



MINUTES FOR THE
ORDINARY COUNCIL MEETING
TO BE HELD ON
MONDAY
17TH DECEMBER 2012



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SHIRE OF MINGENEW

MINUTES FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 17 DECEMBER 2012 COMMENCING AT 4.00PM.

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr Michelle Bagley, declared the meeting open at 4.00pm.

Murray Thomas – Tennis Club

Bronwyn Criddle – Netball Club

Visitors exited meeting at 4.17pm

2.0 ATTENDANCE

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

STAFF

MC Sully	Chief Executive Officer
CL Watson	Manager of Finance & Administration

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

NIL

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

Public Question Time – Meeting held 17th December 2012

Members of the Public:

Mr Murray Thomas representing the Mingenew Tennis Club

Mrs Bronwyn Criddle representing the Mingenew Netball Club

Mr Thomas: Can the various sporting clubs receive a breakdown of the costs for each facility, including type of materials used. Can this breakdown be excluding capital items?

Shire President: Some work has been completed to this effect however not to the detail requested, a breakdown with greater detail will be provided.

Mr Thomas: Is there room for clubs to provide labour to lower costs?

Shire President: Yes, currently the Chief Executive Officer is formulating a policy on the use of Council equipment by volunteers. Information is being sought from Council's insurers as to any issues that may be encountered.

Mr Thomas: Can sporting clubs pay their lease fees by instalment and will there be a reduction in these lease fees?

Shire President: Sporting clubs can pay their lease fees in 2 instalments and a report recommending a decrease in these fees will be put to Council at this meeting.

Mr Thomas: Will Council request that all sporting clubs join the Mingenew Sportsman's Association?

Shire CEO: While Council would, in principal, recommend this action, it is not Council's prerogative to request this of the various sporting clubs.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

NIL

6.0 DECLARATIONS OF INTEREST

NIL

7.0 CONFIRMATION OF PREVIOUS MEETINGS MINUTES

MOVED : CR PJ Gledhill
SECONDED : CR MP Pearce

That the Minutes of the Ordinary Meeting of Council held Wednesday 21st November 2012 be confirmed as a true and accurate record of proceedings.

CARRIED
Voting 7/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

NIL

9.0 OFFICERS REPORTS

9.1 HEALTH, BUILDING AND TOWN PLANNING

9.1.1 PROPOSED FUEL DEPOT – GERALDTON FUEL

Agenda Reference:	EHO 12/12-01
Location/Address:	Lots 6, 7, 8 Midlands Road, Mingenew
Name of Applicant:	Geraldton Fuel Company
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	07/12/2012
Author:	Trevor Brandy, EHO

SUMMARY:

Council received an application from Geraldton Fuel Company to develop a 24 hour fuel service to the general public on lots 6, 7, 8 Midlands Road Mingenew. The application was advertised for a period of 14 days in the local news paper and the Geraldton Guardian for a period of 14 days under the requirements of Councils Town Planning Scheme.

The plan is to install 1x above ground self-bunding wrap tank (Diesel) and 1x below ground double skinned ULP tank. Included in the development will be a collection sump which will contain any water/hydrocarbon spillage which will then be transferred automatically to the water /oil separator.

ATTACHMENT:

Site plan

BACKGROUND:

The advertising period ended on Friday the 7th of December 2012 with;

- 1 A petition of 29 signatures expressing their discontent to the proposal
- 2 36 individual letters from concerned rate payers also expressing their discontent to the proposal.

COMMENT:

Council resolved at its ordinary meeting held on the 21st of November 2012 to advertise the application for a period of 14 days in a local news paper and refer the matter to the December meeting for further determination after submissions have been received.

Submissions received from the general public were along the same lines;

1. Increase in heavy traffic on Midlands Road.
2. Noise, increase in Noise from vehicles and trucks accessing this facility 24 hours a day within close proximity to residential premises
3. Lighting, disruption to residential premises with extra lighting to run the facility 24 hours.

4. Potential flammable chemical hazard in close proximity to town/residential buildings.
5. Accident/Emergency risk to residents living close to the facility.
6. Potential airborne chemical fumes close to residential area.
7. Ablutions – will they be required? How will it be monitored for health and safety if no ablutions are available.
8. Fencing – will there be adequate fencing around the facility to separate it from the residential area/ (e.g. high colour bond fencing)
9. Potential loss of valuable retail frontage on main road.
10. Aesthetics of Depot on Main Street of town.
11. What financial benefits is it to the Town, which already struggles to support the Service Station and existing Depot.

Council should also consider the proposed Town Site Expansion Strategy which is designed transfer heavy vehicle usage to Eleanor Street bypassing the main street for safety reasons.

The design of Lockier Street is inappropriate for heavy vehicle usage.

CONSULTATION:

Community

STATUTORY ENVIRONMENT:

Shire of Mingenew Town Planning scheme No 3

Residential Planning Codes

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Planning and Building fees are applicable in this instance.

STRATEGIC IMPLICATIONS:

Councils Proposed Town Site Expansion Strategy

VOTING REQUIREMENTS:

Simple majority

121201 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.1.1

MOVED : CR GJ Cosgrove

SECONDED : CR AT Sobey

That Council resolve to;

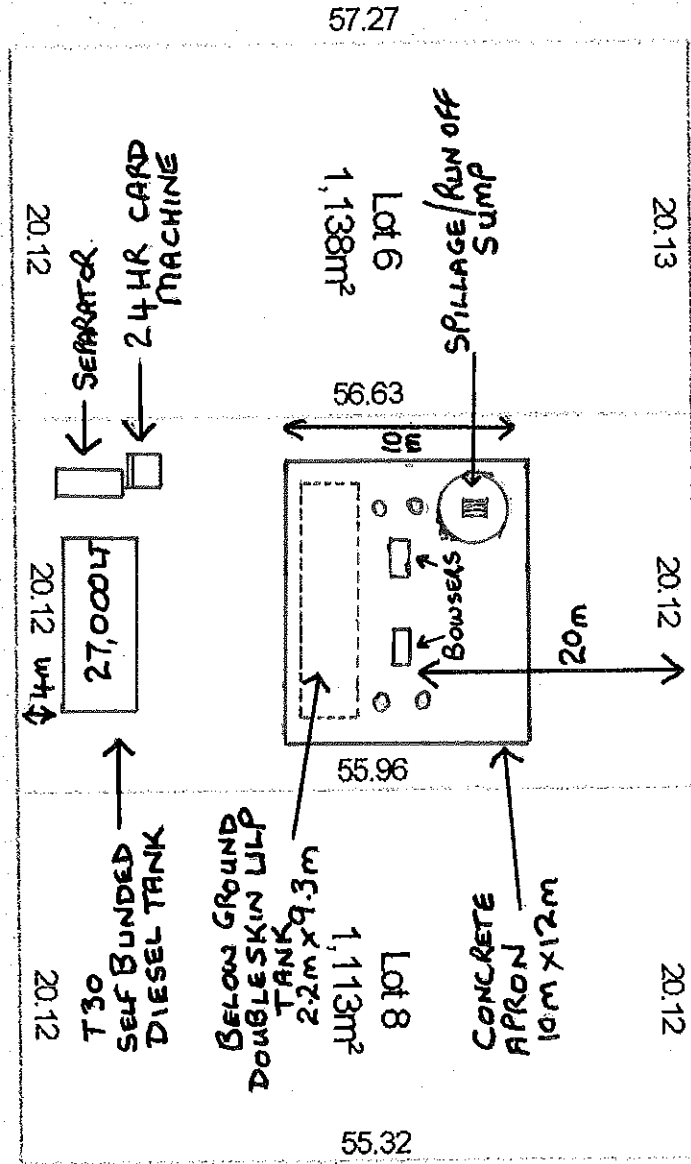
Reject the proposal from Geraldton fuel to develop a 24 hour fuel service on lots 6, 7 and 8 due to the following reasons;

- 1 Increase in heavy traffic on Midlands Road.**
- 2 Noise, increase in Noise from vehicles and trucks accessing this facility 24 hours a day within close proximity to residential premises**
- 3 Lighting, disruption to residential premises with extra lighting to run the facility 24 hours.**
- 4 Potential flammable chemical hazard in close proximity to town/residential buildings.**
- 5 Accident/Emergency risk to residents living close to the facility.**
- 6 Potential airborne chemical fumes close to residential area.**
- 7 Ablutions – will they be required? How will it be monitored for health and safety if no ablutions are available?**
- 8 Fencing – will there be adequate fencing around the facility to separate it from the residential area/ (e.g. high colour bond fencing)**
- 9 Potential loss of valuable retail frontage on main road.**
- 10 Aesthetics of Depot on Main street of town.**
- 11 What financial benefits is it to the Town, which already struggles to support the Service Station and existing Depot.**
- 12 Proposal conflicts with Councils proposed Town Site Expansion Strategy which is design to deter heavy vehicle usage to Eleanor Street bypassing the main street for safety reasons.**
- 13 The design of Lockier Street is inappropriate for heavy vehicle usage.**

CARRIED

Voting 7/0

PROPOSED DEVELOPMENT SITE



9.3 CHIEF EXECUTIVE OFFICER

9.3.1 REVIEW OF SHIRE WARDS AND REPRESENTATION

Agenda Reference: CEO 12/12-01
Name of Applicant: Local Government Advisory Board
File Reference: N/A
Disclosure of Interest: Nil
Date: 12 December 2012
Author: Mike Sully

SUMMARY

This report recommends that Council advise the Local Government Advisory Board of the outcome of an eight year review of ward and representation for the Shire of Mingenew..

ATTACHMENT

Department of Local Government and Regional Development, Review of Wards and Representation information package.

BACKGROUND

The Local Government Advisory Board has advised that the Local Government Act 1995 (The Act) requires that Councils undertake a ward and representation review no later than every eight years. It has also advised that it has resolved that the Shire of Mingenew conduct a ward and representation review before 31 December 2012.

In September 2012 Council resolved to undertake the review, (Item No. 120903) and advised the public, in adverts placed in local and regional newspapers, that a review was to be carried out and that the public were invited to provide public submissions on the review.

The Department of Local Government and Regional Development, Review of Wards and Representation information package is provided to Councillors to assist with consideration of and level of Representation and Ward structure:

Level of Representation

There are seven elected members currently representing the Shire of Mingenew community. The Shire councillor to elector ratios as at the October 2011 Local Government elections were as follows.

Ward	No. of Councillors	No. of Electors	Councillor to Elector Ratio	% Ratio Deviation
Rural	3	155	1:52	-3.04%
Town	4	196	1:49	+2.28%
TOTAL	7	351	1:50	

The Australian Bureau of Statistics has advised that it predicts that the population numbers for Mingenew over the next five years will remain reasonably static, i.e. no dramatic increase

or decrease. Council should consider if the number of councillors should be increased, decreased or remain at seven.

Ward System

The Shire of Mingenew currently has a two ward system. The following factors should be considered in the decision making process regarding any potential changes to the Ward system:

- The number of offices of Councillor for each ward
- Creation of new wards in a district already divided into wards
- Changing the boundaries of a ward
- Abolishing any or all of the wards into which a district is divided
- Changing the name of a district or a ward
- Changing the number of offices of Councillor on a council
- Specifying or changing the number of offices of Councillor for a ward.

COMMENT

Summary of Public Submissions

No public submissions were received during the statutory period. Councillors are encouraged to refer to the Department of Local Government and Regional Development, Review of Wards and Representation information package.

CONSULTATION

Members of the public were invited to participate in the review. Advertisements were placed in Local and Regional newspapers.

STATUTORY ENVIRONMENT

The Local Government Act (1995) Schedule 2.2 requires that a Local Government is required to conduct a ward and representation review upon a request from the Local Government Advisory Board.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The financial implications will be dependent on Council's resolution.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute Majority

121202 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.3.1

MOVED : CR MP Pearce

SECONDED : CR GJ Cosgrove

That the Local Government Advisory Board be advised that following detailed consideration and community consultation the Shire of Mingenew recommends:

- 1. The retention of the existing two Wards; being Town and Rural, and**
- 2. The retention of the existing number of offices of councillor for each ward.**

CARRIED BY ABSOLUTE MAJORITY

Voting 7/0

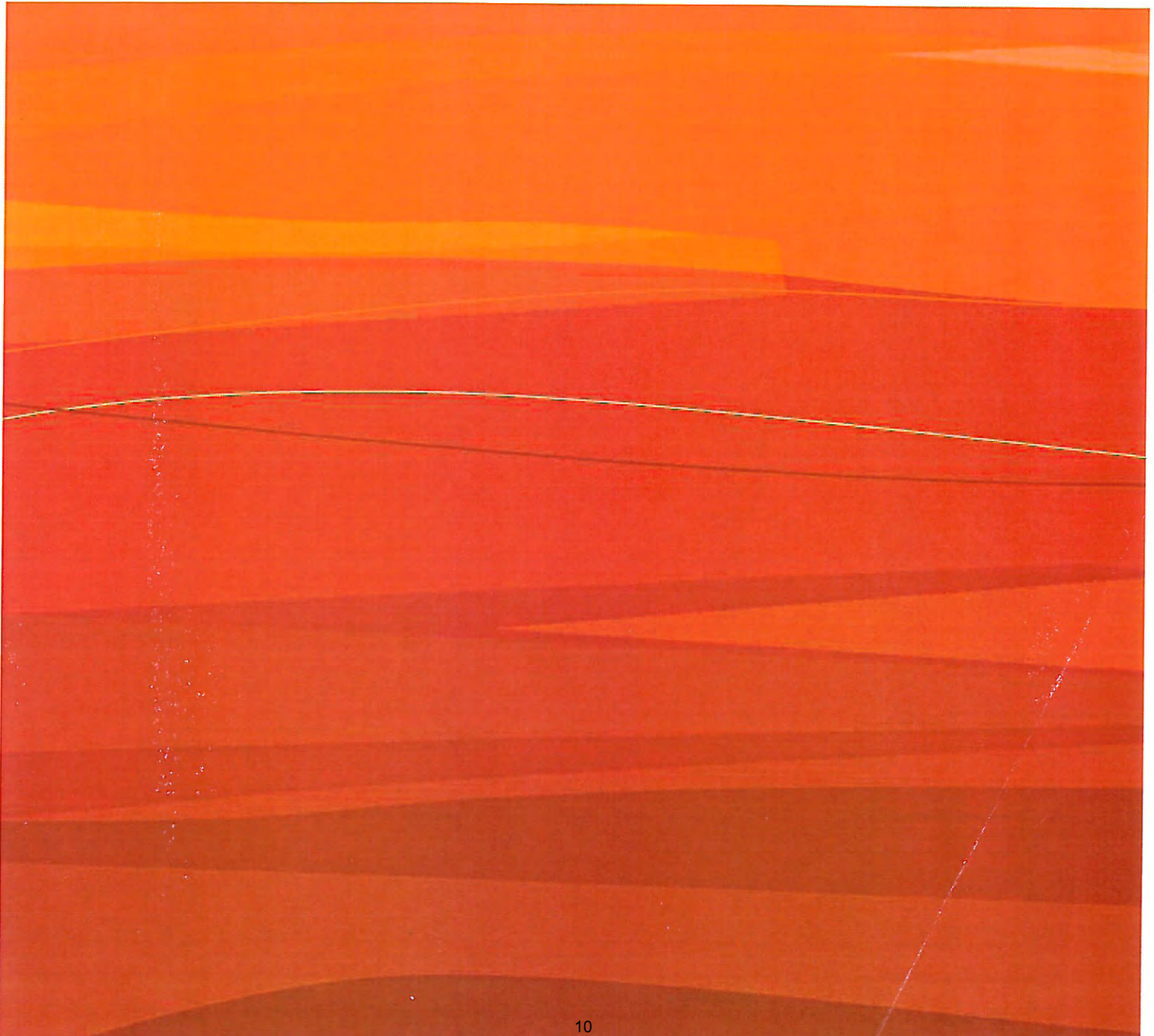


Government of **Western Australia**
Department of **Local Government**
and **Regional Development**

Review of Wards and Representation:

for local governments with a ward system and
local governments without a ward system

November 2008



Review of Wards and Representation

Introduction

This information package is distributed by the Local Government Advisory Board (the Board) to assist local governments undertaking a review of wards and representation in accordance with Schedule 2.2 of the *Local Government Act 1995* (the Act).

The package contains the following information:

For local governments with a ward system:

- How to do a review;
- Attachment 1 Example Newspaper Advertisement;
- Attachment 2 Example Discussion Paper;
- Attachment 3 Example Assessment of Options;
- Attachment 4 Example Officer's Report;
- Attachment 5 Checklist;
- An explanation of the processes for reviewing ward boundaries and representation.

For local governments without a ward system:

- How to do a review;
- Attachment 6 Example Newspaper Advertisement;
- Attachment 7 Example Discussion Paper;
- Attachment 8 Example Assessment of Options;
- Attachment 9 Example Officer's Report
- Attachment 10 Checklist;
- An explanation of the processes for reviewing ward boundaries and representation.

An explanation of the Board's policy regarding councillor vacancies and changes that may result from changes to wards and representation is also enclosed.

Every attempt has been made to ensure that the information contained in this package is correct. However, it is recommended that local governments check the requirements of Schedule 2.2 of the Act.

For further information please contact Ross Earnshaw 9217 1510 (or 1800 620 511 – country callers only).

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Dumas House
1st floor, 2 Havelock Street
WEST PERTH WA 6005

GPO Box R1250
PERTH WA 6844

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Review of Wards and Representation

How to do a review Local governments with a Ward System

Local Governments with a Ward System

1. What you have to do

A local government that has a ward system is required to carry out reviews of:

- (a) its ward boundaries; and
- (b) the number of offices of councillor for each ward;

from time to time so that not more than eight years elapse between successive reviews.

The purpose of a review is to evaluate the current arrangements and consider other options to find the system of representation that best reflects the characteristics of the district and its people. Any of the following may be considered:

- Creating new wards in a district already divided into wards;
- Changing the boundaries of a ward;
- Abolishing any or all of the wards into which a district is divided;
- Changing the name of a district or a ward;
- Changing the number of offices of councillor on a council; and
- Specifying or changing the number of offices of councillor for a ward.

A local government may also carry out a review when it has received a valid submission from 250 or 10% of the total number of affected electors who petition for a change to the ward system.

The Board encourages local governments to complete their reviews so that any changes can be in place within the eight year period. It is appropriate for local governments to undertake reviews on a more frequent basis when the district is experiencing changes to its population that may impact on representation.

2. How to start

The Council must resolve to undertake a review of its ward system.

Before conducting the review, a local government is to give local public notice that a review is to be carried out.

The notice must also advise that submissions may be made to the local government by a date at least 42 days from the date of the first notice (not including the day of the notice). It is helpful if the closing date for submissions avoids weekends or public holidays.

The purpose of the public notice is to inform the community that the Council intends to conduct a review – it is not to try to “sell” the Council’s preferred option.

Attachment 1 is an example of a newspaper advertisement.

It is helpful to develop a range of alternatives to the current ward system so that all options can be considered. Whilst the Council may have a preferred option, the public notice must not limit the possible responses and suggestions from the community.

In addition to giving public notice, local governments may undertake other initiatives to promote community discussion including public and/or ward meetings, media articles and interviews, sending information to non-resident electors, ratepayers or progress associations and distributing information to all households. Maps clearly showing the current situation and possible options are essential.

A discussion or information paper can be prepared to outline the various options and explain the five factors against which the options will be assessed. The availability of this discussion paper can be included in the public notice. **Attachment 2 is an example of a discussion paper.** Maps need to be included with the discussion paper to clearly show the current situation and possible options.

3. What to consider

The local government must consider all submissions it receives and record this in the minutes of its meeting.

All options must be assessed against the following factors:

- Community of interest;
- Physical and topographical features;
- Demographic trends;
- Economic factors; and
- The ratio of councillors to electors in the various wards.

It is helpful to consider these factors in terms of the whole district prior to assessing the options.

The Board considers that the ratio of councillors to electors is always significant. It is expected that each local government will have similar ratios of electors to councillors across the wards of its district.

It may become apparent that of the other four factors some have less relevance to the local situation or a particular option. It may emerge that in some cases, factors are in conflict with each other. It is for the local government to decide which of the other four factors have the most relevance to the assessment of options and why.

The Minister for Local Government (the Minister) has indicated that he will not consider changes to ward boundaries and representation that result in ward councillor/elector ratios that are greater than plus or minus 10% of the average councillor/elector ratio for that local government.

The examples in this package include figures for the % ratio deviation for each ward. This gives a clear indication of the % difference between the average councillor/elector ratio for the whole local government and the councillor/elector ratio for a particular ward. The % ratio deviation is calculated by subtracting the councillor/elector ratio for a ward from the average councillor/elector ratio. The result is then divided by the average councillor/elector ratio and multiplied by 100 to give a percentage. A negative result indicates that the ward is under represented and a positive result indicates that the ward is over represented.

If local governments consider that they have exceptional circumstances that justify ward councillor/elector ratio deviations greater than plus or minus 10% then they must present the arguments for these circumstances to the Board.

Attachment 3 is an example of an assessment of options.

It is recommended that an officer's report (including consideration of submissions and assessment of options against the factors) forms the basis of the Council's deliberation on these matters. **Attachment 4 is an example of an officer's report.**

4. Reaching a decision

It needs to be clear from the consideration of submissions and the assessment of options against the factors why an option has been chosen as the best one for the district.

If the Council proposes to maintain the status quo then reasons for this **must** be included in the resolution.

If the Council decides to make a change, then an **absolute majority** is required. The resolution of the Council must propose the making of an order under s2.2 (1), s2.3 (3) and/or s2.18 (3) of the Act.

In some cases a local government determines that no change is required at the current time and identifies that other factors within the community may impact on the future balance of representation (for example, housing development, declining populations, new industries, closure of mining

operations, extension of freeways and railway networks). It would be appropriate for a local government to resolve to undertake another review of wards and representation before the eight year period required by the Act, because of the expected impact of these other factors.

The timing of this next review may be specified at the completion of the review, or at a later time.

5. The impact of change

Once a decision is made the local government may consider the impact of implementing any change at the next ordinary election. In some circumstances elected members may be unable to complete their term of office in view of the implementation of changes.

The Board has developed a policy that outlines how various changes impact on the offices of councillor and how change can be implemented. A copy of this policy is included in this package.

6. Reporting to the Local Government Advisory Board

Once the local government has completed its review, it must provide a written report about the review to the Local Government Advisory Board. If a local government expects changes to be in place in time for an ordinary election, it must submit its report to the Board by the **end of December** in the year prior to an ordinary election day. This will allow sufficient time for any changes to be considered and processed for the beginning of the election cycle.

The report must outline the process and outcome of the review and include any recommendations for change. The officer's report to the Council forms the basis of this report. **Attachment 5 is a checklist of what to provide to the Board.**

Three copies of cadastral maps must be included with the report clearly showing current ward boundaries. If any changes to boundaries are recommended then the maps must show the current situation and the proposed changes. These are required by the Department of Land Information to assist the preparation of new technical descriptions for the proposed new ward boundaries.

The Board considers all review reports submitted by local governments and assesses them against the requirements of the Act.

If the Board determines that some part of a review does not meet the requirements of the Act, then the local government may be requested to undertake another review (or part of a review) that does meet the requirements.

The Board will consider all recommendations for change submitted as part of the review. The Board makes recommendations to the Minister who has the final decision and may accept or reject the Board's recommendations.

7. Implementing changes

If the Minister accepts the Board's recommendations, then several other processes follow. Changes to wards and representation are subject to an order to be signed by the Governor and then published in the *Government Gazette*. The order will include the date of implementation of changes which may be the date of gazettal or the next ordinary election day) and any resulting elections arising from the changes.

Where there are changes to boundaries, the order will also include a new technical description of the ward boundaries, prepared by Landgate at the local government's cost. If a boundary change affects electors, then the WA Electoral Commission prepares new rolls for those affected wards.

Review of Wards and Representation

Attachment 1 Example Newspaper Advertisement

The following pro forma can be used as a guideline for the design of advertisements for giving local public notice of a review.

See Clause 7 of Schedule 2.2 of the *Local Government Act 1995* for the requirements of advertising a review.

SHIRE OF BOTTLEBRUSH

Review of Wards and Representation

The Shire of Bottlebrush is conducting a review of its wards and representation and invites public participation in the review.

Ward boundaries and the number of offices of councillor for each ward will be reviewed against the following factors:

- Community of interest
- Physical and topographic features
- Demographic trends
- Economic factors
- Ratio of councillors to electors in the various wards.

(**An information sheet/discussion paper is available outlining the current situation and several alternative ward structures.)

Public submissions are invited and must be submitted to the Shire of Bottlebrush at:

Shire of Bottlebrush

3 Read Road
BOTTLEBRUSH WA
Fax: (08) [Insert fax number]
Email: Bottlebrush@[insert address]

By [*a date not less than 6 weeks after the notice is first given*]

**For further information (and a copy of the information sheet/ discussion paper) please contact Ms Kylie Jones at the Shire of Bottlebrush on [insert phone number]

** It is helpful for the local government to make available at least an information sheet outlining the current ward structure (including a map) or a discussion paper that includes the current situation and provides several alternatives that might be considered (including, for example, a no ward structure). This sentence can be included if this information has been made available.

Review of Wards and Representation

Attachment 2 Example Discussion Paper

The following example can be used as a guideline for a discussion paper to inform the community and to stimulate discussion about ward boundaries and representation.

SHIRE OF BOTTLEBRUSH

DISCUSSION PAPER

REVIEW OF WARDS AND REPRESENTATION

Background

The Shire of Bottlebrush has resolved to undertake a review of its ward system to comply with the requirements of the *Local Government Act 1995* (the Act).

Schedule 2.2 of the Act requires local governments with wards to carry out reviews of the ward boundaries and the number of councillors for each ward from time to time so that no more than eight years elapse between successive reviews.

The last review of wards in the Shire of Bottlebrush was undertaken in [Insert date] and it is now appropriate to carry out another review.

Current situation

Currently the Shire of Bottlebrush has twelve (12) councillors elected from four (4) wards as follows:

Ward	Number of Electors	Number of Councillors	Councillor: Elector Ratio	% Ratio Deviation
West	675	3	1:225	21.33%
Central	513	3	1:171	40.21%
East	450	3	1:150	47.55%
South	1800	3	1:600	-109.80%
Total	3438	12	1:286	

The % ratio deviation gives a clear indication of the % difference between the average councillor/elector ratio for the whole local government and the councillor/elector ratio for each ward.

It can be seen that there is a significant imbalance in representation across the Shire with the West, Central and East Wards being over represented and

the South Ward being under represented. A balanced representation would be reflected in the % ratio deviation being within plus or minus 10%.

A map showing the ward boundaries is attached.

Review process

The review process involves a number of steps:

- The council resolves to undertake the review;
- Public submission period opens;
- Information provided to the community for discussion;
- Public submission period closes;
- The Council considers all submissions and relevant factors and makes a decision;
- The Council submits a report to the Local Government Advisory Board (the Board) for its consideration; and
- (If a change is proposed) The Board submits a recommendation to the Minister for Local Government and Regional Development (the Minister).

Any changes approved by the Minister where possible will be in place for the next ordinary election.

Factors to be considered

When considering changes to wards and representation, Schedule 2.2 of the Act specifies factors that must be taken into account by a local government as part of the review process:

1. Community of interest;
2. Physical and topographic features;
3. Demographic trends;
4. Economic factors; and
5. Ratio of Councillors to Electors in the various wards.

The Board offers the following interpretation of these factors.

1. Community of interest

The term community of interest has a number of elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. It can also include dependence on the shared facilities in an area as reflected in catchment areas of local schools and sporting teams, or the circulation areas of local newspapers.

Neighbourhoods, suburbs and towns are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging.

2. Physical and topographic features

These may be natural or man made features that will vary from area to area. Water features such as rivers and catchment boundaries may be relevant considerations. Coastal plain and foothills regions, parks and reserves may be relevant as may other man made features such as railway lines and freeways.

3. Demographic trends

Several measurements of the characteristics of human populations, such as population size, and its distribution by age, sex, occupation and location provide important demographic information. Current and projected population characteristics will be relevant as well as similarities and differences between areas within the local government.

4. Economic factors

Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the area. This may include the industries that occur in a local government area (or the release of land for these) and the distribution of community assets and infrastructure such as road networks.

5. Ratio of Councillors to Electors in the various wards

It is expected that each local government will have similar ratios of electors to councillors across the wards of its district.

Options to consider

The Council will consider the following options and members of the community may suggest others:

- Option 1** Maintain the current ward system
- Option 2** Create three wards (West, East and South) using the areas of economic activity as the boundaries
- Option 3** Create four wards (West, North, East, South West) using the main roads as the boundaries
- Option 4** Create five wards (Maintownone, Maintowntwo, West, East, South) using the town boundaries and main roads as boundaries
- Option 5** No wards

The attached maps indicate the options.

Also under consideration will be the number of councillors for each ward and the district. For example, it may be that fewer councillors will provide good representation and may result in financial savings and more effective and efficient decision making.

The names of the wards will also be considered. For example, rather than west, north, east, etc, it may be preferable to use the names of localities, or the names of pioneering families in the district.

Public submissions

Members of the community are invited to make a written submission about any aspect of ward boundaries and representation and lodge it at:

Shire of Bottlebrush
3 Read Road
BOTTLEBRUSH WA

Fax: [Insert fax number]

Submissions will also be accepted by email: Bottlebrush@ [Insert address]
All submissions must be received by 5pm on [Insert date]

Thank you for your interest and involvement in this review. Council welcomes your comments on any matters that may assist it to make informed and responsible decisions for the benefit of the people of the Shire of Bottlebrush.

Councillor [Insert name]
PRESIDENT

[Insert name]
CHIEF EXECUTIVE OFFICER

Review of Wards and Representation

Attachment 3 Example Assessment of Options

As part of the review a range of options need to be developed. It is essential that Council consider each option against the prescribed factors (community of interest, etc). This will enable the Council to determine objectively which option best reflects the characteristics of the local government.

The following example is based on a hypothetical local government. In addition to the current situation, several options have been developed for three wards, four wards, five wards and no wards. Each option also includes several alternative representation scenarios.

The attached maps indicate the options including the new ward structure.

In this example the three ward option proves to be the best one for this local government.

Features of the District

Community of interest

Maintownone and Maintowntwo are the service and commercial centres of the district and the residents use both towns. Maintownone has a district high school, a hall, football, cricket, netball and tennis facilities. Maintowntwo has a primary school and a recreation centre used for squash, basketball and volleyball. There is a general store at Quickgrowsite.

Outside the towns there are communities of interest of broadacre farmers, pastoralists and those involved in the mining activities.

Physical & topographic features

The local government has three arterial roads:

- Main Road that bisects the district;
- Beach Road that runs from the south west corner to main road; and
- Bay Road that runs from main road to the north east corner of the Shire.

A river bisects the district from north to south.

Demographic trends

The population of Maintownone is declining and is increasing slowly in Maintowntwo. The southern part of the district is experiencing a growth in population.

Economic factors

An intensive agricultural activity has emerged in the southern area of the district. There has been a reduction in pastoral activity with broadacre wheat farming replacing it. Whilst the area of wheat farming has increased, the number of farms has reduced considerably, with many of the properties being bought up by several agricultural corporations.

The local government is planning to release 10 light industrial lots on the outskirts of Maintowntwo in two years time.

Ratio of councillors to electors

The current situation is as follows:

Ward	No. Councillors	No. Electors	Councillor: Elector Ratio	% Ratio Deviation
West	3	675	1:225	21.33%
Central	3	513	1:171	40.21%
East	3	450	1:150	47.55%
South	3	1800	1:600	-109.80%
Total	12	3438	1:286	

The % ratio deviation gives a clear indication of the % difference between the average councillor/elector ratio for the whole local government and the councillor/elector ratio for each ward. It can be seen that there is a significant imbalance in representation across the Shire with the West, Central and East Wards being over represented and the South Ward being under represented. A balanced representation would be reflected in the % ratio deviation being within plus or minus 10%.

Option 1 Maintain current ward boundaries

The following is an assessment of the current situation against the factors.

Community of interest

Ward boundaries do not reflect town or rural interests or current economic activities.

Physical & topographic features

Ward boundaries do not reflect physical or topographic features.

Demographic trends

Ward boundaries do not reflect demographic trends.

Economic factors

Ward boundaries do not reflect economic activities.

Ratio of councillors to electors

The current situation is as follows:

Ward	No. Councillors	No. Electors	Councillor: Elector Ratio	% Ratio Deviation
West	3	675	1:225	21.33%
Central	3	513	1:171	40.21%
East	3	450	1:150	47.55%
South	3	1800	1:600	-109.80%
Total	12	3438	1:286	

There is a significant imbalance in representation across the local government with the West, Central and East Wards being over represented and the South Ward being under represented.

There is an opportunity to examine reducing the number of councillors to 11, 10 or 9, and still maintain adequate representation. It is expected that reducing the number of councillors would produce financial savings and would lead to more effective and efficient decision making.

A comparison can be made as follows:

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
West	675	3	1:225	21.33%	3	1:225	27.88%
Central	513	3	1:171	40.21%	3	1:171	45.19%
East	450	3	1:150	47.55%	2	1:225	27.88%
South	1800	3	1:600	-109.80%	3	1:600	-92.31%
Total	3438	12	1:286		11	1:312	

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviations					
West	675	3	1:225	34.59%	2	1:337	11.78%
Central	513	2	1:256	25.58%	2	1:256	32.98%
East	450	2	1:225	34.59%	2	1:225	41.10%
South	1800	3	1:600	-74.42%	3	1:600	-65.74%
Total	3438	10	344		9	382	

From this comparison it can be seen that reducing the number of councillors without changing ward boundaries would improve the councillor: elector ratios when compared with the current situation. However, there is still an unacceptable imbalance in representation across the Shire.

Option 2 – Create 3 wards (West, East and South) using the areas of economic activity as the boundaries

The following is an assessment of this option against the factors.

Community of interest

Maintownone is in the West Ward; Maintowntwo is in the East Ward; and Quickgrownsite is in the South Ward. There is community of interest for those involved in similar kinds of economic activities.

Physical & topographic features

The boundaries are distinguishable with the West Ward bounded by two main roads and the river; the East Ward bounded by two main roads; and the South Ward bounded by a main road and the river.

Demographic trends

The South Ward takes in the major part of the growth area and the other two wards take in the declining areas.

Economic factors

The boundaries reflect the economic activities of the district.

Ratio of councillors to electors

This option results in the following:

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
West	1548	5	1:309	-8.04%	5	1:309	0.96%
East	390	1	1:390	-36.36%	1	1:390	-25.00%
South	1500	6	1:250	12.58%	5	1:300	3.85%
Total	3438	12	1:286		11	1:312	

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
West	1548	4	1:387	-12.5%	4	1:387	-1.31%
East	390	1	1:390	-13.37%	1	1:390	-2.09%
South	1500	5	1:300	12.79%	4	1:375	1.83%
Total	3438	10	1:344		9	1:382	

It does not seem feasible for the East Ward to have more than 1 councillor so the councillor/elector ratio will be higher in all scenarios. The 9 councillor option is the best one in that it reflects a balanced representation across the Shire. In all other options the imbalance in representation is unacceptable.

Option 3 – Create four wards (West, North, East, South West) using the main roads as the boundaries.

The following is an assessment of this option against the factors.

Community of interest

Maintownone is in the North Ward; Maintowntwo is in the East Ward; and Quickgrownsite is in the South West Ward. The boundaries do not reflect any communities of interest.

Physical & topographic features

The boundaries follow the main roads.

Demographic trends

The South West Ward is the largest ward and is likely to grow. The other wards are likely to continue to decline in population.

Economic factors

The boundaries do not reflect any areas of economic activity.

Ratio of councillors to electors

This option results in the following.

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
West	430	1	1:430	-50.35%	1	1:430	-37.82%
North	533	2	1:266	6.99%	2	1:266	14.74%
East	390	1	1:390	-36.36%	1	1:390	-25.00%
South West	2085	8	1:260	9.09%	7	1:298	4.48%
Total	3438	12	1:286		11	1:312	

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
West	430	1	1:430	-25.00%	1	1:430	-12.56%
North	533	2	1:266	22.67%	1	1:533	-39.53%
East	390	1	1:390	-13.37%	1	1:390	-2.09%
South West	2085	6	1:347	-0.87%	6	1:347	9.16%
Total	3438	10	1:344		9	1:382	

It is not feasible for the West and East Wards to have more than one councillor and so the councillor/elector ratios will be higher for these wards.

None of these options result in balanced representation across the Shire.

Option 4 – Create five wards (Maintownone, Maintowntwo, West, East and South) using the town boundaries and the areas of economic activities as the boundaries.

The following is an assessment of this option against the factors.

Community of interest

There are communities of interest for town residents and for those living in the areas of economic activities.

Physical & topographic features

The boundaries follow the town boundaries, main roads and the river.

Demographic trends

The South Ward is likely to be the area of largest growth. Maintownone is declining in population and Maintowntwo is experiencing slow growth.

Economic factors

The boundaries reflect areas of economic activity.

Ratio of councillors to electors

This option results in the following.

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
		No. Councillors	Ratio	% Deviation	No. Councillors	Ratio	% Deviation
Main-townone	433	2	1:216	24.47%	1	1:433	-38.78%
Main-towntwo	367	1	1:367	-28.32%	1	367	-17.63%
West	1115	4	1:279	2.45%	4	1:279	10.58%
East	23	1	1:23	91.96%	1	1:23	92.63%
South	1500	4	1:375	-31.12%	4	1:375	-20.19%
Total	3438	12	1:286		11	1:312	

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
Main-townone	433	1	1:433	-25.87%	1	1:433	-13.35%
Main-towntwo	367	1	1:367	-6.69%	1	1:367	3.92%
West	1115	3	1:372	-8.14%	3	1:372	2.61%
East	23	1	1:23	93.31%	1	1:23	93.98%
South	1500	4	1:375	-9.01%	3	1:500	-30.89%
Total	3438	10	1:344		9	1:382	

There is a major problem with this option because the East Ward has insufficient population to make it a viable ward in this situation. Including Maintowntwo in the East Ward would improve the population in the ward but is inconsistent with the assumption behind this option that town and rural areas have their own community of interest and need to be treated differently. This is not a viable option.

Option 5 – No wards

The following is an assessment of the current situation against the factors.

Community of interest

Communities of interest are not reflected by the local government boundary.

Physical & topographic features

The district boundary does not follow any physical or topographic features.

Demographic trends

The growth area is in the south of the Shire and the other areas are declining in population. The district boundary does not reflect these trends.

Economic factors

The district boundary does not reflect the areas of economic activity.

Ratio of councillors to electors

This option results in the following:

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
Total	3438	12	1:286	0.00%	11	1:312	0.00%

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
Total	3438	10	1:344	0.00%	9	1:382	0.00%

This option results in balanced representation across the Shire.

The 9 councillor option would provide the most financial savings and lead to more effective and efficient decision making.

Which option is the best one?

To determine which option is the best one for the district, an example of one approach to making this assessment follows. It involves rating each of the factors in each of the options and uses a simple ‘yes’ or ‘no’ assessment.

Option	Community of interest	Physical & topographic features	Demographic trends	Economic factors	Ratio C:E
1 Current situation	No	No	No	No	No
2 Three Wards	Yes	Yes	Yes	Yes	Yes
3 Four Wards	No	Yes	Yes	No	No
4 Five Wards	Not a viable option				
5 No Wards	No	No	No	No	Yes

Only two of these options provide balanced representation across the Shire (options 2 and 5) and therefore the best option will be one of these.

From this assessment, Option 2 (three wards) is the best option since it scores ‘yes’ in more of the other factors than Option 5 (in this case, for each factor).

This is not the only approach to making this assessment and others may be used.

It is recommended that the three wards are named after pioneering families of the district. The ward structure would be as follows:

Ward	No. Electors	No. Councillors	Councillor: Elector Ratio	% Ratio Deviation
Patterson	1548	4	1:387	-1.31%
McDowell	390	1	1:390	-2.09%
Brown	1500	4	1:375	1.83%
Total	3438	9	1:382	

This option results in the Patterson and McDowell Wards being slightly under represented and the Brown Ward being slightly over represented. The Patterson Ward is expected to experience a decline in population. The McDowell Ward may experience an increase in population through the growth of Maintowntwo. The Brown Ward is expected to experience the quickest growth of the three wards.

Another review of wards and representation will be required in four years time to check these predictions about population growth and consider any other relevant factors.

Recommendations

In accordance with Schedule 2.2 (9) of the *Local Government Act 1995* (the Act), it is recommended to the Local Government Advisory Board that

- 1. An order be made under s 2.2 (1) to abolish the existing ward boundaries and divide the district into three new wards with boundaries as detailed in the map (ref: CEO's report to Council dated 14 February 2003).**
- 2. An order be made under s 2.3 to name the three wards Patterson, McDowell and Brown (as detailed in the map).**
- 3. An order be made under s 2.18 to designate the following number of offices of councillor for each ward: Patterson (4), McDowell (1), Brown (4).**
- 4. The local government to undertake another review of wards and representation in four years time.**

**Moved
Seconded
ABSOLUTE MAJORITY REQUIRED**

Review of Wards and Representation

Attachment 5 Checklist

It is suggested that the following checklist be used when submitting a ward review report to the Board to ensure that all the legislative requirements are met.

Item	√ Included
Ward Review Report	
Copy of Council Minutes recording the decision to undertake a review of wards and representation.	
Copy of Council Minutes recording the consideration of public submissions received.	
Copy of Council Minutes recording the assessment of options against the prescribed matters.	
Copy of Council Minutes recording the final decision of Council (absolute majority required).	
Copy of the newspaper advertisement as it appeared in the press.	
Copy of the discussion or information paper and any other materials circulated to the community.	
Copy of the officer's report to Council.	
3 sets of cadastral maps clearly showing the current ward boundaries and any proposed changes. Ward boundaries need to follow cadastral boundaries.	

Review of Wards and Representation

How to do a review

Local Governments without Wards

1. What you have to do

A local government without wards is not required to carry out regular reviews under the provisions of Schedule 2.2 of the *Local Government Act 1995* (the Act). However, a local government without wards can undertake an assessment of the number of elected members and the no wards system to explore whether change is desirable. The following outlines a suggested process.

A local government without wards may be required to carry out a review if it has received a valid submission from 250 or 10% of the total number of affected electors who petition for a change to the representation system. A full review in accordance with Schedule 2.2 of the Act would be required in this instance.

2. How to start

The Council must resolve to undertake a review of its representation.

Before conducting the review, a local government is to give local public notice that a review is to be carried out. The notice must also advise that submissions may be made to the local government by a date at least 42 days from the date of the first notice (not including the day of the notice). It is helpful if the closing date for submissions avoids weekends or public holidays.

The purpose of the public notice is to inform the community that the Council intends to conduct a review – it is not to try to “sell” the Council’s preferred position. **Attachment 6 is an example of a newspaper advertisement.**

It is helpful to develop a range of alternatives to the current situation so that all options can be considered. Whilst the Council may have a preferred position the public notice must not limit the possible responses and suggestions from the community.

In addition to giving public notice, local governments may undertake other initiatives to promote community discussion including public and/or ward meetings, media articles and interviews, sending information to non-resident electors, ratepayers or progress associations and distributing information to all households.

A discussion or information paper can be prepared to outline the various options and the availability of this discussion paper can be included in the public notice. **Attachment 7 is an example of a discussion paper.**

3. What to consider

The local government must consider all submissions it receives and record this in the minutes of its meeting along with any other community input received from other initiatives (public meetings, etc).

The Council is not required to consider any other factors though it may choose to evaluate for example, the advantages and disadvantages of a reduction in the number of elected members, and the advantages and disadvantages of a no ward system. **Attachment 8 is an example of an assessment of options.**

4. Reaching a decision

It needs to be clear from the consideration of submissions, any other community input and the assessment of any other matters why an option has been chosen as the best one for the district.

If the Council proposes to maintain the status quo then reasons for this **must** be included in the resolution.

If the Council decides to make a change, then the resolution of the Council must propose the making of orders under various sections of the Act. **Attachment 8 gives examples of recommendations.**

In some cases a local government determines that no change is required at the current time and identifies that other factors within the community may impact future representation (for example, housing development, declining populations, new industries, closure of mining operations, extension of freeways and railway networks). It would be appropriate for a local government to resolve to undertake another review of its system of representation at a specified future time.

5. The impact of change

Once a decision is made the local government may consider the impact of implementing any change at the next ordinary elections. The Board has developed a policy that outlines how various changes impact on the offices of councillor and how change can be implemented. **A copy of this policy is included in this package.**

6. Reporting to the Local Government Advisory Board

Once the local government has completed its assessment, it must provide a written report about the assessment to the Local Government Advisory Board. If a local government expects changes to be in place in time for an ordinary election, it must submit its report to the Board by the **end of December** in the year prior to an ordinary elections day. This will allow sufficient time for any changes to be considered and processed for the beginning of the election cycle.

The report must outline the process and outcome of the review and include any recommendations for change. The officer's report to the Council forms the basis of this report. **Attachment 9 is an example officer's report and Attachment 10 provides a checklist of what to provide to the Board.**

The Board considers all reports submitted by local governments and assesses them against the requirements of the Act. If the Board determines that some part of a assessment does not meet the requirements of the Act, then the local government may be requested to undertake another assessment that does meet the requirements.

The Board will consider all recommendations for change submitted as part of the review. The Board makes recommendations to the Minister for Local Government (the Minister) who has the final decision and may accept or reject the Board's recommendations.

7. Implementing changes

If the Minister accepts the Board's recommendations, there may be some time before the changes can be implemented. Changes to wards and representation are subject to an order to be signed by the Governor and then published in the *Government Gazette*. The order will include the date of implementation of changes which may be the date of gazettal or the next ordinary elections day. Local governments may indicate in their reports to the Board when they prefer any proposed changes to be implemented.

Review of Wards and Representation

Attachment 6 Example Newspaper Advertisement

The following pro forma can be used as a guideline for the design of advertisements for giving local public notice of a review.

See Clause 7 of Schedule 2.2 of the *Local Government Act 1995* for the requirements of advertising a review.

<p style="text-align: center;">SHIRE OF BOTTLEBRUSH</p> <p style="text-align: center;">Review of System of Representation</p> <p>The Shire of Bottlebrush is conducting a review into its system of representation and invites public participation in the review.</p> <p>The number of elected members and the no ward structure will be assessed though this does not limit the matters that members of the community can raise in relation to the system of representation in the Shire.</p> <p>This assessment will take into account the views of the community and (*<i>outline any other matters that may be considered</i>).</p> <p>(*<i>An information sheet/discussion paper is available outlining the current situation.</i>)</p> <p>Public submissions are invited and must be submitted to the Shire of Bottlebrush at:</p> <p style="text-align: center;">Shire of Bottlebrush 3 Read Road BOTTLEBRUSH WA</p> <p style="text-align: center;">Fax: [Insert fax number] Email: Bottlebrush@[Insert address]</p> <p>By <i>(a date not less than 6 weeks after the notice is first given)</i></p> <p>** For further information and a copy of the information sheet/ discussion paper please contact Ms Kylie Jones at the Shire of Bottlebrush on [Insert telephone number]</p>
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** It is very helpful for the local government to make available at least an information sheet outlining the current situation or a discussion paper that includes the current situation and provides several alternatives that might be considered. This sentence can be included if this information has been made available.

Review of Wards and Representation

Attachment 7 Example Discussion Paper

The following example can be used as a guideline for a discussion paper to inform the community and to stimulate discussion about representation.

SHIRE OF BOTTLEBRUSH

DISCUSSION PAPER

REVIEW OF REPRESENTATION

Background

The Shire of Bottlebrush has resolved to undertake a review of its system of representation. The purpose of the review is to assess whether twelve (12) councillors and a no wards structure is still appropriate to the situation of the Shire.

The last review of representation in the Shire of Bottlebrush was undertaken in *[Insert date]* and it is now appropriate to carry out another review.

Current situation

Currently the Shire of Bottlebrush has twelve (12) councillors and 3438 electors with a councillor/elector ratio of 1 councillor to each 286 electors.

Review process

The review process involves a number of steps:

- The Council resolves to undertake the review;
- Public submission period opens;
- Information provided to the community for discussion;
- Public submission period closes;
- The Council considers all submissions and relevant factors and makes a decision;
- The Council submits a report to the Local Government Advisory Board (the Board) for its consideration; and
- (If a change is proposed) The Board submits a recommendation to the Minister for Local Government and Regional Development (the Minister).

Any changes approved by the Minister where possible will be in place for the next ordinary election.

Factors to be considered

Several factors will be considered as part of the review and will include:

- The advantages and disadvantages of no wards;
- The advantages and disadvantages of reducing the number of councillors;
- The implications of any change to the councillor/elector ratio;
- The cost of elected members;
- The effectiveness and efficiency of Council meetings;
- The advantages and disadvantages of a ward structure.

Options to consider

The Council will consider the following options and members of the community may suggest others:

- Option 1** Maintain the current system of representation with 12 councillors and no wards.
- Option 2** Reduce the number of councillors to 10.
- Option 3** Reduce the number of councillors to 9.
- Option 4** Create a three ward structure with 9 councillors. A map showing proposed wards is attached.

Public submissions

Members of the community are invited to make a written submission about any aspect of this review and can lodge it at:

Shire of Bottlebrush
3 Read Road
BOTTLEBRUSH WA

Fax: [Insert fax number]

Submissions will also be accepted by email: Bottlebrush@[Insert address]
All submissions must be received by 5pm on [Insert date].

Thank you for your interest and involvement in this review. Council welcomes your comments on any matters that may assist it to make informed and responsible decisions for the benefit of the people of the Shire of Bottlebrush.

Councillor [Insert name]
PRESIDENT
OFFICER

[Insert name]
CHIEF EXECUTIVE

Review of Wards and Representation

Attachment 8 Example Assessment of Options

As part of the review a range of options need to be developed. The discussion paper outlines four options for a hypothetical local government.

The Act does not specify the factors to be considered when a local government with no wards is reviewing its system of representation. Therefore, it is for the local government to determine which factors are most relevant to the assessment.

The following example details a range of matters that a local government might consider in this process. These are suggestions, they are not prescriptive nor are they exhaustive.

Background Information

Elected Members

The ideal number of elected members for a local government is for the local government to determine. There is a diverse range of councillor/elector ratios across Western Australia reflecting the sparsely populated remote areas and the highly populated urban areas. The structure of the Council's operations will provide some input into the number of elected members needed to service the local government.

The **advantages** of a reduction in the number of elected members may include the following:

- The decision making process may be more effective and efficient if the number of elected members is reduced. It is more timely to ascertain the views of a fewer number of people and decision making may be easier. There is also more scope for team spirit and cooperation amongst a smaller number of people.
- The cost of maintaining elected members is likely to be reduced (an estimate of the cost of reduction would be helpful).
- The increase in the ratio of councillors to electors is unlikely to be significant.
- Consultation with the community can be achieved through a variety of means in addition to individuals and groups contacting their local elected member.
- A reduction in the number of elected members may result in an increased commitment from those elected reflected in greater interest and participation in Council's affairs.
- Fewer elected members are more readily identifiable to the community.
- Fewer positions on Council may lead to greater interest in elections with contested elections and those elected obtaining a greater level of support from the community.
- There is a State wide trend for reductions in the number of elected members and many local governments have found that fewer elected members works well.

The **disadvantages** of a reduction in the number of elected members may include the following:

- A smaller number of elected members may result in an increased workload and may lessen effectiveness. A demanding role may discourage others from nominating for Council.

- There is the potential for dominance in the Council by a particular interest group.
- A reduction in the number of elected members may limit the diversity of interests around the Council table.
- Opportunities for community participation in Council's affairs may be reduced if there are fewer elected members for the community to contact.
- An increase in the ratio of councillors to electors may place too many demands on elected members.

No Ward System

The **advantages** of a no ward system may include:

- Elected members are elected by the whole community not just a section of it. Knowledge and interest in all areas of the Council's affairs would result broadening the views beyond the immediate concerns of those in a ward.
- The smaller town sites and rural areas have the whole Council working for them.
- Members of the community who want to approach an elected member can speak to any elected member.
- Social networks and communities of interest are often spread across a local government and elected members can have an overview of these.
- Elected members can use their specialty skills and knowledge for the benefit of the whole local government.
- There is balanced representation with each elected member representing the whole community.
- The election process is much simpler for the community to understand and for the Council to administer.

The **disadvantages** of a no ward system may include:

- Electors may feel that they are not adequately represented if they don't have an affinity with any of the elected members.
- Elected members living in a certain area may have a greater affinity and understanding of the issues specific to that area.
- There is potential for an interest group to dominate the Council.

- Elected members may feel overwhelmed by having to represent all electors and may not have the time or opportunity to understand and represent all the issues.
- It may be more difficult and costly for candidates to be elected if they need to canvass the whole local government area.

Ward System

Many local governments have a ward system and find that it works well for them. The **advantages** of a ward system may include:

- Different sectors of the community can be represented ensuring a good spread of representation and interests amongst elected members.
- There is more opportunity for elected members to have a greater knowledge and interest in the issues in the ward.
- It may be easier for a candidate to be elected if they only need to canvass one ward.

The **disadvantages** of a ward system may include:

- Elected members can become too focussed on their wards and less focussed on the affairs of other wards and the whole local government.
- An unhealthy competition for resources can develop where electors in each ward come to expect the services and facilities provided in other wards, whether they are appropriate or not.
- The community and elected members can tend to regard the local government in terms of wards rather than as a whole community.
- Ward boundaries may appear to be placed arbitrarily and may not reflect the social interaction and communities of interest of the community.
- Balanced representation across the local government may be difficult to achieve, particularly if a local government has highly populated urban areas and sparsely populated rural areas.

Discussion of Options

It is helpful if each option is discussed and the advantages and disadvantages outlined for each option. If a new ward system is one of the options then a map showing the proposed ward boundaries is essential.

Which option is the best one?

The consideration of public submissions, any other community input and the discussion of options will, in most cases provide sufficient information for the Council to determine which option is the best one.

Local governments without wards are not required to carry out reviews on a regular basis so the next assessment of the system of representation can be undertaken at any time. At the conclusion of the review it may be helpful to propose the time for the next one.

Recommendations

If the local government proposes change to the system of representation then the following are examples of recommendations that may be formulated to reflect the change.

The Shire of Bottlebrush recommends to the Local Government Advisory Board that an order be made under s 2.18 (3) of the *Local Government Act 1995* to reduce the number of offices of councillor on the Council from eleven (11) to nine (9).

**Moved
Seconded**

The Shire of Bottlebrush recommends to the Local Government Advisory Board that:

- 1. An order be made under s 2.2 (1) to divide the district into three wards with boundaries as detailed in the attached map.**
- 2. An order be made under s 2.3 (2) to name the three wards Patterson, McDowell and Brown (as detailed in the map).**
- 3. An order be made under s 2.18 (3) to designate the following number of offices of councillor for each ward: Patterson (3), McDowell (3), Brown (3).**

**Moved
Seconded**

Review of Wards and Representation

Attachment 9 Example Officer's Report

It is recommended that the following format be used as an outline for an officer's report to Council. It can then be used as the basis for a report to the Local Government Advisory Board.

Introduction

A description of the current situation and information on the number of councillors and electors is included here along with an explanation of how the review came about.

The date of the last review is included along with what, if any, changes were made.

The Review Process

This section includes information about advertising (dates and newspapers) and the community consultation process. It also indicates whether a discussion paper was provided to the community. Copies of the advertisement and any other material circulated to the community (including discussion papers) are to appear as appendices.

Summary of Public Submissions

This is to include the number and content of the submissions received. If any other initiatives were undertaken to obtain community input a summary of the views expressed is to be included.

Assessment of the Options

This section includes an assessment of options and any other matters that are relevant to the review. **Attachment 8 is an example.**

Recommendations

The recommendations are to be consistent with the consideration of public submissions, any other community input and relevant matters. The recommendations should be clear and explain exactly what changes are being suggested.

The reasons for the recommendations need to be identified, either within the resolution or by reference to an officer's report. This includes a recommendation to maintain the current situation. **Attachment 8 provides example recommendations.**

Implementation of Proposed Changes

The local government can indicate to the Board when it prefers the implementation of proposed changes to take place. In most cases this will be at the next ordinary elections day though there may be some instances where proposed changes are preferred to be implemented as soon as possible.

Appendices

The following are to be appended to the report:

1. A copy of the sections of the Council minutes that record:
 - The decision to undertake a review;
 - Consideration of public submissions and community input received;
 - Assessment of relevant matters; and
 - Final decision of the Council in relation to the review.
2. A copy of the newspaper advertisement as it appeared in the press.
3. A copy of the discussion or information paper, if one was produced and any other materials circulated to the community.
4. A copy of the officer's report to Council.

Review of Wards and Representation

Attachment 10 Checklist

It is suggested that the following checklist be used when submitting a ward review report to the Board to ensure that all the legislative requirements are met.

Item	√ Included
Ward Review Report	
Copy of Council Minutes recording the decision to undertake an assessment of structure of representation.	
Copy of Council Minutes recording the consideration of public submissions and any other community input received.	
Copy of Council Minutes recording the assessment of relevant matters.	
Copy of Council Minutes recording the final decision of Council.	
Copy of the newspaper advertisement as it appeared in the press.	
Copy of the discussion or information paper and any other materials circulated to the community.	
Copy of the officer's report to Council.	

Review of Wards and Representation

The Impact of Ward and Representation Changes on Councillor Terms and Representation

The Local Government Advisory Board (the Board) has revised its policy regarding the implementation of ward and representation changes. The Minister for Local Government and the Department for Local Government and Regional Development have indicated their support for this policy.

The following details the new policy in relation to the various changes that a local government could make. Changes will be implemented from the next ordinary elections day (October 2009).

1. All wards are abolished

It is not necessary for all offices of councillor to be declared vacant to implement a change from a ward system to no wards.

If a local government does not wish to declare all offices of councillor vacant, then this must be communicated in a submission to the Board. If the request is supported, at the next ordinary elections councillors complete their terms as normal and nominations are called to fill these vacancies. The remaining councillors who still have two years in office represent the electors of the whole district.

Example 1

A local government with four wards and nine councillors decides to abolish its wards and that it does not want to declare all offices of councillor vacant. This is supported and at the next ordinary elections, five councillors complete their terms leaving four councillors who still have two years in office. Elections are held for the five vacant positions and the four remaining councillors represent the whole district.

In a submission to the Board a local government may request that all offices of councillor be declared vacant. If the request is supported then councillors conclude their terms at the next ordinary elections and elections are held for all vacant positions.

Example 2

A local government with four wards and nine councillors decides to abolish its wards and declare all offices of councillor vacant. This is supported and at the next ordinary elections all councillors conclude their terms. Elections are held for the nine vacant positions.

2. New wards are created

It is not necessary for all offices of councillor to be declared vacant to implement the creation of a ward system where there were no wards.

If a local government does not wish to declare all offices of councillors vacant, then this must be communicated in a submission to the Board. The local government can recommend the allocation of councillors who still have two years in office to the new wards. The Board requires evidence that the local government has consulted with the continuing councillors and the community about the proposed allocation of councillors to new wards.

If the request is supported, at the next ordinary elections councillors complete their terms as normal. Continuing councillors would be allocated to the new wards and elections are held for all vacant positions.

Example 3

A local government with no wards and nine councillors decides to create a three ward system (Patterson Ward, Brown Ward and McDowell Ward) with three councillors in each ward. At the next ordinary elections four councillors are due to complete their terms leaving five who still have two years in office. The local government advertises that it intends to make a submission to the Board recommending the allocation of the remaining five councillors to the three wards with one in Patterson Ward, two in the Brown Ward and two in the McDowell Ward based on where the councillors currently reside. Public submissions are invited. After consideration of submissions the allocations are recommended to the Board. This is supported, councillors are allocated to the new wards and elections are held for two vacancies in the Patterson Ward, one vacancy in the Brown Ward and one vacancy in the McDowell Ward.

In a submission to the Board a local government can request that all offices of councillor are declared vacant to implement new wards. If the request is supported then all councillors conclude their terms at the next ordinary elections and elections are held for all vacant positions in the new wards.

Example 4

A local government with no wards and nine councillors decides to create a three ward system (Patterson Ward, Brown Ward and McDowell Ward) with three councillors in each ward. The local government's submission to declare all offices of councillor vacant is supported. At the next ordinary elections all councillors conclude their terms and elections are held for the nine vacant positions in the new wards.

3. All wards are abolished and new wards created

It is not necessary for all offices of councillor to be declared vacant where all wards are abolished and a new ward system created.

If a local government does not wish to declare all offices of councillors vacant, then this must be communicated in a submission to the Board. The local government can recommend the allocation of councillors who still have two years in office to the new wards. The Board requires evidence that the local government has consulted with the continuing councillors and the community about the proposed allocation of councillors to new wards.

If the local government request is supported, at the next ordinary elections councillors complete their terms as normal. Continuing councillors would be allocated to the new wards and elections are held for all vacant positions.

Example 5

A local government with five wards and ten councillors decides to create a new ward structure with two wards (Patterson Ward and McDowell Ward) and four councillors in each ward. At the next ordinary elections five councillors are due to retire leaving five who still have two years in office. The local government advertises that it intends to make a submission to the Board recommending the allocation of the remaining five councillors to the new wards with three in the Patterson Ward and two in the McDowell Ward based on where the councillors currently reside. Public submissions are invited. After consideration of submissions the allocations are recommended to the Board. This is supported, councillors are allocated to the new wards and elections are held for one vacancy in the Patterson Ward and two vacancies in the Brown Ward.

In a submission to the Board a local government can request that all offices of councillor are declared vacant to implement new wards. If this request is supported then all councillors conclude their terms at the next ordinary elections. Elections are held for all vacant positions in the new wards.

Example 6

A local government with five wards and ten councillors decides to create a new ward structure with two wards (Patterson Ward and McDowell Ward) and four councillors in each ward. The local government's submission to declare all offices of councillor vacant is supported. At the next ordinary elections all councillors conclude their terms and elections are held for the eight vacant positions in the new wards.

4. Ward boundaries are amended

It is not necessary for offices of councillor to be declared vacant to implement amendments to ward boundaries.

If a local government does not wish to declare all offices of councillors vacant, then this must be communicated in a submission to the Board. The local government can recommend the allocation of councillors who still have two years in office to the new wards if necessary. The Board requires evidence that the local government has consulted with the continuing councillors and the community about the proposed allocation of councillors to new wards.

If the local government request is supported, at the next ordinary elections councillors complete their terms as normal. Continuing councillors may be allocated to the new wards and elections are held for all vacant positions.

Example 7

A local government with four wards and two councillors in each ward abolishes one ward (Ritchie Ward) and amends the boundaries of the other three wards (Patterson Ward with three councillors; Brown Ward with three councillors and McDowell Ward with two councillors). At the next ordinary elections four councillors complete their terms leaving four who still have two years in office. Three of these councillors continue to reside in the wards from which they were elected however one councillor, Cr Keen was elected from the Ritchie Ward that no longer exists. The local government advertises that it intends to make a submission to the Board recommending the allocation of Cr Keen to the Brown Ward. Although Cr Keen now resides in the Patterson Ward most of her former constituents live in the Brown Ward. Public submissions are invited. After consideration of submissions the allocation of Cr Keen to the Brown Ward is recommended to the Board. This is supported, Cr Keen is allocated to the Brown Ward and elections are held for two vacancies in the Patterson Ward, one vacancy in the Brown Ward and one vacancy in the McDowell Ward.

In a submission to the Board a local government can request that offices of councillor are declared vacant to implement the abolition of one ward and the amendment of ward boundaries. If this request is supported then councillor/s conclude their terms at the next ordinary elections. Elections are held for all vacant positions in the new wards.

Example 8

A local government with four wards and two councillors in each ward abolishes one ward (Ritchie Ward) and amends the boundaries of the other three wards (Patterson Ward with three councillors; Brown Ward with three councillors and McDowell Ward with two councillors). At the next ordinary elections four councillors complete their terms leaving four who still have two years in office. Three of these councillors continue to reside in the wards from which they were elected however one councillor, Cr Green was elected from the Ritchie Ward that no longer exists. Although Cr Green now resides in the Patterson Ward most of her former constituents live in the Brown Ward. The local government's submission that Cr Green concludes her term at the next election to give opportunity for her to nominate for the Brown Ward is supported. At the next ordinary elections the four councillors completing their terms retire and Cr Green concludes her term. Elections are held for two vacancies in the Patterson Ward, two vacancies in the Brown Ward and two vacancies in the McDowell Ward.

In a submission to the Board a local government can request that all offices of councillor are declared vacant to implement amendments to ward boundaries. If this request is supported then all councillors conclude their terms at the next ordinary elections. Elections are held for all vacant positions in the new wards.

Example 9

A local government with four wards and two councillors in each ward decides to amend the boundaries of all wards and declare all offices of councillor vacant. The local government's submission is supported and at the next ordinary elections all councillors conclude their terms and elections are held for the eight vacant positions in the new wards.

5. Number of councillors reduced

In most instances, a reduction to the number of councillors can be implemented by reducing the number of vacancies at the next ordinary election.

There are some exceptions and the Board may declare offices of councillor vacant in the following circumstances.

- Where the number of councillors in a ward is reduced and the retiring councillor/s indicate that they wish to renominate for that ward but there is no vacancy.

Example 10

A local government decides to reduce the number of councillors in a ward from two to one. Currently Cr Paterson will complete her term at the next election and Cr McDowell will continue for a further two years. If Cr Paterson indicates that she wishes to renominate for a position in the ward, then Cr McDowell would be required to conclude his term at the next election. This creates one vacancy and provides the opportunity for Cr Paterson, Cr McDowell and any other candidates to nominate for the ward.

- Where the number of councillors in a ward or district is reduced and the number of councillors remaining after the next ordinary election would be greater than the number of positions available.

Example 11

A local government decides to reduce the number of councillors in a ward from three to one. At the next ordinary election only one councillor in that ward is due to complete his term leaving two councillors but only one position. All three councillors are therefore required to conclude their terms and an election is held for the one vacancy.

6. Other Situations

In a submission to the Board a local government may request that offices of councillor are declared vacant whether or not it is necessary under this policy. In some situations the Council may believe that it is fairer for all elected members to be affected by changes to ward boundaries and representation rather than a minority who have been directly affected.

A local government may also request that no offices of councillor are declared vacant to implement a change and can recommend the allocation of councillor/s to ward/s. The Board requires evidence that the local government has consulted with continuing councillors and the community about the proposed allocation of councillors to new wards.

The Board may declare offices of councillor vacant or may allocate councillor/s to ward/s where a local government does not make a submission with its request or if the Board determines that community consultation about the proposed allocation of councillors to wards is inadequate.

9.3.2 FORWARD CAPITAL WORKS PLAN REVIEW – DECEMBER 2012
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Agenda Reference: CEO
Name of Applicant: Shire of Mingenew
File Reference: N/A
Disclosure of Interest: Nil
Date: 12 December 2012
Author: Mike Sully

SUMMARY

This report recommends that Council approve the alterations, listed in this report, to the Shire of Mingenew 2009 – 2015 Forward Capital Works Plan (FCWP)

ATTACHMENT

Copy of the Shire of Mingenew 2009 – 2015 Forward Capital Works Plan.

BACKGROUND

The Department of Local Government require that Councils undertake a review of their Forward Capital Works Plans prior to 31 December 2012. The purpose of the FCWP is to ensure that Councils are able to plan the funding for future developments. It is recognised that unforeseen circumstances can result in Councils wanting to make changes to their plans and the review provides an opportunity for any changes to be made and recorded.

COMMENT

Many projects undertaken by the Shire depend on access to funds from the two Royalties for Regions (R4R) programs; (Individual and regional) however, there are conditions that must be met by Council to access R4R funds. It is a legislative requirement that proposed projects requiring funding from R4R are listed in the Shire's FCWP and R4R funds from previous years must be fully expended and acquitted before further funds are released.

The current FCWP indicates that in 2011/2012 Council planned to request \$283,823 from R4R individual Council funds and \$ 311,000 from R4R Regional funds to construct two shire staff houses.

A funding application for the 2011/2012 R4R Regional funds has progressed to the final stage of approval and will be available early in 2013, however, as the 2010/11 R4R individual funding has not yet been fully expended or acquitted the 2011/2012 individual R4R funding application has stalled.

Since the 2011/2012 R4R individual funding application was prepared, Karara Mining Ltd. has commenced construction of two executive 4X2 homes in Mingenew and has offered to lease the homes to the Shire at a peppercorn rental. This will result in the Shire having three new houses available in 2013 for Shire purposes.

Funding for the Depot Hill Irwin River crossing is also affecting the FCWP. The tenders for the construction of the crossing were received in September 2012 and the lowest and successful tender was approximately \$600,000 more than the available funding. Some additional funding has been accessed from Main Roads Special Projects and the remainder is subject to the success of an additional funding application from 2012/2013 R4R Regional funds.

Even if the funding application for 2012/2013 R4R Regional funds is successful in 2013 the funds will not be available until the 2011/2012 R4R Regional funds are expended and acquitted.

It is recommended that Council agree to change the purpose of the 2011/2012 R4R individual funds from staff housing to road works which will reduce the length of time before the funds are available. Council could then defer seeking funds to construct the proposed staff house to a future date, when the three new houses are occupied. A copy of the Shire's FCWP is attached showing the proposed changes.

CONSULTATION

Cameron Watson, Manager Finance and Administration, Shire of Mingenew.

STATUTORY ENVIRONMENT

If Council changes the purpose of the 2011/2012 R4R individual funds, the FCWP will need to be adjusted to reflect the change.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Construction of the Depot Hill Irwin River crossing upgrade is 90% complete and the full amount of \$2.28 million will need to be found this financial year. By accessing the 2011/2012 R4R individual funds for the crossing upgrade Council will increase the likelihood of obtaining the funds within this financial year.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute Majority

121203 - OFFICER RECOMMENDATION – ITEM 9.3.2

That Council resolve to change the purpose of the 2011/2012 R4R individual funds funding application from staff housing to roadwork – Depot Hill Irwin River Crossing upgrade and adjust the Forward Capital Works Plan accordingly.

LAPSED

121203 - COUNCIL RESOLUTION – ITEM 9.3.2

MOVED : CR MP Pearce

SECONDED : CR GJ Cosgrove

That Council resolve to:

- 1. Change the purpose of the 2011/2012 R4R individual funds funding application from staff housing to roadwork and adjust the Forward Capital Works Plan accordingly.**

- 2. That Council resolve to change the purpose of the 2012/2013 R4R individual funds funding application from aged accommodation to water park.**

- 3. That Council resolve to change the purpose of the 2012/2013 R4R regional funds funding application from water park to roadwork and adjust the Forward Capital Works Plan accordingly.**

CARRIED BY ABSOLUTE MAJORITY

Voting 7/0

Reason for Change: Additional information regarding works programs was provided during debate at the Council Meeting.

8. FORWARD CAPITAL WORKS PLAN

Dec-12

amounts coloured red are endorsed changes

FIGURES ROUNDED TO THE NEAREST '000

Asset Group	Project	2009-2010	2010-2011				2011-2012				2012-2013				2013-2014				2014-2015							
			Council	CLGF (Local)	CLGF (Regional)	Other Grants	Total	Council	CLGF (Local)	CLGF (Regional)	Other Grants	Total	Council	CLGF (Local)	CLGF (Regional)	Other Grants	Total	Council	CLGF (Local)	CLGF (Regional)	Other Grants	Total				
		1,092																								
Roads																										
Road Program	Renewal Expansion New		554		330	400	554	283		400	450		300	350	450		350	450		350	450		350	500		
						1,734				1,687				1,600				1,300							1,300	
Footpaths																										
Footpath Program	Renewal Expansion New			20		20				0														0		
Land and Buildings		440																								
Staff Housing	Renewal Expansion New			20		143		0	311	311					250					250				0		
Aged Accommodation	Renewal Expansion New			123		0				0	800	0		450										0		
Toilet Block	Renewal Expansion New					0				0	80													0		
Recreation Centre Expansion	Renewal Expansion New					0				0										667	667		667	2,000		
Office Accommodation Refurbishment	Renewal Expansion New			25		25				0	400													0		
Depot Accommodation	Renewal Expansion New					0				0					750					750	750			750		
Race Track Reticulation	Renewal Expansion New					35				0														0		
Main Street Refurbishment	Renewal Expansion New			100		100				0														0		
Water Park	Renewal Expansion New					100				0														0		
Total		1,532	554	323	330	850	554	283	311	850	1,998	1,730	283	300	1,300	3,613	1,200	250	0	850	2,300	1,667	667	0	1,517	4,050

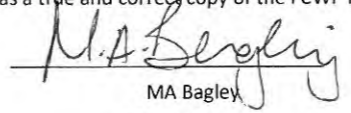
Endorsed changes: Council Meeting 17/12/2012

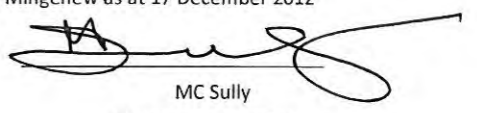
2011/2012 CLGF (Local) New staff housing \$0 CLGF (Local) Roadworks \$283,000

2012-2013 CLGF (Local) Aged Accommodation \$0 CLGF (Local) Waterpark New \$283,000

2012/2013 CLGF (Regional) Waterpark \$0 CLGF (Regional) Roadworks \$300,000

Certified as a true and correct copy of the FCWP for Shire of Mingenew as at 17 December 2012

Signed  MA Bagley Shire President

 MC Sully Chief Executive Officer

Date 17-Dec-12 Council Resolution No. 121203 December 2012

9.6 FINANCE

9.6.1 TENDER 1-12/13 – SUPPLY AND LAY BITUMEN

Agenda Reference:	MFA 12/12-01
Location/Address:	Shire of Mingenew
Name of Applicant:	Nil
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	11 December, 2012
Author:	Cameron Watson – Manager Finance & Administration

SUMMARY

This report requests Councils endorsement of the tender documentation and selection criteria for tender 1-12/13 - Supply and Laying of Bitumen.

ATTACHMENT

Tender 1-12/13 documentation

BACKGROUND

Councils 2012/13 budget includes provisions for the re-sealing of 56,000 m² of Mingenew South Rd, 25,000 m² of Mingenew Mullewa Rd and 24,000 m² of Coalseam Rd.

COMMENT

The preparation works for the sealing program will be completed in stages over the next few months, with the first stage being ready for sealing in early February. With this in mind, the recommendation will include a delegation to the Chief Executive Officer to allow him to determine the most advantageous tender and accept it without returning the compliant tenders to Council for determination.

CONSULTATION

Warren Borrett, Works Manager, Shire of Mingenew

STATUTORY ENVIRONMENT

Local Government Act 1995, section 3.57
Local Government (Functions & General) Regulations 1996, Part 4, regulation 11 through 24
Local Government Act 1995, sections 5.42 & 5.43

POLICY IMPLICATIONS

Policy 3007 – Purchasing Policy
Policy 3008 – Regional Price Preference – Local Goods & Services

FINANCIAL IMPLICATIONS

The Works Program within the 2011/12 Budget has inclusions for these works totalling \$1,414,911 inclusive of Shire labour and plant costs.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

121204 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.6.1

MOVED : CR PJ Ward

SECONDED : CR HM Newton

That Council

- 1. allow the calling of tenders for the supply and lay of bitumen and approve the criteria for deciding which tender should be accepted as indicated at Item 1.9 of the tender documentation; and**
- 2. delegate to the Chief Executive Officer authority to accept the tender most advantageous to Council.**

CARRIED BY ABSOLUTE MAJORITY

Voting 7/0



REQUEST FOR TENDER

Request for Tender (RFT)	Supply & Lay Bitumen
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Deadline	1 pm Monday 7 th January 2013
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Address for Delivery	<p><u>By Hand:</u> CONFIDENTIAL TENDER 1 - 2012/2013 Victoria Street Mingeneew WA 6522</p> <p><u>By Mail:</u> CONFIDENTIAL TENDER 1 – 2012 / 2013 PO Box 120 Mingeneew WA 6522</p> <p><u>By Fax:</u> (08) 9928 1128</p> <p><u>By Email:</u> ceo@mingeneew.wa.gov.au</p> <p><i>Confidentiality of faxed or emailed Tenders cannot be guaranteed.</i></p>
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RFT Number	1 – 2012/2013
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DEFINITIONS

Below is a summary of some of the important defined terms used in this Request.

Attachments:	The documents you attach as part of your Tender;
Deadline:	The deadline for lodgment of your Tender;
General Conditions of Tendering:	Means the General Conditions of Tendering nominated in Part 1 and incorporated in a Contract in accordance with the Offer;
Offer:	Your offer to be selected to supply the Requirements;
Principal:	The Shire of Mingenew;
Client Representative:	The Shire Works Manager;
Request:	This document;
Requirements:	The services requested by the Local Government;
Tender:	Your completed Offer, Response to Selection Criteria and Attachments;
Selection Criteria:	The criteria used by the Local Government in evaluating your Tender;
Special Conditions:	The additional contractual terms;
Specification:	The statement of Requirements that the Local Government Request you provide if selected.

HOW TO PREPARE YOUR TENDER

- (A) Read the Conditions of Tendering (Part 1), Special Conditions of Contract (Part 2) and Contract Specification (Part 3).
- (B) Complete the schedules in Tenderer's Offer (Part 4) complete with all your Attachments.
- (C) Make sure you have signed the Offer and responded to all of the Selection Criteria.
- (D) Lodge your Tender before the Deadline.

CONTACT PERSONS

Tenderers should not rely on any other information provided by any other person(s) than those listed below:

Warren Borrett
Works Manager
0428 381 075

Mike Sully
Chief Executive Officer
(08) 9928 1102
0429 111 354

1.1 GENERAL CONDITIONS OF TENDERING

The General Conditions of Tendering are the Australian Standard AS 2125-1992: General Conditions of Tendering and Form of Tender. Tenders shall comply and be based on the General Conditions of Tendering. The General Conditions of Tendering will be deemed to have been issued and constitute part of the Tender.

1.2 DELIVERY METHOD

Tenders may be:

- (a) delivered by hand to Shire of Mingenew, Victoria St Mingenew (by the Tenderer or the Tenderer's private agent) or;
- (b) sent through the mail. Tenders should be addressed to

Shire of Mingenew
PO Box 120
MINGENEW WA 6522

- (c) Faxed to (08) 9928 1128 or;
- (d) Emailed to ceo@mingenew.wa.gov.au

Confidentiality of faxed or emailed tenders cannot be guaranteed.

1.3 LODGEMENT OF TENDERS

The Tender must be lodged by the Deadline. The Deadline for this request is

1.00 pm Monday the 7th of January 2013

The Tender must be clearly endorsed with the tender number and titled as shown on the front cover of this Request;

1.4 LATE TENDERS

Tenders received after the deadline will not be accepted for evaluation.

1.5 PRECEDENCE OF DOCUMENTS

In the event of there being any conflict or inconsistency between the terms and conditions of this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request shall have precedence.

1.6 TENDERERS TO INFORM THEMSELVES

Tenderers shall be deemed to have:

- (a) examined the Request and any other information available in writing to Tenderers for the purpose of Tendering;
- (b) examined all further information relevant to the risks; contingencies, and other circumstances having an effect on their Tender which is unobtainable by the making of reasonable enquiries;

- (c) satisfied themselves as to the correctness and sufficiency of their Tenders including Tendered prices which shall be deemed to cover the cost of complying with all the conditions of Tender and of all matters and things necessary for the due proper performance and completion of the work described to therein;
- (d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer. Negotiations shall be carried out in good faith.

1.7 PRINCIPAL SUPPLIED ITEMS

The Principal will supply on site, the required aggregate for sealing works as per the specified aggregate spread rates; the Principal will also supply Traffic Control signage and personnel.

1.8 ALTERNATIVE TENDERS

Alternative Tenders shall be considered.

Tenders may be submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract shall in all cases arising be clearly marked "ALTERNATIVE TENDER". Any printed "General Conditions of Contract" shown on the reverse of a Tenderer's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Tender is clearly marked as an Alternative Tender.

The Principal may be in its absolute discretion reject any Alternative Tender as invalid.

1.9 ASSESMENT OF TENDERS

Your Tender will be evaluated using information provided in your Tender and on your Response to Selection Criteria.

The following evaluation methodology will be used in respect of this Request:

- (a) tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation.
- (b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated, i.e. tendered prices and other relevant costs are considered.
- (c) The most suitable Tenderers may be shortlisted and may also be required to clarify the Offer. Referees may also be contacted prior to the selection of the successful Tenderer.

A contract may then be awarded to the Tenderer whose Offer is considered the most advantageous tender to the Principal. The Principal has adopted a best value for money approach to this Tender. The Contract may be awarded to the tenderer who best demonstrates the ability to provide quality products at a competitive price. The tendered prices will be assessed with the following qualitative and compliance criteria to determine the most advantageous outcome to the Principal. This means that, although price is considered, the Offer containing the lowest price will not necessarily be accepted, nor will the Offer ranked the highest on the qualitative criteria.

PRICE BASIS

Quoted prices must include Goods and Services Tax (GST)

All prices for goods offered under this Request fixed for the term of Contract. Unless otherwise indicated prices quoted shall include service delivery, and all applicable levies, duties, taxes and charges. Any charge not stated in the Response as being additional will not be allowed as a charge for any transaction under any resultant Contract.

COMPLIANCE CRITERIA

These criteria will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Tender from consideration.

Description of Compliance Criteria	Yes/No
(a) Compliance with the Specification contained in the Request	Yes/No
(b) Compliance with the Conditions of this Request	Yes/No
(c) Does your organisation have in place a Quality Assurance system?	Yes/No
(d) Submission of a Price Schedule.	Yes/No

WEIGHTING FOR ASSESSMENT

The Tendered price will be considered along with related factors affecting the total cost to the Principal.

Criteria	Weighting
Tendered price	60%
Tender Compliance / QA status	10%
Workplace Safety Policy / Procedures	15%
Past Experience / Capacity / Flexibility	15%

1.10 ACCEPTANCE OF TENDERS

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The

principal is not bound to accept the lowest Tender and, may reject any or all Tenders submitted

1.11 REJECTION OF TENDERS

A Tender shall be rejected without consideration of its merits in the event that:

- (a) The Tender is not submitted at the time and at the place specified in the Request; or
- (b) The Tenderer does not submit an Offer form which has been completed and signed together with all the required Attachments; or
- (c) The Tender fails to comply with any other requirements of the Request.

1.12 CANVASSING OF COUNCILLORS

If a Tenderer, whether personally or by an agent, canvasses any of the principal's councilors with a view to influencing the acceptance of any Tenderer made to it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may, at its discretion, omit the Tender from consideration.

1.13 DISCLOSURE OF CONTRACT INFORMATION

Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court order. All Tenderers will be given notification of the name of the successful Tenderer(s), or advice that no Tender was accepted.

1.14 TENDER VALIDITY PERIOD

All Tenders shall remain valid and open for acceptance for a minimum period of 90 days from the Closing Date.

1.15 CONSIDERATION

In consideration of the Tenderer's resources and time spent in preparing and submitting their tender, the Principal agrees to consider their tender.

1.16 OWNERSHIP OF TENDERS

All documents, materials, articles and information submitted by the Tenderer as part of or in support of a Tender shall become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the Tender process PROVIDED that the Tenderer shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.17 IDENTITY OF THE TENDERER

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer shall be the person, persons, corporation or corporation's names as the Tenderer in Part 2 and whose execution appears on the Offer by Tenderer in Part 3 of this Request. Upon acceptance of the Tender, the Tenderer shall become the Contractor.

1.18 TENDER OPENING

All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The Tenders opening will be held at 1.00pm on Monday 7th January 2013 at the offices of the Shire of Mingenew, Mingenew. Tenderers are requested to notify the Shire of Mingenew if they intend to attend the tender opening.

No discussions will be entered into between Tenderers and the Principal's agents present or otherwise concerning the Tenders submitted.

1.19 ALTERATIONS

The Tenderer shall not alter or add to the Request documents unless required by these conditions of Tendering.

The Principal shall issue an addendum to all Tenderers where matters of significance make it necessary to amend the issued Request documents before the Deadline.

SPECIAL CONDITIONS OF CONTRACT

2.1 PERIOD OF CONTRACT AND TERMINATION

The contract shall be in force for the duration of the sealing program. However in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine the Contract void by written notice to the Contractor.

Prior to the determination of the contract the Principal shall seek to resolve any disputes in accordance with sections 28 and section 29 of the General Conditions of Contract.

2.2 INSURANCES

The successful Tenderer and its subcontractors (if any) will be required to effect:

- (a) Public liability insurance in the sum of at least \$10 million in respect of any one occurrence; or
- (b) Satisfy the Principal of its ability to meet obligations arising from the indemnity provisions of the Contract.

CONTRACT SPECIFICATION

3.1 GOVERNING STANDARDS

- 1. Sprayed Hot Bitumen shall conform to AS 2008-1980, Residual Bitumen for Pavements.
- 2. All aspects of all services tendered shall comply with all current requirements of Main Roads WA Technical Specifications.

3.2 MATERIALS

Bitumen

The bitumen required shall conform as regards physical qualities, sampling and testing with the Australian Standard Specifications AS 2008-1980.

Bitumen used in the manufacture to be Class 170.

3.3 PLANT

The bitumen spray plant will comply with “Specification for Mechanical Sprayers of Bituminous Materials” issued by Austroads (NAASRA).

All spray trucks shall have minimum 7m wide spray bar.

All contractor supplied plant shall comply with current OSH WA Regulations

3.4 CLIENT LIASON

The Contractor will liaise with the Client’s Representative regarding all aspects of the works while on site. The works will be undertaken to the satisfaction of the Client’s Representative. The Contractor will supply all equipment needed to execute the works for the nominated service type.

In the event of any damage being caused by spray plant or by inefficient operators this will be corrected at the cost of the contractor.

The Client’s Representative has the authority to instruct the spray truck driver to record the dipstick reading of the sprayer tank and the bitumen temperature at the beginning and end of each spray run.

The Client’s Representative and the Spray truck driver will both certify as correct, the spray record sheets, at the end of each days spraying and this will be the basis of payment.

An approved standard thermometer should be kept on the job and be available at all times.

3.5 APPLICATION RATES

Application rates (BAR @ 15°C) and approximate quantities will be ordered and be in line works required in this document.

3.6 SERVICE TYPES

The Tender will be for a Full Service which includes spray, cover, pre-coating and rolling.

3.7 MEASUREMENT AND PAYMENT

All tender rates for bitumen shall be calculated for BAR litres per sq. metre @ 15” Celsius. Products are to be supplied on site, at the temperature and application rate to the road surface, as instructed by the Client’s Representative.

The tendered price per litre shall remain unchanged regardless of percentage cutback requested.

Payment for works will be made based on the rate for the total quantity of sprayed bitumen per mobilization, regardless of the number of separate sites.

An amount for mobilization to and from the site may be stated as a separate item or included in other pricings.

All quantities of bituminous materials will be as volume at 15 degrees Celsius and field application rates calculated accordingly.

TENDER OFFER FORM

To: Shire of Mingenew
PO Box 120
(Victoria Street)
MINGENEW WA 6522

I/We

(BLOCK LETTERS): _____

ADDRESS: _____

ABN _____ ACN (if any) _____

Telephone: _____ Facsimile: _____

Email (If any) _____

I/We agree that I am/We are bound by, and will comply with:

This Request and its associated price schedules and attachments, all in accordance with the Conditions of Tendering contained in this Request duly signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of tender closing or forty-five (45) days from the Council's resolution for determining the Tender whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates in the prescribed format and submitted with this Tender.

Dated this: _____ day of _____ 20_____

Signature of authorized signatory of Tenderer _____

Name of authorized signatory (BLOCK LETTERS) _____

Position: _____

Address: _____

Witness Signature: _____

Name of Witness (BLOCK LETTERS) _____

Position: _____

Address: _____

GENERAL AND CORPORATE INFORMATION

4.1 SUB-CONTRACTORS

Do you intend to subcontract any of the Requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, attach details of the subcontractor(s) including the name, address, location of premise and the number of people employed and label it "Attachment 1".	<input type="checkbox"/> Tick ✓ if attached

4.2 CONFLICTS OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflict of interest likely to arise during the Contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Attachment 2".	<input type="checkbox"/> Tick ✓ if attached

4.3 QUALITY ASSURANCE

Does your organization have any quality assurance systems?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you propose to subcontract does your subcontractor have a "third party" quality management system in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Supply evidence or details of your quality assurance position and where relevant of your supplier's or subcontractor's position, in an attachment labeled "Attachment 3".	<input type="checkbox"/> Tick ✓ if attached

4.4 INSURANCE COVER

The insurance requirements for this Request are stipulated at Clause 2.1.2. Tenderers are to supply evidence of their insurance coverage in a format as outlined below and in "Attachment 4". A copy of the Certificate of Currency is to be provided to the Principal upon request.	<input type="checkbox"/> Tick ✓ if attached
--	--

Type	Insurer – Broker	Policy Number	Value (\$)	Expiry Date

RESPONSE TO SELECTION CRITERIA

4.5 COMPLIANCE CRITERIA

Compliance with the Specification contained in this Request?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Compliance with the Conditions of this Request?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Completion of a price schedule	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.6 QUALITATIVE CRITERIA

Before answering the qualitative criteria, Tenderers shall note the following:

- (a) All information relevant to your answers should be contained within your Tender to each criterion;
- (b) Tenderers shall assume that the Evaluation Panel has **no** previous knowledge of your organization, its activities or experience;
- (c) Tenderers shall provide full details for any claims, statements or examples used to address the qualitative criteria; and
- (d) Tenderers shall address each issue outlined within a qualitative criterion.

Description of Qualitative Criteria	Score
<p>Skills and experience of key personnel</p> <p>Respondents should provide information of proposed personnel to be allocated to this project, such as:</p> <ul style="list-style-type: none"> (a) Their role in the performance of the Contract; (b) Qualifications, with particular emphasis on experience of personnel (c) Any additional information considered relevant. 	<input type="checkbox"/> Tick ✓ if attached
<p>Workplace Safety Plan</p> <p>Respondents should demonstrate an ongoing commitment to Occupational Health and Safety. As a minimum all Contractors shall comply with each Local Authority's Contractor Safety Equipment Requirements. Please attach any relevant documentation</p>	<input type="checkbox"/> Tick ✓ if attached

PRICE INFORMATION

4.1 DISCOUNTS

Are you prepared to allow a discount for prompt settlement of accounts (i.e. within 14 days)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled “Discounts Offered”.	<input type="checkbox"/> Tick ✓ if attached

4.8 PRICE BASIS

Location & Distance from Mingenew	Seal Type	Coverage m2	Site Ready Date	Tendered Price \$ inc GST
Mingenew South Rd / 4 km from Mingenew	Re-seal with 10mm aggregate @ 1.5 approx	56,000 m2	Early February 2012	
Mingenew Mullewa Rd / 30 km from Mingenew	Re-seal with 14mm aggregate @ 2.0 approx	25,000 m2	Late February 2012	
Coal Seam Rd / 4 km from Mingenew	Re-seal with 14mm aggregate @ 2.0 approx	24,000 m2	Early March 2012	
Totals		105,000 m2		

9.6.2 FINANCIAL STATEMENTS FOR MONTH ENDING 30 NOVEMBER, 2012

Agenda Reference: MFA 12/12-02
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: N/A
Disclosure of Interest: Nil
Date: 12 December, 2012
Author: Cameron Watson – Manager Finance & Administration

SUMMARY

The Monthly Statement of Financial Activity report for the month ending 30 November, 2012 is presented to Council for adoption.

ATTACHMENT

Finance Report ending 30 November, 2012

BACKGROUND

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

COMMENT

Council’s current operating surplus as at the 30 November, 2012 is \$1,813,704

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	\$142,639.61
Business Cash Maximiser (Municipal Funds)	\$1,027,831.15
Trust Account	\$108,281.16
Reserve Maximiser Account	\$202,677.28

Debtor’s accounts continue to be monitored with all efforts being made to ensure that monies are recovered. \$464,911.52 remains outstanding as at 30 November, 2012 with \$78,125.98 in current, \$32,651.33 outstanding for 30+ days, \$0.00 outstanding for 60+ days and \$354,134.21 outstanding for 90 days or more.

Rates Outstanding at 30 November, 2012 was \$332,003.34 current year and \$10,409.23 arrears, totalling \$342,412.57.

The total domestic and commercial refuse charges outstanding are \$4,833.41 current year and \$1,135.00 arrears, as at 30 November, 2012.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2012 / 2013 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

121205 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.6.2

MOVED : CR HM Newton

SECONDED : CR PJ Ward

That Council adopts the Monthly Statement of Financial Activity for the month ending the 30th November, 2012.

CARRIED
Voting 7/0

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012

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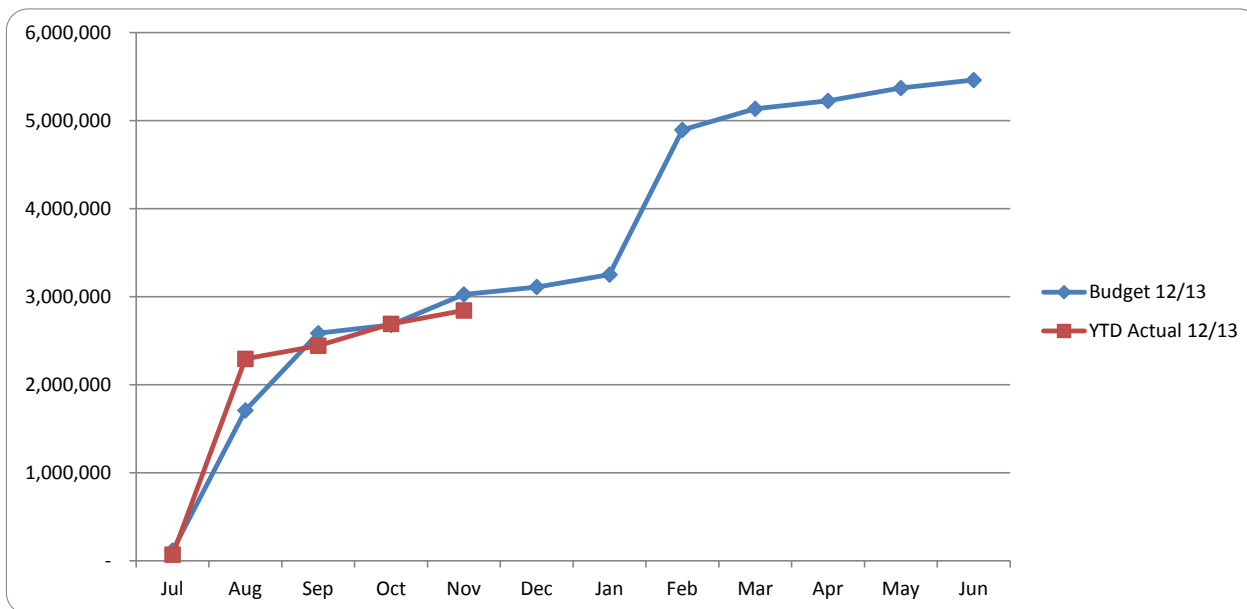
SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012

	NOTE	30/11/12 Y-T-D Actual \$	30/11/12 Y-T-D Budget \$	2012/2013 Total Budget \$	30/11/12 Y-T-D Variance \$	30/11/12 Y-T-D Variance %
REVENUES/SOURCES						
	1,2					
Governance		9,691	3,450	8,319	6,241	(181%)
General Purpose Funding		1,545,669	1,463,444	1,914,356	82,225	(6%)
Law, Order, Public Safety		17,793	15,510	26,200	2,283	(15%)
Health		545	455	26,100	90	(20%)
Education and Welfare		2,525	1,575	3,795	950	(60%)
Housing		18,604	23,870	57,322	(5,266)	22%
Community Amenities		101,382	99,460	150,965	1,922	(2%)
Recreation and Culture		43,790	71,645	153,625	(27,855)	39%
Transport		1,018,243	1,236,419	2,856,876	(218,176)	18%
Economic Services		3,752	4,290	10,339	(538)	13%
Other Property and Services		84,086	105,295	252,740	(21,209)	20%
		<u>2,846,080</u>	<u>3,025,413</u>	<u>5,460,637</u>	<u>179,333</u>	
(EXPENSES)/(APPLICATIONS)						
	1,2					
Governance		(118,443)	(208,989)	(249,046)	(90,546)	43%
General Purpose Funding		(14,245)	(17,545)	(42,127)	(3,300)	19%
Law, Order, Public Safety		(44,078)	(38,066)	(100,949)	6,012	(16%)
Health		(23,577)	(24,360)	(56,436)	(783)	3%
Education and Welfare		(13,218)	(15,194)	(33,565)	(1,976)	13%
Housing		(93,618)	(96,246)	(199,900)	(2,628)	3%
Community Amenities		(60,122)	(59,926)	(152,816)	196	(0%)
Recreation & Culture		(323,807)	(334,777)	(857,492)	(10,970)	3%
Transport		(946,576)	(1,000,338)	(2,342,300)	(53,762)	5%
Economic Services		(66,284)	(133,339)	(204,177)	(67,055)	50%
Other Property and Services		(108,435)	(166,089)	(218,085)	(57,654)	35%
		<u>(1,812,403)</u>	<u>(2,094,869)</u>	<u>(4,456,893)</u>	<u>(282,466)</u>	
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	4	18,039	3,990	(45,802)	14,049	
Movement in Accrued Interest		(5,820)	0	0	(5,820)	
Movement in Accrued Salaries & Wages		0	0	0	0	
Movement in Employee Benefit Provisions		0	0	0	0	
Depreciation on Assets		574,096	530,830	1,274,040	43,266	
Capital Expenditure and Income						
Purchase Land held for Resale	3	0	0	0	0	0%
Purchase Land and Buildings	3	(104,353)	(126,665)	(320,500)	(22,312)	18%
Purchase Furniture and Equipment	3	(17,008)	(14,600)	(14,600)	2,408	(16%)
Purchase Plant and Equipment	3	(184,505)	(197,000)	(272,050)	(12,495)	6%
Purchase Infrastructure Assets - Roads	3	(223,688)	(794,375)	(1,824,434)	(570,687)	72%
Purchase Infrastructure Assets - Footpaths	3	(25,000)	(36,000)	(36,000)	(11,000)	31%
Purchase Infrastructure Assets - Bridges	3	(974,246)	(1,955,700)	(2,460,000)	(981,454)	50%
Proceeds from Disposal of Assets	4	125,456	95,000	180,700	(30,456)	(32%)
Repayment of Debentures	5	(58,266)	(54,706)	(118,868)	3,560	(7%)
Proceeds from New Debentures	5	0	0	0	0	0%
Transfers to Reserves (Restricted Assets)	6	(2,929)	(4,173)	(10,015)	(1,244)	30%
Transfers from Reserves (Restricted Assets)	6	0	0	0	0	0%
ADD Net Current Assets July 1 B/Fwd	7	1,599,399	1,599,399	1,599,399	0	
LESS Net Current Assets Year to Date	7	<u>3,159,582</u>	<u>1,351,632</u>	<u>283,790</u>	<u>1,807,950</u>	
Amount Req'd to be Raised from Rates		<u>(1,404,730)</u>	<u>(1,328,176)</u>	<u>(1,328,176)</u>	<u>(76,554)</u>	
Rates per Note 8		1,404,730	1,328,176	1,328,176		
Variance		(0)	0	0		

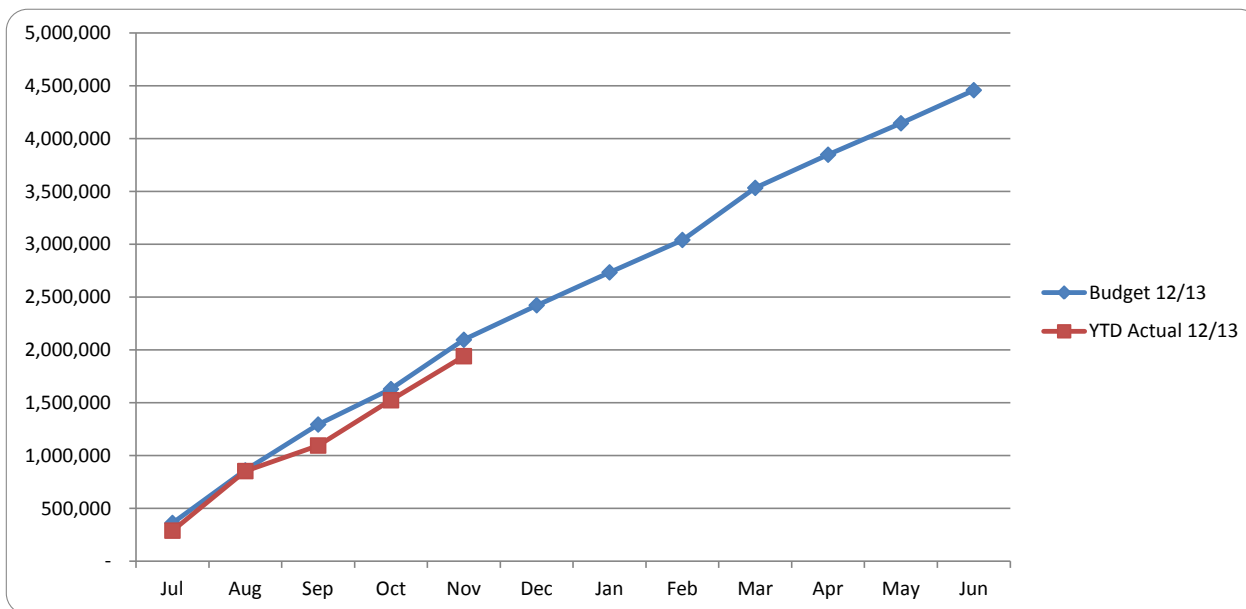
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012**

Graphical Representation - Source Statement of Financial Activity

Operating Budget v Actual - REVENUE



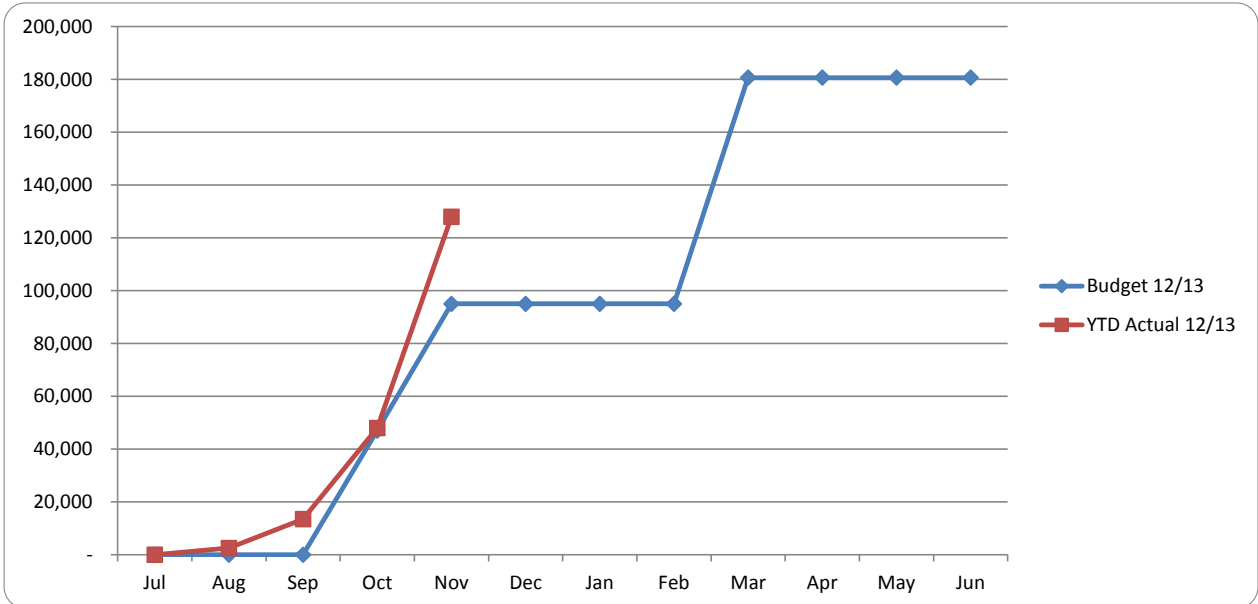
Operating Budget v Actual - EXPENDITURE



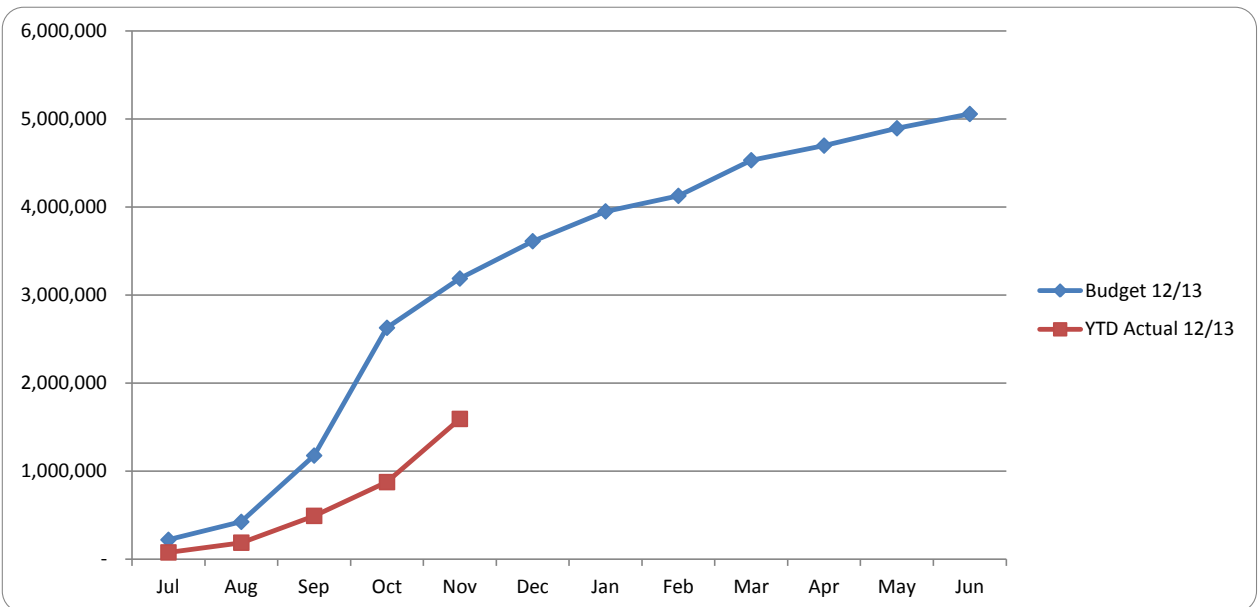
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012**

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, 2012 TO 30 NOVEMBER, 2012**

Statement of Financial Activity - Reportable Variances

REVENUES/SOURCES

Governance	181%	\$5,200 Safe Driver Ins Rebate and \$4,000 in Aglican Church & WALGA Reimbursements
Housing	(22%)	Lower than expected occupancy of staff and other residences
Recreation & Culture	(39%)	Contributions to Bar Area extension yet to be claimed
Transport	(18%)	Depot Hill Crossing Grants cant be claimed until first 40% has been completed.
Other Property and Services	(20%)	Lower than expected Private Works undertaken

(EXPENSES)/(APPLICATIONS)

Governance	(43%)	Numberous minor amounts
Law, Order, Public Safety	16%	Major Fire Fighting appliance required major service, costs to be recouped at end of year.
Economic Services	(50%)	Majority of Mid West Regional Council contribution yet to be paid
Other Property & Services	(35%)	Lower than expected Private Works undertaken

CAPITAL EXPENDITURE AND INCOME

Purchase Land & Buildings	(18%)	Rec Centre Roof & Bar extensions yet to be completed, Power Upgrades commenced.
Purchase Infrastructure Assets - Roads	(77%)	Road re-sealing program to commence in February 2013.
Purchase Infrastructure Assets - Footpaths	(31%)	Works underway, program not yet completed
Purchase Infrastructure Assets - Bridges	(50%)	Depot Hill Crossing project running approximately 6 weeks behid schedule.
Proceeds from disposal of Asset	32%	Higher than expected return on sale of assets

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012

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, 2012 TO 30 NOVEMBER, 2012

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, 2012 TO 30 NOVEMBER, 2012

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, 2012 TO 30 NOVEMBER, 2012

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, 2012 TO 30 NOVEMBER, 2012

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 an 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, swimming pool, 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, 2012 TO 30 NOVEMBER, 2012

	30 November, 2012 Actual \$	2012/2013 Budget \$
3. ACQUISITION OF ASSETS		
The following assets have been acquired during the period under review:		
<u>By Program</u>		
Governance		
Purchase Plant & Equipment	90,890.15	95,000
Computer Development	195.00	1,500
Furniture & Equipment	0.00	2,000
Buildings	0.00	5,000
Health		
Buildings	38,536.82	32,000
Education & Welfare		
Senior Citizens Centre - Building	3,300.00	2,500
Housing		
Buildings	23,188.00	43,000
Land & Buildings	0.00	11,500
Community Amenities		
Buildings	0.00	10,000
Furniture & Equipment	14,169.00	4,600
Recreation and Culture		
Buildings	39,328.00	216,500
Purchase Plant & Equipment	1,850.00	14,000
Furniture & Equipment	2,643.64	6,500
Transport		
Infrastructure - Roads	223,687.50	1,824,434
Infrastructure - Bridges	974,245.55	2,460,000
Footpaths Construction	25,000.00	36,000
Plant & Equipment - Depot	0.00	3,550
Purchase Plant & Equipment	91,764.85	159,500
	1,528,798.51	4,927,584

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012

	30 November, 2012 Actual \$	2012/2013 Budget \$
ACQUISITION OF ASSETS		
3. 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	104,352.82	320,500
Furniture and Equipment	17,007.64	14,600
Plant and Equipment	184,505.00	272,050
Infrastructure Assets - Roads	223,687.50	1,824,434
Infrastructure Assets - Footpaths	25,000.00	36,000
Infrastructure Assets - Bridges	974,245.55	2,460,000
Infrastructure Assets - Drainage/Floodways	0.00	0
Infrastructure Assets - Recreation Areas	0.00	0
	1,528,798.51	4,927,584

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, 2012 TO 30 NOVEMBER, 2012

4. DISPOSALS OF ASSETS

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

By Program	Net Book Value	Net Book Value	Sale Proceeds	Sale Proceeds	Profit(Loss)	Profit(Loss)
	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$	\$	\$	\$
Governance						
Admin Vehicle (MI 177)	23,600	25,191	25,000	26,364	1,400	1,173
CEO Vehicle (1 MI)	49,400	52,023	50,000	50,000	600	(2,023)
Transport						
Works Manager Vehicle (MI 108)	29,208	35,262	29,000	30,000	(208)	(5,262)
ISA Officer Vehicle (MI 481)	30,690	31,019	26,700	19,092	(3,990)	(11,927)
Vibrating Roller	0	0	25,000	0	25,000	0
Sale of Pig Trailer (MI 3196)	0	0	15,000	0	15,000	0
Sale of Dolly (MI 3396)	0	0	10,000	0	10,000	0
	132,898	143,494	180,700	125,456	47,802	(18,039)

By Class	Net Book Value	Net Book Value	Sale Proceeds	Sale Proceeds	31/10/2012	Profit(Loss)
	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$	\$	\$	\$
Plant & Equipment						
Admin Vehicle (MI 177)	23,600	25,191	25,000	26,364	1,400	1,173
CEO Vehicle (1 MI)	49,400	52,023	50,000	50,000	600	(2,023)
Works Manager Vehicle (MI 108)	29,208	35,262	29,000	30,000	(208)	(5,262)
ISA Officer Vehicle (MI 481)	30,690	31,019	26,700	19,092	(3,990)	(11,927)
Vibrating Roller	0	0	25,000	0	25,000	0
Sale of Pig Trailer (MI 3196)	0	0	15,000	0	15,000	0
Sale of Dolly (MI 3396)	0	0	10,000	0	10,000	0
	132,898	143,494	180,700	125,456	47,802	(18,039)

Summary

	2012 / 2013	30/11/2012
	BUDGET	ACTUAL
	\$	\$
Profit on Asset Disposals	52,000	1,173
Loss on Asset Disposals	(4,198)	(19,212)
	<u>47,802</u>	<u>(18,039)</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012

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 \$
Education & Welfare									
Loan 137 - Senior Citizens Building	114,298	0	0	1,976	4,012	112,322	110,286	3,478	6,897
Housing									
Loan 133 - Triplex (+)	111,694	0	0	4,273	8,691	107,421	103,003	3,814	7,483
Loan 134 - S/C Housing (+)	71,568	0	0	2,178	4,423	69,390	67,145	2,222	4,376
Loan 136 - Staff Housing (#)	144,961	0	0	2,962	6,017	141,999	138,944	4,655	9,215
Loan 142 - Staff Housing	100,000	0	0	3,557	7,923	96,443	92,076	2,303	4,969
Recreation & Culture									
Loan 138 - Pavilion Fit-Out	109,726	0	0	1,897	3,851	107,829	105,875	3,339	6,621
Transport									
Loan 139 - Roller	90,063	0	0	5,667	11,520	84,396	78,544	2,990	5,795
Loan 141 - Grader	190,165	0	0	9,386	19,060	180,779	171,106	5,893	11,499
Loan 143 - Trucks	250,000	0	0	22,458	45,447	227,542	204,553	5,971	11,412
Loan 144 - Trailer	100,000	0	0	3,913	7,924	96,087	92,076	2,533	4,969
	1,282,475	0	0	58,266	118,868	1,224,209	1,163,608	37,199	73,236

(+) 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, 2012 TO 30 NOVEMBER, 2012

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2011 / 2012

No new debentures are planned in 2012/13.

(c) Unspent Debentures

Council had no unspent debentures at 30 June, 2012 nor is it expected to have unspent debenture funds as at 30 June, 2013.

(d) Overdraft

Council has an overdraft facility of \$200,000 with National Australia Bank of which Nil was utilised at 30 June 2012. It is anticipated that this facility will not be utilised during the 2012 / 2013 financial year.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012

	30 November, 2012 Actual \$	2012/2013 Budget \$
6. RESERVES		
Cash Backed Reserves		
(a) Land and Building Reserve		
Opening Balance	65,319	65,319
Amount Set Aside / Transfer to Reserve	958	3,271
Amount Used / Transfer from Reserve	-	-
	<u>66,277</u>	<u>68,590</u>
(b) Sportsground Improvement Reserve		
Opening Balance	2,466	2,466
Amount Set Aside / Transfer to Reserve	36	123
Amount Used / Transfer from Reserve	-	-
	<u>2,502</u>	<u>2,589</u>
(c) Plant Replacement Reserve		
Opening Balance	13,869	13,869
Amount Set Aside / Transfer to Reserve	203	712
Amount Used / Transfer from Reserve	-	-
	<u>14,072</u>	<u>14,581</u>
(d) Accrued Leave Reserve		
Opening Balance	43,359	43,359
Amount Set Aside / Transfer to Reserve	636	2,169
Amount Used / Transfer from Reserve	-	-
	<u>43,995</u>	<u>45,528</u>
(e) Aged Persons Units Reserve		
Opening Balance	18,299	18,299
Amount Set Aside / Transfer to Reserve	268	916
Amount Used / Transfer from Reserve	-	-
	<u>18,567</u>	<u>19,215</u>
(f) Street Light Upgrade Reserve		
Opening Balance	13,088	13,088
Amount Set Aside / Transfer to Reserve	192	655
Amount Used / Transfer from Reserve	-	-
	<u>13,280</u>	<u>13,743</u>
(g) Painted Road Reserve		
Opening Balance	3,840	3,840
Amount Set Aside / Transfer to Reserve	56	192
Amount Used / Transfer from Reserve	-	-
	<u>3,896</u>	<u>4,032</u>
(h) Industrial Area Reserve		
Opening Balance	4,786	4,786
Amount Set Aside / Transfer to Reserve	70	240
Amount Used / Transfer from Reserve	-	-
	<u>4,856</u>	<u>5,026</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012

6. RESERVES (Continued)	30 November, 2012 Actual \$	2012/2013 Budget \$
(i) Environmental Rehabilitation Reserve		
Opening Balance	16,284	16,284
Amount Set Aside / Transfer to Reserve	239	815
Amount Used / Transfer from Reserve	-	-
	<u>16,523</u>	<u>17,099</u>
(j) RTC/PO/NAB Reserve		
Opening Balance	18,437	18,437
Amount Set Aside / Transfer to Reserve	270	922
Amount Used / Transfer from Reserve	-	-
	<u>18,707</u>	<u>19,359</u>
Total Cash Backed Reserves	<u>202,676</u>	<u>209,762</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	958	3,271
Sports Ground Improvement Reserve	36	123
Plant Replacement Reserve	203	712
Accrued Leave Reserve	636	2,169
Aged Persons Units Reserve	268	916
Street Light Upgrade Reserve	192	655
Painted Road Reserve	56	192
Industrial Area Development Reserve	70	240
Environmental Rehabilitation Reserve	239	815
RTC/PO/NAB Reserve	270	922
	<u>2,929</u>	<u>10,015</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>2,929</u>	<u>10,015</u>
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SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012

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

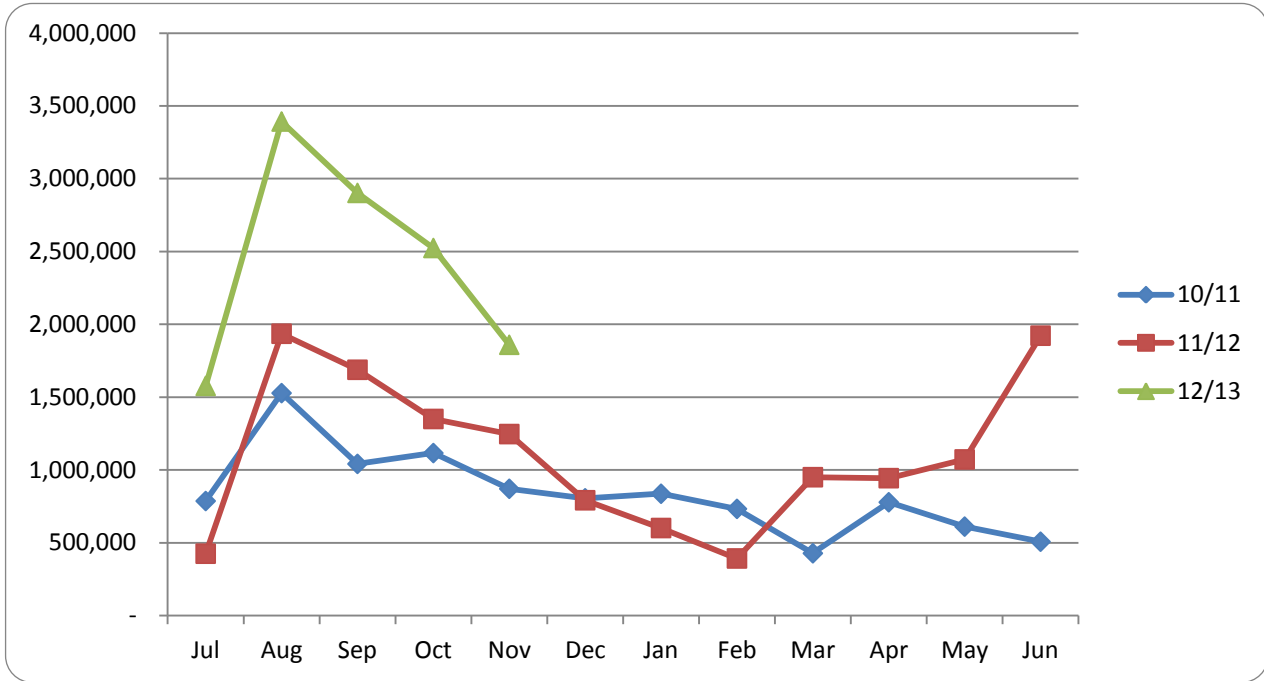
None of the above Reserves are expected to be used within a set period as it is envisaged that further transfers to the reserve accounts will occur as funds are utilised.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012

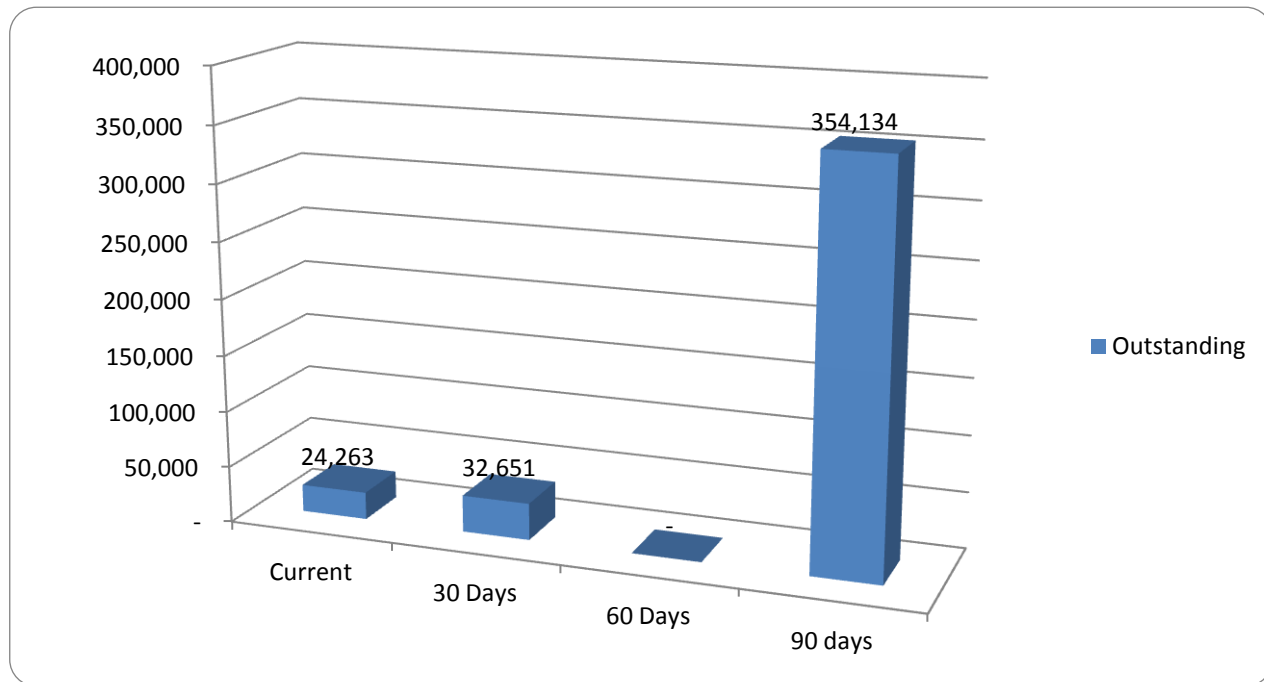
	30 November, 2012 Actual \$	Brought Forward 1-Jul-12 \$
7. NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	1,170,871	1,662,833
Cash - Restricted (Reserves)	202,677	199,748
Cash - Restricted (Unspent Grants)	-	-
Cash - Restricted (Unspent Loans)	-	-
Receivables		
- Rates Outstanding	357,518	22,919
- Sundry Debtors	467,422	315,028
- Emergency Services Levy	-	-
- Provision for doubtful debt	(8,574)	(8,574)
- GST Receivable	-	-
Inventories	18,196	17,548
	<u>2,208,110</u>	<u>2,209,502</u>
LESS: CURRENT LIABILITIES		
Payables		
- Sundry Creditors	53,790	(106,809)
- GST Payable	-	2,503
- PAYG/Withholding Tax Payable	-	-
Accrued Interest	(21,336)	(27,157)
Accrued Salaries & Wages	(8,712)	(8,712)
Loan Liability	(64,159)	(118,868)
Accrued Annual Leave	(76,667)	(76,667)
Accrued LSL	(74,645)	(74,645)
	<u>(191,729)</u>	<u>(410,355)</u>
NET CURRENT ASSET POSITION	2,016,381	1,799,147
Less: Cash - Reserves - Restricted	(202,677)	(199,748)
Less: Cash - Restricted/Committed	<u>-</u>	<u>-</u>
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u><u>1,813,704</u></u>	<u><u>1,599,399</u></u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012

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, 2012 TO 30 NOVEMBER, 2012

8. RATING INFORMATION - 2011 / 2012 FINANCIAL YEAR

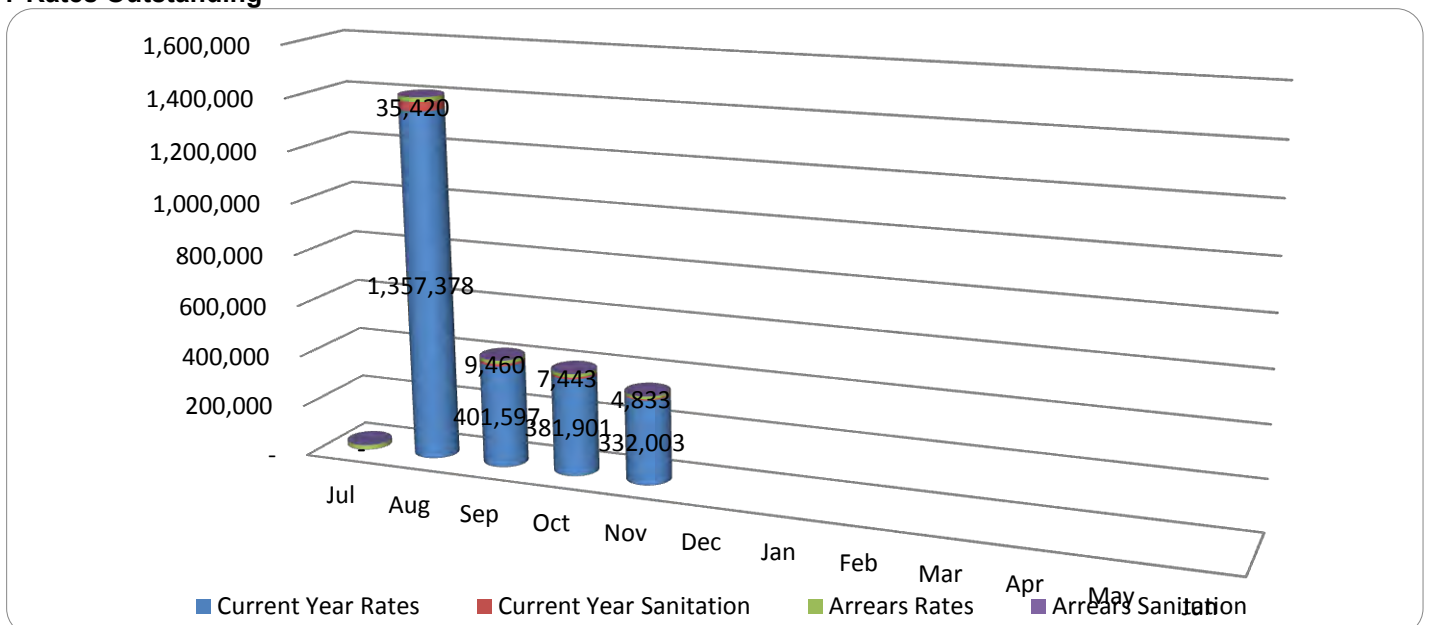
RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2012/2013 Rate Revenue \$	2012/2013 Interim Rates \$	2012/2013 Back Rates \$	2012/2013 Total Revenue \$	2012/2013 Budget \$
General Rate								
GRV - Townsites	10.7236	226	1,513,404	162,291	0	0	162,291	102,263
UV - Rural	1.1697	146	97,652,500	1,142,241	0	0	1,142,241	1,145,639
UV - Mining	15.0000	18	121,692	18,254	0	0	18,254	18,254
Sub-Totals		390	99,287,596	1,322,786	0	0	1,322,786	1,266,156
Minimum Rates	Minimum \$							
GRV - Townsites	330	83	82,138	27,390	0	0	27,390	27,720
UV - Rural	450	15	161,500	6,750	0	0	6,750	6,750
UV - Mining	750	13	28,783	9,750	0	0	9,750	9,750
Sub-Totals		111	272,421	43,890	0	0	43,890	44,220
Rates Written-Off							1,120	0
Ex-Gratia Rates							30,946	17,800
Movement in Excess Rates							7,107	0
Totals							1,404,730	1,328,176

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 2012 / 2013 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, 2012 TO 30 NOVEMBER, 2012

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-12 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
BCITF Levy	435	83	(2)	516
BRB Levy	25	289		314
Centenary/Autumn Committee	1,734			1,734
Community Bus	500	920	(260)	1,160
Cool Room Bonds	225		(225)	-
Donations CWA	-			-
Farm Water Scheme	756			756
Industrial Land Bonds	2,000		(1,000)	1,000
Mid West Industry Road Safety Alliance	-	11,000		11,000
Mingenew Cemetery Group	366			366
Mingenew District Christmas Tree Fund	(8)			(8)
Mingenew Water Rights	-			-
Nomination Fees	-			-
Other Bonds	5,389		(980)	4,409
Paul Starick Transpot	-			-
Police Licensing	-	30,529	(30,529)	-
Sinosteel Community Trust Fund	55,035	27,500		82,535
Tree Planter - LCDC	288			288
Weary Dunlop Memorial	1,906			1,906
Youth Advisory Council	2,319			2,319
	<u>70,970</u>			<u>108,295</u>

10. CASH / INVESTMENTS SUMMARY

Investments						30 November 2012 Actual \$
Financial Institution	Fund	Date Invested	Investment Amount \$	Interest Rate %	Maturity Date	
Cash at Bank						30 November 2012 Actual \$
Financial Institution	Fund	Total Cash at Bank	O/S Deposits	O/S Cheques	Adjustment	
National Australia Bank	Muni	194,062	9,263	(9,436)	(51,249)	142,640
National Australia Bank	Trust	102,781	5,500	-	14	108,295
			Interest		Transfers	
National Australia Bank	Maxi Investment	1,027,831	-	-	-	1,027,831
National Australia Bank	Reserve Maxi	202,677	-	-	-	202,677

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, 2012 TO 30 NOVEMBER, 2012**

	NOTE	30/11/2012 Actual \$	2012 / 2013 Budget \$
REVENUES FROM ORDINARY ACTIVITIES			
Rates	8	1,397,116	1,173,420
Operating Grants, Subsidies and Contributions		333,187	1,341,976
Non-Operating Grants, Subsidies and Contributions		794,135	1,287,291
Profit on Asset Disposals		(850)	30,114
Proceeds on Disposal of Assets	#	609	-
Service Charges		-	-
Fees and Charges		165,544	234,629
Interest Earnings		32,630	39,490
Other Revenue		123,709	12,500
		<u>2,846,080</u>	<u>4,119,420</u>
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Costs		(388,635)	(859,681)
Materials and Contracts		(428,708)	(1,213,443)
Utility Charges		(47,661)	(123,954)
Depreciation		(574,096)	(375,770)
Loss on Asset Disposals		(15,281)	(55,727)
Interest Expenses		(37,200)	(56,767)
Insurance		(182,122)	(151,909)
Other Expenditure		(138,699)	(82,800)
		<u>(1,812,402)</u>	<u>(2,920,051)</u>
NET RESULT		1,033,678	1,199,369

SHIRE OF MINGENEW

INCOME STATEMENT

BY PROGRAM

FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012

	30/11/12 Y-T-D Actual \$	30/11/12 Y-T-D Budget \$	2012/13 Total Budget \$
OPERATING REVENUES			
Governance	9,691	3,450	8,319
General Purpose Funding	1,545,669	1,463,444	1,914,356
Law, Order, Public Safety	17,793	15,510	26,200
Health	545	455	26,100
Education and Welfare	2,525	1,575	3,795
Housing	18,604	23,870	57,322
Community Amenities	101,382	99,460	150,965
Recreation and Culture	43,790	71,645	153,625
Transport	1,018,243	1,236,419	2,856,876
Economic Services	3,752	4,290	10,339
Other Property and Services	84,086	105,295	252,740
	<u>2,846,080</u>	<u>3,025,413</u>	<u>5,460,637</u>
OPERATING EXPENSES			
Governance	(118,443)	(208,989)	(249,046)
General Purpose Funding	(14,245)	(17,545)	(42,127)
Law, Order, Public Safety	(44,078)	(38,066)	(100,949)
Health	(23,577)	(24,360)	(56,436)
Education and Welfare	(13,218)	(15,194)	(33,565)
Housing	(93,618)	(96,246)	(199,900)
Community Amenities	(60,122)	(59,926)	(152,816)
Recreation & Culture	(323,807)	(334,777)	(857,492)
Transport	(946,576)	(1,000,338)	(2,342,300)
Economic Services	(66,284)	(133,339)	(204,177)
Other Property and Services	(108,435)	(166,089)	(219,085)
	<u>(1,812,403)</u>	<u>(2,094,869)</u>	<u>(4,457,893)</u>
NET PROFIT OR LOSS/RESULT	<u>1,033,677</u>	<u>930,544</u>	<u>1,002,744</u>

SHIRE OF MINGENEW**BALANCE SHEET****FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012**

	30 November, 2012	2012
	ACTUAL	
	\$	\$
CURRENT ASSETS		
Cash and Cash Equivalents	1,373,548	1,862,581
Trade and Other Receivables	816,366	329,372
Inventories	18,196	17,548
TOTAL CURRENT ASSETS	<u>2,208,110</u>	<u>2,209,501</u>
NON-CURRENT ASSETS		
Other Receivables	-	-
Inventories	96,879	95,281
Property, Plant and Equipment	6,405,649	6,448,403
Infrastructure	34,952,523	34,098,563
TOTAL NON-CURRENT ASSETS	<u>41,455,051</u>	<u>40,642,247</u>
TOTAL ASSETS	<u>43,663,161</u>	<u>42,851,748</u>
CURRENT LIABILITIES		
Trade and Other Payables	(23,742)	140,174
Long Term Borrowings	64,159	118,868
Provisions	151,312	151,311
TOTAL CURRENT LIABILITIES	<u>191,729</u>	<u>410,353</u>
NON-CURRENT LIABILITIES		
Long Term Borrowings	1,160,052	1,163,609
Provisions	20,556	20,556
TOTAL NON-CURRENT LIABILITIES	<u>1,180,608</u>	<u>1,184,165</u>
TOTAL LIABILITIES	<u>1,372,337</u>	<u>1,594,518</u>
NET ASSETS	<u>42,290,824</u>	<u>41,257,230</u>
EQUITY		
Retained Profits (Surplus)	56,563,622	55,532,875
Reserves - Cash Backed	202,677	199,748
Reserves - Asset Revaluation	(13,955,373)	(13,955,373)
TOTAL EQUITY	<u>42,810,926</u>	<u>41,777,250</u>

SHIRE OF MINGENEW**STATEMENT OF CHANGES IN EQUITY****FOR THE PERIOD 1 JULY, 2012 TO 30 NOVEMBER, 2012**

	30 November 2012 Actual \$	2012 \$
RETAINED PROFITS (SURPLUS)		
Balance as at 1 July 2012	23,374,214	23,217,670
Change in Net Assets Resulting from Operations	1,033,678	141,742
Transfer from/(to) Reserves	<u>(2,929)</u>	<u>14,802</u>
Balance as at 30 June 2013	<u>24,404,963</u>	<u>23,374,214</u>
RESERVES - CASH BACKED		
Balance as at 1 July 2012	184,945	199,747
Amount Transferred (to)/from Surplus	<u>2,929</u>	<u>(14,802)</u>
Balance as at 30 June 2013	<u>187,874</u>	<u>184,945</u>
RESERVES - ASSET REVALUATION		
Balance as at 1 July 2012	15,930,143	15,930,143
Revaluation Increment	-	-
Revaluation Decrement	-	-
Balance as at 30 June 2013	<u>15,930,143</u>	<u>15,930,143</u>
TOTAL EQUITY	<u><u>40,522,980</u></u>	<u><u>39,489,302</u></u>

9.6.3 2012/2013 SPORTING CLUB LEASE WAIVER

Agenda Reference: MFA 12/12-03
Location/Address: Shire of Mingenew
Name of Applicant: Nil
File Reference: N/A
Disclosure of Interest: Nil
Date: 12 December, 2012
Author: Cameron Watson – Manager Finance & Administration

SUMMARY

This report recommends Councils endorsement of a 50% waiver for 2012/2013 Sporting Club facility leases.

ATTACHMENT

Nil

BACKGROUND

Informal discussions were held prior to the October meeting of Council concerning feedback from many of the local sporting clubs regarding the budgeted increase in the 2012/2013 sporting facilities lease fees. A request to staff was made by many Councillors to put forward an item lowering these lease fees at the next meeting.

COMMENT

Many of the local Sporting Clubs have voiced their concerns over the level of increase in the lease fees charge by Council in the 2012/2013 budget. The following is a breakdown of the various clubs and associated fees charged.

	2011/2012	2012/2013	\$	%
CLUB	LEASE FEES	LEASE FEES	INCREASE	INCREASE
Football Club	3,036.00	5,500.00	2,464.00	81.16%
Cricket Club	1,925.00	3,300.00	1,375.00	71.43%
Hockey Club	1,925.00	3,300.00	1,375.00	71.43%
Netball Club	814.00	1,100.00	286.00	35.14%
Tennis Club	3,036.00	5,500.00	2,464.00	81.16%
Mingenew Expo	3,465.00	11,000.00	7,535.00	217.46%
Polocrosse Club	418.00	825.00	407.00	97.37%
Turf Club	3,036.00	5,500.00	2,464.00	81.16%
Golf Club	3,036.00	5,500.00	2,464.00	81.16%
Bowling Club	3,036.00	5,500.00	2,464.00	81.16%
	23,727.00	47,025.00	23,298.00	

There was tentative agreement on a compromise made up of the following:

- Waiver of 50% of the increase between the 2011/12 and 2012/13 for all Sporting Club Lease fees.
- The above waiver is made up in the 2013/14 year, ie the 2013/14 fee increase will be equal to the 2012/13 amount after waiver.
- There after, any increase will be linked to the March quarter Perth Capital city CPI.

CONSULTATION

Mike Sully – Chief Executive Officer
Councillors

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.12 (1) (c) allows for the waiver or write off of any debt.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If approved, this item will mean the waiver of \$11,649 in Fees & Charges income.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

121206 - OFFICER RECOMMENDATION – ITEM 9.6.3

That Council

- 4. Allow a waiver of 50% of the increase between the 2011/12 and 2012/13 fees for each Sporting Club's Lease;**
- 5. Recommend that the 2013/14 increase in lease fees for each Sporting Club be equal to the amount waived in point 1; and**
- 6. Limit any increases imposed after the 2013/14 financial year to be at a rate no higher than the March quarter Perth Capital City CPI.**

LAPSED

121206 - COUNCIL RESOLUTION – ITEM 9.6.3

MOVED : CR MP Pearce

SECONDED : CR HM Newton

That Council

- 1. Allow a waiver of 50% of the increase between the 2011/12 and 2012/13 fees for each Sporting Club's Lease;**
- 2. Recommend that the 2013/14 increase in lease fees for each Sporting Club be equal to the amount waived in point 1; and**
- 3. Limit any increases imposed after the 2013/14 financial year to be at a rate no higher than Councils annual rate in the dollar increase.**

CARRIED

Voting 7/0

Reason for change: To allow for clearer definition of any proposed increase.

9.6.4 ACCOUNTS FOR PAYMENT – November, 2012

Agenda Reference: AO 12/12 - 01
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: N/A
Disclosure of Interest: Nil
Date: 17th December 2012
Author: Julie Borrett

SUMMARY

Council to confirm the payment of creditors for the month of May 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 1995, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 14

POLICY IMPLICATIONS

Payments have been made under delegation

FINANCIAL IMPLICATIONS

Funds available to meet expenditure

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

121207 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.6.4

MOVED : CR HM Newton
SECONDED : CR PJ Ward

That Council confirm the accounts as presented for November 2012 from the Municipal Fund totalling \$878,701.44 represented by Electronic Funds Transfers of EFT6557 to EFT6636, Trust Cheque no 400 and Cheque nos 7624 – 7639

CARRIED
Voting 7/0

Date: 10/12/2012
Time: 12:32:49PM

Shire of MINGENEW
Statement of Payments for the month of November 2012

USER: Administrator Offi
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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
400	19/11/2012	MINGENEW SHIRE COUNCIL BCITF LEVY COMMISSION HAS INCREASED		1.65
EFT6557	07/11/2012	Shire of Mingenew - Payroll PAYROLL		29,389.97
EFT6558	07/11/2012	Australian Services Union Payroll deductions		22.90
EFT6559	07/11/2012	CHILD SUPPORT AGENCY Payroll deductions		192.07
EFT6560	07/11/2012	HBF Payroll deductions		70.90
EFT6561	07/11/2012	LGRCEU Payroll deductions		19.40
EFT6562	07/11/2012	WA LOCAL GOVERNMENT SUPERANNUATION PLAN P/L Superannuation contributions		4,551.22
EFT6563	07/11/2012	PRIME SUPER Superannuation contributions		336.24
EFT6564	12/11/2012	AUSTRALIA POST POSTAGE		87.11
EFT6565	12/11/2012	UHY HAINES NORTON (WA) PTY LTD CHARGES		1,210.00
EFT6566	12/11/2012	BATAVIA COAST AUTO ELECTRICAL PTY LTD CHARGES		407.00
EFT6567	12/11/2012	Courier Australia FREIGHT		61.64
EFT6568	12/11/2012	STAPLES AUSTRALIA PTY LIMITED STATIONERY		252.59
EFT6569	12/11/2012	COOKS TOURS ADVERTISING		900.00
EFT6570	12/11/2012	COMPLETE LANDSCAPE SOLUTIONS CHARGES		150.00
EFT6571	12/11/2012	LANDGATE CHARGES		73.60
EFT6572	12/11/2012	DONGARA DRILLING & ELECTRICAL CHARGES		1,263.02
EFT6573	12/11/2012	DONGARA TREE SERVICE CHARGES		63,979.00
EFT6574	12/11/2012	D-TRANS CHARGES		7,716.80
EFT6575	12/11/2012	ELITE ELECTRICAL CONTRACTING PTY LTD CHARGES		5,190.99
EFT6576	12/11/2012	FINE SIGHT OPTICAL EXPRESS CHARGES		410.00
EFT6577	12/11/2012	FREDS MOWER REPAIRS GOODS		197.70
EFT6578	12/11/2012	GERALDTON MOWER & REPAIR SPECIALISTS GOODS		194.95
EFT6579	12/11/2012	PJ & WJ GLEDHILL CHARGES		17,930.00
EFT6580	12/11/2012	VEOLIA ENVIRONMENTAL SERVICES AUSTRALIA PTY LTD CHARGES		4,065.52

Date: 10/12/2012

Shire of MINGENEW

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Time: 12:32:49PM

Statement of Payments for the month of November 2012

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Great Northern Rural Services		
EFT6581	12/11/2012	GOODS		3,127.20
		JR & A HERSEY PTY LTD		
EFT6582	12/11/2012	UNIFORM		613.19
		IT VISION AUSTRALIA PTY LTD		
EFT6583	12/11/2012	CHARGES		214.50
		JOHN HUGHES		
EFT6584	12/11/2012	PLANT		15,137.60
		CANINE CONTROL		
EFT6585	12/11/2012	FEES		2,160.00
		Local Government Managers Australia		
EFT6586	12/11/2012	CHARGES		1,268.00
		RELIANCE PETROLEUM		
EFT6587	12/11/2012	FUEL		5,298.00
		MILLS' MECHANICAL REPAIRS & SERVICES		
EFT6588	12/11/2012	CHARGES		9,580.37
		MINGENEW TOURISTS & PROMOTIONS COMMITTEE		
EFT6589	12/11/2012	DONATION		2,000.00
		STARICK TYRES		
EFT6590	12/11/2012	CHARGES		385.01
		MIDWEST AERO MEDICAL AIR AMBULANCE P/L		
EFT6591	12/11/2012	FEES		1,000.00
		ROCKS GONE		
EFT6592	12/11/2012	CHARGES		10,597.18
		LANDMARK		
EFT6593	12/11/2012	GOODS		945.78
		SUNNY SIGN COMPANY PTY LTD		
EFT6594	12/11/2012	GOODS		703.73
		HELEN SMITH		
EFT6595	12/11/2012	CHARGES		600.00
		Shire Of Three Springs		
EFT6596	12/11/2012	FEES		3,519.15
		WA LOCAL GOVERNMENT ASSOCIATION		
EFT6597	12/11/2012	CHARGES		401.63
		WESTRAC PTY LTD		
EFT6598	12/11/2012	CHARGES		5,998.90
		MINGENEW FABRICATORS		
EFT6599	12/11/2012	REPAIRS		1,020.25
		Cameron Watson		
EFT6600	12/11/2012	REIMBURSEMENT		100.00
		WOODLANDS		
EFT6601	12/11/2012	CHARGES		18,291.24
		NAB BUSINESS VISA		
EFT6602	19/11/2012	CREDIT CARD		1,287.08
		FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS		
EFT6603	19/11/2012	CHARGES		751.65
		ARROWSMITH COMPUTER COMPANY		
EFT6604	19/11/2012	GOODS		1,618.20
		Courier Australia		
EFT6605	19/11/2012	FREIGHT		296.35
		DONGARA GLASS & GLAZING		

Date: 10/12/2012
Time: 12:32:49PM

Shire of MINGENEW

Statement of Payments for the month of November 2012

USER: Administrator Offi
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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT6606	19/11/2012	DONGARA GLASS & GLAZING CHARGES		1,563.00
EFT6607	19/11/2012	ELITE ELECTRICAL CONTRACTING PTY LTD GOODS		14,333.00
EFT6608	19/11/2012	GREENFIELD TECHNICAL SERVICES CHARGES		20,745.91
EFT6609	19/11/2012	HOPPYS PARTS R US PARTS		503.00
EFT6610	19/11/2012	CANINE CONTROL FEES		935.00
EFT6611	19/11/2012	RELIANCE PETROLEUM FUEL		6,190.03
EFT6612	19/11/2012	MINGENEW IGA PLUS LIQUOR GROCERIES		344.16
EFT6613	19/11/2012	Moora Toyota PLANT		6,063.58
EFT6614	19/11/2012	MIDWEST AERO MEDICAL AIR AMBULANCE P/L FEES		500.00
EFT6615	19/11/2012	MINGENEW PRIMARY SCHOOL DONATION		60.00
EFT6616	19/11/2012	MINGENEW MEN'S SHED CHARGES		1,000.00
EFT6617	19/11/2012	PURCHER INTERNATIONAL PARTS		84.19
EFT6618	19/11/2012	QUANTUM SURVEYS PTY LTD CHARGES		1,705.00
EFT6619	19/11/2012	MICHAEL CHARLES SULLY REIMBURSEMENT		59.95
EFT6620	19/11/2012	TUTT BRYANT EQUIPMENT PARTS		236.35
EFT6621	19/11/2012	WA LOCAL GOVERNMENT ASSOCIATION CHARGES		225.73
EFT6622	21/11/2012	Shire of Mingenew - Payroll PAYROLL		28,324.26
EFT6623	21/11/2012	Australian Services Union Payroll deductions		22.90
EFT6624	21/11/2012	CHILD SUPPORT AGENCY Payroll deductions		268.51
EFT6625	21/11/2012	HBF Payroll deductions		70.90
EFT6626	21/11/2012	LGRCEU Payroll deductions		19.40
EFT6627	21/11/2012	WA LOCAL GOVERNMENT SUPERANNUATION PLAN P/L Superannuation contributions		4,738.52
EFT6628	21/11/2012	PRIME SUPER Superannuation contributions		336.24
EFT6629	26/11/2012	ABCO PRODUCTS GOODS		1,356.69
EFT6630	26/11/2012	BATAVIA COAST AUTO ELECTRICAL PTY LTD CHARGES		524.50
EFT6631	26/11/2012	ELDERS LIMITED CHARGES		589.20

Date: 10/12/2012
Time: 12:32:49PM

Shire of MINGENEW
Statement of Payments for the month of November 2012

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		IN-SITU CONSTRUCTION & MAINTENANCE		
EFT6632	26/11/2012	CHARGES		525,253.54
		MICHAEL CAUNCE CARPENTRY		
EFT6633	26/11/2012	CHARGES		11,550.00
		Midwest Regional Council (MUNI)		
EFT6634	26/11/2012	CHARGES		5,500.00
		SUNNY INDUSTRIAL BRUSHWARE PTY LTD		
EFT6635	26/11/2012	CHARGES		1,500.40
		Shire Of Three Springs		
EFT6636	26/11/2012	CHARGES		5,616.44
		Austral Iron Pty Ltd		
7624	12/11/2012	Rates refund for assessment A684 E70/02517 NO NAME MINING MINGEN		2,734.95
		BIGPOND		
7625	12/11/2012	CHARGES		39.95
		MINGENEW SHIRE COUNCIL		
7626	12/11/2012	Payroll deductions		900.00
		PALM ROADHOUSE		
7627	12/11/2012	CATERING		341.00
		Plum Personal Plan		
7628	12/11/2012	Superannuation contributions		329.40
		SYNERGY		
7629	12/11/2012	SYNERGY		4,465.60
		TELSTRA		
7630	12/11/2012	CHARGES		1,330.57
		DEPARTMENT OF TRANSPORT		
7631	12/11/2012	FEES		76.25
		PETTY CASH RECOUP		
7632	19/11/2012	PETTY CASH RECOUP		167.72
		PALM ROADHOUSE		
7633	19/11/2012	CATERING		176.00
		Dennis J Stokes		
7634	19/11/2012	Rates refund for assessment A137 COLEGATE ROAD MINGENEW WA 62		70.18
		Clancy Michael Nominees Pty Ltd		
7635	26/11/2012	Rates refund for assessment A873 STRAWBERRY N-E ROAD MINGENEW		17.50
		MINGENEW SHIRE COUNCIL		
7636	26/11/2012	Payroll deductions		460.00
		Plum Personal Plan		
7637	26/11/2012	Superannuation contributions		164.70
		SYNERGY		
7638	26/11/2012	SYNERGY		1,548.95
		TELSTRA		
7639	26/11/2012	CHARGES		68.99

REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	878,699.79
T	TRUST- NATIONAL AUST BANK	1.65
TOTAL		878,701.44

NATIONAL BUSINESS MASTERCARD

01 November to 30 November 2012

CEO - MIKE SULLY

New Urn for Chambers	\$	285.00
Accommodation	\$	1,324.10
Cookware for Rec Centre	\$	231.11
Bank Fees	\$	9.00
	\$	1,849.21

Work's Manager - Warren Borrett

Paint	\$	197.50
Spray gun & extention cord	\$	63.75
Plate Change MI108	\$	24.00
Bank Fees	\$	9.00
	\$	294.25

Manager of Admin and Finance - Cameron Watson

Internet Fees	\$	179.90
Part for Fax machine	\$	110.00
Mats for Rec Centre	\$	99.00
Bank Fees	\$	9.00
	\$	397.90

Total Direct Debit Payment made on 30th November	\$	2,541.36
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POLICE LICENSING

Direct Debits from Muni Account
01 November to 30 November 2012

Thursday, 1st November 2012	\$	5,022.00
Friday, 2nd November 2012	\$	1,821.15
Monday, 5th November 2012	\$	2,419.25
Tuesday, 6th November 2012	\$	152.55
Wednesday, 7th November 2012	\$	517.45
Thursday, 8th November 2012	\$	1,560.05
Friday, 9th November 2012	\$	2,122.55
Monday, 12th November 2012	\$	343.50
Tuesday, 13th November 2012	\$	256.70
Wednesday, 14th November 2012	\$	45.70
Friday, 16th November 2012	\$	488.75

Monday, 19th November 2012	\$ 6,176.95
Tuesday, 20th November 2012	\$ 138.25
Wednesday, 21st November 2012	\$ 154.65
Thursday, 22nd November 2012	\$ 1,335.30
Friday, 23rd November 2012	\$ 232.75
Monday, 26th November 2012	\$ 2,192.40
Tuesday, 27th November 2012	\$ 527.20
Wednesday, 28th November 2012	\$ 613.00
Thursday, 29th November 2012	\$ 1,280.95
	\$ 27,401.10

BANK FEES

Direct debits from Muni Account 01 November to 30 November 2012

Total direct debited from Municipal Account	\$ 557.77
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PAYROLL

Direct Payments from Muni Account 01 November to 30 November 2012

Wednesday, 7th November 2012	\$ 39,010.20
Wednesday, 21st November 2012	\$ 39,295.26
	\$ 78,305.46

10.0 ELECTED MEMBERS/ MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NIL

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

11.1 ELECTED MEMBERS

NIL

1.2 STAFF

NIL

12.0 CONFIDENTIAL ITEMS

NIL

13.0 COUNCILLOR REPORTS

NIL

14.0 TIME AND DATE OF NEXT MEETING

That the next Ordinary Council Meeting be held on Wednesday the 20th February 2013.

15.0 CLOSURE

The Shire President thanked all for attending and declared the meeting closed at 4.44pm

These minutes were confirmed at a meeting on Wednesday the 20th February 2013.

Signed: _____

Presiding Officer

Date: 20th February 2012