



AGENDA FOR THE  
ORDINARY COUNCIL MEETING  
TO BE HELD ON  
WEDNESDAY  
**16<sup>TH</sup> FEBRUARY 2011**



**SHIRE OF MINGENEW**  
**ORDINARY COUNCIL MEETING NOTICE PAPER**  
**16<sup>TH</sup> FEBRUARY 2011**

Madam President and Councillors,

An ordinary meeting of Council is called for **Wednesday, 16<sup>th</sup> February 2011**, in the Council Chambers, Victoria Street, Mingenew, commencing at **2:00pm**.

**Ian Fitzgerald**  
**Chief Executive Officer**  
16<sup>th</sup> February 2011

**MINGENEW SHIRE COUNCIL**

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**CHIEF EXECUTIVE OFFICER**

16<sup>th</sup> February 2011

## **SHIRE OF MINGENEW**

**AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON  
16 FEBRUARY 2011 COMMENCING AT 2:00PM.**

- 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**
- 2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**
- 3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4 PUBLIC QUESTION TIME / PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**
- 5 APPLICATIONS FOR LEAVE OF ABSENCE**
- 6 DECLARATIONS OF INTEREST**
- 7 CONFIRMATION OF PREVIOUS MEETINGS MINUTES**

**That the Minutes of the Ordinary Meeting of Council held Wednesday 15<sup>th</sup> December 2010 be confirmed as a true and accurate record of proceedings.**

- 8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**
- 9 OFFICERS REPORTS**
  - 9.1 HEALTH, BUILDING AND TOWN**
    - 9.1.1 Policy Change to Finished Floor Level (FFL)
    - 9.1.2 Application to Change Class of Building
  - 9.2 WORKS AND SERVICES**

Nil
  - 9.3 CHIEF EXECUTIVE OFFICER**
    - 9.3.1 2009/10 Annual Report
    - 9.3.2 Main Roads Integrated Service Agreement
    - 9.3.3 MWRC – Withdrawal of Coorow & Carnamah
    - 9.3.4 Forward Capital Works Plan
    - 9.3.5 Dry Season Grant – Allocation of Funds
    - 9.3.6 Lot 100 Queen Street, Mingenew -Bishop
    - 9.3.7 Lease of Land for Agistment of Horses

- 9.3.8 Provision of ADSL2 Services to Mingenew
- 9.3.9 Provision of Medical Services to Mingenew
- 9.3.10 Review of Regional Development Commissions
- 9.3.11 Poll Provisions – Proposed Amalgamation

**9.4 CORPORATE SERVICES**

Nil

**9.5 COMMUNITY DEVELOPMENT**

Nil

**9.6 FINANCE**

- 9.6.1 Finance Report for December 2010
- 9.6.2 Finance Report for January 2011
- 9.6.3 Accounts for Payment – December 2010 & January 2011

## 9.1 HEALTH, BUILDING AND TOWN PLANNING

### 9.1.1 Policy Change to Finished Floor Level (FFL)

**Agenda Reference:** EHO 02/11 - 01  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 27<sup>th</sup> of January 2011  
**Author:** Trevor Brandy

**Signature of Author:** \_\_\_\_\_

#### **SUMMARY:**

With the changes to weather patterns experienced in other parts of the state of Australia, it seems timely to reassess our own ability to handle extreme weather conditions. Currently there is no Council policy on Finished Floor Levels (FFL) in the Shire of Mingenew only that it is to be a minimum 0 to the crown of the road.

#### **ATTACHMENT:**

Nil

#### **BACKGROUND:**

To set an FFL at 300 millimetres above the crown of the road would not adversely affect the privacy of adjoining neighbours and give at least 300 millimetres flood buffer to a class one building.

#### **COMMENT:**

The added 300 mm FFL will also add to the efficiency for the building to handle the elasticity of soil in the Mingenew Shire.

#### **CONSULTATION:**

Nil

#### **STATUTORY ENVIRONMENT:**

Nil

#### **POLICY IMPLICATIONS:**

Change to Council Building Conditions

**FINANCIAL IMPLICATIONS:**

The average cost to a home owner would be around \$500.00 to \$1000.00.

**STRATEGIC IMPLICATIONS:**

All future class 1 buildings to be 300 millimetres above the crown of the road

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.1**

**That Council adopt a Policy that all class 1 buildings are at least 300 millimetres above the crown of the road at its nearest street frontage.**

**That the new policy be documented in the Shire of Mingenew standard list of building Conditions.**

**9.1.2 Application to Change Class of Building**

**Agenda Reference:** EHO 02/11 - 02  
**Location/Address:** Lot 50 (86) Midlands Road  
**Name of Applicant:** D & G O'Reilly  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 04.02.2011  
**Author:** Trevor Brandy

**Signature of Author:** \_\_\_\_\_

**SUMMARY:**

Council is in receipt of an application to change a Class 6 Building (Service Station) to a Class 1 Dwelling.

**ATTACHMENT:**

Nil

**BACKGROUND:**

The building on the lot was originally the BP Service station up to around 15 years ago when it was converted to a 2nd hand store until its present situation of being used as a Dwelling.

The lot is registered as a possible contaminated site under the Department of Environment and Conservation Contamination Sites Act 2002 and it is a requirement under that Act that any potential purchaser be made aware of that fact.

**COMMENT:**

The Health Act and Town Planning Scheme give Council discretionary power to approve a change of classification if the premise have been inspected and would comply with the requirements for a Dwelling and does not affect the amenity of the area.

Lot 50 (86) Midlands Road is zoned Town Centre under the Scheme and is listed as an AA use giving Council discretion to approve.

The building has been inspected by Council Health/Building Officer and found to comply with the requirements to be classed as a Class 1 Dwelling.

**CONSULTATION:**

Nil

**STATUTORY ENVIRONMENT;**

Health Act 1911



Shire of Mingenew Local Planning Scheme N03

Building Code of Australia

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Change of Gross Rental Value

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.2.2**

- 1 That Council approve the application to change the Class of premises from Class 6 to a Class 1 Dwelling.**
- 2 That the owners notify any prospective owners that the lot may be a contaminated site under The Contaminated Site Act 2002.**

**9.3.1 2009/10 ANNUAL REPORT**

**Agenda Reference:** CEO 02/11-1  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 9<sup>th</sup> February 2011  
**Author:** Ian Fitzgerald

**Signature of Author:** \_\_\_\_\_

**SUMMARY**

The 2009/10 Annual Report is presented to Council for adoption. It is also necessary for Council to set a date for the Annual Electors Meeting.

**ATTACHMENT**

A copy of the 2009/10 Annual Report has been forwarded to Councillors with this Agenda.

**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 President's Report
- Chief Executive Officer's Report
- Works Manager's Report
- Environmental Health Officer's Report
- Statutory Compliance Report
- Audited Financial Statements
- Audit Reports (financial, Roads to Recovery, Royalties for Regions)

The reports outline activities undertaken during 2009/10 together with the financial position of the Shire of Mingenew as at 30th June 2010.

Council needs to hold an Annual Electors Meeting within 56 days of accepting the Annual Report. The last possible date for the meeting would therefore be Wednesday 14th April 2011. There is a requirement to give 14 days' public notice of the Annual Meeting of Electors. It is proposed the Annual Electors Meeting be held following the March Council meeting scheduled for Wednesday 17th March 2011.

The delay in preparing the annual report and presenting to Council has been brought about by delays in having the annual audit of the finances completed and receiving the report from the Auditors.

#### **CONSULTATION**

Nil

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995 section 5.53, 5.54, 5.55

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER RECOMMENDATION – ITEM 9.3.1**

**That Council**

- a) Adopt the 2009/10 Annual Report as presented including the annual financial statements and Audit Reports**
- b) Determine that the Annual General Meeting of Electors be held on Wednesday 17th March 2011 at 7pm in Council Chambers.**

**9.3.2 MAIN ROADS INTEGRATED SERVICE AGREEMENT**

**Agenda Reference:** CEO 02/11-02  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Main Roads WA / Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 9<sup>th</sup> February 2011  
**Author:** Stan Scott / Ian Fitzgerald

**Signature of Author:** \_\_\_\_\_

**SUMMARY**

Main Roads WA has now executed the Mid West Local Governments Services Agreement, and the Governance Team has met for the first time. A transition Plan has been prepared and the implementation of the identified actions has commenced.

**ATTACHMENT**

A copy of version 4 of the Transition Plan has been provided separately to all Councillors.

**BACKGROUND**

Action to date can be summarised as follows:

***Shires to nominate Governance Team Representatives [Clause 3.3] and Alternatives [Clause 3.6]***

The Governance Team representatives have been appointed by the Shires as follows:

<b>Local Government</b>	<b>Primary Representative</b>	<b>Alternative Representative</b>
Shire of Coorow	Cr Moira Girando	Mr Mark Hook
Shire of Mingenew	Cr Michelle Bagley	Mr Ian Fitzgerald
Shire of Morawa	Cr Karen Chappel	Mr Gavin Treasure
Shire of Mullewa	Cr Nino Messina	Mr Tom Hartman
Shire of Perenjori	Cr Chris King	Mr Stan Scott
Shire of Three Springs	Cr Neil Hebiton	Cr Barry Burnett

***MRWA to appoint Chairperson [Clause 3.4],***

Mr John Marmion, Project Director of Operational Asset Management has been appointed by MRWA as the Chair of the Governance Team. Mr Marmion is a very experienced Main Roads executive and has also been designated as the Chair of some other ISA Governance Teams. Mr Rob Barnsley will Chair the Governance Team for the Midwest Gascoyne ISA.

***Governance Plan to be completed within 3 months of first Governance Team Meeting [Clause 3.6],***

The first meeting of the Governance Team was held on 2 February 2011. This means that the deadline for completion of the Governance Plan is 3 May 2011. A discussion draft was presented at the first meeting for consideration by the Governance Team, and will be circulated by MRWA when agreed revisions have been included.

***Joint Process Management Team [Clause 4.1 and Schedule 3] nominated and approved by the Governance Team comprising best for network personnel,***

The Roles and Responsibilities of the Joint Process Management Team (JPMT) are set out in Schedule 3 of the Agreement. The composition of the JPMT was approved by the February Meeting of the Governance Team.

***Two Local government personnel [Clause 6] to be identified to coordinate the transition developed within the Management Plan [ref Clause 11.6],***

The Local Government Personnel nominated for the purposes of this requirement are Mr Stan Scott, CEO Shire of Perenjori and Mr Mark Hook, CEO Shire of Coorow.

***Annual Works Program produced promptly after commencement date and thereafter by 31st March each year [Clause 7.2],***

This is the responsibility of the JPMT and is required to be completed by 31<sup>st</sup> March for each subsequent year, and promptly for the first year. Initially the AWP will only include the two full time inspectors and the two road maintenance teams.

***Main Roads to approve sub-contractors and plant [Clause 11],***

The main items of plant to be used exclusively on the delivery of the services under the agreement will be the dedicated routine maintenance trucks based in Perenjori and Leeman. Downer Mouchel is developing a specification for this type of vehicle for this network and the intent is to adopt that specification. A decision will be required from the Perenjori and Coorow Shires as to the best procurement model.

Other Shire plant will be available as required for use on the Network. Shires will be able to seek pre-approval of local contractors for sub-contract work that may arise from time to time.

***Monthly report by Joint Process Management Team [Clause 13].***

The MWRC has a Technical Advisory Group consisting primarily of CEO's but also including other senior officers when required. This group meets on the third Friday of each month. Given the similarity of the roles of the two groups and the need to provide information to and seek direction from the Governance Team a third Friday (in the month) Meeting schedule would make sense.

After several years the Autumn Centre is now complete and available for use.

At the last Council meeting a verbal report was presented on the discussions held with Home and Community Care representatives on the use of the facility.

### COMMENT

Following the execution of the agreement there are a range of actions required to give effect to the agreement. These requirements and actions are set out in the Transition Plan.

Affected Local Governments will need to make decisions on how plant is acquired for the delivery of agreed services. The required acquisitions are set out below:

Requirement	Number	Shire	Recommendation
Purpose built road maintenance truck	1	Coorow	Lease DM
Purpose built road maintenance truck	1	Perenjori	Lease DM
Road inspection vehicle	1	Mingenew	Lease DM
Road inspection vehicle	1	Morawa	Lease DM

The intent in setting up the services is to mirror to the extent possible the service delivery by Downer Mouchel (DM), the ISP. DM has examined the configuration of Road Maintenance vehicles used for the South West and Metropolitan ISA and is preparing a specification for new trucks that it will use. It is proposed that the Mid West Local Government teams would use identical vehicles. The individual affected Shires must determine the approach that best suits their situation.

The options for procuring the trucks and light vehicles required are:

- Direct purchase using Shire capital;
- Finance lease – The vehicle becomes the property of the Shire at the end of the lease but the lease cost appears as a debt on the Shire's balance sheet;
- Operating Lease – The vehicle becomes the property of the lease company at the end of the lease period. It is possible to extend the lease or purchase the vehicle at market value at the end of the lease period. Maintenance may or may not be included in the leasing cost.
- Supplied by principal. Main Roads may consider the option of supplying the vehicles. This approach would allow an easy exit for all parties if the arrangement failed, but could be viewed as planning for failure.

Of these three options the most attractive is the operating lease. As there is full cost recovery under the Contract this arrangement is simpler and cleaner than the alternatives.

There are a number of alternatives for operating leases:

- There are 3 WALGA preferred suppliers. Leasing equipment through these suppliers allows Shires to enter into the lease without calling for tenders. The WALGA preferred suppliers are Capital Finance, Isis LG Finance and SGFleet;
- Downer Mouchel leases its equipment through Toyota Fleet and is confident that the finance cost is below that offered by the WALGA preferred suppliers. Downer Mouchel has indicated preparedness to on-lease equipment to Shires. As the supply would be an adjunct to the Agreement, tendering would not be necessary.
- Councils could tender for the best lease deal notwithstanding the WALGA preferred suppliers.

It is recommended that Councils negotiate to lease trucks from Downer Mouchel and lease light vehicles directly through the lease provider preferred by the respective Councils. Leases for light vehicles would probably fall below the tender threshold allowing Councils to approach Toyota Fleet as an alternative.

The Governance Team met in Mullewa on 2 February 2011, and the Governance Plan will be circulated for consideration at the March round of Ordinary Meetings.

## **CONSULTATION**

Consultation for the development of this agreement has included officers, elected members, senior main roads personnel and even the former Minister for Transport.

## **STATUTORY ENVIRONMENT**

Local Government Functions and General Regulations 1996 – Supply by Downer Mouchel would be exempt under Reg 11 (2) (e) or (f).

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

The basic services covered by the agreement will generate \$7.5 Million in the first five years. Additional maintenance works such as shoulder grading and reconditioning, vegetation clearing, emergency response and minor improvement works are all additional to the \$1.5 million per year.

## **STRATEGIC IMPLICATIONS**

This project has the capacity to increase the capability of local governments, increase our staffing and incrementally increase the amount of main roads work that is completed by member Councils

## **VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION – ITEM 9.3.2**

**That Council:**

- a) **note the development of the Transition Plan; and**
- b) **obtain quotes from Toyota Fleet and two of the WALGA preferred suppliers for lease of the Road Inspection vehicle similar to those used by Downer Mouchel**



**9.3.3 MWRC – WITHDRAWAL OF CARNAMAH & COOROW**

**Agenda Reference:** CEO 02/11-03  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Mid West Regional Council  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 9<sup>th</sup> February 2011  
**Author:** Ian Fitzgerald

**Signature of Author:** \_\_\_\_\_

**SUMMARY**

A resolution of each member Council is required to provide the MWRC the express authority to disburse funds payable as a result of the valuation of assets and liabilities on the withdrawal of the Shires of Carnamah and Coorow from the Mid West Regional Council.

**ATTACHMENT**

A copy of the calculation prepared by UHY Haines Norton is provided for each Councillor.

**BACKGROUND**

Mr David Tomasi from UHY Haines Norton was engaged to make the assessment on behalf of the MWRC as to the amount payable as at 30<sup>th</sup> June 2010.

**COMMENT**

Under the terms of the Establishment Agreement each member Council is required to provide written authorisation for the MWRC CEO to disburse funds to the withdrawing Councils.

The funds will be drawn from the carried forward surplus of the MWRC as at 30<sup>th</sup> June 2010.

**CONSULTATION**

Mr David Tomasi – UHY Haines Norton

Mr John Woodhouse – Woodhouse Legal

**STATUTORY ENVIRONMENT**

Mid West Regional Council Establishment Agreement.

Clause 12.2 of the Establishment Agreement states:

Division of Assets

If the MWRC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the MWRC then the property and assets are to be realised and the proceeds along with any surplus funds are to be divided among each of the participants in the same proportions as the contributions of a particular Participant to the assets of the MWRC bear to the total of such contributions by all Participants.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

THE MWRC 2010/11 MWRC Budget has fully provided for the payment to the Carnamah and Coorow Councils of \$21,678 each.

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION – ITEM 9.3.3**

**That Council:**

- a) Resolve that the appropriate methodology has been applied in the calculation of the funds to be dispersed to the Shires of Carnamah and Coorow**
- b) Provide written authorisation for the MWRC to disburse the amount of \$21,678 to both the Shire of Carnamah and Shire of Coorow on their withdrawal from the MWRC effective from 30<sup>th</sup> June 2010.**

**9.3.4 FORWARD CAPITAL WORKS PLAN**

**Agenda Reference:** CEO0 2/11-04  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 8<sup>th</sup> February 2011  
**Author:** Ian Fitzgerald

**Signature of Author:** \_\_\_\_\_

**SUMMARY**

As a part of the Royalties for Regions program Councils are required to prepare and lodge a Forward Capital Works Plan before any funding will be released. Council received funding to assist with this project and Morrison Low were engaged to prepare plans for the Shires of Mingenew, Morawa, Perenjori and Three Springs.

The plan was required to be submitted to the Department of Regional Development and Land by 31<sup>st</sup> December 2010. It was not received at this office until 23<sup>rd</sup> December so could not be presented to Council prior to lodging but is now presented to Council for their adoption.

**ATTACHMENT**

A copy of the Forward Capital Works Plan has been forwarded separately to all Councillors.

**BACKGROUND**

In the first year eligible Councils simply had to lodge a list of projects they wish to be funded by their allocated Royalties for Regions grant. For the second year of funding, the current year, the guidelines were changed to require the preparation of Forward Capital Works Plans for approval prior to funds being released.

**COMMENT**

Council is administering funds on behalf of the Shires of Mingenew, Morawa, Perenjori and Three Springs that were received to assist in the preparation of the Forward Capital Works Plans. Morrison Low were selected to carry out this task on behalf of the 4 councils because of the other work completed for the amalgamation project and their knowledge of the shires.

The Mingenew plan has been developed with the projects previously approved by Council for funding in 2010/11 through the Royalties for Regions scheme clearly identified. Council will have the option of re-assessing projects and priorities for out years.

Unfortunately there was a delay in receiving the plan and it was not possible to present to Council prior to the deadline for lodging with the Department of Regional Development and Lands. The plan was lodged prior to the deadline along with the audit of the previous royalties allocation. (A copy of the audit has been included in the Annual Report).

It should also be noted that Mingenew, as the project host, prepared and lodged a business case for funding for the upgrading of the Depot Hill crossing. This project has been identified for funding through the regional project component of Royalties for Regions and was supported by Morawa, Perenjori and Three Springs Shires.

To date no formal response has been received to either submission but advice indicates letters will be send out by the Department in the near future. Morrison Low, as a part of their arrangement with the shires will amend the plans to meet any requirements set by the Department. Until approval is received the projects cannot commence.

### **CONSULTATION**

Council

Morrison Low

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The projects identified in the Forward Capital Works Plan, and in particular for year 1, are those previously endorsed by Council and are included in the 2010/11 Budget. Should the funding not be forthcoming the projects will not proceed unless Council otherwise directs. The allocation for 2010/11 as advised by the Department of Regional Development and Lands is \$322,874.

### **STRATEGIC IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple majority.

### **OFFICER RECOMMENDATION – ITEM 9.3.4**

**That Council adopt the Forward Capital Works Plan as presented.**

**9.3.5 DRY SEASONS GRANT – ALLOCATION OF FUNDS**

**Agenda Reference:** CEO 02/11-05  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> February 2011  
**Author:** Ian Fitzgerald

**Signature of Author:** \_\_\_\_\_

**SUMMARY**

Council is requested to consider 2 formal applications, and 1 less formal application, received for the use of funds allocated to the Shire of Mingenew under the Department of Agriculture and Food's Dry Season Assistance Scheme. The Shire of Mingenew was allocated \$20,000 under the scheme.

**ATTACHMENT**

Nil

**BACKGROUND**

Nil

**COMMENT**

Council received advice in late November that we were eligible for a \$20,000 grant and all that was required was the signing of an application form which had already been completed by the Department.

The grant needs to be fully expended by 5<sup>th</sup> November 2011 or any unspent funds need to be returned.

The main condition of the grant as outlined in the documentation is copied below for Council's information:

The Shire is to spend the grant on one or more community events in the Shire that help maintain community spirit and welfare, although it may spend up to 10% of the grant on reasonable administration costs of those events. The Shire is to work with and encourage community groups and associations such as social support groups, service clubs, grower groups, farm organisations and church groups to join in organising and conducting those events. The Shire is to make all reasonable endeavours and arrangements to ensure the events are conducted safely, responsibly and appropriately.

The formal funding applications were received from the Mingenew Turf Club and the Mingenew Primary School Parents and Citizens Association.

#### Mingenew Turf Club

The annual Mingenew Races event is scheduled for Saturday 12<sup>th</sup> March and the Mingenew Turf Club has requested a grant of \$10,000 to help make the event a true family event with minimal expense to families. The breakup of their proposed costs is:

a) Free entry for Mingenew residents	\$3,000
b) Free sausage sizzle lunch for Mingenew residents	\$1,000
c) Free Bouncy Castle for all children	\$ 650
d) Free pony rides for all children	\$ 500
e) Free face painting for all children	\$ 500
f) Contribution towards the cost of fireworks	\$2,000
g) Contribution towards the cost of a band	\$2,350

The races are typically seen as a community event and the provision of free entry and lunch as well as activities for the children would enable all local residents who wish to attend to do so at no cost and therefore would meet the grant criteria.

#### Mingenew Primary School P& C Association

The P & C have indicated their requested is for \$5,000 to be used to foster music and art at the school which currently does not have access to specialist teachers in these fields.

Half of the funding would be allocated to allow music to be continued at the school using external expertise. The school choir/students regularly perform at various community events including the Mingenew Expo, Christmas Carols, Anzac Day and school assemblies.

The other half of the funding would be used on a visual arts project inviting visiting artists to visit the school and expand the imaginative side of the children and culminating in an art exhibition later in the year.

The school is a very important part of our community and both projects have merit and are supported; the question is whether the grant condition of “a community event that helps maintain community spirit and welfare” is met.

The less formal application was received by the Shire President from the Mingenew Irwin Group who sought a grant of \$5,000 to assist in the running of the bi-annual dinner. This request was circulated among Councillors during January with mixed response due to the narrow target audience that would benefit. It is the author’s understanding a subsequent request has been received for a \$5,000 grant with no specific event identified – possibly a men’s health day.

Council has time to explore further options for use of the funds as we have until November 2011 to fully expend the grant.

**CONSULTATION**

Shire President

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The \$20,000 grant has been received and it is proposed all funds be allocated to compliant projects with any administration expense absorbed by Council.

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple majority.

**OFFICER RECOMMENDATION – ITEM 9.3.5**

**That Council consider the funding requests received to date and determine the allocation of the Dry Season Community Services Grant funds.**

**9.3.6 LOT 100 QUEEN STREET MINGENEW - BISHOP**

**Agenda Reference:** CEO 02/11-06  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> February 2011  
**Author:** Ian Fitzgerald

**Signature of Author:** \_\_\_\_\_

**SUMMARY**

Council sold Lot 100 Queen Street Mingenew to P and W Bishop in July 2006 and they have advised they no longer require the land. One of the explicit conditions of the sale was that the land was to revert to Council at the original contract price should a suitable residence not be constructed within 3 years. The original contract price was \$9,500.

**ATTACHMENT**

A town map showing the location of Lot 100 is attached.

**BACKGROUND**

In April 2006 Council resolved to call tenders for the purchase of 4 lots within the townsite including Lot 100 Queen Street. At the June 2006 Council meeting a tender of \$9,500 from P & W Bishop for Lot 100 Queen Street was accepted.

**COMMENT**

The contract of sale has an explicit condition that “ the purchasers are to complete suitable residential premises on the land within a period of three years. Failure to comply with this condition will see the land revert back to the Shire of Mingenew at the original contract price”.

Council has received correspondence from Mrs Bishop indicating they no longer require the land. In any event the condition sale has not been met in that a residential premises has not been constructed.

The options available to Council are to purchase the land back for the original price of \$9,500 or resolve to remove the condition requiring the land revert to Council and allow the Bishops to sell the land on the open market. If the land reverts to Council there will be potentially greater control over its use as it can either be used for a shire residence or on-sold with a building requirement as an explicit condition of sale. Council is proposing to build more housing in the future and does own some land but not a large number of lots. There is currently no development in Queen Street. If Council was to take Lot 100 back and then offer



for sale there is potential for a profit as land values have increased since 2006. Any profit could be put towards constructing shire housing.

If Council was to purchase Lot 100 back this financial year it would be unbudgeted expenditure. Funds could be drawn from the Building Reserve and replaced should Council then decide to on-sell the land.

### **CONSULTATION**

Nil

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

Financial Management Regulations 1996

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The purchase price of \$9,500 would be unbudgeted expenditure and would require an Absolute Majority of Council. The funds could be drawn from the Building Reserve should Council wish to proceed.

### **STRATEGIC IMPLICATIONS**

The purchase of the land would provide Council with another option for the siting of Shire housing.

### **VOTING REQUIREMENTS**

Absolute majority

### **OFFICER RECOMMENDATION – ITEM 9.3.6**

**That Council:**

- a) Resolve to re-purchase Lot 100 Queen Street from P & W Bishop as per the terms of the original Contract of Sale of June 2006 for \$9,500 with the funds to be drawn from the Building Reserve Account**
- b) Directs the administration to prepare a report for Council's consideration on the future use of the land – to be held for Council use or offered for sale.**

**9.3.7 LEASE OF LAND FOR AGISTMENT OF HORSES**

**Agenda Reference:** CEO 02/11-07  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Ms. R Charleson  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> February 2011  
**Author:** Ian Fitzgerald

**Signature of Author:** \_\_\_\_\_

**SUMMARY**

An application has been received from Ms Rebecca Charleson to lease a 0.2 ha area of Lot part 12093 for the purpose of stabling no more than two horses.

**ATTACHMENT**

Nil

**BACKGROUND**

At the October 2006 Council Meeting it was resolved;

**061005**      **Moved Cr RES McTaggart**  
                 **Seconded Cr ET Hathaway**

***That:***

- 1. Council provide a 2.46 hectare portion of land from the existing Lot Pt 12093 (Lot 7 Ernest Street) for the purpose of stabling horses near the Townsite of Mingenew.***
- 2. An area of 0.2 hectares of land for each lessee be available to the Mingenew Townsite residents for the purposes of stabling horses, dependant on availability and Council approval.***
- 3. Council lease the land at nil cost to a lessee for a period of 2 years; the lease to be reviewed 6 months prior to lease expiry.***
- 4. The lessee is responsible for complying with the provisions of the Health Act 1911 and the Shire of Mingenew Health Model By-laws 1964 (adopted by Council and published in the Government Gazette 15 October 1964).***
- 5. In the event the lessee no longer has use for the area or leaves the district then the lessee is responsible for leaving the area in a clean and tidy state to the satisfaction of Council.***

**6. In the event the lessee no longer has use of the lease area for stabling horses or leaves the district the lease reverts back to Council.**

**7. A lessee cannot sublease.**

**8. All fencing be to Council's satisfaction.**

**CARRIED**

**Voting 5/0**

#### **COMMENT**

There are no leases current at present with all previous leases relinquished. It should be noted that some interest has been shown in the purchase of the horse paddock land for development for light industrial purposes. Councillor Ward may be in a position to provide further information on this matter.

#### **CONSULTATION**

Nil

#### **STATUTORY ENVIRONMENT**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Absolute majority

**OFFICER RECOMMENDATION – ITEM 9.3.7**

**That Council agree to:**

- 1 lease an area of 0.2 hectares of land for the purposes of stabling horses,**
- 2 Council lease the land at nil cost to the lessee, Ms R Charleson, for a period of 2 years; the lease to be reviewed 6 months prior to lease expiry.**
- 3 the lessee is responsible for complying with the provisions of the Health Act 1911 and the Shire of Mingenew Health Model By-laws 1964**
- 4 in the event the lessee no longer has use for the area or leaves the district then the lessee is responsible for leaving the area in a clean and tidy state to the satisfaction of Council.**
- 5 in the event the lessee no longer has use of the lease area for stabling horses or leaves the district the lease reverts back to Council.**
- 6 the lessee cannot sublease the land.**
- 7 all fencing be to Council's satisfaction.**

**9.3.8 PROVISION OF ADSL 2 SERVICES - MINGENEW**

**Agenda Reference:** CEO 02/11-08  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew / MWDC  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> February 2011  
**Author:** Ian Fitzgerald

**Signature of Author:** \_\_\_\_\_

**SUMMARY**

Council is requested to consider supporting a joint application, with the Mid West Development Commission and a number of neighbouring shires, for funding for the upgrade of various Telstra sites, including Mingenew, to ADSL 2+ for internet services. If the application is successful the approximate cost to Council would be \$20,000 and would be payable in the 2011/12 financial year.

**ATTACHMENT**

Nil

**BACKGROUND**

Council, with funding from the proposed amalgamation project, has supported the upgrade of the Mingenew exchange to BDSL. This has a limited number of users, estimated to be 8, and would come at a monthly cost that normal domestic users of the internet would not be able to justify.

**COMMENT**

The proposal received from the Mid West Development Commission would see up to 8 exchanges in the region upgraded to ADSL 2+ with the cost to be shared equally between the participating shires and the Mid West Regional Grant Scheme. The estimated cost for the Mingenew upgrade is \$40,000 (based on a group submission) to be funded 50% by grant and 50% by Council. It is estimated by submitting a group application savings of up to 10% on Telstra's normal costing may be achieved.

It is unlikely the Mingenew exchange would be upgraded in the foreseeable future unless Telstra receives external funding to help offset their costs due to the low population. Again, because of population numbers, the new National Broadband Network is unlikely to be of direct benefit to Mingenew in the foreseeable future.

One potential funding source for Council's contribution is the Royalties for Regions grants and a number of Councils have indicated this is the option they will be pursuing. Any shire

contribution would not be required until the 2011/12 financial year. Mark Canny from the Mid West Development Commission will be preparing and lodging the grant application on behalf of the group.

### **CONSULTATION**

Mark Canny – Mid West Development Commission

### **STATUTORY ENVIRONMENT**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

There would be no impact on the current budget with Council able to determine the source of the required funding when considering the 2011/12 budget – subject to the grant application being successful.

### **STRATEGIC IMPLICATIONS**

The provision of high speed internet would benefit the business and residential population of Mingenew.

### **VOTING REQUIREMENTS**

Simple majority

### **OFFICER RECOMMENDATION – ITEM 9.3.8**

**That Council support the lodging of a joint application to the Mid West Regional Grant Scheme for the upgrading of the Mingenew Telstra exchange to ADSL 2+ with provision of a \$20,000 shire contribution to be included in the 2011/12 budget, should the grant be approved.**

**9.3.9 PROVISION OF MEDICAL SERVICES TO MINGENEW**

**Agenda Reference:** CEO 02/11-08  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 8<sup>th</sup> February 2011  
**Author:** Ian Fitzgerald

**Signature of Author:** \_\_\_\_\_

**SUMMARY**

Following on from the departure of Dr Kent Morison, Mingenew has not had a regular visiting GP service. Dr Gyi provided a service, often on a weekend, for a short period but now has left the Dongara practice. Batavia Health will be taking over the practice in Dongara but have indicated that, at least in the short term, they will not be able to offer a visiting service to Mingenew.

The author has had preliminary discussions with Aero Medical who have indicated they may be in a position to offer a regular visiting service but it will come at a cost to the Shire of Mingenew.

**ATTACHMENT**

Nil

**BACKGROUND**

The people of Mingenew were very fortunate to have the service provided by Dr Morison and this was always going to be a very difficult service to provide for any new doctor coming in to replace him and this proved to be the case – unfortunately to the detriment of our residents.

**COMMENT**

Whereas Dr Morison provided a regular Wednesday morning surgery Dr Gyi opted for a weekend service on either a Saturday or Sunday and whilst it was a service unfortunately it did not suit a lot of residents.

Dr Gyi has now moved on from the Dongara practice and in the interim it is understood a service will only be available from the Dongara Accident & Emergency centre to be provided by a government doctor. This service will be for approximately 2 weeks until Batavia Health, the new Dongara practice owners, are able to supply a resident doctor.

Discussions with the Practice Manager from Batavia Health have indicated that due to the lack of doctors they will not be in a position to provide a visiting service to Mingenew for the foreseeable future.

The other options available are to have discussions with the Shires of Three Springs and Coorow on getting a regular service from the new doctor based in Three Springs. The existing arrangements with that practice see each shire pay a percentage of the costs in providing that practice less any income earned. Coorow currently receive a half day visit per week and the CEO advises he estimates the cost this year will be in the order of \$50,000 for the year. Carnamah recently withdrew from the scheme, largely due to the cost. This option has not yet been discussed with Three Springs.

The other option that has been investigated, both by the author and the resident Silver Chain nurse, is the provision of a regular service by Aero Medical based out of Geraldton. Aero Medical provided the very successful recent skin clinic and follow up visit for treatment in Mingenew.

In my discussions with Aero Medical they have shown a strong interest in providing a regular service into Mingenew. As a part of this service there was a suggestion that on a regular basis, possibly quarterly, they would arrange to bring a range of specialist allied professionals to Mingenew. Again this would come at a cost but they are indicating they would use Council's cash contribution and letters of support to source additional matching grant funds.

Initially they are suggesting a fortnightly service, but have no problems upscaling to a weekly service should the demand warrant it. They do not want to jump in and put additional financial pressure on the shire or put unnecessary pressure on their doctors until the patient numbers warrant a more frequent service. They indicate they have additional doctors, including a female GP, joining their practice in early April 2011.

The cash contribution they are seeking from Council is \$500 per visit. If we received a service each fortnight the cost over a full year would be \$13,000. If the service ended up being a weekly visit the cost for a full year would be \$26,000 but this may be reduced if there were less visits over the December - January holiday period.

Working on the assumption this service is supported by Council and we have a start date of 1 March, with a fortnightly visit initially and then upping to a weekly service after a month, the cost to Council of providing the service for the remainder of the financial year would be approximately \$8,000. This would be unbudgeted expenditure and require an absolute majority decision of Council. A budget review has commenced but is not yet completed but there should be savings in the health area due to reduced EHO time and these savings should be sufficient to meet the costs for the remainder of this financial year – should Council agree to proceed with this option.

In the past Council has not contributed to the cost of providing medical services in Mingenew other than providing receptionist services for Dr Gyi at a cost of \$1,450 to date this financial year.

## **CONSULTATION**

Shire President

Aero Medical



## **STATUTORY ENVIRONMENT**

Local Government Act 1995

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Council has not previously provided a cash contribution for medical services to be available in Mingenew. Depending on the option adopted by Council the costs would vary between \$26,000 and an estimated \$50,000 over a full year.

Any contribution in the current year would require an absolute majority decision of Council as it would be unbudgeted expenditure.

## **STRATEGIC IMPLICATIONS**

The provision of medical services has not been identified in any of Council's strategic plans but Council's involvement and contribution is likely to be supported by a large portion of the community

## **VOTING REQUIREMENTS**

Absolute majority

### **OFFICER RECOMMENDATION – ITEM 9.3.9**

**That Council discuss this matter and give staff direction as to what action to take in relation to the provision of a regular visiting medical service to Mingenew.**

**9.3.10 REVIEW OF REGIONAL DEVELOPMENT COMMISSIONS**

**Agenda Reference:** CEO 02/11-10  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> February 2011  
**Author:** Ian Fitzgerald

**Signature of Author:** \_\_\_\_\_

**SUMMARY**

The State Government is currently undertaking a review of Regional Development Commissions and on the 14<sup>th</sup> December 2010 released a report - "Structuring Regional Development for the Future"

Comments were invited on the report with comments originally scheduled to be submitted by the 1<sup>st</sup> February but an extension has now been obtained because of the timing of the report's release. The proposed new structure is not good for the regions and this is outlined in a letter from the Shire of Perenjori – copy attached.

**ATTACHMENT**

A copy of the letter from the Shire of Perenjori on the review report is attached.

**BACKGROUND**

The Mid West Development Commission is a strong supporter of local government and works well with the Shire of Mingenew. A \$50,000 grant was received to assist with the fitting out of the Autumn Centre.

**COMMENT**

The review has suggested a centralisation of some of the functions of Development Commissions rather than strengthening their role in the region. Whereas the decisions are currently made locally by people who live in and understand the needs of a region it is proposed this be transferred to a bureaucracy based in Perth.

The comments in the Shire of Perenjori letter outline the impact the proposed structure is likely to have on the regional development commissions.

It is recommended a letter be forwarded to the Department of Regional Development and Lands strongly supporting the comments from Perenjori.

**CONSULTATION**

Shire President

Northern Country Zone of WALGA

Shire of Perenjori

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

The removal of the local decision making ability of the Mid West Development Commission will lessen the opportunity for smaller local governments such as Mingenew to obtain support and grant funding for our local projects.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION – ITEM 9.3.10**

**That Council sent a letter to the Department of Regional Development and Lands strongly supporting the comments from the Shire of Perenjori on the proposed restructuring of the development commissions.**

**9.3.11 POLL PROVISIONS - PROPOSED AMALGAMATION**

**Agenda Reference:** CEO 02/11-11  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> February 2011  
**Author:** Ian Fitzgerald

**Signature of Author:** \_\_\_\_\_

**SUMMARY**

The proposed amalgamation of the Shires of Mingenew, Morawa, Perenjori and Three Springs has been advertised by the Local Government Advisory Board. It is now open for a poll of electors to be called.

In the event a poll is called Council needs to determine who will conduct the poll. As the closing date for the poll, 24<sup>th</sup> February 2011, is between normal Council meetings the matter is brought to this meeting for resolution thus averting the need for a Special Council meeting.

**ATTACHMENT**

Nil

**BACKGROUND**

Nil

**COMMENT**

The Local Government Advisory Board has now advertised the proposed amalgamation of the shires of Mingenew, Morawa, Perenjori and Three Springs which generates the poll provisions. A petition signed by not less than 10% of electors of an affected district can petition for a poll to be held. The relevant sections of the Local Government Act 1995 – Schedule 2.1 are inserted below:

**Electors may demand poll on a recommended amalgamation**

- (1) Where the Advisory Board recommends to the Minister the making of an order to abolish 2 or more districts (*the districts*) and amalgamate them into one or more districts, the Board is to give notice to affected local governments, affected electors and the other electors of districts directly affected by the recommendation about the recommendation.
- (2) The notice to affected electors has to notify them of their right to request a poll about the recommendation under subclause (3).
- (3) If, within one month after the notice is given, the Minister receives a request made in accordance with regulations and signed by at least 250, or at least 10%, of the electors of

one of the districts asking for the recommendation to be put to a poll of electors of that district, the Minister is to require that the Board's recommendation be put to a poll accordingly.

- (4) This clause does not limit the Minister's power under clause 7 to require a recommendation to be put to a poll in any case.

*[Clause 8 amended by No. 64 of 1998 s. 52(3).]*

**9. Procedure for holding poll**

- (1) Where, under clause 7 or 8, the Minister requires that a recommendation be put to a poll —
- (a) the Advisory Board is to —
    - (i) determine the question or questions to be answered by electors; and
    - (ii) prepare a summary of the case for each way of answering the question or questions;
  - and
  - (b) any local government directed by the Minister to do so is to —
    - (i) in accordance with directions by the Minister, make the summary available to the electors before the poll is conducted; and
    - (ii) subject to subclause (2), declare\* the Electoral Commissioner, or a person approved by the Electoral Commissioner, to be responsible for the conduct of the poll under Part 4, and return the results to the Minister.

*\* Absolute majority required.*

- (2) Before making a declaration under subclause (1)(b)(ii), the local government is to obtain the written agreement of the Electoral Commissioner.

In relation to paragraph 9.2 above a written request has been forwarded to the WA Electoral Commission requesting agreement prior to the Council Meeting.

**CONSULTATION**

Local Government Advisory Board

WA Electoral Commission

Project Officer

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The cost of conducting the poll falls to the Council where the poll is called. An estimate has been requested from the WA Electoral Commission but has not been received at the time of preparing this item. An indicative cost would be approximately \$6,000.

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Absolute majority

**OFFICER RECOMMENDATION – ITEM 9.3.11**

**That in the event that electors of the Shire of Mingenew request a poll on the proposal to amalgamate the Shires of Mingenew, Morawa, Three Springs and Perenjori, Council hereby declares the Electoral Commissioner, or a person approved by the Electoral Commissioner, to be responsible for the conduct of the poll under Part 4 of the Local Government Act 1995.**

**This resolution will only to be acted on if the Minister for Local Government receives a valid request for a poll from electors of the Shire of Mingenew and directs the Shire of Mingenew to conduct a poll.**

**9.6 FINANCE**

**9.6.1 FINANCIAL STATEMENTS FOR MONTH ENDING 31 DECEMBER, 2010**

**Agenda Reference:** SFO 02/11 - 01  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 7 February, 2011  
**Author:** Kylie McGree, Senior Finance Officer

**Signature of Author:** \_\_\_\_\_

**SUMMARY**

The Monthly Statement of Financial Activity report for the month ending 31 December, 2010 is presented to Council for adoption.

**ATTACHMENT**

Finance Report ending 31 December, 2010

**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 31 December, 2010 is \$811,234.00

<b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>	
Municipal Account	\$151,255.92
Business Cash Maximiser (Municipal Funds)	\$425,548.69
Trust Account	\$59,603.10
Reserve Maximiser Account	\$550,920.95

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. \$231,944.71 remains outstanding as at 31 December, 2010 with

approximately \$30,000.00 outstanding for 30 days or more. Aimee Bendsorp is following up on these outstanding debtors and will advise accordingly.

The total outstanding rates debt is \$114,552.53 as at 31 December, 2010.

It should be noted that Rates Outstanding as at end of December, 2009 was \$107,244.44.

The Statement of Financial Activities Report contains explanations of Councils variances for the 2010 / 2011 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 9.6.1**

**That Council adopts the Monthly Statement of Financial Activity for the month ending the 31 December, 2010**



**9.6.2 FINANCIAL STATEMENTS FOR MONTH ENDING 31 JANUARY, 2011**

**Agenda Reference:** SFO 02/11 - 02  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 7 February, 2011  
**Author:** Kylie McGree, Senior Finance Officer

**Signature of Author:** \_\_\_\_\_

**SUMMARY**

The Monthly Statement of Financial Activity report for the month ending 31 January, 2011 is presented to Council for adoption.

**ATTACHMENT**

Finance Report ending 31 January, 2011.

**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 31 January, 2011 is \$841,446.00

<b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>	
Municipal Account	\$77,612.51
Business Cash Maximiser (Municipal Funds)	\$477,089.77
Trust Account	\$59,638.10
Reserve Maximiser Account	\$553,143.49

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. \$197,604.89 remains outstanding as at 31 January, 2011 with

approximately \$26,000.00 outstanding for 30 days or more. Aimee Bendsorp is following up on these outstanding debtors and will advise accordingly.

The total outstanding rates debt is \$107,222.99 as at 31 January, 2011. Instalment notices have been issued for the third instalment of rates due 4 February, 2011.

It should be noted that Rates Outstanding as at end of January, 2010 was \$89,951.40.

The Statement of Financial Activities Report contains explanations of Councils variances for the 2010 / 2011 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 9.6.2**

**That Council adopts the Monthly Statement of Financial Activity for the month ending the 31 January, 2011**

**9.6.3 ACCOUNTS FOR PAYMENT – DECEMBER 2010 & JANUARY 2011**

**Agenda Reference:** AO 02/11 – 01  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 3<sup>rd</sup> February 2011  
**Author:** Julie Borrett

**Signature of Author:** \_\_\_\_\_

**SUMMARY**

Council to confirm the payment of creditors for the months of December and January in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

**ATTACHMENT**

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

**BACKGROUND**

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

**COMMENT**

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

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 6.4

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

**POLICY IMPLICATIONS**

Payments have been made under delegation

**FINANCIAL IMPLICATIONS**

Funds available to meet expenditure

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.6.2**

**That Council confirm the accounts as presented for December 2010 and January 2011 from the Municipal Fund totalling \$772,525.71 represented by Electronic Funds Transfers of EFT4717 to EFT4854 and Cheque No's 7298 – 7329 and 381 - 383**

- 10 ELECTED MEMBERS/ MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
  - 11.1 ELECTED MEMBERS**
  - 11.2 STAFF**
- 12 CONFIDENTIAL ITEMS**
- 13 COUNCILLOR REPORTS**
- 14 TIME AND DATE OF NEXT MEETING**

**OFFICER RECOMMENDATION – ITEM 14.1**

**That the next Ordinary Council Meeting be held on Wednesday the 16<sup>th</sup> March 2011.**

- 15 CLOSURE**