/PO/NAB Reserve	120	487
	92,304	97,580
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
	-	-
Total Transfer to/(from) Reserves	92,304	97,580

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 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

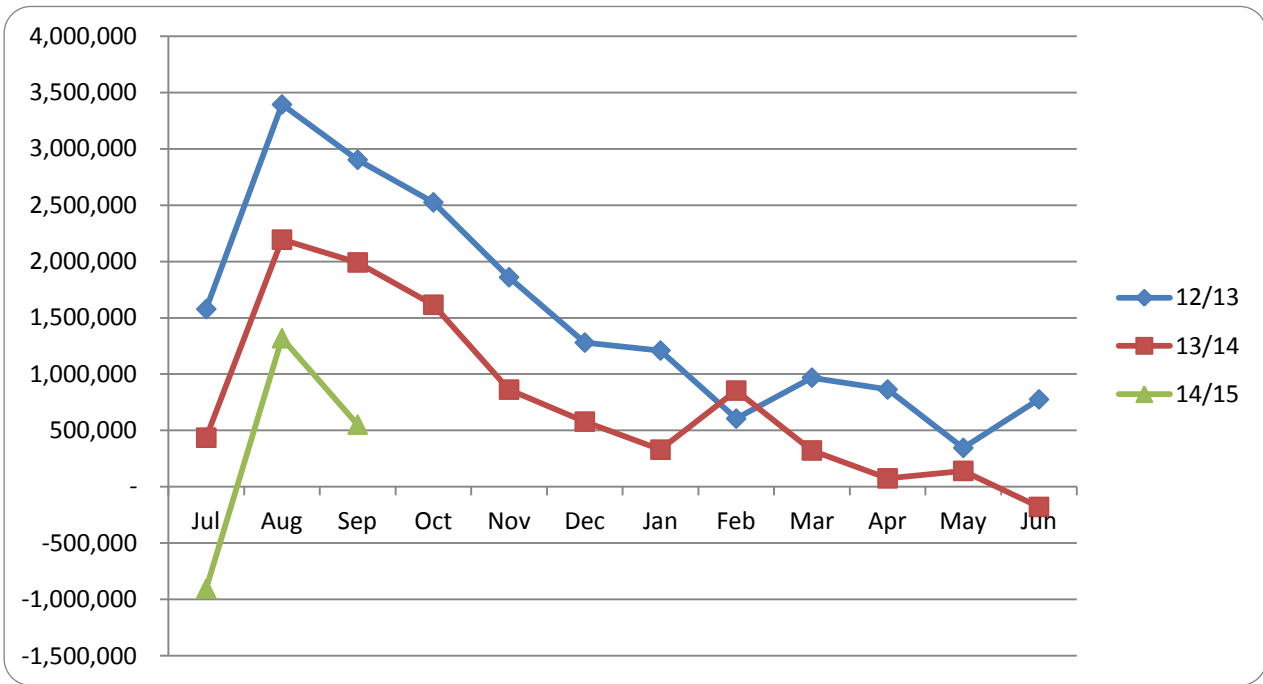
None of the above Reserves are expected to be used within a set period as it is envisaged that further transfers to the reserve accounts will occur as funds are utilised.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014**

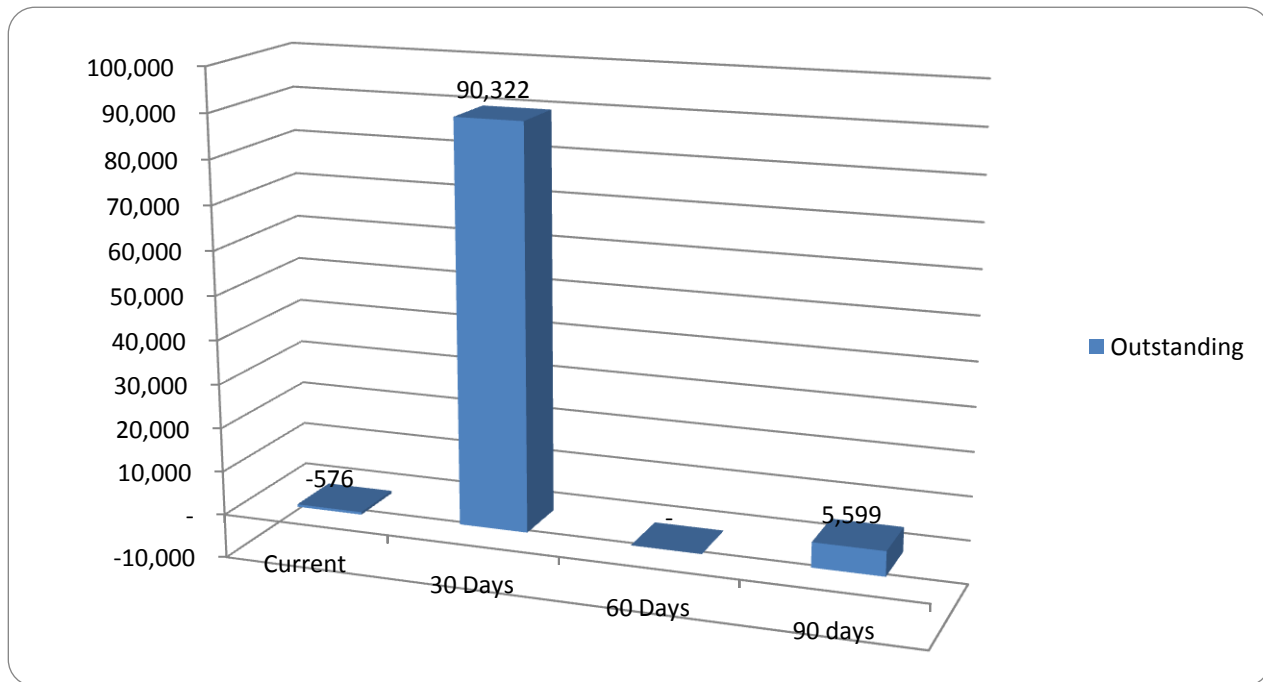
	30 September, 2014	Brought Forward
	Actual	1-Jul-14
	\$	\$
7. NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	693,809	25,543
Cash - Restricted (Reserves)	371,547	279,243
Cash - Restricted (Unspent Grants)	-	-
Cash - Restricted (Unspent Loans)	-	-
Receivables		
- Rates Outstanding	551,073	8,827
- Sundry Debtors	109,999	382,487
- Emergency Services Levy	-	-
- Provision for doubtful debt	(1,370)	-
- GST Receivable	33,449	46,119
Inventories	30,904	20,314
	<u>1,789,411</u>	<u>762,533</u>
LESS: CURRENT LIABILITIES		
Payables		
- Sundry Creditors	(507,004)	(372,430)
- GST Payable	(5,635)	(29,631)
- PAYG/Withholding Tax Payable	(11,879)	(11,512)
Accrued Interest	(17,236)	(276,857)
Accrued Salaries & Wages	(15,670)	(15,670)
Loan Liability	(82,691)	(132,611)
Accrued Annual Leave	(123,334)	(123,334)
Accrues LSL	(102,123)	(102,123)
	<u>(865,572)</u>	<u>(1,064,168)</u>
NET CURRENT ASSET POSITION	923,839	(301,635)
Less: Cash - Reserves - Restricted	(371,547)	(279,243)
Less: Cash - Restricted/Committed	<u>-</u>	<u>-</u>
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>552,292</u>	<u>(580,878)</u>

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014**

7.1 Graphical Representation - Liquidity over the Year



7.2 Graphical Representation - Debtors Outstanding



NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014

8. RATING INFORMATION - 2014/2015 FINANCIAL YEAR

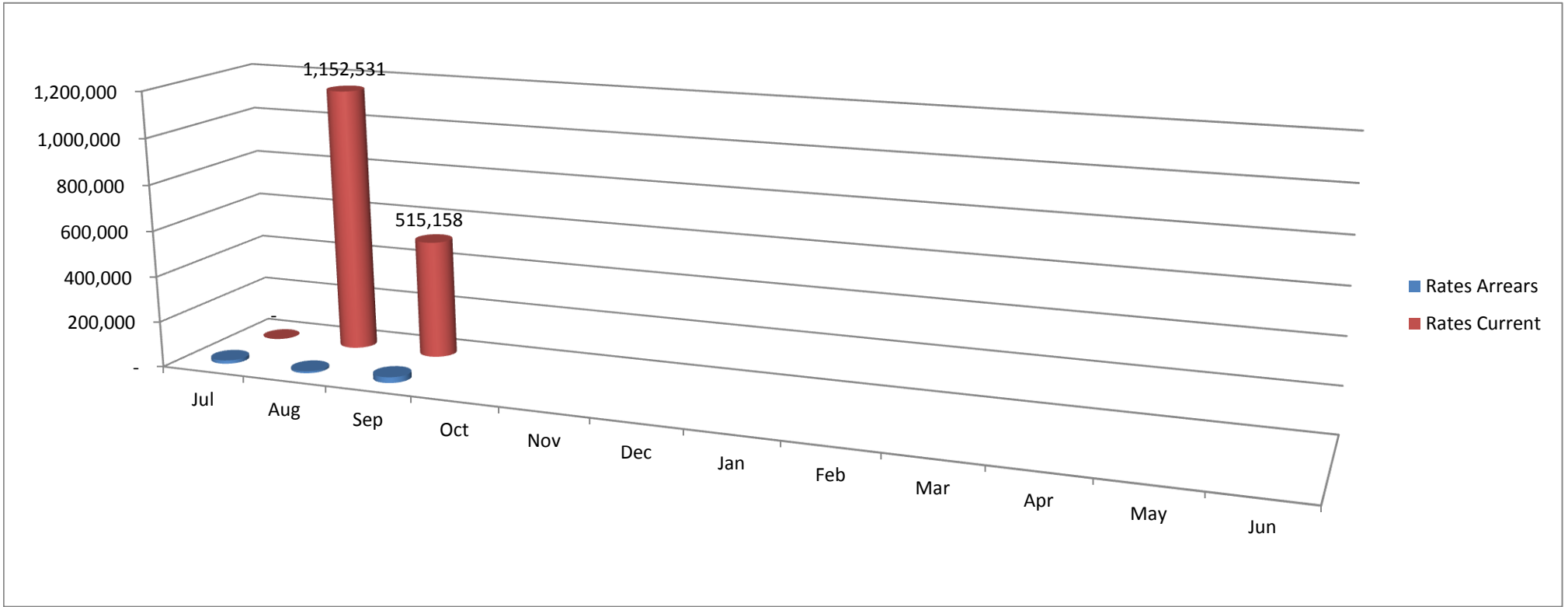
RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2014/2015 Rate Revenue \$	2014/2015 Interim Rates \$	2014/2015 Back Rates \$	2014/2015 Total Revenue \$	2014/2015 Budget \$
General Rate								
GRV - Mingenew Townsite	12.3858	151	1,698,004	210,311	0	(82)	210,229	211,690
GRV -Yandanooka Townsite	6.1988	2	14,716	912	0	0	912	912
UV - Rural	1.3510	127	97,543,500	1,317,813	(5,282)	(4,238)	1,308,293	1,321,636
UV - Mining	30.0000	9	63,470	19,041	(2,125)	(15)	16,901	19,041
Sub-Totals		289	99,319,690	1,548,077	(7,407)	(4,335)	1,536,335	1,553,279
Minimum Rates	Minimum \$							
GRV - Townsites	600	91	108,691	54,600	0	0	54,600	49,800
GRV -Yandanooka Townsite	320	1	840	320	0	0	320	400
UV - Rural	600	18	473,600	10,800	0	0	10,800	6,600
UV - Mining	750	6	7,198	4,500	0	0	4,500	4,500
Sub-Totals		116	590,329	70,220	0	0	70,220	61,300
Rates Written-Off							0	(1,500)
Ex-Gratia Rates							31,601	30,094
Movement in Excess Rates							0	0
Totals							1,638,156	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.

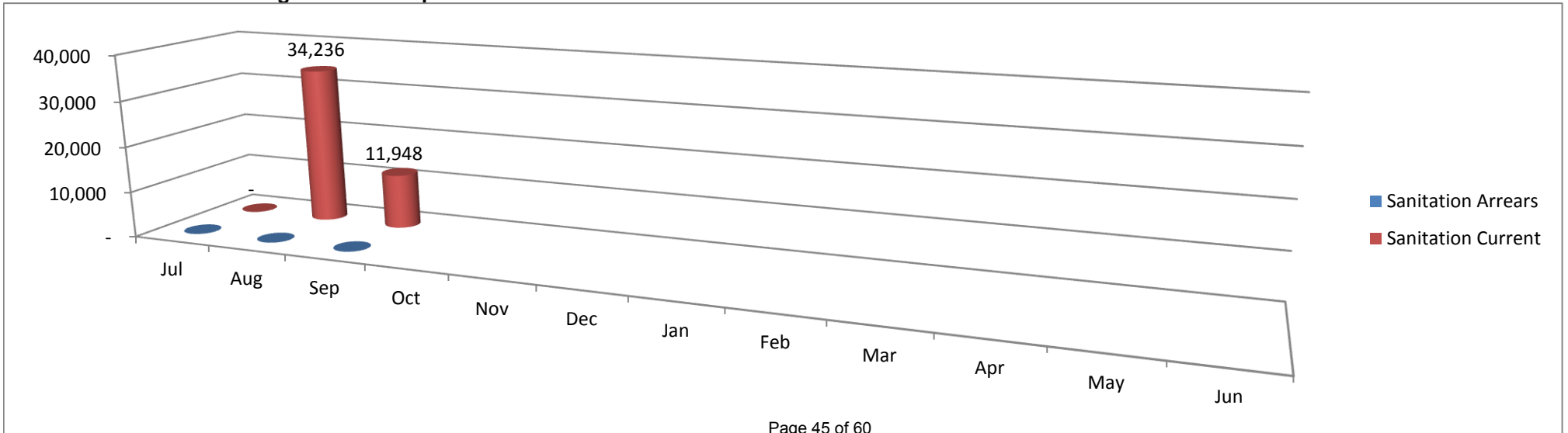
The general rates detailed above for the 2014/2015 financial year have been determined by Council on the basis budget and the estimated revenue to be received from all sources of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the other than rates 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 MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 October 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 SEPTEMBER, 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-Sep-14 \$
BCITF Levy	239	92	-	331
BRB Levy	1,719	255	-	1,974
Centenary/Autumn Committee	1,734	-	-	1,734
Community Bus	2,006	900	(600)	2,306
Farm Water Scheme	-	-	-	-
ANZAC Day Breakfast Donation	279	-	-	279
Industrial Land Bonds	1,000	-	-	1,000
Mid West Industry Road Safety Alliance	36,586	35,750	(23,967)	48,369
Mingenew Cemetery Group	366	-	-	366
Other Bonds	3,769	125	(300)	3,594
Rec Centre Kitchen Upgrade	2,000	-	-	2,000
Sinosteel Community Trust Fund	8,380	-	-	8,380
Tree Planter - LCDC	288	-	-	288
Weary Dunlop Memorial	1,906	-	-	1,906
Unknown	55,753	-	-	55,753
Youth Advisory Council	1,816	-	-	1,816
	<u>117,841</u>			<u>130,096</u>

10. CASH / INVESTMENTS SUMMARY

Investments						30 September 2014 Actual \$
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			197,517		
National Australia Bank	Muni Trust			123,910		
National Australia Bank	MWRC Trust			172,695		
			Interest			
National Australia Bank	Maxi Investment	481,182	0.00%			
National Australia Bank	Reserve Maxi	371,547	2.35%			

11. SUPPLEMENTARY INFORMATION

May include (not exhaustive) the following:

- Income Statement By Nature & Type;
- Income Statement By Program;
- Balance Sheet;
- Statement of Changes in Equity;
- Debtors listings;
- Creditors listings;
- Cash/Investment summaries;
- Plant reports;
- Ratio analysis; and
- Other information considered relevant.

SHIRE OF MINGENEW**INCOME STATEMENT****BY NATURE OR TYPE****FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014**

	NOTE	30/09/2014 Actual \$	2014 / 2015 Budget \$
REVENUES FROM ORDINARY ACTIVITIES			
Rates	8	1,661,558	1,618,296
Operating Grants, Subsidies and Contributions		230,396	1,032,319
Non-Operating Grants, Subsidies and Contributions		338,538	1,491,586
Profit on Asset Disposals		-	4,193
Proceeds on Disposal of Assets		53,682	-
Service Charges		-	-
Fees and Charges		134,465	424,351
Interest Earnings		11,252	33,367
Other Revenue		88,138	438,000
		<u>2,518,029</u>	<u>5,042,112</u>
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Costs		(379,155)	(1,023,655)
Materials and Contracts		(310,336)	(927,390)
Utility Charges		(20,824)	(99,050)
Depreciation		(435,419)	(1,454,710)
Loss on Asset Disposals		-	(11,460)
Interest Expenses		(25,116)	(64,527)
Insurance		(114,036)	(242,782)
Other Expenditure		(106,523)	(528,450)
		<u>(1,391,409)</u>	<u>(4,352,024)</u>
NET RESULT		1,126,620	690,088

SHIRE OF MINGENEW**INCOME STATEMENT****BY PROGRAM****FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014**

	30/09/14	30/09/14	2014/15
	Y-T-D Actual	Y-T-D Budget	Total Budget
	\$	\$	\$
OPERATING REVENUES			
Governance	13,771	9,285	37,179
General Purpose Funding	1,819,783	1,800,879	2,258,372
Law, Order, Public Safety	355	5,768	27,100
Health	-	-	-
Education and Welfare	780	945	3,795
Housing	27,835	23,046	92,204
Community Amenities	58,938	56,091	56,979
Recreation and Culture	30,674	34,124	109,346
Transport	522,415	546,432	2,174,499
Economic Services	1,359	2,742	11,012
Other Property and Services	42,121	67,896	271,626
	<u>2,518,031</u>	<u>2,547,208</u>	<u>5,042,112</u>
OPERATING EXPENSES			
Governance	(112,313)	(124,428)	(151,940)
General Purpose Funding	(18,578)	(13,767)	(55,096)
Law, Order, Public Safety	(25,620)	(26,494)	(99,789)
Health	(14,055)	(20,457)	(81,856)
Education and Welfare	(10,346)	(5,208)	(28,747)
Housing	(88,007)	(53,088)	(189,845)
Community Amenities	(40,197)	(42,314)	(136,322)
Recreation & Culture	(252,938)	(184,011)	(802,508)
Transport	(597,192)	(610,405)	(2,409,430)
Economic Services	(48,851)	(36,981)	(147,993)
Other Property and Services	(183,314)	(78,576)	(248,498)
	<u>(1,391,411)</u>	<u>(1,195,729)</u>	<u>(4,352,024)</u>
NET PROFIT OR LOSS/RESULT	<u>1,126,620</u>	<u>1,351,479</u>	<u>690,088</u>

SHIRE OF MINGENEW**BALANCE SHEET****FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014**

	30 September, 2014	2014
	ACTUAL	
	\$	\$
CURRENT ASSETS		
Cash and Cash Equivalents	1,065,355	304,786
Trade and Other Receivables	693,151	436,062
Inventories	30,904	20,314
TOTAL CURRENT ASSETS	<u>1,789,410</u>	<u>761,162</u>
NON-CURRENT ASSETS		
Other Receivables	-	-
Inventories	90,394	90,394
Property, Plant and Equipment	11,533,549	11,466,124
Infrastructure	37,714,491	37,878,191
TOTAL NON-CURRENT ASSETS	<u>49,338,434</u>	<u>49,434,709</u>
TOTAL ASSETS	<u>51,127,844</u>	<u>50,195,871</u>
CURRENT LIABILITIES		
Trade and Other Payables	556,732	701,460
Long Term Borrowings	82,691	132,611
Provisions	225,457	225,457
TOTAL CURRENT LIABILITIES	<u>864,880</u>	<u>1,059,528</u>
NON-CURRENT LIABILITIES		
Long Term Borrowings	905,449	905,449
Provisions	22,381	22,381
TOTAL NON-CURRENT LIABILITIES	<u>927,830</u>	<u>927,830</u>
TOTAL LIABILITIES	<u>1,792,710</u>	<u>1,987,358</u>
NET ASSETS	<u>49,335,134</u>	<u>48,208,513</u>
EQUITY		
Retained Profits (Surplus)	29,011,369	27,977,052
Reserves - Cash Backed	371,547	279,243
Reserves - Asset Revaluation	19,952,218	19,952,218
TOTAL EQUITY	<u>49,335,134</u>	<u>48,208,513</u>

SHIRE OF MINGENEW**STATEMENT OF CHANGES IN EQUITY****FOR THE PERIOD 1 JULY, 2014 TO 30 SEPTEMBER, 2014**

	30 September 2014 Actual \$	2014 \$
RETAINED PROFITS (SURPLUS)		
Balance as at 1 July 2014	27,977,052	28,186,969
Change in Net Assets Resulting from Operations	1,126,621	(136,693)
Transfer from/(to) Reserves	<u>(92,304)</u>	<u>(73,224)</u>
Balance as at 30 June 2015	<u>29,011,369</u>	<u>27,977,052</u>
RESERVES - CASH BACKED		
Balance as at 1 July 2014	279,243	279,243
Amount Transferred (to)/from Surplus	<u>92,304</u>	<u>-</u>
Balance as at 30 June 2015	<u>371,547</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>49,335,134</u></u>	<u><u>48,208,513</u></u>

9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 30th September 2014

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil.
Date: 15th October 2014
Author: Julie Borrett – Senior Finance Officer

SUMMARY

Council to confirm the payment of creditors for the month of September 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 9.2.2

That Council confirm the accounts as presented for September 2014 from the Municipal Fund totalling \$360,426.81 represented by Electronic Funds Transfers of EFT8335-8410 Trust Cheques 432 & 433 and Cheque nos 7897-7909

Date: 06/10/2014
Time: 2:23:56PM

Shire of MINGENEW
MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 October 2014
List of accounts for September 2014

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
432	22/09/2014	MINGENEW SHIRE COUNCIL	REFUND OF CREDITOR CT69 MWIRSA	T		174.11
433	22/09/2014	MINGENEW IRWIN GROUP INC	REFUND OF BUS BOND	T		300.00
7897	01/09/2014	MINGENEW SHIRE COUNCIL	Payroll deductions	M		308.00
7898	01/09/2014	WATER CORPORATION	CHARGES	M		567.28
7901	09/09/2014	CR PETER GLEDHILL	FEES	M		1,891.50
7902	09/09/2014	SYNERGY	POWER	M		95.30
7904	15/09/2014	Commissioner Of State Revenue	REFUND	M		504.27
7905	15/09/2014	SYNERGY	POWER	M		2,624.90
7906	15/09/2014	TELSTRA	TELSTRA	M		1,740.47
7907	15/09/2014	MINGENEW SHIRE COUNCIL	Payroll deductions	M		290.00
7908	15/09/2014	MINGENEW SHIRE COUNCIL	RATES	M		38,938.15
7909	22/09/2014	SYNERGY	POWER	M		1,982.70
EFT8335	01/09/2014	AUSTRALIA POST	POSTAGE	M		81.06
EFT8336	01/09/2014	STAPLES AUSTRALIA PTY LIMITED	CHARGES	M		141.03
EFT8337	01/09/2014	DONGARA TREE SERVICE	CHARGES	M		4,928.00
EFT8338	01/09/2014	ELDERS LIMITED	CHARGES	M		770.00
EFT8339	01/09/2014	FULTON HOGAN INDUSTRIES PTY LTD	CHARGES	M		2,288.00
EFT8340	01/09/2014	GREENFIELD TECHNICAL SERVICES	CHARGES	M		1,203.40
EFT8341	01/09/2014	Great Northern Rural Services	SOIL TESTS	M		749.00

Date: 06/10/2014
Time: 2:23:56PM

Shire of MINGENEW
MINGENEW SHIRE COUNCIL SUMMARY MEETING AGENDA – 15 October 2014

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8342	01/09/2014	IRWIN PLUMBING SERVICES	CHARGES	M		1,716.00
EFT8343	01/09/2014	CANINE CONTROL	FEES	M		986.17
EFT8344	01/09/2014	RELIANCE PETROLEUM	FUEL	M		8,865.23
EFT8345	01/09/2014	MIDWEST MOBILE MECHANICS	CHARGES	M		1,503.95
EFT8346	01/09/2014	MIDWEST CHAMBER OF COMMERCE & INDUSTRY INC	CHARGES	M		1,584.00
EFT8347	01/09/2014	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 139	M		8,657.11
EFT8348	01/09/2014	WA LOCAL GOVERNMENT ASSOCIATION	CHARGES	M		7,763.75
EFT8349	01/09/2014	MINGENEW FABRICATORS	CHARGES	M		1,029.38
EFT8350	09/09/2014	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		979.16
EFT8351	09/09/2014	Australian Taxation Office	BAS	M		29,930.00
EFT8352	09/09/2014	Cr Michelle Bagley	FEES	M		3,250.00
EFT8353	09/09/2014	CR GARY COSGROVE	FEES	M		875.00
EFT8354	09/09/2014	DONGARA DRILLING & ELECTRICAL	CHARGES	M		29.90
EFT8355	09/09/2014	DONGARA BUILDING & TRADE SUPPLIES	GOODS	M		12.50
EFT8356	09/09/2014	FULTON HOGAN INDUSTRIES PTY LTD	CHARGES	M		2,288.00
EFT8357	09/09/2014	KEVIN HANNAGAN	REIMBURSEMENT	M		1,645.95
EFT8358	09/09/2014	CR CRISPIAN LUCKEN	FEES	M		875.00
EFT8359	09/09/2014	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	FEES	M		500.00

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8360	09/09/2014	CR HELEN NEWTON	FEES	M		875.00
EFT8361	09/09/2014	CR MARGUERITE PEARCE	FEES	M		875.00
EFT8362	09/09/2014	CR ALAN SOBEY	FEES	M		875.00
EFT8363	09/09/2014	SGFLEET	LEASE	M		837.52
EFT8364	09/09/2014	TRUCKLINE	CHARGES	M		56.89
EFT8365	09/09/2014	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 143	M		45,721.63
EFT8366	09/09/2014	WESTRAC PTY LTD	PARTS	M		386.43
EFT8367	10/09/2014	Shire of Mingenew - Payroll	PAYROLL	M		31,327.05
EFT8368	10/09/2014	Australian Services Union	Payroll deductions	M		25.10
EFT8369	10/09/2014	CHILD SUPPORT AGENCY	Payroll deductions	M		261.89
EFT8370	10/09/2014	LGRCEU	Payroll deductions	M		19.40
EFT8371	10/09/2014	WA SUPER	Superannuation contributions	M		5,537.07
EFT8372	10/09/2014	PRIME SUPER	Superannuation contributions	M		195.16
EFT8373	15/09/2014	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	LEASE	M		421.30
EFT8374	15/09/2014	NAB BUSINESS VISA	CREDIT CARD	M		1,069.53
EFT8375	15/09/2014	AMPAC	CHARGES	M		1,252.17
EFT8376	15/09/2014	LEADING EDGE COMPUTERS	GOODS	M		293.95
EFT8377	15/09/2014	BATAVIA COAST AUTO ELECTRICAL PTY LTD	CHARGES	M		649.50
EFT8378	15/09/2014	COMMERCIAL HOTEL	CATERING	M		426.00

Date: 06/10/2014
Time: 2:23:56PM

Shire of MINGENEW
MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 October 2014

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8379	15/09/2014	DONGARA DRILLING & ELECTRICAL	CHARGES	M		210.71
EFT8380	15/09/2014	FITZGERALD STRATEGIES	FEES	M		5,778.12
EFT8381	15/09/2014	GH COUNTRY COURIER	FREIGHT	M		55.44
EFT8382	15/09/2014	GUARDIAN PRINT & GRAPHICS	GOODS	M		269.00
EFT8383	15/09/2014	Great Northern Rural Services	FERTILISER	M		8,385.00
EFT8384	15/09/2014	HEARING & AUDIOLOGY	CHARGES	M		250.00
EFT8385	15/09/2014	JOHN HUGHES	PLANT	M		13,329.53
EFT8386	15/09/2014	MINGENEW IGA PLUS LIQUOR	GROCERIES	M		487.33
EFT8387	15/09/2014	MINGENEW BAKERY	CATERING	M		223.85
EFT8388	15/09/2014	Warren Olsen	REIMBURSEMENT	M		386.43
EFT8389	15/09/2014	PEMCO DIESEL PTY LTD	CHARGES	M		2,964.18
EFT8390	15/09/2014	TOTALLY WORKWEAR	GOODS	M		174.11
EFT8391	15/09/2014	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN	M		7,616.29
EFT8392	15/09/2014	WA LOCAL GOVERNMENT ASSOCIATION	FEES	M		4,655.00
EFT8393	15/09/2014	WESTRAC PTY LTD	CHARGES	M		3,362.49
EFT8394	22/09/2014	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		275.00
EFT8395	22/09/2014	CY O'CONNOR INSTITUTE	CHARGES	M		90.26
EFT8396	22/09/2014	LANDGATE	CHARGES	M		51.10
EFT8397	22/09/2014	FESA	ESL	M		23,756.00

List of accounts for September 2014

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8398	22/09/2014	VEOLIA ENVIRONMENTAL SERVICES AUSTRALIA PTY LTD	CHARGES	M		5,805.31
EFT8399	22/09/2014	CANINE CONTROL	FEES	M		986.17
EFT8400	22/09/2014	RELIANCE PETROLEUM	FUEL	M		5,307.30
EFT8401	22/09/2014	STARICK TYRES	TYRES	M		1,511.71
EFT8402	22/09/2014	Warren Olsen	REIMBURSEMENT	M		21.00
EFT8403	22/09/2014	ROWE GROUP	CHARGES	M		10,450.00
EFT8404	22/09/2014	DALGLEISH CATERING	CATERING	M		429.00
EFT8405	24/09/2014	Shire of Mingenew - Payroll	PAYROLL	M		33,327.39
EFT8406	24/09/2014	Australian Services Union	Payroll deductions	M		25.10
EFT8407	24/09/2014	CHILD SUPPORT AGENCY	Payroll deductions	M		263.25
EFT8408	24/09/2014	LGRCEU	Payroll deductions	M		19.40
EFT8409	24/09/2014	WA SUPER	Superannuation contributions	M		6,591.60
EFT8410	24/09/2014	PRIME SUPER	Superannuation contributions	M		195.88

REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	359,952.70
T	TRUST- NATIONAL AUST BANK	474.11
TOTAL		360,426.81

NATIONAL BUSINESS MASTERCARD

01 September to 30 September 2014

Work's Manager - Warren Borrett

Goods for 1 bedroom unit	\$	1,003.50
Goods for 1 bedroom unit	\$	118.99
Plate retain fee for MI108	\$	24.00
Plate change to MI108	\$	16.60
Licence S Greaves	\$	128.70
Plate retain fee for MI177	\$	24.00
Bank Fees	\$	9.00
	\$	1,324.79

Manager of Admin and Finance - Cameron Watson

Internet Fees	\$	279.85
Goods for 1 bedroom unit	\$	1,704.00
Service for MI177	\$	471.55
Survey for 23 Shenton St	\$	24.00
Wireless prepaid internet for interim CEO	\$	180.00
Plate retain fee for MI528	\$	24.00
Goods for MWIRSA event	\$	376.88
Goods for MWIRSA event	\$	13.90
Goods for MWIRSA event	\$	15.99
Bank Fees	\$	9.00
	\$	3,099.17
Total Direct Debit Payment made on 1st September 2014	\$	4,423.96

POLICE LICENSING

Direct Debits from Muni Account
01 September to 30 September 2014

Monday, 1 September 2014	\$	160.95
Wednesday, 3 September 2014	\$	201.65
Thursday, 4 September 2014	\$	707.55
Friday, 5 September 2014	\$	16.40
Monday, 8 September 2014	\$	2,291.20
Tuesday, 9 September 2014	\$	169.00
Wednesday, 10 September 2014	\$	932.00
Thursday, 11 September 2014	\$	8,924.05
Friday, 12 September 2014	\$	5,457.85
Monday, 15 September 2014	\$	1,297.75

Tuesday, 16 September 2014	\$ 2,221.80
Wednesday, 17 September 2014	\$ 3,254.60
Friday, 19 September 2014	\$ 690.50
Monday, 22 September 2014	\$ 988.40
Tuesday, 23 September 2014	\$ 1,183.00
Wednesday, 24 September 2014	\$ 135.35
Thursday, 25 September 2014	\$ 2,273.25
Tuesday, 30 September 2014	\$ 2,580.20
	\$ 33,485.50

BANK FEES

Direct debits from Muni Account 01 September to 30 September 2014

Total direct debited from Municipal Account	\$ 1,013.06
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PAYROLL

Direct Payments from Muni Account 01 September to 30 September 2014

Wednesday, 10th September 2014	\$ 43,742.87
Wednesday, 24th September 2014	\$ 47,376.67
	\$ 91,119.54

- 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

OFFICER RECOMMENDATION – ITEM 12.1

That, pursuant to section 5.23 (2) (b) of the Local Government Act 1995, the meeting now be closed to the press and public to discuss a matter affecting the personal affairs of any person.

12.1.1 Sundry Debtor makes an offer for “Full and Final Settlement”

OFFICER RECOMMENDATION – ITEM 12.1.2

That the meeting come out from behind closed doors and normal proceedings resume.

13.0 TIME AND DATE OF NEXT MEETING

That the next Ordinary Council Meeting be held on 19 November 2014.

14.0 CLOSURE