



**MINUTES OF THE
ORDINARY COUNCIL MEETING
HELD ON
WEDNESDAY
20 August 2014**

SHIRE OF MINGENEW

Table of Contents

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	1
2.0	ATTENDANCE	1
2.1	PRESENT	1
2.2	APOLOGIES	1
3.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	1
4.0	PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	1
4.1	PRESENTATION	1
5.0	APPLICATIONS FOR LEAVE OF ABSENCE	1
6.0	DECLARATIONS OF INTEREST	1
7.0	140801 – CONFIRMATION OF THE ORDINARY MEETINGS’ MINUTES HELD 18 June	1
	140802 - CONFIRMATION OF THE SPECIAL MEETINGS’ MINUTES HELD 4 AUGUST 2014	2
8.0	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION	2
9.0	OFFICERS REPORTS	
9.1	ACTING CHIEF EXECUTIVE OFFICER	
9.2	FINANCE	
9.2.1	140803 - FINANCIAL STATEMENT FOR MONTH ENDING 31 st JULY, 2014	3
9.2.2	140804 - ACCOUNTS FOR PAYMENT – FOR MONTH OF JULY 2014	32
9.3	GOVERNANCE OFFICER	
9.4	HEALTH, BUILDING AND TOWN PLANNING	
9.4.1	140805 – PROPOSED TRANSPORTABLE HOUSE ADDITION	42
9.5	COMMUNITY DEVELOPMENT OFFICER	
9.5.1	140806 – DRAFT MEMORANDUM OF UNDERSTANDING BETWEEN THE SHIRE OF MINGENEW AND THE LITTLEWELL WORKING GROUP	51
10.0	ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	56
11.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	56
11.2	ELECTED MEMBERS	56
11.2	STAFF	56
11.2.1	140807 – DECISION TO ACCEPT ITEM OF AN URGENT NATURE	56
11.2.2	140808 – CORPORATE CREDIT CARD POLICY – REVIEW AUGUST 2014	56
12.0	CONFIDENTIAL ITEMS	60
13.0	TIME AND DATE OF NEXT MEETING	60
14.0	CLOSURE	60

SHIRE OF MINGENEW

MINUTES OF ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON 20 August 2014 COMMENCING AT 4.00pm

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr Peter Gledhill, declared the meeting open at 4.02pm

2.0 ATTENDANCE

PJ Gledhill	Deputy President	Rural Ward
MP Pearce	Councillor	Town Ward
GJ Cosgrove	Councillor	Rural Ward
HM Newton	Councillor	Town Ward
AT Sobey	Councillor	Town Ward

STAFF

CL Watson	Acting Chief Executive Officer
ML Criddle	Community Development Officer (Minutes)

APOLOGIES

MA Bagley	President	Rural Ward
C Lucken	Councillor	Town Ward

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

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

Nil.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6.0 DECLARATIONS OF INTEREST

Nil

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

140801 COUNCIL RESOLUTION - ITEM 7.0

Moved: Councillor Cosgrove

Seconded : Councillor Pearce

That the Minutes of the Ordinary Meeting of Council held 16 July 2014 be confirmed as a true and accurate record of proceedings.

CARRIED 5/0

140802 COUNCIL RESOLUTION - ITEM 7.1

Moved: Councillor

Seconded : Councillor

That the Minutes of the Special Meeting of Council held 4 August 2014 be confirmed as a true and accurate record of proceedings.

Note: Motion not put as Councillors haven't received minutes.

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil.

9.0 OFFICERS REPORTS

9.1 ACTING CHIEF EXECUTIVE OFFICER

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR MONTH ENDING 31 JULY, 2014

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
Date: 15th August, 2014
Author: Cameron Watson – Acting Chief Executive Officer

SUMMARY

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

ATTACHMENT

Finance Report for month ending 31 July, 2014 – Under Separate Cover

BACKGROUND

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

COMMENT

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	\$105,760.31
Business Cash Maximiser (Municipal Funds)	\$934.09
Trust Account	\$110,750.59
Reserve Maximiser Account	\$279,800.19

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 July, 2014:

	Current	30+ Days	60+ Days	90+ Days	Total
<i>Amount</i>	140,753.45	20,950.33	26.50	8,055.77	169,786.05

Rates Outstanding at 15th August, 2014 was:

	Current	Arrears	Total
<i>Rates</i>	1,598,722.94	14,789.86	1,613,512.80
<i>Rubbish</i>	51,364.75	0.43	51,365.18
	1,650,087.69	14,790.29	1,664,877.98

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2014 / 2015 financial year.

CONSULTATION

No consultation required

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications are outlined in comments.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

140803 COUNCIL RESOLUTION – ITEM 9.2.1

Moved: Councillor Newton

Seconded: Councillor Sobey

That Council adopts the Monthly Statement of Financial Activity for the month ending the 31st July, 2014.

CARRIED 5/0



SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2014 TO 31 JULY, 2014

TABLE OF CONTENTS

Statement of Financial Activity	2
Statement of Financial Activity Reportable Variances	3
Notes to and Forming Part of the Statement	4 to 22
Supplementary Information	

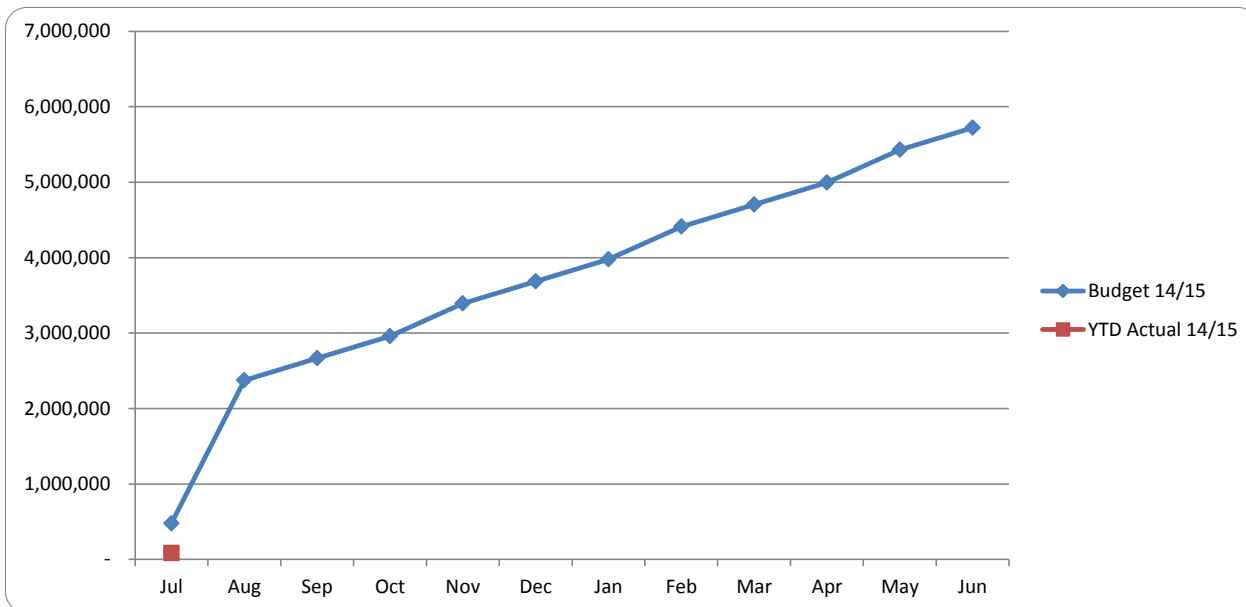
SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL
ACTIVITY FOR THE PERIOD 1 JULY, 2014 TO 31 JULY, 2014

	NOTE	31/07/14 Y-T-D Actual \$	31/07/14 Y-T-D Budget \$	2014/2015 Total Budget \$	31/07/14 Y-T-D Variance \$	31/07/14 Y-T-D Variance %
REVENUES/SOURCES	1,2					
Governance		2,492	3,095	37,179	(603)	19%
General Purpose Funding		896	2,777	2,258,372	(1,881)	68%
Law, Order, Public Safety		2	2,255	27,100	(2,253)	100%
Health		0	0	0	0	0%
Education and Welfare		260	315	3,795	(55)	17%
Housing		8,743	7,682	92,204	1,061	(14%)
Community Amenities		261	5,722	68,679	(5,461)	95%
Recreation and Culture		5	10,011	120,212	(10,006)	100%
Transport		39,560	222,930	2,675,233	(183,370)	82%
Economic Services		870	914	11,012	(44)	5%
Other Property and Services		13,997	35,548	426,626	(21,551)	61%
		<u>67,086</u>	<u>291,249</u>	<u>5,720,412</u>	<u>224,163</u>	
(EXPENSES)/(APPLICATIONS)	1,2					
Governance		(42,770)	(19,104)	(229,440)	23,666	(124%)
General Purpose Funding		(10,716)	(4,589)	(55,096)	6,127	(134%)
Law, Order, Public Safety		(16,616)	(8,312)	(99,789)	8,304	(100%)
Health		(5,043)	(6,819)	(81,856)	(1,776)	26%
Education and Welfare		(3,031)	(2,393)	(28,747)	638	(27%)
Housing		(28,952)	(15,811)	(189,845)	13,141	(83%)
Community Amenities		(9,440)	(11,354)	(136,322)	(1,914)	17%
Recreation & Culture		(92,956)	(66,888)	(803,008)	26,068	(39%)
Transport		(235,841)	(205,289)	(2,463,630)	30,552	(15%)
Economic Services		(22,822)	(12,327)	(147,993)	10,495	(85%)
Other Property and Services		(3,835)	(33,605)	(403,498)	(29,770)	89%
		<u>(472,022)</u>	<u>(386,491)</u>	<u>(4,639,224)</u>	<u>85,531</u>	
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	4	0	606	7,267	(606)	
Movement in Accrued Interest		0	0	0	0	
Movement in Accrued Salaries & Wages		0	0	0	0	
Movement in Employee Benefit Provisions		3,769	0	0	3,769	
Depreciation on Assets		129,825	121,222	1,454,710	8,603	
Capital Expenditure and Income						
Purchase Land held for Resale	3	0	0	0	0	0%
Purchase Land and Buildings	3	(43,499)	(16,081)	(193,000)	27,418	(170%)
Purchase Furniture and Equipment	3	0	0	0	0	0%
Purchase Plant and Equipment	3	0	(26,474)	(317,700)	(26,474)	100%
Purchase Infrastructure Assets - Roads	3	(5,646)	(150,603)	(1,807,298)	(144,957)	96%
Purchase Infrastructure Assets - Footpaths	3	0	(3,916)	(47,000)	(3,916)	100%
Purchase Infrastructure Assets - Bridges	3	0	(5,543)	(66,520)	(5,543)	100%
Purchase Infrastructure Assets - Drainage	3	0	0	0		
Purchase Infrastructure Assets - Rec Areas	3	0	0	0		
Proceeds from Disposal of Assets	4	0	10,974	131,700	10,974	100%
Repayment of Debentures	5	0	(13,546)	(162,594)	(13,546)	100%
Proceeds from New Debentures	5	0	14,166	170,000	(14,166)	100%
Transfers to Reserves (Restricted Assets)	6	(557)	(97,580)	(97,580)	(97,023)	99%
Transfers from Reserves (Restricted Assets)	6	0	0	0	0	0%
ADD Net Current Assets July 1 B/Fwd	7	(311,285)	(311,285)	(311,285)	0	
LESS Net Current Assets Year to Date	7	<u>(632,328)</u>	<u>2,217,975</u>	<u>1,486,561</u>	<u>(2,850,303)</u>	
Amount Req'd to be Raised from Rates		<u>(1,618,297)</u>	<u>(1,644,673)</u>	<u>(1,644,673)</u>	<u>26,376</u>	
Rates per Note 8		1,618,297	1,644,673	1,644,673		
Variance		(0)	0	0		

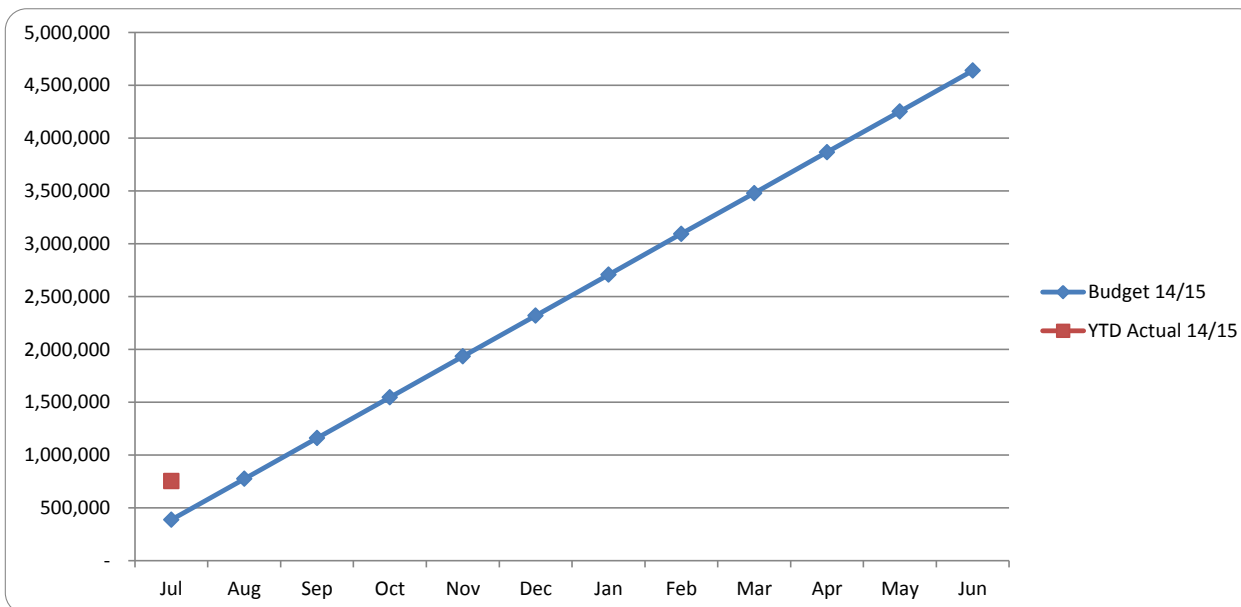
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL
ACTIVITY FOR THE PERIOD 1 JULY, 2014 TO 31 JULY, 2014**

Graphical Representation - Source Statement of Financial Activity

Operating Budget v Actual - REVENUE



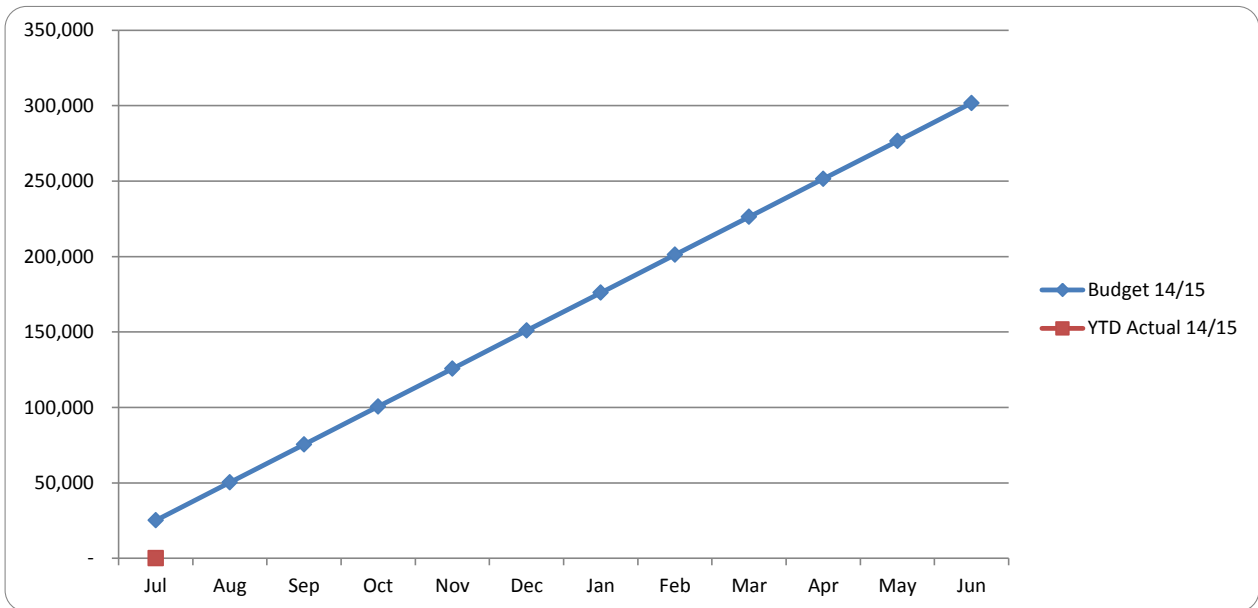
Operating Budget v Actual - EXPENDITURE



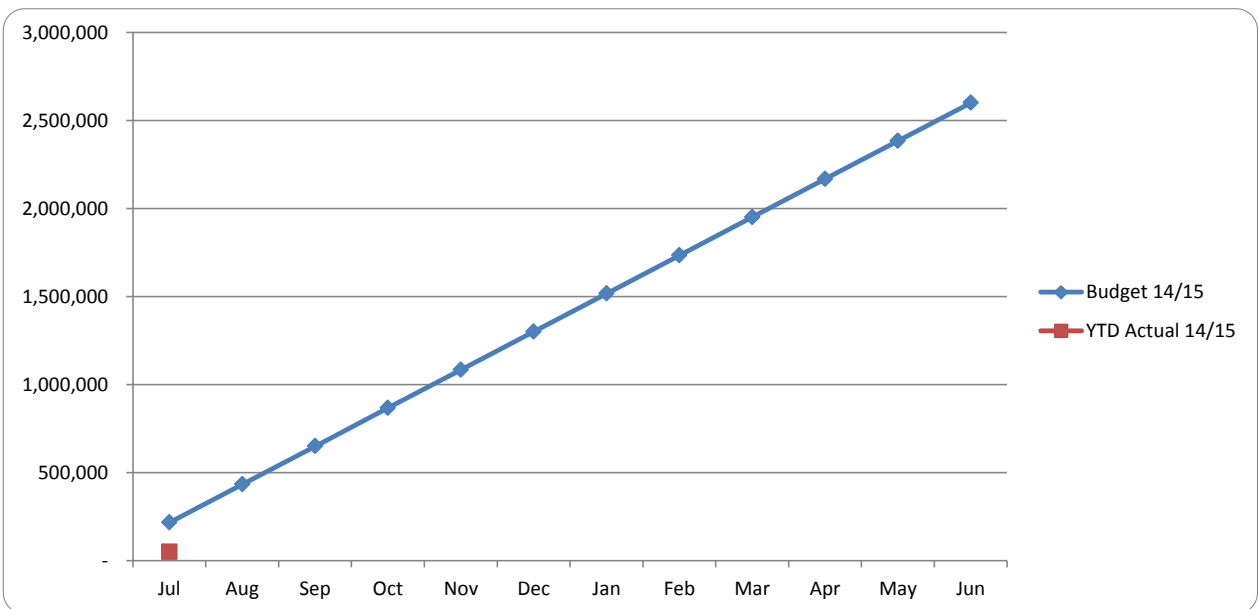
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL
ACTIVITY FOR THE PERIOD 1 JULY, 2014 TO 31 JULY, 2014**

Graphical Representation - Source Statement of Financial Activity

Capital Budget v Actual - REVENUE



Capital Budget v Actual - EXPENDITURE



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

Statement of Financial Activity - Reportable Variances

Variances will be resolved once audit complete and budget timing determined.

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

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Accounting

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

(g) Depreciation of Non-Current Assets

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Impairment

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

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

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

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

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

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

(l) Trade and Other Payables

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

(m) Employee Benefits

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

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

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

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

(n) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Provisions

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

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

(p) Current and Non-Current Classification

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

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

2. STATEMENT OF OBJECTIVE

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

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

GOVERNANCE

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

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

GENERAL PURPOSE FUNDING

Objective: To collect revenue to fund provision of services.

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

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

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

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

EDUCATION AND WELFARE

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

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

HOUSING

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

Activities: Maintenance of council owned housing.

COMMUNITY AMENITIES

Objective: Provide services as required by the community.

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

RECREATION AND CULTURE

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

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

TRANSPORT

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

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

ECONOMIC SERVICES

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

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

OTHER PROPERTY & SERVICES

Activities: Private works, plant repairs

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

	31 July, 2014 Actual \$	2014/2015 Budget \$
3. ACQUISITION OF ASSETS		
The following assets have been acquired during the period under review:		
<u>By Program</u>		
GOVERNANCE		
Plant & Equipment	0.00	97,500
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
LAW, ORDER & PUBLIC SAFETY		
Plant & Equipment	0.00	0
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
HEALTH		
Plant & Equipment	0.00	0
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
EDUCATION & WELFARE		
Plant & Equipment	0.00	0
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
HOUSING		
Plant & Equipment	0.00	0
Land & Buildings	43,499.00	126,500
Furniture & Equipment	0.00	0
COMMUNITY AMENITIES		
Plant & Equipment	0.00	0
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
RECREATION & CULTURE		
Plant & Equipment	0.00	4,000
Land & Buildings	0.00	66,500
Furniture & Equipment	0.00	0
TRANSPORT		
Plant & Equipment	0.00	216,200
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
Infrastructure - Roads	5,646.21	1,807,298
Infrastructure - Footpaths	0.00	47,000
Infrastructure - Bridges	0.00	66,520
Infrastructure - Drainage / Floodways	0.00	0
ECONOMIC SERVICES		
Plant & Equipment	0.00	0
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
OTHER PROPERTY & SERVICES		
Plant & Equipment	0.00	0
Land & Buildings	0.00	0
Furniture & Equipment	0.00	0
Land Held for Resale	0.00	0
	49,145.21	2,431,518

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

	31 July, 2014	2014/2015
	Actual	Budget
	\$	\$
ACQUISITION OF ASSETS		
The following assets have been acquired during the period under review:		
<u>By Class</u>		
Land Held for Resale	0.00	0
Land and Buildings	43,499.00	193,000
Furniture and Equipment	0.00	0
Plant and Equipment	0.00	317,700
Infrastructure Assets - Roads	5,646.21	1,807,298
Infrastructure Assets - Footpaths	0.00	47,000
Infrastructure Assets - Bridges	0.00	66,520
Infrastructure Assets - Drainage/Floodways	0.00	0
Infrastructure Assets - Recreation Areas	0.00	0
	<u>49,145.21</u>	<u>2,431,518</u>

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
- 3. - road replacement programme
- other infrastructure

	49,145.21	2,431,518
	49,145.21	2,431,518
	0.00	0

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

4. DISPOSALS OF ASSETS

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

<u>By Program</u>	Net Book Value		Sale Proceeds		Profit(Loss)	
	2014 / 2015 BUDGET	2014 / 2015 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 ACTUAL
	\$	\$	\$	\$	\$	\$
Governance						
Admin Vehicle (MI 177)	32,796	0	33,000	0	204	0
CEO Vehicle (1 MI)	40,511	0	44,500	0	3,989	0
Transport						
Works Manager Vehicle (MI 108)	37,971	0	34,200	0	(3,771)	0
Vibromax Vibrating Roller	27,689	0	20,000	0	(7,689)	0
	138,967	0	131,700	0	(7,267)	0

<u>By Class</u>	Net Book Value		Sale Proceeds		Profit(Loss)	
	2014 / 2015 BUDGET	2014 / 2015 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 ACTUAL
	\$	\$	\$	\$	\$	\$
Plant & Equipment						
Admin Vehicle (MI 177)	32,796	0	33,000	0	204	0
CEO Vehicle (1 MI)	40,511	0	44,500	0	3,989	0
Works Manager Vehicle (MI 108)	37,971	0	34,200	0	(3,771)	0
Vibromax Vibrating Roller	27,689	0	20,000	0	(7,689)	0
	138,967	0	131,700	0	(7,267)	0

<u>Summary</u>	2014 / 2015 BUDGET \$	31/7/2014 ACTUAL \$
Profit on Asset Disposals		4,193
Loss on Asset Disposals		(11,460)
		<u>(7,267)</u>

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

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1 Jul 14	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Education & Welfare									
Loan 137 - Senior Citizens Building	106,030	0	0	0	4,517	0	106,030	0	6,392
Housing									
Loan 133 - Triplex (+)	93,708	0	0	0	9,941	0	93,708	0	6,233
Loan 134 - S/C Housing (+)	62,443	0	0	0	4,999	0	62,443	0	3,801
Loan 136 - Staff Housing (#)	132,539	0	0	0	6,816	0	132,539	0	8,414
Loan 142 - Staff Housing	83,751	0	0	0	8,748	0	83,751	0	4,145
Recreation & Culture									
Loan 138 - Pavilion Fit-Out	101,788	0	0	0	4,336	0	101,788	0	6,137
Transport									
Loan 139 - Roller	66,256	0	0	0	13,107	0	66,256	0	4,207
Loan 141 - Grader	150,860	0	0	0	21,506	0	150,860	0	9,052
Loan 143 - Trucks	156,936	0	0	0	49,889	0	156,936	0	6,968
Loan 144 - Trailer	83,751	0	0	0	8,758	0	83,751	0	4,145
Loan 145 - Vibrating Roller	0	0	170,000	0	29,977	0	130,023	0	5,033
	1,038,062	0	170,000	0	162,594	0	1,168,085	0	64,527

(+) Loan financed by rental proceeds received from tenants.

(#) Loan financed from rental proceeds received from staff (subsidised) or third party tenants.

All other debenture repayments are to be financed by general purpose revenue.

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

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2014 / 2015

A new debenture is expected to be sourced to fund the purchase of a new vibrating roller.

(c) Unspent Debentures

Council had no unspent debentures at 30 June, 2014 nor is it expected to have unspent debenture funds as at 30 June, 2015.

(d) Overdraft

Council has an overdraft facility of \$200,000 with National Australia Bank of which Nil was utilised at 30 June 2014. It is anticipated that this facility will be utilised during the 2014 / 2015 financial year.

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

	31 July, 2014 Actual \$	2014/2015 Budget \$
6. RESERVES		
Cash Backed Reserves		
(a) Land and Building Reserve		
Opening Balance	68,999	68,999
Amount Set Aside / Transfer to Reserve	140	42,325
Amount Used / Transfer from Reserve	-	-
	<u>69,139</u>	<u>111,324</u>
(b) Sportsground Improvement Reserve		
Opening Balance	2,604	2,604
Amount Set Aside / Transfer to Reserve	5	65
Amount Used / Transfer from Reserve	-	-
	<u>2,609</u>	<u>2,669</u>
(c) Plant Replacement Reserve		
Opening Balance	115,239	115,239
Amount Set Aside / Transfer to Reserve	233	52,881
Amount Used / Transfer from Reserve	-	-
	<u>115,472</u>	<u>168,120</u>
(d) Accrued Leave Reserve		
Opening Balance	13,455	13,455
Amount Set Aside / Transfer to Reserve	19	336
Amount Used / Transfer from Reserve	-	-
	<u>13,474</u>	<u>13,791</u>
(e) Aged Persons Units Reserve		
Opening Balance	19,330	19,330
Amount Set Aside / Transfer to Reserve	39	483
Amount Used / Transfer from Reserve	-	-
	<u>19,369</u>	<u>19,813</u>
(f) Street Light Upgrade Reserve		
Opening Balance	13,826	13,826
Amount Set Aside / Transfer to Reserve	28	346
Amount Used / Transfer from Reserve	-	-
	<u>13,854</u>	<u>14,172</u>
(g) Painted Road Reserve		
Opening Balance	4,056	4,056
Amount Set Aside / Transfer to Reserve	8	101
Amount Used / Transfer from Reserve	-	-
	<u>4,064</u>	<u>4,157</u>
(h) Industrial Area Reserve		
Opening Balance	5,056	5,056
Amount Set Aside / Transfer to Reserve	10	126
Amount Used / Transfer from Reserve	-	-
	<u>5,066</u>	<u>5,182</u>

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

	31 July, 2014 Actual \$	2014/2015 Budget \$
6. RESERVES (Continued)		
(i) Environmental Rehabilitation Reserve		
Opening Balance	17,201	17,201
Amount Set Aside / Transfer to Reserve	35	430
Amount Used / Transfer from Reserve	-	-
	<u>17,236</u>	<u>17,631</u>
(j) RTC/PO/NAB Reserve		
Opening Balance	19,476	19,476
Amount Set Aside / Transfer to Reserve	39	487
Amount Used / Transfer from Reserve	-	-
	<u>19,515</u>	<u>19,963</u>
Total Cash Backed Reserves	<u>279,799</u>	<u>376,822</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	140	42,325
Sports Ground Improvement Reserve	5	65
Plant Replacement Reserve	233	52,881
Accrued Leave Reserve	19	336
Aged Persons Units Reserve	39	483
Street Light Upgrade Reserve	28	346
Painted Road Reserve	8	101
Industrial Area Development Reserve	10	126
Environmental Rehabilitation Reserve	35	430
RTC/PO/NAB Reserve	39	487
	<u>557</u>	<u>97,580</u>

Transfers from Reserves

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

Total Transfer to/(from) Reserves	<u>557</u>	<u>97,580</u>
--	------------	---------------

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

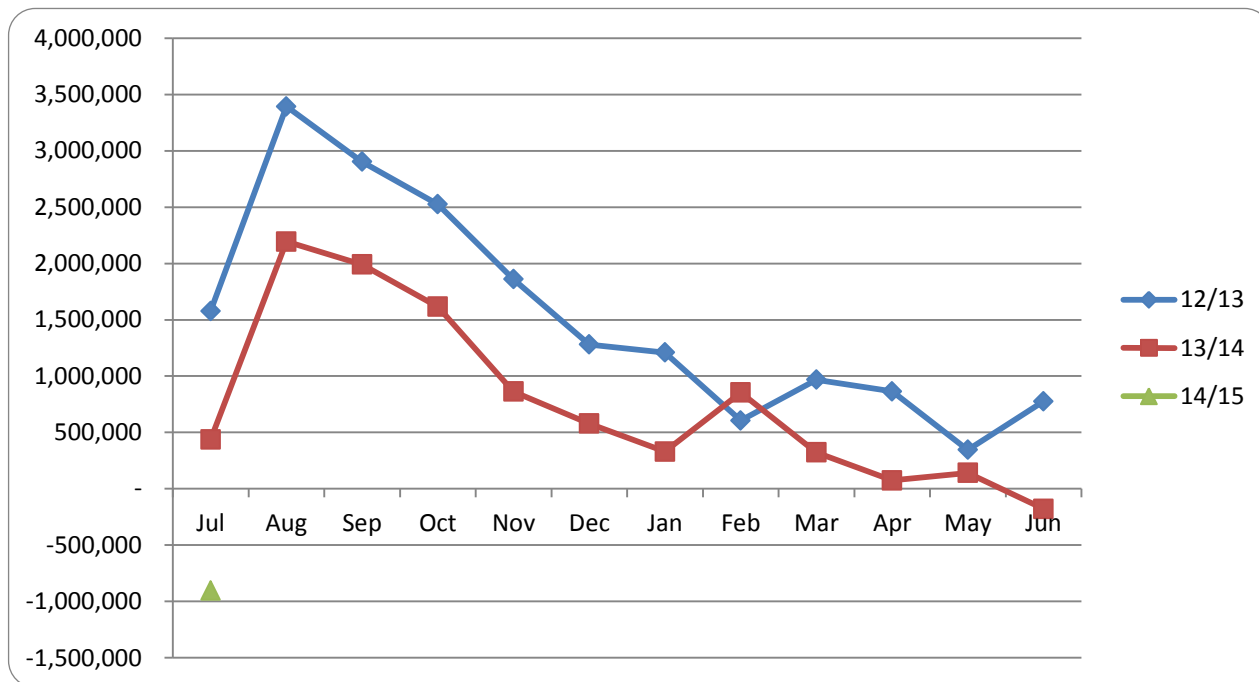
None of the above Reserves are expected to be used within a set period as it is envisaged that further transfers to the reserve accounts will occur as funds are utilised.

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

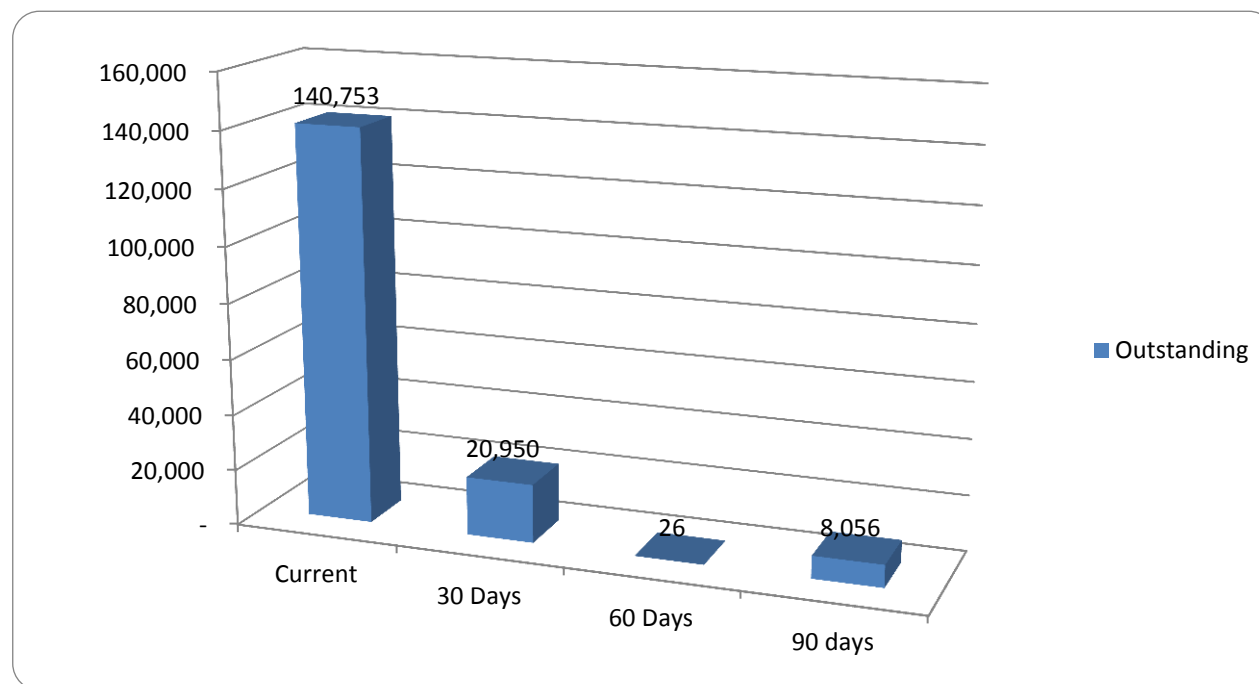
	31 July, 2014 Actual \$	Brought Forward 1-Jul-14 \$
7. NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	(322,192)	24,127
Cash - Restricted (Reserves)	279,800	279,243
Cash - Restricted (Unspent Grants)	-	-
Cash - Restricted (Unspent Loans)	-	-
Receivables		
- Rates Outstanding	6,589	8,827
- Sundry Debtors	180,911	379,568
- Emergency Services Levy	-	-
- Provision for doubtful debt	(144)	-
- GST Receivable	31,933	46,067
Inventories	27,775	20,468
	<u>204,672</u>	<u>758,300</u>
LESS: CURRENT LIABILITIES		
Payables		
- Sundry Creditors	(378,399)	(372,430)
- GST Payable	(3,799)	(28,227)
- PAYG/Withholding Tax Payable	(55,773)	(11,512)
Accrued Interest	(17,236)	(17,236)
Accrued Salaries & Wages	(15,670)	(15,670)
Loan Liability	(132,611)	(132,611)
Accrued Annual Leave	(123,334)	(123,334)
Accrued LSL	(102,123)	(89,322)
	<u>(828,945)</u>	<u>(790,342)</u>
NET CURRENT ASSET POSITION	(624,273)	(32,042)
Less: Cash - Reserves - Restricted	(279,800)	(279,243)
Less: Cash - Restricted/Committed	<u>-</u>	<u>-</u>
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>(904,073)</u>	<u>(311,285)</u>

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

7.1 Graphical Representation - Liquidity over the Year



7.2 Graphical Representation - Debtors Outstanding



SHIRE OF MINGENEW

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

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

8. RATING INFORMATION - 2011 / 2012 FINANCIAL YEAR

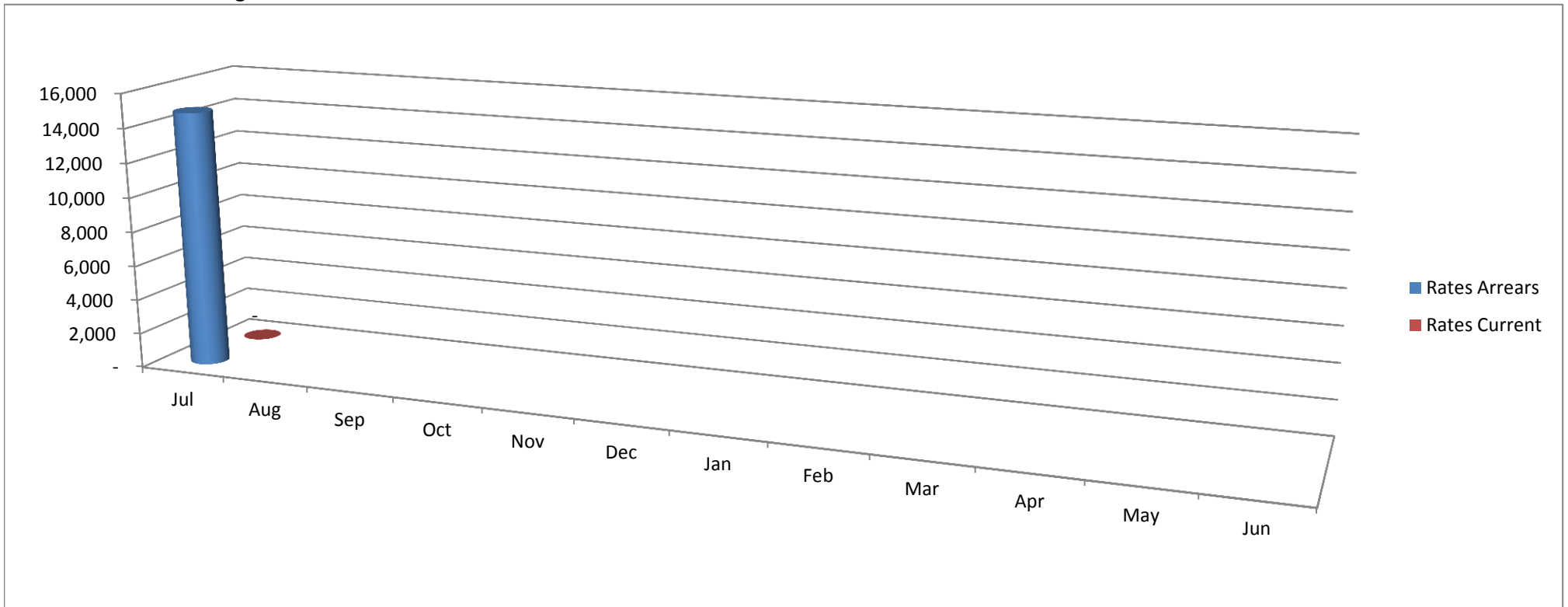
RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2014/2015 Rate Revenue \$	2014/2015 Interim Rates \$	2014/2015 Back Rates \$	2014/2015 Total Revenue \$	2014/2015 Budget \$
General Rate								
GRV - Mingenew Townsite	12.3858	151	1,698,004	210,311	0	0	210,311	211,690
GRV -Yandanooka Townsite	6.1988	2	14,716	912	0	0	912	912
UV - Rural	1.3510	127	97,543,500	1,317,813	0	0	1,317,813	1,321,636
UV - Mining	30.0000	9	63,470	19,041	0	0	19,041	19,041
Sub-Totals		289	99,319,690	1,548,077	0	0	1,548,077	1,553,279
Minimum Rates	Minimum \$							
GRV - Townsites	600	91	108,691	54,600	0	0	54,600	49,800
GRV -Yandanooka Townsite	320	1	840	320	0	0	320	400
UV - Rural	600	18	473,600	10,800	0	0	10,800	6,600
UV - Mining	750	6	7,198	4,500	0	0	4,500	4,500
Sub-Totals		116	590,329	70,220	0	0	70,220	61,300
Rates Written-Off							0	(1,500)
Ex-Gratia Rates							0	30,094
Movement in Excess Rates							0	0
Totals							1,618,297	1,644,673

All land except exempt land in the Shire of Mingenew is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

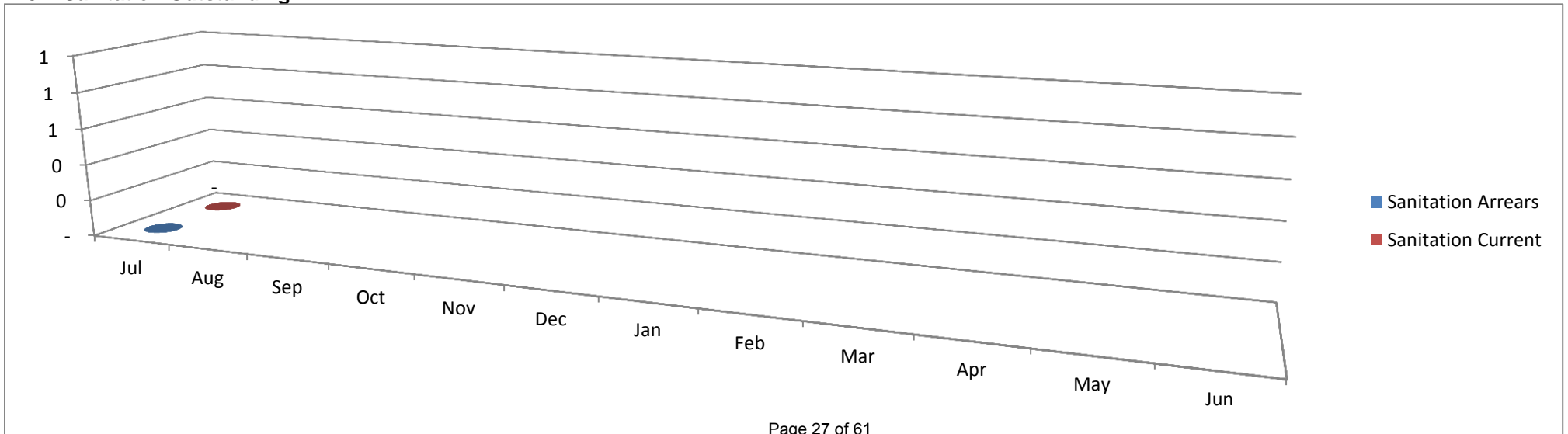
The general rates detailed above for the 2013 / 2014 financial year have been determined by Council on the basis budget and the estimated revenue to be received from all sources of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the other than rates 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



8.2 Sanitation Outstanding



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

9. TRUST FUNDS

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

Detail	Balance 01-Jul-14 \$	Amounts Received \$	Amounts Paid (\$)	Balance 31-Jul-14 \$
BCITF Levy	239	92	-	331
BRB Levy	1,719	90	-	1,809
Centenary/Autumn Committee	1,734	-	-	1,734
Community Bus	2,006	-	(40)	1,966
Farm Water Scheme	-	-	-	-
ANZAC Day Breakfast Donation	279	-	-	279
Industrial Land Bonds	1,000	-	-	1,000
Mid West Industry Road Safety Alliance	36,586	-	(5,462)	31,125
Mingenew Cemetery Group	366	-	-	366
Other Bonds	3,769	-	(300)	3,469
Rec Centre Kitchen Upgrade	2,000	-	-	2,000
Sinosteel Community Trust Fund	8,380	-	-	8,380
Tree Planter - LCDC	288	-	-	288
Weary Dunlop Memorial	1,906	-	-	1,906
Unknown	55,753	-	-	55,753
Youth Advisory Council	1,816	-	-	1,816
	<u>117,841</u>			<u>112,221</u>

10. CASH / INVESTMENTS SUMMARY

Investments

Financial Institution	Fund	Date Invested	Investment Amount \$	Interest Rate %	Maturity Date	31 July 2014 Actual \$
Nil						

Cash at Bank

Financial Institution	Fund	Total Cash at Bank	O/S Deposits	O/S Cheques	Adjustment	31 July 2014 Actual \$
National Australia Bank	Muni	105,760	603	(3,198)	213,255	316,420
National Australia Bank	Trust	110,751	-	(300)	1,770	112,221
			Interest		Transfers	
National Australia Bank	Maxi Investment	934	-	-	-	934
National Australia Bank	Reserve Maxi	279,800	-	-	-	279,800

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, 2014 TO 31 JULY, 2014**

	NOTE	31/07/2014 Actual \$	2014 / 2015 Budget \$
REVENUES FROM ORDINARY ACTIVITIES			
Rates	8	-	-
Operating Grants, Subsidies and Contributions		21,383	35,458
Non-Operating Grants, Subsidies and Contributions		-	131,094
Profit on Asset Disposals		-	349
Proceeds on Disposal of Assets	#	-	-
Service Charges		-	-
Fees and Charges		14,543	71,184
Interest Earnings		1,379	2,774
Other Revenue		29,782	36,499
		<u>67,087</u>	<u>277,358</u>
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Costs		(231,453)	(85,322)
Materials and Contracts		38,858	(77,238)
Utility Charges		(5,521)	(8,242)
Depreciation		(129,825)	(121,222)
Loss on Asset Disposals		-	(955)
Interest Expenses		(177)	(5,374)
Insurance		(114,036)	(20,222)
Other Expenditure		(29,869)	(44,032)
		<u>(472,023)</u>	<u>(362,607)</u>
NET RESULT		(404,936)	(85,249)

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

	31/07/14	31/07/14	2014/15
	Y-T-D Actual	Y-T-D Budget	Total Budget
	\$	\$	\$
OPERATING REVENUES			
Governance	2,492	3,095	37,179
General Purpose Funding	896	2,777	2,258,372
Law, Order, Public Safety	2	2,255	27,100
Health	-	-	-
Education and Welfare	260	315	3,795
Housing	8,743	7,682	92,204
Community Amenities	261	5,722	68,679
Recreation and Culture	5	10,011	120,212
Transport	39,560	222,930	2,675,232
Economic Services	870	914	11,012
Other Property and Services	13,997	35,548	426,626
	<u>67,086</u>	<u>291,249</u>	<u>5,720,411</u>
OPERATING EXPENSES			
Governance	(42,770)	(19,104)	(229,440)
General Purpose Funding	(10,716)	(4,589)	(55,096)
Law, Order, Public Safety	(16,616)	(8,312)	(99,789)
Health	(5,043)	(6,819)	(81,856)
Education and Welfare	(3,031)	(2,393)	(28,747)
Housing	(28,952)	(15,811)	(189,845)
Community Amenities	(9,440)	(11,354)	(136,322)
Recreation & Culture	(92,956)	(66,888)	(803,008)
Transport	(235,841)	(205,289)	(2,463,630)
Economic Services	(22,822)	(12,327)	(147,993)
Other Property and Services	(3,835)	(33,605)	(403,498)
	<u>(472,022)</u>	<u>(386,491)</u>	<u>(4,639,224)</u>
NET PROFIT OR LOSS/RESULT	<u>(404,936)</u>	<u>(95,242)</u>	<u>1,081,187</u>

SHIRE OF MINGENEW**BALANCE SHEET****FOR THE PERIOD 1 JULY, 2014 TO 31 JULY, 2014**

	31 July, 2014	2014
	ACTUAL	
	\$	\$
CURRENT ASSETS		
Cash and Cash Equivalents	(42,392)	303,370
Trade and Other Receivables	219,289	434,461
Inventories	27,775	20,468
TOTAL CURRENT ASSETS	<u>204,672</u>	<u>758,299</u>
NON-CURRENT ASSETS		
Other Receivables	-	-
Inventories	90,394	90,394
Property, Plant and Equipment	6,759,920	6,753,092
Infrastructure	37,780,581	37,868,089
TOTAL NON-CURRENT ASSETS	<u>44,630,895</u>	<u>44,711,575</u>
TOTAL ASSETS	<u>44,835,567</u>	<u>45,469,874</u>
CURRENT LIABILITIES		
Trade and Other Payables	470,877	445,075
Long Term Borrowings	132,611	132,611
Provisions	225,457	212,657
TOTAL CURRENT LIABILITIES	<u>828,945</u>	<u>790,343</u>
NON-CURRENT LIABILITIES		
Long Term Borrowings	905,449	905,449
Provisions	22,381	31,413
TOTAL NON-CURRENT LIABILITIES	<u>927,830</u>	<u>936,862</u>
TOTAL LIABILITIES	<u>1,756,775</u>	<u>1,727,205</u>
NET ASSETS	<u>43,078,792</u>	<u>43,742,669</u>
EQUITY		
Retained Profits (Surplus)	27,833,318	28,238,811
Reserves - Cash Backed	279,800	279,243
Reserves - Asset Revaluation	15,239,185	15,239,185
TOTAL EQUITY	<u>43,352,303</u>	<u>43,757,239</u>

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

	31 July 2014 Actual \$	2014 \$
RETAINED PROFITS (SURPLUS)		
Balance as at 1 July 2014	28,238,811	28,186,969
Change in Net Assets Resulting from Operations	(404,936)	125,066
Transfer from/(to) Reserves	<u>(557)</u>	<u>(73,224)</u>
Balance as at 30 June 2015	<u>27,833,318</u>	<u>28,238,811</u>
RESERVES - CASH BACKED		
Balance as at 1 July 2014	279,243	279,243
Amount Transferred (to)/from Surplus	<u>557</u>	<u>-</u>
Balance as at 30 June 2015	<u>279,800</u>	<u>279,243</u>
RESERVES - ASSET REVALUATION		
Balance as at 1 July 2013	15,239,185	15,239,185
Revaluation Increment	-	-
Revaluation Decrement	<u>-</u>	<u>-</u>
Balance as at 30 June 2014	<u>15,239,185</u>	<u>15,239,185</u>
TOTAL EQUITY	<u><u>43,352,303</u></u>	<u><u>43,757,239</u></u>

9.2.2 ACCOUNTS FOR PAYMENT – ENDING 31ST JULY 2014

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil.
Date: 20th August 2014
Author: Julie Borrett – Senior Finance Officer

SUMMARY

Council to confirm the payment of creditors for the month of June 2014 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

ATTACHMENT

Copy of list of accounts due (EFT & cheque payments), which will enable Council to confirm the payment of its creditors in accordance with Local Government (Financial Management) Regulations 1996, Section 13(1).

BACKGROUND

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

COMMENT

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costings, and that the amounts shown were due for payment.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

POLICY IMPLICATIONS

Payments have been made under delegation.

FINANCIAL IMPLICATIONS

Funds available to meet expenditure.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority.

140804 COUNCIL RESOLUTION – ITEM 9.2.2

Moved: Councillor Pearce

Seconded: Councillor Sobey

That Council confirm the accounts as presented for July 2014 from the Municipal Fund totalling \$465,832.21 represented by Electronic Funds Transfers of EFT8150-8233 Trust Cheques 428 & 430 and Cheque nos 7877-7888

CARRIED 5/0

Date: 04/08/2014
Time: 1:23:56PM

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

USER: SFO
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
428	02/07/2014	MINGENEW SHIRE COUNCIL	REFUND MWIRSA CA81	T		4,785.00
429	16/07/2014	MINGENEW SHIRE COUNCIL	TRUST REFUND CP85	T		5,461.50
430	16/07/2014	MingeneW Golf Club Inc	REFUND OF BUS BOND	T		300.00
7877	02/07/2014	MINGENEW SHIRE COUNCIL	Payroll deductions	M		612.00
7878	02/07/2014	SYNERGY	POWER	M		6,739.40
7879	02/07/2014	VALLEY VIBES	ADVERTISING	M		95.00
7882	16/07/2014	SYNERGY	POWER	M		2,667.95
7884	16/07/2014	MINGENEW SHIRE COUNCIL	Payroll deductions	M		306.00
7885	16/07/2014	SHIRE OF MINGENEW ISA	CLAIM	M		18,085.52
7886	16/07/2014	TELSTRA	TELSTRA	M		1,773.31
7887	24/07/2014	CR PETER GLEDHILL	FEES	M		1,437.50
7888	24/07/2014	SYNERGY	POWER	M		1,520.65
EFT8150	02/07/2014	Shire of Mingenew - Payroll	PAYROLL	M		81,776.62
EFT8151	02/07/2014	Australian Services Union	Payroll deductions	M		25.10
EFT8152	02/07/2014	CHILD SUPPORT AGENCY	Payroll deductions	M		264.71
EFT8153	02/07/2014	LGRCEU	Payroll deductions	M		19.40
EFT8154	02/07/2014	WA SUPER	Superannuation contributions	M		5,635.28
EFT8155	02/07/2014	PRIME SUPER	Superannuation contributions	M		195.88
EFT8156	10/07/2014	APRA	FEES	M		284.68

Date: 04/08/2014
Time: 1:23:56PM**Shire of MINGENEW**
Statement of Payments for the month of July 2014USER: SFO
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8157	10/07/2014	ANDREWS & CO	ADVERTISING	M		4,785.00
EFT8158	10/07/2014	Courier Australia	FREIGHT	M		404.43
EFT8159	10/07/2014	Norm Coombs	REFUND	M		320.00
EFT8160	10/07/2014	DONGARA DRILLING & ELECTRICAL	CHARGES	M		332.90
EFT8161	10/07/2014	DONGARA BUILDING & TRADE SUPPLIES	CHARGES	M		1,611.00
EFT8162	10/07/2014	Great Northern Rural Services	CHARGES	M		1,806.30
EFT8163	10/07/2014	IRWIN PLUMBING SERVICES	CHARGES	M		12,010.90
EFT8164	10/07/2014	RELIANCE PETROLEUM	FUEL	M		2,447.09
EFT8165	10/07/2014	MORAWA SHIRE	CLAIM	M		19,582.99
EFT8166	10/07/2014	MIDWEST MOBILE MECHANICS	CHARGES	M		582.25
EFT8167	10/07/2014	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	FEES	M		2,000.00
EFT8168	10/07/2014	TUNCOAT AUSTRALIA	CHARGES	M		212.96
EFT8169	10/07/2014	MINGENEW NETBALL CLUB INC	CATERING	M		360.00
EFT8170	10/07/2014	THE MURRAY HOTEL PTY LTD	CHARGES	M		418.00
EFT8171	10/07/2014	WA SUPER	SUPER	M		6,490.92
EFT8172	10/07/2014	PERENJORI SHIRE COUNCIL	CLAIM	M		25,976.35
EFT8173	10/07/2014	PRIME MEDIA GROUP PTY	ADVERTISING	M		5,461.50
EFT8174	10/07/2014	LANDMARK	CHARGES	M		261.36
EFT8175	10/07/2014	SHIRE OF COOROW	CLAIM	M		33,278.85

Date: 04/08/2014
Time: 1:23:56PM

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

USER: SFO
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8176	10/07/2014	Shire Of Three Springs	CHARGES	M		540.00
EFT8177	10/07/2014	MINGENEW FABRICATORS	CHARGES	M		46.75
EFT8178	16/07/2014	Shire of Mingenew - Payroll	PAYROLL	M		28,522.57
EFT8179	16/07/2014	Australian Services Union	Payroll deductions	M		25.10
EFT8180	16/07/2014	CHILD SUPPORT AGENCY	Payroll deductions	M		264.71
EFT8181	16/07/2014	LGRCEU	Payroll deductions	M		19.40
EFT8182	16/07/2014	WA SUPER	Superannuation contributions	M		5,016.33
EFT8183	16/07/2014	PRIME SUPER	Superannuation contributions	M		195.88
EFT8184	16/07/2014	SHIRE OF MINGENEW PRINTER LEASE, ETC	LEASE	M		597.86
EFT8185	16/07/2014	NAB BUSINESS VISA	CREDIT CARD	M		477.40
EFT8186	16/07/2014	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		457.74
EFT8187	16/07/2014	Australian Taxation Office	BAS	M		2,629.75
EFT8188	16/07/2014	STAPLES AUSTRALIA PTY LIMITED	CHARGES	M		207.14
EFT8189	16/07/2014	GH COUNTRY COURIER	FREIGHT	M		30.80
EFT8190	16/07/2014	CANINE CONTROL	FEES	M		958.38
EFT8191	16/07/2014	RELIANCE PETROLEUM	FUEL	M		9,048.58
EFT8192	16/07/2014	MINGENEW IGA PLUS LIQUOR	GROCERIES	M		501.91
EFT8193	16/07/2014	MINGENEW COMMUNITY RESOURCE CENTRE	FEES	M		100.00

Date: 04/08/2014
Time: 1:23:56PM

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

USER: SFO
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8194	16/07/2014	WA LOCAL GOVERNMENT ASSOCIATION	ADVERTISING	M		364.23
EFT8195	24/07/2014	ABROLHOS REEF LODGE	CHARGES	M		130.00
EFT8196	24/07/2014	BOC GASES	CHARGES	M		372.77
EFT8197	24/07/2014	Cr Michelle Bagley	FEES	M		3,250.00
EFT8198	24/07/2014	Courier Australia	FREIGHT	M		18.09
EFT8199	24/07/2014	CR GARY COSGROVE	FEES	M		875.00
EFT8200	24/07/2014	JR & A HERSEY PTY LTD	GOODS	M		1,122.00
EFT8201	24/07/2014	IRWIN PLUMBING SERVICES	CHARGES	M		1,958.00
EFT8202	24/07/2014	JACKSON McDONALD	CHARGES	M		3,850.08
EFT8203	24/07/2014	CR CRISPIAN LUCKEN	FEES	M		875.00
EFT8204	24/07/2014	RELIANCE PETROLEUM	FUEL	M		4,744.85
EFT8205	24/07/2014	LGIS INSURANCE BROKING	INSURANCE	M		9,206.34
EFT8206	24/07/2014	STARICK TYRES	TYRES	M		1,206.68
EFT8207	24/07/2014	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	FEES	M		500.00
EFT8208	24/07/2014	MINGENEW SPRING CARAVAN PARK	FEES	M		912.00
EFT8209	24/07/2014	CR HELEN NEWTON	FEES	M		875.00
EFT8210	24/07/2014	CR MARGUERITE PEARCE	FEES	M		875.00
EFT8211	24/07/2014	CR ALAN SOBEY	FEES	M		875.00
EFT8212	24/07/2014	WESTRAC PTY LTD	CHARGES	M		8,104.63

Date: 04/08/2014
Time: 1:23:56PM

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

USER: SFO
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8213	24/07/2014	MINGENEW FABRICATORS	CHARGES	M		444.90
EFT8214	30/07/2014	Shire of Mingenew - Payroll	PAYROLL	M		29,061.21
EFT8215	30/07/2014	Australian Services Union	Payroll deductions	M		25.10
EFT8216	30/07/2014	CHILD SUPPORT AGENCY	Payroll deductions	M		264.71
EFT8217	30/07/2014	LGRCEU	Payroll deductions	M		19.40
EFT8218	30/07/2014	WA SUPER	Superannuation contributions	M		5,121.48
EFT8219	30/07/2014	PRIME SUPER	Superannuation contributions	M		195.88
EFT8220	31/07/2014	AUSTRALIA POST	POSTAGE	M		27.98
EFT8221	31/07/2014	ANDREWS & CO	FEES	M		17,132.50
EFT8222	31/07/2014	Courier Australia	FREIGHT	M		67.29
EFT8224	31/07/2014	FREDS MOWER REPAIRS	REPAIRS	M		369.90
EFT8225	31/07/2014	Government Regional Officers Housing	REFUND	M		3,375.00
EFT8226	31/07/2014	VEOLIA ENVIRONMENTAL SERVICES AUSTRALIA PTY LTD	RUBBISH	M		7,850.73
EFT8227	31/07/2014	IT VISION AUSTRALIA PTY LTD	FEES	M		23,532.30
EFT8228	31/07/2014	LGIS INSURANCE BROKING	INSURANCE	M		31,609.24
EFT8229	31/07/2014	MINGENEW LIONS MIDWEST EXPO	CHARGES	M		770.00
EFT8230	31/07/2014	SGFLEET	LEASE	M		837.52
EFT8232	31/07/2014	THE IT VISION USER GROUP	CHARGES	M		660.00
EFT8233	31/07/2014	WESTRAC PTY LTD	CHARGES	M		4,383.80

Date: 04/08/2014
 Time: 1:23:56PM

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

USER: SFO
 PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	455,285.71
T	TRUST- NATIONAL AUST BANK	10,546.50
TOTAL		465,832.21

NATIONAL BUSINESS MASTERCARD

01 July to 31st July 2014

CEO - MIKE SULLY

Bank Fees	\$	9.00
	\$	9.00

Work's Manager - Warren Borrett

Bank Fees	\$	9.00
	\$	9.00

Manager of Admin and Finance - Cameron Watson

Internet Fees	\$	279.85
Aust Wide Taxation Membership	\$	495.00
Bank Fees	\$	9.00
	\$	783.85
Total Direct Debit Payment made on 1st July 2014	\$	801.85

POLICE LICENSING

Direct Debits from Muni Account
01 July to 31st July 2014

Tuesday, 1 July 2014	\$	326.10
Wednesday, 2 July 2014	\$	349.15
Thursday, 3 July 2014	\$	2,215.50
Friday, 4 July 2014	\$	306.10
Monday, 7 July 2014	\$	3,363.30
Tuesday, 8 July 2014	\$	407.85
Wednesday, 9 July 2014	\$	777.25
Thursday, 10 July 2014	\$	2,992.90
Friday, 11 July 2014	\$	279.90
Monday, 14 July 2014	\$	126.55
Tuesday, 15 July 2014	\$	372.20
Wednesday, 16 July 2014	\$	715.10
Thursday, 17 July 2014	\$	507.30
Friday, 18 July 2014	\$	4,093.00
Monday, 21 July 2014	\$	1,732.70
Tuesday, 22 July 2014	\$	763.95
Wednesday, 23 July 2014	\$	1,898.10

Thursday, 24 July 2014	\$ 1,123.10
Friday, 25 July 2014	\$ 1,005.50
Monday, 28 July 2014	\$ 254.70
Tuesday, 29 July 2014	\$ 2,504.20
Wednesday, 30 July 2014	\$ 320.90
Thursday, 31 July 2014	\$ 1,157.70

\$ 27,593.05

BANK FEES

Direct debits from Muni Account 01 July to 31st July 2014

Total direct debited from Municipal Account **\$ 468.82**

PAYROLL

Direct Payments from Muni Account 01 July to 31st July 2014

Wednesday, 2nd July 2014	\$ 132,381.42
Wednesday, 16th July 2014	\$ 39,711.35
Wednesday, 30th July 2014	\$ 40,366.49

\$ 172,092.77

9.4 HEALTH, BUILDING AND TOWN PLANNING

9.4.1 PROPOSED TRANSPORTABLE HOUSE ADDITION

Location/Address: Lot 817 (#1333) Mingenew-Mullewa Road, Yarragadee
Name of Owner: Michael Pearse
Name of Applicant: Quality Builders Pty Ltd
Disclosure of Interest: Nil
Date: 29th July, 2014
Author: Arqum Hayat – Planning Officer (Shire of Irwin)

SUMMARY

This report makes a recommendation to Council to approve the proposed transportable house addition at 1333 Mingenew-Mullewa Road, Yarragadee.

ATTACHMENT

Attachment 1 – Planning Application and Cover Letter
Attachment 2 – Location Plan

BACKGROUND

The land is zoned as Rural/Mining under the Shire of Mingenew Local Planning Scheme No. 3 (hereafter referred to as 'LPS No.3'). The portion of Lot 817 on which the transportable addition is proposed is 17.230 hectares (see attachment 2). There is an existing residence and shed on site.

COMMENT

The Applicant proposes a transportable addition to an existing house (see attachment 1). As per Clause 5.13.1 of LPS No.3, the proposal requires the planning consent of Council. The proposed additions will not impact on the amenity of the locality or adversely affect the rural landscape. The proposal meets the relevant provisions of LPS No.3.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Clause 5.13 of LPS No.3
Clause 5.23.4 of LPS No.3

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

140805 COUNCIL RESOLUTION – ITEM 9.4.1

Moved: Councillor Cosgrove

Seconded: Councillor Newton

That Council approve the proposed transportable building addition to an existing dwelling on Lot 817 (#1333 Mingenew-Mullewa Road), Yarragadee subject to the following conditions:

- 1. All stormwater and drainage runoff from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Mingenew (Infrastructure Services).**
- 2. Any soils disturbed or deposited on the site shall be stabilised and retained on site to the satisfaction of the Shire of Mingenew.**
- 3. The approved development shall be connected to an effluent disposal system to the satisfaction of the Shire of Irwin.**
- 4. The development shall be connected to a potable water supply.**

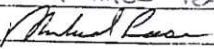
Advice Notes

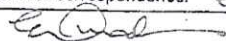
- 1. In accordance with the Building Act, the approved development requires a Building Permit.**
- 2. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Mingenew will take no responsibility for incorrectly located buildings.**
- 3. It is the responsibility of the applicant/owner to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.**

CARRIED 5/0

SCHEDULE 6 — FORM OF APPLICATION FOR PLANNING APPROVAL

Application for planning approval

Owner details		
Name: MICHAEL F. K. PEARSE		
Address: PO BOX 496 DONGARA, WA		
Postcode: 6525		
Phone: 9927 1659 (work):	Fax:	E-mail:
(home):		
(mobile):		
Contact person: MICHAEL PEARSE		
Signature: 	Date: 2/7/14	
Signature:	Date:	
The signature of the owner(s) is required on all applications. This application will not proceed without that signature.		

Applicant details		
Name: QUALITY BUILDERS PTY LTD		
Address: PO BOX 303 KALAMUNDA WA		
Postcode: 6926		
Phone: 9454 9700 (work):	Fax:	E-mail:
(home):	9454 9711	elysia@qualitybuilders.com.au
(mobile):		
Contact person for correspondence: ELYSIA O'MODEY		
Signature: 	Date: 2.7.2014	

Property details		
Lot No: 871	House/Street No: 1333	Location No:
Diagram or Plan No: 247685	Certificate of Title Vol. No: 1400	Folio: 486
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: MINGENEW - MULLEWA RD	Suburb: VARRAGADEE	
Nearest street intersection:		

Existing building/land use:
Description of proposed development and/or use: <i>Addition to existing house</i>
Nature of any existing buildings and/or use: <i>Residential.</i>
Approximate cost of proposed development: <i>\$101 128.00</i>
Estimated time of completion: <i>6 MONTHS.</i>

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



QUALITY BUILDERS PTY LTD

Excellence in commercial
transportable construction

20 Walters Way Forrestfield WA 6058
PO Box 909 Kalamunda WA 6926
Ph: 9454 9700 Fax: 9454 9711
www.qualitybuilders.com.au

ABN 51 521 523 907

7/7/2014

Attn: Planning
Shire of Mingenew
PO Box 120
MINGENEW WA 6522

To whom it may concern,

RE: Planning Application.

We wish to apply for planning approval to situate a transportable house addition on the property known as 1333 Mingenew – Mullewa Rd, Yarragadee. The addition will have 2 bedrooms, bathroom, laundry and kitchen. The structure will be steel frame, colorbond roof, weatherboard clad and concrete slab.

The home is for Michael Pearse of PO Box 496, Dongara, WA 6525.

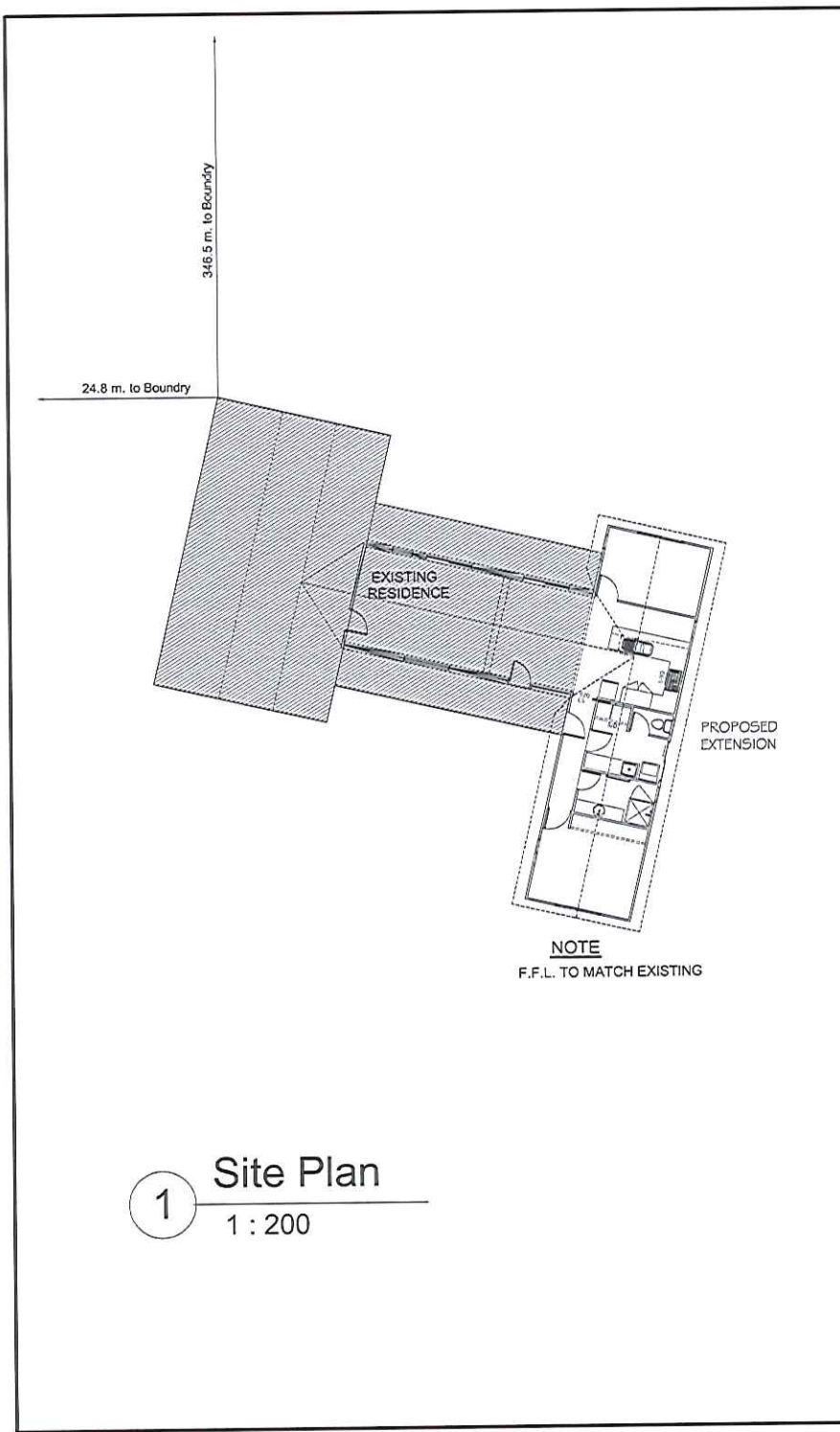
The contract price for the home is \$101,128.00.

We have enclosed our cheque for the amount of \$323.61 being for the planning approval fee.

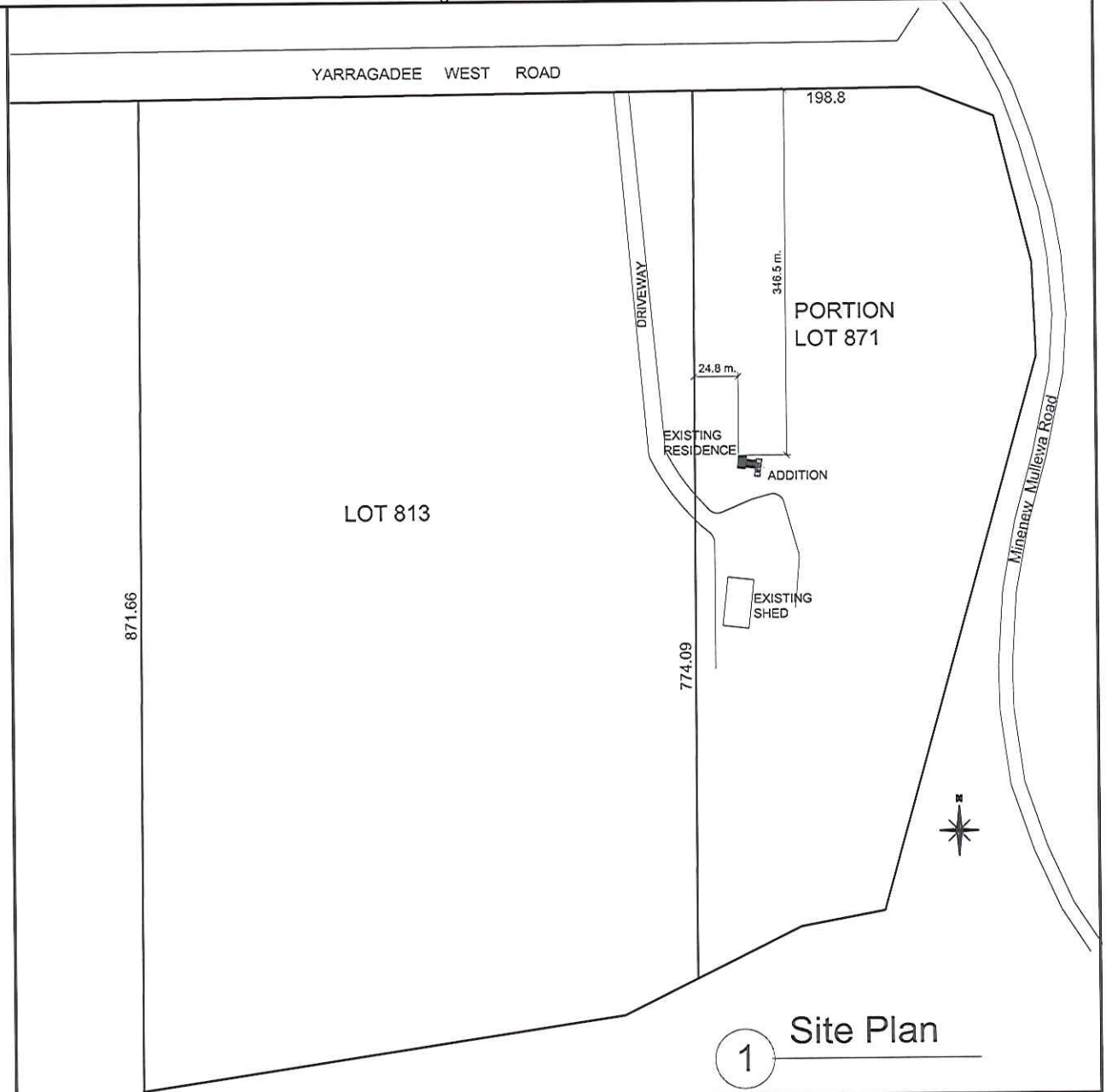
Yours sincerely

ELYSIA OMODEI
Office Manager

Enclosed:
Cheque \$323.61
Addenda
Architectural Plans



1 Site Plan
1 : 200



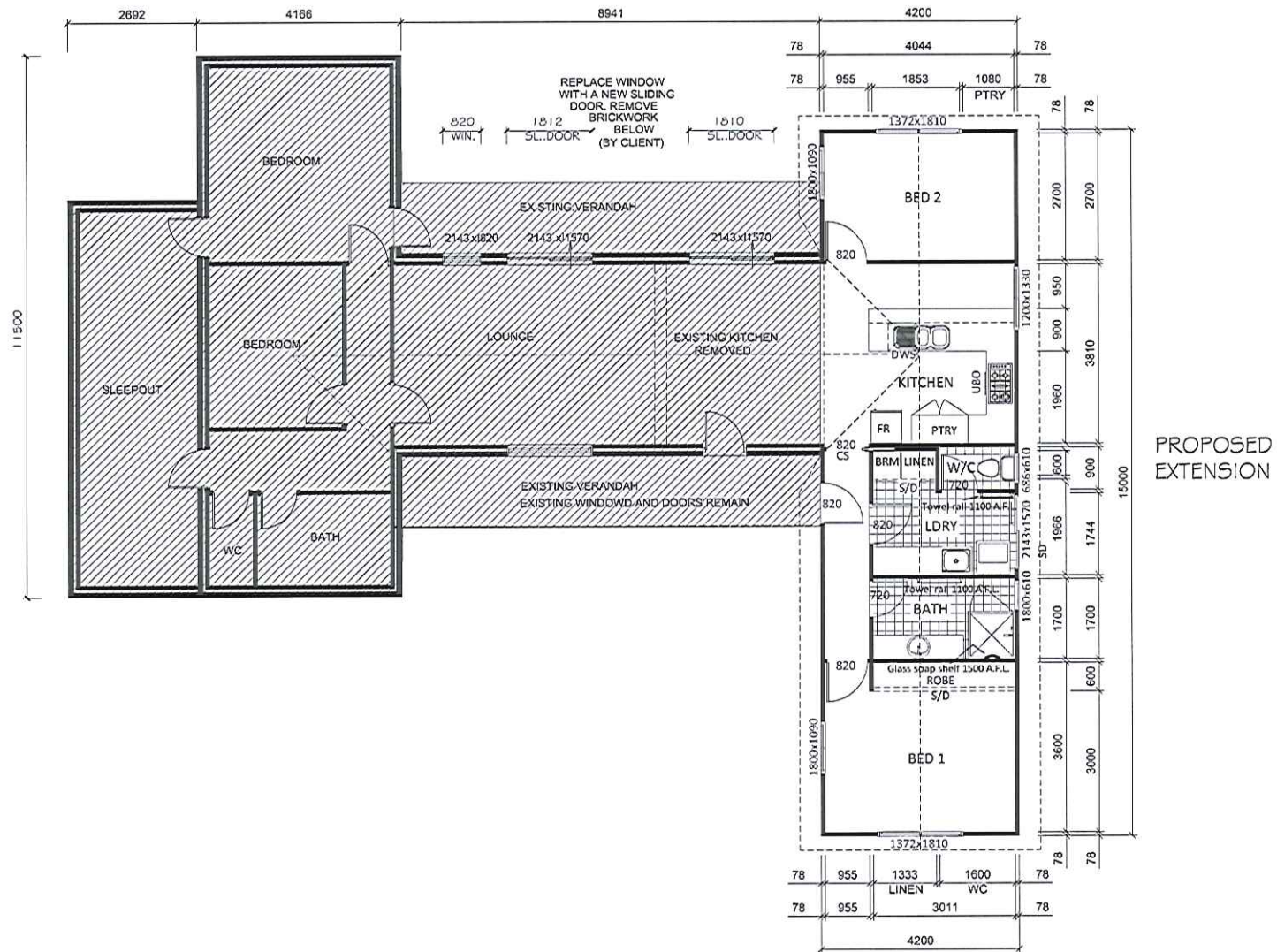
1 Site Plan

DATE	DESCRIPTION	REV	DRAWN
	ORIGINAL ISSUE	A	CMC
1-5-2014	CLIENT REQUESTED CHANGES	B	
			CHECKED
			PB

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A Division Of Quality Builders
PO Box 303, Kalamunda WA 6926
(08) 9454 9522
www.qualitybuilders.com.au

PROPOSED EXTENSION for YARAGADEE PARTNERS at YARAGADEE		
JOB N°	DWG	REV
TR251	A5	B
SCALE: 1 : 50		2014



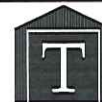
1

Floor Plan

1 : 100

DATE	DESCRIPTION	REV	DRAWN
	ORIGINAL ISSUE	A	CMC
1-5-2014	CLIENT REQUESTED CHANGES	B	
			CHECKED
			PB

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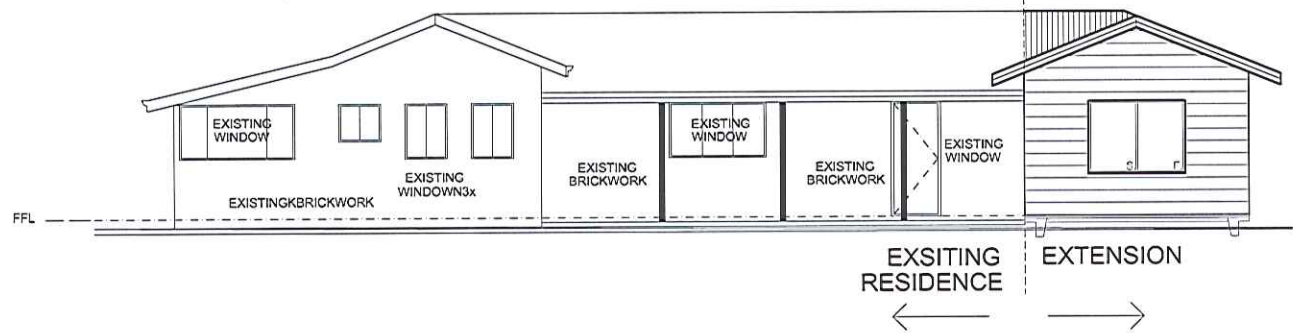
PROPOSED EXTENSION for
YARAGADEE PARTNERS
at
YARAGADEE

JOB N°	DWG	REV
TR251	A1	B
SCALE: 1 : 100		2014

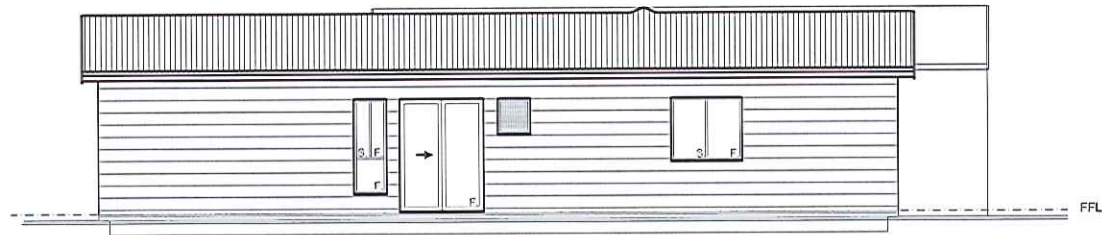
1 North Elevation
1 : 100



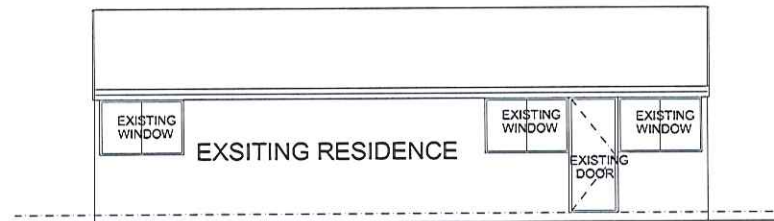
2 South Elevation
1 : 100



3 East Elevation
1 : 100



4 West Elevation
1 : 100



DATE	DESCRIPTION	REV	DRAWN
	ORIGINAL ISSUE	A	CMC
1-5-2014	CLIENT REQUESTED CHANGES	B	
			CHECKED
			PB

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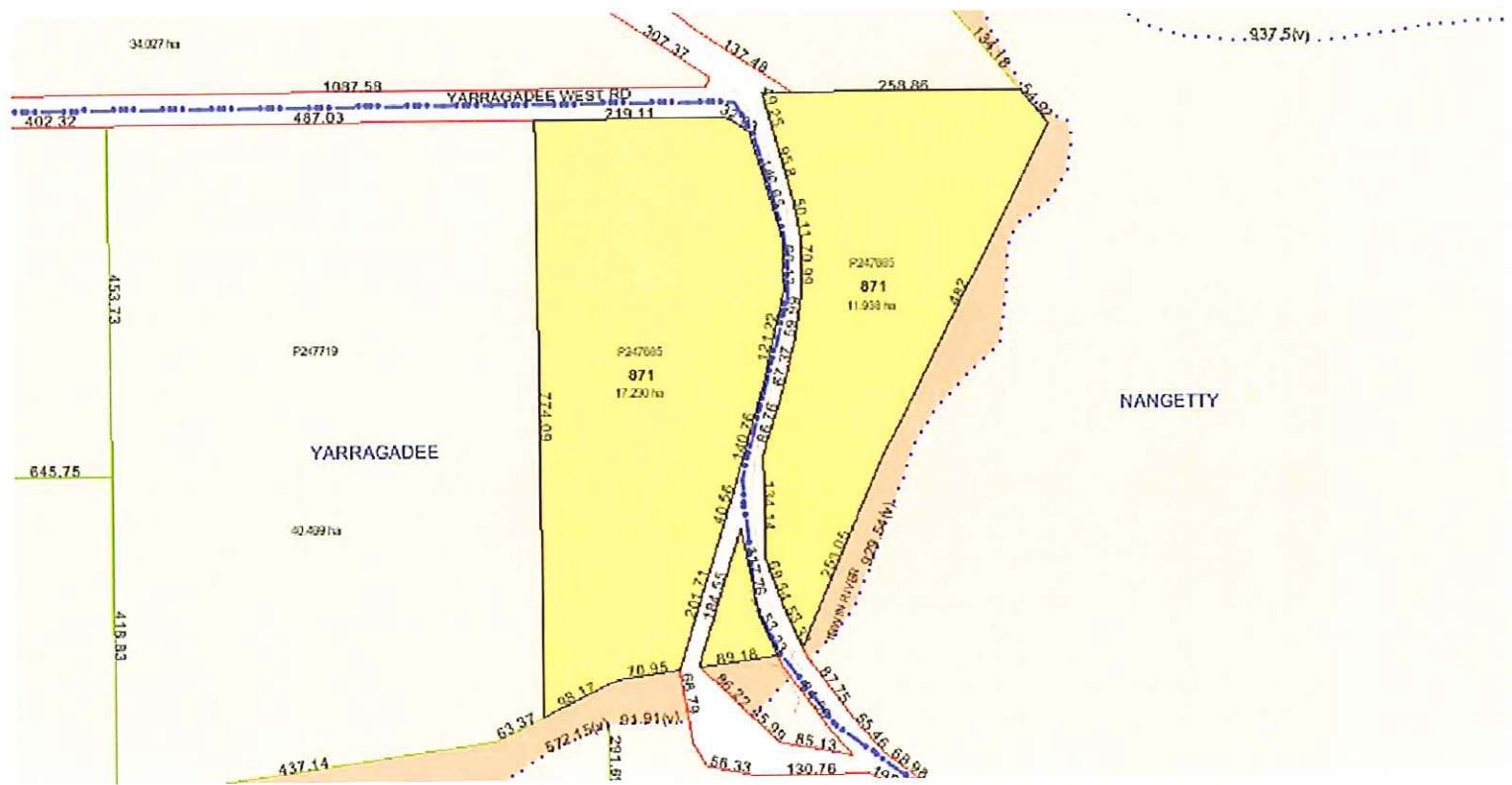


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PROPOSED EXTENSION for YARAGADEE PARTNERS at YARAGADEE		
JOB N°	DWG	REV
TR251	A2	B
SCALE: 1 : 100		2014



Subject site outlined in red.



9.5 COMMUNITY DEVELOPMENT OFFICE

9.5.1 DRAFT MEMORANDUM BETWEEN THE SHIRE AND THE LITTLEWELL WORKING GROUP

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil.
Date: 12 August 2014
Author: Megan Criddle – Community Development Officer

SUMMARY

Council is requested to endorse a Memorandum of Understanding between the Shire of Mingenew and the Littlewell Working Group, for the funding of the proposed project at the Littlewell Aboriginal Reserve.

ATTACHMENT

Draft MOU prepared by Peter White – Indigenous Volunteers Volunteer.

BACKGROUND

Council met with representative of the Littlewell Working Group at the July 2014 Concept Forum Meeting and had informal discussions regarding this project. An agreement in principal was reached where by Council would manage any grant funding received subject to satisfactory management agreements being met.

The intend of the proposed project is to develop an interpretive walking trail through the aboriginal reserve locally known as “Littlewell”. It is intended that the walking trail will include interpretive panels showing the Aboriginal heritage and history of the site.

COMMENT

Council has received a Draft MOU from Mr Peter White of Indigenous Volunteers on behalf of Littlewell Working Group. The Littlewell Group and Indigenous Volunteers intend to seek grant funding to facilitate the development of the cultural site and the recording of the oral histories of past residents.

At the July 2014 concept forum meeting the representatives present from the Littlewell Working Group and Indigenous Volunteers requested Councils involvement through management and disbursement of the grant funds and as such have requested that the attached Memorandum of Understanding be endorsed by Council.

CONSULTATION

Cameron Watson – Acting Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995 and associated Regulations.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Management of any Grant Funding received will be required to be shown within Councils financial schedules however expenditures is expected to match income.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2012 economic outcome 1.1.3 Support and Encourage Tourism Development.

Strategic Community Plan 2012 economic outcome 1.1.9 Install interpretive trails and signage, including CBH receival point and indigenous heritage.

VOTING REQUIREMENTS

Simple majority.

140806 COUNCIL RESOLUTION – ITEM 9.5.1

Moved: Councillor Newton

Seconded: Councillor Sobey

That Council

- 1. endorse the Memorandum of Understanding between the Shire of Mingenew and the Littlewell Working Group for the development of a heritage trail and oral history project at the Aboriginal reserve locally know as “Littlewell”;**
and
- 2. authorise the Acting Chief Executive Officer to sign the Memorandum of Understanding on Councils behalf.**

CARRIED: 5/0

DRAFT

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE SHIRE OF MINGENEW

AND

THE LITTLEWELL WORKING GROUP

The Shire of Mingenew and the Littlewell Working Group (hereinafter referred to as "Sides") acknowledge the importance of documenting and remembering the lives of the Aboriginal people who lived in the Littlewell Aboriginal Reserve.

They have reached the following understanding.

1. Objectives and Principles

- a. This Memorandum of Understanding (hereinafter referred to as the "MOU") intends to set out the general principles of mutual cooperation in the creation of a Heritage Trail and Oral History project which documents and remembers the lives of the Aboriginal people who lived in the Littlewell Aboriginal Reserve (hereinafter referred to as the "Project").
- b. The Sides acknowledge that the Project will be of significance to:
 - i. Previous residents of the Littlewell Reserve and their descendants
 - ii. Residents of the Shire of Mingenew.
- b. This MOU will be carried out within the framework of Australian laws and is not intended to create any legally binding rights or obligations.

2. Scope of Cooperation

The Sides will encourage cooperative activities, in particular the creation of a Heritage Trail and Oral History project which documents and remembers the lives of the Aboriginal people who lived in the Littlewell Aboriginal Reserve .

3. Implementation and Funding

- a) The Sides will consult on all aspects of the Project.
- b) The nominee of the Littlewell Working Group for consultation about the Project will be its convenor Thomas Cameron and/or Peter White a volunteer whose participation in the preparation of a submission to Lotterywest is funded by Indigenous Community Volunteers (ICV).

- c) The Sides will prepare a funding application to support the implementation of the Project and the Shire of Mingenew will submit that funding application to Lotterywest.
- d) In the event that the application for funding is approved the Shire of Mingenew will:
 - i. Project manage the implementation of the Project
 - ii. Maintain the Project.
- e) In the event that the application for funding of the following activities is approved the Littlewell Working Group convenor and the ICV volunteer will:
 - i. Research and draft the documentation to be used in signage and associated publications and
 - ii. Record video interviews with previous residents of the Littlewell Reserve.

4. Dispute Settlement.

- a) The Sides will consult together upon request of either side regarding any matter relating to the terms of this MOU and will endeavour jointly in a spirit of cooperation and mutual trust to resolve any difficulties or misunderstandings which may arise.
- b) Should a dispute remain unresolved, the Sides will jointly appoint an arbitrator whose decision shall be final.

5. Amendment

This MOU may be amended by mutual written consent of the Sides.

6. Entry into Effect

- a) This MOU will come into effect on the date of signature.
- b) This MOU will remain in effect for an initial period of three (3) years and may be extended for successive periods of one (1) year by written agreement of the Sides.

SIGNED

.....
On behalf of the Shire of Mingenew

.....
On behalf of the Littlewell Working Group

Date

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
Nil

11.2 STAFF

140807 COUNCIL RESOLUTION – ITEM 11.2.1

Moved: Councillor Pearce

Seconded: Councillor Sobey

That Item 11.2.2 be entered as an item of an urgent nature introduced by Resolution of Council.

CARRIED 5/0

11.2.2 CORPORATE CREDIT CARD POLICIES – REVIEW AUGUST 2014

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil.
Date: 19 August 2014
Author: Cameron Watson

SUMMARY

This report provides a draft copy of Council’s revised Corporate Credit Card Policies and requests that Council review the document and endorse the proposed changes and additions.

ATTACHMENT

Copy of draft credit card policy is attached.

BACKGROUND

Council’s current credit card policy was last reviewed in November 2011 and requires review to ensure there are procedures in place for controlling the use of Corporate Credit Cards as outlined in the Local Government Guidelines – Number 11 September 2005 ‘Use of Corporate Credit Cards’.

COMMENT

The policy presented to Council at this meeting takes into account the guidelines given in the Local Government Guidelines – Number 11 September 2005 ‘Use of Corporate Credit Cards’.

Further agreements have been drafted which outline the cardholders responsibilities and legal obligations when using the credit card. Once Council endorses the revised policy agreements with each cardholder will be completed

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.

140808 COUNCIL RESOLUTION – ITEM 11.2.2

Moved: Councillor Pearce

Seconded: Councillor Cosgrove

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

CARRIED: 5/0

3007.8 CORPORATE CREDIT CARD POLICY

General

- An agreement shall be signed by the cardholder and the local government which sets out the cardholder's responsibilities and legal obligations when using the credit card;
- A register of all current cardholders shall be kept which includes; card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase;
- All new and existing cardholders shall be provided with a copy of the policies in relation to the use of credit cards;
- The card is withdrawn in the event their employment ceases, an extended period of leave is taken or they are moved to a position which does not require the use of a credit card,
- Cardholders are responsible for the use of the corporate credit card in accordance with these guidelines and other operational guidelines, and must ensure the safe-keeping of the card at all times. Loss or theft of the corporate credit card must be reported to the Chief Executive Officer immediately or in the case of the Chief Executive Officer the President,
- Credit cards shall not be transferred to other users;
- Cards are the property of the bank and the Bank should be responsible for the destruction of all surrendered credit cards,
- Where the cardholder fails to meet the policy guidelines, the CEO, or Council in the case of the CEO, may request that the card be withdrawn or a temporary disqualification from use of the credit card be enforced.
- The cardholder will be required to sign a certification, on each and every credit card statement issued from this date forward, to the effect all purchases made using the corporate credit card were for official business purposes.
- For all expenditure, the cardholder shall obtain a tax invoice and/or receipt, which itemises the details of the expenditure. If the invoice or receipt does not provide sufficient details of the item purchased, further details must be recorded on the invoice or receipt by the cardholder.
- Pin issued by the bank is not to be changed.

Purchasing

Corporate credit cards issued by the Shire can only be used for the business purposes of the Shire. Among the permitted uses are –

- In person, across the counter retail purchases,
- Facsimile/telephone/internet business related purchase,
- Mail order purchases and subscriptions,
- Official travel, accommodation and related expenses,
- Entertainment and business hospitality expenses.

The corporate credit card must not be used for –

- Personal or non work related expenditure,
- The purchase of fuel (unless the relevant fuel card is not able to be used),
- Obtaining cash advances,
- The purchase of goods or services where the cardholder gains personal advantage through the transaction (e.g. special offers such as Fly Buys that benefit individuals).

Cardholder's and Limits

- Maximum credit limits shall be based on the cardholder's need. These are currently;
 - \$7,500 for the Chief Executive Officer
 - \$5,000 for the Manager of Finance and Administration
 - \$2,000 for the Works Manager;

Payments

- Payments of accounts should be made monthly to ensure that credit charges are minimized (currently direct debit arrangement in place with the Bank to clear the outstanding balance);

12.0 **CONFIDENTIAL ITEMS**
Nil

13.0 **TIME AND DATE OF NEXT MEETING**

That the next Ordinary Council Meeting be held on 22 September 2014 commencing at 4.00pm.

14.0 **CLOSURE**

The Shire Deputy President thanked all for attending and declared the meeting closed at 4.16pm

These minutes were confirmed at an Ordinary Council meeting on 22 September 2014

Signed _____
Presiding Officer

Date: _____