



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

18 December 2013

SHIRE OF MINGENEW



WILDFLOWER COUNTRY

ORDINARY COUNCIL MEETING NOTICE PAPER

18 December 2013

Madam President and Councillors,

An ordinary meeting of Council is called for Wednesday, 18 December 2013, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.00 pm.

Mike Sully
Chief Executive Officer

13 December 2013

MINGENEW SHIRE COUNCIL

DISCLAIMER

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CHIEF EXECUTIVE OFFICER

13 DECEMBER 2013

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SHIRE OF MINGENEW

AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 18 December 2013 COMMENCING AT 4.00pm

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
- 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE
- 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
- 4.0 PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS
- 5.0 APPLICATIONS FOR LEAVE OF ABSENCE
- 6.0 DECLARATIONS OF INTEREST
- 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

OFFICER RECOMMENDATION ITEM 7.0

That the Minutes of the Ordinary Meeting of Council held 20 November 2013 be confirmed as a true and accurate record of proceedings.

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

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 MID WEST REGIONAL COUNCIL – A WAY FORWARD

Name of Applicant: Mid West Regional Council
Disclosure of Interest: Nil.
Date: 2 December 2013
Author: Mike Sully

SUMMARY

The Mid West Regional Council (MWRC) has provided a document that indicates a number of possible future directions for the MWRC and has requested that Council consider the range of future directions so the Shire's MWRC delegate will be able to vote for an appropriate direction at the MWRC February 2014 meeting.

ATTACHMENT

A MWRC document, titled 'A Way Forward', indicating a range of future options is attached.

BACKGROUND

In June 2013 The Shire of Mingenew resolved to withdraw from the MWRC. The following details from the related June 2013 agenda item are a summary of the information provided to Council at the time.

In August 2012 the Shire of Three Springs advised that it intends to withdraw from the MWRC due to the increasing cost of membership. However their withdrawal will not occur until 30 June 2014 as the conditions of membership provide that a MWRC member intending to withdraw must complete the year of withdrawal and pay any operational costs for the following year. This condition applies to any member withdrawing its membership.

There are no issues with the current services provided by the MWRC however, similar to Three Springs; it is becoming increasingly difficult for this Council to meet the annual management costs. This burden will be even greater with only three Councils to share the MWRC's fixed operational and service provision costs.

While it is recommended that the Shire of Mingenew withdraw from the MWRC, it is strongly recommended that the Shire continues to maintain involvement within a more financially viable regional shared service delivery mechanism. This involvement is encouraged by the West Australian Local Government Association (WALGA) which states:

There is no doubt that regional shared service delivery mechanisms provide an opportunity for Local Governments to generate efficiencies by achieving economies of scale appropriate to particular services. However, they are limited in their ability to establish shared service structures by the current legislative provisions of the Local Government Act 1995 which impose an additional financial burden on Regional Local Governments and prevent the formation of alternative shared service options.

There are a number of other shared service models available to Local Governments in other states of Australia and New Zealand that have applicability to Western Australia. A key model, which is the subject of the Local Government Amendment (Regional Subsidiaries) Bill 2010 and this submission, is the Regional Subsidiary model currently in operation in South Australia.

Under this model, two or more Local Governments are able to establish a "Regional Subsidiary" to undertake a shared service function on behalf of its constituent Local Governments. The model provides increased flexibility when compared to the Regional Local Government model because regional subsidiaries are primarily governed and regulated by a charter rather than legislation.

While the regional subsidiary model's governance structure is primarily representative, the model also allows independent and commercially focussed directors to be appointed to the board of management. This is another benefit of the regional subsidiary model in comparison to the Regional Local Government model which utilises a wholly representative governance structure.

Another benefit of the regional subsidiary model is the increased oversight provided by a singly-focussed board in comparison to a Regional Council with a multitude of statutory concerns and responsibilities.

Regional subsidiaries have been operating successfully in South Australia for many years and one example worthy of examination is the Eastern Health Authority (EHA). The EHA provides environmental health services to its five constituent councils in Adelaide's inner northern and eastern suburbs. The EHA provides financial and non-financial benefits to the Local Governments involved which translates to more effective and more efficient services for the Local Governments' communities. The regional subsidiary model is also applicable to Western Australia provided the legislative setting is appropriate.

A key advantage of the regional subsidiary model is the use of a charter, as opposed to legislation, as the primary governance and regulatory instrument. Accordingly, the legislative provisions governing the establishment of regional subsidiaries should be light leaving most of the regulation to the regional subsidiary charter, which can be adapted to suit the specific circumstances of each regional subsidiary.

Local Governments should be encouraged to enter into suitable shared regional service arrangements by an appropriate legislative and regulatory setting that balances the need for flexibility in service delivery with suitable accountability and oversight provisions.

Amendment of the Local Government Act 1995, as proposed by the Local Government Amendment (Regional Subsidiaries) Bill 2010, to allow Local Governments to establish regional subsidiaries, is an important step in the right direction and will provide Local Governments with an important tool for delivering effective and efficient services to their communities; however further legislative reform is required to encompass the Local Government Enterprises model and reduced compliance requirements for Regional Local Governments.

The MWRC board has requested that the Chief Executive Officers of the four MWRC member Councils meet as soon as possible to review the current structure and operations of the MWRC and provide a recommendation for proposed changes. The meeting will be held on 28 June 2013 and Jo Burges from WALGA will attend to provide information and advice.

CONSULTATION

*Chief Executive Officers, Perenjori, Three Springs
A/ Chief Executive Officer, Morawa
Jo Burges, Regional Cooperation Manager, Governance and Strategy Team, WALGA*

STATUTORY ENVIRONMENT

Provisions of the Local Government Act 1995 and relevant Legislation will apply.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Withdrawing from the MWRC will result in a considerable reduction in the cost associated with membership to a regional structure.

STRATEGIC IMPLICATIONS

Withdrawing from the MWRC will allow Council to investigate more effective alternative options for regional co-operation.

VOTING REQUIREMENTS

Absolute Majority

130605 COUNCIL DECISION (OFFICER'S RECOMMENDATION) – ITEM 9.4.4

That Council advise the MWRC that the Shire is terminating its membership of the MWRC effective from 28 June 2013 and authorise the Chief Executive Officer to review options for establishing a formal structure to advance regional co-operation with surrounding Shires within the Mid West region.

CARRIED BY ABSOLUTE MAJORITY 6/0

COMMENT

The MWRC – 'A Way Forward' document lists a number of options for the possible evolution/devolution of the MWRC; they are:

- **COMMITTEE**
This is a committee constituted from Council, supported under LGA, sS.8 Establishment of Committees (Part 5 Division 2 Subdivision2 – Committees and their Meetings Local Government Act 1995.
- **VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (VROC)**
This is an informal body that has no legal status, generally hosted by one Shire that takes the lead role and underwritten by a MOU signed by participating Shires.
- **PARTNERSHIP AGREEMENT**
This is a contractual arrangement with a supplier, underwritten by a legal and binding contract with a specific objective of service provider to participating Shires, general function under the LGA.
- **REGIONAL COLLABORATIVE GROUP (RCG)**
This is a focus group with no particular legal status, focus on the development and delivery of common systems and services to the region.
- **INCORPORATED ASSOCIATION**
Legal entity under Associations Incorporation Act 1987.
- **REGIONAL LOCAL GOVERNMENT**
A separate legal entity under LGA created through an establishment agreement.
- **LOCAL GOVERNMENT ENTERPRISE**
No legal framework, currently only proposed legislation. (LGA requires amendment). Local government enterprises (LGE's) undertake general commercial activities including property development and used to generate income, and broaden and diversify their sources of revenue.

- **REGIONAL SUBSIDIARY MODEL**

No legal framework at present and LGA would require amendment to enable establishment. This is a body corporate that allows two or more local governments to establish a regional subsidiary to perform a variety of roles and operations and funded by annual subscriptions from constituent Councils and grants.

A series of future options for the MWRC, provided for consideration by member Councils, in the MWRC – “A Way Forward” document are:

Option 1

- Dissolve MWRC.
 - The remaining participating member Shires will seek to obtain Council resolutions from the member Councils to confirm their decision to withdraw their participation in the MWRC.
 - The ACEO is hereby authorised to apply the provision under the establishment agreement read together with the LGA and finalise all matters as soon as possible with a target date being no later than 30 June 2014.
- a. The ACEO will provide a monthly status report of steps taken and actions requiring approval by Council to give effect to this resolution.
 - b. Notify the Minister of the decision of the Council.

Option 2

Maintain the MWRC.

The two Shire of Perenjori and Morawa will remain participating members of the MWRC. The ACEO hereby authorised to redevelop and or amend the Corporate Business Plan, Asset Management Plan, Long term Financial Plan and Workforce Plan to reflect a ‘cost recovery’ business model and present this to Council for adoption no later than 30 June 2014.

The ACEO hereby authorised to start the employment process to procure a full time CEO.

Option 3

Defer this matter to a later date.

The ACEO hereby authorised to redevelop the Corporate Business Plan Asset Management Plan, Long term Financial Plan and Workforce Plan to reflect a ‘cost recovery’ business model and present this to Council for adoption/consideration no later than 30 June 2014.

The ACEO hereby authorised to start the employment process to procure a full time CEO.

Option 4

Dissolve MWRC.

The ACEO is hereby authorised to apply the provisions under the establishment agreement read together with the LGA and finalise all matters as soon as possible with a target date being no later than 30 June 2014.

Notify the Minister of the decision of the Council.

A nominated Shire will establish the following structure to retain the current expertise and services MWRC provides to the Mid West Region:

VARIATION OF THE REGIONAL COLLABORATIVE GROUPS (RCG) REGIONAL SUBSIDIARY MODEL (RSM)

The RCG is a focus group with no particular legal status, focus on the development and delivery of common systems and services to the region.

An RSM is a body corporate that allows two or more local governments to establish a regional subsidiary to perform a variety of roles and operations and funded by annual subscriptions from constituent Councils and grants. At present this has no legal framework and the LGA would require amendment to enable an RSM to be established.

The nominated Shire may engage some or all of the existing staff and incorporate them into a specialised business unit to provide the financial and other services to the Mid West Region Shires.

Once the necessary legislative framework is created to establish the RSM model, this business unit may then migrate to such a legal entity.

Since June 2013 The Shire of Mingenew has been involved in a number of informal discussions, regarding regional cooperation, with a number of CEO's from adjacent Shires. The discussions have been based around a variation of the Regional Collaborative Group model, similar to option four above, as the preferred option for regional cooperation.

Therefore, it would be reasonable for Council to support option four of the MWRC options as supporting the dissolution of the MWRC and forming an RCG with like-minded surrounding Councils would provide a lower cost, less restrictive regional cooperative process that could ultimately be developed into a Regional Subsidiary, when the new legislation details are known.

CONSULTATION

Nicholas Els	A/CEO Mid West Regional Council
CEOs	Mid West Regional Council Member Councils
Jo Burges	Regional Cooperation Manager, WALGA

STATUTORY ENVIRONMENT

Various sections of the Local Government Act 1995 contain requirements for the dissolution of a Regional Local Government.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

While Council has been successful in reducing the cost of membership to the MWRC for the 2013/2014 financial year, withdrawing from the MWRC and establishing an RCG would allow for further cost reductions, for involvement in regional cooperation, as there are fewer statutory and legislative requirements for an RCG.

STRATEGIC IMPLICATIONS

The Regional Council model is not supported by a number of neighbouring Shires, establishing a process which would encourage greater regional cooperation amongst neighbouring Shires would allow for increased opportunities in resource and information sharing.

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION – ITEM 9.1.1

That Council direct the Shire's MWRC representative to support the following sections of option four in the document titled 'A Way Forward' which are:

- **Dissolve MWRC.
(The ACEO of the MWRC is hereby authorised to apply the provisions under the establishment agreement, read together with the LGA and finalise all matters as soon as possible with a target date being no later than 30 June 2014.**
- **Notify the Minister of the decision of the Regional Council.**

9.1.1 MID WEST REGIONAL COUNCIL – WAY FORWARD

FILE REFERENCE:	401.13
REPORTING OFFICER:	Nicholas Els – A/Chief Executive Officer
PROPONENT:	Mid- West Regional Council
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	25th November 2013
ATTACHMENT:	None

1. SUMMARY

The purpose of this report is to determine the way forward for the Mid West Regional Council (hereinafter referred to as the 'MWRC').

2. BACKGROUND

The MWRC was established on 1 July 2006 with (7) participating councils and known as the 'Wildflower Country Regional Council' and during 2007 changed to 'Mid- West Regional Council' and reduced to 4 participating Council's.

The Shires of Mingenew and Three Springs have indicated that they will withdraw from the MWRC in June 2014, reducing the participating Council's to two (2), being Shires Perenjori and Morawa. (Refer further to Annexure 1 -Presentation to Council May 2011)

3. COMMENT

The reduction of the participants to the MWRC has created a difficult limbo period that requires a decision to be made:

- What future model should the MWRC take? and or
- What to do next?

In terms of the establishment agreement the MWRC can be maintained with two 2 participating members. However, this places the financial burden on the remaining Shires to maintain the financial viability of the MWRC.

Although a general acceptance that a Regional Council is necessary and does provide support in the scarce financial skills area for the shires, and to a lesser degree in the administrative support and training, non-participating shires can still buy-in these services at a higher '\$' rate that which the participating councils currently enjoy.

It has been made abundantly clear that two critical issues require attention that if corrected may retain the participating members that have indicated their withdrawal and or attract new participating members:

- Reduce participating fees
- Understanding 'Value for Money'

A. What future model should MWRC take?

The reasoning behind the creation of the MWRC is well documented and will not be repeated here. (Refer further to the attachments Annexure 2- 'About the Mid -West Regional Council, Annexure 3 - STRUCTURAL REFORM WORKING GROUP BUSINESS PLAN (FINANCE COMPONENT) AUGUST 2010 and Annexure 4- MWRC Strategic Plan).

The table below graphically represents the possible evolution/devolution models available to the mid-west region:

- **COMMITTEE**
This is a committee constituted from council and supported under LGA, s5.8 Establishment of Committees (Part 5 Division 2 Subdivision 2 – Committees and their Meetings Local Government Act 1995).
- **VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (VROC)**
This is an informal body that has no legal status, generally hosted by one Shire that takes the lead role and underwritten by a MOU signed by participating Shires.
- **PARTNERSHIP AGREEMENTS**
This is a contractual arrangement with a supplier, underwritten by a legal and binding contract with a specific objective of service provider to participating Shires, general function under the LGA
- **REGIONAL COLLABORATIVE GROUPS (RCGs)**
This is a focus group with no particular legal status, focus on the development and delivery of common systems and services to the region.
- **INCORPORATED ASSOCIATIONS,**
Legal entity under Associations Incorporation Act 1987
- **REGIONAL LOCAL GOVERNMENTS**
A separate legal entity under LGA created through an establishment agreement
- **LOCAL GOVERNMENT ENTERPRISES**
No legal framework, currently only a Bill. (LGA requires amendment) Local government enterprises (LGEs) undertake general commercial activities including property development and used to generate income, and broaden and diversify their sources of revenue
- **REGIONAL SUBSIDIARY MODEL**
No legal framework at present and LGA would require amendment to enable establishment. This is a body corporate that allows two or more local governments to establish a regional subsidiary to perform a variety of roles and operations and funded by annual subscriptions from constituent councils and grants.

Notwithstanding, the original objective behind the formation of the MWRC and the subtle changes in strategic direction since its inception, it is clear that the current needs of the Mid West region require a specific service delivery model that addresses the skills shortages in the area of financial service support, health, engineering, rates and payroll.

Service can be facilitated under the current model (Regional Council) until the necessary changes to the Local Government Act (hereinafter referred to as 'LGA') have taken place to allow a commercial styled enterprise, until then services can be provided under a cost recovery bases.

B. What to do next?

MWRC currently employs three staff:

- Acting CEO on 48 hours a fortnight
- Accountant 60 hours a fortnight
- Administrative Assistant on 70 Hours a fortnight.

C. Participation Fees

Under pressure from the participating shires the budget has been reworked to a \$70K contribution per participating Shire. This essentially pays for the salaries and governance cost of MWRC.

It is anticipated to focus on a cost/charges recovery model to alleviate the burden of participating shires and to increase the membership. Non-members who make use of the services of the MWRC pay a premium and when the current staffs are committed to participating members (who have preference), part time contractors are engaged to complete the work on project bases that brings in some revenue.

D. Value for money

The MWRC provides a local link with its base at Geraldton to the regional Shires facilitating and coordinating several projects and initiatives. The following value for money projects should be noted:

- MWRC coordinates the Main Roads project that has retain work within the region that has seen an injection of substantial money into the shires individual Shires.
- Coordinates the EBPPP, NWDF, WELL and MWLGSA programs.
- Submitted grant proposal for the Strategic Waste Management Plan and Waste Rationalisation Plan and awaiting the outcome of these that will benefit the region.
- Currently negotiating a collaborative professional skills service model to provide EHO, Planning and Building services and support to the participating Shires.
- The account provides financial services and support to the participating shires under the following mix:
 - 7.5 hours MWRC financial support,
 - 3.75 hours MWLGSA
 - 9 hours ad hoc support to each participating member
- The Admin Officer provides administrative back-up support in the areas of Council agendas, rates, payroll and debtors/creditors.
- The ACEO is able to provide locum support to CEO's paralegal/contract services, HR, Governance and Risk, Project Management and advocacy services.

E. Ability to Provide Services

The current delivery model has its shortcomings in that very little planning has gone into workforce planning and project management of service delivery and requires argnt attention to ensure efficient and reasonable deployment of services.

In reality more staff are required to service the Shires, with particular reference to the accounting services. The demand greatly outstrips the capacity of one account to service all the Shires over a critical two moth period.

Alternatively, more funds are needed to be made available to draw on back-up contractors on ad hoc bases to do the work at the coalface. This approach has recently been applied in finalising a rate register and notices where a contactor was employed to assist and under the accountant's guidance to meet a deadline. However, this requires the additional cost to be recovered from the Shires requesting the service.

It is unacceptable to expect the allocation of services not used over the length of the year to be accrued and a *quid pro quo* demand when required by an individual Shire. A more efficient model would require the MWRC to facilitate and project manages planned and scheduled services throughout the year. An added objective would be to develop Shire staff to be able to do the work themselves with the support of MWRC staff.

4. CONSULTATION

Consultation has taken place in several focus areas:

- Shires in the Mid-West Region
- MWRC Staff
- Legislative framework

A. Shires in the Mid-West Region

The ACEO has approached the original (7) founding Shires concerning their support for a regional council and extended this to the surrounding shires within the broader Mid-West region. It has been noted that there is general acceptance and acknowledgement of the support received by the Shires, both participating members and non-members in the areas of training, financial and administrative support from the MWRC.

Non-members where happy to support and collaborate with the MWRC and other shires within this region, through the sharing of resource's, professional knowledge and service sharing; participating in training programs, contracting-in *ad hoc* financial and administrative support staff/work and other regional programs than may arise. Generally it was accepted that the MWRC was a channel through which the coordination and facilitation of such cooperation could take place.

However, no Shire (non-member to the MWRC) visited expressed a desire to join the MWRC as a formal participant. One Shire did undertake to approach their council to look at joining the MWRC. Most shires were eager to collaborate and where they have ' spare capacity' in specialised areas/services to make these available subject to further negotiations.

Three broad reasons were given from those spoken to concerning their reluctance to formally join MWRC:

- Council reluctance to join (Historical/Political or personal differences);
- Cost of participation on already strained budgets; and
- Lack of understanding of what 'Value for money' would be obtained.

B. MWRC Staff

The existing staff who currently service many of the shortfall in skills within the Shires have expressed a willingness on their part to provide these skills/services and up- skill themselves to provide additional skills.

Any skill-set not readily available are been met through a developing *ad hoc* contractor's register of resources and a new approach to source these skills from surrounding Shires who have indicated that they have ' spare capacity' in specialised professional services.

C. Legislative Framework

The ACEO has spoken to the WALGA Regional Cooperation Manager and obtain a broader prospective of the legislative framework available to the MWRC should an alternative model be considered.

5. STATUTORY ENVIRONMENT

Local Government Act 1995, Part 3 Functions of local governments, Division 4 Regional Local governments, s3.63 Dissolution or partial dissolution of regional local government.

The Establishment Agreement

6. POLICY IMPLICATIONS

None Applicable.

7. FINANCIAL IMPLICATIONS

MWRC under the current budget proposal requires a financial commitment and contribution of \$280,000.00 pa. Any shortfall can be recovered through the recovery of costs based on current contractual commitments with non-member Shires or extra services provided to member Shires.

In terms of the establishment agreement any shortfall will be borne by the remaining participating Shires and will be clearly identified at the mid-year review in January/February 2014.

It must be understood that increased membership, than the current 4, lessens the financial burden and increases the ability to provide additional services and resources to the participating members. The reduction of participating members severely affects these services and places an unnecessary pressure and load on the existing staff members.

Dissolution of the MWRC will have a knock-on effect on several contracts that may be terminated. The cost will have to be assessed in greater detail to determine the financial implications and the projects or contracts at risk include the following:

- The Main Roads Project (\$1.5M 2012/2013)
- One Leased vehicle (\$21K)
- Photocopier Machine
- Mobile phones and Telecom network
- EBPPP
- NWDF
- WELL
- MWLGSA
- Strategic Waste Management Plan (\$53K)
- Waste Rationalisation Study(\$110K)

There will be additional costs to remove and move the current furniture, fittings and documentation.

8. STRATEGIC IMPLICATION

It is quite clear that MWRC does provide a significant contribution to the mid-west region shires particularly in the support services offered in financial skills and other skill areas that are difficult to source locally.

The MWRC plays a prominent role in sending a message that there is a strong commitment to collaboration and sharing of resources amongst the Mid-West region Shires. The facilitation of communication and collaboration only strengthens this region and participation of the Shires.

9. VOTING REQUIREMENT

Simple majority

In terms of Part 3 Functions of local governments Division 4 Regional Local governments, s3.63
Dissolution or partial dissolution of regional local government

- (1) A regional local government is to be wound up —
 - (a) at the direction of the Minister; or
 - (b) in accordance with the establishment agreement.
- (2) A participant may, in accordance with the establishment agreement, withdraw from the regional local government and cease to be a participant.

Furthermore, section 3.61 of the LGA two (2) or more local governments may with the Minister's approval, establish a regional local government. As the Shires of Three Springs and Mingenew given notice of their intention to withdraw participation of the MWRC on 30 June 2014 the remaining two shires maintain the existence of MWRC.

In the event that either one or both of the remaining two Shires, Perenjori or Morawa indicate that they intend to withdraw from the MWRC this would be sufficient in terms of the Establishment agreement to dissolve the MWRC.

OFFICER RECOMMENDATION – ITEM 9.1

OPTION 1. The MWRC resolves to:

- a. Dissolve MWRC.
- b. The remaining participating member shires will seek to obtain council resolutions from the member Councils to confirm their decision to withdraw their participation in the MWRC.
- c. The ACEO is hereby authorised to apply the provisions under the establishment agreement read together with the LGA and finalise all matters as soon as possible with a target date being no later than 30 June 2014.
- d. The ACEO will provide a monthly status report of steps taken and actions requiring approval by council to give effect to this resolution.
- e. Notify the Minister of the decision of the council.

OFFICER RECOMMENDATION – ITEM 9.2

OPTION 2. The MWRC resolves to:

- a. **Maintain the MWRC.**
- b. **The two shires of Perenjori and Morawa will remain participating members of the MWRC.**
- c. **The ACEO herby authorised to redevelop and or amend the Corporate Business Plan, Asset Management Plan, Long term Financial Plan and Workforce Plan to reflect a ‘cost recovery’ business model and present this to council for adoption no later than 30 June 2014.**
- d. **The ACEO herby authorised to start the employment process to procure a fulltime CEO.**

OFFICER RECOMMENDATION – ITEM 9.3

OPTION 3. The MWRC resolves to:

- a. **Defer this matter to a later date.**
- b. **The ACEO herby authorised to redevelop the Corporate Business Plan, Asset Management Plan, Long term Financial Plan and Workforce Plan to reflect a ‘cost recovery’ business model and present this to council for adoption/consideration no later than 30 June 2014.**
- c. **The ACEO herby authorised to start the employment process to procure a fulltime CEO.**

OFFICER RECOMMENDATION – ITEM 9.4

OPTION 4. The MWRC resolves to:

- a. **Dissolve MWRC.**
- b. **The ACEO is hereby authorised to apply the provisions under the establishment agreement read together with the LGA and finalise all matters as soon as possible with a target date being no later than 30 June 2014.**
- c. **Notify the Minister of the decision of the council.**
- d. **A nominated Shire will establish the following structure to retain the current expertise and services MWRC provides to the Mid West Region:**

i. PARTNERSHIP AGREEMENTS

This is a contractual arrangement with a supplier, underwritten by a legal and binding contract with a specific objective of being a service provider to participating Shires.

Or

**ii. VARIATION OF THE REGIONAL COLLABORATIVE GROUPS (RCGs)/
REGIONAL SUBSIDIARY MODLE**

The RCG is a focus group with no particular legal status, focus on the development and delivery of common systems and services to the region.

A RSM This is a body corporate that allows two or more local governments to establish a regional subsidiary to perform a variety of roles and operations and funded by annual subscriptions from constituent councils and grants. At present this has no legal framework at present and LGA would require amendment to enable its establishment.

The nominated Shire may engage some or all of the existing staff and incorporate them into a specialised business unit to provide the financial and other services to the Mid West Region Shires.

Once the necessary legislative framework is created to establish the RSM model, this business unit may then migrate to such a legal entity.

9.1.2 ADOPTION OF LOCAL RECOVERY PLAN

Agenda Reference: CESM
Location/Address: Whole of Shire
Name of Applicant: Shires of Three Springs, Mingenew, Morawa and Perenjori
File Reference: ADM0092
Disclosure of Interest: Nil
Date: 11 September 2013
Author: Rick Ryan CESM

SUMMARY

Local Governments are required under the Emergency Management Act 2005 to have an adopted Local Recovery Plan.

ATTACHMENTS

The Local Recovery Plan and the Recovery Resource Manual have been circulated to Council members under separate cover.

BACKGROUND

Council presently does not have a purpose written Recovery Plan. It is a requirement under the Emergency Management Act 2005 to have such a document.

COMMENT

A Recovery Plan has been developed and was written in conjunction with the previous Community Emergency Management Officer Tex McPhereson.

This plan has been produced and issued under the authority of Section 41(4) of the Emergency Management Act 2005, and is required to be endorsed by the Shires of Mingenew, Morawa, Perenjori, Three Springs, the Local Emergency Management Committee (LEMC), and is to be tabled with the District Emergency Management Committee (DEMC) by the Regional Community Emergency Management Officer.

The plan meets the current State Emergency Management guidelines and requirements and is implemented through the LEMC.

CONSULTATION

Shires of Three Springs, Mingenew, Morawa and Perenjori.

DFES.

LEMC

DEMC

Prior Community Emergency Management Officer Tex McPhereson.

STATUTORY ENVIRONMENT

Emergency Management Act 2005.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil – Document Produced In House.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION 9.1.2

That Council adopt the Shires of Three Springs, Mingenew, Morawa and Perenjori Local Recovery Plan as circulated.

UNCONFIRMED

Shires of Mingenew, Morawa, Perenjori, Three Springs



LOCAL RECOVERY PLAN

Version 2013 – V02

UNCONFIRMED

SHIRES OF MINGENEW, MORAWA, PERENJORI, THREE SPRINGS

LOCAL RECOVERY PLAN

This plan has been produced and issued under the authority of s. 41(4) of the *Emergency Management Act 2005*, endorsed by the Shires of Mingenew, Morawa, Perenjori, Three Springs Local Emergency Management Committee (LEMC), and has been to be tabled with the District Emergency Management Committee (DEMC) by the Regional Community Emergency Management Officer (CEMO).

.....
Chairperson
Mingenew Morawa Perenjori Three Springs LEMC
Date

.....
Endorsed by Council
Mingenew Shire President
Date

.....
Endorsed by Council
Morawa Shire President
Date

.....
Endorsed by Council
Perenjori Shire President
Date

.....
Endorsed by Council
Three Springs Shire President
Date

NOTE:

This Local Recovery Plan is to be read in conjunction with the Shires of Mingenew, Morawa, Perenjori, Three Springs Recovery Resources Manual and the Local Emergency Management Arrangements.

The Recovery Resources Manual contains information and standard forms for use by the Local Recovery Coordinator and the Local Recovery Coordinating Committee.

Where information appears in all three documents, it should be cross referenced.

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DISTRIBUTION LIST

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SHIRES		
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Shire of Morawa	Shire Offices	1
Shire of Perenjori	Shire Offices	1
Shire of Three Springs	Shire Offices	1
Shire Libraries		4
LOCAL EMERGENCY MANAGEMENT COMMITTEE		
LEMC – Chairperson		1
LEMC – Deputy Chairperson		1
LEMC Executive Officer		1
WA Police	Mingenew	1
WA Police	Morawa	1
WA Police	Perenjori	1
WA Police	Three Springs	1
Dept. Child Protection	Geraldton	2
North Midlands Health Services	Three Springs	1
St John Ambulance	Nth Midlands Branch	1
CESM	Three Springs	1
CBFCO	Mingenew	1
CBFCO	Morawa	1
CBFCO	Perenjori	1
CBFCO	Three Springs	1

The distribution list is included to enable amendments to be distributed at later dates.

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RECORD OF AMENDMENTS

Suggestions and comments from the community and stakeholders can help improve this plan and subsequent amendments.

Feedback can include:

- What you do and or don't like about this plan;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions and/or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson

Shires of Mingenew, Morawa, Perenjori, Three Springs

Local Emergency Management Committee

PO Box 117

THREE SPRINGS WA 6519

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are to be certified in the following table, when updated.

Amendment		Details of Amendment	Amended by
No.	Date		*Initial/Date

NOTE - *The person receiving the amendments should be responsible for replacing the pages as appropriate and also for completing the amendment record.

GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the latest Emergency Management Western Australia Glossary.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalize a coordinated approach to emergency incident management.

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

COMBAT - Take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY – A combat agency prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

COMMUNITY EMERGENCY RISK MANAGEMENT – See **RISK MANAGEMENT**.

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. Syn. 'disaster cycle', 'disaster phases' and 'PPRR'

COMMAND – The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. See also **COMMAND** and **COORDINATION**.

CONTROL – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. See also **COMMAND** and **COORDINATION**.

CONTROLLING AGENCY – An agency nominated to control the response activities to a specific type of emergency.

COORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also **CONTROL** and **COMMAND**.

DISTRICT – means the Shires of Mingenew, Morawa, Perenjori, and Three Springs.

EMERGENCY – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:

Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

Preparedness – preparation for response to an emergency

Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and

Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

A sudden event which, but for mitigating circumstances, could have resulted in an accident.

An emergency event or series of events which requires a response from one or more of the statutory response agencies. See also **ACCIDENT, EMERGENCY** and **DISASTER**.

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LG – Local Government meaning the Shires of Mingenew, Morawa, Perenjori, Three Springs.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

LOCAL EMERGENCY COORDINATOR (LEC) - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See also **EMERGENCY OPERATION**.

OPERATIONAL AREA (OA) – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PREVENTION – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. See also **COMPREHENSIVE APPROACH**.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also **COMPREHENSIVE APPROACH**.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. See also **COMPREHENSIVE APPROACH**.

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

SUPPORT ORGANISATION – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

VULNERABILITY – The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

WELFARE CENTRE – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

GENERAL ACRONYMS USED IN THIS PLAN

CA	Controlling Agency
CEO	Chief Executive Officer
DCP	Department for Child protection
DEC	Department of Environment and Conservation
DFES	Department of Fire and Emergency Services
DEMC	District Emergency Management Committee
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
NDRRA	Natural Disaster Relief and Recovery Arrangements
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WANDRRA	Natural Disaster Relief and Recovery Arrangements

PART 1: INTRODUCTION

Following the impact of a hazard on a community within the Shires of Mingenew, Morawa, Perenjori, Three Springs, there may be the need to assist the community to recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in:

- Reconstruction of the physical infrastructure; and
- Restoration of emotional, social, economic and physical wellbeing.

The purpose of recovery is to assist the community attain a proper level of functioning as soon as possible.

Recovery activities will normally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

1.1 AUTHORITY

This Local Recovery Plan has been prepared in accordance with s.41(4) of the *Emergency Management Act 2005*. The Plan has been endorsed by the Shires of Mingenew, Morawa, Perenjori, Three Springs Local Emergency Management Committee, and the Shires of Mingenew, Morawa, Perenjori, Three Springs Council,s and it has been tabled for information and comment with the Midwest-Gascoyne District Emergency Management Committee.

- s.36(b) of the *Emergency Management Act 2005* states:
“It is a function of a local government – to manage recovery following and emergency affection the community in its district”.
- s.41(4) of the *Emergency Management Act 2005* states:
“Local emergency management arrangements are to include a recovery plan and the nomination of a recovery coordinator”.

1.2 PLANNING RESPONSIBILITY

The preparation, maintenance and exercising of the Local Recovery Plan is the responsibility of the Local Recovery Coordinator.

1.3 AIM

The aim of the Shires of Mingenew, Morawa, Perenjori, and Three Springs Local Recovery Plan is to detail the recovery management processes required to assist with the timely and effective coordination of reconstruction and restoration activities to improve the quality of life in an effected community, so they can continue of function as a part of the wider community.

1.4 OBJECTIVES

The objectives of the Local Recovery Plan are to:

- Ensure effective and coordinated management of recovery within the Shires of Mingenew, Morawa, Perenjori, Three Springs;
- Ensure the Plan complies with the State Emergency Management Arrangements;
- Identify the roles and responsibilities of Hazard management Agencies, emergency services, support organisations and the Shires of Mingenew, Morawa, Perenjori, Three Springs staff, whilst promoting effective liaison between all organisations;

- Ensure a coordinated approach to public education in relation to emergencies within the Shires of Mingenew, Morawa, Perenjori, Three Springs; and
- Ensure the Plan is kept up to date.

1.5 SCOPE

The scope of this Local Recovery Plan is limited to the local government boundaries of the Shires of Mingenew, Morawa, Perenjori, and Three Springs. It details the recovery procedure for the community and does not in any way detail how individual organisations will conduct activities, within their core business areas.

This Local Recovery Plan is a support plan to the Shires of Mingenew, Morawa, Perenjori, and Three Springs Local Emergency Management Arrangements.

This Local Recovery Plan is a guide to recovery management at a local level. An emergency situation may arise which requires coordination at a state level.

1.6 RECOVERY MANAGEMENT PRINCIPLES

Recovery from emergencies is most effective when:

- Recovery from an emergency is an enabling and supportive process, which allows individuals, families and communities to attain a proper level of functioning through the provision of information, specialist services and resources;
- Agreed plans and management arrangements, which are accepted and understood by recovery agencies, combat agencies and the community, have been established;
- Recovery arrangements recognise the complex, dynamic and protracted nature of recovery processes and the changing needs of affected individuals, families and groups within the community over time;
- Human service agencies play a major role in all levels of key decision-making which may influence the well-being and recovery of the affected community;
- The recovery process begins from the moment the emergency impacts; and
- Planning and management arrangements are supported by training programs and exercises which ensure that recovery agencies and personnel are properly prepared for their role.

Recovery management arrangements provide a comprehensive and integrated framework for managing all potential emergencies and disasters and where assistance measures are provided in a timely, fair and equitable manner and are sufficiently flexible to respond to a diversity of community needs.

1.7 RECOVERY CONCEPTS

Recovery management principles are supported by the following concepts which provide a basis for effective recovery management.

- Community Involvement: Recovery processes are most effective when affected communities actively participate in their own recovery.
- Local Level Management: Recovery services should be managed to the extent possible at the local level.

- Affected Community: The identification of the affected community needs to include all those who are affected in any significant way whether defined by geographical location or as a dispersed population.
- Differing Effects: The ability of individuals, families and communities to recover depends upon capacity, specific circumstances of the event and its effects.
- Empowerment: Recovery services should empower communities to manage their own recovery through support and maintenance of identity, dignity and autonomy.
- Resourcefulness: Recognition needs to be given to the level of resourcefulness evident within an affected community and self-help should be encouraged
- Responsiveness, Flexibility, Adaptability and Accountability: Recovery services need to be responsive, flexible and adaptable to meet the rapidly changing environment, as well as being accountable
- Integrated Services: Integration of recovery service agencies, as well as with response agencies, is essential to avoid overlapping services and resource wastage.
- Coordination: Recovery services are most effective when coordinated by a single agency.
- Planned Withdrawal: Planned and managed withdrawal of external services is essential to avoid gaps in service delivery and the prevention of leaving before the task has been completed.

PART 2: PLANNING

2.1 SPECIAL CONSIDERATIONS

With the diversity of the Shires of Mingenew, Morawa, Perenjori, Three Springs, there are several considerations that may have an impact on the implementation of the Local Recovery Plan in times of emergency:

- Storm season – August to September
- Bushfire Season November to April
- Copy from LEMA

2.2 RELATED DOCUMENTS AND ARRANGEMENTS

2.2.1 FORMAL LOCAL EMERGENCY MANAGEMENT POLICIES

The Shires of Mingenew, Morawa, Perenjori, Three Springs currently does not have any policies specifically relating to recovery management unique to their local government areas.

2.2.2 EXISTING PLANS AND ARRANGEMENTS

Any relevant plans and arrangements that exist for the area should also be listed for reference purposes and where they are located.

Document	Owner	Location

Table 2.2.2

2.2.3 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS

Currently there are no formal agreements or MOUs between the Shires of Mingenew, Morawa, Perenjori, Three Springs and other local governments, organisations or industries in relation to the provision of assistance during times of need are in place.

Parties to the Agreement	Summary of the Agreement	Special Considerations

Table 2.2.3

2.3 FINANCIAL ARRANGEMENTS

The following outlines the responsibilities in relation to financial aspects of recovery:

- SEMP OP – 19 *Management of Public Fund Raising and Donations*. [Lord Mayor’s Distress Relief Fund (LMDRF)]
- Natural Disaster Relief Arrangements
- CentreLink
- Department for Child Protection
- WANRRA may change

2.3.1 APPEALS AND DONATIONS

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilize local services which in turn assists with the recovery of local business.

2.3.2 DONATIONS OF CASH

The Local Recovery Coordinating Committee will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary, will open a separate account specifically for cash donations. (Ref SEMP OP – 19 *Management of Public Fund Raising and Donations*)

2.3.3 DONATIONS OF SERVICE AND LABOUR

Any donations of services or labour to assist with the recovery from an emergency, should be administered by the affected Local Government or if established, the Local Recovery Committee. Where the State Government level recovery coordination arrangements are activated under WESTPLAN – *Recovery Coordination*, the Recovery Services Sub Committee may arrange the administration of donations of services and labour.

Red Cross

2.3.4 DONATIONS OF GOODS

The donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

2.4 LOCAL RECOVERY COORDINATING COMMITTEE ROLES AND RESPONSIBILITIES

The roles and responsibilities of those involved in recovery management are outlined in this Local Recovery Plan and the following descriptions can be used as a guide.

The diagrams contained in **Annex 1**. Show the structures diagrammatically.

2.4.1 LOCAL RECOVERY COORDINATOR

The Local Recovery Plan should specify who has been appointed as the Local Recovery Coordinator (LRC), in accordance with s. 41. (4) of the *Emergency Management Act 2005*. There should be more than one person appointed and trained to undertake the role in case the primary appointee is unavailable when an emergency occurs.

2.4.2 LRC – ROLES AND RESPONSIBILITIES

The Local Recovery Coordinator should consider the following Roles and Responsibilities:

- Manage the preparation, maintenance and exercising of the Local Recovery Plan;
- Assess the community recovery requirements for each emergency, in liaison with the HMA, to:
 - Provide advice to the Shire President/CEO on the requirement to activate the Plan and convene the Local Recovery Committee

- Provide advice to the Local Recovery Coordinating Committee (LRCC);
- Undertake the functions of the Executive Officer to the LRCC;
- Facilitate the acquisition and the appropriate application of materials staff and financial resources;
- Coordinate local recovery activities, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Contribute to the resolutions of problems (political & within the community) which will emerge during recovery
- Coordinate the recovery process in accordance with local and State plans, policies and strategies.
- Liaise with the State Recovery Coordinator on issues where state level support is required or where there are problems with local services;
- Ensure that regular reports are made to the State Recovery Coordinating Committee on the progress of the recovery;
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand-down;
- Ensure maximum community involvement;
- Ensure that immediate and long term individual and community needs are met; and
- During non-disaster periods, work in partnership with HMA's and SEMC Secretariat to increase recovery awareness and promote recovery planning with key stakeholders.

Refer to **Appendix 1. of the Local Recovery Resources Manual** for a comprehensive Action Check list.

2.4.3 LOCAL RECOVERY PLANNING COMMITTEE

The Local Recovery Planning Committee is formed as a sub-committee of the Local Emergency Management Committee Chaired by the deputy Chair of the LEMC and operates in pre-emergency role. The Local Recovery Planning Committee is responsible for the development and implementation of the Local Recovery Plan and Resources Manual for the local government district including:

- Prepare, maintain and exercise the Local Recovery Plan;
- Ensure the training, education and exercising of this Plan for associated organisations and local government staff; and
- Promote community awareness of the Local Recovery Plan.

2.4.4 LOCAL RECOVERY COORDINATING COMMITTEE

Membership:

Position	Suggested representative
Chairperson	Local Government President or Councillor
Local Recovery Coordinator	Local Government CEO or their delegated representative. Of the Shire that the incident has

	accounted in
Administrative Support	Provided by Local Government
Members	<p>One councillor from each member Council A Volunteer from each Shire. Relevant government agencies, statutory authorities and community organisations will nominate their representatives to be members, dependent on the type of incident.</p> <p>It is recommended that the following representatives are included:</p> <ul style="list-style-type: none"> • Local Government • HMA • Dept of Health/Local Health Officer • Shire Works Supervisors • DCP • WA Police • Other agencies or Community Organisations, as required.

2.4.5 LOCAL RECOVERY COORDINATING COMMITTEE - ROLE:

To coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State Emergency Management Policy and the Local Recovery Plan.

2.4.6 RESPONSIBILITIES:

- Appointment of key positions within the committee;
- Establishing subcommittees as required;
- Setup and manage the “One Stop Shop”;
- Assessing requirements for recovery activities relating to the physical, psychological and economic and environmental wellbeing of the community with the assistance of HMAs;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receive periodic reports from recovery agencies;
- Ensuring a coordinated multi-agency approach to community recovery; and
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community’s recovery preparedness.

2.4.7 LRCC SUB-COMMITTEES (WHERE REQUIRED)

It may be appropriate to consider establishing one or more sub-committees to assist the Local Recovery Coordinator by addressing specific components of the recovery process.

Activation of the recovery process may not necessarily require the formation of one or all of the recovery sub-committees being dependant of the complexity of the emergency. When the LRCC is convened, generally only the Chairperson of that Sub-Committee chairperson is required to attend the meeting/s.

To ensure all individuals affected by an emergency have access to personal support services, a 'Recovery Needs Assessment and Support Survey Form' will be completed by affected individuals, families and businesses with a copy being distributed to all Recovery Committees to ensure community concerns and needs are analysed and dealt with in a timely manner. The form will assist the Health and Wellbeing Sub-Committee to prioritise and action welfare assistance as required.

A copy of the form is found in **Appendix 1. of the Local Recovery Resources Manual.**

The most commonly established sub-committees and their responsibilities are detailed below:

Restoration and Reconstruction Sub-Committee:

- Assess requirements for the restoration of services and facilities with the assistance of responsible agencies.
- Assess the restoration process and the reconstruction policies and programmes and facilitate reconstruction plans where required.
- Report the progress of the restoration and reconstruction process to the Local Recovery Committee.
- Make recommendations to the Local Recovery Coordinating Committee

Community and Personal Support Sub-Committee:

- Assess the requirement for personal support services in the short, medium and long term.
- Facilitate resources (financial and human), as required, to complement/assist existing local services.
- Monitor the progress of the local personal service providers and receive regular progress reports from agencies involved.
- Make recommendations to the Local Recovery Coordinating Committee.

Health and Welfare:

The key functions of the Health and Wellbeing Sub-Committee are to:

- Plan the personal support process;
- Identify and recruit membership from local and state resources;
- Coordinate the Welfare Recovery of the community in consultation with the LRCC;
- Identify and involve the local community in the recovery process;
- Liaise with other recovery sub-committees;
- Plan the information services available to the community;
- Identify and recruit membership from local and state resources;
- Coordinate the information dissemination into the community in consultation with the LRCC;
- Identify and involve the local community in the recovery process; and
- Liaise with other recovery sub-committee.

Structure/ Membership

Though the Health and Wellbeing Sub-Committee will have a dynamic membership, the membership should initially include:

- Chairperson – nominated person of LRCC n)
- Admin support – local government
- Local government representative (Councillor)
- Media Liaison Officer
- Department for Child Protection
- Centrelink representative
- Community

As the needs of community change, the membership of the Recovery Welfare Sub-Committee should be reflective of requirements at the time to ensure all aspects of welfare are addressed.

Functions

The core function of the Health and Wellbeing Sub-Committee is to monitor all aspects of the information flow into the community. The main functions that will be performed are:

-
-

- Finance:

-

- The key functions of the Financial Sub-Committee are to:
 - Plan the Economic and Financial Recovery process
 - Identify and recruit membership from local and state resources
 - Coordinate the Economic and Financial Recovery of the community in consultation with the LRCC
 - Identify and involve the local community in the recovery process
 - Liaise with other recovery sub-committees

Activation of the recovery process may not necessarily require the formation of one or all of the recovery sub-committees being dependant of the complexity of the emergency. When the LRCC is convened, generally only the Financial Sub-Committee chairperson is required to attend the meeting/s. To ensure all individuals and businesses affected by an emergency have access to support services, a 'Recovery Needs Assessment and Survey Form' will be completed by the affected persons and a copy will be distributed to all Recovery Committees to ensure community concerns and needs are analysed and dealt with in a timely manner. A copy of the form is found in the 'Local Recovery Plan'. The form will assist the Financial Sub-Committee to prioritise and disburse financial assistance as required.

Structure/Invite Membership

Though the Financial Sub-Committee will have a dynamic membership, the membership should initially include:

- Nominated person of LRCC (Chairperson)
- SOK representative
- Minute secretary
- Department for Child Protection
- Centrelink representative
- Insurance Council of Australia Representative

- Chamber of Commerce Representative
- Prominent member of the community

As the needs of community change, the membership of the Financial Sub-Committee should be reflective of requirements at the time to ensure all aspects of economic and financial recovery are addressed.

Functions

The core function of the Financial Sub-Committee is to monitor all economic and financial aspects of the recovery process. The main financial functions that will be performed are:

- Manage appeal funds and donations;
- Monitor and assist with economic recovery;
- Monitor and assist with financial recovery; and
- Monitor internal and external costs;

All financial activities must be recorded and monitored for accountability and if applicable, reimbursement from State and or Commonwealth disaster relief funds.

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2.4 VOLUNTEERS

Within the first few days of an emergency occurring, the Shires of Mingenew, Morawa, Perenjori, Three Springs and the LRCC will receive numerous offers of voluntary assistance. It is important to harness this enthusiasm so that offers and opportunities are not lost.

There are likely to be two sources of volunteers:

- Clubs, community groups and other non-government organisations.
- Members of the general public.

Volunteers affiliated with an organisation will generally be managed by the organisation of membership and are likely to have specific skills to perform assigned roles (e.g. CWA, Lions Clubs, etc).

Volunteers from the general public (individuals and private companies) who offer assistance, on an ad-hoc basis, require careful management and coordination.

2.4.1 LOCAL VOLUNTEER COORDINATOR:

The LRC will initially be responsible for overseeing volunteer activities and if the event dictates the necessity to do so, the LRC will request the activation of the Local Volunteer Coordinator (LVC).

The LVC, in conjunction with the LRCC, should as early as practicable establish a list of activities, taken from Request for Assistance/Tasks (RFAs) received by the LRCC, that could be undertaken by volunteers to assist in the recovery effort.

2.4.2 REGISTRATION:

For insurance purposes, it is paramount that any volunteer under the direction and control of the Shires of Mingenew, Morawa, Perenjori, Three Springs or the LRCC must be registered and signs on prior to participating in any task, with clear instructions disseminated and acknowledged. All volunteers must sign off on the completion of

the shift.

“Volunteer Information Forms (V.I.F.)” (refer to **Appendix 2. of the Recovery Resources Manual**) must be completed by Shires of Mingenew, Morawa, Perenjori, Three Springs or the LRCC staff whenever an offer of assistance is made and when completed, should be forwarded to the LVC for consideration

It is the responsibility of the LVC to oversee the registration of all volunteers who are under the direction and control of the LRCC, regardless of whether they are individuals or belong to a community group or club.

The LVC will register the volunteer on the “Volunteer Log Form (V.L.F.)” (refer to **Appendix 2. of the Recovery Resources Manual**) transposing this queue number to the VIF.

The LVC will access the VIF to ascertain if the volunteer can be tasked and the VIF and VLF will be noted and signed off and the volunteer be notified accordingly.

Appendix 3. of the Recovery Resources Manual details a flow chart to how the Volunteer is managed by the LRCC.

2.4.3 REQUEST FOR ASSISTANCE/TASK (RFAs)

Each Request for Assistance/Task will be given a unique number and recorded on the incident “task Recording Log (TRL) refers to **Appendix 3. of the Recovery Resources Manual**

All RFAs allocated must be authorized by the LRCC to ensure the duplication of tasking is avoided.

2.4.3 ALLOCATION OF TASKS

The LVC is responsible for matching volunteer’s skills and resources against required tasks, bearing in mind the needs of the community and individuals. Tasks assigned must be meaningful with clearly defined roles and must be recorded against the respective volunteers “Volunteer Information Form”.

When tasked, the volunteer is to be given a copy of the “Volunteer Task Allocation Form (Ta)” refer to **Appendix 3. of the Recovery Resources Manual** in the Recovery to ensure that they have a clear understanding of the role to be undertaken.

2.4.3 HOURS OF DUTY

Where applicable, volunteers should be rostered on for periods of no longer than twelve (12) hours at one time, followed by a minimum twelve (12) hour rest period. Shifts should overlap by a minimum of 30 minutes to enable briefings and handovers

to their relief to occur.

The LVC will be responsible for all volunteer rostering and will provide each volunteer with a copy of the "Volunteer Roster Form (VRF)" refer to **Appendix 3. of the Recovery Resources Manual** when they are produced and authorized.

2.4.5 IDENTIFICATION

The LVC shall provide all volunteers with appropriate identification, the minimum standard being a name tag. The name tag must have the volunteer's full name and Volunteer Information Form (VIF) Reference Number clearly inscribed.

2.4.6 OTHER

The LVC shall conduct regular briefings and debriefings of volunteers. Access to appropriate counseling must be provided to all workers, as an acknowledgement that high levels of both acute and ongoing stress, and direct exposure to trauma, may be experienced.

2.5 CONTACTS REGISTER

A register detailing the contact details for all agencies/groups/organisations with responsibilities under the Plan should be attached as an annex.

Refer to **Annex 2** for contacts list.

PART 3: COMMENCEMENT OF RECOVERY

3.1 THE TRANSITION

Recovery starts while response activities are still in progress, and key decisions taken during the response phase are likely to directly influence and shape recovery.

The Local Recovery Coordinating Committee (LRCC) shall be called together as soon as possible for a briefing of the emergency situation, even in the response stage, to detail the extent of contingencies to allow for smooth transition from response to recovery.

The LRCC can expand or contract as the recovery management process requires. When forming the LRCC, the Local Recover Coordinator (LRC) will organise the team based on the nature, location and severity of the event as well as considering the availability of designated members. The LRC will also ensure that the LRCC has the technical expertise and operational knowledge required to respond to the situation.

The overall responsibilities of the LRCC will be to:

- Align response and recovery priorities;
- Connect with key agencies;
- Understand key impacts and tasks;
- Identify recovery requirements and priorities as early as possible;
- The Local Recovery Coordinator must be included in Incident Support Group (ISG) meetings from the onset; and
- Transition from response to recovery shall be formalised by completing of the “Transition from Response to Recovery Form” refer to **Appendix 3. of the Recovery Resources Manual.**

3.2 KEY COMMITTEE APPOINTMENTS

A list of key Local Recovery Coordinating Committee appointments are contained in refer to **Appendix 3. of the Recovery Resources Manual.** In addition to LRCC members knowing and understanding their primary and alternate roles and responsibilities, it is important that they are familiar with other roles and responsibilities, as they may be required to fulfil these roles at any time (particularly during the early stages of activation).

3.3 TRANSITIONING TO RECOVERY

Response and recovery activities will overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the Hazard Management Agency’s Incident Manager (IM), Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC). However, where an agreement cannot be achieved, preference is to be given to the response requirements.

The decision to announce that emergency response is over is just as important as determining whether an issue or incident constitutes an emergency in the first place. The decision to formally announce that the emergency is over will send an important message to all stakeholders and will trigger the commencement of recovery actions by government, community and private sector business.

The effect of prematurely announcing that an emergency is over may create the perception among stakeholders that the affected Shire is being insensitive to, or unaware of the broader issues, which may reflect poorly on the Shires of Mingenew, Morawa, Perenjori, Three Springs. The LRC and Shires of Mingenew, Morawa, Perenjori, Three Springs CEO, should jointly determine when the emergency response is over in consultation with the Controlling Agency/Hazard Management Agency (CA/HMA).

The local government should not be forced to take over the transition from the CA/HMA until they are satisfied that the response activities are complete and the community will be able to enter the recovery phase.

3.4 RECOVERY PRIORITIES

The priorities for the LRCC during the period of recovery management are to:

- Assessing requirements for restoration of services and facilities;
- Monitoring the progress of recovery and ensure community involvement;
- Determine policy and strategies for the conduct of recovery and assistance measures;
- Provide short term emergency accommodation;
- Setup of a “One Stop Shop”;
- Provide personal support services; and
- Establish and manage financial relief schemes.

3.6 KEY RECOVERY AREAS

The LRCC should consider the following areas when recommending priorities and ensuring work is completed:

- Infrastructure
- Economic/Financial
- Personal
- Environment
- Community

When identifying priorities consideration should be given to the Risk Evaluation Criteria developed during the ERM process. (Risk Evaluation – community values)

3.7 COMMENCEMENT OF THE RECOVERY PHASE

3.7.1 IMPACT ASSESSMENT AND RECOVERY PLANNING

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. Impact assessment should not interfere with response operations. Access to the affected area may be restricted by the CA/HMA until it is determined to be safe to enter.

There are sources that may assist in the collection of impact assessment data include any or all of the following:

- CA/HMA;

- Welfare agencies – to identify persons in need of immediate assistance;
- Local government building inspectors and engineers;
- Insurance assessors; and
- Business associations, eg HIA, local Chamber of Commerce, Small Business.

Impact assessments should be focussed on the areas of social, economic and environmental disruption and/or damage.

Following a major emergency, where substantial recovery planning is required, an Action Recovery Plan should be prepared by the LRCC early into the recovery phase. The Action Recovery Plan should describe the extent of damage and detail planning for restoration and reconstruction of the affected community.

An example of an “Action Recovery Plan” is contained in refer to **Appendix 3. of the Recovery Resources Manual.**

3.7.2 MARKETING AND ACCEPTANCE

Your community will turn to the local government and recognised emergency service providers in the area in times of emergency. It is important that the community knows about the local recovery arrangements and understands where they should go for assistance, if they have been affected by an emergency. Therefore, in addition to consulting the community in the development of the Local Recovery Plan, it should be made available to all the organisations with responsibilities under the Plan and to the community it serves.

Consider securing local media coverage of the approval of the Local Recovery Plan and use that opportunity to build public understanding and support of the recovery process.

3.7.3 EMERGENCY PUBLIC INFORMATION

Communities affected by an emergency require adequate, timely information and instructions to facilitate their return to normal functioning. The provision of this information and direction is an integral part of the recovery process and forms part of the emergency public information function.

To maintain consistencies with state level emergency public information planning refer to WESTPLAN – *Public Information*.

A detailed Communications Policy for the Shires of Mingenew, Morawa, Perenjori, Three Springs is located in Part 5 of this Plan.

3.7.4 WELFARE AND HEALTH SERVICES

Relief activities are directed at meeting the immediate food, shelter and security requirements of those affected by the incident or disaster. Recovery activities are directed at providing the information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning. In some instances, these activities may continue for months or even years.

3.7.5 INFRASTRUCTURE

The restoration/reconstruction of essential services, e.g. roads, transport, water, sewage, electricity, gas and waste disposal, will remain the responsibility of the agencies with existing responsibility for the provision of those services. Each of the agencies should have a Business Continuity Plan (BCP) in place.

The LRCC is responsible for recommending priorities and ensuring work is completed.

3.7.6 FINANCIAL ARRANGEMENTS

Guidance on the following financial aspects of recovery is available as follows:

- Natural Disaster Relief Arrangements – www.dfes.wa.gov.au (go to “State emergency management” and select “Disaster relief”).
- Public Appeals - establishment and administration of – see www.dfes.wa.gov.au (go to “State emergency management”, then “Policy and Planning” and select “State emergency management policies”).

3.7.7 STATE LEVEL ASSISTANCE

State level assistance to community recovery will normally be provided by a range of State government agencies through direct representation on the LRCC.

Where the level of recovery is beyond the capacity of the local community, State level support shall be requested as outlined in State Recovery Coordination Plan - WESTPLAN – *Recovery Coordination*.

The LRC will have direct access to the State Recovery Coordinator throughout the process when State level assistance is being provided to the affected community.

3.8 ACTIVATION

The Controlling Agency/Hazard Management Agency (CA/HMA) has the responsibility for the response to an emergency and must initiate the recovery phase during the response to that emergency.

The CA/HMA will then liaise with the emergency affected local government CEO to prepare for a transition from response to recovery and at an agreed point will transfer responsibility for the recovery activity to that local government.

The “handover” arrangements shall be documented using the “Transition from Response to Recovery Form” contained in [Appendix ??](#).

Where an emergency is assessed by the CA/HMA, as being of sufficient magnitude to require State level recovery coordination, the CA/HMA, with the agreement of the affected local government/s, will discuss the transfer of the coordination responsibility to the State with the Chairperson of the Recovery Services Sub-Committee (RSS) (SEMP No 4.4 – *State Recovery Coordination*).

The Local Recovery Coordinator (LRC) is responsible for collecting the initial information from the CA/HMA to recommend to the Shires of Mingenew, Morawa, Perenjori, and Three Springs CEO to activate the LRCC. Using [Appendix 3C](#) of [the Recovery Resources](#), the LRC

collects information on the situation, and then makes a decision to recommend activation of the LRCC to the CEO.

The decision to activate the LRCC and together with the LRC the CEO commences the notification of LRCC members, the CA/CMA and other agencies. The LRCC is considered activated when it convenes at the Recovery Coordination Centre location to initiate the first recovery planning meeting.

Once the activation has been initiated, the LRCC Chairperson is responsible for implementing the recovery processes of the Local Recovery Plan by using the "LRCC – Actions List" contained in **Appendix ???**

3.8.1 LEVELS OF ACTIVATION

Levels of activation may assist a progressive move to activation as a precautionary measure without fully enabling all resources prematurely; however, there is no requirement to proceed from one level to the next i.e. the CEO may go straight into Call Out from a situation that was previously normal conditions. The levels are:

- **Alert**
 - Immediately a warning is received the LEC notifies the HMA concerned
 - The HMA is then to decide on the need to warn the LRCC and the community
 - Preliminary preparations take place.
- **Standby**
 - Issued by the LEC when a possible emergency situation is considered imminent
 - The Shires of Mingenew, Morawa, Perenjori, Three Springs LRCC is prepared for activate
 - Further warnings to the public are issued if necessary.
- **Call Out**
 - Directed by the CEO to the LEC and HMA to activate
 - LRCC members convene at the RC
 - Resources are deployed on instructions according to the need of the situation.
- **Stand Down**
 - To be decided upon by the CEO in coordination with the LEC and HMA
 - De-briefing arrangements are to be detailed at the time.

3.9 PUBLIC INFORMATION

Provision of public information must be deliberate, planned and sustained. Effective information management is the key to rebuilding community confidence. Only with the return of confidence will the community invest in its own recovery.

In the response phase public information primarily informs and reassures. In the recovery phase it is the mechanism by which the affected community and the wider public are encouraged to participate in the process of restoration and rehabilitation.

3.9.1 PUBLIC INFORMATION CONTINUITY

The public information function should continue after the emergency response is over, lives are no longer at risk, and the state of emergency is over. The focus might change but the purpose of maintaining the flow of information remains in place.

3.9.2 POINTS TO CONSIDER;

- Appoint potential spokespeople to deal with the media, ie Shire President/Deputy, CEO, etc.;
- Manage public information during the transition from response to recovery when handover completed from CA/HMA;
- Identify priority information needs;
- Develop a comprehensive media/communication strategy;
- Coordinate public information through:
 - joint information centres
 - spokesperson/s
 - identifying and adopting key message priorities
 - using a single publicised website for all press releases
- Develop processes for:
 - media liaison and management (all forms e.g. print, and electronic)
 - briefing politicians
 - alternative means of communication e.g. public meetings, mailbox fliers, advertising
 - communicating with community groups
 - meeting specialist needs
 - formatting press releases
 - developing and maintaining a website
 - ensuring feedback is sought, integrated and acknowledged
- Monitor print and broadcast media, and counter misinformation.

3.10 RECOVERY COORDINATION CENTRE

A Recovery Coordination Centre (RCC) should be established if extensive recovery activities are to be undertaken and its purpose is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The Recovery Coordination Centre (RCC) is a facility used for the central coordination of all available recovery resources to an emergency. The LRCC will operate this facility and it is the focus of the community emergency recovery process. Pre-planning requires that the location of the RCC be clearly identified.

3.10.1 LOCATIONS AND LAYOUT

The location of all facilities, within the Shires of Mingenew, Morawa, Perenjori, Three Springs, that would be suitable to be used as a RCC are contained in Local Emergency Management Arrangements Supplement and the Recovery Resources Manual. The layout of the RCC should enable the effective management of the emergency.

3.10.2 MANAGEMENT

The LRC is charged with the management of the RCC.

This responsibility commences well before the occurrence of an emergency. The LRC is responsible for ensuring that the RC and ancillary locations are stocked with the appropriate collateral. Additionally, the LRC should monitor the serviceability of IT equipment, communications systems and room amenity systems.

Upon activation of the LRCC, the LRC is to coordinate staff to set up the LRC and ancillary locations for the LRCC. This will be expedited by forewarning individual holders of identified equipment to be seconded to the LRCC, with a direction for where the equipment is to be delivered on notification.

Throughout the period of the recovery, the RCC will need to be managed. The scope of these management duties may include:

- Preparation and coordination of briefings and meetings;
- Maintenance of an effective working environment;
- Ensuring that only necessary personnel are in the RRC; and
- Security (of information, access and equipment).

Finally, on standing down the LRCC, the LRC is responsible for refurbishing all LRCC locations to their normal state and refurbishing all pre-prepared materials for use in a future event.

3.10.3 FACILITIES AND EQUIPMENT

The RCC needs to be equipped with essential information technology systems and equipment to support the LRCC in making timely decisions.

Refer to the “RCC Equipment Checklist” contained in (Appendix 3D) for a list of recommended equipment requirements. A dedicated person should be allocated as the RC Coordinator.

3.11 LRCC ROTATION

The management of some recovery events may extend over prolonged periods of time requiring LRCC members to be rested and rotated to avoid fatigue. It is the responsibility of the LRCC management to monitor team members and rotate them with suitable replacements. It is essential that each replacement team member receives a thorough hand-over brief from the incumbent prior to commencing their new role.

3.12 “ONE STOP SHOP”

An effective method of providing the affected community with access to information and assistance is through the establishment of central information point and would include representatives from relevant recovery service providers to provide information and advice for the local community.

From some experiences it would be ideal to have this service away from the evacuation/welfare centre this is due to noise that this can produce and there is a requirement for confidentiality. The service could be located in another part of the facility that is accommodating the evacuation/Welfare centre but not in the room where people are resting.

It is the reasonability if the LRCC to setup and manage this services.

Specify the potential location of a “One Stop Shop” contained in **Appendix: of the Recovery resources**.

Appendix ?? will detail some of the equipment of the “One Stop Shop”.

3.13 STANDING DOWN THE LRCC

On determining that formal emergency recovery period should end, the LRC and the Shires of Mingenew, Morawa, Perenjori, Three Springs CEO may stand down the LRCC as a whole or in part. In their place, a recovery team may be required to take control of any recovery effort. On standing down the LRCC, the LRC should detail the work achieved and the intent for the way forward. The LRC is responsible for any administrative arrangements to support the return to normal work environment.

The LRCC must provide the recovery team with a completely documented account of the emergency and response effort as well as the state of the business elements affected by the emergency.

Once the LRCC is completely stood down, the effected local government may wish to place a point of contact on their website and/or other local government medium so that a person, who wishes to make contact at a later date, in reference to the particular recovery event.

Refer Checklist at **Annex 6** .

PART 4: INFORMATION MANAGEMENT

4.1 LOCAL RECOVERY COORDINATING CENTRE – BRIEFINGS

There are two different briefing requirements during an emergency. First, are the intra-LRCC team briefings to circulate information within the LRCC, assign tasks and resources and report on progress (through team initial and update briefings). Second, there are the inter organisation briefings from field activities and recovery agencies to the LRCC (situation reports) which are intended to be simple and coherently transfer of information from one level of organisation to another.

Briefings are used to keep all LRCC members informed of the evolving situation, the progress of the recovery activities and to coordinate the priorities for the next planning period. These briefings should be held as regularly as the situation requires and follow the same format to ensure familiarity and brevity for the team members.

For a guide on the LRCC initial brief refer to Appendix 3E.

An update briefing guide is attached at Appendix 3F.

4.2 SITUATION REPORTS

Between the LRCC, the LRCC Sub-Committees and the Local Recovery Coordinator, situation update briefings will need to be given to inform all members of new or evolving situations. The LRCC itself will also need to update other government organisations, stakeholders and recovery emergency services.

This information needs to be provided in a logical, brief and systematic format and normally this update will be provided after the LRCC has held its own briefing.

Information will then be summarised with a focus on:

- What has changed since the last update?
- What is being done?
- What is planned? and
- The LRCC's assessment of the situation.

A form for Situation Reports (SITREPS) is attached at Appendix 3G.

4.3 STATUS BOARDS

During an emergency, a great deal of information will be gathered by the LRCC. In order to accurately capture, display and record this information, standardised status boards are used. These can be used as electronic copies, displayed on projectors or as hard copy status boards posted in the appropriate planning areas of the RCC.

It is the responsibility of each functional group to inform the LRC as new information becomes known so that they can then update the relevant status board. Status boards should be reviewed as part of the regular update briefings and used as the primary source of incident planning information.

Refer to Appendix 3H for mock-ups of the LRCC status boards.

4.4 INDIVIDUAL ACTION LOGS

All members of the LRCC and other key appointment holders in the recovery process should establish a log of their significant actions, decisions and conversations throughout the emergency to ensure that they are able to easily recall their situation at any time, and assist with post-crisis reviews to capture lessons learned.

A template for an individual actions log can be found at Appendix 3K.

4.5 DEBRIEFINGS AND POST INCIDENT ANALYSIS REPORT

Debriefing will follow several formats, firstly at the end of each shift there is debriefing after the hand over to the on-coming shift, secondly the LRC will arrange for the debriefing of all participants and organisations as soon as possible after stand down and finally the Chairperson of LRCC will arrange a formal debrief within twenty one (21) days after being stood down. Team leaders, management for other organisation will be required to attend this debrief with their sections and/or organisations debrief outcomes. The information gathered from this debrief will then form the basis of Post Incident Analysis (PIA) report.

The PIA will be forwarded to the Shires of Mingenew, Morawa, Perenjori, and Three Springs LEMC for review and update of the Local Recovery Plan, if required. A copy of the report will also be forwarded to the CA/HMA, the Midwest-Gascoyne DEMC and the Chairperson of the SEMC Recovery Services Sub-Committee, if State assistance was requested.

Refer to Annex 7 for reporting template and

Annex 8 for Post Incident Analysis Pro forma.

4.6 POST EMERGENCY REVIEW

Once an emergency is over, it is important to capture all relevant information to ensure that the lessons learnt are understood and shared across the organisation. At each level of the organisation and for each phase of the incident, these lessons must be captured in a post-crisis review (PCR). The PCR should be conducted as soon as possible, within a reasonable timeframe, once the emergency is declared over.

A guideline for conducting the PCR is at Appendix 3J. The four steps for completing the guideline are outlined below.

- Compile a timeline of key events and actions in columns A and B with information recorded in situation reports, status boards, personal logs and the LRCC log
- Provide detail of the decision made following each event occurrence or detail the effect of any decisions made by the LCRC and record it in column C. Once again use information from situation reports and the various logs to ensure the information is accurate

- Systematically analyses each event or decision and identify those that could be done better and briefly investigate the issue to propose possible solutions and record this in column D
- The final step is to allocate an appropriate representative to investigate the issue and determine the best possible solution. It is important to allocate a timeframe for this to be completed to ensure the Local Emergency Management Arrangements are improved as quickly as possible.

Once the preferred solutions are identified and relevant documents are updated, it is important to disseminate the information as a collated list of 'lessons learnt' to all relevant agencies. After the review, the following follow-up action must be completed:

- Secure the LRCC logs and all documentation produced during the emergency
- List and promulgate the lessons learnt through the DEMC
- Communicate to all relevant stakeholders how it is intended to prevent a recurrence and recommend procedural changes regarding how the Combined LEMC interacts with them in the future
- Update this document accordingly
- Implement authorized changes and plans.

Post Emergency Debrief

It is important that all LRCC members be appropriately debriefed after the emergency response has concluded in regards to their personal wellbeing. The Post Emergency Debrief Form at Appendix 3K should be used to ensure that relevant support and counselling can be arranged where needed.

3.9 STATE LEVEL ASSISTANCE

State level assistance to community recovery will normally be provided by a range of State government agencies through direct representation on the LRCC.

Where the level of recovery is beyond the capacity of the local community, State level support shall be requested as outlined in State Recovery Coordination Plan - WESTPLAN Recovery Coordination.

Process to be identified??

PART 5: COMMUNICATION POLICY

5.1 COMMUNICATION MANAGEMENT

Management of communication in a crisis is critical. This section has been created to guide the Combined LEMC in approaching crisis communication in a way that is structured, well-coordinated and effective.

During a crisis, the communication response will most likely be led by the HMA for the particular situation and/or Police media. The local government communication response will be led by the Local Recovery Coordinator (LRC) with assistance from key members of the Local Recovery Coordination Committee (LRCC). It is imperative that the communication from all agencies including the LRCC is effectively coordinated and that messages are not mixed and confusing.

The Shires of Mingenew, Morawa, Perenjori, Three Springs and, as such, the LRCC have identified that the authorised spokesperson should be the affected Shires President and/or the Shires CEO, should be the alternate if this is required. As such no other member of the LRCC is authorised to provide information to stakeholders and in particular the media.

5.2 COMMUNICATION PRINCIPLES

In an emergency, communication with stakeholders must adhere to the following principles:

- Timeliness - regularly updating stakeholders on the situation;
- Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders;
- Sensitivity - prioritising stakeholders, guarding sensitive information as needed;
- Transparency - remaining honest and open about the situation and the response progress;
- Simplicity - ensuring communication is easily understood and consistent;
- Accuracy - sharing only confirmed facts, never making assumptions or giving false information; and
- Accountability - accepting responsibility if appropriate and reasonable.

5.3 PUBLIC INFORMATION SYSTEMS

Public information systems for emergency alerts in Western Australia are coordinated by the Department of Fire and Emergency Services (DFES) and the SEMC. These systems make use of ABC local radio stations to provide community updates and directions from emergency services. The Shires of Mingenew, Morawa, Perenjori, and Three Springs may make use of this system in coordination with the DEMC, SEMC and DFES.

In addition to this public information system, the Shires of Mingenew, Morawa, Perenjori, Three Springs may also choose to set up a local information centre for the community to visit and find out more information regarding the emergency. Here, key spokespeople from the Shires of Mingenew, Morawa, Perenjori, and Three Springs can disseminate accurate and consistent information to stakeholders to reduce speculation regarding the incident.

Possible locations for the information centre may include the Local Rec Centre, the Police Station(court house), the Telecentre or the Shire Office.

5.4 STAKEHOLDER COMMUNICATION

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the LRCC in collaboration with the President and CEO of the affected Shire.

Both internal and external communication will be directed by the strategy, which will ensure alignment with the LRCC response objectives and with the Shires of Mingenew, Morawa, Perenjori, Three Springs's communications policy. A well-managed and coordinated response will ensure the following occurs:

- Stakeholders are arranged in order of priority and addressed accordingly
- Communication is facilitated only by those authorised to do so
- Information released is confirmed and accurate
- Communication is regular, consistent and takes into account sensitivities.

5.5 COMMUNICATION MATERIALS

A number of tools can be developed to assist in the execution of communication plans to assist in the management of stakeholders, including:

- Key messages (sample at Appendix 4A)
- Question and Answers (Q&As) document.

Other means for keeping stakeholders updated on the situation may include:

- In-person meetings with key stakeholders
- Media conferences
- Phone/letter/email updates
- Website updates
- Community meetings
- Setting up next-of-kin rooms and media rooms.

5.5.1 KEY MESSAGES

Key messages are a simple but powerful technique that will help give the Shires of Mingenew, Morawa, Perenjori, Three Springs spokespeople control when dealing with the media and other stakeholders. They are a simple way of ensuring that communication is consistent and accurate. Research shows that people usually remember three points from any given communication. To improve audience comprehension, responses should be focused around three key messages.

To avoid the messages being merely claims, they must be completely supported by facts. The document should be updated as more information or facts become known. Messages that are approved by the LRCC will form the basis of all

communication with stakeholders and will be incorporated when the communications materials listed above.

The key messages document is strictly for internal use only and should never be given to stakeholders. It should not include any confidential or potentially compromising statements. It is important that legal advice is sought on issues which may have legal and/or commercial sensitivities before information is released.

5.5.2 QUESTION AND ANSWERS (Q&A)

The Q&As document will also be prepared by the LRCC and is not intended for external release. The approved key messages will form the basis of the Q&As document, which will focus on communicating the Shire's messages in interviews.

Q&As can be used by the approved spokesperson to prepare for media interviews and can also be used by any employee receiving enquiries. The document is a guide to providing appropriate answers to questions that are likely to be asked by the media and other stakeholders.

For media conferences and interviews, familiarity with both the Q&As and the key messages will enable spokespeople to maintain control of the agenda and discussions.

5.6 APPROVALS/SIGN-OFF PROCESS

All communication materials must be signed-off by the affected Shire President or an alternate as identified by the LRCC. It is the responsibility of the Shires of Mingenew, Morawa, Perenjori, Three Springs President to ensure that information relied upon in approving external communications is correct. Doubtful or assumed information should never be included in official communication from the affected Shire.

5.7 ENQUIRIES

It is crucial that all LRCC personnel are aware of the procedure for handling enquiries and know how to appropriately direct calls and visitors. This procedure is outlined in the LRCC guide to handling enquiries and visitors (Appendix 4B).

5.7.1 GENERAL ENQUIRIES

Frontline employees from outside the LRCC must be prepared to receive enquiries from a range of stakeholders. The Shires of Mingenew, Morawa, Perenjori, Three Springs's LRCC will ensure that they are provided with a script based on the key messages and a copy of the prepared Q&As and must brief them on the communication policies. Other than approved spokespeople, no LRCC personnel are authorised to make comment to any stakeholder beyond the scope of the script and these documents. If the enquiry requires further information or comment, the caller or visitor must be transferred to an authorised spokesperson or the relevant HMA media advisor.

If unable to make the transfer, the Telephone Message Sheet (Appendix 4C) needs to be filled out so that the call can be returned as soon as possible. In brief, the procedure for LRCC personnel in handling enquiries is:

- Inform the person that you are not an authorised spokesperson and cannot provide comment or detailed information
- Correctly take a message including the nature of the enquiry and the deadline (if any)
- Ensure that the appropriate person receives the message and returns the call.

5.7.2 HANDLING ENQUIRIES FROM CONCERNED RELATIVES AND FRIENDS

Enquiries from concerned relatives and friends must be directed to the Department for Child Protection (DCP) or the Police. At all times, you should:

- Establish the caller/visitor's relationship
- Demonstrate care and listen to their concerns
- Remain calm
- Provide reassurance that all necessary actions are being undertaken to manage the situation (this will be guided by the script and Q&As documents)
- If you receive an enquiry about someone who is injured, deceased or unaccounted for, you must ensure the HMA or the Police are advised as soon as possible.

5.7.3 HANDLING MEDIA ENQUIRIES

All media enquiries are to be transferred to the authorised spokesperson. The Shires of Mingenew, Morawa, Perenjori, Three Springs employees are not permitted to make comments to the media or to say "no comment". The correct response to media enquiries is:

"I am not authorised to comment. I will pass your enquiry onto a Authorised spokesperson. If you provide me with your details, I will ensure they return your call as soon as possible"

For more details on media management, please refer to Section 4.9 - 4.12.

5.7.4 HANDLING GOVERNMENT ENQUIRIES

Depending on the scale of the incident, government personnel may be asked to comment on it by the media. For this reason, other government stakeholders must be kept updated on the facts of the situation. Enquiries from other government departments should be logged by LRCC staff.

Depending on the nature of the enquiry, the profile of the department or the person calling, the enquiry may need to be managed at a senior level.

5.8 NEXT-OF-KIN MANAGEMENT

If the person being enquired about is injured, deceased or unaccounted for, LRCC personnel will take the enquirer's name and details, then advise that a Police officer will contact them as soon as possible.

5.8.1 NOTIFYING NEXT-OF-KIN OF A MISSING OR INJURED PERSON

Notifying next-of-kin of a missing or injured person should be a police-led task. For incidents involving significant numbers of injured, The affected Shire may be required to

provide the Police with administrative support. A next-of-kin injured/missing notification guide is at Appendix 4D.

5.8.2 NOTIFYING NEXT-OF-KIN OF A DEATH

Death notifications must be made by the police. Again, the affected Shire may be asked to assist with administration. A next-of-kin death notification guide is at Appendix 4E.

5.9 MEDIA POLICY

This policy governs the actions of all the Shires LRCC personnel when dealing with the media. Its purpose is to ensure a professional and consistent approach to external communications, through the maintenance of positive media relationships.

To build positive media relations, all employees must remember the following:

- Media representatives are to be treated with courtesy and respect at all times
- All media calls are to be returned as soon as possible
- Only authorised spokespeople may provide comment to the media.

The correct procedures for the management of media enquiries include:

- Any LRCC personnel receiving a media enquiry must transfer the enquirer to the authorised spokesperson with the LRCC
- The details of all media calls are to be recorded on the Communication Log Sheet
- The authorised spokesperson will liaise with LRCC to determine what follow up actions are necessary
- No employee, LRCC personnel or spokesperson is to use the phrase "No Comment" when talking to the media
- No LRCC personnel or spokesperson is to give "off the record" or "in confidence" information
- All media releases and holding statements must go through the approvals process prior to release, with final sign off from the President or LRCC Chair
- Anything communicated to the media must be consistent with other internal and external communication.
- All media releases and holding statements should be forwarded to the HMA prior to being sent out to ensure consistency of messages relating to the emergency and recovery.

This media policy must be circulated to all the Shires of Mingenew, Morawa, Perenjori, Three Springs employees and potential LRCC members.

5.10 MANAGING THE MEDIA

During an emergency, information used in the communication response must be controlled. The approvals/sign off procedure must be adhered to so that all facts are accurate and that their release is authorised. The LRC is responsible for enforcing this procedure, which is as follows:

- Facts will be verified internally through update briefings within the LRCC. Information is never to be assumed

- The LRCC will draft documents for release to external stakeholders
- The LRC must confirm all incident-related facts
- LRCC Chair will coordinate final sign-off from the affected Shire President prior to document release.
- Having one authorised spokesperson during a crisis ensures that communication with the media and audiences is consistent, transparent and controlled. The designated spokesperson should be the President, with the CEO acting as an alternative.

They must have the updated facts and be both available and prepared to manage media relations. This will involve responding to media enquiries and speaking on behalf of the Shires of Mingenew, Morawa, Perenjori, and Three Springs at media briefings or conferences.

5.11 BRIEFING MEDIA SPOKESPEOPLE

In an emergency it is important to assist spokespersons in preparing for media interviews and briefings. It is essential that spokespersons are familiar with the key messages and Q&As documents and have updated facts on the emergency response effort.

Preparation for a media interview should include:

- A verbal rehearsal of the Q&As beforehand
- Practice using transitional phrases in response to difficult, intrusive or insulting questions. Some transitional phrases, to be followed by a key message are:
 - "The important issue here is..."
 - "What I do know is that..."
 - "What I can tell you is..."
- Practice integrating key messages into answers
- Practice concise answers, particularly for television and radio interviews
- Reminder of the following interview guidelines:
 - Avoid becoming emotional
 - Be cooperative but firm in correcting errors
 - Admit, without apology, if you don't know an answer
 - Never answer a hypothetical question
 - Use simplistic rather than technical terms
 - Pause before answering questions.

5.11.1 TIPS FOR TELEVISION INTERVIEWS

- If possible, choose a site where the affected Shires signage is visible
- Ensure the chosen location is clean, easily accessible for journalists and camera operators and is distanced from main work areas so employee conversations are not overheard
- Don't begin the interview until you have prepared (as above)
- Look at the interviewer, not the camera
- Don't question the interviewer
- Don't be drawn into an argument

- Act as if the camera is on at all times and remember that everything you say is on the record
- Avoid loud clothing and ensure that your appearance is neat
- Where there are numerous cameras and journalists asking questions at the same time, try to select the questions you can easily answer
- Never walk away, act aggressively or put your hand in front of a camera.

5.11.2 TIPS FOR RADIO INTERVIEWS

Radio stations often want to record an interview rather than await a media release. Radio media usually require frequent updates. When being interviewed for the radio, remember:

- You do not have to take the call/interview immediately. Obtain contact details and an indication of interview content. Take time to prepare before returning the call
- Keep answers brief to fit radio news segments
- If being interviewed over the phone, ask if the conversation is being recorded
- Find out at the start of the call if the interview is live-to-air.

5.11.3 TIPS FOR PRINT MEDIA INTERVIEWS

Print media may seek a photo opportunity as well as an interview. If they are taking the photograph on-site, ensure that the location is appropriate, following the same tips for television interviews. Be aware that more detail and information will probably be used by print media. It is also possible that more than one journalist from the same organisation is covering the story.

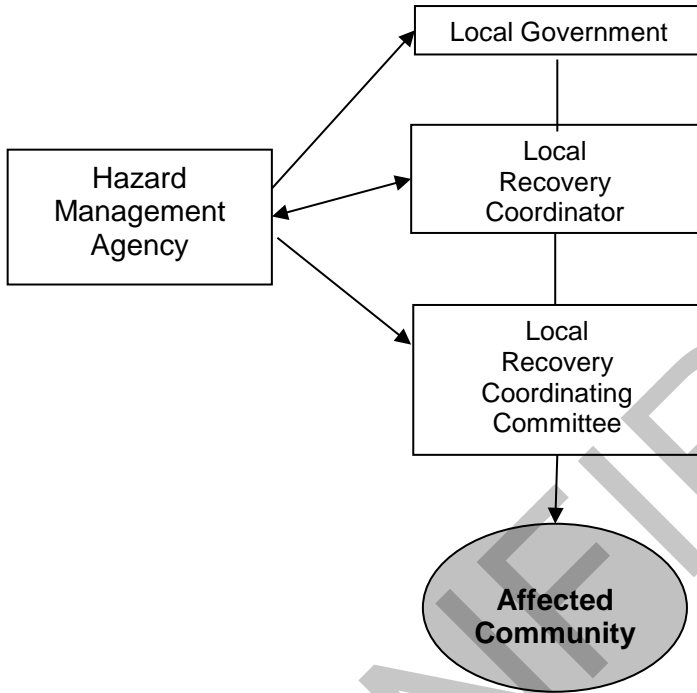
5.12 CONDUCTING A MEDIA CONFERENCE

When an emergency attracts substantial media interest, it may be necessary to hold a media conference to deliver an official statement and accurate answers. An incident that requires the formation of the LRCC will required lose liaison with HMA and other relevant agencies to coordinate any media conferences. This will help to avoid speculation and to build positive media relations throughout the emergency response. A guide to conducting a media conference is attached [at Appendix 4F](#).

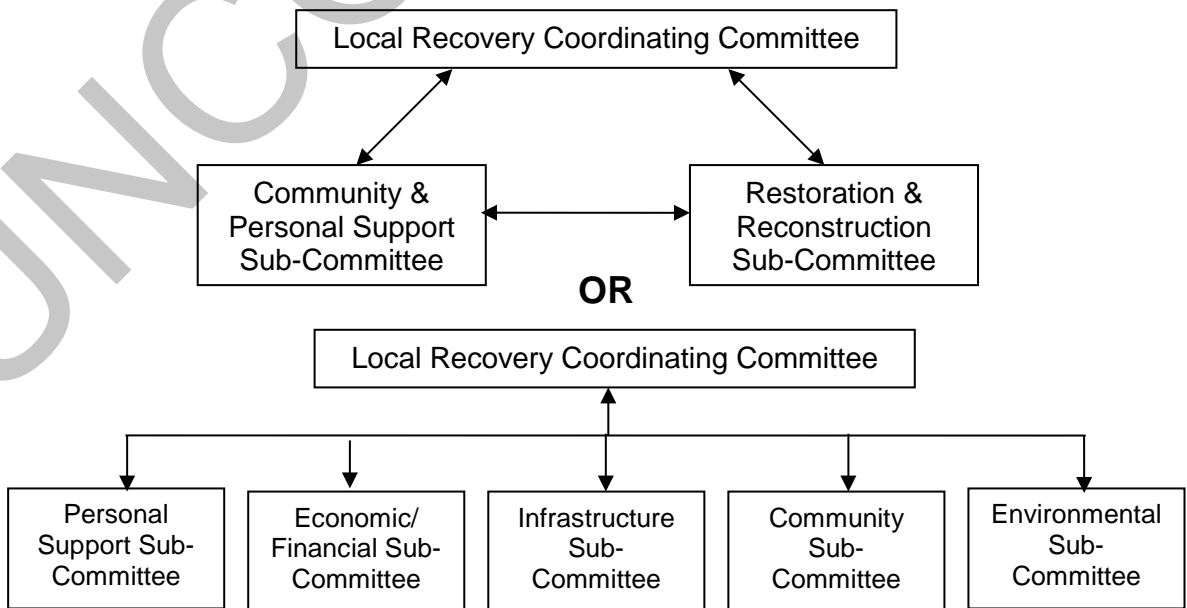
ANNEX 1:
to Somewhere Recovery Plan

MANAGEMENT STRUCTURES

Initial Recovery Management Structure (during response phase)



Recovery Committee Structures (following handover from CA/HMA to LRC)
(depending upon community impact and complexity of event)



Shire's Mingeneew, Morawa, Perenjori, Three Springs



LOCAL RECOVERY PLAN

RESOURCE MANUAL

Version 2012 – V02

NOTE:

THE LOCAL RECOVERY PLAN IS TO BE READ IN CONJUNCTION WITH THE SHIRES MINGENEW, MORAWA, PERENJORI, THREE SPRINGS RECOVERY RESOURCES MANUAL AND THE LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS.

THE RECOVERY RESOURCES MANUAL CONTAINS INFORMATION AND STANDARD FORMS FOR USE BY THE LOCAL RECOVERY COORDINATOR AND THE LOCAL RECOVERY COORDINATING COMMITTEE.

WHERE INFORMATION APPEARS IN ALL THREE DOCUMENTS IT SHOULD BE CROSS REFERENCED.

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DISTRIBUTION LIST

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SHIRES		
Shire of Mingenew	Shire Offices	1
Shire of Morawa	Shire Offices	1
Shire of Perenjori	Shire Offices	1
Shire of Three Springs	Shire Offices	1
Shire Libraries		4
LOCAL EMERGENCY MANAGEMENT COMMITTEE		
LEMC – Chairperson		1
LEMC – Deputy Chairperson		1
WA Police		1
WA Police	Three Springs	1
WA Police	Perenjori	1
WA Police	Morawa	1
WA Police	Mingenew	1
Dept. Child Protection	Geraldton	2
Silver Chain Nursing		1
DFES Regional Office	Geraldton	2
Morawa Ag School	Morawa	1
Morawa District High School	Morawa	1
Three Springs Primary School	Three Springs	1
Mingenew Primary School	Mingenew	1
Perenjori Primary School	Perenjori	1

Latham Primary School	Latham	1
		1

The distribution list is included to enable amendments to be distributed at later dates.

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RECORD OF AMENDMENTS

Suggestions and comments from the community and stakeholders can help improve this plan and subsequent amendments.

Feedback can include:

- What you do and or don't like about this plan;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions and/or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson

Shires Mingenew, Morawa, Perenjori, Three Springs

Local Emergency Management Committee

PO Box 117

THREE SPRINGS WA 6519

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are to be certified in the following table, when updated.

Amendment		Details of Amendment	Amended by
No.	Date		*Initial/Date

NOTE - *The person receiving the amendments should be responsible for replacing the pages as appropriate and also for completing the amendment record.

APPENDIX 1.

Shires Mingenew, Morawa, Perenjori, Three Springs Recovery Resources Manual

RECOVERY NEEDS ASSESSMENT AND SUPPORT SURVEY
FORM

This needs assessment is being conducted to gather information about your personal circumstances so we can assist you, provide you with information on particular services, or refer you to organisations who can best assist you with your recovery process.

The survey is designed to gather as much relevant information as possible in one interview to avoid having to repeat some details to a number of interviewers. However please note that further contact may be necessary.

You are not obliged to provide any or all of the information requested. You should be aware that the information you provide may be passed to other agencies involved in the recovery process.

Please note that completion of this survey does not guarantee your specific needs will be met immediately, however every effort will be made to obtain the assistance you need as quickly as possible.

If, after completing this survey, you need specific assistance not identified on these forms, or you wish to make enquires about the survey, please ring the following telephone number:

In terms of the Privacy Act should you wish to access, change or amend any information you have given please ring the above telephone number. You can also contact this agency at the following telephone number: _____:

Interview conducted at: _____

(Date)

(Time)

Interview conducted by: _____

This sheet is a receipt of your interview and must be retained for referencing purposes.

NOTES FOR INTERVIEWER

(Please read before commencing the survey)

Introduce yourself to the person being interviewed.

"Hello, my name is (name). I'm here on behalf of the Shires of Mingenew, Morawa, Perenjori and Three Springs Local Recovery Coordination Committee. I would like to talk to you about the recent emergency event to see if there is anything we can help you with or if there are any organisations we may be able to refer you to too assist with your recovery."

- 1) Read through the cover page with the interviewee and complete it. Give the page to the person being interviewed at the completion of the interview as it is their receipt of interview.
- 2) If the interviewee doesn't speak English, refer to the interpretation sheet on the rear of this sheet.
- 3) Start at section one of the survey and work through all sections.
- 4) Texts in grey italic font are points for you to note.
- 5) If the interviewee declines to give information, complete known details if possible.
- 6) On completion of the interview, hand over any relevant information that be of a benefit to the interviewee.

NOTE: some people may take this opportunity to offload any frustrations, Do not take this personally; it is best to listen and then move on to the next question when possible,

51Tpe6yro pycaroro nepeBotitiriKa.	Russian
------------------------------------	---------

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Section 1: Principal Occupier and Property Details

1.1 Family Name: _____ First Name(s): _____

1.2 Total number of people residing at this property:

1.3 Names of other people normally residing at this property

Family Name: _____ First Name(s): _____

Family Name: _____ First Name(s): _____

Family Name: _____ First Name(s): _____

Family Name: _____ First Name(s): _____

Family Name: _____ First Name(s): _____

NOTE: Please provide children ages

1.4 Have you registered with the Department for Child Protection by completing a National Registration and Inquiry System (NRIS) registration form?

YES - Go to question 1.4a

NO - Go to question 1.5 (Please circle one)

NOTE; if NO, inform the interviewee that they may require registering to access recovery services. Please explain the process if required

1.4a What is your registration number: _____

1.4b Does anyone in your family have a different NRIS number?

YES / NO (Please circle one)

Write the NRIS number(s): _____

1.5 Address of affected property:

Phone number of affected property:

Alternative phone number(s):

1.5a What is your property Assessment number: (if known) _____

NOTE: if the Assessment number is unknown, check the Property Database after the interview.

1.6 Do you own the property: **YES / NO** (Please circle one)

If **NO**, what are the contact details of the property owner (*if*

known): _____

Name:

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Address: _____

Contact number(s):

1.7 Where are you currently living (*Please tick one of the following*)

V)

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

- Living at affected property (*Go to Section 2*)
- Temporary accommodation until we can return to affected property (*Go to 1.8*)
- Temporary accommodation looking for new permanent accommodation (*Go to 1.8*)

1.8 Current address and contact details

Address;

Contact number(s):

Section 2: Damage to Dwelling/Contents and Insurance

2.1 Was the house damaged? *(Please tick one of the following)*

(v)

<input type="checkbox"/>	YES	Go to question
<input type="checkbox"/>	NO	Go to question
<input type="checkbox"/>	Don't know as have not seen the house as	Go to question
<input type="checkbox"/>	Not damaged but not accessible	Go to question

2.2 Please tick the list below to indicate damage occurred

Nature of Damage	Describe damage if relevant
Water supply not working	
Sewerage not working	
Drainage blocked	
Electricity cut	
Gas cut	
Telephone cut	
Road access cut or restricted	
Damage to outbuildings on property	
Other (please describe)	

(v)	Nature of Damage	
<input type="checkbox"/>	Water supply not working	
<input type="checkbox"/>	Sewerage not working	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

2.2a _____

When was the house damaged? Date: _____

2.2b to the best of your knowledge, what caused the damage? *(Please tick one of the following)*

(✓)	Cause of Damage
	Flood water
	Storm
	Hazardous Material Incident
	Earthquake
	Fire
	Other (please detail)

2.2c Has the house been inspected by a building inspector?

YES / NO / Don't Know *(Please circle one)*

2.2d Would you like someone to conduct an inspection of your house and property to ensure it is safe to move back into?

YES / NO *(Please circle one)*

2.2e Is the house insured? *(Please tick one of the following)*

	YES	Go to question 2.2f
	NO	Go to question 2.3
	Don't own the house	Go to question 3
	Decline to answer the question	Go to question 2.3

2.2f Have you lodged an insurance claim?

YES / NO *(Please circle one)*

2.2g What is the name of your insurance company or agent?

2.2h Has an insurance assessor inspected the property?

YES / NO *(Please circle one)*

2.3 Have you experienced damage to the contents in the house? *(Please tick one of the following)*

V)

	YES	Go to question 2.3a
	NO	Go to question 2.4
	Don't know as haven't seen the contents as	Go to question 2.4

2.3a Are the house contents insured? *(Please tick one of the following)*

V)

	YES	Go to question 2.3b
	NO	Go to Section 3
	Decline to answer the question	Go to Section 3

2.3b

What _____ is
the name of your insurance company or agent?

2.3c Has an insurance claim been lodged? **YES / NO** *(Please circle one)*

2.3d Has an insurance assessor inspected the property?

YES / NO *(Please circle one)*

Section 3: Alternative Accommodation

3.1 Do you need assistance to find alternative accommodation?

YES — Go to question 3.1a

NO — Go to Section 4 *(Please circle one)*

3.1a What kind of accommodation do you require? *(Please tick one of the following)*
v)

Temporary (less than a week)
Short-term (1-4 weeks)
Long-term (more than one month) — please estimate the number of months:
Permanent

3.1b The accommodation is needed to house:

Number of Adults: _____

Number of Children: _____

3.1c Do you have any _____ special needs for your accommodation i.e., access for wheelchairs, _____
aged?

3.1d Do you have any pets?

YES / NO *(Please circle one)*

NOTE: If YES, question 4.8 allows for Another information to be recorded

Section 4: Health and Welfare

House:

4.1 Do you require any clean-up assistance for your house or property? **YES** — Go to question 4.1a

NO — Go to question 4.2 *(Please circle one)*

Don't Know — Go to question 4.2

4.1a

Please _____
provide _____
details _____
of the kind of assistance you would like:

4.2 Are you looking after evacuees at your home

YES — Go to question 4.2a

(Please circle one)

NO — Go to question 4.3

4.2a Would you like to receive information about financial support for hosting the evacuees? **YES / NO** *(Please circle one)*

Personal:

4.3 If you have had contents in your home damaged, would you like to be contacted by agencies that are distributing donated goods?

YES — Go to question 4.3a

(Please circle one)

NO — Go to question 4.4

4.3a What kind of goods do you need?

4.4 Do you have a need for clothing, toiletries or bedding?

YES — Go to question 4.4a

(Please circle one)

NO — Go to question 4.5

4.4a What kind of items do you need?

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4.5 Are there any medications which you or your family use that you are unable to get?

YES — Go to question 4.5a

(Please circle one)

NO — Go to question 4.6

4.5a If you would like help you get medication, please describe the medications in as much

d

e

t

ail as possible.

4.5b Is a prescription required for these medications?

YES / NO *(Please circle one)*

4.5c If

YES,

please

provid

e the name and address of your doctor and pharmacist

4.6 Would you like to find out about support or counselling services for you and or your family

members? **YES / NO** *(Please circle one)*

NOTE; This question is included to help the interviewee access services that may be provided by affiliate organisations

4.7 Do you have an affiliation with any community groups in

the area? **YES / NO** *(Please circle one)*

4.7a If YES, please indicate which group. _____

Domestic animals/pets

4.8 Have you got any domestic animals or pets which are in need of care?

YES — Go to question 4.8a

(Please circle one)

NO — Go to Section 5

4,8a What kind of animals are they? *(Please list all animals & the number of animals)*

4.8b

Where are they located?

(Please provide address and location at address)

4.8c

What kind of

care do they need? *(Please detail)*

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Section 5: Financial

5.1 Do you require any assistance with income support?

- YES** - Go to question 5.1a
- NO** - Go to Section 5.2 *(Please circle one)*

5.1a Are you already a client of Centrelink?

- YES** - Please contact Centrelink directly
- NO** - Please contact Centrelink through the help line and they will advise you on available assistance *(Please circle one)*

NOTE: the initial contact number to call Centrelink is 132 050 though a specific contact number may be created by Centrelink for affected persons dependent on the scale of the emergency.

NOTE: there may be relief funds available from other sources such as the Red Cross and the Lord Mayors Appeal Relief Fund. Applications will need to be completed for these grants if available. Please advise the interviewee about any relief funds that have been established and provide them with application forms.

Documents

5.2 Have you lost or do you have access to any of the following documents? *(Please tick all those that apply)*

Document Type	Lost v)	Cannot Access (/)	Who in the house does the document belong to
Bank books			
Cheque books			
Credit cards			
EFTPOS cards			
Centrelink cards			
Passport			
Birth Certificate			
Marriage Certificate			
Citizenship Certificate			
Insurance papers			
Other (please detail)			

5.3 If you have lost your bank documents, do you have access to a branch of your

bank? **YES / NO / Does not apply***(Please circle one)*

Administrative information

Person conducting interview: **Name** *(print)*:

Contact details:

Date:

Person being interviewed: I have been given the front page of this survey form and agree to the use of the information I have for the purposes of recovery from this emergency.

Name *(print)*:

Signature:

Date:

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FIRE DAMAGE ASSESSMENT FORM

AFFECTED PROPERTY No.....

SHIRE OF
FIRE DAMAGE ASSESSMENT _____ 201__

AIMS OF THIS SURVEY

To assess the level of general damage across the Shire.

To find out your immediate needs.

To provide some specific damage figures to Government, in order to determine the need for financial and / or other aid.

Name: _____

Phone / Fax: _____

Date: _____

What are you immediate needs / how can we help ?

GENERAL

What % of your total farm was affected by the fire? _____ %

What is your total farm area? _____ Ha

House/s ?

Sheds?

Yards?

Plant?

Machinery

Silos?

Domestic water supply / pipes?

Phone?

Power

Fences

Boundary (Km)

Internal (Km)

DAMAGE TO CROPS

Area of crop damaged _____ Ha.

Type

Wheat

Barley

Oats

Canola

Lupins

Faba Beans

Chick Peas

Other

Pasture / Stock

Total area of pasture / stubble burnt?

Area of Pasture/stubble **not** burnt?

Number of hay bales damaged ?

Number /type stock lost?

Number / type stock left/

What do you intend doing with those left (agist,? feedlot, ?)

Stock water supply ?

Vegetation

Area remnant bush burnt? (Ha)

-fenced / unfenced ?

-if fenced for how long ?

-was funding body involved , if so what year? (e.g. RVPS, GRF,)

Area of remnant bush left ? (Ha)

REVEGETATION

Number of seedlings per Ha. planted ?

Number of seedlings per Ha burnt ?

Number of seedlings per Ha left ?

ANY OTHER LOSSES

INSURANCE

How do you stand with Insurance

Do you have any comments, questions or requests ?

Please return to your Shire Office A.S.A.P.

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FLOOD DAMAGE ASSESSMENT FORM

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APPENDIX 3.

Shires Mingenew, Morawa, Perenjori, Three Springs Recovery Plan

LOCAL RECOVERY COORDINATOR**ACTION CHECKLIST**

Task Description	OK
• Liaise with relevant response agencies regarding location, size, type and potential impact of event.	
• Contact and alert key staff.	
• Determine likely human effects.	
• Establish if event proclaimed and eligible natural disaster under the WANDRRA	
• Contact other relevant response and recovery agencies.	
• Activate and brief relevant agency staff.	
• Activate appropriate inter-agency liaison mechanisms.	
• Locate liaison officer at emergency operations centre (if appropriate).	
• Determine immediate short-term needs (e.g. accommodation, financial assistance and personal support).	
• Manage offers of assistance, including volunteers, material aid and donated money.	
• Assess impact of the event through information/data from local government, geographic data and relevant response agencies.	
• Meet with specific agencies involved with recovery operations to determine strategies.	
• Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
• Organise briefing and debriefing processes for staff.	
• Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
• Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services.	
• Manage restoration of essential infrastructure/utilities.	
• Manage the public appeal/private donations process.	
• Brief media on the recovery program.	
• Assess reports gathered through an outreach program to assess community needs.	
• Identify special needs groups or individuals.	
• Meet with other recovery agencies to consider full assessment of the impact of the event. Determine the best means of involving the affected community and determine action required from specific agencies.	
• Activate community (specific) recovery committees, ensuring active participation of members of the affected community.	
• Develop a community information process, including consideration of public meetings and newsletters.	
• Monitor staffing arrangements.	
• Review resources and services on an ongoing basis.	
• Determine longer-term recovery measures.	
• Provide newsletters to the affected community and information to the media as required.	
• Continue to monitor agency activities and reduce/withdraw services when appropriate.	

• Debrief recovery agencies.	
• Recognise agency/staff input.	

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ANNEX 3 LOCAL RECOVERY COORDINATING COMMITTEE- ACTIONS CHECKLIST

Transition From Response:	OK
IC shall include the LRC in critical response briefings	
LRCC shall ensure the Incident Controller aware of recovery requirements and tasks prior to the termination of the state of emergency	
LRCC shall ensure that agencies with response and recovery obligations are aware of their continuing role	
LRCC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available.	
LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
Management Structure (the LRCC Shall):	
Ensure of the appointment of an LRC has occurred	
Activate a recovery coordination centre if required	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required	
Ensure and facilitate the completion of the impact assessment	
Assume public information responsibilities from response agency and provide information to the impacted area and to public and media	
Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote Community Involvement (the LRCC shall):	
Work within existing community organizations	
Recruit representatives of the affected community into recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Provide information centres for advice, information and assistance during the recovery period	
Establish mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings and local newsletters).	
Impact Assessment -managerial issues (the LRCC shall):	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC	
Confirm the total area of impact for determination of survey focus	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues	
Link with parallel data-gathering work	
Identify and close information gaps (establish the "big picture")	
Assess the financial and insurance requirements of affected parties	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspections and Needs Assessments - technical focus (the LRCC shall):	
Establish and define the purpose of inspection/assessment and expected outcomes	
Consistently apply agreed criteria (requiring a common understanding by the people	

undertaking the survey process)	
Collect and analyse data	
Establish a method/process to determine the type of information needed for this recovery operation, defining: <ul style="list-style-type: none"> • how and who will gather the information (single comprehensive survey) • how information will be shared • how information will be processed and analysed • how the data will be verified (accuracy, currency and relevance) 	
Manage the process to minimise calling back	
Select and brief staff	
Maintain confidentiality and privacy of assessment data	
Data Management (the LRCC shall):	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer	
Create templates for impact assessment and for tracking assistance provided.	
State Government Involvement (the LRCC shall):	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate ERC Sub-committees, as appropriate	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Local Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
Public Information (the LRCC shall):	
Appoint spokespeople to deal with the media	
Manage public information following the handover from response to recovery by the HMA	
Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through: <ul style="list-style-type: none"> • Recovery Coordination centre • spokesperson/s • identifying and adopting key message priorities • using a single publicised website for all press releases 	
Develop processes for: <ul style="list-style-type: none"> • media liaison and management (all forms e.g. print, and electronic) • briefing politicians • alternative means of communication e.g. public meetings, mailbox fliers, advertising • communicating with community groups • meeting specialist needs • formatting press releases • developing and maintaining a website • ensuring feedback is sought, integrated and acknowledged 	
Monitor print and broadcast media, and counter misinformation.	
Rehabilitation and Assistance LRCC Shall:	
Establish a mechanism for receiving expert technical advice from lifeline groups	
Monitor and assist rehabilitation of critical infrastructure	

Prioritise recovery assistance	
Prioritise public health to restore health services and infrastructure	
Assist and liaise with businesses to re-establish and reopen	
Restore community and cultural infrastructure (including education facilities)	
Restore basic community amenities for meetings and entertainment	
Facilitate emergency financial assistance through the Department for Child protection	
Adjust capital works and maintenance programs.	
Implementation of Reduction Measures LRC shall plan to:	
Take the opportunity, while doing the hazard analysis, to: <ul style="list-style-type: none"> • identify essential services and facilities in high-risk areas • consider the restoration options in the event of their becoming dysfunctional 	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information adhere to an ERM Plan.	
Financial Management LRCC shall to:	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent.	
Reporting LRCC Shall Plan to:	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed Withdrawal LRCC Shall Plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over	
Identify long term recovery activities and agency responsible for management	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
Stage a public event of acknowledgement and community closure.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events	

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LRCC – ATTENDANCE ROSTER

The following roster has been endorsed by the Local Recovery Coordination Committee (LRCC) and distributed to the relevant employee and work area.

Date On	Date Off	Time On	Time Off	Employee Name	LRCC Position
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		
		0800hrs	1630hrs		
		1600hrs	2430hrs		

		2400hrs	0800hrs		
--	--	---------	---------	--	--

The following criteria have been considered by the LRCC while developing the roster.

Shifts per day:	3	Occupational Health and Safety:
Shifts per week:	5 days on, 2 days off	- Fatigue Management
Length of Shift:	8.5 hours	- Work life balance
Hand over period:	30 minutes	- Employment commitments
Rotation of Roster:	Every 2 days	- Employee welfare
Rest Period:	Minimum 10 hour rest period	

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LRCC – ATTENDANCE FORM (TIME SHEET)

On activation of the Local Recovery Coordination Committee, this form is to be completed by ALL City of Joondalup employees who are involved in Emergency Management operations as requested by the Local Recovery Coordinator or the Local Recovery Coordination Committee.

Recovery Attendance Form (Time Sheet)

Date:			Emergency Name:		
--------------	--	--	------------------------	--	--

Employee Name	LRCC Position	TIME		TIME		TIME		Authorisation	
		In	Out	In	Out	In	Out	Officer	Signature

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VOLUNTEER INFORMATION FORM (VIF)

Incident No:		Incident Name:			
V.I.F. REFERENCE NUMBER:					
TITLE/PREFIX	Mr / Mrs/ Miss/ Dr/ Other				
First Name		Preferred Name:			
Surname:					
ADDRESS:					
PHONE:	B	AH:	MOB:		
Email:					
AGE:		DOB (OPTIONAL):			
Next of Kin:					
Relationship:					
PHONE:	B	AH:	MOB:		
AVAILABILITY	Day (0800-1630hrs)		Evening (1600-0030hrs)		
	Morning (0000-8300hrs)		Other		
<u>TYPE OF ASSISTANCE OFFERED:</u>					
	ACCOMMODATION:	e.g.			
	supply of				
	CHILD CARE:				
	CLERICAL: e.g. word processing,	document			
	collation				
	DOMESTIC: e.g. cleaning,	washing			
	ironing				
	FOOD: e.g. meals,	catering			

HEALTH: e.g. massage, relaxation				
MANUAL LABOUR: e.g. gardening, lifting				
PERSONAL SUPPORT: e.g. counselling, interpreter				
PHOTOGRAPHY:				
PROFESSIONAL ADVISE e.g. architect, builder				
TOOLS/EQUIPMENT: e.g. loader, truck				
TRANSPORT e.g. bus, car				
OTHER:				
DATE:		R:	O F F I C E	SIGNATURE:
	-			
<p>To be signed by the volunteer when initially accepting tasking to acknowledge the above information is true and correct and to verify that any information that is acquired while undertaking tasks allocated may be confidential and must kept confidential.</p>				
DATE:		SIGNATURE:		
TASK ALLOCATED:	VTF Ref. No.:	1) VTF	2) VTF	3) VTF
LOG SHEET::	VLF Ref No.:	1) VLF	2) VLF	3) VLF

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VOLUNTEER LOG FORM (VLF)

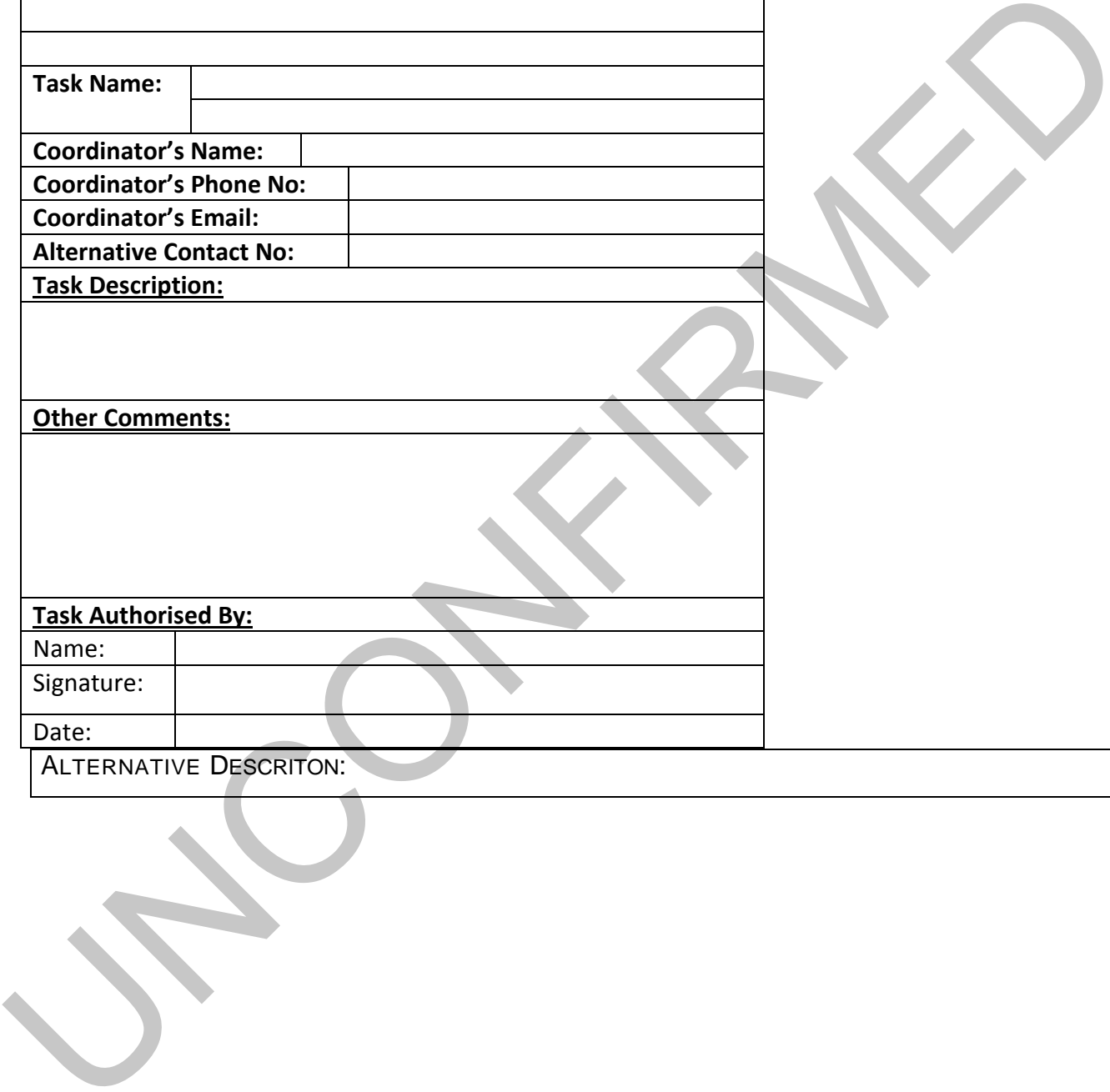
VLF REFERENCE NUMBER: _____						
Volunteer Name	V.I.F Reference Number	Time In	Time Out	V.T.F Reference Number	Volunteer Signature	Authorised Officer Signature
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		

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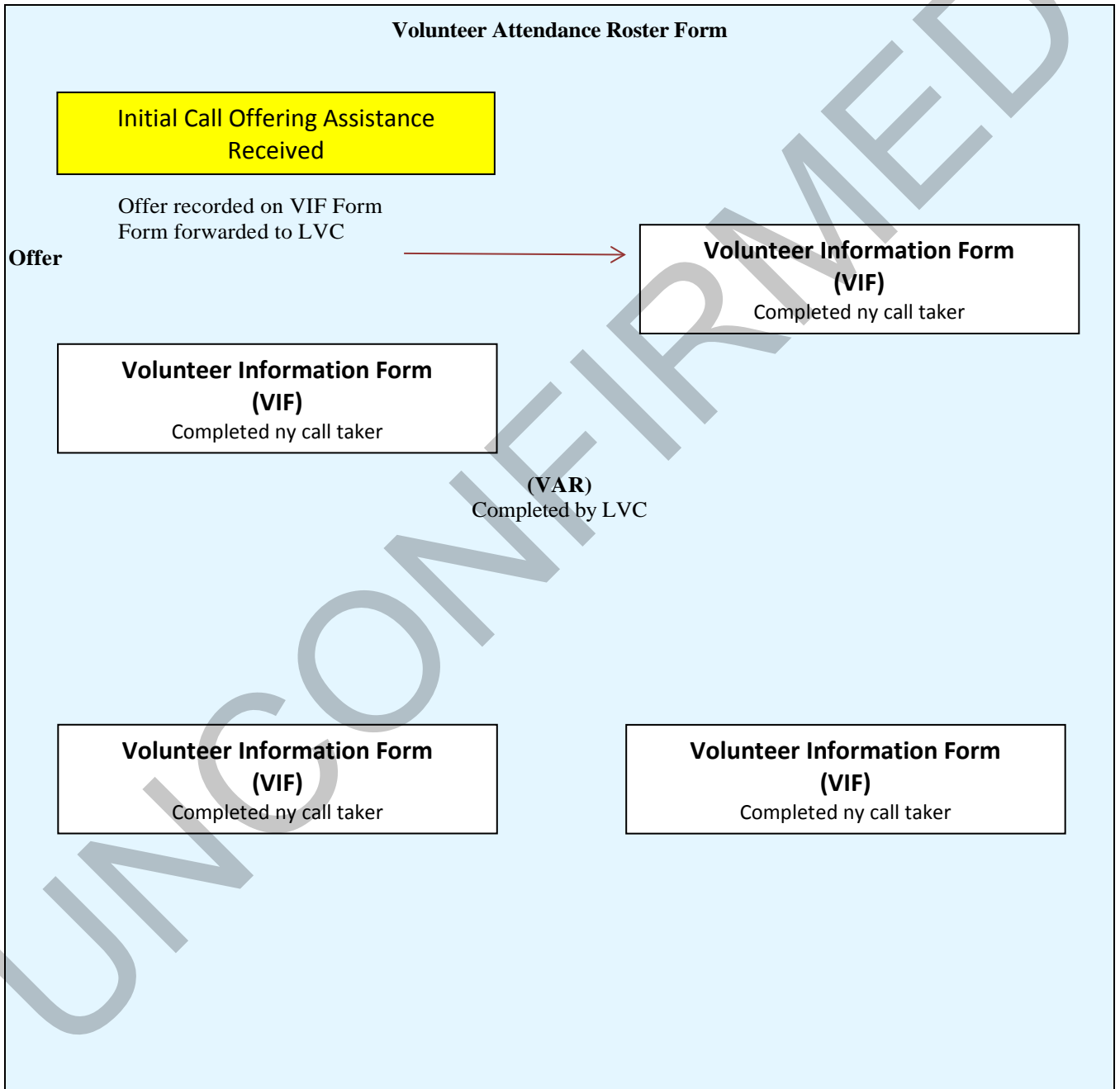
VOLUNTEER TASK ALLOCATION FORM

VTF Registration Number:	
Task Name:	
Coordinator's Name:	
Coordinator's Phone No:	
Coordinator's Email:	
Alternative Contact No:	
<u>Task Description:</u>	
<u>Other Comments:</u>	
<u>Task Authorised By:</u>	
Name:	
Signature:	
Date:	
ALTERNATIVE DESCRITON:	



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VOLUNTEER ATTENDANCE ROSTER

The following roster has been endorsed by the Local Recovery Coordination Committee (LRCC) and distributed to the relevant employee and work area.

Date On	Date Off	Time On	Time Off	Volunteer Name	VIF Number	VTF Number
		0800hrs	1630hrs			
		1600hrs	2430hrs			
		2400hrs	0800hrs			
		0800hrs	1630hrs			
		1600hrs	2430hrs			
		2400hrs	0800hrs			
		0800hrs	1630hrs			
		1600hrs	2430hrs			
		2400hrs	0800hrs			

The following criteria have been considered by the LRCC while developing the roster:

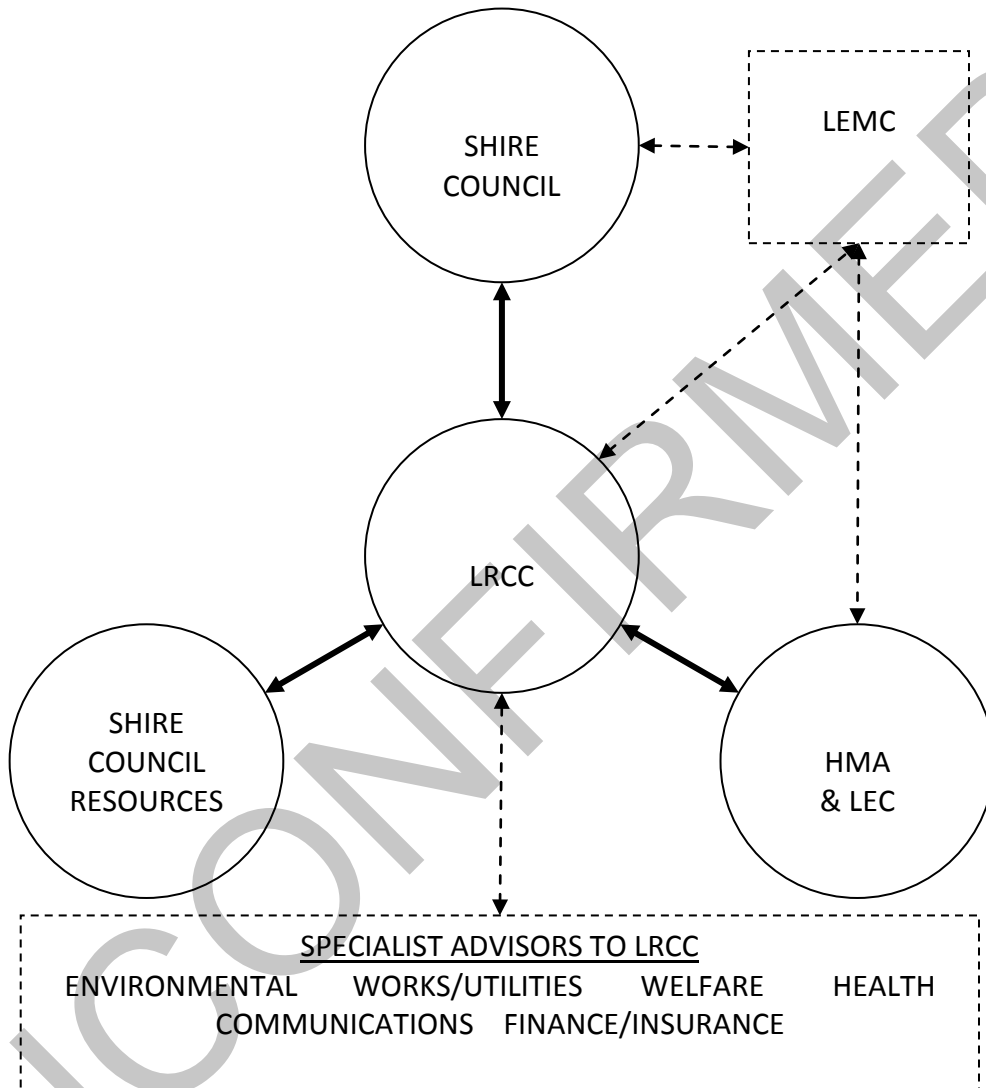
Shifts per day:	3	Occupational Health and Safety:
Shifts per week:	5 days on, 2 days off	- Fatigue Management
Length of Shift:	8.5 hours	- Work life balance
Hand over period:	30 minutes	- Employment commitments
Rotation of Roster:	Every 2 days	- Employee welfare
Rest Period:	Minimum 10 hour rest period	

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LRCC STRUCTURE



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LRCC APPOINTMENT LIST

APPOINTMENT	PRIMARY	ALTERNATE
CHAIR	Shire COUNCILLOR from SHIRES OF Mingenew Morawa, Perenjori or Three Springs	SHIRE PRESIDENT
LRC/XO	CEO affected Shire	CEO of Second Shire
DEPUTY	DEPUTY CEO	EXECUTIVE SUPPORT OFFICER
SCRIBE	EXECUTIVE SUPPORT OFFICER	APPOINTED AS REQUIRED

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EMERGENCY ACTIVATION LOG

Notification taken by:			Time:		
Notification provided by:					
QUESTIONS		DETAILS			
What is the nature of the emergency?					
Number of people involved?					
What happened?					
Where?					
When?					
Assistance requested?					
Are all personnel accounted for?		Yes / No			
What are the injuries and damage?					
Injuries					
Fatalities					
Equipment damage					
HMA Contact Details?		Agency:		POC:	
		Contact Details:			
Have these state emergency services been notified?		Contacted		Onsite	
		Yes	No	Yes	No
DFES					
St John Ambulance					
WA Police					
LG Rangers					
Who else is in attendance at the emergency scene?					

Have these people been notified?	Contacted		Onsite	
	Yes	No	Yes	No
President				
LRC				
Shire offices				
Has the LRCC Chair activated the LRCC?			Time:	
When are staff to meet at the ECC?				
Who else has been notified or is aware of the situation?				
What continuing hazards exist?				
Is the situation escalating? How?	Yes / No			
Site or area evacuated	Yes / No			
Has there been any media involvement? If so, what?	Yes / No			

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RECOVERY COORDINATING CENTRE EQUIPMENT CHECKLIST

Suggested Items for RCC

- Communications:
 - Land line phones
 - Mobile phones
 - Extra mobile phone batteries, with chargers
 - Two-way radios, extra batteries and chargers
 - Internet/intranet access points
 - Dedicated e-mail address
 - Fax Machine (2 – in/out), Copier, Computer(s), Printer, Projection unit, Projection screen
 - Digital camera
 - Digital video camera
 - Clock
 - AM/FM radio
 - Tape/Voice recorder
- TV with reception and with VCR and DVD, preferably with pay TV news available
- LRCC Status boards – either large hard copy, or electronic if sufficient projectors and PCs are available
- Extension cords and power boards
- General office supplies:
 - Paper, pencils and pens
 - Files and folders
 - In/out baskets
 - Flip charts
 - Markers
 - Masking tape
- Storage/filing containers
- Supply of forms (activity log sheets and telephone message pads)
- Reference material:
 - Phone book (site, corporate, white/yellow pages)
 - Manuals
 - Applicable contingency plans (ie. state, federal)
 - Incident related maps, charts, drawings etc.
 - Tables and chairs
- Rubbish bins, shredders and classified waste bags
- Food and drink supplies.

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RCC RECOVERY COORDINATING CENTRE SET-UP GUIDE

The first person(s) to arrive at the RCC should commence setting-up the room (until the RC Coordinator arrives).

To set-up the RCC, the following must be done:

- Open and clear the room
- Set-up relevant maps and photographs
- Locate and lay-out copies of the EMA's relevant references
- Ensure that computers, printers, fax machines and data projectors are switched on and logged-on
- Ensure that status boards are set-up, cleaned and ready for use
- Ensure an adequate supply of stationery is available

Inform the LRCC Chair and Deputy that the RCC is now functional.

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LRCC INITIAL BRIEF GUIDE

The first formal meeting of the LRCC should be held as soon as possible after the team has been activated. This key briefing will set the initial focus of the LRCC. The primary outcomes of this briefing are that all key members of the LRCC will understand the situation, an initial response plan will be mapped out, and initial group tasks will be allocated by the LRCC Chair.

STEP	ELEMENTS	WHO	OUTPUT
SITUATIONAL AWARENESS	Who, What, Where, When and Why	LRCC Chair, HMA Incident Manager	Common understanding across LRCC
LRCC INTENT	What is the focus of the LRCC actions?	LRCC Chair	Team direction set
PRIORITIES	Priority objectives Priority actions Priority stakeholders Emergency Information Requirements (EIRs)	LRCC Chair LRCC Deputy	Initial response plan scoped and planning focus confirmed
TASKS	Confirm tasks allocated so far Assign tasks to each group manager	LRCC Chair	Organisational needs identified (personnel, etc)
RESOURCES	Currently committed to the incident Additional resources required	All	Administration and logistics
QUESTIONS	Questions Confirmatory questions for the meeting	All	Clarification
TIMINGS	Critical known timings Initial response timeline Next meeting	LRCC Chair LRCC Deputy	LRCC coordination

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LRCC UPDATE BRIEFING GUIDE

This brief provides the framework for each LRCC meeting.

FOCUS	ELEMENT	WHO
What has changed? (Consider how the situation has changed since the last report)	Update on incident/issue	LRCC Chair
	LRCC update	LRC
	LRCC update	
What's been done? (Consider personnel, assets, environment, business continuity and reputation)	Key actions over preceding period	
	LRCC	
	Sub Committee updates	
What's going to be done? (Consider personnel, assets, environment, business continuity and reputation)	Response activities planned	
	Other group activities planned	
	LRCC Chairs guidance	
Priority issues	Identify critical operational and business issues	
	Prioritise issues	
	Allocated tasks	
Information required	Identify critical information requirements	
	Allocate responsibility for seeking this information	

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SITUATION REPORTS

From: To: Date: Time:

SITREP	
What has changed? (Consider how the situation has changed since the last report)	
What's been done? (Consider personnel, assets, environment, business continuity and reputation)	
What's going to be done? (Consider personnel, assets, environment, business continuity and reputation)	
Priority issues	
Information required	

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STATUS BOARD 5 - KEY ACTIVITIES AND TIMINGS

Last updated:

<u>LRCC Internal</u>	<u>Communications and Media</u>	<u>Other</u>
Next SITREPs due from field:	Next Communications Team Meeting:	Next Transport to _____:
Next LRCC update brief:	Next Community Information Brief:	
Next LRCC shift change	Next Media Conference/Statement:	

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APPENDIX 3J – POST EMERGENCY REVIEW GUIDE

A	B	C	D	E
Time	Event / Action	Decision / Effect	Could it be done better? How?	Action

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APPENDIX 3K - POST EMERGENCY DEBRIEF FORM

Date:	Time start:	Time finish:
Employee:		
De-briefing Officer:		
Role or involvement in emergency:		
Medical check-up conducted:		Yes / No
Date:	Time:	Contact:
Further treatment required:		Yes / No
Date:	Time:	Contact:
Counselling:		Offered / Arranged / Conducted
Date:	Time:	Contact:
Name of support person to be contacted (next-of-kin, family/friend):		
Phone:		
Issues / concerns:		
Question:		
Answer:		
Signed (Employee):		Date:
Signed (Debriefing Officer):		Date:
For review by:	Reviewed: Yes / No	Date:
Comment/action:		

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RECOMMENDED PIA HEADINGS

1. TERMS OF REFERENCE

2. SEQUENCE OF EVENTS

- a. Pre-impact considerations
- b. Weather
- c. Notification and deployment
- d. Incident appreciation, assessment and first response actions
- e. Containment, control and combat strategies
- f. Incident control (including structure), command and coordination
- g. Incident objectives, strategies and tactics utilised
- h. Communications and communications planning
- i. Issues concerning Prevention and Preparedness strategies and resources
- j. Emergency management planning issues
- k. Evacuation
- l. Recovery issues

3. OCCUPATIONAL HEALTH AND SAFETY ISSUES

- a. Injuries (who, how, what & when)
- b. Type of injuries
- c. Classification of injured (career, registered volunteer [Y/N], general public)
- d. Training records of injured
- e. Operating from Brigade/Unit or private vehicle
- f. Near miss(es) (who, how, what & when)

4. INCIDENT MANAGEMENT EVALUATION

- a. Both expected and unexpected outcomes
- b. Effectiveness of IMT
- c. Effectiveness of strategies and tactics (against minimising impact of hazard)
- d. Operational effectiveness
- e. Effectiveness of response (mobilising, equipment, individual or group)
- f. Compliance with Policy Statements and Support Plans

5. LESSONS LEARNED

- a. List – strengths & weaknesses (weaknesses require recommendations)
- b. Community safety issues
- c. Community preparedness (emergency plans in place)
- d. Effectiveness of community recovery

6. ACTION AND IMPLEMENTATION SCHEDULE (for improving service delivery)

7. ENDORSEMENTS

8. ATTACHMENTS

- a. List of participants at the information gathering session
- b. List of all documentation
- c. Other

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DETAILS OF AVAILABLE GRANTS & HARDSHIP PAYMENTS

WANDRRA OVERVIEW

WESTERN AUSTRALIAN NATURAL DISASTER RELIEF ARRANGEMENTS OVERVIEW (May 2006)

Introduction

Communities in Western Australia are affected by a range of natural disasters each year. Although significant efforts are undertaken by the emergency services, state and local government agencies, communities and individuals to mitigate the impact of such events it is not possible to prevent such events from occurring and impacting on Western Australian communities. Whilst primary responsibility for safeguarding and restoring public and private assets affected by natural disasters rests with the owner, who should always plan for the vagaries of nature, the State Government recognises that disaster affected communities do not always have the resources to provide for their own recovery.

Commonwealth Natural Disaster Relief Arrangements

The Commonwealth Natural Disaster Relief Arrangements (NDRA) do not apply directly to disaster affected communities. The Commonwealth NDRA Determination sets down the principles, guidelines, practices and processes under which the Commonwealth provides financial assistance to the States and Territories for the provision of natural disaster relief payments and infrastructure restoration.

Western Australian Natural Disaster Relief Arrangements (WANDRA)

To assist the recovery of communities whose social, financial and economic well-being has been severely affected by a natural disaster event, the State Government has established a range of relief measures designed to help those within disaster affected communities that do not have the resources to provide for their own recovery. The various schemes address specific needs that may exist within a stricken community as well as providing a 'safety net' for disaster victims. Assistance is NOT provided as compensation for damage/losses sustained or as a disincentive to self help by way of commercial insurance and/or other appropriate strategies of disaster mitigation.

Eligible Events

The WANDRA only apply for those events resulting from any one, or a combination of the following natural hazards:

Bushfire; Earthquake; Storm; Cyclone; Storm Surge; Landslide; Tsunami; Meteorite Strike or Tornado

Eligible Measures

The WANDRA comprises a range of measures that have been approved by the State Government. The measures are designed to address the following community impacts:

- Individuals and families
- Business and residential
- Rural industry; and
- Local government.

The individual measures are listed at Annex A together with details of the eligibility criteria and the agency responsible for their management.

Administration and Management of the WANDRA

The Fire and Emergency Services Authority (DFES) is responsible for the overall administration of the WANDRA. DFES is assisted by a number of State Government agencies that manage specific components of the WANDRA (eg Personal Hardship and Distress measures by the Department for Community Development). The responsible agencies are detailed at Annex A.

Declaration of Eligible Disasters

An event must be proclaimed a "Natural Disaster" in accordance with the criteria specified under the WANDRA before all relief measures can be accessed.

Assistance under Personal Hardship and Distress Categories 1 – Emergency Assistance and 2 – Temporary Accommodation are exempt from this requirement and can be accessed for any eligible event.

The WANDRA criteria for the proclamation of a natural disaster are as follows:

- Must be an eligible event; and
- The anticipated cost of the event must exceed \$240 000.

In order to ensure that an event satisfies these criteria DFES will undertake an assessment of the impact of an event through various agencies including Local Government.

Once it has been confirmed that an event meets the above criteria with the endorsement of the DFES Commissioner a "*WANDRA Eligible Disaster Proclamation Notification*" will be issued by DFES to all relevant State Government agencies and affected Local Governments, and through the media.

APPENDIX3.

Shires Mingenew, Morawa, Perenjori, Three Springs Recover Resources Manual

WA NATURAL DISASTER RELIEF ARRANGEMENTS

SUMMARY OF ASSISTANCE MEASURES

SUPPORT DETAILS	COMMUNITY IMPACT	AGENCY RESPONSIBLE
<p>Accommodation: ranging from short term emergency shelter (e.g., evacuation centre) to medium term overnight accommodation.</p> <p>Food: provision of meals in emergency shelters and accommodation or financial assistance to help people buy food.</p> <p>Clothing and personal items: e.g., toiletries and pharmaceuticals.</p> <p>Personal support: including practical assistance, information, referral, advocacy, counselling, child care and psychological services</p> <p>Financial assistance including personal hardship and distress relief payments where applicable: includes emergency assistance for immediate essential items and emergency accommodation assistance.</p> <p>Registration and inquiry: of persons evacuated or affected by the disaster; providing a means for people to locate family members and reunite.</p>	<p>Individuals and families</p>	<p>Department for Child Protection</p> <p>Free call: 1800 032 965</p>

<p>Up to \$5,000 To assist with the reconnection of electricity.</p> <p>Up to \$10,000 For replacement of white goods and floors coverings.</p>	<p>Individuals and families</p>	<p>Department for Child Protection</p> <p>Free call: 1800 032 965</p>
<p><u>Loan Interest Subsidy Scheme</u> Scheme available for those affected and involves Approved Deposit Taking Institutions. Interest subsidy of 4% provided. Maximum loan of \$150,000 for a period of 10 years. Client may opt to defer principal repayments for the first two years. Authority pays the ADTI subsidy annually in advance based on return submission at anniversary of loan disbursement.</p>	<p>Small Businesses</p> <p>Applicants must:</p> <ul style="list-style-type: none"> a) Be a registered small business with an ABN. b) Employ fewer than 20 full-time equivalent staff. c) Demonstrate to the satisfaction of Government that the business has been directly affected by the natural disaster event. d) Demonstrate to the satisfaction of Government that the business operates locally. Public companies are not eligible. e) Must be actively engaged in the operation of their businesses and derive the main source of his/her/their income from the local business. 	<p>Department of Fire and Emergency Services of Western Australia</p> <p>phone: +61 8 9323 9552</p> <p>email: wandrra@DFES.wa.gov.au</p> <p>Western Australia Natural Disaster Relief & Recovery Arrangements (WANDRRA) is available by clicking on the 'Natural Disaster Relief & Recovery Assistance' button located on DFES's web page - http://www.dfes.wa.gov.au/</p>
<p>Up to \$15,000 Small Business Recovery Grant Reimbursement for the clean-up and immediate restoration costs as a result of the floods 15 – 21 Dec 2010.</p> <p>Payment will only occur on production of tax invoices or receipts which must be received by the DFES prior to the end of the financial year.</p> <p>Please be advised that applicants can apply for either a Small Business Recovery Grant or a Primary</p>	<p>Small Businesses</p> <p>(As above)</p>	<p>Department of Fire and Emergency Services of Western Australia</p> <p>phone: +61 8 9323 9552</p> <p>email: wandrra@dfes.wa.gov.au</p> <p>Western Australia Natural Disaster Relief & Recovery</p>

<p>Producers Recovery Grant, <u>NOT BOTH</u>.</p> <p><u>Refer information sheet for more details.</u></p>		<p>Arrangements (WANDRRA) is available by clicking on the 'Natural Disaster Relief & Recovery Assistance' button located on DFES's web page - http://www.dfes.wa.gov.au/</p>
<p><u>Loan Interest Subsidy Scheme</u> Scheme available for those affected and involves Approved Deposit Taking Institutions. Interest subsidy of 4% provided. Maximum loan of \$150,000 for a period of 10 years. Client may opt to defer principal repayments for the first two years. Authority pays the ADTI subsidy annually in advance based on return submission at anniversary of loan disbursement.</p> <p>Boundary Fences Consideration will be given to the provision of assistance for the restoration/replacement of fencing where the fencing has been:</p> <ul style="list-style-type: none"> • deliberately dismantled or damaged in operational activities to combat the flood; or • damaged as a direct result of the flood 15 – 21 Dec 2010. <p>Freight Costs This assistance reimburses the primary producer a maximum of 50% of the costs to the producer of transporting any of the following as a direct result of the flood:</p> <ul style="list-style-type: none"> • Livestock; • Fodder or water for livestock; or • Building or fencing equipment or machinery. 	<p>Primary Producers</p> <p>Applicants must:</p> <ul style="list-style-type: none"> (a) Operate a commercial scale farming, fishing or pastoral business and be affected by the declared natural disaster. (b) Have been operating the business for at least 1 year. (c) Either own the farm land or hold a minimum five (5) year agreement to share-farm or lease the property, OR own and operate under a fishing licence or have a three (3) year lease of a fishing licence. (d) Devote at least 75% of their labour to the primary production business. (e) Confirm that the applicant's business generates at least 50% of its income from the affected enterprise. (f) Application should be made within 6 months of the declaration date of the disaster. (g) Demonstrate that own resources are not available to the business to recover from the disaster. (h) Demonstrate the impact of the event on the business. (i) Sign a Statutory Declaration certifying the above. 	<p>Department of Agriculture and Food</p> <p>Free call: 1800 198 231</p>

<p>Grants to obtain Professional Advice Reimbursement of fees to a limit of \$1,500 to obtain professional advice.</p>		
<p>Up to \$15,000 Primary Producers Recovery Grant Reimbursement for the clean-up and immediate restoration costs as a result of the floods 15 – 21 Dec 2010.</p> <p>Payment will only occur on production of tax invoices or receipts which must be received by the DAFWA prior to the end of the financial year.</p> <p>Please be advised that applicants can apply for either a Small Business Recovery Grant or a Primary Producers Recovery Grant, <u>NOT BOTH</u>.</p> <p><u>Refer information sheet for more details.</u></p>	<p>Primary Producers (As Above)</p>	<p>Department of Agriculture and Food</p> <p>Free call: 1800 198 231</p>

APPENDIX3.

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TRANSITION FROM RESPONSE TO RECOVERY FORM

1: Incident details

Incident Name:	
Incident Number:	
Hazard Management Agency:	
Local Government Affected:	
Other Local Government Areas Affected:	
Last Incident Report:	YES / NO
Maps Attached:	YES / NO

- Have essential services been restored to an acceptable standard **YES / NO**
 - If **NO** which ones have not?

- Is the area been made safe for the community to return? **YES / NO**

- Have all rescues been completed? **YES / NO**

- Are there any road blocks in place? **YES / NO**

2: Impact Assessment

1. Number of **residential** properties **destroyed**?
2. Number of **residential** properties **damaged**?
3. Number of **commercial or industrial** properties **destroyed**?
4. Number of **commercial or industrial** properties **damaged**?
5. Number of **rural, pastoral or primary producer** properties **destroyed**?

6. Number of **rural, pastoral or primary producer** properties **damaged**?

3: Relocation/Welfare

7. Was a **Relocation** undertaken? **YES / NO**

8. Location of Relocation Centre (s)

9. Estimated number of people relocated?

4: Confirmation

HANDED OVER BY:
Incident Controller

Name: _____

Contact Details: _____

Date: _____

Time: _____

Signature: _____

HANDED OVER TO:
Local Recovery Coordinator

Name: _____

Contact Details: _____

Date: _____

Time: _____

Signature: _____

NOTE:

The purpose of this form is to document the effect the emergency has had on the community at the time of handover from Response to Recovery.

The document is regarded as the official handover from Incident Management Team to the Local Recovery Coordination Committee (LRCC) and will assist the (LRCC) in the commencement of the recovery process.

Section 3: Evacuation/Welfare

10. Was an evacuation or relocation undertaken?

Yes – Go to question 6a

No – Go to question 10

6a. Has a welfare centre(s) been established?

Yes – Go to question 6b

No – Go to question 7

6b. Details of welfare centre(s):

Address:

Estimated number of evacuees:

Notes:

11. How many properties were evacuated?

12. When will evacuees be allowed back into the affected area?

13. Is there any other relevant information regarding the evacuation of people within the area?

Section 4: Confirmation

14. Transition report details:

Report prepared by: _____

Date: _____

Time: _____

Signature: _____

UNCONFIRMED

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Situation	Organisation/Action
<p>ALERT (Transition)</p> <p>On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities</p>	<p>HMA</p> <ul style="list-style-type: none"> • Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements. • Include Local Recovery Coordinators/local governments in briefings/Incident Management Group. <p>LOCAL GOVERNMENT</p> <ul style="list-style-type: none"> • Establish liaison with Local Recovery Coordinator/Committee (LRC) chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support. • Advise and liaise with LRCC members.
<p>ACTIVATION</p> <p>Requirement for Local level coordination of recovery identified/requested</p>	<p>LOCAL GOVERNMENT</p> <ul style="list-style-type: none"> • When requested by or on the advice of the HMA or the Incident Management Group, convene the LRCC and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other sub-committees. <p>LRC</p> <ul style="list-style-type: none"> • Arrange for conduct of on-site assessment, if appropriate. • Maintain links with affected organisations for the identification and coordination of the provision of recovery support.
<p>STAND DOWN</p> <p>On completion of Local coordinated recovery activities.</p>	<p>LOCAL GOVERNMENT/LRC</p> <ul style="list-style-type: none"> • Ensure handover of responsibility for ongoing recovery activities to a managing agency. • Advise LEC and LRC members of stand-down • Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Services Group • Manage the implementation of post operations report recommendations and revision of Local Recovery Emergency Management Plan as required.

APPENDIX3.

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ANNEX 6 ACTION RECOVERY PLAN TEMPLATE

Action Recovery Plan

(Suggested composition/layout following a major emergency)

The <insert City/Town> has prepared local recovery arrangements that encompass all of the elements of WESTPLAN - RECOVERY COORDINATION as a general recovery management plan however, following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure and where significant reconstruction and restoration is required, an Operational Recovery Plan should be prepared by the LRCC.

The Operational Recovery Plan should provide a full description of the extent of the damage, both physical and human and detail plans for restoration and reconstruction of the affected community.

Each Operational Recovery Plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption however, the following is a guide to those elements that should be included, although it is not intended to be prescriptive

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(Name of community) Local Recovery Coordinating Committee

Action Recovery Plan

Emergency: (*type* *and* *location*)
.....

Date **of** **Emergency:**

Section 1

Introduction

- Background on the nature of the emergency or incident
- Aim or purpose of the plan
- Authority for plan

Section 2

Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychological support) requirements
- Other health issues

Section 3

Organisational Aspects

- Details the composition, structure and reporting lines of the groups/committees and sub-committees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator.

Section 4

Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)

- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (NDRA), insurance, public appeals and donations (see also Section 4 below)
- Public information dissemination.

Section 5

Administrative Arrangements

- Administration of recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).

Section 6

Conclusion

Summarises goals, priorities and timetable of plan.

Signed by: _____
Chairperson, Local Recovery Coordinating Committee

Date: _____

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ANN

EX 7 LOCAL RECOVERY COMMITTEE STANDARD REPORTING

**LOCAL RECOVERY COORDINATING COMMITTEE
RECOVERY REPORT – <Emergency Situation>**

*Mingenew, Morawa, Perenjori, Three Springs Local Recovery Coordinating Committee
Report No:*

To: Chairman, SRCC/State Recovery Coordinator

Situation Update: *Should include: full damage report (once only) and estimated amount in \$, work in progress including estimated completion dates, details of difficulties or problems being experienced.*

Proposed Activities: *Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.*

Special Assistance:

Requirements: *Includes support from other agencies, LRCC intervention with priorities.*

Financial Issues: *May include support from LRCC for additional funding from Treasury.*

Recommendations:

Name & Signature:

Title:

Date:

<u>ANNEX 8 POST INCIDENT ANALYSIS PRO FORMA</u>		
ISSUE	<u>YES/NO</u> <u>POSITIVE/NEGATIVE</u> Comments	What Requires attention <u>RECOMMENDATIONS</u>
<u>MANAGEMENT EXAMPLE</u>		
Was notification/mobilisation satisfactory/appropriate?	Yes	
Was the Management/Administration structure effective.	Meetings were run well and right amount of people.	
Reporting relationships clear ? <i>(Did you know who to report to?)</i>	Needs work	
Was the transition from Response Phase to Recovery Phase clearly established?	Yes/No	
Were Recovery Objectives/Actions clearly defined?	No	
Were Recovery Arrangements useful or require review/upgrade	Yes however review required.	
Inter-agency liaison Were there any issues working/liasing with other organisations?	No	
Emergency Management Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/current?	Meetings were run well and right amount of people.	

APPENDIX3.

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Shires Mingenew, Morawa, Perenjori, Three Springs Local Recovery Coordinating Committee

Initial Recovery Meeting Agenda

Meeting Opened:

1. Controlling Agency (CA)/Hazard Management Agency (HMA):
 - a. Overview of Incident
 - b. Overview of outstanding matters/Request for Assistance (RFA's)
 - c. Overview of contentious issues
 - d. Handover of Response to Recovery Document (discuss detail and timing)
 - e. Status of WANDDRRA
 - f. Forecast weather patterns
2. Local Government:
 - a. Identification of Local Recovery Coordinator
 - b. Recovery Committee composition
 - i. Chairperson
 - ii. Admin Support and Record Keeping
 - iii. Required agencies
3. Review of members / agencies present
4. Round table discussion from agencies – who is doing what?
5. Identification of key issues requiring action and allocation of responsibilities and priorities, with timeframes
6. Development of key contact list for agencies
7. Public Information / Media Management:
 - a. who is doing what?
 - b. handover process
 - c. can the CA/HMA provide some intermediate support?
 - d. can a CA/HMA Public Info Officer (PIO) / Media Liaison Officer (MLO) stay and provide assistance?
 - e. is a public meeting required – if so, when and who will run it?
8. Community Welfare – DCP

Next Meeting – date, time, location?

9.1.3 NORTH MIDLANDS JUNIOR CRICKET CLUB – REQUEST FOR DONATION

Location/Address: North Midlands
Name of Applicant: North Midlands Junior Cricket Club
Disclosure of Interest: Nil
Date: 4 December 2013
Author: Mike Sully

SUMMARY

The report recommends that Council support a request for financial support from the North Midlands Junior Cricket Club towards the 2014 Under 14's Junior Country Week Cricket Competition to be held in Perth in January 2014.

ATTACHMENT

Copy of letter from the North Midlands Junior Cricket Club is attached.

BACKGROUND

Twelve boys from around the Mid West will be attending the under 14's junior cricket Country week competition in January 2014 and have been fundraising to finance the trip.

The costs include accommodation, meals, travel and uniforms. Adult cricket teams throughout the Mid West are fully supportive of the venture but are unable to offer any financial support to the team.

COMMENT

The North Midlands Junior Cricket Club has requested a donation of \$500 and one of the team members is a resident of the Shire of Mingenew. A team organiser has advised that \$500 is a nominal amount and the group would be appreciative of any support up to \$500.

CONSULTATION

Yvonne Jenkins

STATUTORY ENVIRONMENT

Local Government Act 1995, Local Government (Financial Regulations) 1996

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The 2013/2014 Shire budget lists an amount of \$400 available in 2013/2014 for donations and as at 29 November 2013 an amount of \$100 has been donated. Unless Council wishes to make an amendment to the 2013/2014, the maximum amount available for this donation is \$300.

STRATEGIC IMPLICATIONS

The Shire of Mingenew 10 year Sport and Recreation Strategic Plan – Junior Sport Development Plan encourages Council to support sport related participation and skills development of young people.

VOTING REQUIREMENTS

Absolute majority.

OFFICER'S RECOMMENDATION – ITEM 9.1.3

That Council resolve to donate \$200 to the North Midlands Junior Cricket Club towards participation in the 2014 Under 14's Junior Country Week Cricket Competition to be held in Perth in January 2014.

UNCONFIRMED

North Midlands Jnr Cricket Club.

Dear Councillors

We write to request your financial support, in assisting us to attend the Under 14's Junior Country Week Cricket Competition. This will be held in Perth January 6th – 10th, 2014. We will play as a combined North Midlands side.

The combined team of boys are playing in the Midwest Gascoyne Cup in Geraldton on the weekend of December, 7 & 8, 2013, as a training run.

We have 12 boys from around the Midwest District, who are keen to attend these competitions. The boys have been fundraising for weeks to help finance their venture, however, as you may understand, with accommodation and meals to be paid for by the players, as well as other costs associated with the competition, this is an extra expense for families to factor in soon around Christmas.

We have full support from the Senior North Midlands Cricket Clubs; however they are unable to help us financially due to their clubs being so small.

Players also need to purchase their own uniform for this event.

We are hoping that you may be able assist us in the amount of \$500. This money would be utilised to cover some of their expenses.

We would be extremely grateful for your consideration in assisting our young sportsmen.

Yours sincerely

Yvonne Jenkins and Nadine Pulbrook

0428 594 776

0428723020

9.1.4 COUNCIL MEETING DATES - 2014

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
Date: 10 December 2013
Author: Joyce Sully

SUMMARY

Council is requested to formally agree to the Council meeting dates for 2014 as outlined in the body of this report.

ATTACHMENT

Nil.

BACKGROUND

Nil.

COMMENT

Council has an obligation under the Local Government Act 1995 and associated regulations to advertise at least once a year the proposed meeting dates, times and place for the coming year.

There is the ability to change the date and or time of a meeting if required and also the ability to call a Special Council Meeting if required. These changes are to be advertised if time permits.

The Shire of Mingenew has traditionally met on the third Wednesday of the month apart from September when the meeting has been altered to fit in with the dates of the Mingenew Expo if deemed necessary. The ordinary council meetings have commenced at 4.00pm.

Council does not usually hold a meeting in January but has the option of calling a meeting if required.

The meeting dates proposed for 2014 are as follows:

January 2014 - No meeting 12 February 2014 (AGM will be held at 6.00pm following the ordinary meeting) 19 March 2014 (meeting to be held at 9.00am) 16 April 2014 21 May 2014 18 June 2014	16 July 2014 20 August 2014 17 September 2014 15 October 2014 19 November 2014 17 December 2014
---	--

CONSULTATION

Cr Bagley – Shire President
 Mike Sully - Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995 section 5.25 (1)g
Local Government Act 1995 – Administration Regulations – 12 (1)

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION – ITEM 9.1.4

That Council set the 2014 Council meeting dates as:

January 2014 No meeting	16 July 2014¹⁷
12 February 2014 (AGM will be held at 6.00pm following the Ordinary meeting)	20 August 2014
19 March 2014 (meeting to be held at 9.00am)	17 September 2014
16 April 2014	15 October 2014
21 May 2014	19 November 2014
18 June 2014	17 December 2014

To be held at 4.00pm except where stated.

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR MONTH ENDING 30 NOVEMBER 2013

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
Date: 10th December, 2013
Author: Cameron Watson – Manager Finance & Administration

SUMMARY

The Monthly Statement of Financial Activity report for the month ending 30 November, 2013 is presented to Council for adoption.

ATTACHMENT

Finance Report ending 30 November, 2013

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, 2013 is \$862,613.

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	\$369,920.99
Business Cash Maximiser (Municipal Funds)	\$944.96
Trust Account	\$230,740.73
Reserve Maximiser Account	\$208,133.71
60 Day Term Deposit (Restricted Municipal Funds)	\$933,111.00

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 30 November, 2013:

	Current	30+ Days	60+ Days	90+ Days	Total
<i>Amount</i>	290,291.37	21,760.82	0.00	146,758.09	458,810.28

Rates Outstanding at 30 November, 2013 was:

	Current	1 Year	2 Years	3 + Years	Total
<i>Rates</i>	256,685.67	4,702.12	786.24	1,346.47	263,520.50
<i>Rubbish</i>	4,511.79	660.00	195.00	0.00	5,366.79
	261,197.46	5,362.12	981.24	1,346.47	268,887.29

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2013 / 2014 financial year.

CONSULTATION

No consultation required

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications are outlined in comments.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.1

That Council adopts the Monthly Statement of Financial Activity for the month ending the 30th November, 2013.



SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013

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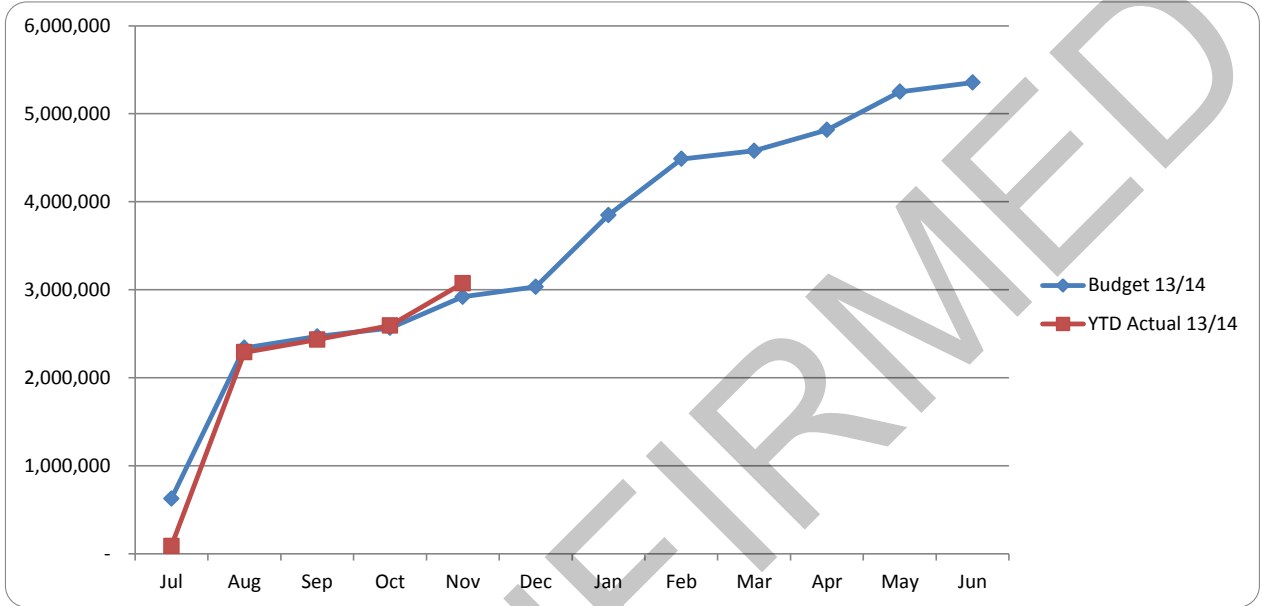
SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013

	NOTE	30/11/13 Y-T-D Actual \$	30/11/13 Y-T-D Budget \$	2013/2014 Total Budget \$	30/11/13 Y-T-D Variance \$	30/11/13 Y-T-D Variance %
REVENUES/SOURCES						
	1,2					
Governance		14,818	10,390	24,984	4,428	(43%)
General Purpose Funding		1,622,707	1,615,628	2,041,923	7,079	(0%)
Law, Order, Public Safety		15,440	12,074	26,750	3,366	(28%)
Health		0	48,955	49,600	(48,955)	100%
Education and Welfare		1,510	1,575	3,795	(65)	4%
Housing		27,519	33,450	80,304	(5,931)	18%
Community Amenities		37,035	34,710	36,140	2,325	(7%)
Recreation and Culture		29,507	33,805	176,164	(4,298)	13%
Transport		1,070,813	1,016,804	2,440,063	54,009	(5%)
Economic Services		2,014	4,220	27,169	(2,206)	52%
Other Property and Services		220,129	108,185	447,473	111,944	(103%)
		<u>3,041,492</u>	<u>2,919,796</u>	<u>5,354,365</u>	<u>(121,696)</u>	
(EXPENSES)/(APPLICATIONS)						
	1,2					
Governance		(135,418)	(121,931)	(266,826)	13,487	(11%)
General Purpose Funding		(18,616)	(19,665)	(47,222)	(1,049)	5%
Law, Order, Public Safety		(48,968)	(47,648)	(96,930)	1,320	(3%)
Health		(25,365)	(29,771)	(69,801)	(4,406)	15%
Education and Welfare		(16,430)	(12,290)	(32,494)	4,140	(34%)
Housing		(116,863)	(85,509)	(798,608)	31,354	(37%)
Community Amenities		(42,040)	(54,231)	(254,023)	(12,191)	22%
Recreation & Culture		(322,645)	(312,336)	(834,490)	10,309	(3%)
Transport		(960,814)	(923,699)	(2,131,779)	37,115	(4%)
Economic Services		(80,025)	(75,862)	(175,387)	4,163	(5%)
Other Property and Services		(232,054)	(187,323)	(417,373)	44,731	(24%)
		<u>(1,999,238)</u>	<u>(1,870,265)</u>	<u>(5,124,933)</u>	<u>128,973</u>	
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	4	14,961	3,245	3,540	11,716	
Movement in Accrued Interest		0	0	0	0	
Movement in Accrued Salaries & Wages		(11,407)	0	0	(11,407)	
Movement in Employee Benefit Provisions		0	0	0	0	
Depreciation on Assets		596,304	536,040	1,274,040	60,264	
Capital Expenditure and Income						
Purchase Land held for Resale	3	0	0	0	0	0%
Purchase Land and Buildings	3	(73,088)	(86,250)	(512,200)	(13,162)	15%
Purchase Furniture and Equipment	3	(41,198)	(45,500)	(45,500)	(4,302)	9%
Purchase Plant and Equipment	3	(183,816)	(180,550)	(180,550)	3,266	(2%)
Purchase Infrastructure Assets - Roads	3	(349,254)	(713,793)	(1,566,145)	(364,539)	51%
Purchase Infrastructure Assets - Footpaths	3	0	0	0	0	0%
Purchase Infrastructure Assets - Bridges	3	0	0	(362,000)	0	0%
Proceeds from Disposal of Assets	4	124,089	123,450	123,450	(639)	(1%)
Repayment of Debentures	5	(61,913)	(55,407)	(125,547)	6,506	(12%)
Proceeds from New Debentures	5	0	0	0	0	0%
Transfers to Reserves (Restricted Assets)	6	(4,576)	(5,197)	(108,473)	(621)	12%
Transfers from Reserves (Restricted Assets)	6	0	0	0	0	0%
ADD Net Current Assets July 1 B/Fwd	7	(327,316)	(327,316)	(327,316)	0	
LESS Net Current Assets Year to Date	7	<u>758,038</u>	<u>1,184,320</u>	<u>(114,696)</u>	<u>(426,282)</u>	
Amount Req'd to be Raised from Rates		<u>(1,483,078)</u>	<u>(1,482,573)</u>	<u>(1,482,573)</u>	<u>(505)</u>	
Rates per Note 8		1,483,078	1,482,573	1,482,573		
Variance		0	0	(0)		

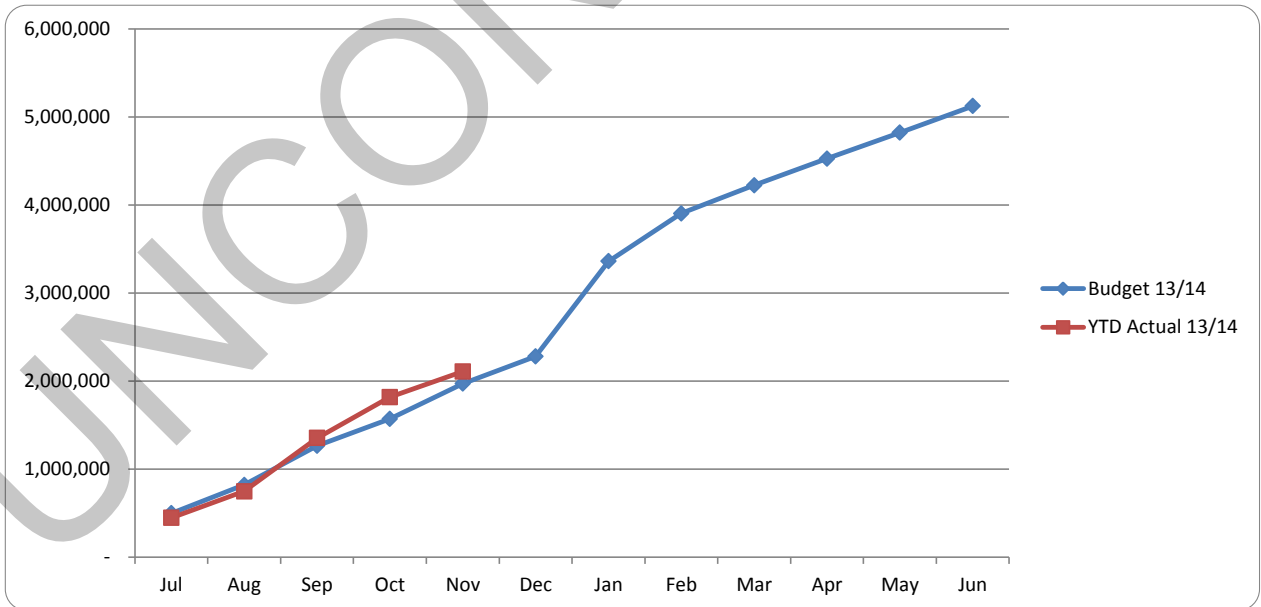
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013**

Graphical Representation - Source Statement of Financial Activity

Operating Budget v Actual - REVENUE



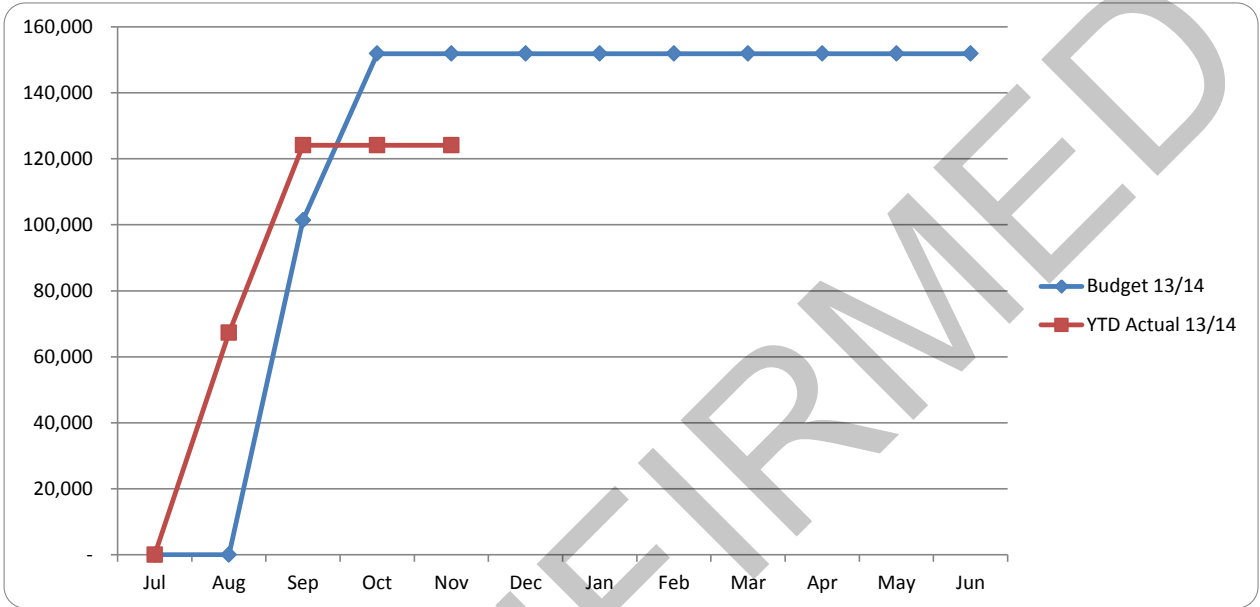
Operating Budget v Actual - EXPENDITURE



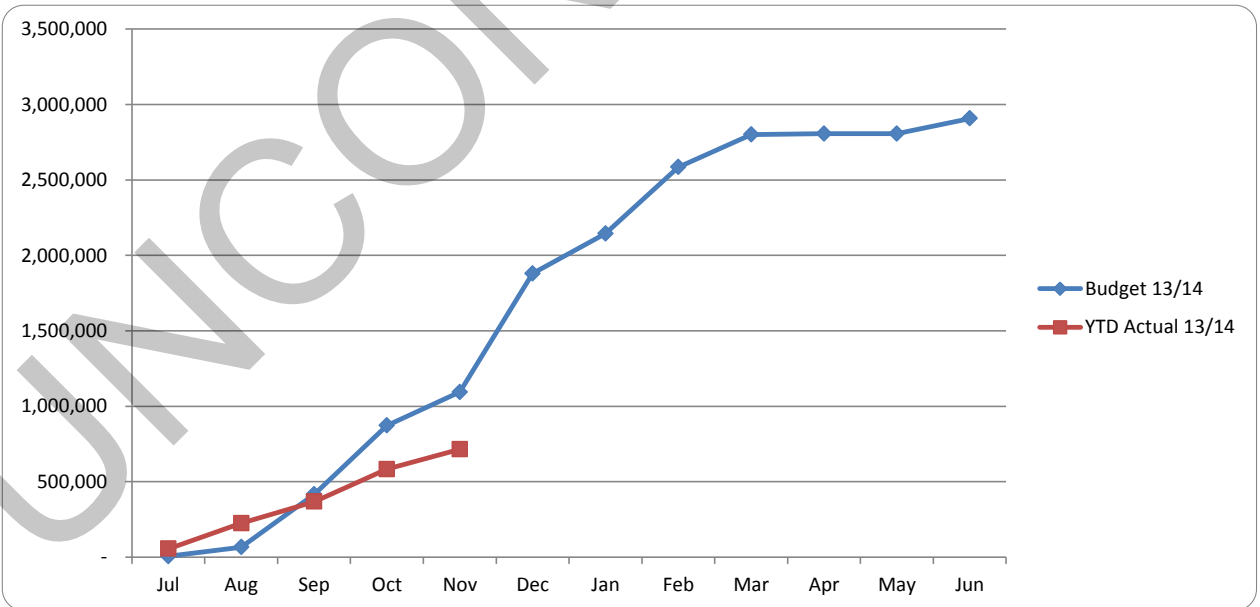
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013**

Graphical Representation - Source Statement of Financial Activity

Capital Budget v Actual - REVENUE



Capital Budget v Actual - EXPENDITURE



**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013**

Statement of Financial Activity - Reportable Variances

REVENUES/SOURCES

Health	(100%)	Federal Regional Development Grant (\$48,500) for Upgrades to Ambulance Bay at Medical Centre unlikely to be received. Will be resolved as part of mid year budget review.
Other Property and Services	103%	\$130,000 in Private Works commenced prior to timing expected during budget deliberations.

(EXPENSES)/(APPLICATIONS)

Governance	11%	Numberous minor amounts
Housing	37%	Completion of Karara Housing Landscaping & Fencing - Timing Issue Plumbing repairs to the kitchen of Triplex Unit 1.
Community Amenities	(22%)	Numberous minor amounts
Other Property & Services	24%	\$130,000 in Private Works commenced prior to timing expected during budget deliberations.

CAPITAL EXPENDITURE AND INCOME

Purchase Land & Buildings	(15%)	Capital Works scheduled Commenced - Timing Issue
Purchase Infrastructure Assets - Roads	(51%)	Private Works being carried out.

UNCONFIRMED

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.

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

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.

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.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013**

2. STATEMENT OF OBJECTIVE

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

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

GOVERNANCE

Objective: To provide a decision making process for the efficient allocation of scarce resources.
Activities: Administration and operation of facilities and services to members of council:
Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Objective: To collect revenue to fund provision of services.
Activities: Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Health: To ensure a safer community in which to live.
Activities: Supervision of various local laws, fire prevention, emergency services and animal control.

HEALTH

Objective: To provide an operational framework for good community health.
Activities: Food quality and pest control, maintenance of child health centre, doctors surgery and dental clinic.

EDUCATION AND WELFARE

Objective: To support the needs of the community in education and welfare.
Activities: Assistance to playgroup, youth advisory committee and other voluntary services.

HOUSING

Objective: Provide adequate housing to attract and retain staff and non-staff.
Activities: Maintenance of council owned housing.

COMMUNITY AMENITIES

Objective: Provide services as required by the community.
Activities: Rubbish collection services, tip operation, noise control, town planning administration, cemetery maintenance, storm water drainage, FM radio retransmitter maintenance and mobile phone installation.

RECREATION AND CULTURE

Objective: To establish and efficiently manage infrastructure and resources which will help the social well being of the community.
Activities: Maintenance of halls, library, parks, gardens and reserves.

TRANSPORT

Objective: To provide effective and efficient transport services to the community.
Activities: Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, traffic signs, depot maintenance and airstrip maintenance.

ECONOMIC SERVICES

Objective: To help promote the Shire and improve its economic well being
Activities: Regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control, plant nursery and standpipes

OTHER PROPERTY & SERVICES

Activities: Private works, plant repairs

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013**

	30 November, 2013 Actual \$	2013/2014 Budget \$
3. ACQUISITION OF ASSETS		
The following assets have been acquired during the period under review:		
<u>By Program</u>		
Governance		
Purchase Plant & Equipment	95,735.20	95,000
Computer Development	22,697.99	22,000
Furniture & Equipment - Admin	0.00	5,000
Furniture & Equipment - Chambers	13,936.56	13,000
Buildings	11,379.00	12,500
Law, Order & Public Safety		
Land & Buildings	9,115.00	10,600
Health		
Land & Buildings	0.00	50,000
Education & Welfare		
Senior Citizens Centre - Building	0.00	0
Housing		
Buildings	8,793.90	372,600
Land & Buildings	0.00	0
Community Amenities		
Buildings	0.00	0
Furniture & Equipment	0.00	0
Recreation and Culture		
Buildings	43,800.03	66,500
Purchase Plant & Equipment	0.00	0
Furniture & Equipment	4,563.82	5,500
Transport		
Infrastructure - Roads	349,254.21	1,566,145
Infrastructure - Bridges	0.00	362,000
Footpaths Construction	0.00	0
Plant & Equipment - Depot	0.00	0
Purchase Plant & Equipment	88,080.58	85,550
	647,356.29	2,666,395

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013**

	30 November, 2013	2013/2014
	Actual	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	73,087.93	512,200
Furniture and Equipment	41,198.37	45,500
Plant and Equipment	183,815.78	180,550
Infrastructure Assets - Roads	349,254.21	1,566,145
Infrastructure Assets - Footpaths	0.00	0
Infrastructure Assets - Bridges	0.00	362,000
Infrastructure Assets - Drainage/Floodways	0.00	0
Infrastructure Assets - Recreation Areas	0.00	0
	<u>647,356.29</u>	<u>2,666,395</u>

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this statement as follows:

- plant replacement programme
- other assets
- road replacement programme
- other infrastructure

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013

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

By Class	Net Book Value	Net Book Value	Sale Proceeds	Sale Proceeds	31/10/2012	Profit(Loss)
	2013 / 2014 BUDGET	2013 / 2014 ACTUAL	2013 / 2014 BUDGET	2013 / 2014 ACTUAL	2013 / 2014 BUDGET	2013 / 2014 ACTUAL
	\$	\$	\$	\$	\$	\$
Plant & Equipment						
Admin Vehicle (MI 177)	31,334	25,454	28,000	25,454	(3,334)	0
CEO Vehicle (1 MI)	49,930	48,078	45,000	44,545	(4,930)	(3,533)
Works Manager Vehicle (MI 108)	38,530	31,363	30,450	31,363	(8,080)	0
ISA Officer Vehicle (MI 481)	35,524	34,155	20,000	22,727	(15,524)	(11,428)
	155,318	139,050	123,450	124,089	(31,868)	(14,961)

Summary

Profit on Asset Disposals
 Loss on Asset Disposals

2013 / 2014 BUDGET	30/11/2013 ACTUAL
\$	\$
0	0
(31,868)	(14,961)
<u>(31,868)</u>	<u>(14,961)</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013

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	110,286	0	0	2,097	4,257	108,189	106,030	3,358	6,576
Housing									
Loan 133 - Triplex (+)	103,003	0	0	4,570	9,295	98,433	93,708	3,518	6,879
Loan 134 - S/C Housing (+)	67,145	0	0	2,315	4,702	64,830	62,443	2,085	4,098
Loan 136 - Staff Housing (#)	138,944	0	0	3,153	6,405	135,791	132,539	4,464	8,723
Loan 142 - Staff Housing	92,077	0	0	4,111	8,325	87,966	83,751	2,335	4,510
Recreation & Culture									
Loan 138 - Pavilion Fit-Out	105,875	0	0	2,013	4,087	103,862	101,788	3,223	6,313
Transport									
Loan 139 - Roller	78,544	0	0	6,044	12,288	72,500	66,256	2,612	4,954
Loan 141 - Grader	171,106	0	0	9,970	20,246	161,136	150,860	5,309	10,183
Loan 143 - Trucks	204,553	0	0	23,530	47,617	181,023	156,936	4,899	9,100
Loan 144 - Trailer	92,077	0	0	4,111	8,325	87,966	83,751	2,335	4,510
	1,163,610	0	0	61,913	125,547	1,101,697	1,038,062	34,137	65,846

(+) 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.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013**

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2013 / 2014

No new debentures are planned in 2013/14.

(c) Unspent Debentures

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

(d) Overdraft

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

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013**

	30 November, 2013 Actual \$	2013/2014 Budget \$
6. RESERVES		
Cash Backed Reserves		
(a) Land and Building Reserve		
Opening Balance	67,519	67,519
Amount Set Aside / Transfer to Reserve	194	2,768
Amount Used / Transfer from Reserve	-	-
	<u>67,713</u>	<u>70,287</u>
(b) Sportsground Improvement Reserve		
Opening Balance	2,546	2,546
Amount Set Aside / Transfer to Reserve	26	104
Amount Used / Transfer from Reserve	-	-
	<u>2,572</u>	<u>2,650</u>
(c) Plant Replacement Reserve		
Opening Balance	14,685	14,685
Amount Set Aside / Transfer to Reserve	147	100,602
Amount Used / Transfer from Reserve	-	-
	<u>14,832</u>	<u>115,287</u>
(d) Accrued Leave Reserve		
Opening Balance	44,731	44,731
Amount Set Aside / Transfer to Reserve	459	1,834
Amount Used / Transfer from Reserve	-	-
	<u>45,190</u>	<u>46,565</u>
(e) Aged Persons Units Reserve		
Opening Balance	18,910	18,910
Amount Set Aside / Transfer to Reserve	3,153	775
Amount Used / Transfer from Reserve	-	-
	<u>22,063</u>	<u>19,685</u>
(f) Street Light Upgrade Reserve		
Opening Balance	13,517	13,517
Amount Set Aside / Transfer to Reserve	139	554
Amount Used / Transfer from Reserve	-	-
	<u>13,656</u>	<u>14,071</u>
(g) Painted Road Reserve		
Opening Balance	3,966	3,966
Amount Set Aside / Transfer to Reserve	41	163
Amount Used / Transfer from Reserve	-	-
	<u>4,007</u>	<u>4,129</u>
(h) Industrial Area Reserve		
Opening Balance	4,947	4,947
Amount Set Aside / Transfer to Reserve	51	202
Amount Used / Transfer from Reserve	-	-
	<u>4,998</u>	<u>5,149</u>

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013**

	30 November, 2013 Actual \$	2013/2014 Budget \$
6. RESERVES (Continued)		
(i) Environmental Rehabilitation Reserve		
Opening Balance	16,830	16,830
Amount Set Aside / Transfer to Reserve	172	690
Amount Used / Transfer from Reserve	-	-
	<u>17,002</u>	<u>17,520</u>
(j) RTC/PO/NAB Reserve		
Opening Balance	19,056	19,056
Amount Set Aside / Transfer to Reserve	195	781
Amount Used / Transfer from Reserve	-	-
	<u>19,251</u>	<u>19,837</u>
Total Cash Backed Reserves	<u>211,283</u>	<u>315,180</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	194	2,768
Sports Ground Improvement Reserve	26	104
Plant Replacement Reserve	147	100,602
Accrued Leave Reserve	459	1,834
Aged Persons Units Reserve	3,153	775
Street Light Upgrade Reserve	139	554
Painted Road Reserve	41	163
Industrial Area Development Reserve	51	202
Environmental Rehabilitation Reserve	172	690
RTC/PO/NAB Reserve	195	781
	<u>4,576</u>	<u>108,473</u>
Transfers from Reserves		
Land and Buildings Reserve	0	0
Sports Ground Improvement Reserve	0	0
Plant Replacement Reserve	0	0
Accrued Leave Reserve	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>4,576</u>	<u>108,473</u>

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013**

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

Land & Building Reserve

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

Plant Replacement Reserve

- to be used for the purchase of plant.

Accrued Leave Reserve

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

Aged Persons' Units Reserve

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

Street Light Upgrade Reserve

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

Painted Road Reserve

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

Industrial Area Development Reserve

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

Environmental Rehabilitation Reserve

- to be used for the rehabilitation of Gravel Pits.

RTC/PO/NAB Reserve

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

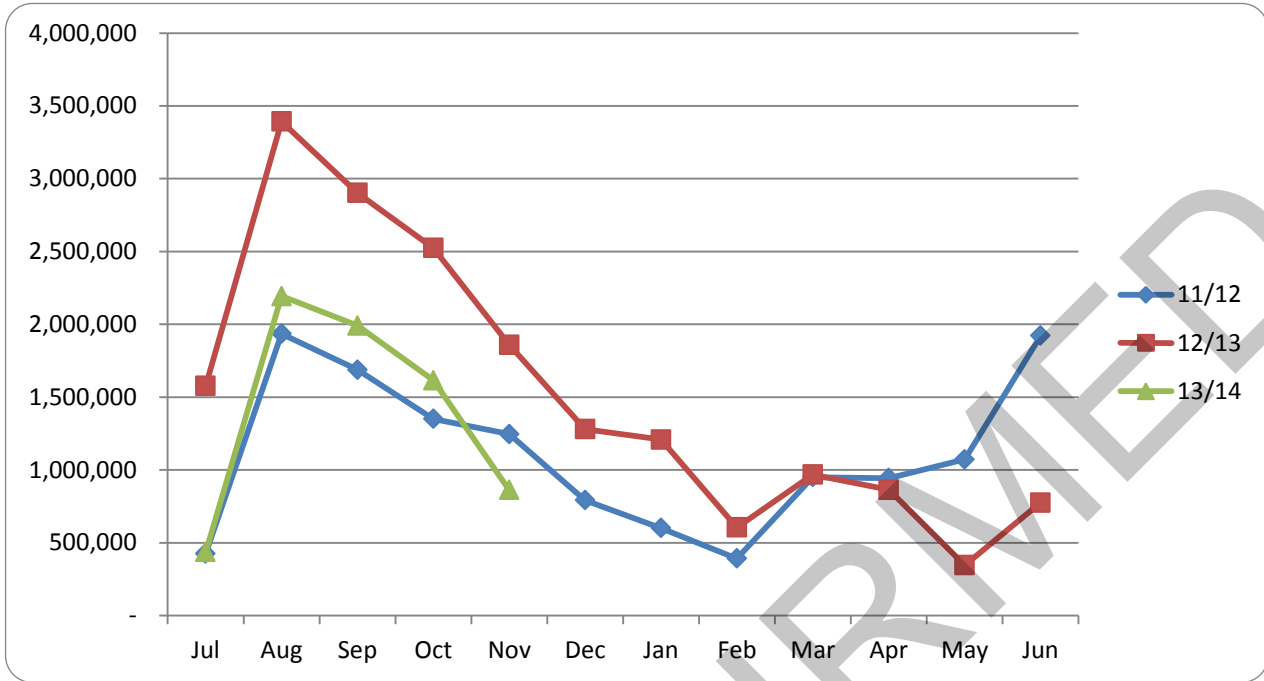
None of the above Reserves are expected to be used within a set period as it is envisaged that further transfers to the reserve accounts will occur as funds are utilised.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013**

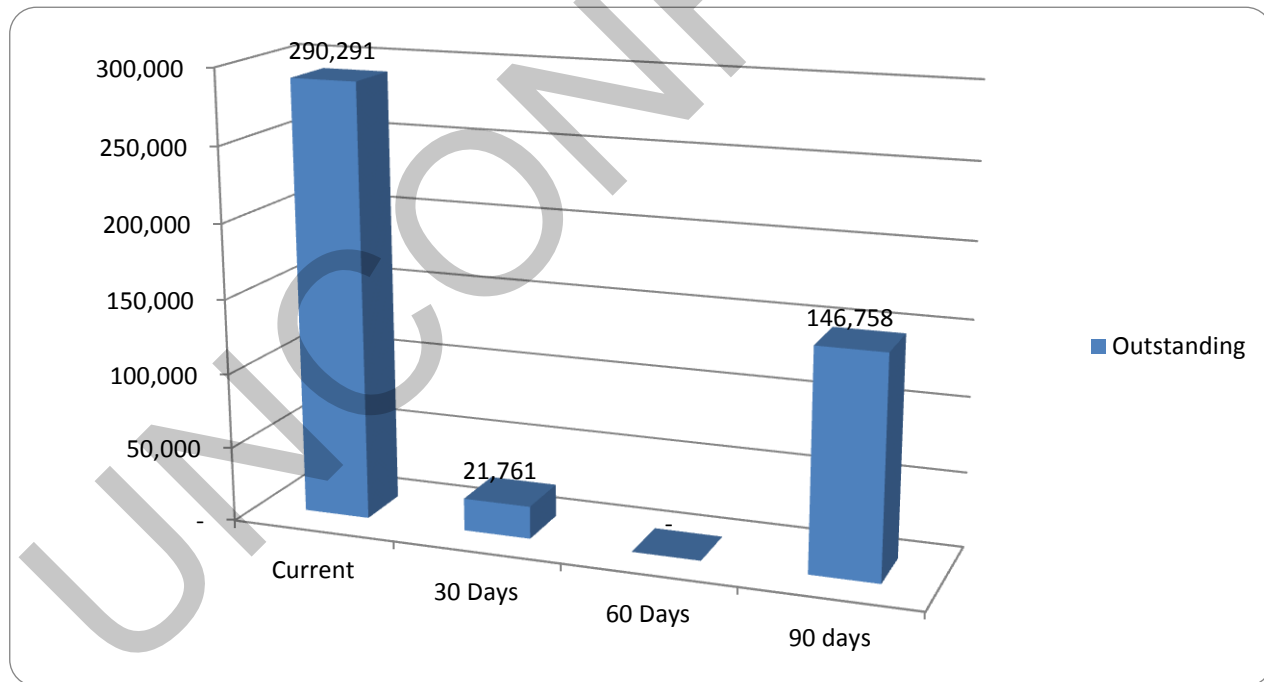
	30 November, 2013	Brought Forward
	Actual	1-Jul-13
	\$	\$
7. NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	369,520	(325,563)
Cash - Restricted (Reserves)	208,134	206,019
Cash - Restricted (Unspent Grants)	933,111	933,111
Cash - Restricted (Unspent Loans)	-	-
Receivables		
- Rates Outstanding	282,745	11,453
- Sundry Debtors	461,070	396,536
- Emergency Services Levy	-	-
- Provision for doubtful debt	-	-
- GST Receivable	21,327	1,733
Inventories	29,971	27,151
	<u>2,305,878</u>	<u>1,250,440</u>
LESS: CURRENT LIABILITIES		
Payables		
- Sundry Creditors	(992)	(105,449)
- GST Payable	(25,408)	-
- PAYG/Withholding Tax Payable	(9,890)	5,876
Accrued Interest	(19,343)	(19,343)
Accrued Salaries & Wages	-	(11,407)
Loan Liability	(63,632)	(125,548)
Accrued Annual Leave	(93,433)	(93,433)
Accrues LSL	(89,322)	(89,322)
	<u>(302,020)</u>	<u>(438,626)</u>
NET CURRENT ASSET POSITION	2,003,858	811,814
Less: Cash - Reserves - Restricted	(208,134)	(206,019)
Less: Cash - Restricted/Committed	<u>(933,111)</u>	<u>(933,111)</u>
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u><u>862,613</u></u>	<u><u>(327,316)</u></u>

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013**

7.1 Graphical Representation - Liquidity over the Year



7.2 Graphical Representation - Debtors Outstanding



NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013

8. RATING INFORMATION - 2011 / 2012 FINANCIAL YEAR

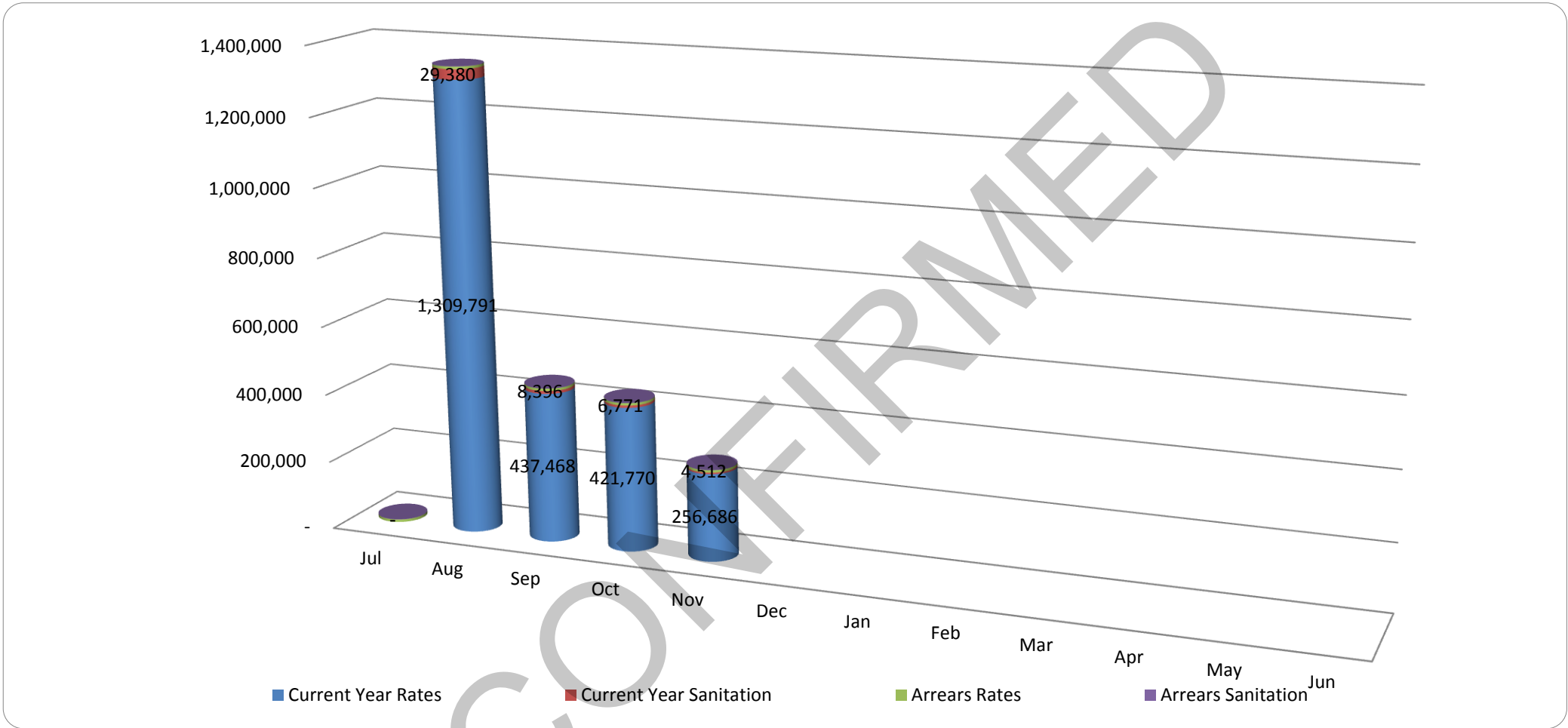
RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2013/2014 Rate Revenue \$	2013/2014 Interim Rates \$	2013/2014 Back Rates \$	2013/2014 Total Revenue \$	2013/2014 Budget \$
General Rate								
GRV - Mingenew Townsite	11.2589	148	1,576,480	177,494	0	282	177,777	177,509
GRV -Yandanooka Townsite	5.6353	2	14,716	829	0	0	829	829
UV - Rural	1.2282	133	97,147,000	1,193,159	0	0	1,193,159	1,200,252
UV - Mining	22.5000	10	132,633	29,842	0	0	29,842	29,790
Sub-Totals		293	98,870,829	1,401,325	0	282	1,401,608	1,408,380
Minimum Rates	Minimum \$							
GRV - Townsites	330	90	90,401	29,700	0	0	29,700	29,700
GRV -Yandanooka Townsite	150	1	840	150	0	0	150	150
UV - Rural	450	13	212,100	5,850	0	0	5,850	5,850
UV - Mining	750	9	10,079	6,750	0	0	6,750	6,000
Sub-Totals		113	313,420	42,450	0	0	42,450	41,700
Rates Written-Off							(1,315)	0
Ex-Gratia Rates							32,493	32,493
Movement in Excess Rates							7,842	0
Totals							1,483,078	1,482,573

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

The general rates detailed above for the 2013 / 2014 financial year have been determined by Council on the basis budget and the estimated revenue to be received from all sources of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

8.1 Rates Outstanding



SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013

9. TRUST FUNDS

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

Detail	Balance 01-Jul-13 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
BCITF Levy	369	210	-	579
BRB Levy	1,083	367	-	1,450
Centenary/Autumn Committee	1,734	-	-	1,734
Community Bus	1,160	300	-	1,460
Farm Water Scheme	756	-	-	756
Hospital Benefits Fund	516	-	-	516
Industrial Land Bonds	1,000	-	-	1,000
Insitu - Depot Hill Retension	108,167	-	-	108,167
Mid West Industry Road Safety Alliance	39,436	26,950	(24,567)	41,819
Mingenew Cemetery Group	366	-	-	366
Mingenew District Christmas Tree Fund	-	-	-	-
Mingenew Water Rights	-	-	-	-
Nomination Fees	-	80	-	80
Other Bonds	4,409	-	(380)	4,029
Rec Centre Kitchen Upgrade	-	2,000	-	2,000
Sinosteel Community Trust Fund	11,561	-	(2,854)	8,707
Tree Planter - LCDC	288	-	-	288
Weary Dunlop Memorial	1,906	-	-	1,906
Unknown	55,753	-	-	55,753
Youth Advisory Council	1,816	-	-	1,816
	<u>230,320</u>			<u>232,426</u>

10. CASH / INVESTMENTS SUMMARY

						30 November 2013 Actual \$
Investments						
Financial Institution	Fund	Date Invested	Investment Amount \$	Interest Rate %	Maturity Date	
National Australia Bank	60 Day Term Deposit	01/11/13	933,111	3.33%	31/12/13	933,111
Cash at Bank						
Financial Institution	Fund	Total Cash at Bank	O/S Deposits	O/S Cheques	Adjustment	30 November 2013 Actual \$
National Australia Bank	Muni	367,127	5,781	(2,954)	(34)	369,920
National Australia Bank	Trust	230,741	-	-	1,686	232,427
			Interest		Transfers	
National Australia Bank	Maxi Investment	945	-	-	-	945
National Australia Bank	Reserve Maxi	208,134	-	-	-	208,134

11. SUPPLEMENTARY INFORMATION

May include (not exhaustive) the following:

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

SHIRE OF MINGENEW**INCOME STATEMENT****BY NATURE OR TYPE****FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013**

	NOTE	30/11/2013 Actual \$	2013 / 2014 Budget \$
REVENUES FROM ORDINARY ACTIVITIES			
Rates	8	1,470,303	1,173,420
Operating Grants, Subsidies and Contributions		314,380	1,341,976
Non-Operating Grants, Subsidies and Contributions		861,105	1,287,291
Profit on Asset Disposals		-	30,114
Proceeds on Disposal of Assets	#	-	-
Service Charges		-	-
Fees and Charges		254,973	234,629
Interest Earnings		18,097	39,490
Other Revenue		122,631	12,500
		<u>3,041,489</u>	<u>4,119,420</u>
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Costs		(417,404)	(859,681)
Materials and Contracts		(470,934)	(1,213,443)
Utility Charges		(52,603)	(123,954)
Depreciation		(596,304)	(375,770)
Loss on Asset Disposals		(31,319)	(55,727)
Interest Expenses		(34,137)	(56,767)
Insurance		(202,518)	(151,909)
Other Expenditure		(143,230)	(82,800)
		<u>(1,948,449)</u>	<u>(2,920,051)</u>
NET RESULT		1,093,040	1,199,369

SHIRE OF MINGENEW**INCOME STATEMENT****BY PROGRAM****FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013**

	30/11/13	30/11/13	2013/14
	Y-T-D Actual	Y-T-D Budget	Total Budget
	\$	\$	\$
OPERATING REVENUES			
Governance	14,818	10,390	24,984
General Purpose Funding	1,622,707	1,615,628	2,041,923
Law, Order, Public Safety	15,440	12,074	26,750
Health	-	48,955	49,600
Education and Welfare	1,510	1,575	3,795
Housing	27,519	33,450	80,304
Community Amenities	37,035	34,710	36,140
Recreation and Culture	29,507	33,805	176,164
Transport	1,070,813	1,016,804	2,440,062
Economic Services	2,014	4,220	27,169
Other Property and Services	220,129	108,185	447,473
	<u>3,041,492</u>	<u>2,919,796</u>	<u>5,354,364</u>
OPERATING EXPENSES			
Governance	(84,632)	(121,931)	(266,826)
General Purpose Funding	(18,616)	(19,665)	(47,222)
Law, Order, Public Safety	(48,968)	(47,648)	(96,930)
Health	(25,365)	(29,771)	(69,801)
Education and Welfare	(16,430)	(12,290)	(32,494)
Housing	(116,863)	(85,509)	(798,608)
Community Amenities	(42,040)	(54,231)	(254,023)
Recreation & Culture	(322,645)	(312,336)	(834,490)
Transport	(960,814)	(923,699)	(2,131,779)
Economic Services	(80,025)	(75,862)	(175,387)
Other Property and Services	(232,054)	(187,323)	(417,373)
	<u>(1,948,452)</u>	<u>(1,870,265)</u>	<u>(5,124,933)</u>
NET PROFIT OR LOSS/RESULT	<u>1,093,040</u>	<u>1,049,531</u>	<u>229,431</u>

SHIRE OF MINGENEW

BALANCE SHEET

FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013

	30 November, 2013 ACTUAL \$	2013 \$
CURRENT ASSETS		
Cash and Cash Equivalents	1,510,765	812,150
Trade and Other Receivables	765,143	409,721
Inventories	29,971	27,151
TOTAL CURRENT ASSETS	<u>2,305,879</u>	<u>1,249,022</u>
NON-CURRENT ASSETS		
Other Receivables	-	-
Inventories	90,394	90,394
Property, Plant and Equipment	6,688,123	6,710,732
Infrastructure	37,012,686	37,090,125
TOTAL NON-CURRENT ASSETS	<u>43,791,203</u>	<u>43,891,251</u>
TOTAL ASSETS	<u>46,097,082</u>	<u>45,140,273</u>
CURRENT LIABILITIES		
Trade and Other Payables	55,633	130,324
Long Term Borrowings	63,632	125,548
Provisions	182,755	182,755
TOTAL CURRENT LIABILITIES	<u>302,020</u>	<u>438,627</u>
NON-CURRENT LIABILITIES		
Long Term Borrowings	1,038,061	1,038,061
Provisions	31,413	31,413
TOTAL NON-CURRENT LIABILITIES	<u>1,069,474</u>	<u>1,069,474</u>
TOTAL LIABILITIES	<u>1,371,494</u>	<u>1,508,101</u>
NET ASSETS	<u>44,725,588</u>	<u>43,632,172</u>
EQUITY		
Retained Profits (Surplus)	56,729,868	55,638,939
Reserves - Cash Backed	208,134	206,019
Reserves - Asset Revaluation	(12,212,007)	(12,222,872)
TOTAL EQUITY	<u>44,725,995</u>	<u>43,632,072</u>

SHIRE OF MINGENEW

STATEMENT OF CHANGES IN EQUITY

FOR THE PERIOD 1 JULY, 2013 TO 30 NOVEMBER, 2013

	30 November 2013 Actual \$	2013 \$
RETAINED PROFITS (SURPLUS)		
Balance as at 1 July 2013	27,190,985	25,127,336
Change in Net Assets Resulting from Operations	1,093,044	2,069,920
Transfer from/(to) Reserves	<u>(4,576)</u>	<u>(6,271)</u>
Balance as at 30 June 2013	<u>28,279,453</u>	<u>27,190,985</u>
RESERVES - CASH BACKED		
Balance as at 1 July 2013	206,707	206,707
Amount Transferred (to)/from Surplus	<u>4,576</u>	<u>-</u>
Balance as at 30 June 2013	<u>211,283</u>	<u>206,707</u>
RESERVES - ASSET REVALUATION		
Balance as at 1 July 2013	15,930,143	15,930,143
Revaluation Increment	-	-
Revaluation Decrement	<u>-</u>	<u>-</u>
Balance as at 30 June 2014	<u>15,930,143</u>	<u>15,930,143</u>
TOTAL EQUITY	<u>44,420,879</u>	<u>43,327,835</u>

9.2.2 2012/2013 ANNUAL REPORT

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
Date: 12th December, 2013
Author: Cameron Watson – Manager Finance & Administration

SUMMARY

The 2012/2013 Annual Report is presented to Council for adoption. It is also necessary for Council to set a date for the Annual Electors Meeting.

ATTACHMENT

2012/2013 Annual Report.

BACKGROUND

Council has an obligation under the Local Government Act 1995 to prepare an Annual Report and to present the report to the community.

COMMENT

The Annual Report includes:

- Shire Presidents' Report
- Chief Executive Officers' Report
- Statutory Compliance Reports
- Audited Financial Report
- Auditors' Report

The reports listed above outline the activities undertaken by Council during the 2012/2013 financial year and include the financial position of the Shire of Mingenew as at 30th June 2013.

Council will also need to hold an Annual Electors Meeting within 56 days of accepting the Annual Report additionally; there is a requirement to give 14 days' public notice of the Annual Electors Meeting. It is proposed the Annual Electors Meeting be held following the February 2014 Council meeting scheduled for Wednesday 12th February 2014.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995, sections 5.53, 5.54 & 5.55

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

COMMITTEE RECOMMENDATION – ITEM 9.2.2

That Council

- 1. Accepts the 2012/2013 Annual Report as presented including the annual financial statements and audit reports; and**
- 2. Determines that the Annual General Meeting of Electors be held on Wednesday 12th February 2014 in Council Chambers, commencing at 6:00 pm.**

UNCONFIRMED



SHIRE OF MINGENEW



Picture:

Upgraded crossing of the Irwin River located at Depot Hill

ANNUAL REPORT

2012 / 2013

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

Phone: (08) 9928 1102
Fax: (08) 9928 1128
Email: ceo@mingenew.wa.gov.au

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Introduction

Community Information
Councillors
Staff
President's Report
Chief Executive Officer's Report

Annual Financial Statements

Statement by Chief Executive Officer
Income Statement by Nature/Type
Income Statement by Programme
Statement of Financial Position
Statement of Changes in Equity
Statement of Cash Flows
Notes to Financial Statements
Independent Audit Report

COMMUNITY INFORMATION

Shire Details

Physical Address:	Victoria Street, Mingenew
Postal Address:	PO Box 120 MINGENEW WA 6522
Telephone:	(08) 9928 1102
Facsimile:	(08) 9928 1128
Email:	ceo@mingenew.wa.gov.au
Website:	www.mingenew.wa.gov.au
Facebook:	www.facebook.com/pages/Shire-of-Mingenew/488812984524386

Shire Statistics

Population:	489 (ABS 2011)
Number of Electors:	328
Number of Dwellings:	232
Distance from Perth (km):	383
Area (sq km):	1,934.86
Suburbs and Localities:	Mingenew, Yandanooka

Length of Sealed Roads (km):	191
Length of Unsealed Roads (km):	327

Value of Agricultural Production (ABS 2006):

Crops:-	\$54,027,156
Hay:-	\$ 971,470
Nurseries:-	\$ 205,539
Livestock - Slaughtering:-	\$ 4,471,507
Livestock - Other Products:-	\$ 2,871,649

Rates Levied:	\$1,392,131 (2012/13)
Total Revenue:	\$6,347,075 (2012/13)
Council Employees:	17.3 FTE

Tourist Attractions

Coalseam Park; Depot Hill Reservoir; Mingenew Hill; Yandanooka Valley; Wildflowers; CBH Complex; NASA Space Tracking Station.

Local Industries

Broad Acre Agriculture, Livestock, Mineral Exploration, Road Transport.

COMMUNITY INFORMATION – CONT.

Significant Local Events

- Mingenew Midwest Lions Expo – is held the 3rd Thursday and Friday in September each year.
- Mingenew Races – is held 3rd weekend in March each year
- Irwin Polocrosse Carnival – is held in the last weekend of August each year



Back Row L-R: Cr P Ward, Cr G Cosgrove, Cr A Sobey, M Sully - Chief Executive Officer, C Watson – Manager Finance & Admin
Front Row L-R: Cr P Gledhill - Deputy Shire President, Cr M Bagley – Shire President, Cr M Pearce, Cr H Newton

COUNCILLORS



Shire President

Michelle Bagley
Ph: (08) 9972 6043
Fx: (08) 9972 6018
Mb: 0428 726 018
crbagley@mingenew.wa.gov.au

Rural Ward
Re-election: 2015



Deputy President

Peter Gledhill
Ph: (08) 9928 1173
Mb: 0429 413 652
crgledhill@mingenew.wa.gov.au

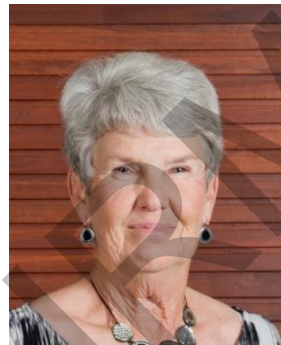
Town Ward
Re-election: 2013



Councillor

Peter Ward
Ph: (08) 9972 6056
Fx: (08) 9972 6076
Mb: 0429 726 056
crward@mingenew.wa.gov.au

Rural Ward
Re-election: 2013



Councillor

Marguerite Pearce
Ph: (08) 9928 1038
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crpearce@mingenew.wa.gov.au

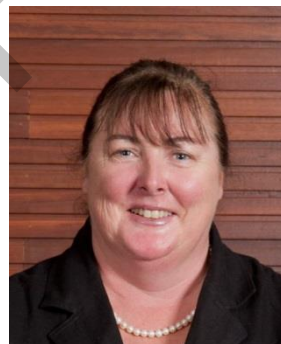
Town Ward
Re-election: 2013



Councillor

Gary Cosgrove
Ph: (08) 9928 1058
Fx: (08) 9928 1240
Mb: 0428 281 240
crgcosgrove@mingenew.wa.gov.au

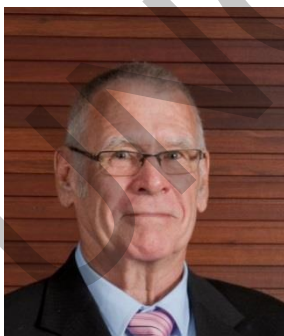
Rural Ward
Re-election: 2015



Councillor

Helen Newton
Ph: (08) 9928 1557
Mb: 0429 688 707
crnewton@mingenew.wa.gov.au

Town Ward
Re-election: 2015



Councillor

Alan Sobey
Ph: (08) 9928 1202
Mb: 0428 120 224
crsobey@mingenew.wa.gov.au

Town Ward
Re-election: 2015

STAFF

Administration Staff

Chief Executive Officer
Manager, Finance & Administration
EHO / Building Surveyor
Senior Finance Officer
Community Development Officer
Customer Service / Library Officer
Executive Support Officer

Mike Sully
Cameron Watson
Vacant
Julie Borrett
Megan Criddle
Paulette Lucken
Joyce Sully

Works & Services Staff

Manager, Works & Services

Warren Borrett

Road Construction & Maintenance Crew

Leading Hand/Grader Operator
Grader Operator - Maintenance
Plant Operator
Plant Operator
Plant Operator
Plant Operator

Rocky Brennan
Noel Page
Edward Brennan
Brady Brennan
Phillip Greaves
Andrew Holt

Town Maintenance Crew

Leading Hand/Gardener
Gardener
Gardener
Gardener
Gardener
Cleaner

Robert Stephens
Yvonne Woodbrook
George Whitecross
Michael Warren
Clara Eaton
Fay Knock

PRESIDENT'S REPORT

It is with great pleasure that I present my report on the Shire of Mingenew's activities for the 2012 / 2013 financial year. It is certainly a privilege to be able to serve the community as Shire President.

Councillors and staff have worked diligently throughout the year to provide for the needs of the community whilst continuing to plan for the long term future of the shire.



MAJOR PROJECTS

This year has been very busy for your Councillors and staff with the completion, after many years of planning, of the Depot Hill crossing of the Irwin River. This project was originally estimated to cost in the vicinity of \$1.6m however, after the time the project spent in planning and sourcing funding, the final costs of this worthwhile project came in at \$2.2m. I would like to, at this time, thank all those users of the crossing who may have been inconvenienced during construction works for their patience and understanding.

Mingenew town beautification has continued with the upgrading of the Midlands Road footpath from William Street to Victoria Street to a textured concrete surface. This surface will be a lot more hard wearing and will need minimal ongoing maintenance. It is intended to continue this style of path through to Shenton Street in 2013/2014 and then on to Bride Street in further years. Additionally, the footpaths along Phillips Street were extended.

Our Road construction program has been continued in the 2012/2013 financial year with significant sealing works being carried out on Coalseam Road, Mingenew South Road and the Mingenew/Mullawa Rd. Road maintenance works were ongoing throughout the year.

Sport and Recreation facilities were well serviced with the completion of the extended covered area at the Recreation centre, commencement of the power upgrade to the same facility and grass resurfacing of the tennis courts.

Finally, Council has continued to actively source an enhanced medical service for the Mingenew community. This has resulted in the expansion of the service provided by Midwest Aero Medical Services to the provision of a Doctor for one day per week, up from one day per fortnight.

STAFF

The Administration area has seen the departure of our Community Development Officer, Ms Erin Greaves. Erin has moved on to enhance her Local Government experience by taking on the position of Executive Assistant to the Chief Executive Officer with the Shire of Irwin. I would like to take this opportunity to thank Erin for

all of her hard work and dedication during her time with the Shire and wish her all the best at the Shire of Irwin.

I would like to welcome Ms Paulette Lucken to the position of Customer Service / Library Officer after the elevation of Ms Megan Criddle to the position of Community Development Officer.

The Works Crew has remained unchanged.

The continued professionalism and dedication of our staff is to be commended and it is through their efforts the shire continues to move forward and achieve its goals.

CLOSING REMARKS

The satisfactory operation of the Council is once again reflected in the Audit Reports, copies of which are included in this Annual Report, and credit must be given to Council's administration and works staff that continues to strive for best practice performance outcomes.

Again my thanks go out to all our wonderful volunteers who continue to help and work with Council in so many different ways. Without these people; whether it be the emergency service volunteers, the tourism and information centre members, or those who serve on the many sporting and community committees; and with our overall population continuing to decline, the role of these volunteers is pivotal in making Mingenew the strong vibrant community it is.

I would like to acknowledge the efforts of your Councillors in serving the community. Without their support and input Council would not function as smoothly in providing the high level facilities and services to our community. To the partners of the Councillors, also goes my appreciation for their support of Council and in particular their partners, the Elected Members, which has enabled them to dedicate their time to Council.

As I reported last year we are entering into a new and challenging era of local government as we have known it in Mingenew, especially in light of the impending structural reform agenda the state government has outlined. It will only be with the support of the councillors, staff and you the community, that we can remain a community that has retained the benefits of self-determination.

Michelle Bagley
Shire President

CHIEF EXECUTIVE OFFICER REPORT

Madam President, Councillors, Electors and Community Members, it is with pleasure I present my report on activities for the for the 2012/2013 financial year.



FINANCE

Rates

The 2012/2013 Annual Budget was adopted by Council at the July Council Meeting with an increase in rate in the dollar of 10%. A differential rate was introduced for the UV rate category to separately rate mining tenements; this rate was set at \$0.15 cents in the dollar or a minimum of \$750. These increases were necessary to meet rising costs in most areas of Council activities. Rubbish collection charges and the non-mining minimum rates charged by Council remained unchanged.

Reserve Funds

Council continues to maintain reserve accounts to help with major projects and plant and equipment purchases. As at 30 June 2013 the balance in the Reserve Accounts was \$206,018 comprised as listed below:

Land & Building Reserve	\$	67,371
Sportsground Improvement Reserve	\$	2,542
Plant Replacement Reserve	\$	14,304
Accrued Leave Reserve	\$	44,720
Aged Persons Units Reserve	\$	18,874
Street Lighting Reserve	\$	13,499
Painted Road Reserve	\$	3,961
Environmental Rehabilitation Reserve	\$	16,795
Industrial Area Development Reserve	\$	4,936
RTC/PO/NAB Reserve	\$	19,018
	\$	206,018

Loan Liability

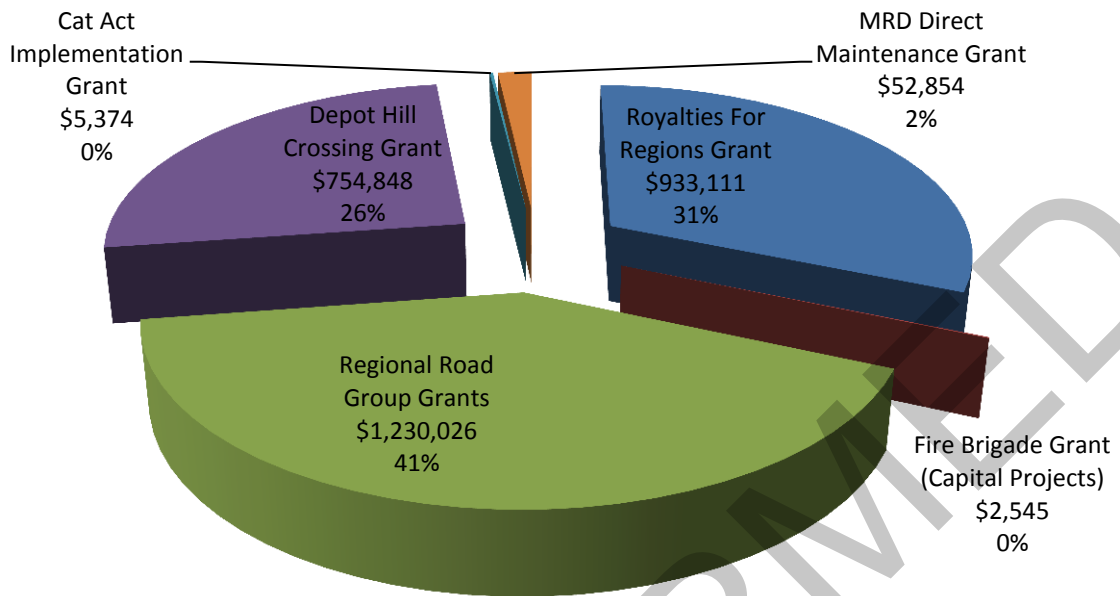
As at 30 June, 2013 the outstanding principal on all loans was \$1,163,609.

Audit

The Annual Audit was conducted during the period July to November 2013 and a copy of the report is included within this Annual Report. There were no items noted in the Audit Report that required attention or needed to be brought to the attention of Council.

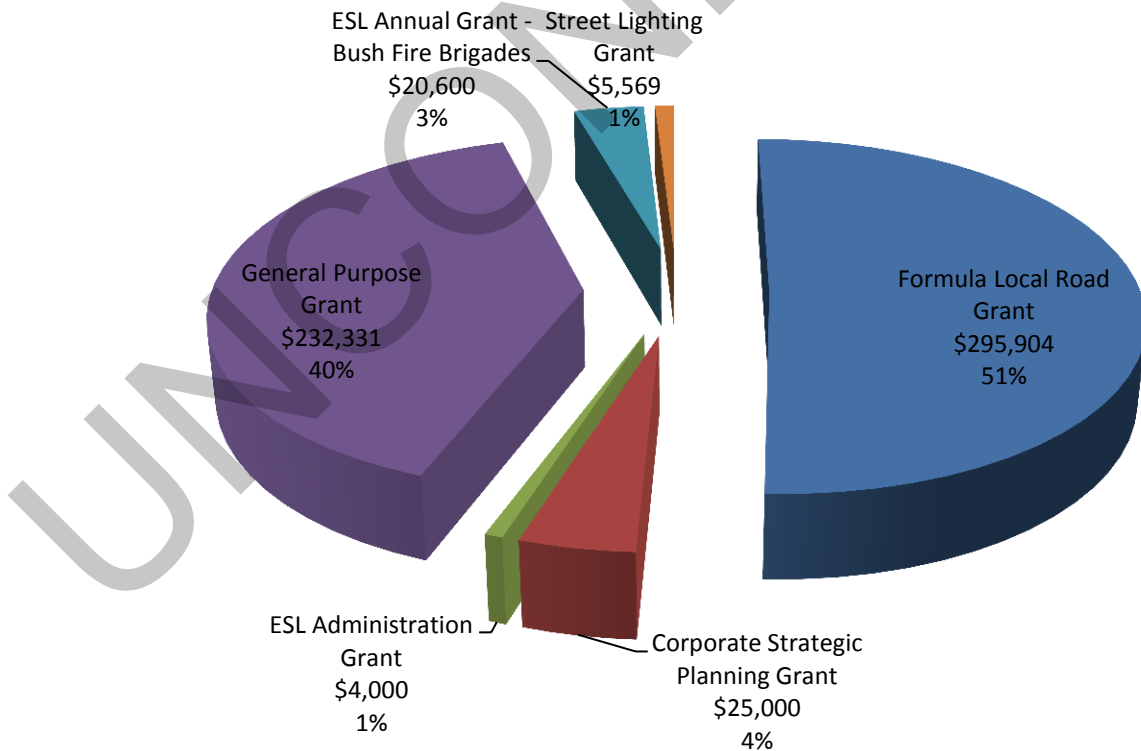
Revenue Sources

Non-Operating grants received 2012/2013 - \$2,978,758



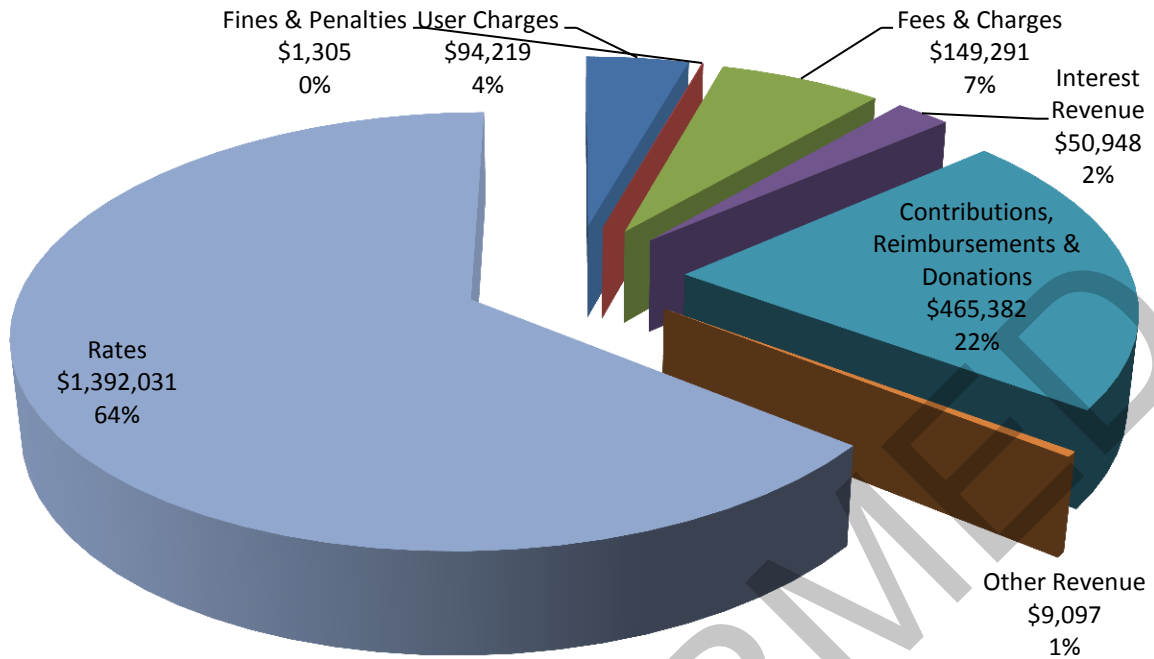
Non-Operating grants are to be utilised for either construction of new assets or for significant upgrades to existing assets.

Operating grants received 2012/2013 - \$583,404



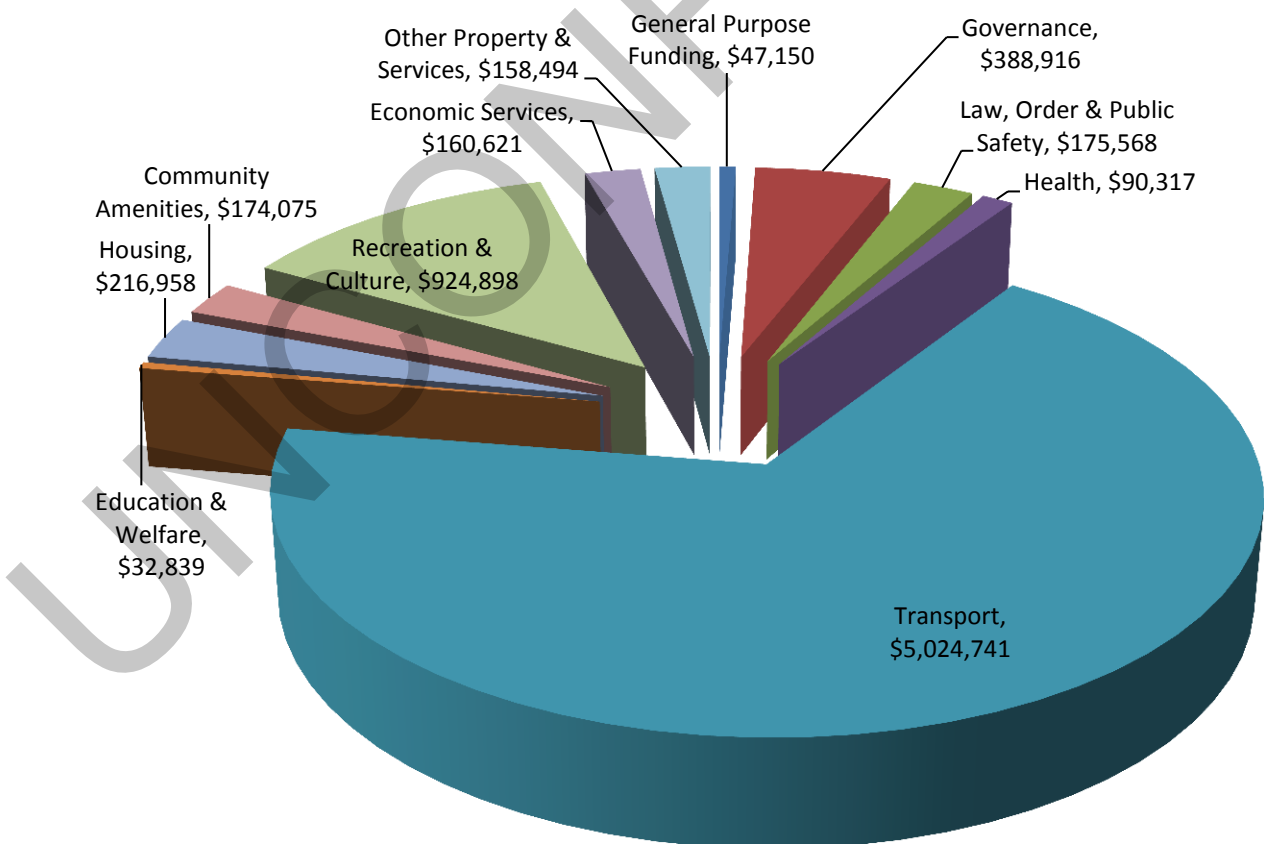
Operating grants are utilised for specific operational purposes with the exception of the Federal Assistance Grants (General Purpose Grant & Formula Local Roads Grant) which can be expended on any project.

Other revenue was received from the following sources. These totalled \$2,162,273.



Expenditure

The following graph indicates the total expenditure for the 2012/2013 year.



The expenditure recorded under Transport was partially funded by State Main Roads Grants and Midwest Development Commission Grants for the upgrades to the Depot Hill Crossing, these were received in the 2011/2012 financial year and totalled \$1,455,725.00

STAFF

The Administration saw the departure of Erin Greaves from the position of Community Development Officer. With Erin's departure, Megan Criddle was promoted to the position of Community Development officer which subsequently led to the appointment of Paulette Lucken to the position of Customer Service / Library Officer. I would also like to welcome Joyce Sully to Council as Executive Support Officer.

The works Crew has remained stable during the year.

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

MAJOR PROJECTS

Road Works

<i>Road</i>	<i>Works Undertaken</i>	<i>Total Expenditure</i>	<i>Grant Income</i>	<i>Cost to Council</i>
GENERAL ROAD WORKS				
Coalseam Rd	Widen & Reseal - 4.0 km	232,900	(153,260)	79,640
Mingenew South Rd	Reconstruct & Widen Seal - 4.0km	686,606	(600,000)	86,606
Mingenew/Mullewa Rd	Reconstruct & Seal inc Culverts - 3.2km	583,419	(435,682)	147,737
CBH Intersection	Hotmix Overlay	11,698	-	11,698
Midlands Rd & Phillip St	Footpath Construction	99,817	-	99,817
Various Rural Roads	Maintenance Grading	198,042	-	198,042
Various Town Roads	Road Maintenance	99,012	-	99,012
Various Rural Roads	Road Maintenance	173,080	-	173,080
		2,084,574	(1,188,942)	895,632
DEPOT HILL CROSSING UPGRADE				
	Cost of Works	2,298,843		
	<i>Grants Received - 2011/2012</i>			
	MWDC - Midwest Investment Plan		(639,368)	
	2010/2011 CLGF Regional Component		(336,357)	
	Main Roads Grant (\$600,000 Total)		(480,000)	
	<i>Grants Received - 2012/2013</i>			
	2011/2012 CLGF Individual Component		(283,823)	
	Main Roads Grant (\$600,000 Total)		(120,000)	
	Main Roads - Midwest Special Projects		(385,000)	
		2,298,843	(2,244,548)	54,295
		4,383,417	(3,433,490)	949,927

Other Projects

<i>Project</i>	<i>Works Undertaken</i>	<i>Total Expenditure</i>	<i>Grant Income</i>	<i>Cost to Council</i>
Sister Cameron House	Install Playground Equipment	36,087	(25,000)	11,087
Residence - 5 Field Street	Upgrades to Building and Patio Area	18,941	-	18,941
Recreation Centre	Power Upgrade - To be Completed 13/14	55,325	-	55,325
Recreation Centre	Solid Roof Shade Structure	99,740	-	99,740
Community Bus Shelter	Construct Community Bus Shelter	10,897	-	10,897
Public Toilet at BP Site	Construct Toilet (Funded by Sino Steel)	14,809	(14,809)	-
		235,799	(39,809)	195,990

STATUTORY REPORTSEmployees Remuneration

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

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

The Shire of Mingenew has the following employees entitled to an annual salary more than \$100,000

<i>Salary Range</i>	<i>2013</i>	<i>2012</i>
\$100,000 - \$109,999	-	-
\$110,000 - \$119,999	-	-
\$120,000 - \$129,999	1	1

National Competition Policy (NCP)

Under Clause 7 of the NCP Statement, Council was required to produce a strategy for the review and reform of Local Laws. There are a substantial number of by-laws (Local Laws) that have been superseded by the changes to the Local Government Act and other legislation. The process was commenced in 1998 and Council is utilizing WALGA Local Law Service to assist in this process. All Laws have been reviewed by WA Local Law Service and Council has worked through these and adopted these new Laws and has submitted them to the State Government for formal adoption.

Council's Business activities do not fall within the area of receiving \$200,000.00 revenue per annum; therefore, Council has not applied the competitive neutrality principals of NCP during this financial year or intends to do so in the forthcoming years unless warranted to do so.

Strategic Community Plan 2012 - 2022

The Shire of Mingenew Strategic Community Plan will reflect a vision for the future and will be the principal strategic guide for future planning and activities. Based on

the community engagement, the Shire has set out a vision for the future and captured the community's aspirations and values.

A strategic objective has been developed for each of the four key areas of community interest; being, economic, environmental, social and civic leadership. Desired outcomes have been determined to achieve each of the four objectives after considering the Shire's current and future resources along with demographic trends.

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

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

Freedom of Information

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

During the 2012/13 financial year no applications were received for information under the terms of this legislation.

Record Keeping Plan

The State Records Act 2000 requires that the Shire of Mingenew maintains and disposes of all records in the prescribed manner. During 2006/07 a revised Record Keeping Plan was adopted by Council and submitted to the State Records Commission for approval. The plan was subsequently approved for a 5 year period with a revised plan to be submitted by June 2012. Council will work with the State Records Commission to meet the requirements of the Plan.

In accordance with State Records Commission Standard 2 – Principle 6 compliance with the Record Keeping Plan the following is reported:

Rationale:

An organisation and its employees must comply with the organisation's Record Keeping Plan. Organisations should develop and implement strategies for ensuring that each employee is aware of the compliance responsibilities.

Minimum Compliance Requirements:

The Record Keeping Plan is to provide evidence to adduce that:

1. The efficiency and effectiveness of the organisation's Record Keeping System is evaluated not less than once every 5 years
2. The organisation conducts a Record Keeping Training Program.

3. The efficiency and effectiveness of the Record Keeping Training Program is reviewed from time to time.
4. The organisation's induction program addresses employee roles and responsibilities in regard to their compliance with the organisation's Record Keeping Plan.

The Shire has complied with items 1 to 4.

In addition it is advised Council implemented an electronic record keeping program during the year under review.

Public Interest Disclosures

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

Council has complied with all obligations under the Act including:

- appointing the Chief Executive Officer as the PID Officer for the organisation and publishing an internal procedure relating to the Shire's obligations.
- providing protection from detrimental action or the threat of detrimental action for any employee of the Shire who makes an appropriate disclosure of public interest information.

There were no matters raised or reported during the year under review.

Legislative Review

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

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

No new Local Laws were created during 2012/13 nor any existing Local Law reviewed.

Disability Access and Inclusion Plan

The Disability Services Act 1993 was amended in December 2004, creating a requirement for public authorities to develop and implement Disability Access and Inclusion Plans (DAIPs). These plans had to be fully developed by July 2007, and replaced and built on the achievements of Disability Service Plans (DSPs).

Council adopted a DAIP in June 2007 for implementation in July 2007. Council is required to report on our present activities as they relate to the six desired DAIP outcomes.

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

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

Mike Sully
Chief Executive Officer

SHIRE OF MINGENEW
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2013

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SHIRE OF MINGENEW

FINANCIAL REPORT

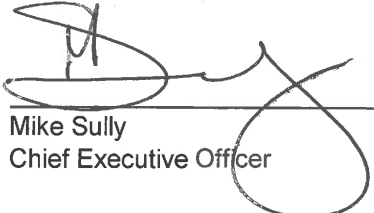
FOR THE YEAR ENDED 30TH JUNE 2013

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Mingenew being the annual financial report and other information for the financial year ended 30th June 2013 are in my opinion properly drawn up to present fairly the financial position of the Shire of Mingenew at 30th June 2013 and the results of the operations for the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed as authorisation of issue on the *26th* day of *November* 2013


Mike Sully
Chief Executive Officer

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

	NOTE	2013 \$	2013 Budget \$	2012 \$
Revenue				
Rates	22	1,392,031	1,355,136	1,189,484
Operating Grants, Subsidies and Contributions	28	941,602	890,941	1,696,875
Fees and Charges	27	244,815	387,274	314,451
Interest Earnings	2(a)	50,948	41,666	52,539
Other Revenue		9,099	13,100	8,308
		<u>2,638,495</u>	<u>2,688,117</u>	<u>3,261,657</u>
Expenses				
Employee Costs		(884,686)	(847,617)	(824,112)
Materials and Contracts		(886,792)	(1,390,654)	(869,773)
Utility Charges		(138,469)	(73,434)	(117,170)
Depreciation on Non-Current Assets	2(a)	(1,418,620)	(1,274,040)	(1,272,406)
Interest Expenses	2(a)	(71,034)	(73,237)	(61,688)
Insurance Expenses		(182,122)	(263,119)	(150,448)
Other Expenditure		(61,263)	(175,776)	(85,984)
		<u>(3,642,986)</u>	<u>(4,097,877)</u>	<u>(3,381,581)</u>
		(1,004,491)	(1,409,760)	(119,924)
Non-Operating Grants, Subsidies and Contributions	28	3,085,942	2,631,996	1,842,807
Profit on Asset Disposals	20	21,173	52,000	7,504
Loss on Asset Disposal	20	(24,105)	(4,198)	(53,514)
		<u>2,078,520</u>	<u>1,270,038</u>	<u>1,676,873</u>
Net Result				
Other Comprehensive Income				
Changes on revaluation of non-current assets	12	296,427		0
		<u>296,427</u>	<u>0</u>	<u>0</u>
Total Other Comprehensive Income		<u>296,427</u>	<u>0</u>	<u>0</u>
Total Comprehensive Income		<u><u>2,374,947</u></u>	<u><u>1,270,038</u></u>	<u><u>1,676,873</u></u>

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

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

	NOTE	2013 \$	2013 Budget \$	2012 \$
Revenue				
Governance		37,972	8,319	98,035
General Purpose Funding		1,975,902	1,807,001	2,281,301
Law, Order, Public Safety		28,247	26,200	26,249
Health		946	1,100	1,160
Education and Welfare		4,645	3,795	10,659
Housing		51,719	56,052	79,306
Community Amenities		131,431	36,265	84,443
Recreation and Culture		30,185	134,125	69,755
Transport		208,634	676,615	408,897
Economic Services		6,556	10,339	15,757
Other Property and Services		162,255	407,740	186,093
	2(a)	<u>2,638,494</u>	<u>3,167,551</u>	<u>3,261,655</u>
Expenses				
Governance		(212,233)	(254,884)	(367,330)
General Purpose Funding		(40,761)	(43,888)	(42,347)
Law, Order, Public Safety		(108,027)	(101,901)	(68,747)
Health		(51,780)	(54,222)	(45,408)
Education and Welfare		(18,676)	(33,734)	(17,646)
Housing		(167,445)	(200,961)	(122,835)
Community Amenities		(148,497)	(153,856)	(90,776)
Recreation and Culture		(753,332)	(866,445)	(779,638)
Transport		(1,795,882)	(2,349,570)	(1,491,508)
Economic Services		(159,922)	(207,084)	(163,899)
Other Property and Services		(115,637)	(219,728)	(129,757)
	2(a)	<u>(3,572,192)</u>	<u>(4,486,273)</u>	<u>(3,319,891)</u>
Finance Costs				
Education and Welfare		(6,851)	(6,897)	(7,070)
Housing		(25,088)	(26,044)	(23,369)
Recreation and Culture		(6,577)	(6,622)	(6,788)
Transport		(32,275)	(33,675)	(24,461)
	2(a)	<u>(70,792)</u>	<u>(73,238)</u>	<u>(61,688)</u>
Non-Operating Grants, Subsidies and Contributions				
General Purpose Funding		933,111	311,000	0
Law, Order, Public Safety		75,461	0	0
Health		23,704	25,000	0
Community Amenities		0	114,700	0
Recreation and Culture		0	24,500	0
Transport		2,037,728	2,156,796	1,842,807
Other Property & Services		15,939	0	0
		<u>3,085,942</u>	<u>2,631,996</u>	<u>1,842,807</u>
Profit/(Loss) on Disposal of Assets				
Governance		(850)	2,000	505
Transport		6,589	45,802	(32,813)
Other Property & Services		(8,671)		(13,702)
		<u>(2,932)</u>	<u>47,802</u>	<u>(46,010)</u>
Net Result		<u>2,078,519</u>	<u>1,287,838</u>	<u>1,676,873</u>
Other Comprehensive Income				
Changes on revaluation of non-current assets	12	296,427		0
Total Other Comprehensive Income		<u>296,427</u>	<u>0</u>	<u>0</u>
Total Comprehensive Income		<u><u>2,374,946</u></u>	<u><u>1,287,838</u></u>	<u><u>1,676,873</u></u>

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

**SHIRE OF MINGENEW
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2013**

	NOTE	2013 \$	2012 \$
CURRENT ASSETS			
Cash and Cash Equivalents	3	812,249	1,862,580
Trade and Other Receivables	4	415,598	340,450
Inventories	5	<u>67,545</u>	<u>62,829</u>
TOTAL CURRENT ASSETS		<u>1,295,392</u>	<u>2,265,859</u>
NON-CURRENT ASSETS			
Inventories	5	50,000	50,000
Property, Plant and Equipment	6	6,710,732	6,448,401
Infrastructure	7	<u>37,090,126</u>	<u>34,098,564</u>
TOTAL NON-CURRENT ASSETS		<u>43,850,858</u>	<u>40,596,965</u>
TOTAL ASSETS		<u>45,146,250</u>	<u>42,862,824</u>
CURRENT LIABILITIES			
Trade and Other Payables	8	136,199	142,677
Long Term Borrowings	9	125,548	118,868
Provisions	10	<u>182,755</u>	<u>159,886</u>
TOTAL CURRENT LIABILITIES		<u>444,502</u>	<u>421,431</u>
NON-CURRENT LIABILITIES			
Long Term Borrowings	9	1,038,061	1,163,609
Provisions	10	<u>31,413</u>	<u>20,556</u>
TOTAL NON-CURRENT LIABILITIES		<u>1,069,474</u>	<u>1,184,165</u>
TOTAL LIABILITIES		<u>1,513,976</u>	<u>1,605,596</u>
NET ASSETS		<u>43,632,274</u>	<u>41,257,228</u>
EQUITY			
Retained Surplus		28,186,971	26,114,723
Reserves - Cash Backed	11	206,018	199,747
Revaluation Surplus	12	<u>15,239,185</u>	<u>14,942,758</u>
TOTAL EQUITY		<u>43,632,174</u>	<u>41,257,228</u>

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

SHIRE OF MINGENEW
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2013

	NOTE	RETAINED SURPLUS \$	RESERVES CASH/ INVESTMENT BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2011		24,113,981	523,616	14,942,758	39,580,355
Comprehensive Income					
Net Result		1,676,873	0	0	1,676,873
Total Comprehensive Income		<u>1,676,873</u>	<u>0</u>	<u>0</u>	<u>1,676,873</u>
Reserve Transfers		323,869	(323,869)	0	0
		<u>323,869</u>	<u>(323,869)</u>	<u>0</u>	<u>0</u>
Balance as at 30 June 2012		26,114,723	199,747	14,942,758	41,257,228
Comprehensive Income					
Net Result		2,078,519	0	0	2,078,519
Changes on Revaluation of Non-Current Assets	12	0	0	296,427	296,427
Total Other Comprehensive Income		<u>2,078,519</u>	<u>0</u>	<u>296,427</u>	<u>2,374,946</u>
Reserve Transfers		(6,271)	6,271	0	0
		<u>(6,271)</u>	<u>6,271</u>	<u>0</u>	<u>0</u>
Balance as at 30 June 2013		<u>28,186,971</u>	<u>206,018</u>	<u>15,239,185</u>	<u>43,632,174</u>

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

**SHIRE OF MINGENEW
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2013**

	NOTE	2013 \$	2013 Budget \$	2012 \$
Cash Flows From Operating Activities				
Receipts				
Rates		1,403,497	1,372,936	1,188,539
Operating Grants, Subsidies and Contributions		854,218	954,981	1,471,244
Fees and Charges		244,815	387,274	313,042
Interest Earnings		50,948	41,666	52,539
Goods and Services Tax		546,494	347,905	285,426
Other Revenue		9,099	13,100	9,716
		<u>3,109,071</u>	<u>3,117,862</u>	<u>3,320,506</u>
Payments				
Employee Costs		(856,326)	(847,617)	(838,366)
Materials and Contracts		(895,514)	(1,390,654)	(845,267)
Utility Charges		(138,469)	(73,434)	(117,170)
Insurance Expenses		(182,122)	(263,119)	(150,448)
Interest Expenses		(73,027)	(73,237)	(56,762)
Goods and Services Tax		(545,724)	(390,548)	(268,850)
Other Expenditure		(61,264)	(175,776)	(85,985)
		<u>(2,752,446)</u>	<u>(3,214,385)</u>	<u>(2,362,848)</u>
Net Cash Provided By (Used In) Operating Activities	13(b)	<u>356,625</u>	<u>(96,523)</u>	<u>957,658</u>
Cash Flows from Investing Activities				
Payments for Development of Land Held for Resale		(5,128)	0	(53,295)
Payments for Purchase of Property, Plant & Equipment		(607,780)	(607,150)	(1,296,499)
Payments for Construction of Infrastructure		(3,913,285)	(4,320,485)	(1,235,227)
Subsidies and Contributions		3,085,942	2,631,996	1,842,807
Proceeds from Sale of Plant & Equipment		145,455	180,700	250,106
Proceeds from Land Held for Resale		6,607	0	57,236
Proceeds from Sale of Investments		0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Provided By (Used In) Investing Activities		<u>(1,288,189)</u>	<u>(2,114,939)</u>	<u>(434,872)</u>
Cash Flows from Financing Activities				
Repayment of Debentures		(118,868)	(118,867)	(93,765)
Repayment of Finance Leases		0	(40,000)	0
Proceeds from New Debentures		0	0	450,000
		<u>0</u>	<u>0</u>	<u>450,000</u>
Net Cash Provided By (Used In) Financing Activities		<u>(118,868)</u>	<u>(158,867)</u>	<u>356,235</u>
Net Increase (Decrease) in Cash Held		<u>(1,050,431)</u>	<u>(2,370,329)</u>	<u>879,021</u>
Cash at Beginning of Year		1,862,580	1,739,780	983,559
Cash and Cash Equivalents at the End of the Year	13(a)	<u><u>812,149</u></u>	<u><u>(630,549)</u></u>	<u><u>1,862,580</u></u>

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

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

	NOTE	2013 Actual \$	2013 Budget \$	2012 Actual \$
Revenue				
Governance		39,145	8,319	97,132
General Purpose Funding		1,516,982	434,065	1,091,818
Law, Order, Public Safety		103,708	26,200	26,249
Health		24,650	26,100	1,160
Education and Welfare		4,645	3,795	10,659
Housing		51,719	56,052	79,306
Community Amenities		131,313	150,965	124,443
Recreation and Culture		30,185	158,625	69,755
Transport		2,266,362	2,833,411	2,218,702
Economic Services		6,556	10,339	15,757
Other Property and Services		178,312	407,740	186,093
		<u>4,353,577</u>	<u>4,115,611</u>	<u>3,921,074</u>
Expenses				
Governance		(214,256)	(254,884)	(424,240)
General Purpose Funding		(40,761)	(43,888)	(42,347)
Law, Order, Public Safety		(108,027)	(101,901)	(68,747)
Health		(51,780)	(54,222)	(45,409)
Education and Welfare		(25,527)	(33,734)	(24,716)
Housing		(192,533)	(200,961)	(146,204)
Community Amenities		(148,497)	(153,856)	(90,776)
Recreation and Culture		(759,909)	(866,445)	(786,426)
Transport		(1,841,569)	(2,349,570)	(1,440,225)
Economic Services		(159,922)	(207,084)	(163,899)
Other Property and Services		(107,283)	(219,728)	(200,695)
		<u>(3,650,064)</u>	<u>(4,486,273)</u>	<u>(3,433,684)</u>
Net Result Excluding Rates		703,513	(370,662)	487,390
Adjustments for Cash Budget Requirements:				
Non-Cash Expenditure and Revenue				
Initial Recognition of Assets Due to Change to Regulations				
- Land				
(Profit)/Loss on Asset Disposals	20	2,932	(47,802)	46,010
Movement in Employee Benefit Provisions		10,857	0	5,276
Depreciation and Amortisation on Assets	2(a)	1,418,620	1,274,040	1,272,406
Capital Expenditure and Revenue				
Purchase Land Held for Resale		(4,402)	0	(53,295)
Purchase Land and Buildings	6(a)	(268,377)	(320,500)	(432,919)
Purchase Plant and Equipment	6(a)	(319,824)	(272,050)	(820,099)
Purchase Furniture and Equipment	6(a)	(19,579)	(14,600)	(21,405)
Purchase Infrastructure Assets - Roads	7(a)	(1,514,625)	(1,824,485)	(1,227,906)
Purchase Infrastructure Assets - Other	7(a)	(2,398,660)	(2,496,000)	(7,321)
Proceeds from Disposal of Assets	20	152,062	180,700	307,341
Repayment of Debentures	21	(118,868)	(118,867)	(93,765)
Proceeds from New Debentures	21	0	0	450,000
Transfers to Reserves (Restricted Assets)	11	(6,271)	(10,015)	(18,631)
Transfers from Reserves (Restricted Assets)	11	0	0	342,498
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	22(b)	1,914,022	1,851,183	511,034
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	22(b)	943,531	(840,882)	1,914,022
Total Amount Raised from General Rate	22(a)	<u>(1,392,131)</u>	<u>(1,328,176)</u>	<u>(1,167,408)</u>

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

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

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

(a) Basis of Preparation

The financial report is a general purpose financial statement which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the local Government Act 1995 and accompanying regulations.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of the selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

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

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

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears at Note 19 to these financial statements.

(c) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to the ATO, is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the ATO, are presented as operating cash flows.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in the statement of financial position.

(e) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

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

(f) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for 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, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in the statement of comprehensive income at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fixed Assets

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation or impairment losses.

Mandatory Requirement to Revalue Non-Current Assets

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

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

(a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and

(b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government -

(i) that are plant and equipment; and

(ii) that are -

(I) land and buildings; or

(II) infrastructure;

and

(c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.

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

Council has commenced the process of adopting Fair Value in accordance with the Regulations.

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

Land Under Control

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

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

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

Consequently, these assets were initially recognised at cost but revalued along with other items of Land and Buildings at 30 June 2013.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fixed Assets (Continued)

Initial Recognition

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 Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the statement of comprehensive income in the period in which they are incurred.

Revaluation

Revalued assets are carried at their fair value being the price that would be received to sell the asset, in an orderly transaction between market participants at the measurement date.

Revalued assets are carried at their fair value being the price that would be received to sell the asset, in an orderly transaction between market participants at the measurement date.

For land and buildings, fair value will be determined based on the nature of the asset class. For land and non-specialised buildings, fair value is determined on the basis of observable open market values of similar assets, adjusted for conditions and comparability at their highest and best use (Level 2 inputs in the fair value hierarchy).

With regards to specialised buildings, fair value is determined having regard for current replacement cost and both observable and unobservable costs. These include construction costs based on recent contract prices, current condition (observable Level 2 inputs in the fair value hierarchy), residual values and remaining useful life assessments (unobservable Level 3 inputs in the fair value hierarchy).

For infrastructure and other asset classes, fair value is determined to be the current replacement cost of an asset (Level 2 inputs in the fair value hierarchy) less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset (Level 3 inputs in the fair value hierarchy).

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

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, 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.

In addition, the amendments to the Financial Management Regulations mandating the use of Fair Value, imposes a further minimum of 3 years revaluation requirement. As a minimum, all assets carried at a revalued amount, will be revalued at least every 3 years.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fixed Assets (Continued)

Transitional Arrangement

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

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

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

Early Adoption of AASB 13 - Fair Value Measurement

Whilst the new accounting standard in relation to fair value, *AASB 13 - Fair Value Measurement* does not become applicable until the end of the year ended 30 June 2014 (in relation to Council), given the legislative need to commence using Fair Value methodology for this reporting period, the Council chose to early adopt AASB 13 (as allowed for in the standard).

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

Due to the nature and timing of the adoption (driven by legislation), the adoption of this standard has had no effect on previous reporting periods.

Land under Roads

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

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB1051 - Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fixed Assets (Continued)

Depreciation of Non-Current Assets

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

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

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 formation	not depreciated
pavement seal	50 years
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads formation	not depreciated
pavement	50 years
Formed roads formation	not depreciated
pavement	50 years
Footpaths - slab	40 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

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

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

Gains and losses on disposals are determined by comparing proceeds with with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

Capitalisation Threshold

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

(h) Intangible Assets

Easements

Due to legislative changes, Easements are required to be recognised as assets.

If significant, they are initially recognised at cost and have an indefinite useful life.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Financial Instruments

Initial Recognition and Measurement

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

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

Classification and Subsequent Measurement

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

Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

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

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

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

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current. They are subsequently measured at fair value with changes to carrying amount being included in profit or loss.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Financial Instruments (Continued)

Classification and Subsequent Measurement (Continued)

(ii) Loans and receivables

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

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

(iii) Held-to-maturity investments

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

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

(iv) Available-for-sale financial assets

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

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

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

(v) Financial liabilities

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

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired.

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Financial Instruments (Continued)

Derecognition

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

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

(j) 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 impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

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

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

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to the employee wage increases and the probability the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity matching the expected timing of cash flows.

(m) 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 FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(n) Provisions

Provisions are recognised when:

- a) the Council has a present legal or constructive obligation as a result of past events;
- b) for which it is probable that an outflow of economic benefits will result; and
- c) that outflow can be reliably measured.

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

(o) Leases

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

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

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

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

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

(p) Investments in Associates

Associates are entities in which the Council has significant influence through holding, directly or indirectly, 20% or more of the voting power of the Council. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Council's share of net assets of the associate entity. In addition, Council's share of the profit or loss of the associate entity is included in the Council's profit or loss.

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Joint Venture

The Council's interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the appropriate line items of the financial statement. Information about the joint venture is set out in Note 16.

The Council's interest in joint venture entities are recorded using the equity method of accounting (refer to Note 1(p) for details) in the financial report.

When the Council contributes assets to the joint venture or if the Council purchases assets from the joint venture, only the portion of gain or loss not attributable to the Council's share of the joint venture shall be recognised. The Council recognises the full amount of any loss when the contribution results in a reduction in the net realisable value of current assets or an impairment loss.

(r) 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

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

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

(s) Superannuation

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

(t) Current and Non-Current Classification

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

(u) Rounding Off Figures

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(v) Comparative Figures

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

When the Council applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, a statement of financial position as at the beginning of the earliest period will be disclosed.

(w) Budget Comparative Figures

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

UNCONFIRMED

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2013**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

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

	Title and Topic	Issued	Applicable (*)	Impact
(i)	AASB 9 – Financial Instruments	December 2009	01 January 2013	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Council, it is not anticipated the standard will have any material effect.
	AASB 2012 – 6 Amendments to Australian Accounting Standards – Mandatory effective date of AASB 9 and Transition Disclosures	September 2012	Deferred AASB 9 until 1 January 2015	
(ii)	AASB 2009 – 11 Amendments to Australian Accounting Standards arising from AASB 9	December 2009	01 January 2013	Nil – The revisions embodied in this standard give effect to the consequential changes arising from the issuance of AASB 9 which is not anticipated to have any material effect on the Council (refer (i) above).
	[AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 & 1038 and Interpretations 10 & 12)			

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2013**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

Title and Topic	Issued	Applicable (*)	Impact
(iii) AASB 2010 – 7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127]	December 2010	01 January 2013	Nil – The revisions embodied in this standard give effect to the consequential changes arising from the issuance of AASB 9 which is not anticipated to have any material effect on the Council (refer (i) above).
(iv) AASB 10 - Consolidated Financial Statements, AASB 11 - Joint Arrangements, AASB 12 - Disclosure of Interests in Other Entities, AASB 127 - Separate Financial Statements, AASB 128 - Investments in Associates and Joint Ventures, AASB 2011 - 7 Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangement Standards [AASB 1, 2, 3, 5, 7, 9, 2009-11, 101, 107, 112, 118, 121, 124, 132, 133, 136, 138, 139, 1023 & 1038 and Interpretations 5, 9, 16 & 17]	August 2011	01 January 2013	Nil - None of these, except for AASB 128 , are expected to have significant application to the operations of the Council. With respect to AASB 128, where the Council has an interest in a Joint Venture, the requirements of AASB 128 supercede those of the current Joint Venture Standard AASB 131. The new standard more clearly defines the accounting treatment and disclosure in relation to it. Due to the nature of the Joint Venture, it is not expected to have a significant impact on the Council.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2013**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

Title and Topic	Issued	Applicable (*)	Impact
(v) AASB 2011 - 9 Amendments to Australian Accounting Standards – Presentation of Items of Other Comprehensive Income [AASB 1, 5, 7, 101, 112, 120, 121, 132, 133, 134, 1039 & 1049]	September 2011	01 July 2013	The main change embodied in this standard is the requirement to group items presented in other comprehensive income on the basis of whether they are potentially reclassifiable to profit or loss subsequently. It effects presentation only and is not expected to significantly impact the Council.
(vi) AASB 119 - Employee Benefits, AASB 2011 - 10 Amendments to Australian Accounting Standards arising from AASB 119 [AASB 1, 8, 101, 124, 134, 1049 & 2012-8 and Interpretation 14]	September 2011	01 January 2013	The changes in relation to defined benefit plans contained in this standard are not expected to significantly impact the Council nor are the changes to AASBs in relation to termination benefits.
(vii) AASB 2012-2 Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities [AASB 7 & 32]	June 2012	01 January 2013	Principally amends AASB 7: Financial Instruments: Disclosures to require entities to include information that will enable users of their financial statements to evaluate the effect or potential effect of netting arrangements, including rights of set-off associated with the entity's recognised financial assets and recognised financial liabilities, on the entity's financial position. This Standard is not expected to significantly impact on the Council's financial statements.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2013**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

Title and Topic	Issued	Applicable (*)	Impact
(viii) AASB 2012-3: Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities [AASB 132]	June 2012	01 January 2014	<p>This Standard adds application guidance to AASB 132: <i>Financial Instruments: Presentation</i> to address potential inconsistencies identified in applying some of the offsetting criteria of AASB 132, including clarifying the meaning of “currently has a legally enforceable right of set-off” and that some gross settlement systems may be considered equivalent to net settlement.</p> <p>This Standard is not expected to significantly impact on the Council’s financial statements.</p>
(ix) AASB 2012-5: Amendments to Australian Accounting Standards arising from Annual Improvements 2009-2011 Cycle [AASB 1, 101, 116, 132, 134 and Interpretation 2]	June 2012	01 January 2013	<p>Outlines changes to the various standards and interpretations as listed. These topics are not currently relevant to Council, nor are they expected to be in the future. As a consequence, this Standard is not expected to significantly impact on the Council’s financial statements.</p>
(x) AASB 2012-10: Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments. [AASB 1, 5, 7, 8, 10, 11, 12, 13, 101, 102, 108, 112, 118, 119, 127, 128, 132, 133, 134, 137, 1023, 1038, 1039, 1049 & 2011-7 and Interpretation 12]	December 2012	01 January 2013	<p>Mainly consequential changes relating to transition guidance. It is not expected to have a significant impact on Council.</p>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2013**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(y) Adoption of New and Revised Accounting Standards

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

These new and revised standards were:

AASB 2010 – 8
AASB 2011 - 3
AASB 2011 - 13

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

The Council also chose to early adopt *AASB 13 – Fair Value Measurement* as allowed for in the standard. For further details with respect to this early adoption, refer to Note 1(g).

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

2. REVENUE AND EXPENSES	2013	2012	
	\$	\$	
(a) Net Result			
The Net Result includes:			
(i) Charging as an Expense:			
Auditors Remuneration			
- Audit of the financial report	23,660	14,532	
- Business Planning (Mingenew, Morawa, Three Springs)	13,223	0	
- Project Acquittal Audit	1,975	0	
- Update LTFFP	1,200	0	
- Other Services	1,800	4,000	
	<u>41,858</u>	<u>18,532</u>	
Depreciation			
Buildings	110,860	103,164	
Furniture and Equipment	54,666	53,998	
Plant and Equipment	326,892	292,973	
Bushfire Equipment	4,479	1,703	
Roads	759,862	680,464	
Footpaths	37,707	36,342	
Airfield	0	0	
Bridges	118,490	98,098	
Drainage	5,664	5,664	
	<u>1,418,620</u>	<u>1,272,406</u>	
Interest Expenses (Finance Costs)			
Finance Lease Charges	0	0	
Overdraft Interest	241	0	
Debentures (<i>refer Note 21(a)</i>)	70,793	61,688	
	<u>71,034</u>	<u>61,688</u>	
(ii) Crediting as Revenue:			
	2013	2013	2012
	\$	Budget	\$
Interest Earnings			
Investments			
- Reserve Funds	6,271	10,166	18,632
- Other Funds	33,824	25,000	27,343
Other Interest Revenue (<i>refer note 26</i>)	10,853	6,500	6,564
	<u>50,948</u>	<u>41,666</u>	<u>52,539</u>

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

2. REVENUE AND EXPENSES (Continued)

(b) Statement of Objective

The Shire of Mingenew is dedicated to providing high quality services to the community through the various service orientated programs which it has established.

Shire of Mingenew Mission Statement

Council will endeavour to maintain and improve the quality of life in the Shire of Mingenew. The Council will strive for the recognition of a thriving and innovative community with a historical identity and encourage its future development and growth.

GOVERNANCE

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

In accordance with legislative changes which were effective on 1st July 1997, General Administration costs have been allocated to the various programs of Council to reflect the true costs of services provided. Directly attributable costs have been recorded in the relevant program while indirect costs have been allocated using time spent by administration staff on tasks related to each of the programs as a basis.

Accordingly, no separate program for general administration exists.

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Supervision of various by-laws, fire prevention and animal control.

HEALTH

Food control and operation of infant health clinic.

EDUCATION AND WELFARE

Co-ordination of occasional day care for children.

HOUSING

Maintenance of staff housing.

COMMUNITY AMENITIES

Rubbish collection services, operation of waste facility and noise control.

RECREATION AND CULTURE

Maintenance of halls, recreation centres and various reserves and library facilities.

TRANSPORT

Construction and maintenance of roads, drainage works, footpaths, parking facilities and airstrip.

ECONOMIC SERVICES

Tourism and building control.

OTHER PROPERTY AND SERVICES

Private works, plant repairs and operations costs.

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

2. REVENUE AND EXPENSES (Continued)

(c) Conditions Over Grants/Contributions

Grant/Contribution	Function/ Activity	Opening Balance (*) 1-Jul-11 \$	Received (+) 2011/12 \$	Expended (#) 2011/12 \$	Closing Balance (*) 30-Jun-12 \$	Received (+) 2012/13 \$	Expended (#) 2012/13 \$	Closing Balance 30-Jun-13 \$
Roads to Recovery Grant	Transport	138,972	0	(138,972)	0	0	0	0
Community Safety Plan Grant	Law, Order & Public Safety	20,000	0	0	20,000	0	(20,000)	0
Dept of Local Govt LG Reform Amalgamation Studies	Governance	20,358	0	(20,358)	0	0	0	0
Dept of Local Govt Long Term Financial Plan	Governance	25,000	50,000	(67,000)	8,000	0	0	8,000
Dept of Local Govt Strategic Planning	Governance	90,000	0	(80,624)	9,376	0	0	9,376
FRRR Toy Library Grant	Community Amenities	1,738	0	(1,611)	127	0	(127)	0
RLCIP - Rec Centre Shade Structure	Recreation & Culture	30,000	0	(30,000)	0	0	0	0
Dept of Agriculture & Food Dry Seasons Assistance	Economic Services	10,000	0	(10,000)	0	0	0	0
Dept of Regional Development - CLGF (10/11 Local)	Housing, Transport	0	322,874	(213,195)	109,679	0	(109,679)	0
Lotterywest Grant	Recreation & Culture	0	39,526	(39,526)	0	0	0	0
Centacare Family Services	Recreation & Culture	0	5,800	0	5,800	0	(5,800)	0
Main Roads Direct Grant - Depot Hill Crossing	Transport	0	480,000	(19,026)	460,974	120,000	(580,974)	0
Regional Road Group Grant - General Road Works	Transport	0	193,951	(193,951)	0	0	0	0
Dept of Regional Development - Depot Hill	Transport	0	639,638	0	639,638	0	(639,638)	0
Roads to Recovery Grant	Transport	0	68,190	(37,098)	31,092	0	(31,092)	0
Country Local Government Fund (10/11 Regional)	Transport	0	339,754	0	339,754	0	(339,754)	0
Royalties for Regions	Housing	0	0	0	0	933,111	0	933,111
DFES (Water Tank Fire Shed)	Law, Order & Public Safety	0	0	0	0	2,545	0	2,545
Dept of Local Government - Cat Act Implementation	Law, Order & Public Safety	0	0	0	0	5,374	0	5,374
Total		336,068	2,139,733	(851,361)	1,624,440	3,112,761	(3,778,795)	958,406

Notes:

(*) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(+) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(#) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

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

	2013	2012
	\$	\$
3. CASH AND CASH EQUIVALENTS		
Unrestricted	300	300
Municipal	605,931	1,662,533
Restricted	206,018	199,747
	<u>812,249</u>	<u>1,862,580</u>
The following is a reconciliation of the municipal funds above:		
Cash at Bank - Municipal Unrestricted	(352,475)	4,117
Cash at Bank - Municipal Restricted	958,406	1,658,416
	<u>605,931</u>	<u>1,662,533</u>
The following restrictions have been imposed by regulations or other externally imposed requirements:		
Land and Buildings Reserve	67,371	65,320
Sportsground Improvement Reserve	2,542	2,465
Plant Replacement Reserve	14,304	13,869
Accrued Leave Reserve	44,720	43,359
Aged Persons Units Reserve	18,874	18,299
Street Light Upgrade Reserve	13,499	13,088
Painted Road Reserve	3,961	3,840
Environmental Rehabilitation Reserve	16,795	16,284
Industrial Area Reserve	4,936	4,786
RTC/PO/NAB Reserve	19,016	18,437
	<u>206,018</u>	<u>199,747</u>
Other:		
Cash at Bank - Municipal Restricted	0	0
Unspent Grants (Refer note 2 c)	958,406	1,658,416
	<u>958,406</u>	<u>1,658,416</u>
4. TRADE AND OTHER RECEIVABLES		
Current		
Rates Outstanding	11,453	22,919
Sundry Debtors	396,536	315,028
ATO Receivable	7,609	2,503
Loans - Clubs/Institutions	0	0
	<u>415,598</u>	<u>340,450</u>

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

	2013	2012
	\$	\$
5. INVENTORIES		
Current		
Stores and Materials	27,151	17,548
Land Held for Resale - Lower of Cost or Net Realisable Value		
Development Costs	40,394	45,281
	<u>67,545</u>	<u>62,829</u>
Non-Current		
Land Held for Resale - Lower of Cost or Net Realisable Value		
Development Costs	50,000	50,000
Net Realisable Value	50,000	50,000
	<u>50,000</u>	<u>50,000</u>
	2013	2012
	\$	\$
6. PROPERTY, PLANT AND EQUIPMENT		
Land and Buildings		
- Revalued	971,054	971,054
- Cost	4,516,301	4,247,924
	<u>5,487,355</u>	<u>5,218,978</u>
Land Under Control at:		
- Independent Valuation 2013		
Less Accumulated Depreciation	(981,535)	(870,674)
Total Land and Buildings	<u>4,505,820</u>	<u>4,348,304</u>
Furniture and Equipment - Management Valuation 2013	865,057	845,478
Less Accumulated Depreciation	(578,363)	(523,697)
	<u>286,694</u>	<u>321,781</u>
Plant and Equipment - Independent Valuation 2013	1,896,550	2,931,014
Plant and Equipment - Management Valuation 2013		
Less Accumulated Depreciation	(51,671)	(1,178,305)
	<u>1,844,879</u>	<u>1,752,709</u>
Bushfire Equipment - Independent Valuation 2013	97,789	49,789
Bushfire Equipment - Management Valuation 2013		
Less Accumulated Depreciation	(32,369)	(30,666)
	<u>65,420</u>	<u>19,123</u>
Tools - Cost	13,221	22,076
Less Accumulated Depreciation	(5,302)	(15,592)
	<u>7,919</u>	<u>6,484</u>
	<u>6,710,732</u>	<u>6,448,401</u>

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

6. PROPERTY, PLANT AND EQUIPMENT continued

Land and Buildings:

For the year ended 30 June 2013 the Shire's Land and Buildings have not been revalued by independent valuers but are carried at cost and revalued amounts as in previous years.

Plant and Equipment:

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

Major plant and equipment were revalued by independent valuers.

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

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

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

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

The revaluation resulted in an overall increase of \$296,427 in the net value of the Shire's plant and equipment. All of this increase was credited to the revaluation surplus in the Shire's equity (refer Note 12(d) for further details) and was recognised as Changes on Revaluation of non-current Assets in the Statement of Comprehensive Income

Furniture and Equipment:

For the year ended 30 June 2013 the Shire's Furniture and Equipment have not been revalued by independent valuers but are carried at cost as in previous years.

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

6. PROPERTY, PLANT AND EQUIPMENT (Continued)

Movements in Carrying Amounts

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

	Land & Buildings \$	Furniture & Equipment \$	Plant & Equipment \$	Bushfire Equipment \$	Tools \$	Total \$
Balance as at the beginning of the year	4,348,304	321,781	1,752,709	19,123	6,484	6,448,401
Additions	268,377	19,579	316,937		2,887	607,780
(Disposals)	0	0	(144,979)			(144,979)
Revaluation - Increments - (Decrements)			412,091 (98,898)	(16,765)		412,091 (115,663)
Assets Reclassified			(67,541)	67,541		0
Impairment - (Losses) - Reversals						0 0
Initial Recognition of assets Due to Changes to Regulations						0
Depreciation (Expense)	(110,860)	(54,666)	(325,440)	(4,479)	(1,452)	(496,897) 0
Carrying amount at the end of year	<u>4,505,821</u>	<u>286,694</u>	<u>1,844,879</u>	<u>65,420</u>	<u>7,919</u>	<u>6,710,733</u>

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

	2013 \$	2012 \$
7. INFRASTRUCTURE		
Roads - Management Valuation 2011	36,747,786	36,747,786
Roads - Cost	2,716,756	1,202,131
Less Accumulated Depreciation	<u>(7,882,781)</u>	<u>(7,122,919)</u>
	31,581,761	30,826,998
Footpaths - Management Valuation 2011	1,453,680	1,453,680
Footpaths - Cost	107,138	7,321
Less Accumulated Depreciation	<u>(1,315,465)</u>	<u>(1,277,758)</u>
	245,353	183,243
Airfields - Cost	16,987	16,987
Less Accumulated Depreciation	<u>(16,987)</u>	<u>(16,987)</u>
	0	0
Drainage/Floodways - Management Valuation 2011	283,200	283,200
Drainage/Floodways - Cost	0	0
Less Accumulated Depreciation	<u>(195,782)</u>	<u>(190,118)</u>
	87,418	93,082
Bridges - Management Valuation 2011	4,900,000	4,900,000
Bridges - Cost	2,324,618	25,775
Less Accumulated Depreciation	<u>(2,163,418)</u>	<u>(2,044,928)</u>
	5,061,200	2,880,847
Recreation Areas - Cost	<u>114,394</u>	<u>114,394</u>
	<u>37,090,126</u>	<u>34,098,564</u>

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

This policy also accords with AASB 116.

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

7. INFRASTRUCTURE (Continued)

Movements in Carrying Amounts

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

	Roads	Footpaths	Airfields	Drainage and Floodways	Bridges	Recreation Areas	Total
	\$	\$	\$	\$	\$	\$	\$
Balance at the beginning of the year	30,826,998	183,243	0	93,082	2,880,847	114,394	34,098,564
Additions	1,514,625	99,817	0	0	2,298,843	0	3,913,285
(Disposals)	0	0	0	0	0	0	0
Revaluation - Increments	0	0	0	0	0	0	0
- (Decrements)	0	0	0	0	0	0	0
Impairment - (Losses)	0	0	0	0	0	0	0
- Reversals	0	0	0	0	0	0	0
Depreciation (Expense)	(759,862)	(37,707)	0	(5,664)	(118,490)	0	(921,723)
Carrying amount at the end of year	<u>31,581,761</u>	<u>245,353</u>	<u>0</u>	<u>87,418</u>	<u>5,061,200</u>	<u>114,394</u>	<u>37,090,126</u>

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

	2013 \$	2012 \$
8. TRADE AND OTHER PAYABLES		
Current		
Sundry Creditors	105,449	106,809
Accrued Expenditure	0	5,820
Accrued Interest on Debentures	19,343	21,336
Accrued Salaries and Wages	11,407	8,712
	<u>136,199</u>	<u>142,677</u>
9. LONG-TERM BORROWINGS		
Current		
Secured by Floating Charge Debentures	<u>125,548</u>	<u>118,868</u>
	<u>125,548</u>	<u>118,868</u>
Non-Current		
Secured by Floating Charge Debentures	<u>1,038,061</u>	<u>1,163,609</u>
	<u>1,038,061</u>	<u>1,163,609</u>
Additional detail on borrowings is provided in Note 21.		
10. PROVISIONS		
Analysis of Total Provisions		
Current	182,755	159,886
Non-Current	31,413	20,556
	<u>214,168</u>	<u>180,442</u>
Annual Leave	93,433	76,667
Long Service Leave	120,735	95,201
Doubtful Debts	0	8,574
	<u>214,168</u>	<u>180,442</u>

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

	2013 \$	2013 Budget \$	2012 \$
11. RESERVES - CASH BACKED			
(a) Land and Building Reserve			
Opening Balance	65,320	65,319	242,830
Amount Set Aside / Transfer to Reserve	2,051	3,271	7,490
Amount Used / Transfer from Reserve	0	0	(185,000)
	<u>67,371</u>	<u>68,590</u>	<u>65,320</u>
(b) Sportsground Improvement Reserve			
Opening Balance	2,465	2,466	2,361
Amount Set Aside / Transfer to Reserve	77	123	104
Amount Used / Transfer from Reserve	0	0	0
	<u>2,542</u>	<u>2,589</u>	<u>2,465</u>
(c) Plant Replacement Reserve			
Opening Balance	13,869	13,869	129,371
Amount Set Aside / Transfer to Reserve	435	712	4,498
Amount Used / Transfer from Reserve	0	0	(120,000)
	<u>14,304</u>	<u>14,581</u>	<u>13,869</u>
(d) Accrued Leave Reserve			
Opening Balance	43,359	43,359	41,537
Amount Set Aside / Transfer to Reserve	1,361	2,169	1,822
Amount Used / Transfer from Reserve	0	0	0
	<u>44,720</u>	<u>45,528</u>	<u>43,359</u>
(e) Aged Persons Units Reserve			
Opening Balance	18,299	18,299	34,294
Amount Set Aside / Transfer to Reserve	575	916	1,505
Amount Used / Transfer from Reserve	0	0	(17,500)
	<u>18,874</u>	<u>19,215</u>	<u>18,299</u>
(f) Street Lighting Upgrade Reserve			
Opening Balance	13,088	13,088	12,538
Amount Set Aside / Transfer to Reserve	411	655	550
Amount Used / Transfer from Reserve	0	0	0
	<u>13,499</u>	<u>13,743</u>	<u>13,088</u>
(g) Painted Road Reserve			
Opening Balance	3,840	3,840	3,679
Amount Set Aside / Transfer to Reserve	121	192	161
Amount Used / Transfer from Reserve	0	0	0
	<u>3,961</u>	<u>4,032</u>	<u>3,840</u>

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

	2013 \$	2013 Budget \$	2012 \$
11. RESERVES - CASH BACKED continued			
(h) Environmental Rehabilitation Reserve			
Opening Balance	16,284	16,284	25,179
Amount Set Aside / Transfer to Reserve	511	815	1,105
Amount Used / Transfer from Reserve	0	0	(10,000)
	<u>16,795</u>	<u>17,099</u>	<u>16,284</u>
(i) Industrial Area Development Reserve			
Opening Balance	4,786	4,786	14,165
Amount Set Aside / Transfer to Reserve	150	240	621
Amount Used / Transfer from Reserve	0	0	(10,000)
	<u>4,936</u>	<u>5,026</u>	<u>4,786</u>
(j) RTC/PO/NAB Reserve			
Opening Balance	18,437	18,437	17,662
Amount Set Aside / Transfer to Reserve	579	922	775
Amount Used / Transfer from Reserve	0	0	0
	<u>19,016</u>	<u>19,359</u>	<u>18,437</u>
TOTAL CASH BACKED RESERVES	<u><u>206,018</u></u>	<u><u>209,762</u></u>	<u><u>199,747</u></u>

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

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

Land & Building Reserve

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

Sportsground Improvement Reserve

- to be used for the improvement of the sportsground

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 Reserves

- 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 on Mingenew

Painted Road Reserve

- to be used for the painted road project

Environmental Rehabilitation Reserve

- to be used for the rehabilitation of Gravel Pits

Industrial Area Development Reserve

- to be used for the development of the industrial area

RTC/PO/NAB Reserve

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

These reserves are not expected to be utilised in the 2013/14 year.

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

12. RESERVES - ASSET REVALUATION

	2013	2012
	\$	\$
Asset revaluation reserves have arisen on revaluation of the following classes of non-current assets:		
(a) Roads		
Opening balance	11,790,072	11,790,072
Revaluation Increment	0	0
Revaluation Decrement	0	0
	<u>11,790,072</u>	<u>11,790,072</u>
(b) Footpaths		
Opening Balance	128,817	128,817
Revaluation Increment	0	0
Revaluation Decrement	0	0
	<u>128,817</u>	<u>128,817</u>
(c) Drainage/Floodways		
Opening Balance	70,699	70,699
Revaluation Increment	0	0
Revaluation Decrement	0	0
	<u>70,699</u>	<u>70,699</u>
(d) Bridges		
Opening Balance	2,953,170	2,953,170
Revaluation Increment	0	0
Revaluation Decrement	0	0
	<u>2,953,170</u>	<u>2,953,170</u>
(e) Plant & Equipment		
Opening Balance	0	0
Revaluation Increment	296,427	0
Revaluation Decrement	0	0
	<u>296,427</u>	<u>0</u>
TOTAL ASSET REVALUATION RESERVES	<u><u>15,239,185</u></u>	<u><u>14,942,758</u></u>

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

13. NOTES TO THE STATEMENT OF CASH FLOWS**(a) Reconciliation of Cash**

For the purposes of the statement of cash flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the statement of financial position as follows:

	2013 \$	2013 Budget \$	2012 \$
Cash and Cash Equivalents	<u>812,249</u>	<u>(630,549)</u>	<u>1,862,580</u>
(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net Result	2,078,519	1,287,838	1,676,873
Depreciation	1,418,620	1,274,040	1,272,406
(Profit)/Loss on Sale of Asset	2,931	(47,802)	46,010
(Increase)/Decrease in Receivables	(75,148)	104,681	(210,000)
(Increase)/Decrease in Inventories	(9,603)	0	2,210
Increase/(Decrease) in Payables	(6,478)	(138,889)	7,691
Increase/(Decrease) in Employee Provisions	33,726	0	5,276
Grants/Contributions for the Development of Assets	<u>(3,085,942)</u>	<u>(2,631,996)</u>	<u>(1,842,807)</u>
Net Cash from Operating Activities	<u>356,625</u>	<u>(152,128)</u>	<u>957,659</u>
(c) Undrawn Borrowing Facilities			
Credit Standby Arrangements			
Bank Overdraft limit	200,000		200,000
Bank Overdraft at Balance Date	0		0
Credit Card limit	14,500		11,500
Credit Card Balance at Balance Date	<u>(1,386)</u>		<u>(2,309)</u>
Total Amount of Credit Unused	<u>213,114</u>		<u>209,191</u>
Loan Facilities			
Loan Facilities - Current	125,548		118,868
Loan Facilities - Non-Current	<u>1,038,061</u>		<u>1,163,609</u>
Total Facilities in Use at Balance Date	<u>1,163,609</u>		<u>1,282,477</u>
Unused Loan Facilities at Balance Date	<u>0</u>		<u>0</u>

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

14. CONTINGENT LIABILITIES

Council is not aware of any contingent liabilities as at 30th June 2013.

15. CAPITAL AND LEASING COMMITMENTS

Council does not have any capital or leasing commitments as at 30th June 2013.

UNCONFIRMED

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

16. JOINT VENTURE

In 1997/98, Council in conjunction with Homeswest, constructed 3 two bedroom and 1 one bedroom Aged Persons' Units in the Mingenew townsite. The terms of the joint venture agreement provided for Council to contribute \$59,136 which equates to an equity of 13.92%. Council has subsequently capitalised expenditure on the units to the value of \$26,488. This amount is included in Property, plant and Equipment as follows.

	2013 \$	2012 \$
Non-Current Assets		
Land & Buildings	80,328	77,855
Less: Accumulated Depreciation	<u>(13,151)</u>	<u>(11,441)</u>
	<u>67,177</u>	<u>66,414</u>

Under the terms of the agreement, Council manages the letting and maintenance of the units. All income received meets the cost of all outgoings and any balance is retained as restricted funds to be used for the purpose of funding future operating shortfalls. Council has elected to transfer this surplus to a reserve (refer details at Note 11). The balance held in the reserve (including transfers of Council's own funds over and above any surplus) as at 30 June 2012 is \$18,874. The agreement is for a period of 25 years, expiring in 2022. At this time a further agreement may be negotiated.

17. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2013 \$	2012 \$
Governance	659,674	720,223
General Purpose Funding	11,453	18,163
Law, Order, Public Safety	138,240	59,317
Health	20,000	20,100
Education and Welfare	391,448	357,699
Housing	980,237	1,054,544
Community Amenities	218,131	258,412
Recreation and Culture	2,031,319	1,945,385
Transport	38,548,157	36,356,895
Economic Services	524,907	557,604
Other Property and Services	1,575,277	1,503,405
Unallocated	<u>47,407</u>	<u>11,077</u>
	<u>45,146,250</u>	<u>42,862,824</u>

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

	2013	2012	2011
18. FINANCIAL RATIOS			
Current Ratio	0.57	1.50	0.93
Asset Sustainability Ratio	3.08	2.03	1.46
Debt Service Cover Ratio	4.11	7.51	0.53
Operating Surplus Ratio	(0.42)	(0.11)	(0.53)
Own Source Revenue Coverage Ratio	0.47	0.46	0.50

The above ratios are calculated as follows:

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

Notes:

Information relating to the **Asset Consumption Ratio** and the **Asset Renewal Funding Ratio** can be found at Supplementary Ratio Information on Page 60 of this document.

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

19. TRUST FUNDS

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

	Balance 1-Jul-12 \$	Amounts Received \$	Amounts Paid (\$)	Balance 30-Jun-13 \$
ANZAC Day Breakfast	0	516	0	516
BCITF Levy	435	83	(75)	443
Builders Registration Board	10	394	(367)	37
Tree Planter - LCDC	288	0	0	288
Other Bonds	5,389	0	(980)	4,409
Cool Room Bonds	225	0	(225)	0
Mingenew Cemetery Group	366	0	0	366
Youth Advisory Council/Christmas Tree	2,311	0	(500)	1,811
Weary Dunlop Memorial	1,906	0	0	1,906
Centenary/Autumn Committee	1,674	0	0	1,674
Farm Water Scheme	756	0	0	756
Industrial Bonds	2,000	0	(1,000)	1,000
Sinosteel Community Trust Fund	55,035	55,000	(43,439)	66,596
Community Bus	500	920	(260)	1,160
Autumn Committee	60	0	0	60
Midwest Industry Road Safety	0	55,500	(16,064)	39,436
Capital Works Retention Bond	0	108,167	0	108,167
	<u>70,955</u>			<u>228,625</u>

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30TH JUNE 2013**

20. DISPOSALS OF ASSETS - 2012/13 FINANCIAL YEAR

The following assets were disposed of during the year.

By Program	Net Book Value		Sale Price		Profit (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Governance						
Toyota Prado (0630)	52,023	49,400	50,000	50,000	(2,023)	600
Hyundai ix35 (0622)	25,191	23,600	26,364	25,000	1,173	1400
Transport						
Tandem Pig Trailer (0288)	0	0	9,091	15,000	9,091	15000
Tandem Axle Dolly (0539)	0	0	10,909	10,000	10,909	10000
Mitsubishi Triton (PISA11)	31,019	30,690	19,091	26,700	(11,928)	(3,990)
Vibromax Vibrating Roller	0	0	0	25,000	0	25000
MTD BL2600 Pro Blower	62	0	0	0	(62)	0
Robin Brushcutter 4 stroke	168	0	0	0	(168)	0
Husqvarna Brushcutter/Trimmer	243	0	0	0	(243)	0
MTD Yardman 21' mower	331	0	0	0	(331)	0
Razor 4st Lawn Mower	255	0	0	0	(255)	0
Husqvarna 324 LD Brushcutter	197	0	0	0	(197)	0
MTD Yardman Rotary Mower	227	0	0	0	(227)	0
Other Property & Services						
Mitsubishi Challenger (0632)	35,262	29,208	30,000	29,000	(5,262)	(208)
Lot 2 Eleanor St	5,333	0	3,489	0	(1,844)	0
Lot 3 Eleanor St	4,683	0	3,118	0	(1,565)	0
	154,994	132,898	152,062	180,700	(2,932)	47,802

By Class	Net Book Value		Sale Price		Profit (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Plant & Equipment						
CEO (Toyota Prado)	52,023	49,400	50,000	50,000	(2,023)	600
MFA (Hyundai ix35)	25,191	23,600	26,364	25,000	1,173	1,400
WS (Mitsubishi Challenger)	35,262	29,208	30,000	29,000	(5,262)	(208)
ISA (Mitsubishi Triton)	31,019	30,690	19,091	26,700	(11,928)	(3,990)
Tandem Pig Trailer	0	0	9,091	15,000	9,091	15,000
Tandem Axle Dolly	0	0	10,909	10,000	10,909	10,000
Vibromax Roller	0	0	0	25,000	0	25,000
MTD BL2600 Pro Blower	62	0	0	0	(62)	0
Robin Brushcutter 4 stroke	168	0	0	0	(168)	0
Husqvarna Brushcutter/Trimmer	243	0	0	0	(243)	0
MTD Yardman 21' mower	331	0	0	0	(331)	0
Razor 4st Lawn Mower	255	0	0	0	(255)	0
Husqvarna 324 LD Brushcutter	197	0	0	0	(197)	0
MTD Yardman Rotary Mower	227	0	0	0	(227)	0
Land Held for Resale						
Lot 2 Eleanor St	5,333	0	3,489	0	(1,844)	0
Lot 3 Eleanor St	4,683	0	3,118	0	(1,565)	0
	154,994	132,898	152,062	180,700	(2,932)	47,802

Summary

Loss on Asset Disposals
 Profit on Asset Disposals

2012/13 **2012/13**
ACTUAL **BUDGET**

(24,105) (4,198)
 21,173 52,000

(2,932) **47,802**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2013**

21. INFORMATION ON BORROWINGS

(a) Repayments - Debentures

Particulars	Principal 1-Jul-12 \$	New Loans \$	Principal Repayments		Principal 30-Jun-13		Interest Repayments	
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Education & Welfare								
Loan 137 - Senior Citizens Building	114,298		4,012	4,012	110,286	110,286	6,851	6,897
Housing								
Loan 133 - Triplex 1	111,694		8,691	8,691	103,003	103,003	7,281	7,483
Loan 134 - S/C Housing 1	71,568		4,423	4,423	67,145	67,145	4,295	4,377
Loan 136 - Staff Housing 2	144,962		6,017	6,017	138,945	138,945	9,113	9,215
Loan 142 - Staff Housing 2	100,000		7,924	7,923	92,076	92,077	4,399	4,969
Recreation & Culture								
Loan 138 - Pavillion	109,727		3,851	3,851	105,876	105,876	6,577	6,621
Transport								
Loan 139 - Roller	90,063		11,520	11,520	78,543	78,543	5,556	5,795
Loan 141 - Grader	190,165		19,060	19,060	171,105	171,105	11,097	11,499
Loan 143 - Trucks	250,000		45,447	45,447	204,553	204,553	10,773	11,412
Loan 144 - Trailer	100,000		7,923	7,923	92,077	92,077	4,851	4,969
	1,282,477	0	118,868	118,867	1,163,609	1,163,610	70,793	73,237

1. Loan financed by rental proceeds received from tenants

2. Loan financed from rental proceeds received from staff (subsidised) or third part tenants.

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

(b) New Debentures - 2012/13

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Actual \$	Budget \$						Actual \$	Budget \$	
No new debentures										

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30TH JUNE 2013**

21. INFORMATION ON BORROWINGS (Continued)

(c) Unspent Debentures

Particulars	Date Borrowed	Balance 1-Jul-12 \$	Borrowed During Year \$	Expended During Year \$	Balance 30-Jun-13 \$
No unspent debentures					0
		0	0	0	0

(d) Overdraft

Council has an overdraft facility of \$200,000 with National Australia Bank to assist with short term liquidity requirements. The balance of the bank overdraft at 1 July 2012 and 30 June 2013 was \$Nil.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2013**

22. RATING INFORMATION - 2012/13 FINANCIAL YEAR

(a) Rates

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
Differential General Rate											
GRV - Townsites	10.7236	143	1,513,404	162,291	(322)	1,120	163,089	129,983			129,983
UV - Rural	1.1697	131	97,652,500	1,142,241			1,142,241	1,152,389			1,152,389
UV - Mining	15.0000	5	121,692	18,254			18,254	28,004			28,004
							0				0
Sub-Totals		279	99,287,596	1,322,786	(322)	1,120	1,323,584	1,310,376	0	0	1,310,376
Minimum Rates											
	Minimum \$										
GRV - Townsites	330	83	82,138	27,390			27,390	28,260			28,260
UV - Rural	450	15	161,500	6,750			6,750	6,750			6,750
UV - Mining	750	13	28,783	9,750			9,750	9,750			9,750
							0				0
Sub-Totals		111	272,421	43,890	0	0	43,890	44,760	0	0	44,760
Ex-Gratia Rates							1,367,474				1,355,136
Movement in Excess Rates							30,946				
Rates Written Off							(6,389)				
Total Amount Raised from General Rate							1,392,031				1,355,136
Specified Area Rate (refer note 23)							0				
Total Rates							1,392,031				1,355,136

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

22. RATING INFORMATION - 2012/13 FINANCIAL YEAR (Continued)

(b) Information on Surplus/(Deficit) Brought Forward	2013 (30 June 2013 Carried Forward) \$	2013 (1 July 2012 Brought Forward) \$	2012 (30 June 2012 Carried Forward) \$
Surplus/(Deficit) - Rate Setting Statement	<u>943,531</u>	<u>1,914,022</u>	<u>1,914,022</u>
<u>Comprises:</u>			
Cash - Unrestricted	(352,175)	1,417	1,417
Cash - Restricted	1,164,424	1,861,162	1,861,162
Investments - Restricted	0	0	0
Rates - Current	11,453	22,919	22,919
Sundry Debtors	396,536	315,028	315,028
ATo Receivable	7,609	2,503	2,503
Inventories			
- Stores and Materials	27,151	17,548	17,548
Less:			
Reserves - Restricted Cash			
- Land and Building Reserve	(67,371)	(65,320)	(65,320)
- Sportsground Improvement Reserve	(2,542)	(2,465)	(2,465)
- Plant Replacement Reserve	(14,304)	(13,868)	(13,868)
- Accrued Leave Reserve	(44,720)	(43,359)	(43,359)
- Aged Persons Units Reserve	(18,874)	(18,299)	(18,299)
- Street Light Upgrade Reserve	(13,499)	(13,088)	(13,088)
- Painted Road Reserve	(3,961)	(3,840)	(3,840)
- Environmental Rehabilitation Reserve	(16,795)	(16,284)	(16,284)
- Industrial Area Reserve	(4,936)	(4,786)	(4,786)
- RTC/PO/NAB Reserve	(19,016)	(18,437)	(18,437)
Sundry Creditors	(105,449)	(106,809)	(106,809)
Current Loan Liability	(125,548)	(118,868)	(118,868)
Add back Current Loan Liability	125,548	118,868	118,868
Provision for Annual Leave	(93,433)	(76,667)	(76,667)
Provision for Long Service Leave	(89,322)	(74,645)	(74,645)
Provision for Doubtful Debts	0	(8,574)	(8,574)
Add back Current Provision for Annual Leave	93,433	76,667	76,667
Add back Current Provision for Long Service Leave	89,322	74,645	74,645
Add back Current Provision for Doubtful Debts	0	8,574	8,574
Surplus/(Deficit)	<u>943,531</u>	<u>1,914,022</u>	<u>1,914,022</u>

Difference:

There was no difference between the Surplus/(Deficit) 1 July 2012 Brought Forward position used in the 2013 audited financial report and the Surplus/(Deficit) Carried Forward position as disclosed in the 2012 audited financial report.

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

23. SPECIFIED AREA RATE - 2012/13 FINANCIAL YEAR

No specified area rates were levied for the 2012/13 financial year.

24. SERVICE CHARGES - 2012/13 FINANCIAL YEAR

No service charges were raised for the 2012/13 financial year.

UNCONFIRMED

MINGENEW SHIRE COUNCIL FINANCIAL REPORT AGENDA - 18 December 2013
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30TH JUNE 2013**

**25. DISCOUNTS, INCENTIVES, CONCESSIONS, & WRITE-OFFS
 - 2012/13 FINANCIAL YEAR**

No discounts or incentive schemes were offered for the early payment of rates in the 2012/13 financial year.

26. INTEREST CHARGES AND INSTALMENTS - 2012/13 FINANCIAL YEAR

	Interest Rate %	Admin. Charge \$	Revenue \$	Budgeted Revenue \$
Interest on Unpaid Rates	11.00%		10,695	6,500
Interest on ESL	11.00%		158	0
Interest on Instalments Plan	5.50%			0
Charges on Instalment Plan		15	2,205	1,890
			13,058	8,390

Ratepayers had the option of paying rates:

1. in one payment, due on 2nd October 2012
2. in two equal instalments, due on 2nd October 2012 and 3rd December 2012
3. in four equal instalments, due on 2nd October 2012, 3rd December 2012, 3rd February 2013 and 3rd April 2013.

Administration charges of \$15 per instalment were applied where paying by option 2 or 3.

27. FEES & CHARGES	2013 \$	2012 \$
Governance	174	6,446
General Purpose Funding	11,117	2,415
Law, Order, Public Safety	2,511	1,724
Health	946	1,160
Education and Welfare	3,270	3,340
Housing	48,724	62,642
Community Amenities	36,958	41,259
Recreation and Culture	29,906	23,481
Transport	16,459	14,912
Economic Services	2,161	9,110
Other Property and Services	92,589	147,962
	244,815	314,451

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

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

28. GRANT REVENUE

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

	2013	2012
	\$	\$
By Nature and Type:		
Operating Grants, Subsidies and Contributions	941,602	1,696,875
Non-Operating Grants, Subsidies and Contributions	<u>3,085,942</u>	<u>1,842,807</u>
	<u><u>4,027,544</u></u>	<u><u>3,539,682</u></u>
By Program:		
Governance	36,436	89,766
General Purpose Funding	1,461,346	1,055,691
Law, Order, Public Safety	101,039	24,330
Health	23,704	0
Education and Welfare	1,375	7,320
Housing	370	7,669
Community Amenities	93,150	82,078
Recreation and Culture	202	46,172
Transport	2,229,057	2,191,651
Economic Services	3,696	5,712
Other Property and Services	<u>77,169</u>	<u>29,293</u>
	<u><u>4,027,544</u></u>	<u><u>3,539,682</u></u>

29. ELECTED MEMBERS REMUNERATION

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

	2013	2013	2012
	\$	Budget	\$
		\$	
Meeting Fees	27,465	27,500	14,520
President's Allowance	6,887	7,000	5,000
Deputy President's Allowance	1,693	1,750	1,250
Travelling Expenses	638	5,500	4,211
Telecommunications Allowance	0	0	0
	<u>36,683</u>	<u>41,750</u>	<u>24,981</u>

30. EMPLOYEE NUMBERS

The number of full-time equivalent employees at balance date

	2013	2012
	<u>19</u>	<u>17</u>

31. MAJOR LAND TRANSACTIONS

No major land transactions occurred during the 2012/13 financial year.

32. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

Council did not participate in any trading undertakings or major trading undertakings during the 2012/13 financial year.

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

33. FINANCIAL RISK MANAGEMENT

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

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

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

The Council held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2013 \$	2012 \$	2013 \$	2012 \$
Financial Assets				
Cash and cash equivalents	812,249	1,862,580	812,249	1,862,580
Receivables	415,598	340,450	415,598	340,450
	<u>1,227,847</u>	<u>2,203,030</u>	<u>1,227,847</u>	<u>2,203,030</u>
Financial Liabilities				
Payables	136,199	142,677	136,199	142,677
Borrowings	1,163,609	1,282,477	1,020,758	1,231,964
	<u>1,299,808</u>	<u>1,425,154</u>	<u>1,156,957</u>	<u>1,374,641</u>

Fair value is determined as follows:

- Cash and Cash Equivalents, Receivables, Payables – estimated to the carrying value which approximates net market value.
- Investments – based on quoted market prices at the reporting date or at independent valuation.
- Borrowings – estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

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

33. FINANCIAL RISK MANAGEMENT (Continued)**(a) Cash and Cash Equivalents**

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

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

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

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

Council manages these risks by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees. Council also seeks advice from independent advisers (where applicable) before placing any cash and investments.

	2013	2012
	\$	\$
Impact of a 1% (*) movement in interest rates on cash and investments:		
- Equity	12,256	11,253
- Statement of Comprehensive Income	12,256	11,253
	2013	2012
	\$	\$
Impact of a 10% (*) movement in interest rates on cash and investments:		
- Equity	122,560	112,530
- Statement of Comprehensive Income	122,560	112,530

Notes:

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

Recent market volatility has seen large market movements for certain types of investments.

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

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

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

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

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

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

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

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

	2013	2012
Percentage of Rates and Annual Charges		
- Current	0.00%	0.00%
- Overdue	100.00%	100.00%
Percentage of Other Receivables		
- Current	96.71%	91.60%
- Overdue	3.29%	8.40%

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

33. FINANCIAL RISK MANAGEMENT (Continued)

**(c) Payables
Borrowings**

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

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

	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total contractual cash flows \$	Carrying values \$
<u>2013</u>					
Payables	136,199	0	0	136,199	136,199
Borrowings	191,849	645,305	559,905	1,397,059	1,163,609
	<u>328,048</u>	<u>645,305</u>	<u>559,905</u>	<u>1,533,258</u>	<u>1,299,808</u>
<u>2012</u>					
Payables	142,677	0	0	142,677	142,677
Borrowings	191,849	767,396	784,897	1,744,142	1,282,477
	<u>334,526</u>	<u>767,396</u>	<u>784,897</u>	<u>1,886,819</u>	<u>1,425,154</u>

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

33. FINANCIAL RISK MANAGEMENT (Continued)

**(c) Payables
Borrowings (Continued)**

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

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

	<1 year \$	>1<2 years \$	>2<3 years \$	>3<4 years \$	>4<5 years \$	>5 years \$	Total \$	Weighted Average Effective Interest Rate %
Year Ended 30 June 2013								
Payables								
Borrowings								
Fixed Rate								
Debentures	0	0	0	204,553	0	959,056	1,163,609	5.81%
Weighted Average Effective Interest Rate	0.00%	0.00%	0.00%	4.72%	0.00%	6.04%		
Year Ended 30 June 2012								
Payables								
Borrowings								
Fixed Rate								
Debentures	0	0	0	0	250,000	1,032,477	1,282,477	5.78%
Weighted Average Effective Interest Rate	0.00%	0.00%	0.00%	0.00%	4.72%	6.04%		



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INDEPENDENT AUDITOR'S REPORT TO THE RATEPAYERS OF THE SHIRE OF MINGENEW

Report on the Financial Report

We have audited the financial report of the Shire of Mingenew (the Shire), which comprises the statement of financial position as at 30 June 2013 and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date and a summary of significant accounting policies and other explanatory notes and the statement by the Chief Executive Officer.

Shire's Responsibility for the Financial Report

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

Auditor's Responsibility

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

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

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

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



Independence

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

Auditor's opinion on the Financial Report

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

- (i) gives a true and fair view of the financial position of the Shire of Mingenew as at 30 June 2013 and of its financial performance for the year ended on that date: and
- (ii) complies with the *Local Government Act 1995 Part 6* and the Regulations under that Act and Australian Accounting Standards (including the Australian Accounting Interpretations).
- (iii) in relation to the Supplementary Ratio Information presented on page 61 of this report, we have reviewed the calculations as presented and in our opinion these are based on verifiable information and reasonable assumptions.

Statutory Compliance

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


RSM BIRD CAMERON


S C CUBITT
Director

Perth, WA
Dated: 26 November 2013

**SHIRE OF MINGENEW
SUPPLEMENTARY RATIO INFORMATION
FOR THE YEAR ENDED 30TH JUNE 2013**

RATIO INFORMATION

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

	2013	2012	2011
Asset Consumption Ratio	0.61	N/A	N/A
Asset Renewal Funding Ratio	1.02	N/A	N/A

The above ratios are calculated as follows:

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

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

N/A -In keeping with amendments to Local Government (Financial Management) Regulation 50, comparatives for the two preceding years (being 2012 and 2011) have not been reported as financial information is not available.

9.2.3 ACCOUNTS FOR PAYMENT – NOVEMBER 2013

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil.
Date: 18th December 2013
Author: Julie Borrett – Senior Finance Officer

SUMMARY

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

ATTACHMENT

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

BACKGROUND

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

COMMENT

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

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1996, Section 6.4

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

POLICY IMPLICATIONS

Payments have been made under delegation.

FINANCIAL IMPLICATIONS

Funds available to meet expenditure.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION – ITEM 9.2.3

That Council confirm the accounts as presented for November 2013 from the Municipal Fund totalling \$463,290.82 represented by Electronic Funds Transfers of EFT7522-7610 and Cheque nos 7782-7795.

UNCONFIRMED

Date: 04/12/2013
 Time: 8:21:59AM

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Statement of Payments for the month of November 2013

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7522	04/11/2013	LEADING EDGE COMPUTERS	CHARGES	M		564.00
EFT7523	04/11/2013	Courier Australia	FREIGHT	M		41.54
EFT7524	04/11/2013	PC & GP CALVER	CHARGES	M		7,738.50
EFT7525	04/11/2013	DONGARA BODY BUILDERS	CHARGES	M		676.50
EFT7526	04/11/2013	VEOLIA ENVIRONMENTAL SERVICES AUSTRALIA PTY LTD	CHARGES	M		1,964.07
EFT7527	04/11/2013	Great Northern Rural Services	CHARGES	M		6,648.75
EFT7528	04/11/2013	CANINE CONTROL	FEES	M		2,875.14
EFT7529	04/11/2013	LGIS PROPERTY	INSURANCE	M		48,412.61
EFT7530	04/11/2013	MINGENEW SPRINGS CARAVAN PARK	CHARGES	M		1,786.00
EFT7531	04/11/2013	Midwest Regional Council (MUNI)	CHARGES	M		411.51
EFT7532	04/11/2013	SUNNY SIGN COMPANY PTY LTD	SIGNS	M		635.97
EFT7533	04/11/2013	WA LOCAL GOVERNMENT ASSOCIATION	CHARGES	M		631.75
EFT7534	04/11/2013	WESTRAC PTY LTD	CHARGES	M		3,889.85
EFT7535	04/11/2013	WINCHESTER INDUSTRIES	CHARGES	M		52,973.80
EFT7536	06/11/2013	Shire of Mingenew - Payroll	PAYROLL	M		29,870.85
EFT7537	06/11/2013	Australian Services Union	Payroll deductions	M		24.44
EFT7538	06/11/2013	CHILD SUPPORT AGENCY	Payroll deductions	M		244.81
EFT7539	06/11/2013	HBF	Payroll deductions	M		74.05

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Shire of MINGENEW
MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA - 18 December 2013
Statement of Payments for the month of November 2013

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7540	06/11/2013	LGRCEU	Payroll deductions	M		19.40
EFT7541	06/11/2013	WA SUPER	Superannuation contributions	M		4,794.83
EFT7542	06/11/2013	PRIME SUPER	Superannuation contributions	M		364.95
EFT7543	11/11/2013	NAB BUSINESS VISA	CREDIT CARD	M		2,167.36
EFT7544	11/11/2013	AUSTRALIA POST	POSTAGE	M		153.39
EFT7545	11/11/2013	BITUTEK PTY LTD	BITUMEN	M		31,561.20
EFT7546	11/11/2013	RSM BIRD CAMERON	FEES	M		1,440.20
EFT7547	11/11/2013	Courier Australia	FREIGHT	M		8.87
EFT7548	11/11/2013	CIVIC LEGAL	CHARGES	M		123.75
EFT7549	11/11/2013	LANDGATE	CHARGES	M		112.65
EFT7550	11/11/2013	Great Northern Rural Services	CHARGES	M		181.20
EFT7551	11/11/2013	JR & A HERSEY PTY LTD	CHARGES	M		1,235.59
EFT7552	11/11/2013	IRWIN RIVER TRANSPORT PTY LTD	CHARGES	M		2,595.45
EFT7553	11/11/2013	IRWIN PLUMBING SERVICES	CHARGES	M		3,289.00
EFT7554	11/11/2013	C & J LUCKEN TRANSPORT	CHARGES	M		544.50
EFT7555	11/11/2013	RELIANCE PETROLEUM	FUEL	M		19,209.29
EFT7556	11/11/2013	MINGENEW IGA PLUS LIQUOR	GROCERIES	M		813.69
EFT7557	11/11/2013	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	CHARGES	M		500.00
EFT7558	11/11/2013	PEMCO DIESEL PTY LTD	CHARGES	M		13,380.28

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MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA - 18 December 2013
Statement of Payments for the month of November 2013

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7559	11/11/2013	MICHAEL CHARLES SULLY	REIMBURSEMENT	M		59.95
EFT7560	11/11/2013	WESTRAC PTY LTD	CHARGES	M		7,412.61
EFT7561	11/11/2013	DONEGAN SERVICES	CHARGES	M		5,000.00
EFT7562	18/11/2013	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		216.63
EFT7563	18/11/2013	LEADING EDGE COMPUTERS	CHARGES	M		21,339.90
EFT7564	18/11/2013	BATAVIA COAST AUTO ELECTRICAL PTY LTD	CHARGES	M		817.30
EFT7565	18/11/2013	Courier Australia	FREIGHT	M		41.51
EFT7566	18/11/2013	CENTRAL WEST CONCRETE	CHARGES	M		3,126.75
EFT7567	18/11/2013	COOKS TOURS	CHARGES	M		650.00
EFT7568	18/11/2013	DONGARA GLASS & GLAZING	CHARGES	M		219.00
EFT7569	18/11/2013	DONGARA DRILLING & ELECTRICAL	CHARGES	M		751.58
EFT7570	18/11/2013	DONGARA TYREPOWER	CHARGES	M		65.00
EFT7571	18/11/2013	DEAN CONTRACTING PTY LTD	CHARGES	M		7,785.25
EFT7572	18/11/2013	Great Northern Rural Services	CHARGES	M		1,032.40
EFT7573	18/11/2013	GLOBE AUSTRALIA PTY LTD	CHARGES	M		924.00
EFT7574	18/11/2013	HOPPYS PARTS R US	PARTS	M		25.36
EFT7575	18/11/2013	IRWIN PLUMBING SERVICES	CHARGES	M		555.50
EFT7576	18/11/2013	CANINE CONTROL	CHARGES	M		958.38
EFT7577	18/11/2013	RELIANCE PETROLEUM	FUEL	M		13,254.02

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Statement of Payments for the month of November 2013

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7578	18/11/2013	STARICK TYRES	TYRES	M		6,457.70
EFT7579	18/11/2013	MULLEWA ENGINEERING SERVICES PTY LTD	CHARGES	M		9,548.00
EFT7580	18/11/2013	MARKET CREATIONS	CHARGES	M		286.00
EFT7581	18/11/2013	MITCHELL & BROWN COMMUNICATIONS	CHARGES	M		12,516.90
EFT7582	18/11/2013	POOL & SPA MART	CHARGES	M		825.00
EFT7583	18/11/2013	TROPHIES AND TREASURES	CHARGES	M		279.00
EFT7584	18/11/2013	WA LOCAL GOVERNMENT ASSOCIATION	CHARGES	M		1,760.00
EFT7585	18/11/2013	YOUNG MOTORS PTY LTD	CHARGES	M		395.98
EFT7586	20/11/2013	Shire of Mingenew - Payroll	payroll	M		31,041.24
EFT7587	20/11/2013	Australian Services Union	Payroll deductions	M		24.44
EFT7588	20/11/2013	CHILD SUPPORT AGENCY	Payroll deductions	M		264.71
EFT7589	20/11/2013	HBF	Payroll deductions	M		74.05
EFT7590	20/11/2013	LGRCEU	Payroll deductions	M		19.40
EFT7591	20/11/2013	WA SUPER	Superannuation contributions	M		4,942.30
EFT7592	20/11/2013	PRIME SUPER	Superannuation contributions	M		364.95
EFT7593	25/11/2013	BUNNINGS BUILDING SUPPLIES PTY LTD	GOODS	M		1,497.52
EFT7594	25/11/2013	BATAVIA COAST AUTO ELECTRICAL PTY LTD	CHARGES	M		1,437.00
EFT7595	25/11/2013	BITUTEK PTY LTD	CHARGES	M		35,674.10

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MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA - 18 December 2013
Statement of Payments for the month of November 2013

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7596	25/11/2013	BOAB HAULAGE NT P/L	FREIGHT	M		3,850.00
EFT7597	25/11/2013	Courier Australia	FREIGHT	M		37.58
EFT7598	25/11/2013	CENTRAL WEST CONCRETE	CHARGES	M		2,906.20
EFT7599	25/11/2013	DONGARA BOBCAT & CONTRACTING SERVICES	CHARGES	M		3,258.20
EFT7600	25/11/2013	ELDERS LIMITED	UNIFORM	M		99.00
EFT7601	25/11/2013	PJ & WJ GLEDHILL	CHARGES	M		7,898.00
EFT7602	25/11/2013	IRWIN PLUMBING SERVICES	CHARGES	M		544.50
EFT7603	25/11/2013	KELYN TRAINING SERVICES	CHARGES	M		5,953.10
EFT7604	25/11/2013	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	FEES	M		1,000.00
EFT7605	25/11/2013	MINGENEW PRIMARY SCHOOL	DONATION	M		60.00
EFT7606	25/11/2013	NAS SECURITY PTY LTD	GOODS	M		84.00
EFT7607	25/11/2013	PURCHER INTERNATIONAL	REPAIRS	M		470.97
EFT7608	25/11/2013	SUNNY SIGN COMPANY PTY LTD	SIGNS	M		1,758.78
EFT7609	25/11/2013	WA LOCAL GOVERNMENT ASSOCIATION	FEES	M		1,546.10
EFT7610	25/11/2013	YAKKA PTY LTD	CHARGES	M		426.53
7782	11/11/2013	ELGAS	CHARGES	M		380.59
7783	11/11/2013	MINGENEW SHIRE COUNCIL	Payroll deductions	M		275.00
7784	11/11/2013	PALM ROADHOUSE	CATERING	M		531.00
7785	11/11/2013	Plum Personal Plan	Superannuation contributions	M		174.23

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 MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA - 18 December 2013
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
7786	11/11/2013	SYNERGY	CHARGES	M		9,394.55
7787	11/11/2013	TELSTRA	TELSTRA	M		1,703.51
7788	18/11/2013	DC & BD BRINDAL	Rates refund for assessment A818 LOT 1178 BURMA ROAD MINGENEW 6522	M		1,710.24
7789	18/11/2013	MINGENEW SHIRE COUNCIL	RATES	M		1,989.24
7790	18/11/2013	PALM ROADHOUSE	CHARGES	M		385.00
7791	25/11/2013	MINGENEW SHIRE COUNCIL	Payroll deductions	M		275.00
7792	25/11/2013	PALM ROADHOUSE	CATERING	M		929.50
7793	25/11/2013	Plum Personal Plan	Superannuation contributions	M		174.23
7794	25/11/2013	SYNERGY	CHARGES	M		1,732.50
7795	27/11/2013	DONGARA BODY BUILDERS	INSPECTION FEE	M		140.10

REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	463,290.82
TOTAL		463,290.82

NATIONAL BUSINESS MASTERCARD

01 November to 30th November 2013

CEO - MIKE SULLY

Accommodation for Conference	\$ 1,698.50
Pillows for Councillor's chairs	\$ 62.48
Goods for Depot Hill Crossing opening	\$ 47.48
Accommodation for Staff Housing Project	\$ 176.93
Bank Fees	\$ 9.00
	\$ 1,994.39

Work's Manager - Warren Borrett

Repair of shade sail for Cecil Newton Park	\$ 220.00
Ink for printer	\$ 30.00
Bank Fees	\$ 9.00
	\$ 259.00

Manager of Admin and Finance - Cameron Watson

Internet Fees	\$ 279.85
Father Christmas costume	\$ 175.98
SSL certificate for email exchange	\$ 26.67
CDO conferemce costs	\$ 35.00
Speed Trailer repairs	\$ 167.63
Bank Fees	\$ 9.00
	\$ 694.13

Total Direct Debit Payment made on 1st December \$ 2,947.52

POLICE LICENSING

Direct Debits from Muni Account
01 November to 30th November 2013

Friday, 1 November 2013	\$ 6,191.75
Monday, 4 November 2013	\$ 73.55
Monday, 11 November 2013	\$ 5,753.45
Tuesday, 12 November 2013	\$ 903.20
Wednesday, 13 November 2013	\$ 668.95
Thursday, 14 November 2013	\$ 581.70
Monday, 18 November 2013	\$ 6,759.00
Wednesday, 20 November 2013	\$ 1,995.35
Friday, 22 November 2013	\$ 196.55

Monday, 25 November 2013	\$ 1,670.65
Tuesday, 26 November 2013	\$ 629.25
Wednesday, 27 November 2013	\$ 463.75
Thursday, 28 November 2013	\$ 1,938.85
Friday, 29 November 2013	\$ 337.80
	\$ 28,163.80

BANK FEES

**Direct debits from Muni Account
01 November to 30th November 2013**

Total direct debited from Municipal Account **\$ 342.33**

PAYROLL

**Direct Payments from Muni Account
01 November to 30th November 2013**

Wednesday, 6th November 2013	\$ 41,339.67
Wednesday, 20th November 2013	\$ 43,045.88
	\$ 84,385.55

- 9.3 HEALTH, BUILDING AND TOWN PLANNING
- 10.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
- 11.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
 - 11.1 ELECTED MEMBERS
 - 11.2 STAFF
- 12.0 CONFIDENTIAL ITEMS
- 13.0 TIME AND DATE OF NEXT MEETING

That the next Ordinary Council Meeting be held on 20 February 2014.

- 14.0 CLOSURE