



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

16 April 2014

**SHIRE OF MINGENEW**



**WILDFLOWER COUNTRY**

## ORDINARY COUNCIL MEETING NOTICE PAPER

16 April 2014

Madam President and Councillors,

An ordinary meeting of Council is called for Wednesday, 16 April 2014, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.00 pm.

**Mike Sully**  
**Chief Executive Officer**

11 April 2014

## **MINGENEW SHIRE COUNCIL**

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

**CHIEF EXECUTIVE OFFICER**

11 APRIL 2014

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## SHIRE OF MINGENEW

### AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 16 April 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 7.0**

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

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

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 PURCHASING POLICIES – REVIEW APRIL 2014

**Location/Address:** Shire of Mingenew  
**Name of Applicant:**  
**Disclosure of Interest:** Nil.  
**Date:** 2 April 2014  
**Author:** Mike Sully

**SUMMARY**

This report provides a draft copy of Council's revised Purchasing Policies and requests that Council review the document and endorse the proposed changes and additions.

**ATTACHMENT**

Copy of draft purchasing policy is attached.

**BACKGROUND**

Council's current purchasing policies were last reviewed in October 2011 and are now due for revision. WALGA has recently developed an updated generic Purchasing Policies document for Local Government and it is available at no cost to Council.

**COMMENT**

The WALGA Purchasing Policies document includes new sections that reflect changes and additions to associated legislation, for example, Record Keeping Plan, Value for Money and Sustainable Procurement and Social Responsibility.

**CONSULTATION**

Nil.

**STATUTORY ENVIRONMENT**

Local Government Act 1995  
Local Government (Functions and General) Regulations 1996

**POLICY IMPLICATIONS**

Council policies are required to be reviewed at least every four years

**FINANCIAL IMPLICATIONS**

Council is required to comply with current legislation in its financial dealings.

**STRATEGIC IMPLICATIONS**

Complying with current legislation is good governance

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION – ITEM 9.1.1**

**That Council review the attached draft Purchasing Policy and endorse the Purchasing Policy with any additional approved amendments and/or additions.**



# Purchasing Policy - Draft 1

## 1. POLICY

The Shire of Mingenew is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance.

## 2. OBJECTIVES

- To ensure best practice policies and procedures are followed in relation to internal purchasing for the Local Government.
- To ensure compliance with the *Local Government Act 1995* ("the Act") and the *Local Government Act (Functions and General) Regulations 1996* ("the Regulations").
- To ensure compliance with the *State Records Act 2000* and associated records management practices and procedures of the Local Government.
- To undertake purchasing processes that ensures value for money for the Local Government by delivering the most advantageous outcome possible.
- To ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers.
- To ensure efficient and consistent purchasing processes are implemented and maintained across the organisation

## 3. ETHICS & INTEGRITY

### 3.1 Code of Conduct

All officers and employees of the Local Government undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Local Government must act in an honest and professional manner at all times which supports the standing of the Local Government.

### 3.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Local Government policies and Code of Conduct;



- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Local Government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

## 4. VALUE FOR MONEY

### 4.1 Policy

Value for money is an overarching principle governing purchasing which allows the best possible outcome to be achieved for the Local Government. It is important to note that compliance with the purchasing specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

### 4.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

## 5. PURCHASING THRESHOLDS AND PROCESSES

### 5.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Local Governments, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General) Regulations 1996* and this Purchasing Policy.

### 5.2 Policy

Purchasing that is **below \$100,000** in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers.

Purchasing that **exceeds \$100,000** in total value (excluding GST) must be put to public Tender **unless** a regulatory Tender exemption is utilised by the Local Government. Tender exemptions apply in the following instances:

- an emergency situation as defined by the *Local Government Act 1995*;
- the purchase is from a Preferred Supply Contract or Business Service.
- the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations 1996* apply.

Determining purchasing value is to be based on the following considerations:

1. The actual or expected value of a contract over the full contract period (including all options to extend); or
2. The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

### 5.3 Purchasing Thresholds - Requirements

Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Local Government:

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$1,000	Obtain at least two (2) verbal or written quotations from suppliers supported by evidence of the quotation (eg email, fax or record of quotation) in each instance. All quotations from suppliers should be in writing.  OR  Obtain quotations directly from a pre-qualified panel of suppliers. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.
\$1,000 - \$39,999	Obtain at least three (3) written quotations (eg email, fax or original copy).  OR Obtain quotations directly from a pre-qualified panel of suppliers. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.
\$40,000 - \$99,999	Obtain at least three (3) written quotations (eg email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.  OR

	Obtain quotations directly from a pre-qualified panel of suppliers. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.
\$100,000 and above	<p>Conduct a public Tender process in accordance with this policy. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>

Where considered necessary, a Local Government may consider calling public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$100,000 threshold (excluding GST). This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers.

If a decision is made to undertake a public Tender for contracts of less than \$100,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy must be followed in full.

## 5.4 Purchasing Procedures

### 5.4.1 Tender or Request for Quotation through Tender Exempt Panels (\$100,000 or over in value)

For the procurement of goods, services or works where the value exceeds \$100,000, the Local Government must either undertake:

1. a public Tender process; or
2. a Request for Quotation process from a Tender exempt panel of pre-qualified suppliers.

#### Using a Tender Exempt Panel of Pre-Qualified Suppliers

When accessing a Tender exempt panel of pre-qualified suppliers, the Local Government must utilise a Request for Quotation process through eQuotes or in writing direct with the Preferred Suppliers.

In undertaking a Request for Quotation, the Local Government does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a public Tender.

Additionally, the Local Government does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Local Government are fully protected.

Keeping the scope of the Request for Quotation focused on the Specification and the selection criteria that will be utilised by the Local Government to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Local Government.

### **Request for Quotation Process**

In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- The Request for Quotation documentation must include:
  - written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
  - selection criteria to be applied;
  - price schedule;
  - conditions of responding; and
  - validity period of offer.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, selection **must** be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Local Government.

The evaluation process should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty

conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.

The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

### **Public Tender**

In the event that a Local Government elects to call a public Tender:

- Before Tenders are publicly invited, the Local Government must record the decision to invite Tenders (which is to be recorded in the Tender Register) and

must determine in writing the criteria for deciding which tender should be accepted.

- The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchase. For Tenders with a total estimated value (ex GST) of between \$40,000 and \$99,999, the Evaluation Panel must contain a minimum of two (2) members. For Tenders with a total estimated value (ex GST) of \$100,000 and above, the Evaluation Panel must contain a minimum of three (3) members.
- A Tender Notice must be advertised in a State wide publication e.g. "The West Australian" newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday.
- The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.
- The Tender Notice must include:
  - a brief description of the goods or services required;
  - information as to where and how Tenders may be submitted;
  - the date and time after which Tenders cannot be submitted; and
  - a contact person to supply more detailed information if required.
    - The detailed information must include:
      - such information as the Local Government decides should be disclosed to those interested in submitting a Tender response;
      - detailed specifications of the goods or services required;
      - the criteria for deciding which Tender response should be accepted;
      - whether or not the Local Government has decided to submit a Tender response; and
      - whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.
- Tenders must not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Local Government not to compromise its duty to be fair.
- If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Local Government may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation.
- A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected.
- No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the Tender Deadline.
- Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Local Government officer.

The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as *commercial-in-confidence* to the Local Government. Members of the public are entitled to be present.

- The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least two (2) Local Government officers present at the opening of Tender responses.
- Where the Local Government has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:
  - a sufficient number of quotations are obtained;
  - the process follows the guidelines for seeking quotations
  - the specification for goods and/or services remains unchanged; and
  - purchasing is arranged within six months of the closing date of the lapsed Tender.
- Tender responses that have not been rejected must be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous.
- If after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Local Government and Tenderer have entered into a contract, a minor variation may be made by the Local Government. A minor variation may **not** alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.
- Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:
  - The name of the successful Tenderer.
  - The total value of consideration of the winning offer.
- The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

For this procurement range, selection of Tenderer **must** be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Local Government.

To comply with the requirements of Regulation 18(4) of the *Local Government (Functions and General) Regulations 1996*, the Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response.

The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

#### **5.4.2 Request for Quotation (\$40,000 or over to \$99,999 in value)**

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$99,999, it is recommended that at least three (3) written quotations be obtained from the market or from a pre-qualified panel of suppliers.

In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- Provide a Request for Quotation that includes as a minimum:
  - written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
  - selection criteria to be applied;
  - price schedule;
  - conditions of responding; and
  - validity period of offer.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Local Government.

For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Local Government.

The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

### **5.4.3 Request for Quotation (under \$40,000 in value)**

#### **Written Requests for Quotations**

For the procurement of goods or services where the value is under \$40,000, it is recommended that at least three (3) written quotations be obtained from the market or from a pre-qualified panel of suppliers.

In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.
- Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Local Government.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

#### **Verbal Requests for Quotations**

For the procurement of goods or services where the value is under \$1,000 the Local Government may undertake a verbal Request for Quotation process.

At least two (2) quotations must be obtained from the market or the Local Government may purchase from a Tender exempt panel of pre-qualified suppliers.

The requirements relating to verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the Local Government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.



## RECORDS MANAGEMENT

### **Policy**

Records of all Tenders and Requests for Quotation must be retained in compliance with the *State Records Act 2000 (WA)* and the Local Government's internal Records Management Policy.

### **Application**

All records associated with the Tender or Request for Quotation process must be recorded and retained.

For a Tender process, this includes:

- Tender documentation.
- Internal documentation.
- Evaluation documentation.
- Enquiry and response documentation.
- Approval documentation.
- Notification and award documentation.

For a Request for Quotation process, this includes:

- Quotation documentation
- Internal documentation.
- Approval documentation.
- Order forms and requisitions.

## 6. SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

Sustainable Procurement is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.

Corporate Social Responsibility (CSR) in procurement is defined as purchasing which provides preference to organisations that can demonstrate compliance with ethical and regulatory standards and can demonstrate making a positive impact on the communities and markets in which they operate. ISO 26000 provides guidance on how Local Governments can procure goods and services in a socially responsible way.

### **Policy**

Local Government is committed to providing a preference to organisations that demonstrate both sustainable business practices and high levels of corporate social responsibility. Where appropriate, the Local Government shall endeavour to design Requests for Quotation and Tenders to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Local Government's sustainability objectives.

**Application**

In practical terms sustainability and corporate social responsibility in procurement means the Local Government shall endeavour at all times to identify and purchase products and services that:

- have been determined as necessary;
- demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- demonstrate environmental best practice in water efficiency;
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, are free of toxic or polluting materials and consume minimal energy during the production stage;
- can be refurbished, reused, recycled or reclaimed. Those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste will be given priority;
- demonstrate a regard for the local economy and a supply chain that supports local business development;
- are ethically sourced from sustainable and fair trade supply chains;
- (with regards to motor vehicles) feature the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- (with regards to new buildings and refurbishments) use renewable energy and technologies where available.

**7. ADOPTION**

Adoption of this Purchasing Policy was endorsed by the Local Government on:

	<b>Date</b>	<b>Signature</b>
Shire President		
CEO		

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR MONTH ENDING 31 MARCH 2014

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**Date:** 9<sup>th</sup> April, 2014  
**Author:** Cameron Watson – Manager Finance & Administration

**SUMMARY**

The Monthly Statement of Financial Activity report for the month ending 31 March, 2014 is presented to Council for adoption.

**ATTACHMENT**

Finance Report for month ending 31 March, 2014

**BACKGROUND**

Financial Regulations require a monthly statement of financial activity report to be presented to Council.

**COMMENT**

Council's current operating surplus as at 31 March, 2014 was \$322,597.

<b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>	
Municipal Account	\$18,296.38
Business Cash Maximiser (Municipal Funds)	\$347,359.29
Trust Account	\$241,175.66
Reserve Maximiser Account	\$273,639.73

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 31 March, 2014:

	<b>Current</b>	<b>30+ Days</b>	<b>60+ Days</b>	<b>90+ Days</b>	<b>Total</b>
<i>Amount</i>	29,584.91	1,200.00	1,200.00	18,329.38	50,314.29

Rates Outstanding at 9 April, 2014 were:

	<b>Current</b>	<b>Arrears</b>	<b>Total</b>
<i>Rates</i>	29,596.89	3,038.78	32,635.67
<i>Rubbish</i>	1,561.95	0.00	1,561.95
	31,158.84	3,038.78	34,197.62

The Statement of Financial Activities Report contains explanations of Council's adopted variances for the 2013 / 2014 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 31<sup>st</sup> March, 2014.**



## **SHIRE OF MINGENEW**

### **STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

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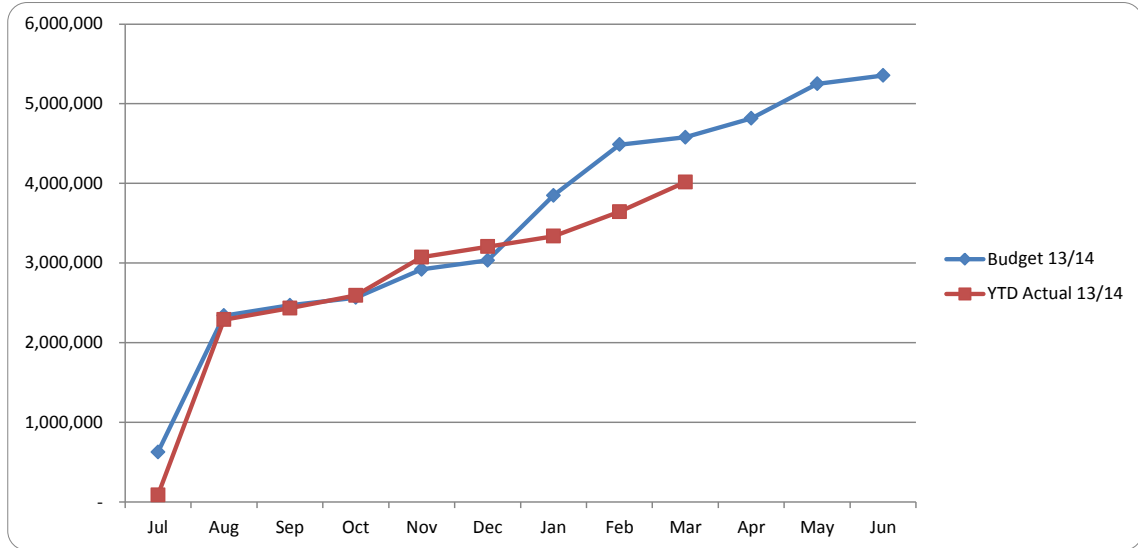
**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

	NOTE	31/03/14 Y-T-D Actual \$	31/03/14 Y-T-D Budget \$	2013/2014 Total Budget \$	31/03/14 Y-T-D Variance \$	31/03/14 Y-T-D Variance %
<b>REVENUES/SOURCES</b>	1,2					
Governance		15,603	18,702	24,984	(3,099)	17%
General Purpose Funding		1,713,463	1,687,572	2,041,923	25,891	(2%)
Law, Order, Public Safety		21,038	17,421	26,750	3,617	(21%)
Health		0	49,319	49,600	(49,319)	100%
Education and Welfare		2,605	2,835	3,795	(230)	8%
Housing		63,688	60,210	80,304	3,478	(6%)
Community Amenities		37,322	35,518	36,140	1,804	(5%)
Recreation and Culture		40,077	175,781	176,164	(135,704)	77%
Transport		1,769,077	2,131,000	2,440,063	(361,923)	17%
Economic Services		4,239	17,596	27,169	(13,357)	76%
Other Property and Services		246,939	382,502	292,473	(135,563)	35%
		<u>3,914,051</u>	<u>4,578,456</u>	<u>5,199,365</u>	<u>664,405</u>	
<b>(EXPENSES)/(APPLICATIONS)</b>	1,2					
Governance		(207,532)	(214,258)	(266,826)	(6,726)	3%
General Purpose Funding		(33,524)	(35,397)	(47,222)	(1,873)	5%
Law, Order, Public Safety		(79,633)	(75,788)	(96,930)	3,845	(5%)
Health		(42,610)	(52,615)	(69,801)	(10,005)	19%
Education and Welfare		(21,512)	(25,132)	(32,494)	(3,620)	14%
Housing		(803,761)	(764,637)	(798,608)	39,124	(5%)
Community Amenities		(76,897)	(221,919)	(254,023)	(145,022)	65%
Recreation & Culture		(566,604)	(660,500)	(834,490)	(93,896)	14%
Transport		(1,730,393)	(1,620,092)	(2,131,779)	110,301	(7%)
Economic Services		(123,996)	(135,794)	(175,387)	(11,798)	9%
Other Property and Services		(201,092)	(388,613)	(262,373)	(187,521)	48%
		<u>(3,887,554)</u>	<u>(4,194,745)</u>	<u>(4,969,933)</u>	<u>(307,191)</u>	
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>						
(Profit)/Loss on Asset Disposals	4	14,961	3,409	3,540	11,552	
Movement in Accrued Interest		0	0	0	0	
Movement in Accrued Salaries & Wages		(11,407)	0	0	(11,407)	
Movement in Employee Benefit Provisions		0	0	0	0	
Depreciation on Assets		1,079,507	964,872	1,274,040	114,635	
<b>Capital Expenditure and Income</b>						
Purchase Land held for Resale	3	0	0	0	0	0%
Purchase Land and Buildings	3	(134,831)	(460,670)	(512,200)	(325,839)	71%
Purchase Furniture and Equipment	3	(47,211)	(45,500)	(45,500)	1,711	(4%)
Purchase Plant and Equipment	3	(197,269)	(180,550)	(180,550)	16,719	(9%)
Purchase Infrastructure Assets - Roads	3	(1,162,273)	(1,566,145)	(1,566,145)	(403,872)	26%
Purchase Infrastructure Assets - Footpaths	3	0	0	0	0	0%
Purchase Infrastructure Assets - Bridges	3	0	(362,000)	(362,000)	(362,000)	100%
Proceeds from Disposal of Assets	4	124,089	123,450	123,450	(639)	(1%)
Repayment of Debentures	5	(118,061)	(106,643)	(125,547)	11,418	(11%)
Proceeds from New Debentures	5	0	0	0	0	0%
Transfers to Reserves (Restricted Assets)	6	(102,646)	(108,473)	(108,473)	(5,827)	5%
Transfers from Reserves (Restricted Assets)	6	35,907	0	28,370	35,907	0%
ADD Net Current Assets July 1 B/Fwd	7	605,795	605,795	605,795	0	
LESS Net Current Assets Year to Date	7	<u>147,687</u>	<u>2,231,317</u>	<u>846,785</u>	<u>(2,083,630)</u>	
<b>Amount Req'd to be Raised from Rates</b>		<u>(1,484,710)</u>	<u>(1,482,573)</u>	<u>(1,482,573)</u>	<u>(2,137)</u>	
Rates per Note 8		1,484,709	1,482,573	1,482,573		
Variance		(0)	0	(0)		

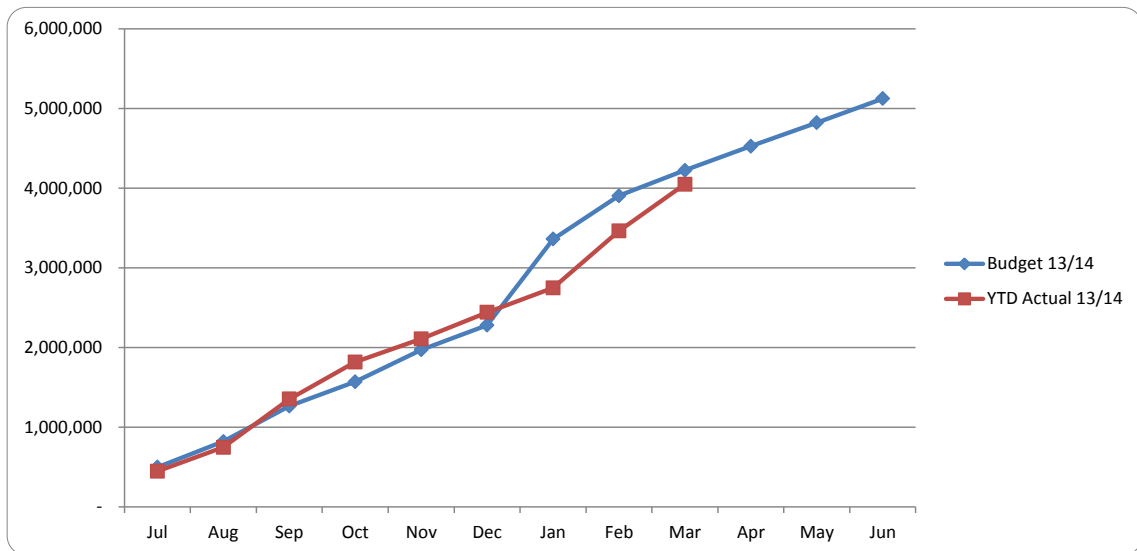
**SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

**Graphical Representation - Source Statement of Financial Activity**

**Operating Budget v Actual - REVENUE**



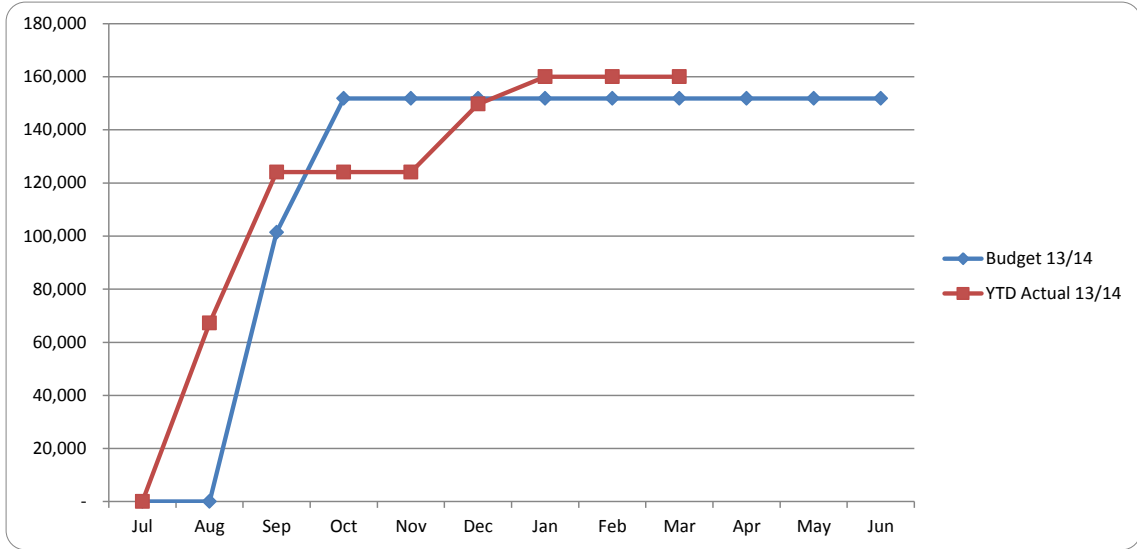
**Operating Budget v Actual - EXPENDITURE**



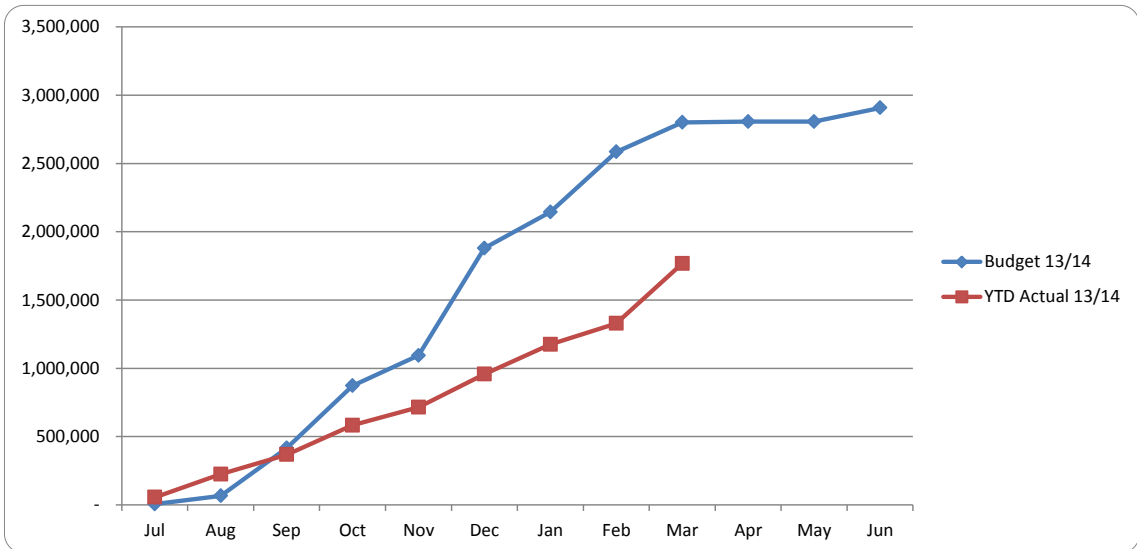
**SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

**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, 2013 TO 31 MARCH, 2014**

**Statement of Financial Activity - Reportable Variances**

**REVENUES/SOURCES**

Health	(100%)	Federal Regional Development Grant (\$48,500) for Upgrades to Ambulance Bay at Medical Centre unlikely to be received. Will be resolved as part of mid year budget review.
Recreation & Culture	(77%)	Contributions to Recreation Centre Bar Area extension yet to be claimed. Lotterwest Grant for Railway Station yet to be approved.
Transport	(17%)	Waiting on DRD to approve 12/13 Regional R4R Grant - Budget \$320,000
Economic Services	(76%)	\$10,000 grant to undertake improvement works at the Tourist Centre not yet received. Budget Review identified this grant as a possible non receipt
Other Property and Services	(35%)	\$7,000 recoup from the MWRC for Intergrated Planning will not be received. Numerous small amounts throughout the Shedule.

**(EXPENSES)/(APPLICATIONS)**

Health	(19%)	Lower than expected expenditure on EHO - \$4,900 and Health Clinic - \$ 7,400 and Medical Practitioner Support - \$4,500
Community Amenities	(65%)	\$125,000 - Mobile Phone Tower payment now not to be made, Budget Review item.
Recreation & Culture	(14%)	Numberous minor amounts across entire Schedule.
Other Property & Services	(48%)	Numberous minor amounts across entire Schedule.

**CAPITAL EXPENDITURE AND INCOME**

Purchase Land & Buildings	(71%)	Payments for Key Worker Housing Project yet to be requested by supplier - Timing Issue.
Purchase Infrastructure Assets - Roads	(26%)	Contract sealing works currently underway. Cost incurred on completion.
Purchase Infrastructure Assets - Bridges	(100%)	Mingenew/Mullewa Road Bridge & Coalseam Road Bridge Works yet to be commenced. waiting on Main Roads to arrange their Works Crew - Timing Issue.

**SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

**(a) Basis of Accounting**

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 9.

**(c) Rounding Off Figures**

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

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

**(g) Trade and Other Receivables**

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectibility of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(h) Inventories**

**General**

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

**Land Held for Resale**

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Local Government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**(g) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
clearing and earthworks	not depreciated
construction/road base	50 years
original surfacing and	
major re-surfacing	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
clearing and earthworks	not depreciated
construction/road base	50 years
gravel sheet	10 years
Formed roads (unsealed)	
clearing and earthworks	not depreciated
construction/road base	50 years
Footpaths - slab	40 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

**SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(k) Impairment**

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

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

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

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2012.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

**(l) Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

**(m) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

**(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

**(n) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

***Borrowing Costs***

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(o) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

**(p) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

**SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

**2. STATEMENT OF OBJECTIVE**

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

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

**GOVERNANCE**

Objective: To provide a decision making process for the efficient allocation of scarce resources.

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

**GENERAL PURPOSE FUNDING**

Objective: To collect revenue to fund provision of services.

Activities: Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

Health: To ensure a safer community in which to live.

Activities: Supervision of various local laws, fire prevention, emergency services and animal control.

**HEALTH**

Objective: To provide an operational framework for good community health.

Activities: Food quality and pest control, maintenance of child health centre, doctors surgery and dental clinic.

**EDUCATION AND WELFARE**

Objective: To support the needs of the community in education and welfare.

Activities: Assistance to playgroup, youth advisory committee and other voluntary services.

**HOUSING**

Objective: Provide adequate housing to attract and retain staff and non-staff.

Activities: Maintenance of council owned housing.

**COMMUNITY AMENITIES**

Objective: Provide services as required by the community.

Activities: Rubbish collection services, tip operation, noise control, town planning administration, cemetery maintenance, storm water drainage, FM radio retransmitter maintenance and mobile phone installation.

**RECREATION AND CULTURE**

Objective: To establish and efficiently manage infrastructure and resources which will help the social well being of the community.

Activities: Maintenance of halls, library, parks, gardens and reserves.

**TRANSPORT**

Objective: To provide effective and efficient transport services to the community.

Activities: Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, traffic signs, depot maintenance and airstrip maintenance.

**ECONOMIC SERVICES**

Objective: To help promote the Shire and improve its economic well being

Activities: Regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control, plant nursery and standpipes

**OTHER PROPERTY & SERVICES**

Activities: Private works, plant repairs

**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

<b>3. ACQUISITION OF ASSETS</b>	<b>31 March, 2014</b>	<b>2013/2014</b>
The following assets have been acquired during the period under review:	<b>Actual</b>	<b>Budget</b>
	<b>\$</b>	<b>\$</b>
<b><u>By Program</u></b>		
<b>Governance</b>		
Purchase Plant & Equipment	95,735.20	95,000
Computer Development	24,981.75	22,000
Furniture & Equipment - Admin	3,729.00	5,000
Furniture & Equipment - Chambers	13,936.56	13,000
Buildings	11,379.00	12,500
<b>Law, Order &amp; Public Safety</b>		
Land & Buildings	9,115.00	10,600
<b>Health</b>		
Land & Buildings	0.00	50,000
<b>Education &amp; Welfare</b>		
Senior Citizens Centre - Building	0.00	0
<b>Housing</b>		
Buildings	70,537.16	372,600
Land & Buildings	0.00	0
<b>Community Amenities</b>		
Buildings	0.00	0
Furniture & Equipment	0.00	0
<b>Recreation and Culture</b>		
Buildings	43,800.03	66,500
Purchase Plant & Equipment	1,453.64	0
Furniture & Equipment	4,563.82	5,500
<b>Transport</b>		
Infrastructure - Roads	1,162,273.28	1,566,145
Infrastructure - Bridges	0.00	362,000
Footpaths Construction	0.00	0
Plant & Equipment - Depot	0.00	0
Purchase Plant & Equipment	100,080.58	85,550
	<b><u>1,541,585.02</u></b>	<b><u>2,666,395</u></b>

**SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

	<b>31 March, 2014 Actual \$</b>	<b>2013/2014 Budget \$</b>
<b>ACQUISITION OF ASSETS</b>		
3. The following assets have been acquired during the period under review:		
 <b><u>By Class</u></b>		
Land Held for Resale	0.00	0
Land and Buildings	134,831.19	512,200
Furniture and Equipment	47,211.13	45,500
Plant and Equipment	197,269.42	180,550
Infrastructure Assets - Roads	1,162,273.28	1,566,145
Infrastructure Assets - Footpaths	0.00	0
Infrastructure Assets - Bridges	0.00	362,000
Infrastructure Assets - Drainage/Floodways	0.00	0
Infrastructure Assets - Recreation Areas	0.00	0
	<b><u>1,541,585.02</u></b>	<b><u>2,666,395</u></b>

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, 2013 TO 31 MARCH, 2014**

**4. DISPOSALS OF ASSETS**

The following assets have been disposed of during the period under review:

<b>By Program</b>	<b>Net Book Value</b>		<b>Sale Proceeds</b>		<b>Profit(Loss)</b>	
	<b>2013 / 2014 BUDGET \$</b>	<b>2013 / 2014 ACTUAL \$</b>	<b>2013 / 2014 BUDGET \$</b>	<b>2013 / 2014 ACTUAL \$</b>	<b>2013 / 2014 BUDGET \$</b>	<b>2013 / 2014 ACTUAL \$</b>
<b>Governance</b>						
Admin Vehicle (MI 177)	31,334	25,454	28,000	25,454	(3,334)	0
CEO Vehicle (1 MI)	49,930	48,078	45,000	44,545	(4,930)	(3,533)
<b>Transport</b>						
Works Manager Vehicle (MI 108)	38,530	31,363	30,450	31,363	(8,080)	0
ISA Officer Vehicle (MI 481)	35,524	34,155	20,000	22,727	(15,524)	(11,428)
	155,318	139,050	123,450	124,089	(31,868)	(14,961)

<b>By Class</b>	<b>Net Book Value</b>		<b>Sale Proceeds</b>		<b>Profit(Loss)</b>	
	<b>2013 / 2014 BUDGET \$</b>	<b>2013 / 2014 ACTUAL \$</b>	<b>2013 / 2014 BUDGET \$</b>	<b>2013 / 2014 ACTUAL \$</b>	<b>2013 / 2014 BUDGET \$</b>	<b>2013 / 2014 ACTUAL \$</b>
<b>Plant &amp; Equipment</b>						
Admin Vehicle (MI 177)	31,334	25,454	28,000	25,454	(3,334)	0
CEO Vehicle (1 MI)	49,930	48,078	45,000	44,545	(4,930)	(3,533)
Works Manager Vehicle (MI 108)	38,530	31,363	30,450	31,363	(8,080)	0
ISA Officer Vehicle (MI 481)	35,524	34,155	20,000	22,727	(15,524)	(11,428)
	155,318	139,050	123,450	124,089	(31,868)	(14,961)

**Summary**

Profit on Asset Disposals  
 Loss on Asset Disposals

<b>2013 / 2014 BUDGET \$</b>	<b>31/3/2014 ACTUAL \$</b>
0	0
(31,868)	(14,961)
<u>(31,868)</u>	<u>(14,961)</u>

**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

**5. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1 Jul 12	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Education &amp; Welfare</b>									
Loan 137 - Senior Citizens Building	110,286	0	0	2,097	4,257	108,189	106,030	3,358	6,576
<b>Housing</b>									
Loan 133 - Triplex (+)	103,003	0	0	9,295	9,295	93,708	93,708	6,879	6,879
Loan 134 - S/C Housing (+)	67,145	0	0	4,702	4,702	62,443	62,443	4,098	4,098
Loan 136 - Staff Housing (#)	138,944	0	0	3,153	6,405	135,791	132,539	4,464	8,723
Loan 142 - Staff Housing	92,077	0	0	8,325	8,325	83,752	83,751	4,567	4,510
<b>Recreation &amp; Culture</b>									
Loan 138 - Pavilion Fit-Out	105,875	0	0	2,013	4,087	103,862	101,788	3,223	6,313
<b>Transport</b>									
Loan 139 - Roller	78,544	0	0	12,288	12,288	66,256	66,256	5,026	4,954
Loan 141 - Grader	171,106	0	0	20,246	20,246	150,860	150,860	10,312	10,183
Loan 143 - Trucks	204,553	0	0	47,617	47,617	156,936	156,936	9,242	9,100
Loan 144 - Trailer	92,077	0	0	8,325	8,325	83,752	83,751	4,567	4,510
	<b>1,163,610</b>	<b>0</b>	<b>0</b>	<b>118,061</b>	<b>125,547</b>	<b>1,045,549</b>	<b>1,038,062</b>	<b>55,736</b>	<b>65,846</b>

(+) 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, 2013 TO 31 MARCH, 2014**

**5. INFORMATION ON BORROWINGS (Continued)**

(b) New Debentures - 2013 / 2014

No new debentures are planned in 2013/14.

(c) Unspent Debentures

Council had no unspent debentures at 30 June, 2013 nor is it expected to have unspent debenture funds as at 30 June, 2014.

(d) Overdraft

Council has an overdraft facility of \$200,000 with National Australia Bank of which Nil was utilised at 30 June 2013. It is anticipated that this facility will not be utilised during the 2013 / 2014 financial year.

**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

	31 March, 2014 Actual \$	2013/2014 Budget \$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Land and Building Reserve</b>		
Opening Balance	67,519	67,519
Amount Set Aside / Transfer to Reserve	343	2,768
Amount Used / Transfer from Reserve	-	-
	<u>67,862</u>	<u>70,287</u>
<b>(b) Sportsground Improvement Reserve</b>		
Opening Balance	2,546	2,546
Amount Set Aside / Transfer to Reserve	46	104
Amount Used / Transfer from Reserve	-	-
	<u>2,592</u>	<u>2,650</u>
<b>(c) Plant Replacement Reserve</b>		
Opening Balance	14,685	14,685
Amount Set Aside / Transfer to Reserve	100,260	100,602
Amount Used / Transfer from Reserve	-	-
	<u>114,945</u>	<u>115,287</u>
<b>(d) Accrued Leave Reserve</b>		
Opening Balance	44,731	44,731
Amount Set Aside / Transfer to Reserve	595	1,834
Amount Used / Transfer from Reserve	(35,907)	(28,370)
	<u>9,419</u>	<u>18,195</u>
<b>(e) Aged Persons Units Reserve</b>		
Opening Balance	18,910	18,910
Amount Set Aside / Transfer to Reserve	343	775
Amount Used / Transfer from Reserve	-	-
	<u>19,253</u>	<u>19,685</u>
<b>(f) Street Light Upgrade Reserve</b>		
Opening Balance	13,517	13,517
Amount Set Aside / Transfer to Reserve	245	554
Amount Used / Transfer from Reserve	-	-
	<u>13,762</u>	<u>14,071</u>
<b>(g) Painted Road Reserve</b>		
Opening Balance	3,966	3,966
Amount Set Aside / Transfer to Reserve	72	163
Amount Used / Transfer from Reserve	-	-
	<u>4,038</u>	<u>4,129</u>
<b>(h) Industrial Area Reserve</b>		
Opening Balance	4,947	4,947
Amount Set Aside / Transfer to Reserve	90	202
Amount Used / Transfer from Reserve	-	-
	<u>5,037</u>	<u>5,149</u>

**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

	31 March, 2014 Actual \$	2013/2014 Budget \$
<b>6. RESERVES (Continued)</b>		
<b>(i) Environmental Rehabilitation Reserve</b>		
Opening Balance	16,830	16,830
Amount Set Aside / Transfer to Reserve	305	690
Amount Used / Transfer from Reserve	-	-
	<u>17,135</u>	<u>17,520</u>
<b>(j) RTC/PO/NAB Reserve</b>		
Opening Balance	19,056	19,056
Amount Set Aside / Transfer to Reserve	346	781
Amount Used / Transfer from Reserve	-	-
	<u>19,402</u>	<u>19,837</u>
<b>Total Cash Backed Reserves</b>	<u>273,446</u>	<u>286,810</u>

All of the above reserve accounts are to be supported by money held in financial institutions.

Council have a policy of annual revaluation of road infrastructure. The amount of any revaluation adjustment at 30 June 2011 is not known. Any transfer to or from an asset revaluation reserve will be a non-cash transaction and as such, has no impact on this budget document.

**Summary of Transfers  
To Cash Backed Reserves**

**Transfers to Reserves**

Land and Buildings Reserve	343	2,768
Sports Ground Improvement Reserve	46	104
Plant Replacement Reserve	100,260	100,602
Accrued Leave Reserve	595	1,834
Aged Persons Units Reserve	343	775
Street Light Upgrade Reserve	245	554
Painted Road Reserve	72	163
Industrial Area Development Reserve	90	202
Environmental Rehabilitation Reserve	305	690
RTC/PO/NAB Reserve	346	781
	<u>102,646</u>	<u>108,473</u>

**Transfers from Reserves**

Land and Buildings Reserve	0	0
Sports Ground Improvement Reserve	0	0
Plant Replacement Reserve	0	0
Accrued Leave Reserve	(35,907)	(28,370)
Aged Persons Units Reserve	0	0
Street Light Upgrade Reserve	0	0
Painted Road Reserve	0	0
Industrial Area Development Reserve	0	0
Environmental Rehabilitation Reserve	0	0
RTC/PO/NAB Reserve	0	0
	<u>(35,907)</u>	<u>(28,370)</u>

**Total Transfer to/(from) Reserves**

	<u>66,739</u>	<u>80,103</u>
--	---------------	---------------

**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

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

Land & Building Reserve

- to be used for the acquisition, construction and maintenance of land and buildings.

Plant Replacement Reserve

- to be used for the purchase of plant.

Accrued Leave Reserve

- to be used to fund annual and long service leave requirements.

Aged Persons' Units Reserve

- to be used for the funding of future operating shortfalls of the aged persons' units in accordance with the management agreement Council has with Homeswest.

Street Light Upgrade Reserve

- to be used for the upgrade of street lights in the town of Mingenew.

Painted Road Reserve

- to be used for the painted road and associated projects.

Industrial Area Development Reserve

- to be used for the development of the industrial area.

Environmental Rehabilitation Reserve

- to be used for the rehabilitation of Gravel Pits.

RTC/PO/NAB Reserve

- to be used for the maintenance and upkeep of the Rural Transaction Centre

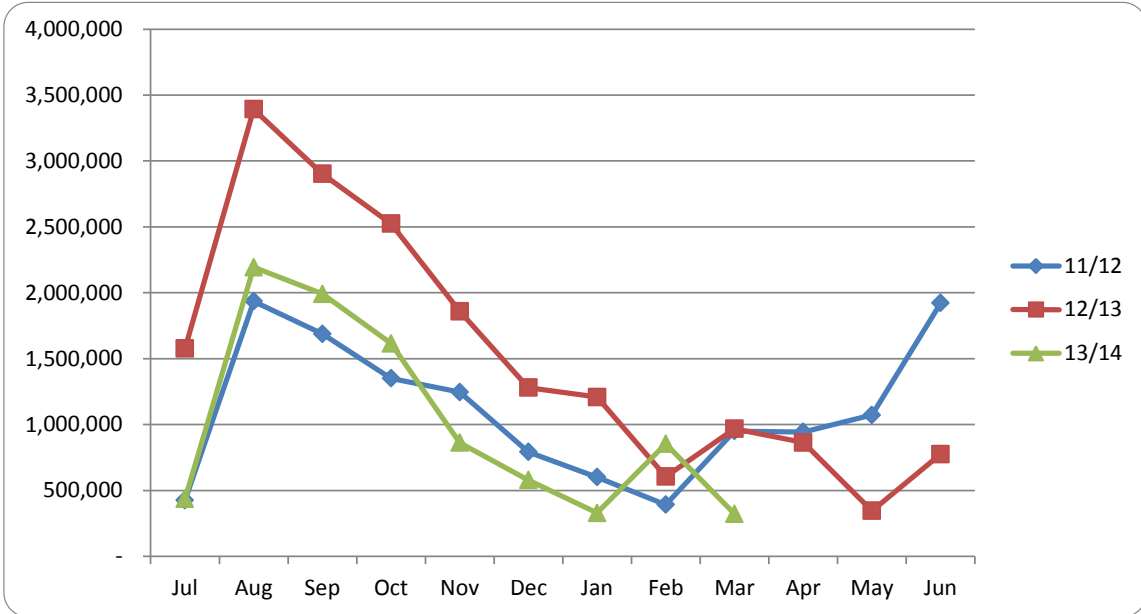
None of the above Reserves are expected to be used within a set period as it is envisaged that further transfers to the reserve accounts will occur as funds are utilised.

**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

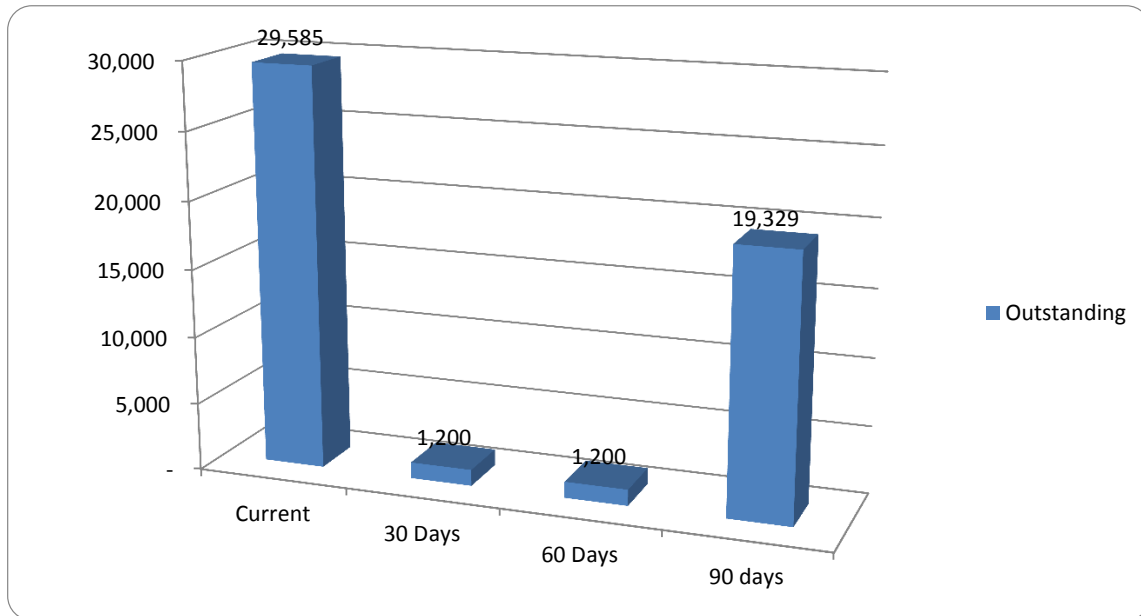
	31 March, 2014 Actual \$	Brought Forward 1-Jul-13 \$
<b>7. NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	365,973	607,548
Cash - Restricted (Reserves)	273,640	206,019
Cash - Restricted (Unspent Grants)	-	-
Cash - Restricted (Unspent Loans)	-	-
Receivables		
- Rates Outstanding	38,768	11,453
- Sundry Debtors	58,904	396,536
- Emergency Services Levy	-	-
- Provision for doubtful debt	-	-
- GST Receivable	63,379	1,733
Inventories	18,390	27,151
	<u>819,054</u>	<u>1,250,440</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables		
- Sundry Creditors	(241)	(105,449)
- GST Payable	(2,541)	-
- PAYG/Withholding Tax Payable	(10,451)	5,876
Accrued Interest	(19,343)	(19,343)
Accrued Salaries & Wages	-	(11,407)
Loan Liability	(7,486)	(125,548)
Accrued Annual Leave	(93,433)	(93,433)
Accrued LSL	(89,322)	(89,322)
	<u>(222,817)</u>	<u>(438,626)</u>
<b>NET CURRENT ASSET POSITION</b>	596,237	811,814
Less: Cash - Reserves - Restricted	(273,640)	(206,019)
Less: Cash - Restricted/Committed	<u>-</u>	<u>-</u>
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><u>322,597</u></u>	<u><u>605,795</u></u>

**SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

**7.1 Graphical Representation - Liquidity over the Year**



**7.2 Graphical Representation - Debtors Outstanding**





SHIRE OF MINGENEW

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014

8. RATING INFORMATION - 2011 / 2012 FINANCIAL YEAR

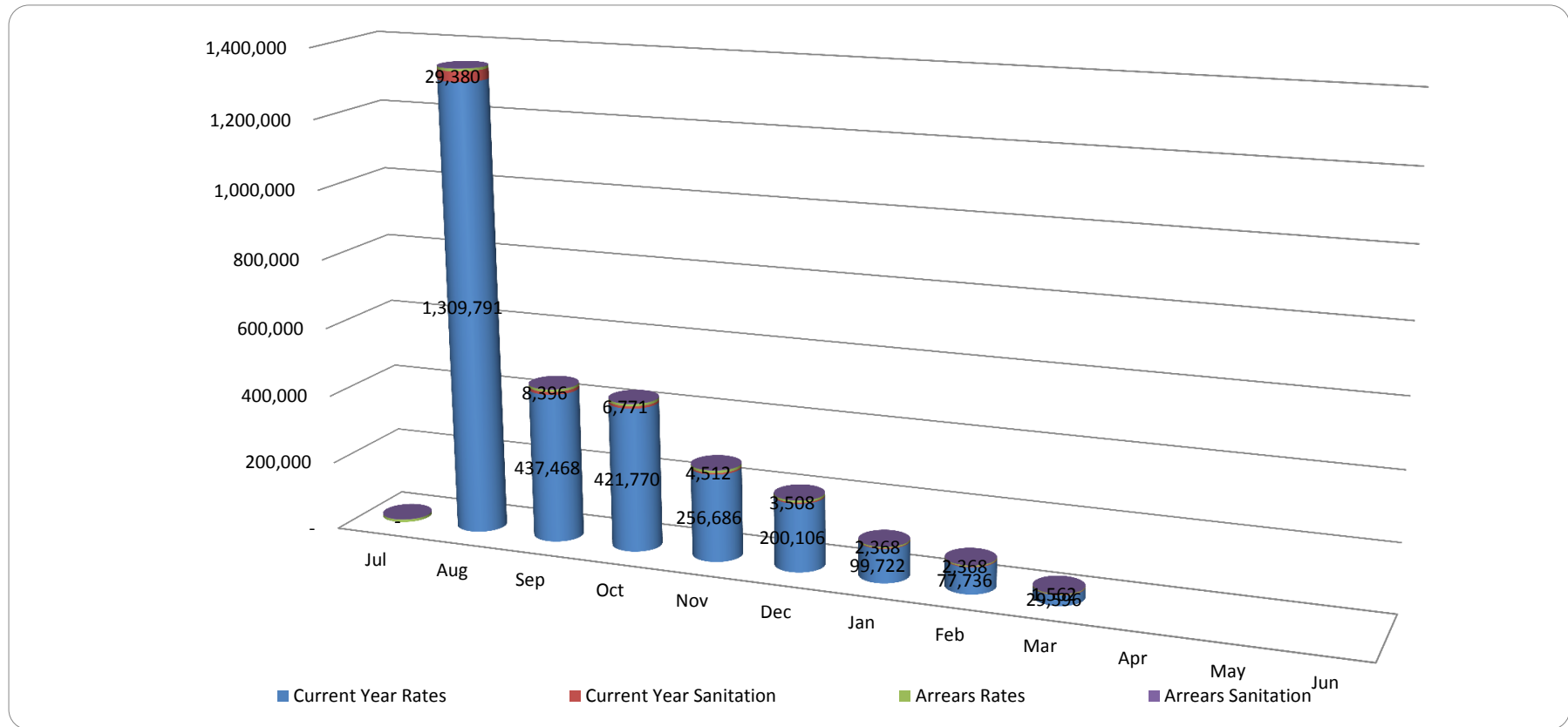
RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2013/2014 Rate Revenue \$	2013/2014 Interim Rates \$	2013/2014 Back Rates \$	2013/2014 Total Revenue \$	2013/2014 Budget \$
<b>General Rate</b>								
GRV - Mingenew Townsite	11.2589	148	1,576,480	177,494	0	282	177,777	177,509
GRV -Yandanooka Townsite	5.6353	2	14,716	829	0	0	829	829
UV - Rural	1.2282	133	97,147,000	1,193,159	0	0	1,193,159	1,200,252
UV - Mining	22.5000	10	132,633	29,842	0	0	29,842	29,790
<b>Sub-Totals</b>		293	98,870,829	1,401,325	0	282	1,401,608	1,408,380
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Townsites	330	90	90,401	29,700	0	0	29,700	29,700
GRV -Yandanooka Townsite	150	1	840	150	0	0	150	150
UV - Rural	450	13	212,100	5,850	0	0	5,850	5,850
UV - Mining	750	9	10,079	6,750	0	0	6,750	6,000
<b>Sub-Totals</b>		113	313,420	42,450	0	0	42,450	41,700
Rates Written-Off							(1,315)	0
Ex-Gratia Rates							32,493	32,493
Movement in Excess Rates							9,474	0
<b>Totals</b>							1,484,709	1,482,573

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 2013 / 2014 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



**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 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-13 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
BCITF Levy	369	471	-	840
BRB Levy	1,083	1,008	-	2,091
Centenary/Autumn Committee	1,734	-	-	1,734
Community Bus	1,160	300	(27)	1,433
Farm Water Scheme	756	-	(756)	-
Hospital Benefits Fund	516	-	-	516
Industrial Land Bonds	1,000	-	-	1,000
Insitu - Depot Hill Retention	108,167	-	-	108,167
Mid West Industry Road Safety Alliance	39,436	37,400	(32,212)	44,624
Mingenev Cemetery Group	366	-	-	366
Mingenev District Christmas Tree Fund	-	-	-	-
Mingenev P & C	-	5,665	-	5,665
Mingenev Water Rights	-	-	-	-
Nomination Fees	-	80	-	80
Other Bonds	4,409	-	(380)	4,029
Rec Centre Kitchen Upgrade	-	2,000	-	2,000
Sinosteel Community Trust Fund	11,561	-	(3,181)	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>230,320</u>			<u>240,688</u>

**10. CASH / INVESTMENTS SUMMARY**

<b>Investments</b>						<b>31 March 2014 Actual \$</b>
Financial Institution	Fund	Date Invested	Investment Amount \$	Interest Rate %	Maturity Date	
Nil						
<b>Cash at Bank</b>						<b>31 March 2014 Actual \$</b>
Financial Institution	Fund	Total Cash at Bank	O/S Deposits	O/S Cheques	Adjustment	
National Australia Bank	Muni	18,296	649	(2,008)	(2,370)	14,567
National Australia Bank	Trust	241,176	-	(2,145)	1,657	240,688
			Interest		Transfers	
National Australia Bank	Maxi Investment	347,359	-	-	-	347,359
National Australia Bank	Reserve Maxi	273,640	-	-	-	273,640

**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.

Schedule/Program Balances

**SHIRE OF MINGENEW****INCOME STATEMENT****BY NATURE OR TYPE****FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

	NOTE	31/03/2014 Actual \$	2013 / 2014 Budget \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>			
Rates	8	1,473,875	1,173,420
Operating Grants, Subsidies and Contributions		474,789	1,341,976
Non-Operating Grants, Subsidies and Contributions		1,337,335	1,287,291
Profit on Asset Disposals		-	30,114
Proceeds on Disposal of Assets	#	-	-
Service Charges		-	-
Fees and Charges		307,741	234,629
Interest Earnings		35,765	39,490
Other Revenue		284,544	12,500
		<u>3,914,049</u>	<u>4,119,420</u>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>			
Employee Costs		(709,100)	(859,681)
Materials and Contracts		(1,287,992)	(1,213,443)
Utility Charges		(101,539)	(123,954)
Depreciation		(1,079,507)	(375,770)
Loss on Asset Disposals		(31,319)	(55,727)
Interest Expenses		(55,736)	(56,767)
Insurance		(204,245)	(151,909)
Other Expenditure		(348,114)	(82,800)
		<u>(3,817,552)</u>	<u>(2,920,051)</u>
<b>NET RESULT</b>		96,497	1,199,369

**SHIRE OF MINGENEW****INCOME STATEMENT****BY PROGRAM****FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

	<b>31/03/14</b>	<b>31/03/14</b>	<b>2013/14</b>
	<b>Y-T-D Actual</b>	<b>Y-T-D Budget</b>	<b>Total Budget</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>OPERATING REVENUES</b>			
Governance	15,603	18,702	24,984
General Purpose Funding	1,713,463	1,687,572	2,041,923
Law, Order, Public Safety	21,038	17,421	26,750
Health	-	49,319	49,600
Education and Welfare	2,605	2,835	3,795
Housing	63,688	60,210	80,304
Community Amenities	37,322	35,518	36,140
Recreation and Culture	40,077	175,781	176,164
Transport	1,769,077	2,131,000	2,440,062
Economic Services	4,239	17,596	27,169
Other Property and Services	246,939	382,502	292,473
	<u>3,914,051</u>	<u>4,578,456</u>	<u>5,199,364</u>
<b>OPERATING EXPENSES</b>			
Governance	(137,532)	(214,258)	(266,826)
General Purpose Funding	(33,524)	(35,397)	(47,222)
Law, Order, Public Safety	(79,633)	(75,788)	(96,930)
Health	(42,610)	(52,615)	(69,801)
Education and Welfare	(21,512)	(25,132)	(32,494)
Housing	(803,761)	(764,637)	(798,608)
Community Amenities	(76,897)	(221,919)	(254,023)
Recreation & Culture	(566,604)	(660,500)	(834,490)
Transport	(1,730,393)	(1,620,092)	(2,131,779)
Economic Services	(123,996)	(135,794)	(175,387)
Other Property and Services	(201,092)	(388,613)	(262,373)
	<u>(3,817,554)</u>	<u>(4,194,745)</u>	<u>(4,969,933)</u>
<b>NET PROFIT OR LOSS/RESULT</b>	<u>96,497</u>	<u>383,711</u>	<u>229,431</u>

## SHIRE OF MINGENEW

## BALANCE SHEET

FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014

	31 March, 2014 ACTUAL \$	2013 \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	639,613	812,150
Trade and Other Receivables	161,050	409,721
Inventories	18,390	27,151
TOTAL CURRENT ASSETS	<u>819,053</u>	<u>1,249,022</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	-	-
Inventories	90,418	90,394
Property, Plant and Equipment	6,630,941	6,710,732
Infrastructure	37,480,551	37,100,112
TOTAL NON-CURRENT ASSETS	<u>44,201,910</u>	<u>43,901,238</u>
<b>TOTAL ASSETS</b>	<u>45,020,963</u>	<u>45,150,260</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	32,577	130,324
Long Term Borrowings	7,486	125,548
Provisions	182,755	182,755
TOTAL CURRENT LIABILITIES	<u>222,818</u>	<u>438,627</u>
<b>NON-CURRENT LIABILITIES</b>		
Long Term Borrowings	1,038,061	1,038,061
Provisions	31,413	31,413
TOTAL NON-CURRENT LIABILITIES	<u>1,069,474</u>	<u>1,069,474</u>
<b>TOTAL LIABILITIES</b>	<u>1,292,292</u>	<u>1,508,101</u>
<b>NET ASSETS</b>	<u>43,728,671</u>	<u>43,642,159</u>
<b>EQUITY</b>		
Retained Profits (Surplus)	28,215,846	28,186,969
Reserves - Cash Backed	273,640	206,019
Reserves - Asset Revaluation	15,239,185	15,239,185
TOTAL EQUITY	<u>43,728,671</u>	<u>43,642,159</u>

**SHIRE OF MINGENEW**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE PERIOD 1 JULY, 2013 TO 31 MARCH, 2014**

	<b>31 March 2014 Actual \$</b>	<b>2013 \$</b>
<b>RETAINED PROFITS (SURPLUS)</b>		
Balance as at 1 July 2013	27,190,985	25,127,336
Change in Net Assets Resulting from Operations	96,498	2,069,920
Transfer from/(to) Reserves	(66,739)	(6,271)
Balance as at 30 June 2013	<u>27,220,744</u>	<u>27,190,985</u>
<b>RESERVES - CASH BACKED</b>		
Balance as at 1 July 2013	206,707	206,707
Amount Transferred (to)/from Surplus	<u>66,739</u>	<u>-</u>
Balance as at 30 June 2013	<u>273,446</u>	<u>206,707</u>
<b>RESERVES - ASSET REVALUATION</b>		
Balance as at 1 July 2013	15,930,143	15,930,143
Revaluation Increment	-	-
Revaluation Decrement	-	-
Balance as at 30 June 2014	<u>15,930,143</u>	<u>15,930,143</u>
<b>TOTAL EQUITY</b>	<u><u>43,424,333</u></u>	<u><u>43,327,835</u></u>

9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 MARCH 2014

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil.  
**Date:** 16th April 2014  
**Author:** Julie Borrett – Senior Finance Officer

**SUMMARY**

Council to confirm the payment of creditors for the month of March 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 March 2014 from the Municipal Fund totalling \$802,186.32 represented by Electronic Funds Transfers of EFT7844-7929, Trust Cheque nos 419-421 and Cheque nos 7835-7843**

MINGENEW SHIRE COUNCIL MINUTES OF ORDINARY MEETING - 18 DECEMBER 2013

Date: 04/04/2014  
Time: 12:21:55PM

Shire of MINGENEW  
Statement of Payments for the month of March 2014

USER: SFO  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
419	05/03/2014	MINGENEW SHIRE COUNCIL	REFUND FOR BROADCAST FEES (CP85)	T		2,195.01
420	17/03/2014	MINGENEW SHIRE COUNCIL	REFUND FOR BROADCASTING TIME MWIRSA CP85	T		294.80
421	31/03/2014	MINGENEW SHIRE COUNCIL	REFUND OF C016 MWRISA	T		2,145.00
7835	05/03/2014	CITY OF GREATER GERALDTON	CHARGES	M		100.00
7836	05/03/2014	MINGENEW SHIRE COUNCIL	Payroll deductions	M		275.00
7837	05/03/2014	DEPARTMENT OF TRANSPORT	FEES	M		1,381.60
7838	10/03/2014	PALM ROADHOUSE	CHARGES	M		275.00
7839	17/03/2014	MINGENEW SHIRE COUNCIL	Payroll deductions	M		303.00
7840	17/03/2014	SYNERGY	CHARGES	M		2,667.95
7841	17/03/2014	TELSTRA	CHARGES	M		1,641.10
7842	24/03/2014	CR PETER GLEDHILL	FEES	M		1,437.50
7843	24/03/2014	SYNERGY	POWER	M		3,584.10
EFT7844	05/03/2014	RSM BIRD CAMERON	CHARGES	M		2,610.30
EFT7845	05/03/2014	BINGO AUSTRALIA PTY LTD	CHARGES	M		104.50
EFT7846	05/03/2014	CASTLEDEX	CHARGES	M		4,101.90
EFT7847	05/03/2014	DONGARA DENISON RAG (INC)	CHARGES	M		140.00
EFT7848	05/03/2014	PAGODA RESORT & SPA	CHARGES	M		341.00
EFT7849	05/03/2014	FINE SIGHT OPTICAL EXPRESS	CHARGES	M		450.00
EFT7850	05/03/2014	JR & A HERSEY PTY LTD	GOODS	M		1,460.91
EFT7851	05/03/2014	CANINE CONTROL	FEES	M		1,916.76

MINGENEW SHIRE COUNCIL MINUTES OF ORDINARY MEETING - 18 DECEMBER 2013

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Shire of MINGENEW  
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7852	05/03/2014	Midwest Regional Council (MUNI)	CHARGES	M		883.08
EFT7853	05/03/2014	TRANSWEST TYRES	CHARGES	M		1,424.00
EFT7854	05/03/2014	WA LOCAL GOVERNMENT ASSOCIATION	CHARGES	M		54.30
EFT7855	05/03/2014	YAKKA PTY LTD	UNIFORM	M		45.10
EFT7856	10/03/2014	Courier Australia	FREIGHT	M		19.95
EFT7857	10/03/2014	DONGARA BOBCAT & CONTRACTING SERVICES	CHARGES	M		165.00
EFT7858	10/03/2014	DONGARA DRILLING & ELECTRICAL	CHARGES	M		99.00
EFT7859	10/03/2014	FREDS MOWER REPAIRS	GOODS	M		82.50
EFT7860	10/03/2014	GERALDTON MOWER & REPAIR SPECIALISTS	PLANT	M		1,599.00
EFT7861	10/03/2014	PJ & WJ GLEDHILL	CHARGES	M		1,203.40
EFT7862	10/03/2014	IRWIN PLUMBING SERVICES	CHARGES	M		1,886.50
EFT7863	10/03/2014	JUMP 'N BUMP AMUSEMENTS	CHARGES	M		555.00
EFT7864	10/03/2014	RELIANCE PETROLEUM	FUEL	M		12,789.55
EFT7865	10/03/2014	MINGENEW IGA PLUS LIQUOR	CHARGES	M		793.57
EFT7866	10/03/2014	MIDWEST SWEEPING CONTRACTORS	CHARGES	M		3,366.00
EFT7867	10/03/2014	MOOREVIEW PLANTS & TREES	PLANTS	M		451.00
EFT7868	10/03/2014	PRIME MEDIA GROUP PTY	FEES	M		294.80
EFT7869	10/03/2014	LANDMARK	GOODS	M		890.62
EFT7870	10/03/2014	MINGENEW FABRICATORS	REPAIRS	M		2,582.42

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7871	12/03/2014	Shire of Mingenew - Payroll	PAYROLL	M		29,853.59
EFT7872	12/03/2014	Australian Services Union	Payroll deductions	M		24.44
EFT7873	12/03/2014	CHILD SUPPORT AGENCY	Payroll deductions	M		264.71
EFT7874	12/03/2014	LGRCEU	Payroll deductions	M		19.40
EFT7875	12/03/2014	WA SUPER	Superannuation contributions	M		5,027.67
EFT7876	12/03/2014	PRIME SUPER	Superannuation contributions	M		381.30
EFT7877	17/03/2014	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		232.96
EFT7878	17/03/2014	AUSTRALIA POST	POSTAGE	M		191.55
EFT7879	17/03/2014	CLAW ENVIRONMENTAL	CHARGES	M		714.34
EFT7880	17/03/2014	DONGARA DRILLING & ELECTRICAL	CHARGES	M		2,020.18
EFT7881	17/03/2014	VEOLIA ENVIRONMENTAL SERVICES AUSTRALIA PTY LTD	CHARGES	M		9,762.36
EFT7882	17/03/2014	JOHN HARVEY	FEES	M		600.00
EFT7883	17/03/2014	RELIANCE PETROLEUM	FUEL	M		7,021.48
EFT7884	17/03/2014	ML COMMUNICATIONS	CHARGES	M		478.50
EFT7885	17/03/2014	STARICK TYRES	TYRES	M		2,791.51
EFT7886	17/03/2014	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	CHARGES	M		1,500.00
EFT7887	17/03/2014	Northern Country Zone Of Walga	FEES	M		1,700.00
EFT7888	17/03/2014	NATURE DIRECT AUSTRALIA	GOODS	M		310.00
EFT7889	17/03/2014	WESTRAC PTY LTD	CHARGES	M		155.98

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EFT7890	17/03/2014	YOUNG MOTORS PTY LTD	CHARGES	M		932.58
EFT7891	24/03/2014	NAB BUSINESS VISA	CREDIT CARD	M		3,627.58
EFT7892	24/03/2014	UHY HAINES NORTON (WA) PTY LTD	CHARGES	M		847.00
EFT7893	24/03/2014	Cr Michelle Bagley	FEES	M		3,250.00
EFT7894	24/03/2014	BATAVIA COAST AUTO ELECTRICAL PTY LTD	CHARGES	M		697.50
EFT7895	24/03/2014	BITUTEK PTY LTD	CHARGES	M		261,320.29
EFT7896	24/03/2014	COMMERCIAL HOTEL	CHARGES	M		960.00
EFT7897	24/03/2014	Courier Australia	FREIGHT	M		42.12
EFT7898	24/03/2014	CR GARY COSGROVE	FEES	M		875.00
EFT7899	24/03/2014	ELDERS LIMITED	GOODS	M		1,824.00
EFT7900	24/03/2014	GREEN MAN MEDIA PRODUCTIONS	CHARGES	M		220.00
EFT7901	24/03/2014	IRWIN PLUMBING SERVICES	CHARGES	M		236.50
EFT7902	24/03/2014	MICHAEL CAUNCE CARPENTRY	CHARGES	M		7,480.00
EFT7903	24/03/2014	GERALDTON TOYOTA	CHARGES	M		481.11
EFT7904	24/03/2014	CR HELEN NEWTON	FEES	M		875.00
EFT7905	24/03/2014	ORANA CINEMAS	ADVERTISING	M		1,925.00
EFT7906	24/03/2014	CR MARGUERITE PEARCE	FEES	M		875.00
EFT7907	24/03/2014	CR ALAN SOBEY	FEES	M		875.00
EFT7908	24/03/2014	SUNNY SIGN COMPANY PTY LTD	SIGNS	M		797.10
EFT7909	24/03/2014	MICHAEL CHARLES SULLY	REIMBURSEMENT	M		59.95

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7910	26/03/2014	Shire of Mingenew - Payroll	PAYROLL	M		34,831.09
EFT7911	26/03/2014	Australian Services Union	Payroll deductions	M		73.32
EFT7912	26/03/2014	CHILD SUPPORT AGENCY	Payroll deductions	M		264.71
EFT7913	26/03/2014	LGRCEU	Payroll deductions	M		19.40
EFT7914	26/03/2014	WA SUPER	Superannuation contributions	M		5,782.13
EFT7915	26/03/2014	PRIME SUPER	Superannuation contributions	M		364.95
EFT7916	31/03/2014	AUSTRALIA WIDE TAXATION & PAYROLL TRAINING	CHARGES	M		450.00
EFT7917	31/03/2014	COMMERCIAL HOTEL	CHARGES	M		960.00
EFT7918	31/03/2014	Courier Australia	FREIGHT	M		42.72
EFT7919	31/03/2014	GERALDTON MOWER & REPAIR SPECIALISTS	CHARGES	M		141.90
EFT7920	31/03/2014	Great Northern Rural Services	CHARGES	M		555.50
EFT7921	31/03/2014	GLOBE AUSTRALIA PTY LTD	CHARGES	M		924.00
EFT7922	31/03/2014	IRWIN PLUMBING SERVICES	CHARGES	M		4,002.90
EFT7923	31/03/2014	CANINE CONTROL	FEES	M		958.38
EFT7924	31/03/2014	CR CRISPIAN LUCKEN	FEES	M		583.33
EFT7925	31/03/2014	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	FEES	M		500.00
EFT7926	31/03/2014	NETREGISTRY	CHARGES	M		47.85
EFT7927	31/03/2014	PERENJORI SHIRE COUNCIL	CHARGES	M		340,780.07
EFT7928	31/03/2014	MINGENEW FABRICATORS	CHARGES	M		2,955.15

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7929	31/03/2014	YAKKA PTY LTD	CHARGES	M		88.00

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	797,551.51
T	TRUST- NATIONAL AUST BANK	4,634.81
<b>TOTAL</b>		<b>802,186.32</b>

## NATIONAL BUSINESS MASTERCARD

01 March to 31st March 2014

### CEO - MIKE SULLY

Accommodation	\$	512.50
Bank Fees	\$	9.00
	<b>\$</b>	<b>521.50</b>

### Work's Manager - Warren Borrett

V Belt	\$	44.00
Solenoid Valve	\$	321.80
Repair of Councillor chairs	\$	764.50
Bank Fees	\$	9.00
	<b>\$</b>	<b>1,139.30</b>

### Manager of Admin and Finance - Cameron Watson

Internet Fees	\$	279.85
Bank Fees	\$	9.00
	<b>\$</b>	<b>288.85</b>

<b>Total Direct Debit Payment made on 1st April 2014</b>	<b>\$</b>	<b>1,949.65</b>
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## POLICE LICENSING

Direbt Debits from Muni Account

01 March to 31st March 2014

Wednesday, 5 March 2014	\$	1,586.15
Friday, 7 March 2014	\$	5,789.55
Monday, 10 March 2014	\$	1,608.05
Tuesday, 11 March 2014	\$	4,242.00
Wednesday, 12 March 2014	\$	44.40
Thursday, 13 March 2014	\$	309.30
Friday, 14 March 2014	\$	3,349.25
Monday, 17 March 2014	\$	1,387.70
Tuesday, 18 March 2014	\$	667.95
Wednesday, 19 March 2014	\$	223.10
Thursday, 20 March 2014	\$	16.20
Friday, 21 March 2014	\$	200.10
Monday, 24 March 2014	\$	201.70
Tuesday, 25 March 2014	\$	193.45



Wednesday, 26 March 2014	\$ 2,728.30
Thursday, 27 March 2014	\$ 4,590.00
Friday, 28 March 2014	\$ 493.65
Monday, 31 March 2014	\$ 2,561.40
	<b>\$ 30,192.25</b>

## **BANK FEES**

### **Direct debits from Muni Account 01 March to 31st March 2014**

Total direct debited from Municipal Account	<b>\$ 96.94</b>
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## **PAYROLL**

### **Direct Payments from Muni Account 01 March to 31st March 2014**

Wednesday, 12th March 2014	\$ 41,240.81
Wednesday, 26th March 2014	\$ 47,839.36
	<b>\$ 89,080.17</b>

9.2.3 READOPTION OF THE 2012/13 ANNUAL BUDGET AND REIMPOSE RATES

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Department of Local Government & Communities  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> April, 2013  
**Author:** Cameron Watson – Manager Finance & Administration

**SUMMARY**

This report makes a recommendation on readopting Council's 2012/2013 Annual Budget and reimposing the amended Rates Model.

**ATTACHMENT**

Abridged version of amended 2012/2013 Annual Statutory Budget

**BACKGROUND**

On the 4<sup>th</sup> of February 2013 Council received correspondence from the then Department of Local Government (The Department) indicating that Council's 2012/2013 Annual Budget was in breach of section 6.35 (4) (b) of the Local Government Act 1995 (The Act) where minimum rates were applied to 13 of 18 UV-Mining assessments. The Act allows for no more than 50% of any rate category be on a minimum calculation.

**COMMENT**

The Department referred this breach of the Act to the State Administrative Tribunal who subsequently quashed the 2012/13 Rates. The result of this is that Council will now be required to amend its Rates Model to bring the number of UV-Mining rate assessments on minimum calculations under the 50% threshold.

The following table indicates the originally applied Rate Model.

8. ORIGINALLY ADOPTED RATING INFORMATION - 2012/13 FINANCIAL YEAR

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2012/13 Budgeted Rate Revenue \$	2012/13 Budgeted Interim Rates \$	2012/13 Budgeted Back Rates \$	2012/13 Budgeted Total Revenue \$	2011/12 Actual \$
GRV - Mingenew Town Site	10.7236	139	1,486,988	159,459			159,459	90,121
GRV - Yandanooka Town Site	10.7236	2	14,716	1,578			1,578	1,146
GRV - Ex Gracia	10.7236	2	11,700	1,255			1,255	760
UV - Rural	1.1697	131	97,652,500	1,142,241			1,142,241	1,043,895
UV - Mining	15.0000	5	121,692	18,254			18,254	0
<b>Sub-Totals</b>		279	99,287,596	1,322,787	0	0	1,322,787	1,135,922
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Mingenew Town Site	330	82	81,298	27,060			27,060	27,060
GRV - Yandanooka Town Site	330	1	840	330			330	330
GRV - Ex Gracia	330	0	0	0			0	330
UV - Rural	450	15	161,500	6,750			6,750	10,350
UV - Mining	750	13	28,783	9,750			9,750	0
<b>Sub-Totals</b>		111	272,421	43,890	0	0	43,890	38,070
Ex-Gratia Rates							1,366,677	1,173,992
Specified Area Rates (Note 9)							17,800	17,801
							0	0
Discounts							1,384,477	1,191,793
<b>Totals</b>							0	0
							1,384,477	1,191,793

To get the 2012/2013 Rates Model compliant with section 6.35 (4) (b) of the Act, the following Rate Model will need to be endorsed.

8. AMENDED RATING INFORMATION - 2012/13 FINANCIAL YEAR

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2012/13 Budgeted Rate Revenue \$	2012/13 Budgeted Interim Rates \$	2012/13 Budgeted Back Rates \$	2012/13 Budgeted Total Revenue \$	2011/12 Actual \$
GRV - Mingenew Town Site	10.7236	139	1,486,988	159,459			159,459	90,121
GRV - Yandanooka Town Site	10.7236	2	14,716	1,578			1,578	1,146
GRV - Ex Gracia	10.7236	2	11,700	1,255			1,255	760
UV - Rural	1.1697	131	97,652,500	1,142,241			1,142,241	1,043,895
UV - Mining	15.0000	10	139,580	20,937			20,937	0
<b>Sub-Totals</b>		284	99,305,484	1,325,470	0	0	1,325,470	1,135,922
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Mingenew Town Site	330	82	81,298	27,060			27,060	27,060
GRV - Yandanooka Town Site	330	1	840	330			330	330
GRV - Ex Gracia	330	0	0	0			0	330
UV - Rural	450	15	161,500	6,750			6,750	10,350
UV - Mining	360	8	10,895	2,880			2,880	0
<b>Sub-Totals</b>		106	254,533	37,020	0	0	37,020	38,070
Ex-Gratia Rates							1,362,490	1,173,992
Specified Area Rates (Note 9)							17,800	17,801
							0	0
Discounts							1,380,290	1,191,793
<b>Totals</b>							0	0
							1,380,290	1,191,793

As can be seen from the above tables, should Council endorse the amended Rates Model for 2012/2013, there will be a need to credit rates previously raised to the value of \$4,187

**CONSULTATION**

Mike Sully – Chief Executive Officer  
Nita Jane – Governance Officer

**STATUTORY ENVIRONMENT**

Section 6.35 (4) (b) of the Local Government Act 1995

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

A total credit of \$4,187 would have to be applied to 13 UV – Mining assessments.

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION – ITEM 9.2.3**

**That the Council:**

1. Notes that the State Administrative Tribunal has quashed the general rate and minimum payments imposed by the Shire of Mingenew on 18 July 2012 in accordance with s 6.82 of the *Local Government Act 1995*, as the 'UV - Mining minimum payment did not comply with s 6.35(4)(a) of the Act as it was applied to more than 50% of properties on that general rate.
2. Adopts a budget for 2012/2013 in accordance with section 6.3 of the Act which:
  - (a) subject to the modifications set out in resolution 3, is in the same form and manner as the annual budget adopted at the Council meeting held on 18 July 2012 (recorded as minute 120705 and included as attachment to the minutes of that meeting and tabled herewith);
  - (b) reduces the amount to be yielded by the general rate to \$1,380,290, which is \$4,187 less than the original rate billing amount and \$7,354 more than the budget deficiency.
3. Notes that the modifications referred to in resolution 2 change the following schedules and notes:
  - a) Statement of Comprehensive Income by Program
  - b) Statement of Comprehensive Income by Nature and Type
  - c) Rate Setting Statement
  - d) Note 7 – Net Current Assets
  - e) Note 8 – Rating information

so that these schedules and notes, as modified, are in the form and manner set out as attached to this report.

4. In accordance with s 6.32(3)(b) of the Act, imposes the following general rates and minimum payments:

**UV Rates**

Rural	\$0.011697
Mining	\$0.150000

**Minimum Payments**

UV Rural	\$450
UV Mining	\$360

5. Notes that resolutions 2, 3 and 4 above are required to validate the general rate and minimum payments levied and that a credit will be allocated to those ratepayers affected by the amended 'UV Mining Minimum Payment' whose minimum payments reduce as a consequence of this reimposition.

**SHIRE OF MINGENEW**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30TH JUNE 2013**

	NOTE	2012/13 Budget \$	2011/12 Actual \$	2011/12 Budget \$
<b>REVENUE</b>				
Rates	8	1,380,290	1,191,793	1,173,420
Operating Grants, Subsidies and Contributions		890,941	1,292,133	1,341,976
Fees and Charges	11	387,274	311,450	234,629
Service Charges	10	0	0	0
Interest Earnings	2(a)	41,666	52,409	39,490
Other Revenue		13,100	52,873	12,500
		<u>2,713,271</u>	<u>2,900,658</u>	<u>2,802,015</u>
<b>EXPENSES</b>				
Employee Costs		(847,617)	(804,447)	(859,681)
Materials and Contracts		(1,390,654)	(1,241,456)	(1,213,443)
Utility Charges		(73,434)	(117,170)	(123,954)
Depreciation	2(a)	(1,274,040)	(1,272,405)	(1,235,770)
Interest Expenses	2(a)	(73,237)	(56,577)	(56,767)
Insurance Expenses		(263,119)	(150,448)	(151,909)
Other Expenditure		(175,776)	(71,589)	(82,800)
		<u>(4,097,877)</u>	<u>(3,714,092)</u>	<u>(3,724,324)</u>
		<u>(1,384,606)</u>	<u>(813,434)</u>	<u>(922,309)</u>
Non-Operating Grants, Subsidies and Contributions		2,631,996	1,802,806	1,287,291
Profit on Asset Disposals	4	52,000	7,505	30,113
Loss on Asset Disposals	4	(4,198)	(39,813)	(55,727)
<b>NET RESULT</b>		<b>1,295,192</b>	<b>957,064</b>	<b>339,368</b>
<b>Other Comprehensive Income</b>		<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL COMPREHENSIVE INCOME</b>		<u><b>1,295,192</b></u>	<u><b>957,064</b></u>	<u><b>339,368</b></u>

**Notes:** Fair value adjustments to financial assets at fair value through profit or loss and Other Comprehensive Income (if any), is impacted upon by external forces and is not able to be reliably estimated at the time of budget adoption.

It is anticipated, in all instances, any other comprehensive income will relate to non-cash transactions and as such, have no impact on this budget document.

Fair value adjustments will be assessed at the time they occur with compensating budget amendments made as necessary.

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

**SHIRE OF MINGENEW**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30TH JUNE 2013**

	NOTE	2012/13 Budget \$	2011/12 Actual \$	2011/12 Budget \$
<b>REVENUE (Refer Notes 1,2,8 to 13)</b>				
Governance		8,319	121,626	106,540
General Purpose Funding		1,814,355	1,668,341	1,881,772
Law, Order, Public Safety		26,200	26,242	25,535
Health		1,100	1,160	1,040
Education and Welfare		3,795	10,659	4,025
Housing		56,052	78,168	68,229
Community Amenities		36,265	124,443	37,450
Recreation and Culture		134,125	69,755	71,740
Transport		676,615	881,805	834,212
Economic Services		10,339	15,789	8,900
Other Property and Services		407,740	343,567	112,700
		<u>3,174,905</u>	<u>3,341,555</u>	<u>3,152,143</u>
<b>EXPENSES EXCLUDING</b>				
<b>FINANCE COSTS (Refer Notes 1,2 &amp; 14)</b>				
Governance		(254,884)	(41,614)	(44,749)
General Purpose Funding		(43,888)	(440,200)	(456,560)
Law, Order, Public Safety		(101,901)	(68,349)	(100,444)
Health		(54,222)	(45,210)	(49,678)
Education and Welfare		(33,734)	(24,709)	(42,316)
Housing		(200,961)	(146,445)	(143,956)
Community Amenities		(153,856)	(92,208)	(111,258)
Recreation & Culture		(866,445)	(783,334)	(882,378)
Transport		(2,349,570)	(2,218,576)	(1,910,838)
Economic Services		(207,084)	(162,703)	(182,989)
Other Property and Services		(219,728)	(76,886)	(92,884)
		<u>(4,486,273)</u>	<u>(4,100,234)</u>	<u>(4,018,050)</u>
<b>FINANCE COSTS (Refer Notes 2 &amp; 5)</b>				
Education & Welfare		(6,897)	(7,128)	(7,129)
Housing		(26,044)	(22,266)	(22,269)
Recreation & Culture		(6,622)	(6,843)	(6,844)
Transport		(33,675)	(20,340)	(20,161)
		<u>(73,238)</u>	<u>(56,577)</u>	<u>(56,403)</u>
<b>NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>				
General Purpose Funding		311,000	0	0
Health		25,000	0	25,000
Community Amenities		114,700	0	126,700
Recreation & Culture		24,500	0	50,000
Transport		2,156,796	1,802,806	1,085,591
		<u>2,631,996</u>	<u>1,802,806</u>	<u>1,287,291</u>
<b>PROFIT/(LOSS) ON DISPOSAL OF ASSETS (Refer Note 4)</b>				
Governance		2,000	2,327	(7,681)
Transport		45,802	(32,813)	(17,932)
		<u>47,802</u>	<u>(30,486)</u>	<u>(25,613)</u>
<b>NET RESULT</b>		<u>1,295,192</u>	<u>957,064</u>	<u>339,368</u>
Other Comprehensive Income		0	0	0
<b>TOTAL COMPREHENSIVE INCOME</b>		<u>1,295,192</u>	<u>957,064</u>	<u>339,368</u>

**SHIRE OF MINGENEW  
STATEMENT OF COMPREHENSIVE INCOME  
BY PROGRAM  
FOR THE YEAR ENDED 30TH JUNE 2013**

**Notes:** Fair value adjustments to financial assets at fair value through profit or loss and Other Comprehensive Income (if any), is impacted upon by external forces and is not able to be reliably estimated at the time of budget adoption.

It is anticipated, in all instances, any other comprehensive income will relate to non-cash transactions and as such, have no impact on this budget document.

Fair value adjustments will be assessed at the time they occur with compensating budget amendments made as necessary.

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



**SHIRE OF MINGENEW  
RATE SETTING STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2013**

	NOTE	2012/13 Budget \$	2011/12 Actual \$	2011/12 Budget \$
<b>REVENUES</b>	1,2			
Governance		10,319	122,132	106,540
General Purpose Funding		745,065	1,092,982	770,538
Law, Order, Public Safety		26,200	26,242	25,535
Health		26,100	1,160	26,040
Education and Welfare		3,795	10,659	4,025
Housing		56,052	78,168	68,229
Community Amenities		150,965	124,443	164,150
Recreation and Culture		158,625	69,755	121,740
Transport		2,883,411	2,684,611	1,919,803
Economic Services		10,339	15,789	8,900
Other Property and Services		407,740	238,796	112,700
		<u>4,478,611</u>	<u>4,464,737</u>	<u>3,328,200</u>
<b>EXPENSES</b>	1,2			
Governance		(254,884)	(383,291)	(456,560)
General Purpose Funding		(43,888)	(41,614)	(44,749)
Law, Order, Public Safety		(101,901)	(68,349)	(100,444)
Health		(54,222)	(28,365)	(49,678)
Education and Welfare		(40,631)	(23,334)	(42,316)
Housing		(227,005)	(139,681)	(143,956)
Community Amenities		(153,856)	(92,208)	(111,258)
Recreation & Culture		(873,067)	(782,014)	(882,378)
Transport		(2,387,443)	(2,018,239)	(1,212,838)
Economic Services		(207,084)	(162,703)	(182,989)
Other Property and Services		(219,728)	(82,902)	(92,884)
		<u>(4,563,709)</u>	<u>(3,822,700)</u>	<u>(3,320,050)</u>
<b>Net Operating Result Excluding Rates</b>		<b>(85,098)</b>	642,037	8,150
<b>Adjustments for Cash Budget Requirements:</b>				
<b>Non-Cash Expenditure and Revenue</b>				
(Profit)/Loss on Asset Disposals	4	(47,802)	36,466	25,612
Depreciation on Assets	2(a)	1,274,040	1,272,405	1,235,770
<b>Capital Expenditure and Revenue</b>				
Purchase Land Held for Resale	3	0	(45,728)	(45,000)
Purchase Land and Buildings	3	(320,500)	(405,695)	(438,000)
Purchase Infrastructure Assets - Roads	3	(1,824,485)	(1,343,003)	(1,739,520)
Purchase Infrastructure Assets - Other	3	(2,496,000)	(7,321)	(20,000)
Purchase Plant and Equipment	3	(272,050)	(842,175)	(875,600)
Purchase Furniture and Equipment	3	(14,600)	(42,647)	(63,500)
Proceeds from Disposal of Assets	4	180,700	200,924	359,000
Repayment of Debentures	5	(118,867)	(86,688)	(93,767)
Proceeds from New Debentures	5	0	450,000	450,000
Self-Supporting Loan Principal Income		0	0	0
Transfers to Reserves (Restricted Assets)	6	(10,015)	(18,632)	(14,385)
Transfers from Reserves (Restricted Assets)	6	0	342,500	342,500
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	7	1,818,358	507,520	507,520
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	7	(536,029)	1,851,183	0
<b>Amount Required to be Raised from Rates</b>	8	<b><u>(1,380,290)</u></b>	<b><u>(1,191,220)</u></b>	<b><u>(1,191,220)</u></b>

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

**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30TH JUNE 2013**

	Note	2012/13 Budget \$	2011/12 Actual \$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	15(a)	(840,260)	(131,815)
Cash - Restricted Reserves	15(a)	209,711	199,696
Cash - Restricted Unspent Grants	15(a)	0	1,671,899
Receivables			
- Rates Outstanding		12,819	21,646
- Sundry Debtors		347,565	341,390
- GST Receivable		28,515	42,403
Inventories		19,758	19,758
		<u>(221,892)</u>	<u>2,164,977</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions			
- Sundry Creditors		45,210	35,971
- GST Payable		42,918	95,778
- PAYG / Withholding Tax		16,298	15,174
		<u>104,426</u>	<u>146,923</u>
<b>NET CURRENT ASSET POSITION</b>		<b>(326,318)</b>	<b>2,018,054</b>
Less: Cash - Restricted Reserves	15(a)	(209,711)	(199,696)
Less: Cash - Restricted Municipal		<u>0</u>	<u>0</u>
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>		<b><u>(536,029)</u></b>	<b><u>1,818,358</u></b>

The estimated surplus/(deficiency) c/fwd in the 2011/12 actual column represents the surplus (deficit) brought forward as at 1 July 2012.

The estimated surplus/(deficiency) c/fwd in the 2012/13 budget column represents the surplus (deficit) carried forward as at 30 June 2013.

**SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2013**

**8. RATING INFORMATION - 2012/13 FINANCIAL YEAR**

<u>RATE TYPE</u>	Rate in \$	Number of Properties	Rateable Value \$	2012/13 Budgeted Rate Revenue \$	2012/13 Budgeted Interim Rates \$	2012/13 Budgeted Back Rates \$	2012/13 Budgeted Total Revenue \$	2011/12 Actual \$
GRV - Mingenew Town Site	10.7236	139	1,486,988	159,459			159,459	90,121
GRV - Yandanooka Town Site	10.7236	2	14,716	1,578			1,578	1,146
GRV - Ex Gracia	10.7236	2	11,700	1,255			1,255	760
UV - Rural	1.1697	131	97,652,500	1,142,241			1,142,241	1,043,895
UV - Mining	15.0000	10	139,580	20,937			20,937	0
<b>Sub-Totals</b>		284	99,305,484	1,325,470	0	0	1,325,470	1,135,922
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Mingenew Town Site	330	82	81,298	27,060			27,060	27,060
GRV - Yandanooka Town Site	330	1	840	330			330	330
GRV - Ex Gracia	330	0	0	0			0	330
UV - Rural	450	15	161,500	6,750			6,750	10,350
UV - Mining	360	8	10,895	2,880			2,880	0
<b>Sub-Totals</b>		106	254,533	37,020	0	0	37,020	38,070
Ex-Gratia Rates							1,362,490	1,173,992
Specified Area Rates (Note 9)							17,800	17,801
							0	0
Discounts							1,380,290	1,191,793
<b>Totals</b>							0	0
							<b>1,380,290</b>	<b>1,191,793</b>

All land except exempt land in the Shire of Somewhere 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 2012/13 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also 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.

There is a difference between the differential rate for UV Mining to that which was advertised. The UV Mining rate was advertised at 30 cents in the dollar and the rate that has been set is 15 cents in the dollar. The reason for the difference is that Ministerial approval was only given for the lower rate in the dollar.

## 9.5.2 ADOPTION OF 2012/13 ANNUAL BUDGET

**Agenda Reference:** MFA 07/12-01  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Nil  
**File Reference:** N/A  
**Disclosure of Interest:** Nil  
**Date:** 13 July, 2012  
**Author:** Cameron Watson – Manager Finance & Administration

### SUMMARY

This report puts forward the 2012/2013 Statutory Budget for Councils endorsement and acceptance.

### ATTACHMENT

2012/13 Statutory Budget & Schedule of Fees & Charges.

### BACKGROUND

At a Special Council meeting held on 6<sup>th</sup> July 2012, Council reviewed the 2012/13 Draft Management Budget. Since this occurred some amendments have been made to the original document, these will be discussed at the meeting.

At the April ordinary Council meeting, it was decided to implement Differential Rating on all UV rated assessments. The outcome of this process has been included in the 2012/13 budget calculations

### COMMENT

The process to gain approval to differentially rate those assessments included in the UV category has been carried out and Ministerial approval has been granted.

It is a requirement of the process that an "Object and Reason" for the proposed differential rate be advertised and that any submissions received be presented to Council for consideration. This has been carried out with no submissions being received. Following this, a request to the Minister for Local Government was forwarded asking for approval to differentially rate mining tenements at a rate of 30 cents in the dollar. The Minister had some reservations concerning the size of the initial jump in rates for some of the affected tenements and as such, has only approved an initial rate in the dollar of 15 cents with an increase to 30 cents over the following two rate years.

### CONSULTATION

Councillors  
Mike Sully – Chief Executive Officer  
Warren Borrett – Works Manager  
Internal & External Staff

## **STATUTORY ENVIRONMENT**

Section 6.2 of the Local Government Act 1995  
Part 3 of the Local Government (Financial Management) Regs 1996

## **POLICY IMPLICATIONS**

The Annual Budget has an effect on the majority of Councils current policies.

## **FINANCIAL IMPLICATIONS**

The 2012/13 Budget is the main document relating to Councils Income and Expenditure for the coming Financial Year.

## **STRATEGIC IMPLICATIONS**

Councils Forward Capital Works Plan, Asset Management Plan, Plant Replacement Program and Strategic Community Plan have been utilised in setting this budget.

COPY

**VOTING REQUIREMENTS**

Absolute Majority

120705

**MOVED : CR PJ Gledhill**

**SECONDED : CR PJ Ward**

That Council adopts the Annual Budget for the financial year ending 30<sup>th</sup> June 2013 as presented, which includes:

1. The differential rates in the dollar and minimum rate, being;
 

GRV – Mingenew Town Site	10.7236 cents in the dollar
GRV – Yandanooka Town Site	10.7236 cents in the dollar
GRV – Ex Gratia	10.7236 cents in the dollar
UV – Rural	1.1697 cents in the dollar
UV – Mining	15.0000 cents in the dollar
2. The following Minimum Rate will be applied;
 

GRV – Mingenew Town Site	\$330.00
GRV – Yandanooka Town Site	\$330.00
GRV – Ex Gratia	\$330.00
UV – Rural	\$450.00
UV – Mining	\$750.00
3. The following due dates for payment of rates by installment;
 

i) Issue Date	27 <sup>th</sup> August 2012
ii) Due date/first installment	2 <sup>nd</sup> October 2012
iii) Second installment	3 <sup>rd</sup> December 2012
iv) Third installment	3 <sup>rd</sup> February 2013
v) Fourth installment	3 <sup>rd</sup> April 2013
4. A charge of \$15.00 per installment, for payment of rates by installment to apply to the second, third and fourth installments;
5. An interest rate of 5.5% to be imposed on installments to apply to the second, third and fourth installments;
6. An interest rate of 11% to be imposed on all outstanding rates after the 2<sup>nd</sup> October 2012, or in the case of installment options, on all out outstanding rate amounts after the due date for payment of the installment;
7. The Reserve fund budget as shown;
8. Refuse collection charges as shown; and
9. The Schedule of Fees and Charges.

**CARRIED BY ABSOLUTE MAJORITY**

9.3.1 TRANSPORTABLE BUILDING ON LOT 95 (14) IKEWA STREET MINGENEW

**Location/Address:** Lot 95 (14) Ikewa Street Mingenew  
**Name of Applicant:** Mr R Cameron  
**Disclosure of Interest:** Nil  
**Date:** 24 March 2014  
**Author:** Trevor Brandy, Manager of Regulatory Services

**SUMMARY;**

Council is in receipt of a planning application to place a Steel Framed transportable Dwelling on lot 95 (14) Ikewa Street, Mingenew. The transportable building may be constructed on site or manufactured at the builder's yard. If the latter method is used Council will need to give its approval as per its policy.

**ATTACHMENT:**

Picture of dwelling (example only)  
Floor plan

**BACKGROUND:**

Council's Town Planning Scheme No 3, section 5.13 Transportable buildings requires planning consent for transportable buildings for any purpose within the Scheme area and is subject to the planning consent of Council.

**Standard of Buildings**

The Council shall require that the standard of finish of a transportable building is agreed on prior to the issue of planning consent and must be consistent with those prevailing in the locality in which the building is located.

Council may permit the erection or placement of a building on a lot providing that the design of the building is to the satisfaction of the Council and;

- 1 is in a satisfactory condition
- 2 will not detrimentally affect the amenity of the area
- 3 is permanently affixed to the ground and
- 4 has a façade appropriate to that prevailing in the vicinity.

**COMMENT:**

Traditionally once second hand buildings have been evaluated visually, Council may request that the building be improved either by painting or cladding to improve the visual appearance and to enhance the amenity of the area. In this case the existing colour scheme should be sufficient.

**CONSULTATION:**

Shire of Mingenew Town Planning Scheme No3

**STATUTORY ENVIRONMENT:**

Shire of Mingenew Town Planning Scheme No3.

**POLICY IMPLICATIONS:**

Council policy on second hand buildings.

**FINANCIAL IMPLICATIONS:**

Standard Building Fees are also applicable

**STRATEGIC IMPLICATIONS:**

To allow building activities that will not adversely affect the amenity of the area

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.3.1**

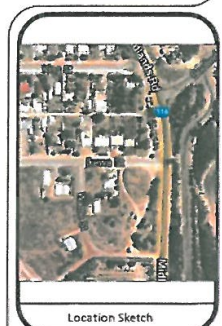
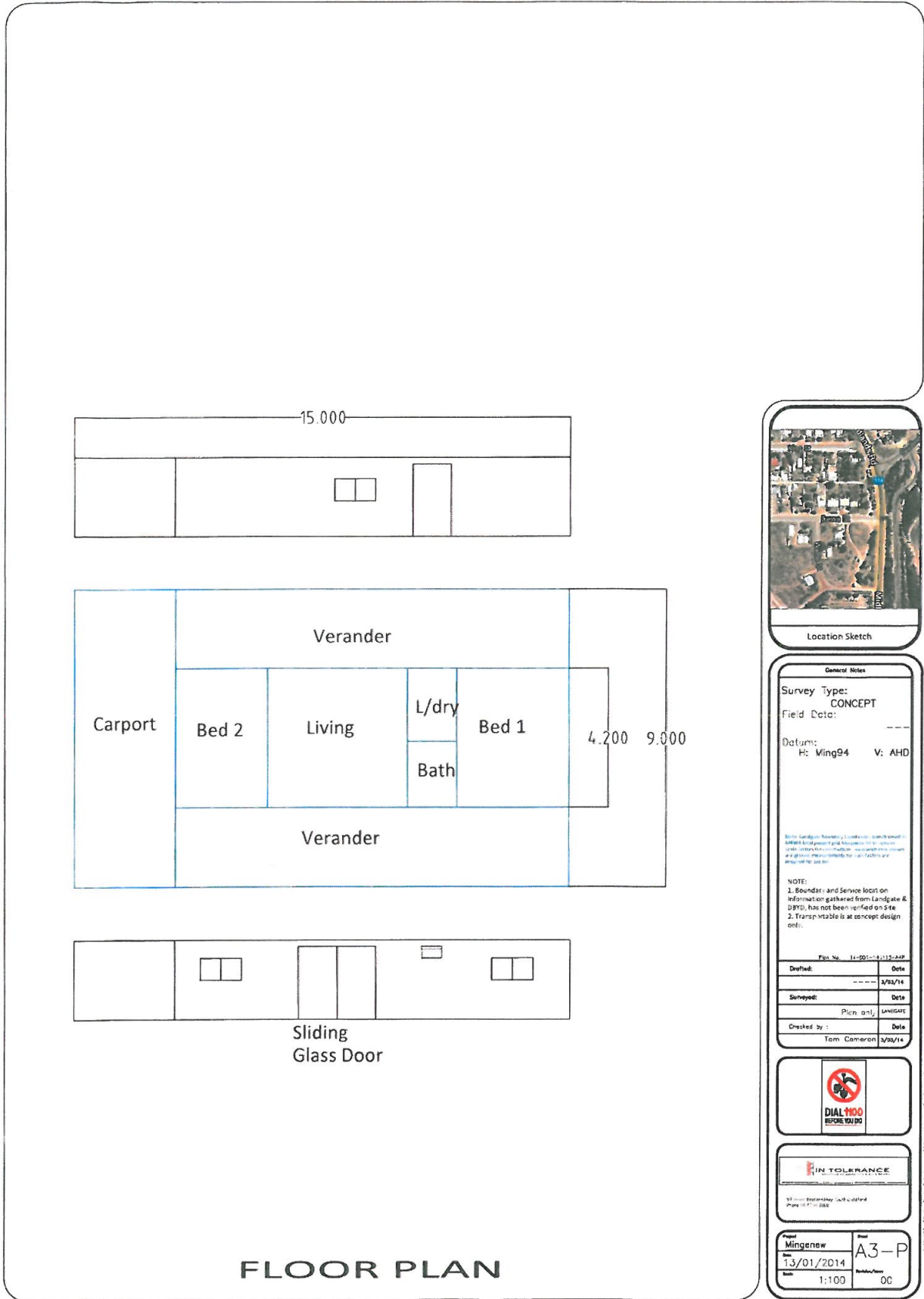
**That Council approve the transportable building on lot 95 (14) Ikewa Street, Mingenew subject to the following conditions;**

- 1. The buildings have a verandah on each unit to help their efficiency rating and be oriented in such a way to complement that rating.**
- 2. An application is received for the disposal of effluent and installed by a licensed plumber.**
- 3. A building permit application is received at this office prior to the units being delivered on site.**
- 4. The building and associated class 10 structure face Wattle street as its main frontage**



Example of final dwelling





General Notes

Survey Type: CONCEPT  
 Field Data: ---  
 Datum: H: Ming94 V: AHD

NOTE:  
 1. Boundary and Service locati on information gathered from Landgate & DPRS, has not been verified on site.  
 2. Transportable is at concept design only.

Drawn:	Date:
3/02/14	
Surveyed:	Date:
Plan only	LANIGATE
Checked by:	Date:
Tom Cameron	3/02/14



Project:	Sheet:
MingeneW	A3-P
Date:	Scale:
13/01/2014	1:100
Drawn:	OC

FLOOR PLAN





Location Sketch

General Notes

Survey Type:  
Design  
Field Data: ---  
Datum:  
H: Ming94 V: AHD

- NOTE:  
1. Boundary and Service location information gathered from Landgate & DBYD, has not been verified on Site  
2. Transportable is at concept design only.

Note: Landgate Boundary Coordinates transferred to MRWA local project grid Mingenew 94 to remove scale factors for construction - measurements shown are ground measurements no scale factors are required for set out.

Plan No. 14-001-140113-AMP

Drafted:	Date
Tom Cameron	3/03/14
Surveyed:	Date
Landgate	Jan 2014
Checked by :	Date
Tom Cameron	3/03/14



**IN TOLERANCE**  
PROPERTY SURVEYORS & ENGINEERS  
97 Great Eastern Hwy South Guildford  
Phone 01 4734 3168

Project Mingenew	Sheet A4-P
Date 13/01/2014	Revision/Issue 00
Scale 1:200	

P:\Tom\Home\Tech\Mingenew\14 Ikewa Mingenew - 001 - Cameron.dwg

14 IKEWA ST. MINGENEW.

9.3.2 TRANSPORTABLE BUILDINGS ON LOT 200 BOOLINDA STREET MINGENEW

**Location/Address:** Lot 200 Boolinda Street Mingenew  
**Name of Applicant:** CBH Group  
**Disclosure of Interest:** Nil  
**Date:** 24 March 2014  
**Author:** Trevor Brandy, Manager of Regulatory Services

**SUMMARY;**

Council is in receipt of a planning application to place 3x4 1b accommodation units on lot 200 Boolinda Road, Mingenew. The transportable buildings are to provide extra accommodation during the busy season for CBH employees.

**ATTACHMENT:**

Planning Application  
Picture of Units

**BACKGROUND:**

Council's Town Planning Scheme No 3, section 5.13 Transportable buildings requires planning consent for transportable buildings for any purpose within the Scheme area and is subject to the planning consent of Council.

**Standard of Buildings**

The Council shall require that the standard of finish of a transportable building is agreed on prior to the issue of planning consent and must be consistent with those prevailing in the locality in which the building is located.

Council may permit the erection or placement of a building on a lot providing that the design of the building is to the satisfaction of the Council and;

- 1 is in a satisfactory condition
- 2 will not detrimentally affect the amenity of the area
- 3 is permanently affixed to the ground and
- 4 has a façade appropriate to that prevailing in the vicinity.

**COMMENT:**

Traditionally once second hand buildings have been evaluated visually, Council may request that the building be improved either by painting or cladding to improve the visual appearance and to enhance the amenity of the area. In this case the existing colour scheme should be sufficient.

The 3x4 units are a 2009 vintage and may not come up to the standard of a 6 star rating set down in the BCA, however, due to the buildings being a 1b class it could be argued that they did comply with the standard set down on the day. To add to their rating a verandah and the orientation of the building may help to get it over the line.

**CONSULTATION:**

Shire of Mingenew Town Planning Scheme No3

**STATUTORY ENVIRONMENT:**

Shire of Mingenew Town Planning Scheme No3.

**POLICY IMPLICATIONS:**

Council policy on second hand buildings.

**FINANCIAL IMPLICATIONS:**

Planning Fees are applicable in this instance  
Standard Building Fees are also applicable

**STRATEGIC IMPLICATIONS:**

To allow building activities that will not adversely affect the amenity of the area

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.3.2**

**That Council approves the 3 x 4 transportable units on lot 200 Boolinda Road, Mingenew subject to the following conditions;**

- 1. The buildings have a verandah on each unit to help their efficiency rating and be oriented in such a way to complement that rating.**
- 2. An application is received for the disposal of effluent and installed by a licensed plumber.**
- 3. A building permit application is received at this office prior to the units being delivered on site.**

**SCHEDULE 6 — FORM OF APPLICATION FOR PLANNING APPROVAL**

**Application for planning approval**

Owner details		
Name: <i>Co-operative Bulk Handling Ltd</i>		
Address: <i>GPO Box 4386 Perth 6842</i>		
Postcode:		
Phone:	Fax:	E-mail:
(work): <i>92166094</i>	<i>92379599</i>	<i>tim.dolling@cbh.com.au</i>
(home):	(mobile): <i>0439969835</i>	
Contact person: <i>Tim Dolling</i>		
Signature: <i>T Dolling</i>		Date: <i>27/2/14</i>
Signature:		Date:
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature.</i>		

Applicant details		
Name: <i>As above</i>		
Address:		
Postcode:		
Phone:	Fax:	E-mail:
(work):		
(home):		
(mobile):		
Contact person for correspondence:		
Signature: <i>T Dolling</i>		Date: <i>27/2/14</i>

Property details		
Lot No: <i>200</i>	House/Street No:	Location No:
Diagram or Plan No: <i>Plan 35214</i>	Certificate of Title Vol. No: <i>2225</i>	Folio: <i>728</i>
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: <i>Boolinda Rd</i> Suburb: <i>Mingenew</i>		
Nearest street intersection:		

Existing building/land use:	Grain storage
Description of proposed development and/or use:	Staff accommodation
Nature of any existing buildings and/or use:	Grain Storage
Approximate cost of proposed development:	\$ 300,000
Estimated time of completion:	Three months

<i>OFFICE USE ONLY</i>	
Acceptance Officer's initials:	Date received:
Local government reference no:	

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## ACCOMMODATION UNIT – 2009

### Serial #D201970 – Wind Region D – Terrain Cat 2

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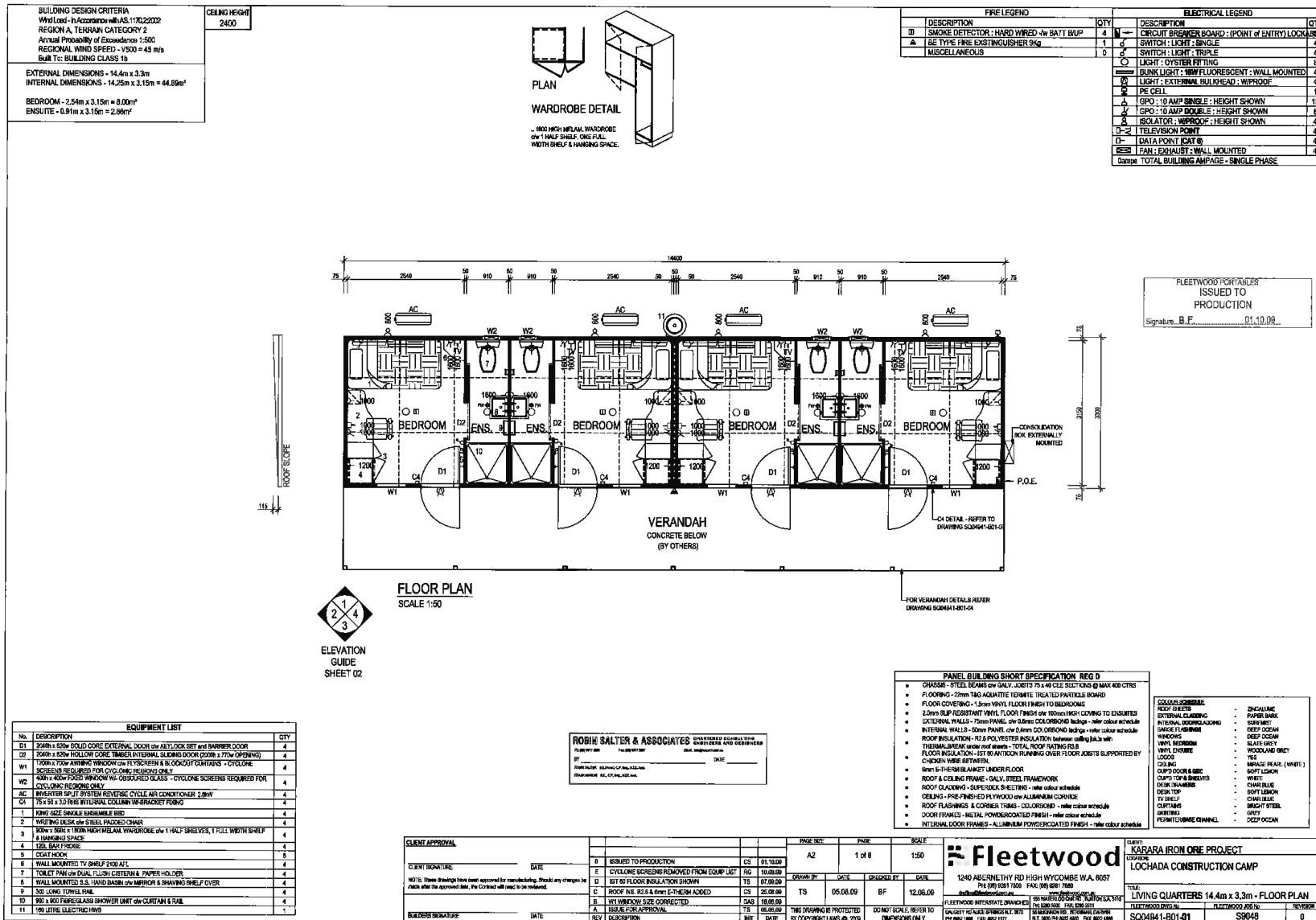
## ACCOMMODATION UNIT – 2009

### Serial #D201916 – Wind Region D – Terrain Cat 2

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9.3.3 EXTRACTIVE INDUSTRY LICENCE APPLICATION – LOTS 61 AND 62 WICK ROAD  
YANDANOOKA

**Location/Address:** Lots 61 and 62 Wick Road Yandanooka  
**Name of Applicant:** D J Beattie  
**Disclosure of Interest:** Nil  
**Date:** 26.02.2014  
**Author:** Trevor Brandy, Manager of Regulatory Services

**SUMMARY;**

Council is in receipt of an Extractive Industry Application to extract sand from lots 61 and 62 Wick Road for the next 5 years.

**ATTACHMENT:**

Site plan  
Planning Application  
Deposited Plan

**BACKGROUND:**

Council's Town Planning Scheme No 3, zoning table, lists the use as an "A" use for the rural/mining which requires the application to be considered under section 9.4.

That the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 9.4

9.4 Advertising of Applications

- 9.4.1 Where an application is made for planning approval to commence a use or commence or carry out development which involves a use which is-
- (a) An "A" use as referred to in clause 4.3.2; or
  - (b) a use not listed in the zoning table,

The local government is not to grant approval to that applicant unless notice is given in accordance with clause 9.4.3.

- 9.4.3 The Local Government may give notice or require the applicant to give notice of an application for planning approval in one or more of the following ways-

(a) notice of the proposed use or development served on nearby owners and occupiers who, in the opinion of the local government are likely to be affected by the granting of planning approval, stating that submissions may be made to the local government by a specified date being no less than 14 days from the day the notice is served;

(b) notice of the proposed use or development published in a newspaper circulating in the Scheme area stating that submissions may be made to the local government by a specified day being not less than 14 days from the day the notice is published;

(c) a sign or signs displaying notice of the proposed use or development to be erected in a conspicuous position on the land for a period of not less than 14 days from the day the notice is erected.

**COMMENT:**

Initial size of excavation will be 50m x 70m then extending up to 100m x 80m after first year.

**CONSULTATION:**

Public notices in the Geraldton Guardian and the Mingenew Matters, seeking public comment on this application, were published on 26 March 2014 and 27 March 2014 respectively.

**STATUTORY ENVIRONMENT:**

Shire of Mingenew Town Planning Scheme No 3.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Application fee of \$739.00 is applicable in this instance.  
Annual fee

**STRATEGIC IMPLICATIONS:**

To allow Extraction activities that will not adversely affect the amenity of the area

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.3.3**

That Council approve the application to remove 3,500m<sup>3</sup> (annually) of sand from lots 61 and 62 Wick Road Yandanooka over the next 5 years, subject to:

Conditions:

- 1 Development shall be in accordance with the attached approved plan(s) dated 16 of April 2014 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the Local Government.
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 3 The approval is valid for a period of 5 years (until 16 of April 2014) after which time the application shall be returned to Council for its consideration as to any impacts arising from the operation of the development in its determination on whether to grant any extension to the approval period.
- 4 The development must access Wick Road at a single vehicle crossover/access-point that is required to be located, constructed and maintained to the approval of the Local Government, with all costs met by the applicant.
- 5 The design, construction, drainage and maintenance of the internal roads, vehicle manoeuvring and parking areas associated with the development shall be to the approval of the Local Government, with all costs met by the applicant.

- 6 The applicant is responsible to ensure that no parking of vehicles associated with the development occurs within a public carriageway, including the road verge.
- 7 The activities upon Lot 61 and 62 Wick Road shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product, water or otherwise.
- 8 Procedures being introduced to minimise dust associated with truck movements in accordance with the Environmental Protection Authority's dust control guidelines. This may include wetting down or covering of loads.
- 9 Repairing of any damage to Wick Road including the surface is required by reason of use of the road in connection with the development to the approval of the Local Government with all costs met by the applicant.
- 10 No remnant vegetation shall be removed as part of this extraction operation and the extractive industry shall be separated by a 50m minimum setback distance from remnant vegetation.
- 11 No blasting of material is permitted as part of extraction operations.
- 12 The permitted hours of operation for the development, inclusive of the on-site operation of the extractive industry and all associated vehicle movements are:
  - Monday to Saturday – 7:00am to 6:00pm;
  - Sundays and Public Holidays - no operations.
- 13 The development must comply with the *Environmental Protection (Noise) Regulations 1997* and the *Environmental Protection Act 1986* in respect to noise emissions and should noise or dust monitoring be required in relation to the extractive operations as they take place upon Lot 207 Wick Road, all costs shall be met by the applicant.
- 14 The applicant must undertake post-closure rehabilitation of the development to the approval of the Local Government, and post-closure obligations shall have regard for the Department of Planning's 'Visual Landscape Planning in Western Australia' and the Department of Water's Water Quality Protection Note 15 'Extractive Industries Near Sensitive Water Resources' (WQPN15) to ensure that the rehabilitation of the closed extractive industry site improves the visual and conservation values of the landscape.
- 15 Post closure requirements shall become applicable upon the earlier of the following events:
  - acknowledgement by the landowner that extractive activities are completed; or
  - the approval period for the development having expired.

Notes:

- (a) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the following where required, *Environmental Protection Act 1986* and the *Mines Safety and Inspection Act 1994*. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.
- (b) The Department of Water have advised that if the applicant seeks to utilise groundwater for the purpose of dust suppression or water supply then the applicant is required to obtain from the Department of Water any necessary groundwater license under the *Rights in Water and Irrigation Act 1914*.
- (c) If an applicant is aggrieved by this determination there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

APPENDIX NO. 6

APPLICATION FOR PLANNING APPROVAL

SHIRE OF MINGENEW  
LOCAL PLANNING SCHEME NO. 3  
DISTRICT SCHEME

OFFICE USE

Application Number: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Notice of Application \_\_\_\_\_

Application for Planning Consent

I/We DARREL TERRY BEATTIE & J C BEATTIE  
(Full Name of Applicant)  
of 207 WICK RD YANDANOOKA (PO BOX 157) P/Code 6522  
(Address for Correspondence) MINGENEW

hereby apply for planning consent to:

1. Use the ~~land~~ premises situated at and described as:  
207 + LOT 62 WICK ROAD YANDANOOKA
2. Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies). Sand extraction for concrete sand.

The existing use of the land/building is For AGRICULTURAL

The approximate cost of the proposed development is \$ 10,000-00

The estimated time of completion is up to 5 years

The approximate number of persons to be housed/employed when the development is completed is \_\_\_\_\_ NIA

DESCRIPTION OF LAND

LOCALITY PLAN


House No. \_\_\_\_\_ Street WICK RD 2km (indicate distance to nearest intersecting street)

Lot No. 61 + 62  
207 Plan or Diagram PLAN 29530 Location YANDANOOKA

Certificate of Title: Volume 2512 Folio 943

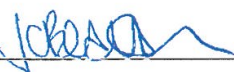

Dimensions: Site Area 300x200 sq. metres Frontage 300 metres Depth 4 m north



Signature of Applicant 

Date: 25/2/14

Where the applicant is not the owner the owner's signature is required.

Signature of Owner:  

Date: 25/2/14

THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH APPLICATION ON PAGE 2 HEREOF.

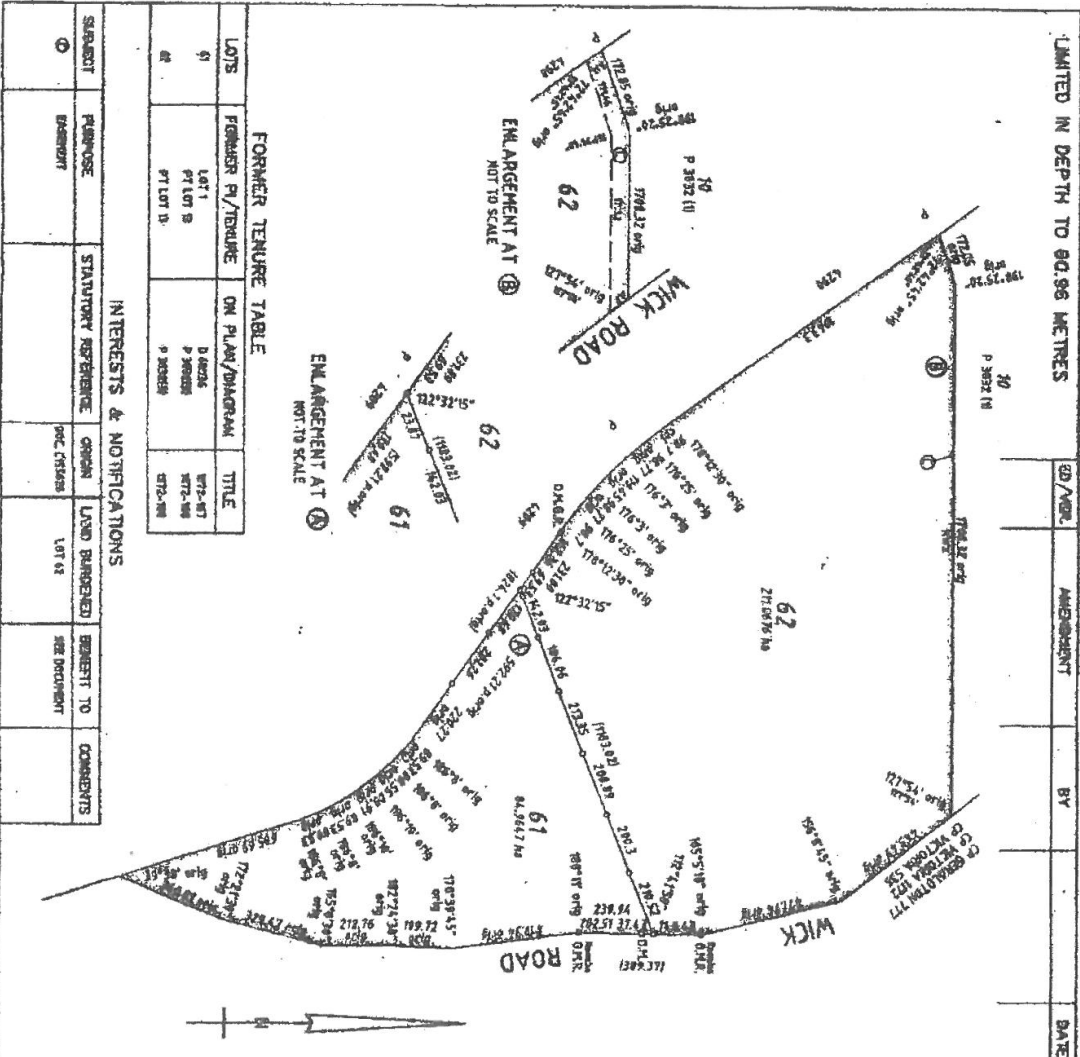
Note: This is not an application for a building licence.

#### PARTICULARS REQUIRED WITH APPLICATIONS

Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent must, unless otherwise required by the Council.

1. indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
2. indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed used in relation to existing and proposed contours;
3. indicate the position, type and height of all existing trees on the site and indicate those to be retained and those to be removed;
4. indicate the areas to be landscaped and the location and type of shrubs, trees and other treatment proposed;
5. indicate site contours and details of any proposed alteration to the natural contour of the area;
6. indicate car parking areas, their layout and accessways, dimensions and the position of existing and proposed crossovers;
7. indicate site dimensions and be to metric scale.

LANDSCAPE COPY OF ORIGINAL NOT TO SCALE. WELL SEP 22 08:36:36 2010 JOB 55210154



**FORMER TENURE TABLE**

LOTS	FORMER PI/TENURE	ON PLAN/DIAGRAM	TITLE
61	LOT 1 PT LOT B	D 40006 P 30000	W73-87 W72-88 W73-88
62	PT LOT D	P 30000	W73-88

**INTERESTS & NOTIFICATIONS**

SUBJECT	PURPOSE	STATUTORY REFERENCE	OWNER	LAND BURNED	BENEFIT TO	COMMENTS
①	BASIN		PEC DESIGN	LOT 14	SEE DECISION	

**DP 28530**

TYPE: FREEHOLD  
 PURPOSE: SUBDIVISION  
 PLAN OF: **LOTS 61 & 62**

DISTRICT: VICTORIA  
 LOCAL AUTHORITY: SHIRE OF MINGENEW  
 LOCALITY: DOLA FILE

DATE: 11/12/2010  
 SHEET: 1 OF 1  
 EDITION: 1

APPLICANT: A.C. THOMPSON  
 PROJECT: HILL THOMPSON & DELFOS  
 DATE: 11/01/2001

DEPOSITED PLAN  
**28530**

DOLA  
 DEPARTMENT OF LAND ADMINISTRATION



Google earth

miles 1 2  
km



PROPOSED SAND EXTRACTION

- 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 the meeting continue behind closed doors to allow discussion of confidential item 12.1.**

- 12.1 ANNUAL PERFORMANCE REVIEW – MANAGER ADMINISTRATION & FINANCE  
(Agenda Item will be distributed at the Ordinary Council Meeting)

OFFICER RECOMMENDATION – ITEM 12.1

**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 21 May 2014.**

- 14.0 CLOSURE