



MINUTES FOR THE
ORDINARY COUNCIL MEETING
TO BE HELD ON
WEDNESDAY
20 FEBRUARY 2013



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SHIRE OF MINGENEW

MINUTES FOR ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON

20 FEBRUARY 2013

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr Michelle Bagley, declared the meeting open at 4.04pm.

2.0 ATTENDANCE

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

STAFF

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

2.1 APOLOGIES

PJ Ward	Councillor	Rural Ward
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3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

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

Nil.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6.0 DECLARATIONS OF INTEREST

Nil.

7.0 CONFIRMATION OF PREVIOUS MEETINGS MINUTES

MOVED: CR SOBEY
SECONDED: CR PEARCE

That the Minutes of the Ordinary Meeting of Council held on Monday 17 December 2012 be confirmed as a true and accurate record of proceedings.

CARRIED 6/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil.

9.0 OFFICERS REPORTS

9.2 HEALTH, BUILDING AND TOWN PLANNING

9.2.1 JOINT LOCAL EMERGENCY MANAGEMENT AGREEMENTS

Agenda Reference: CESM 02/13-01
Name of Applicant: Rick Ryan
File Reference: N/A
Disclosure of Interest: Nil
Date: 13 February 2013
Author: Rick Ryan, CESM

SUMMARY

This report requests that Council endorse the draft Local Emergency Management Arrangements and Supplement.

ATTACHMENT

A copy of the Local Emergency Management Arrangements and Supplement are provided as attachments to this document.

BACKGROUND

The Local Emergency Management Committee made up of the following Shires – Mingenew, Morawa, Perenjori and Three Springs have approved the attached Local Emergency Management Arrangements and Supplement, the next step in the process is for Council endorse the documents.

When endorsed by Council, the documents will go to the DEMC (District Emergency Management Committee) then to the SEMC (State Emergency Management Committee) for endorsement.

COMMENT

These arrangements have been prepared in accordance with the *Emergency Management Act 2005* and endorsed by the Mingenew-Morawa-Perenjori-Three Springs Joint Local Emergency Management Committee and are now provided for approval by the Shires of Mingenew, Morawa, Perenjori and Three Springs.

With the four local governments forming a combined Local Emergency Management Committee (LEMC), there is a larger volume of information that is required to be inserted into these Arrangements therefore it has been necessary to have two separate documents.

The main document will be the **Joint Local Emergency Management Arrangements**. This will contain the general procedures on how the LEMC will be formed and the roles and responsibilities of committee members. As the information in this document remains static, it will require little or no maintenance through its life.

The second part will be known as the **Supplement**, to the Joint Arrangements which will be used mostly by the Incident Support Group, when formed, and the information will be used to provide resources to assist with management of any incident. The Supplement will be revised on a regular basis.

CONSULTATION

Midwest Gascoyne CEMO (Community Emergences Management Officer), CESM, LEMC

The community has been consulted through other forums and through the LEMC committee process.

STATUTORY ENVIRONMENT

Each Shire is required to prepare and maintain a LEMA and Supplement under the *Emergency Management Act 2005*.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This will enable the Council to meet its obligations under the *Emergency Management Act 2005*.

VOTING REQUIREMENTS:

Simple majority

130201 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.1.1

MOVED: CR COSGROVE

SECONDED: CR NEWTON

That Council endorse the Local Emergency Management Arrangements and Supplement

CARRIED 6/0

**SHIRES
of
MINGENEW, MORAWA, PERENJORI and THREE SPRINGS**



**JOINT
LOCAL EMERGENCY MANAGEMENT
ARRANGEMENTS**

Version 2013

**SHIRES OF MINGENEW-MORAWA-PERENJORI-THREE SPRINGS
LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of s. 41(1) of the EM Act 2005, endorsed by the Shires of Mingenew-Morawa-Perenjori-Three Springs joint Local Emergency Management Committee (LEMC), and has been to be tabled with the District Emergency Management Committee (DEMC) and an electronic copy will be forwarded to the Secretary of the State Emergency Management Committee (SEMC) 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

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DISTRIBUTION LIST

ORGANISATION	LOCATION	NO OF COPIES
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	Morawa	1
WA Police	Mingenew	1
WA Police	Perenjori	1
WA Police	Three Springs	1
Dept. Child Protection	Geraldton	2
North Midlands Health Services	Three Springs	1
North Midland Hearth Service	Morawa	1
St John Ambulance	All sub branches	6
CESM	Three Springs	1
CBFCO	Mingenew	1
CBFCO	Morawa	1
CBFCO	Perenjori	1

CBFCO	Three Springs	1
SES Local Manager	Morawa	1
Silver Chain Nursing		1
DFES Regional Office	Geraldton	2
Morawa Agg School	Morawa	1
Three Spring Primary School	Three Springs	1
Mingenew Primary School	Mingenew	1
Morawa District School	Morawa	1
Perenjori Primary School	Perenjori	1
Karara Mining Limited	Karara Station	2
Latham Primary School	Latham	1

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

RECORD OF AMENDMENTS

Suggestions and comments from the community and stakeholders can help improve these arrangements and subsequent amendments.

Feedback can include:

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

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

Chairperson
 Mingenew-Morawa-Perenjori-Three Springs
 Local Emergency Management Committee
 c/o Shire of Three
 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). PRRR 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 municipality of 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.

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

SES –State Emergency Service.

VFRS –Volunteer Fire & Rescue Service.

VMR –Volunteer Marine Rescue.

DFES – Fire & Emergency Services Authority of WA.

BFB – Bush Fire Brigade – established by a local government under the Bush Fires Act 1954.

HAZARD

(a) a cyclone, earthquake, flood, storm, tsunami or other natural event

(b) a fire

(c) a road, rail or air crash

(d) a plague or an epidemic

(e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth

(f) any other event, situation or condition that is capable or causing or resulting in

(i) loss of life, prejudice to the safety or harm to the health of persons or animals or

(ii) destruction of or damage to property or any part of the environment and is prescribed by the regulations

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 and 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.

MUNICIPALITY – Means the district of the Shires of Mingenew, Morawa, Perenjori and Three Springs.

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.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.

Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

RISK REGISTER – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk.

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.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

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 THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
DCP	Department for Child protection
DEC	Department of Environment and Conservation
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Fire and Emergency Services Authority
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	L Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

Part 1: INTRODUCTION

1.1 Authority for Preparation

These arrangements have been prepared in accordance with the *Emergency Management Act 2005* and endorsed by the Mingenew-Morawa-Perenjori-Three Springs Joint Local Emergency Management Committee and approved by the Shires of Mingenew, Morawa, Perenjori and Three Springs

1.2 Community Consultation

The community has been consulted through other forums and through the LEMC committee process.

1.3 Document Structure

With the four local governments forming a combined Local Emergency Management Committee (LEMC), there is a larger volume of information that is required to be inserted into these Arrangements therefore it has been necessary to have two separate documents.

The main document will be the **Joint Local Emergency Management Arrangements**. This will contain the general procedures on how the LEMC will be formed and the roles and responsibilities of committee members. As the information in this document remains static, it will require little or no maintenance through its life.

The second part will be known as the **Supplement**, to the Joint Arrangements which will be used mostly by the Incident Support Group, when formed and the information will be used to provide resources to the incident. The Supplement will be revised on a regular basis.

1.4 Documentation Availability

Copies of these Arrangements shall be distributed to the following:

- All four Shire's Administration Offices:
 - Shire of Mingenew - Mid
 - Shire of Morawa -
 - Shire of Perenjori -
 - Shire of Three Springs
- All four Shire's Website, in PDF format
- Stakeholder and LEMC agencies and organisations
- Adjoining local governments (adjoining)
- Local Libraries
- Related committees
- DFES Regional Office
- District Emergency Management Committee
- State Emergency Management Committee (Secretary) – electronic format

1.5 Physical and Social Geography

Mingenew

Mingenew has a wealth of assets not always obvious at first glance. The change of seasons brings on a whole new landscape including climatic changes. There are a number of drives well worth undertaking throughout the year to gain a real perspective of Mingeneew.

The name Mingeneew derives from either Minguano - Place of Many Ants or Mininoo - Place of Many Waters

Both of these names were used by Aboriginals from the area. Records indicate settlement of the district occurred in the 1850's, although Europeans explored the area prior to this date.

Since settlement, the area has been renowned for its agricultural achievements. Stock and grain have been the mainstays of the district with the CBH Grain Receivals Point being the largest inland facility in the Southern Hemisphere. The area has ample underground water supply, which aided the development of the settlement.

There are numerous original buildings still in use throughout the shire at present. Most of the buildings date back to the late 1850's to early 1900's.

Morawa

The Shire of Morawa is situated in the North Midlands area of Western Australia approx three and a half hours drive or 370km North of Perth (via Three Springs), approx 180km east south east from Geraldton and approx 114km east of Dongara.

Morawa is bordered by the Shire of Mullewa to the North, Perenjori to the South, Mingeneew and Three Springs to the West and Yalgoo to the East.

Morawa is an Aboriginal name, first shown on maps of the area for a rock hole in 1910. It is possibly derived from "Morowa" or "Morowar", the Dalgite, a small marsupial which burrows into the earth. A Dalgite is a type of bilby. Another possible meaning is "the place where men are made". This is probably a reference to initiation ceremonies conducted in the area by the Aboriginal inhabitants.

Predominantly an agricultural based shire, Morawa boasts excellent tourism facilities and attractions (particularly during the Spring wildflower season), a rich history, great business incentives and an active mining industry that has only recently been redeveloped.

With the construction of a multi-million dollar health centre, excellent education options and first rate sporting facilities our community services are also thriving. In recent years tourism has played an increasingly important role in our Economic Development.

The Shire of Morawa supports a population of approximately 950 people, and includes the localities of Canna, Gutha, Pintharuka, Merkanooka and Koolanooka.

The population of Morawa townsite is estimated at 500 people and 450 for the remainder of the Shire. For a number of years up until 1991 the population had been declining, but has remained stable since. About 3% of the population are Aboriginal.

Morawa covers just over 350,000 hectares (3,528 km²) consisting of agricultural and pastoral land, mining leases, Crown land, reserves and townsites. The area of remnant vegetation in the Shire equates to 22,224 hectares of private land, 54,007 hectares of public land and 15,825 hectares of private land modified for grazing purposes.

The region is renowned for a diversity of flora that is seldom equalled, with this being attributed to the diversity of landform and soil types that are present within the district. In the Shire of Morawa you will see everything from large flat plains, to rolling hills and rugged breakaway country. Approximately 12,800 hectares of land in the Shire is salt affected land or salt lakes.

Perenjori

The name Perenjori is derived from the Aboriginal word 'Perangery', meaning water hole and was officially announced a town on February 16th 1916.

Dan Woodall was the first permanent settler to the region and managed Perangery Station in 1905 which was then owned by Lee Steeres.

Matt Farrell first came to Perangery in 1906 carting goods from Rothsay to Yalgoo and Mount Magnet and he marked trees where he wished to take up land in the Shire. With his four Farrell brothers, Thomas, William, Matthew, George, they then took up the land.

The Lands Department approved agricultural lots of 1,000 acres, instead of huge pastoral leases granted previously.

First crops from 1911 to 1913 were sown by hand and used largely for horse feed, home food, hay and seed wheat.

When the railway line was officially opened in 1915, the town's estimated population was 100.

Today Perenjori is one of the largest agricultural shires in WA, with a combination of farming, pastoral and mining leases.

Three Springs

The first European people to traverse the Three Springs area were Lieutenant George Grey and his party when they passed through in 1839 with the next exploration of the area in 1846 was a government sponsored trip to seek out new 'runs' for stock which was undertaken by brothers Augustus, Henry and Francis Gregory.

During 1867, while surveyor CC Hunt was undertaking a road survey he arrived at this spot and on his plans, at the latitude of the townsite of today, he recorded the words 'Three Springs'. The name began to appear on official maps from then on.

John Forrest surveyed the site of a reserve in 1872, this water reserve adjoined the Perth to Geraldton overland road, passing about a mile east of the town of Three Springs. When the Midland Railway built the railway line from Midland Junction to Walkaway they put in a siding here and called it Three Springs.

It is said that the year 1906 was the year in which the District was founded, however, it is known that pastoralists had run stock on portions of the District for many years previously.

1.6 Purpose of the Arrangements

The purpose of this document is to detail:

- The Shires of Mingenew, Morawa, Perenjori and Three Springs policies for emergency management;
- The roles and responsibilities of public authorities and other persons involved in emergency management in the district;
- Procedures for the coordination of emergency management operations and activities;
- A description of emergencies that could occur in the Shires of Mingenew, Morawa, Perenjori and Three Springs; and
- Strategies and priorities for emergency management in the Shires of Mingenew, Morawa, Perenjori and Three Springs.

1.7 Scope of the Arrangements

These arrangements apply to all areas encompassed within the established boundaries of the Shires of Mingenew, Morawa, Perenjori and Three Springs. Specifically, it covers the areas where the Shires of Mingenew, Morawa, Perenjori and Three Springs provide support to Hazard Management Agencies (HMAs) and other agencies in an emergency.

This document comprises details on the Shires of Mingenew, Morawa, Perenjori and Three Springs capacity to provide resources to support the effective management of emergencies.

The Shires of Mingenew, Morawa, Perenjori and Three Springs responsibilities in recovery operations and the restoration of services and facilities within the community are also detailed in this document.

These arrangements will guide the response to a local emergency.

An emergency that graduates beyond this level will require management at a regional or state level.

1.8 Related Documents and Arrangements

1.8.1 Formal Local Emergency Management Policies

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

1.8.2 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.

Local Plans

Document	Owner	Location
Risk Register		
Risk Treatment Schedule		
Bushfire Management Plans		

Table 1.8.2

1.8.3 Agreements, Understandings & Commitments

Currently there are no formal agreements or MOUs between the Shires of Mingenew, Morawa, Perenjori and 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 1.8.3

1.9 Availability of Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shires of Mingenew, Morawa, Perenjori and Three Springs have conducted a broad analysis of resources available within both the Shires areas and collated these into the Shires of Mingenew-Morawa-Perenjori-Three Springs Emergency Resources Register, refer to **Part 1. of the Supplement to these Arrangements.**

1.10 Special Considerations

Are there any specific factors that need to be documented such as;

- Major influxes of tourists
- Wild flower season – April to October
- Large public events Mingenew Expo & Rodeo
- Seasonal conditions ie bushfires, storms, flooding, etc

- The effect of the Mining to the Region

1.11 Roles and Responsibilities

1.11.1 Local Emergency Coordinator

The Local Emergency Coordinator (LEC) for a local government district is appointed by the State Emergency Coordinator (Commissioner of Police) and has the following functions [s. 37(4) of the EM Act 2005]:

- to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

1.11.2 Chairperson Local Emergency Management Committee

The Chairperson of the LEMC is appointed by the local government (s. 38 of the EM Act 2005). Refer to **Part 4. of the Supplement to these Arrangements.** for details.

1.11.3 Local Emergency Management Committee

The Shires of Mingenew, Morawa, Perenjori and Three Springs have established a joint Local Emergency Management Committee (LEMC) to oversee, plan and test the Local Emergency Management Arrangements (s. 39 of the EM Act 2005).

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

1.11.4 The Function of the LEMC

It is the function of the LEMC to (s. 39 of the EM Act 2005):

- to advise and assist the local government in establishing local emergency managements for the district;

- to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Various State Emergency Management Plans (WESTPLANS) and State Emergency Management Policies (SEMP) place responsibilities on LEMC's. The below identified functions relate to areas not covered in other areas of these arrangements:

- The LEMC should provide advice and assistance to communities that can be isolated due to hazards such as cyclone or flood to develop a local plan to manage the ordering, receiving and distributing of essential supplies. (WESTPLAN - *Freight Subsidy Plan*)
- The LEMC may provide advice and assistance to the SES and DFES to develop a Local Tropical Cyclone Emergency Plan. (WESTPLANS – *Cyclone, Flood and Tsunami*)

1.11.5 Local Government

It is a function of a local government —

- subject to the Emergency Management Act is to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- to manage recovery following an emergency affecting the community in its district; and
- to perform other functions given to the local government under the Emergency Management Act.

1.11.6 Controlling Agency

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.

The function of a Controlling Agency is to:

- to undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness;
- to control all aspects of the response to an incident; and
- during Recovery the Controlling Agency will ensure effective transition to Recovery by Local Government.

1.11.7 Hazard Management Agency

A Hazard Management Agency (HMA) is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.'* (s. 4 of the EM Act 2005]

The HMA's are prescribed in the *Emergency Management Regulations 2006*.

The functions of the HMAs are to:

- Undertake responsibilities where prescribed in the *Emergency Management Regulations 2006* for these aspects.
- Appointment of Hazard Management Officers (s.55 of the EM Act 2005)
- Declare / Revoke Emergency Situation (s.50 and 53 of the EM Act 2005)
- Coordinate the development of the WESTPLAN for that hazard SEMP No 2.2 *Development and Review of State Emergency Management Plans*
- Ensure effective transition to recovery by Local Government

1.11.8 Combat Agencies

A combat agency is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity by the regulations in relation to that agency.'* (EMWA Glossary)

1.11.9 Support Organisation

A support organisation is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for providing support functions in relations to that agency.'* (EMWA Glossary) An example may be the Salvation Army providing meals to welfare centre.

1.11.10 Public Authorities and Others

The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district' [EM Act 2005 s 41(2)(b)].

The allocation of roles and responsibilities to Public Authorities should, as far as possible, follow the State Emergency Management Arrangements.

As the Department for Child Protection (DCP), who do not have a permanent presence in the town, therefore in the case of an emergency incident, where welfare is required, the Shire,s of Three Springs, Mingenew, Morawa, and Perenjori will provide the welfare role until DCP arrives.

Part 2: PLANNING

The Shires of Mingenew, Morawa, Perenjori and Three Springs, under s. 38 (1) of the EM Act 2005, have established a joint Local Emergency Management Committee (LEMC) to plan, manage and exercise the local emergency arrangements. Membership of the LEMC is a representative of agencies, community groups, non-government organisations and expertise relevant to the identification of community hazards and emergency management arrangements.

2.1 Planning (LEMC Administration)

This section outlines the minimum administration and planning requirements of the LEMC under the *Emergency Management Act 2005* and Policies.

2.2 LEMC Membership

As this LEMC is a joint committee, membership is shared between all four local governments and in some place where one Shire holds the main position, then one of the other Shires will hold the Deputy position.

The Shires of Mingenew-Morawa-Perenjori-Three Springs LEMC is comprised of:

- A Chairperson from one Shire and the Deputy from one of the other Shires.
- The Local Emergency Coordinators (LEC) for each of the Police Districts, as appointed by the State Emergency Coordinator (SEC).
- At least one Local Government representative from each Shire.
- Representatives from Local Emergency Management Agencies within both Shires.
- Any other representatives as determined by the Shires of (e.g. community champions).
- The Executive Officer (XO) will be the DFES Community Emergency Services Manager (CESM) who supports the four Shires.
- Secretarial and administration support will be provided by the Shire from where the CESM is located.

A restricted comprehensive list of LEMC Members and contact details, can be found at **Part 4. of the Supplement to these Arrangements.**

2.3 Meeting Schedule

The LEMC shall meet every three (3) months and as required (SEMP No 2.5 para 21) and will rotate around all Shires. Three Springs, Perenjori, Morawa and Mingenew.

2.4 LEMC Constitution and Procedures

At each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

2.4.1 Every Meeting:

- Confirmation of LEMA Contact Details and Keyholders;

- Review any of Post-Incident Reports and Post Exercise Reports generated since last meeting;
- Progress of ERM process;
- Progress of Treatment Strategies arising from ERM process;
- Progress of development or review of LEMA; and
- Other matters as determined by the Local Government.

2.4.2 First Calendar Quarter:

- Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- Begin developing annual business plan.

2.4.3 Second Calendar Quarter:

- Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalisation and approval of annual business plan.

2.4.4 Third Calendar Quarter:

- Identify emergency management projects for possible grant funding.

2.4.5 Fourth Calendar Quarter:

- National and State funding nominations.

The LEMC shall determine other procedures as it considers necessary.

2.5 LEMC Annual Report

The annual report for the Shires of Mingenew-Morawa-Perenjori-Three Springs joint LEMC, shall be completed and submitted to the Midwest-Gascoyne DEMC within (2) weeks of the end of the financial year for which the annual report is prepared.

The LEMC Annual Report is to contain, for the reporting period:

- a description of the areas covered by the LEMC,
- a description of activities undertaken by it, including;
 - the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
 - a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
 - a description of exercises that exercised the local emergency management arrangements for the areas covered by the LEMC,
 - the level of development of the local emergency management arrangements for the area covered by the LEMC (e.g. draft, approved 2007, under review, last reviewed 2007),

- the level of development of the local recovery plan for the areas covered by the LEMC,
- the progress of establishing a risk register for the areas covered by the LEMC, and
- a description of major achievements against the LEMC Annual Business Plan.
- the text of any direction given to it by:
 - the local government that established it.
 - the major objectives of the Annual Business Plan of the LEMC for the next financial year

2.6 Annual Business Plan

State Emergency Management Policy 2.5 *'Annual Reporting'* states that each LEMC will complete and submit to the DEMC, an Annual Report at the end of each financial year and one of the requirements of the Annual Report is to have a Business Plan. [SEMP 2.6 s25 (b)(vii) & s25(d)]

From time to time the SEMC will establish a template for the Annual Business Plan that can be used by LEMC's.

2.7 Emergency Risk Management

The Emergency Risk Management (ERM) process forms the foundation of local emergency management arrangements. The ERM process supports the negotiation and development of shared responsibilities necessary for the establishment of effective arrangements within local government.

Emergencies cause great damage to property and cause even greater economic loss through damage to infrastructure, crops and livestock. ERM is an essential part of a community's ability to identify what risks exist within the community and how these risks should be dealt with to minimise future harm to the community.

As part of the ERM process it is essential that community stakeholders are consulted when developing measures that reflect the ERM project being conducted. Through the development of related mitigation initiatives the community is then able to work towards reducing the likelihood and/or consequence of further emergencies order to develop a more sustainable community.

For details of the Risk Register refer to **Appendix 1.**

Part 3: RESPONSE

3.1 Risks – Emergencies Likely to Occur

The following is a table of emergencies that are likely to occur within the four Local Government areas:

Hazard	Control Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan and Date
Air Transport Emergencies		WA Police			Aircrash (2009)	
Animal and Plant Biosecurity		Department of Agriculture			Animal and Plant Biosecurity (2008)	
Brookfield Rail Emergencies		Brookfield Rail			Brookfield Rail (2012)	
Bushfire (LG)		LG/DFES	BFB's	Salvation Army Western Power	Bushfire (2011)	Bushfire Response Plans
Bushfire (DEC Lands)		DEC	DEC, BFB's,	Salvation Army Western Power	Bushfire (2011)	
Earthquake		DFES	Eneabba SES	Salvation Army Western Power	Earthquake (2011)	
Fire Urban		DFES	Dongara, Moora or Morawa FRS	Western Power	Urban Fire (2000)	
Flood		DFES	Morawa SES	Salvation Army	Flood (2010)	
Hazardous Materials Incident		DFES	Dongara, Moora or Morawa FRS	Salvation Army	HAZMAT (2010)	
Human Epidemic		Department of Health			Human Epidemic (2010)	
Land Search and Rescue		WA Police	Morawa SES	Salvation Army	Land SAR (2007)	
Road Transport Emergency		WA Police	Morawa SES Dongara VFRS	Salvation Army Western Power	Road Crash (2010)	
Storm/Tempest		DFES	Morawa SES	Salvation Army Western Power	Severe Storm (2004)	

Table 3.1

These arrangements are based on the premise that the HMA responsible for the above risks, will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's and Combat Agencies may require one or all Shires of Mingenew, Morawa, Perenjori and Three Springs resources and assistance in emergency management. The Shires of Mingenew, Morawa, Perenjori and Three Springs are committed to providing assistance/support, if the required resources are available through the Incident Support Group, when and if formed.

3.2 Incident Support Group (ISG)

The ISG is convened by the HMA or the LEC in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

3.2.1 Role of the ISG

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

3.2.2 Triggers for the Activation of an ISG

The activation of an ISG should be considered when the incident escalates to an operational **Level 2** which is when one or more of the following occur;

- Requires multi-agency response;
- Protracted duration;
- Requires coordination multi-agency resources;
- Resources required from outside the local area;
- Some impact on critical infrastructure;
- Has a medium level of complexity;
- Has a medium impact on the routine functioning of the community;
- Has potential to be declaration of an "Emergency Situation"; and/or
- Consists of multiple hazard.

3.2.3 Membership of an ISG

The ISG is made up of agencies/representatives that provide support to the HMA. As a general rule, the Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

3.2.4 Frequency of ISG Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there

should be at least one meeting per incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

3.2.5 Locations for ISG meetings

The Incident Support Groups meets during an emergency and provides a focal point for a coordinated approach of all available resources to an emergency. Refer to **Part 2. of the Supplement to these Arrangements** for suitable locations that have been identified in all four Local Government Districts where meetings can be held.

The Local Emergency Coordinator will operate and manage this facility as it will be the focus of the community emergency response and recovery process.

3.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA however at the time of handover, the responsibility of sign-off of communication material is handed over to the Local Recovery Coordinator.

3.4 Critical Infrastructure

During the emergency risk management assessment process, local government will identify critical infrastructure within the local government area that if affected by a hazard, would have a negative and prolonged impact on the community.

3.5 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

3.5.1 Local Systems

There are local SMS warning systems in all of the localities that can warn the public.

3.5.2 Standard Emergency Warning Signal (SEWS)

The SEWS is a distinctive sound broadcast that is used immediately before an urgent safety message over radio or television.

3.5.3 DFES Public Info Line

DFES recorded information line – 1300 657 209

DFES website – www.DFES.wa.gov.au

SES assistance – 132 500

3.5.4 ABC Radio

Local ABC radio – 720 AM Perth and 531 AM Geraldton

3.5.5 State Alert System

The process for accessing the system for the local area will be documented in the Local Recovery Plan. Refer to DFES SOP 70 for further details and activation.

Part 4: EVACUATION

4.1 Evacuation

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The HMA will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

4.2 Evacuation Planning Principles

The decision to evacuate will only be made by a HMA or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

Under s. 67 of the EM Act 2005, a hazard management officer or authorised officer during an emergency situation or state of emergency may do all or any of the following:

- Direct or by direction prohibit the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of the emergency area;
- Direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area;
- Close any road, access route or area of water in, or leading to the emergency area.

The evacuation plan will rely heavily on effective communication with the community. It will be essential to involve community representatives in the planning process so they are aware of and are informed about what they might face during an evacuation.

Community members should have an understanding of the local community's evacuation principles and procedures. Community awareness and education are critical to the successful implementation of an evacuation plan.

Depending on the risk, the need for long or short-term evacuation and immediate or planned evacuation may be necessary. The general policy of the State's emergency management organisation is that:

- Community members should be involved in the decision to stay or evacuate when threatened by an emergency, as much as practicable; and
- The decision to evacuate will only be made by a HMA or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent

- In consultation with the community and the DCP, the HMA is responsible for ensuring arrangements are in place for the care of evacuees until such time as they can return.

State Emergency Management Policy No. 4.7 – Community Evacuation should be consulted when planning evacuation.

4.3 Evacuation Management

The responsibility for managing evacuation rests with the HMA. The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

Schools, hospitals, nursing homes, child care facilities etc. should each have separate emergency evacuation plans, which show where their populations will assemble for transportation. It is important that this information is captured for an overall understanding of where people will be congregating in an emergency.

In most cases the WA Police may be the ‘combat agency’ for carrying out the evacuation and they may use the assistance of other agencies such as the SES.

Whenever evacuation is being considered the Department for Child Protection (DCP) must be consulted during the planning stages. This is because DCP have responsibility under state arrangements to maintain the welfare of evacuees under WESTPLAN - *Welfare*.

4.4 Special Needs Groups

This section lists ‘at risk’ groups within the community and the purpose behind this is so that a Controlling Agency planning for an evacuation will be able to identify locations that require special attention or resources.

- All Schools (6)
- Three Springs – Child Care
- Three Springs – 4 x aged care units (contact Shire for addresses)
- Morawa – 4 x aged care units (contact Shire for addresses)
- Mingenew- 0 x aged care units (contact Shire For addresses)
- Three Springs District Hospital
- Morawa District Hospital

Refer to **Part 3. of the Supplement to these Arrangements.** for details.

4.5 Evacuation / Welfare Centres

For a detail list of evacuation / welfare centres refer to **Part 3. of the Supplement to these Arrangements.**

4.6 Refuge Sites

A refuge site may be identified in advance for specific hazards (such as fire which are fast moving) in areas the community identify as high risk. This may be due to single access etc.

4.7 Routes and Maps

The main routes through the Shires of Mingenew, Morawa, Perenjori and Three Springs are as follows:

- The Midlands Road
- Bunjil – Carnamah Road
- Carnamah – Perenjori Road
- Coorow – Latham Road
- Eneabba – Three Springs Road
- Mingenew – Morawa Road
- Mingenew – Mullewa Road
- Morawa – Three Springs Road
- Mullewa – Wubin Road

Refer to **Appendix 2** as this section provides a map of the locality and identifies any issues and local land marks.

Part 5: WELFARE

5.1 Welfare Management

In emergency management terminology, Welfare is defined as providing immediate and ongoing supportive services to alleviate as far as practicable the effects on persons affected by an emergency.

The role of managing welfare function during an emergency has been delegated to the Department for Child Protection (DCP). DCP will develop a Local Welfare Emergency Support Management Plan that will be used to coordinate the management of the welfare centre(s) for the Mingenew-Morawa-Perenjori-Three Springs LEMC.

Currently there is no Local Welfare Emergency Support Management Plan written for the Mingenew-Morawa-Perenjori-Three Springs LEMC.

5.2 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DCP District Director to:

- establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the DCP District Director;
- prepare, promulgate, test and maintain the Local Welfare Plans;
- represent the department and the emergency welfare function on the LEMC and the Local Recovery Committee;
- establish and maintain the Local Welfare Emergency Coordination Centre;
- ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- provide training and support to Local Welfare Liaison Officers in Local Governments;
- coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- represent the department on the Incident Management Group when required

Nominated in Contacts Register, refer to **Part 4. of the Supplement to these Arrangements.**

5.3 Local Welfare Liaison Officer

Local Government shall appoint a Local Welfare Liaison Officer who has the responsibility to provide support and assistance to the Local Evacuation / Welfare Centre, including the management of emergency evacuation /welfare centres, such as building opening, closing, security and maintenance.

It is important to identify what initial arrangements for welfare will be required, particularly in remote areas, where it may take some time for DCP to arrive. With the delay in DCP arriving, it may be necessary for the Local Welfare Liaison Officer to activate the Local Welfare Support Plan or components thereof, with authority of the Local Welfare Coordinator.

Nominated in Contacts Register, refer to **Part 4. of the Supplement to these Arrangements.**

5.4 District Emergency Services Officer

The Department for Child Protection shall appoint a District Emergency Services Officer (DESO) to prepare local welfare plans. The DESO for the Shires of Mingenew-Morawa-Perenjori-Three Springs is contained in Contacts Register refer to **Part 4. of the Supplement to these Arrangements.**

5.5 State and National Registration and Enquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department for Child Protection (DCP) has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved DCP have reciprocal arrangements with the Red Cross to assist with the registration process.

5.6 Evacuation / Welfare Centres

For a detail list of evacuation / welfare centres refer to **Part 3. of the Supplement to these Arrangements.**

5.7 Animals (including assistance animals)

The Shire Ranger(s) will arrange appropriate animal welfare through local resources and relevant organizations.

Part 6: RECOVERY

6.1 The Recovery Process

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The recovery process will be detailed in the Shires of Mingenew-Morawa-Perenjori-Three Springs Local Recovery Plan which will be in support of this document.

The purpose of this plan is to ensure recovery is managed and planned for in a structured manner. For the plan to be effective, members of the LEMC, the Local Recovery Coordinating Committee (LRCC), relevant Shire staff and the community require an understanding of the recovery process. LEMC members, LRCC members and Shire staff who participate in recovery training, familiarize themselves with the relevant SEMC Policies and read the Australian Emergency Manual Series No 10 - *Recovery*, will benefit highly with their overall contribution to the recovery process. This will ultimately result in a higher level of awareness and knowledge in the community

However, recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

Recovery is best achieved when the affected community is able to exercise a high degree of self-determination.

6.2 Aim of Recovery

The aim of providing recovery services is to assist the affected community towards management of its own recovery. It is recognised that where a community experiences a significant emergency there is a need to supplement the personal, family and community structures which have been disrupted.

6.3 Principles of Recovery

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.
- 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.

6.4 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.

6.5 Transition from Response 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 Controller (IC), 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 operations 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 Shires of Mingenew, Morawa, Perenjori and/or Three Springs Carnamah are being insensitive to, or is unaware of the broader issues, which may reflect poorly on the Shires. The LRC and the Shires of Mingenew, Morawa, Perenjori and/or Three Springs CEO(s) should jointly determine when the emergency response is over in consultation with emergency services and field response operations.

6.6 Local Recovery Coordinator

Nominated in Contacts Register, refer to **Part 4. of the Supplement to these Arrangements.**

6.7 Local Recovery Coordinator Roles and Responsibilities

The responsibilities of the LRC(s) may include any or all of the following:

- Prepare, maintain and test the Local Recovery Plan;
- Assess the community recovery requirements for each event, in consultation with the HMA, LEC and other responsible agencies, for;
- Advice to the Shire President(s)/CEO(s) on the requirement to activate the plan and convene the LRCC; and
- Initial advice to the LRCC, if convened.

Undertake the functions of the Executive Officer (XO) to the LRCC;

- Assess the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required from the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the Chair of the State Recovery Coordinating Committee (SRCC) or the State Recovery Coordinator, where appointed, on issues where State level support is

required or where there are problem with services from government agencies locally;

- Ensure that regular reports are made to the SRCC on the progress of recovery; and
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand down.

6.8 Recovery Committee

The Local Recovery Coordinating Committee (LRCC) can expand or contract as the emergency management process requires. When forming the LRCC, the 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.

6.9 Composition of the Recovery Committee

Position	Suggested Representative
Chairperson	Shire President, Deputies, Councilors or CEOs from any of the Shires of Mingenew, Morawa, Perenjori and/or Three Springs
Local Recovery Coordinator	From the Shire where the incident has occurred
Secretary/Executive Officer	From the Shire where the incident has occurred
Committee Members	Technical and operational expertise knowledge required to respond to the situation from Local Government and relevant State Government Departments

Table 6.9

6.10 Role and Responsibilities of the Recovery Committee

The LRCC has the role to coordinate and support the local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC Policies, local plans and arrangements.

The LRCC responsibilities may include any or all of the following:

- Appointment of key positions within the committee and, when established, the sub-committees;
- Establishing sub-committees, as required and appointing appropriate chairpersons for those sub-committees;
- Assessing the requirements for recovery activities with the assistance of the responsible agencies, where appropriate;
- Develop strategic plans for the coordination of recovery processes;
- Activation and coordination of the ECC, if required;

- Negotiating the most effective use of available resources;
- Ensuring a coordinated multi-agency approach to community recovery; and
- Making appropriate recommendations, based on lessons learned, the LEMC to improve the community's recovery preparedness.

6.11 Priorities for Recovery

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

1. Health and safety of individuals and the Community
2. Social recovery
3. Economic recovery
4. Physical recovery

6.12 Financial Management in Recovery

Funding is not available for Recovery planning, however there are funding arrangements for recovery assistance following an emergency. The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. However, government recognises that communities and individuals do not always have the resources to provide for their own recovery and financial assistance is available in some circumstances.

Relief programs include:

- Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA)
- Commonwealth Natural Disaster Relief Arrangements (NDRA)
- Centerlink
- Lord Mayor's Distress Relief Fund (LMDRF)

Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination (WESTPLAN – *Recovery Coordination*).

Part 7: EXERCISING AND REVIEWING

7.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into a LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

7.2 Frequency of Exercises

The SEMC Policy No 2.5 – *Emergency Management in Local Government*, requires the LEMC to exercise their arrangements on an annual basis

7.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

7.4 Reporting of Exercises

Exercises shall be reported to the DEMC via the LEMC Annual Report using the format as detailed in SEMC Policy No 2.6 – *Annual Reporting*.

7.5 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Policy No 2.5 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

7.6 Review of Local Emergency Management Committee Positions

The Shires of Mingenew-Morawa-Perenjori-Three Springs LEMC, in consultation with parent organisation of members, shall determine the term and composition of LEMC positions.

7.7 Review of Resources Register

The Chairperson shall have the Resources Register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

Appendix 1.
to Mingenew-Morawa-Perenjori-Three Springs LEMA

RISK REGISTER SCHEDULE

To be inserted when available.

Appendix 2.
to Mingenew-Morawa-Perenjori-Three Springs LEMA

LOCAL MAPS

**SHIRES
OF
MINGENEW, MORAWA, PERENJORI, THREE SPRINGS**



**LOCAL EMERGENCY MANAGEMENT
ARRANGEMENTS**

SUPPLEMENT

Version 2013

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RECORD OF AMENDMENTS

Suggestions and comments from the community and stakeholders can help improve these arrangements and subsequent amendments.

Feedback can include:

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

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

Executive Officer
 Three Springs, Mingenew, Morawa, Perenjori
 Local Emergency Management Committee
 c/o Shire of Three Springs
 PO Box 117
THREE SPRINGS WA 6519

The Executive Officer 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.

Part 1.

to Mingenew-Morawa-Perenjori-Three Springs

LEMA Supplement

RESOURCE REGISTER**MINGENEW****Name of Organisation:** Shire of Mingenew**Location:** Mingenew**Plant and Equipment Resources:**

Contacts	Position	Phone/Mobile
Warren Borrett	Works Manager	0428 381 075
Rocky Brennan	Leading Hand	0419 647 661

Item Description	Size	No of Items
M Series Grader		1
120 Cat Grader	120	1
Volvo Loader		1
J C B Backhoe		1
Prime Mover		2
Side Tipper		2
Isuzu tandem axle water truck	12,000	1
3 tonne Fuso Truck tipper		1
Water tanker	30,000	1
3 inch water pump portable		1
Skid Steer Loader with Bucket, Broom, Forks		1
Vibe Roller		1
Multi Roller		1
Chain Saws		3
Generator		1

MORAWA**Name of Organisation:** Shire of Morawa**Location:** Morawa**Plant and Equipment Resources:**

Contacts	Position	Phone/Mobile
Paul Buist	Works Supervisor	0427 380 312 9971 1254
Wayne Humberston	Leading Hand	0458 796 665

Item Description	Size	No of Items
Grader	670 ch	1
Grader	670 gp	1
Grader	12 m	1
Water Tanker	30,000 lt	1
Loader	938 Cat	1
Case Backhoe		1
Skid Steer Loader with attachments	Cat	1
Road Sweeper Truck		1
Trailer Mounted Compressor		1
PTO Road Sweeper	2.4 mt	1
Isuzu Tipper	2 tonne	1
Tractor Case 2000		1
Tri Axle Low Loader	25 tonne	1
Tri Axle Side Tipper	25 tonne	1
Tandem Axle Tipper	12 tonne	3

Name of Organisation: CBH MORAWA

Location: Morawa

Phone: 9971 1105

Fax:

Email:

Contacts	Position	Phone/Mobile
Leon Fallon	Manager	0427 778 726 9960 1700
Drew Robinson		0428 711 078
Tom McCagh		0427 479 395

Item Description	Size	No of Items
Loader	Large	4
Loader small	2 tonne	2
Flat top with hiab crane 2.5 tonne	2.5 tonne	1
Portable gen sets		3
Fuel Trailers	1000 lt	2
Fuel Trailers	500 lt	2
Sludge pump		4
Elevated Work Platform		1
Wash Down trailer	1000 lt	2
Mobile Diesel air compressor		2
Industrial Vacuum Cleaners		3
Skid steer loader (with attachments)		3
Lighting towers		3
Water tank with pump and hose	9000 lt	1

Name of Organisation: Koolanooka Mine Site

Location: Koolanooka

Phone:

Fax:

Email:

Contacts	Position	Phone/Mobile
Scott Whitehead	Ops Manager	0409 357 969
Trevor Oldenampsen	Quarry Manager	0407 083 534
Office		99209727

Item Description	Size	No of Items
Rapid Response Trailer with rescue equipment		1
Ambulance fully kited out		1
Cat 988 loader	988	2
Crane Franna Crane		1
Water truck with cannon	30,000 lt	1
Grader		1

PERENJORI**Name of Organisation:****Shire of Perenjori****Location:****Works Depot Loading Street****Plant and Equipment Resources:**

Contacts	Position	Phone/Mobile
Ken Markham	Works Supervisor	
Robbie Green	Leading Hand	
Ali Mills	CEO	

Item Description	Size	No of Items
Grader		
Low Loader		
Water Tanker		
Side tipper		
6 wheeler truck		
Loader		
Skid Steer Loader		
Tractor		
4 x 4 utes		
4 x 2 utes		
Chain Saws		
Pole Saws		

Name of Organisation: Perenjori Hardware

Location: Mullewa – Wubin Road

Phone: 9973 1200

Fax: 9973 1319

Email:

Contacts	Position	Phone/Mobile
Rodney Desmond	Owner	0429 997 312
Michelle Desmond	Owner	0428 611 734

Item Description	Size	No of Items
Hardware		
Forklift Gas	2 Tonne	1
Forklift Diesel	2 Tonne	1
Gas Bottles	Large & Small	
Farm Chemicals		

Name of Organisation: **BPH**
Brad Philips Haulage

Location: **Farrell Street Perenjori**

Phone: **9973 1096**

Fax:

Email: **admin@bphwa.com.au**

Contacts	Position	Phone/Mobile
Office / House		9973 1096

Item Description	Size	No of Items
Water Tankers	25,000 to 30,000	4
Loader	980 cats	5
Side tippers	25 Tonne	30
Grader	12 G cat	2
Prime Movers		15

THREE SPRINGS**Name of Organisation:** Shires of Three Springs**Location:** Three Springs**Plant and Equipment Resources:**

Contact	Position	Phone/Mobile
Sylvia Yandle	ACEO	9954 1001/0407 981 656
	Deputy CEO	9954 1001/0409 835 726
Bradden Corlett	Work Supervisor	99541 001/0427 541 202

Item Description	Size	No of Items
Tandem axle tipper	10km	1
Graders	Cat M 12 & 120 H	2
Water Tanks no pumps	9,000 litre	2
Side Tipper	18km	1
Loader – wheeled	Cat 928	1
Backhoe	Case	1
Bobcat	Cat	1
Tractor PTO road sweeper with Bucket	2 mt wide	1
Dual cab truck	4 ton	1
Single Cab Cantor truck	3 ton	1
Plant Trailer	12 ton	1
Single cab 4 x 2 utes	1 ton	4
Chain saws	Stil	4

Name of Organisation**Three Springs Talc Mine (ERMREY)****Location:****Three Springs****Plant and Equipment Resources:**

Contact	Position	Phone/Mobile
Scot	Manager	9954 3000 0427 447 687
Garry Turley	2/C	0428 888 075
UHF radio		Channel 20

Item Description	Size	No of Items
Rescue Trailer	Tandem axle	1
Grader- John Deere	770D	1
Toyota Cosata Bus	23 seats	1
Loader – wheeled case	821C	1
Loader – wheeled Cat	926	1
J C B tellie handler	6 m boom	1
J C B Tellie Handler	17m Boom	1
4 wheel Crane	27 tonne	1
Water truck 65,000 lt with 2 canons BIC fittings	65000 lt	1
Forklift Diesel	2.5 ton	1
Gen Set Diesel	100 KVA	1
Gen Set	16 KVA	1
Gen Set	5 KVA	1
Lighting Towers Trailers		2
Dozer Komatso 375		1
Large Shed	90m by 30m	1

Name of Organisation: Landmark Three Springs
Location: Railway Road Three Springs
Phone: 9954 1200
Mob: 0427 981 200
Fax:
Email:

Contacts	Position	Phone/Mobile

Item description	Size	Number of Items
Generators	Varies	
Chainsaws	Varies	
Bolt cutters	Varies	
Pumps	Varies	
Tandem Axil Trailer with high sides	6 x 5	1
Forklift	2 tonne	1

Name of Organisation:

Bond Rural Supplies

Location:

Railway Road Three Springs

Phone:

Fax:

Email:

Contacts	Position	Phone/Mobile
Mathew Stokes	Owner	0429 945 332

Item Description	Size	No of Items
Hardware and Farm Supply's	Varies	
Forklift	2 tonne	1
Fencing and timber	Varies	

Name of Organisation: **Cunningham's Three Springs**
Location: **Railway Road Three Springs**
Phone: **99541179**
Fax: **9652 7518**

Contacts	Position	Phone/Mobile
Bruce Cunningham	Owner	0427 121 169
Tony Stone	Sales Manager	0428 541 209
Phil Skinner	Service Manager	0427 081 601
Brett Stone	Farm Manager	0428 521 262

Item description	Size	Number of Items
Tele Handler	5 tonne	1
Forklift	2 tonne	1
Tractors in stock		
4 x 4 utes	1tonne	2
Drivers for equipment		

Name of Organisation: T S Water Carts
Location: Bateman Road Three Springs
Phone: 9954 5035
Fax: 9954 5067
Email: tswatercarts@westnet.com.au

Contacts	Position	Phone/Mobile
Neil Hebiton	Owner	0427 449 680

Item Description	Size	Number of Items
Prime Mover		3
Water Tank 25000 lt	25000 lt	4
Rear end Tipper	25 tonne	2
Loader	910 (cat)	
Loader	950	
Flat top	40ft	2
Tractors	Varies sizes	

Name of Organisation: C & A. J. Vant Veer
Location: Williamson Street Three Springs
Phone: 9954 1034
Fax: 9954 1193

Contacts	Position	Phone/Mobile
Donna	Owner	9954 1034 0448 541 033

Item description	Size	Number of items
Prime Movers		3
End tippers	25 ton	7
8 wheeler tipper		1
12 tonne flat bed with hiab crane 2 tonne		1

Name of Organisation: TRELEOR TRANSPORT
Location: 19 Williamson Street Three Springs
Phone: 9954 1951
Fax:
Email:

Contacts	Position	Phone/Mobile
John Treloar	Owner	0428 491 500

Item Description	Size	No of Items
Prime Mover		2
Side Tippers	25 tonne	2
Flat Top Trailer	45 ft.	2
Flatbed truck	3 tonne	1

Name of Organisation: DUDAWA TRANSPORT
Location: Water Street Three Springs
Phone: 9964 1981
Fax: 9954 1488
Email:

Contacts	Position	Phone/Mobile
Rowan	Owner	0427 541 291

Item Description	Size	No of Items
Loader Case 821	821	1
Water Cart	20,000Ltr	2
Prime Mover		2
Side Tipper		2
Low loader tri axle	44ft	1
Flat top	40ft	1
End tipper tri axle	25 ton	2
Work shop		

Name of Organisation: SWEETMAN'S HARDWARE
Location: 48 Railway Road Three Springs
Phone: 9954 1164
Fax: 9954 1164
Email:

Contacts	Position	Phone/Mobile
Greff	Owner	

Item Description	Size	No of Items
Forklift	2.5 Tonne	1
Gas		
Hardware supply's		

Part 2.

to Mingenew-Morawa-Perenjori-Three Springs

LEMA Supplement

School and Community Buses

Shire/Town	Owner	Seats	Name	Contact Details	Comments
<u>MINGENEW</u>					
<u>MORAWA</u>					
<u>PERENJORI</u>	Shire	18	Shire office		Bus has wheel chair loader
<u>THREE SPRINGS</u>	Shire of Three Springs	12	Shire	9954 1001	Housed Shire Depot
	Lucas Bus Services		Ian Lucas	99511105 0427 775 753	Housed in Carnamah
	Lucas Bus Services		Ian Lucas	99511105 0427 775 753	Housed in Carnamah
	Nicholls Bus Services	22	Patrick & Cathy Holder		Kept at home address in town

Part 3.

to Mingenew-Morawa-Perenjori-Three Springs

LEMA Supplement

SHIRE/MINE AIR STRIPS

SHIRE/MINES	GPS POSTION	DIRECTION	LENGTH	SURFACE	WINDSOCK	STRIP MARKERS	LIGHTS	FUEL
Three Springs	29° 31.700' South 115° 51.510' East	18.36	1,050 m	Unsealed Gravel	Yes	White Cones	Pilot Activated	Yes – AVGAS with prior notice only – Geraldton Fuel
Perenjori	29° 25.361' South 116° 16.838' East	09.27 14.32	1,300 m 1,000 m	Unsealed Gravel	Yes	White Cones	Pilot Activated	Nil
Morawa	29° 12.164' South 116° 01.326' East	09.27 15.33	1,230 m 1,350 m	Unsealed Gravel	Yes	White Cones	Pilot Activated	Nil – can be arranged through Carnamah BP
Mingenew	29° 16.194' South 115° 26.591' East	18.36	1,200 m	Unsealed Gravel	Yes	Nil	Nil	Nil
Karara Mine	Homestead 29° 14.309' South 116° 42.327' East			Sealed Bitumen				
Mount Gibson Mine	29° 44.747' South 117° 07.123' East	12.30	1,300 m	Unsealed Brown Gravel	Yes	Cones only	Nil	Nil

Part 4.**to Mingenew-Morawa-Perenjori-Three Springs****LEMA Supplement****LOCATIONS FOR MEETINGS****Shire of Mingenew**

LOCATION	NAME	ADDRESS	CONTACT
Mingenew	Sports and Recreation Centre		Shire 9928 1102
	Town Hall	Victoria Street	Shire 9928 1102
	Bowling Club	Bride Street	

Shire of Morawa

LOCATION	NAME	ADDRESS	CONTACT
Morawa	Town Hall	Prater Street	
	Sporting Complex	Jukes Place	
	Recreation Hall	Club Road	
Canna	Canna Hall	Second Ave Canna	

Shire of Perenjori

LOCATION	NAME	ADDRESS	CONTACT
Perenjori	Town Hall	Mullewa Wubin Rd	Shire
	Bowling Club	Mullewa Wubin Rd	
	Recreation Centre	Mullewa Wubin Rd	Shire
Latham	Tennis Club	Taylor Road	
	Golf and Bowling Club	Summers Road	

Shire of Three Springs

LOCATION	NAME	ADDRESS	CONTACT
Three Springs	Recreation Centre	Hall Street	Shire 9954 1001
	Shire Admin Building	Railway Road	Shire 9954 1001
	Three Springs Bowling Club	Slaughter Street	Jude Cruikshank 0429 793 939
	Three Springs Golf Club	Three Springs Perenjori Road	Jude Cruikshank 0429 793 939
	Three Springs Gun Club	Three Springs - Perenjori Road	Gary Turley 0428 888 075

Part 5.to **Mingenew-Morawa-Perenjori-Three Springs****LEMA Supplement****EVACUATION / WELFARE CENTRE INFORMATION****Mingenew**

	Details
Establishment/Facility:	Mingenew Recreation and Sporting Complex/Turf Club Building
Physical Address	Eastern end of Phillips Street Mingeneu
General Description of the Complex	Is the main sporting complex for the town of Mingeneu and incorporates the Football, Hockey, Netball Turf Club Golf Club and is the home of the Mingeneu Expo. Complex is built on a hill. Next to the Mingeneu Recreation Building is the Mingeneu Turf Club Building this building is a steel frame shed which houses the TAB and bar facility's on race days, expo. The Turf Club building could be used as a one stop shop or co-ordination venue
Site Limitations	
Telephone No	Contact the Shire
Fax No	Contact the Shire
Email Address	ceo@mingeneu.wa.gov.au

Contacts

Name	Position	Work Contact	A/Hrs. Contact
Mike Sully	CEO	9928 1102	0429 111 354
Cameron Watson	DCEO	9928 1075	0428 381 075



Access Details

	Details
Keys	Shire Office
Alarm	No
Security	No
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	80 sitting 100 standing in the Rec Centre plus the Turf Club Building which has room for 40 sitting and 80 standing plus and area four 400 plus outside.
Sleeping	40 in Rec Centre and 20 in the Turf Club Tab Room
Duration	

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets:</u>		
Toilets	Yes	1 W/C disable
Urinal	Yes	3 single
Shower	No	
Hand Basins	Yes	1
Male Toilets Turf Club		
Urinal	Yes	1 x 3m Urinal
Toilets	Yes	2 W/C
Hand Basin	Yes	2
<u>Female Toilets: Change Rooms</u>		
Toilets	Yes	3 W/C & 1 Disable
Shower	Yes	3 shower cubicles
Hand Basin	Yes	2
Baby Change Table	No	
Change area		5m x7m and one table
Female Toilets Turf Club		
Toilets	Yes	4 W/C
Hand Basins	Yes	3
Disable Toilet Turf Club	yes	With hand basin and W/C
<u>Male Change room: both rooms 9m x 8m</u>		
Showers	Yes	4 in home team & 4 in visitors room
Toilets	Yes	1

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	2 x 4 burner electric
Refrigeration	Yes	2 x 2 door & 1 x 3 door 1 x 2.5m x 2.5m cool room Turf Club 1 x 2 door
Pie warmer	Yes	1 x 700mm
Bay Marie	Yes	1200 long 3 trays
Plate warmer	Yes	1500 long electric
Birko	Yes	20 litre electric
Continuous hot water	Yes	
Sink	Yes	1 x 2 tub sink 1 beep sink 2 hand basins
Hand Basin	Yes	1
Servery's	Yes	3x 1.8 m facing outside and
Ovens	Yes	2 house hold electric
Power points	Yes	4 x 2 double
Bench space	Yes	19m long Turf Club has 20m of bench space
<u>Dining Facilities:</u>		
Tables	Yes	16 folding Turf Club 4 tables
Chairs	Yes	112 chairs Turf Club 15 chairs plus 20 chairs in the Turf Club building
Cutlery and Crockery	yes	100 plus
<u>General Facilities:</u>		
Rooms		Hall area 16m x 12m Turf Club 9m x 10
RCD Protected	Yes	
Power Points	Yes	Double power points on all walls
Generator Port	No	One 3 phase out let on the wall of the Turf Club Building
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Reverse cycle No heating or cooling in the Turf Club Building

Heating	Yes	Only in the Rec Centre
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	
Internet Access	No	
Water Cooler	No	
Hot Water System (type)	Yes	Electric storage
Bins	Yes	25 plus 120 lt Solo bins
Septic Sewerage	Yes	
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	Between rec centre and turf club shed and a 10m x 30m 3 sided shed butts on to the netball courts
Outside Children's Play Area	Yes	On the side of the turf club
Recreation Rooms		
BBQs	Yes	One 6 burner BBQ in the Turf Club building
Conference Rooms	No	
Meeting Rooms	yes	The Turf Club has two rooms one 3m x 4m a larger 9m X 10m
Swimming Pool	No	
Oval	Yes	
Netball/Basketball Court	Yes	
Tennis Court	No	
<u>External Facilities:</u>		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	Plenty of room for all size vehicles
Area for Tents	Yes	On oval and golf course
Toilets	Yes	A transportable set by hockey field

Caravan/Articulated Vehicles	Yes	
Other:		
Mobile Phone Coverage	Yes	
Storage	Yes	2 large sheds on side of car park
Pet friendly	Yes	
Main Electrical Board Location	Yes	By western kitchen side door
Water Stop Cock Location		
Surrounded by Bush	No	Golf course on one side
Built on a Flood Plain	No	
Positioned on Coast	No	
Site Access	Yes	Very easy
Timeframe before pump out of septic		3 days before pump out

Morawa

	Details
Establishment/Facility:	Morawa Sporting Complex
Physical Address	
General Description of the Complex	A complex consisting of 4 outside and 1 inside basketball courts and 6 tennis courts with a kids play ground and 2 squash courts
Site Limitations	Timber flooring for the basketball court
Telephone No	
Fax No	
Email Address	

Contacts

Name	Position	Work Contact	A/Hrs. Contact
Dave Williams	DCEO	9971 1204	0427 711 204



Access Details

	Details
Keys	Shire Office
Alarm	No
Security	No
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	
Sleeping	80
Duration	

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets:</u> change rooms		
Toilets	Yes	1 W/C
Urinal	Yes	1 110mm
Shower	Yes	2 Cubicles
Hand Basins	Yes	1
		Change area 5m x 5m
<u>Female Toilets:</u> change rooms		
Toilets	Yes	3 W/C & 1 Disable
Shower	Yes	2 shower cubicles
Hand Basin	Yes	2
Baby Change Table	No	

Change area		5m x 5m
<u>Disabled Toilet:</u>		
Toilet	yes	In the Ladies
Hand Basin		

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	4 burner electric
Refrigeration	Yes	1 x 2 door &
Microwave	Yes	1 house hold
Sink	Yes	1 x 2 tub sink
Hand Basin	Yes	
Servery's	Yes	2x 1.8 m facing outside
Ovens	Yes	2 house hold electric
Power points	Yes	4 x 2 double
Bench space	Yes	1 x 3m long
<u>Dining Facilities:</u>		
Tables	Yes	10 folding
Chairs	Yes	52 chairs
Cutlery and Crockery		
<u>General Facilities:</u>		
Rooms	Yes	1 meeting room 10 x 8 m
RCD Protected		
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Split system
Heating		
Ceiling Fans		

Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines		
Internet Access	No	
Water Cooler	No	
Hot Water System (type)	Yes	
Bins	Yes	
Septic Sewerage		Deep sewerage
<u>Amenities Areas:</u>		
Enclosed Covered Areas		
Outside Children's Play Area	Yes	
Recreation Rooms		
BBQs	Yes	
Conference Rooms		
Meeting Rooms	Yes	
Swimming Pool	No	
Oval	No	
Netball/Basketball Court	Yes	
Tennis Court	Yes	
<u>External Facilities:</u>		
Power Outlets		
Water	Yes	
Parking	Yes	
Area for Tents	Yes	Small area
Toilets		
Caravan/Articulated Vehicles	No	
<u>Other:</u>		
Mobile Phone Coverage	Yes	

Storage	No	
Pet friendly	No	
Main Electrical Board Location	Yes	To the right of the front Door/ main entrance
Water Stop Cock Location		
Surrounded by Bush	No	
Built on a Flood Plain	No	
Positioned on Coast	No	
Site Access		Good
Timeframe before pump out of septic		On deep sewerage as long as main Town pump has power to pump to ponds

	Details
Establishment/Facility:	Morawa Sports Pavilion
Physical Address	
General Description of the Complex	A sporting complex with Football Oval, Hockey field and Netball Courts
Site Limitations	
Telephone No	997
Fax No	
Email Address	

Contacts

Name	Position	Work Contact	A/Hrs. Contact
Dave Williams	DCEO		



Access Details

	Details
Keys	Held at the Shire
Alarm	No
Security	No
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	Standing Inside 60
Sleeping	
Duration	
Outside under cover area 10 x 20 m	Plenty of room as it fronts onto the football oval

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets</u>		
Toilets	Yes	2 W/C
Urinal	Yes	2m long
Shower		
Hand Basins	Yes	1
<u>Female Toilets:</u>		
Toilets	Yes	4 W/C
Shower	Yes	3 cubicles
Hand Basin	Yes	3
Baby Change Table	Yes	1

		Total area 4m by 5m
<u>Disabled Toilet:</u>		
Toilet	No	
Hand Basin	No	
<u>Male Change room:</u>		
Showers	Yes	8 open
Basin	Yes	1
Total area of change rooms		2 by 7m x 11m

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	6 burner electric stove with a 600mm oven
Refrigeration	Yes	1x 2 door 1 x single door
Pie warmer	Yes	3 x 700mm electric
Birko	Yes	1 x 40lt
Sink	Yes	1 x 2 bowl sink
Microwave	Yes	1 house hold
Servery's	Yes	2 outside by 3m long and 1 inside 1.5 long
Bench	Yes	2.7 long
<u>Dining Facilities:</u>		
Tables	Yes	13
Chairs		60
Cutlery and Crockery		
<u>General Facilities:</u>		
Rooms	Yes	1
RCD Protected		
Power Points	Yes	3 x double P/P
Generator Port	No	
Fire Equipment	Yes	

Air Conditioning (type)	Yes	Reversible
Heating		
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	One line
Internet Access	No	
Water Cooler	No	
Hot Water System (type)	Yes	Electric
Bins	Yes	20 plus 240 lt wheelie bin around complex
Septic Sewerage	Yes	Connected to deep sewerage
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	Fenced playground
Recreation Rooms		
BBQs	yes	2 by 800mm gas
Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	No	Completely separate complex
Oval	Yes	With lights
Netball/Basketball Court	Yes	With lights also has a 7 x 21m 3 sided shed and power
Tennis Court	No	
Hockey	Yes	One field with lights and 10 x 5 shed
<u>External Facilities:</u>		
Power Outlets		
Water	Yes	
Parking	Yes	200 plus
Area for Tents	Yes	On oval and flat are to the side
Toilets	no	

Caravan/Articulated Vehicles	Yes	
Other:		
Mobile Phone Coverage	Yes	
Storage		
Pet friendly	Yes	
Main Electrical Board Location	Yes	By side door
Water Stop Cock Location		
Surrounded by Bush		Bush on 2 sides well away from buildings
Built on a Flood Plain	No	
Positioned on Coast	No	
Site Access	yes	One road in from town
Timeframe before pump out of septic		On deep sewerage as long as main Town pump has power to pump to ponds

Perenjori

	Details
Establishment/Facility:	Perenjori Sports Centre
Physical Address	Mullewa – Wubin Road
General Description of the Complex	<p>This is the main sporting centre of the town of Perenjori it consists of the facilities for the Football Club, Basket Ball, Hockey Club and other sporting activities.</p> <p>The swimming pool complex is next door on the Southern side and on the northern side is the Bowling and Golf Clubs.</p> <p>The complex also has sheep yards and football oval stock shed.</p>
Site Limitations	
Telephone No	Shire Office
Fax No	Shire Office
Email Address	reception@perenjori.wa.gov.au



Contacts

Name	Position	Work Contact	A/Hrs. Contact
Ali Mills	CEO		
Doug Stead	DCEO		

Access Details

	Details
Keys	Master Key System
Alarm	No
Security	No
Universal Access	Yes has 2 doubles one with a ramp and the other has a lip of 50mils

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	
Sleeping	
Duration	

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets:</u>		
Toilets	Yes	1
Urinal	Yes	2.5m
Shower	No	
Hand Basins	Yes	2
<u>Female Toilets:</u>		
Toilets	Yes	4

Shower	No	
Hand Basin	Yes	2
Baby Change Table	Yes	1
<u>Disabled Toilet:</u>		
Toilet	Yes	
Hand Basin	Yes	
<u>Male Change room:</u>		
Showers	Yes	4 in a row
Toilets	Yes	1
Hand Basin	Yes	1
Change Area	Yes	

Male Visitors Change Rooms

showers	Yes	4
Toilets	Yes	1
Hand Basin	Yes	2
Change Area	Yes	

Female Change Rooms

Showers	Yes	2
Toilets	Yes	1
Hand Basin	Yes	2
Change Area	Yes	
Baby Change Table	Yes	1

Female Visitors Change Rooms

Showers	Yes	2
Toilets	Yes	1
Hand Basin	Yes	2
Change Area	Yes	
Baby Change Table	Yes	1

Umpires Room

shower	Yes	
Change Room Area	Yes	

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	1 x 4 burner gas
Refrigeration	Yes	1 double door fridge freezer
Ovens	Yes	2 by house hold electric
Warmer	Yes	Gas commercial warmer under cook top 2 m long
Microwave	Yes	1 house hold
Urn	Yes	1 x 20 lt electric
Sinks	Yes	2 deep sinks
Bench space	Yes	1 double sided 2.5 m long
Serveries	Yes	2 by 2.5 m long
<u>Dining Facilities:</u>		
Tables	Yes	10 large round and 8 small rectangular tables 1.5 m long
Chairs	Yes	110
Cutlery and Crockery	Yes	
<u>General Facilities:</u>		
Rooms		2 squash courts that could be used and the time keeper area
RCD Protected	Yes	
Power Points	Yes	8 single blocks around the main room
Generator Port		
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Split System
Heating	Yes	Split System
Ceiling Fans		Yes
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	Junction box is in main hall on northern side

Internet Access	Yes	Wireless
Water Cooler	No	
Hot Water System (type)	Yes	
Bins	Yes	20
Septic Sewerage	Yes	Septic System
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	No	
Recreation Rooms		
BBQs	Yes	1 x 4 burner
Conference Rooms	No	
Meeting Rooms	No	Only the Squash courts
Swimming Pool	Yes	
Oval	yes	Has golf fairways
Netball/Basketball Court	Yes	
Tennis Court		
Squash court	Yes	2 x courts
<u>External Facilities:</u>		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
Toilets		
Caravan/Articulated Vehicles	Yes	
Shed	Yes	Large 3 sided 10m wide x 20 m long 6 m high colour bond
Other:		
Mobile Phone Coverage	Yes	
Storage	Yes	Large shed southwest approximately 100 m away
Pet friendly		

Main Electrical Board Location	Yes	In main entrance
Water Stop Cock Location		
Surrounded by Bush	No	
Built on a Flood Plain		
Positioned on Coast	No	
Site Access		Easy has 2 entrances of 2 different Streets
Timeframe before pump out of septic		5 days

	Details
Establishment/Facility:	Perenjori Town Hall
Physical Address	Mullewa – Wubin Road
General Description of the Complex	This is the Perenjori Town hall which would be best used as a town meeting place has a stage area and limited kitchen facilities and is next door to the Shire offices
Site Limitations	
Telephone No	Shire office
Fax No	
Email Address	

Contacts

Name	Position	Work Contact	A/Hrs. Contact
Ali Mills	CEO		
Doug Stead	DCEO		

Access Details

	Details
Keys	Master key system
Alarm	No
Security	No
Universal Access	Yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	300 standing 200 sitting
Sleeping	No
Duration	

Ablution Amenities

Item	Yes/No	Notes
Male Toilets:		
Toilets	Yes	1
Urinal	Yes	1.5 m
Hand Basins	Yes	1
Female Toilets:		
Toilets	Yes	2
Hand Basin	Yes	1
Baby Change Table	Yes	1
Disabled Toilet:		
Toilet	No	
Hand Basin	No	

General Amenities

Item	Yes/No	Notes
Kitchen Facilities:		
Stoves (types)	No	Kitchen area only use full for Tea & Coffee
Refrigeration	No	

Dining Facilities:		
Tables	Yes	5
Chairs	No	
Cutlery and Crockery	No	
General Facilities:		
Rooms	Yes	4 room in the Yarra catchment section of the building
RCD Protected	Yes	
Power Points	Yes	
Generator Port	Yes	Is coupled up to the main Gen set for Shire Office
Fire Equipment	Yes	
Air Conditioning (type)	No	
Heating	No	
Ceiling Fans	Yes	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	Yes	Wireless
Water Cooler	No	
Hot Water System (type)	Yes	
Bins	Yes	4 120lt Solo
Septic Sewerage	Yes	Septic System
Amenities Areas:		
Enclosed Covered Areas	No	
Outside Children's Play Area	No	
Recreation Rooms	No	
BBQs	No	
Conference Rooms	No	
Meeting Rooms	No	But has an 20m x 9 m area were portions could

		be used
Swimming Pool	No	
Oval	No	
Netball/Basketball Court	No	
Tennis Court	No	
Total room area		11m x 19m + 20m x 9 m = 390 sq.
Total Stage area		6m x 5m = 30
External Facilities:		
Power Outlets		
Water	yes	
Parking	Yes	
Area for Tents	No	
Toilets	No	
Caravan/Articulated Vehicles	No	
Other:		
Mobile Phone Coverage	Yes	
Storage	No	
Pet friendly	No	
Main Electrical Board Location	Yes	In main foyer
Water Stop Cock Location		
Surrounded by Bush	No	
Built on a Flood Plain		
Positioned on Coast	No	
Site Access		Easy
Timeframe before pump out of septic		4 Days

Three Springs

	Details
Establishment/Facility:	Three Springs Recreation Hall
Physical Address	Hall Street Three Springs
General Description of the Complex	Large recreation hall with stage and kitchen an meeting facility's
Site Limitations	There are only 2 shower cubicles one either side of the stage
Telephone No	9954 1001 shire office
Fax No	9954 1183
Email Address	ceo@threesprings.wa.gov.au

Contacts

Name	Position	Work Contact	A/Hrs. Contact
Grant Middleton	CEO	9954 1001	0409 835 726
Silvia Yandle	DCEO	9954 1001	0407 981 659



Access Details

	Details
Keys	Obtained from Shire office
Alarm	No
Security	
Universal Access	Yes 3 roller doors 2.5 m 2 ground level and third at 1.5 high, double front doors and 2 side doors

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	200 seated 350 standing
Sleeping	75
Duration	No more than 3 days

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets:</u>		
Toilets	2	1 W/C & 1 Disabled
Urinal	1	2 mt
Shower	1	Dressing room with W/C & hand basin
Hand Basins	1	
<u>Female Toilets:</u>		
Toilets	3	2 W/C & 1 Disabled
Shower	1	Dressing room with W/C & hand basin
Hand Basin	2	

Baby Change Table	No	
<u>Disabled Toilet:</u>		
Toilet	2	In main ablutions
Hand Basin		
<u>Male Change room:</u>		
Showers	1	In the stage dressing room

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	2	1 x 6 Burner electric (commercial) & 1 x 4 Burner both with ovens below
Refrigeration	3	2 x double door and 1 frigid & freezer
Baire Marie	1	2 m 4 tray water with heating oven below
<u>Dining Facilities:</u>		
Tables	20	2 m folding tables
Chairs	280	
Cutlery and Crockery	100	
<u>General Facilities:</u>		
Rooms	2	
RCD Protected	No	
Power Points	9	5 main hall 2 red room mutable on stage area
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Red room reversible
Heating	No	

Ceiling Fans	Yes	6 in main hall
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	No	
Water Cooler	No	
Hot Water System (type)	Yes	40 lt electric storage
Bins	Yes	5 lge 120 lt wheelie bins
Septic Sewerage	Yes	Deep surage
<u>Amenities Areas:</u>		
Enclosed Covered Areas	No	
Outside Children's Play Area	No	
Recreation Rooms	No	
BBQs	No	
Conference Rooms	Yes	Red Room
Meeting Rooms	Yes	Red Room
Swimming Pool		
Oval		
Netball/Basketball Court		
Tennis Court		
<u>External Facilities:</u>		
Power Outlets		
Water		
Parking	Yes	100 vehicles
Area for Tents	No	
Toilets	Yes	
Caravan/Articulated Vehicles	Yes	
Other:		

Mobile Phone Coverage	Yes	
Storage	Yes	
Pet friendly	No	
Main Electrical Board Location	Yes	By main entrance
Water Stop Cock Location		
Surrounded by Bush	No	Surrounded by car park
Built on a Flood Plain		
Positioned on Coast	No	
Site Access	Yes	Access from 2 sides
Timeframe before pump out of septic		On deep surage

	Details
Establishment/Facility:	Three Springs Sports Pavilion (Football, Netball, Hockey)
Physical Address	Mayrhofer Street cross of Thomas Street
General Description of the Complex	Sporting complex with pavilion, Football Oval, Netball complex and Hockey Field and kids play ground. The Pavilion has 2 double doors for access and is wheel chair friendly. There is also an 18 x 7 mt covered in area and a fenced in playground for kids.
Site Limitations	Site does have bush on the western side
Telephone No	9954 1001 Shire Office
Fax No	9954 1183
Email Address	yakabout@threesprings.wa.gav.au

Contacts

Name	Position	Work Contact	A/Hrs. Contact
Grant Middleton	CEO	9954 1001	0409 835 726
Sylvia Yandle	DCEO	9954 1001	0407 981 659



Access Details

	Details
Keys	Shire Office
Alarm	No
Security	No
Universal Access	Yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	50 sitting 100 standing inside 200 plus outside
Sleeping	20 in side plenty of room on the oval for tents
Duration	Site is on Deep Sewage

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets:</u>		
Toilets	Yes	2 W/C
Urinal	Yes	1.7 long
Shower	Yes	3 open 2 120 lt gas hot water Systems
Hand Basins	Yes	3 basins
Power Points		
<u>Female Toilets:</u>		
Toilets	Yes	3
Shower	Yes	3
Hand Basin	Yes	4
Baby Change Table	Yes	1

Power points		
<u>Disabled Toilet:</u>		
Toilet	Yes	1
Hand Basin	Yes	1
Shower	Yes	1 no hand rails
<u>Visitors team Change room:</u>		
Showers	Yes	4
Hand Basin	Yes	2
Toilets	Yes	2
Urinal	Yes	1.7 long
Power Points	Yes	1

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	6 burner Gas Stove and Oven 700 wide
Refrigeration	Yes	2 x 2 door
Work benches	Yes	1 x 2 mt long and 1 x 6 mt long
Hand Basin	Yes	1
Sinks	Yes	2 large
Birko Ern	Yes	30lt
Microwave Ovens	Yes	2 x House hold
Pie Warmers	Yes	2 x 700mm long electric
Power Points	Yes	9 double
B B Q	Yes	2 x 800 wide hot plates in under cover area
Fridge Freezer	Yes	2 door
<u>Dining Facilities:</u>		
Tables	Yes	7 x 2.5 mt
Chairs	Yes	70 plus 2 high chairs
Cutlery and Crockery		

<u>General Facilities:</u>		
Rooms		1
RCD Protected	YES	
Power Points		
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Split system
Heating	Yes	Split System
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	Lights on side of building and also oval lighting
Telephone Lines		
Internet Access	No	
Water Cooler	No	
Hot Water System (type)	Yes	Electric in kitchen area and gas in Change rooms
Bins	Yes	6 lge 240 lt Wheelie bins and 1 Skip bin
Septic Sewerage	Yes	Deep Sewage
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	18m x 7m
Outside Children's Play Area	Yes	Fenced
Recreation Rooms	No	
BBQs	Yes	800mm x 500mm by 2
Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	No	
Oval	Yes	
Netball/Basketball Court	Yes	2 Netball
Tennis Court	No	

External Facilities:		
Power Outlets		
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
Toilets		
Caravan/Articulated Vehicles	Yes	
Other:		
Mobile Phone Coverage	Yes	
Storage	No	Would need to bring in containers
Pet friendly	No	Would have to set up an area
Main Electrical Board Location		
Water Stop Cock Location		
Surrounded by Bush		Only on western side
Built on a Flood Plain	No	
Positioned on Coast	No	
Site Access	Yes	
Timeframe before pump out of septic		On deep sewage

	Details
Establishment/Facility:	Three Springs Gun Club
Physical Address	Perenjori – Three Springs Road
General Description of the Complex	Large size Club house with facility's
Site Limitations	Can accommodate up to 50 personal and vehicles
Telephone No	
Fax No	
Email Address	

Contacts

Name	Position	Work Contact	A/Hrs. Contact
Gary Turley	Committee member	9954 1107	0428 888 075



Access Details

	Details
Keys	Gary Turley
Alarm	No
Security	No
Universal Access	

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	50 sitting /100 standing
Sleeping	30
Duration	

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets:</u>		
Toilets	Yes	2
Urinal	Yes	
Shower	Yes	2
Hand Basins	Yes	
<u>Female Toilets:</u>		
Toilets		
Shower		
Hand Basin		
Baby Change Table		

<u>Disabled Toilet:</u>		
Toilet	No	
Hand Basin		

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	
Refrigeration	Yes	
<u>Dining Facilities:</u>		
Tables	Yes	
Chairs	Yes	
Cutlery and Crockery	Yes	
<u>General Facilities:</u>		
Rooms		
RCD Protected		
Power Points	Yes	
Generator Port		
Fire Equipment	Yes	
Air Conditioning (type)		
Heating	Yes	
Ceiling Fans		
Lighting (internal)	Yes	
Lighting (external)		
Telephone Lines		
Internet Access		
Water Cooler		

Hot Water System (type)		
Bins		
Septic Sewerage		
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	No	
Recreation Rooms	No	
BBQs	Yes	
Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	No	
Oval	No	
Netball/Basketball Court	No	
Tennis Court	No	
<u>External Facilities:</u>		
Power Outlets		
Water		
Parking	Yes	
Area for Tents	Yes	
Toilets	No	
Caravan/Articulated Vehicles	No	
<u>Other:</u>		
Mobile Phone Coverage	Yes	
Storage		
Pet friendly	No	
Main Electrical Board Location		
Water Stop Cock Location		
Surrounded by Bush	Yes	

Built on a Flood Plain	Yes	
Positioned on Coast	No	
Site Access		
Timeframe before pump out of septic		

	Details
Establishment/Facility:	Three Springs Golf Club
Physical Address	Perenjori – Three Springs Road
General Description of the Complex	Large size Club house with facility's
Site Limitations	Can accommodate up to 50 personal and vehicles
Telephone No	
Fax No	
Email Address	

Contacts

Name	Position	Work Contact	A/Hrs. Contact
	Committee member		



Access Details

	Details
Keys	
Alarm	
Security	
Universal Access	

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	
Sleeping	
Duration	

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets:</u>		
Toilets		
Urinal		
Shower		
Hand Basins		
<u>Female Toilets:</u>		
Toilets		
Shower		
Hand Basin		
Baby Change Table		

<u>Disabled Toilet:</u>		
Toilet		
Hand Basin		
<u>Male Change room:</u>		
Showers		

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	
Refrigeration	Yes	
<u>Dining Facilities:</u>		
Tables	Yes	
Chairs	Yes	
Cutlery and Crockery	Yes	
<u>General Facilities:</u>		
Rooms		
RCD Protected		
Power Points	Yes	
Generator Port		
Fire Equipment	Yes	
Air Conditioning (type)		
Heating	Yes	
Ceiling Fans		
Lighting (internal)	Yes	
Lighting (external)		

Telephone Lines		
Internet Access		
Water Cooler		
Hot Water System (type)		
Bins		
Septic Sewerage		
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	No	
Recreation Rooms		
BBQs	Yes	
Conference Rooms	No	
Meeting Rooms		
Swimming Pool	No	
Oval	No	Has golf fairways
Netball/Basketball Court	No	
Tennis Court	No	
<u>External Facilities:</u>		
Power Outlets		
Water		
Parking	Yes	
Area for Tents	Yes	
Toilets		
Caravan/Articulated Vehicles		
<u>Other:</u>		
Mobile Phone Coverage	Yes	
Storage		
Pet friendly		

Main Electrical Board Location		
Water Stop Cock Location		
Surrounded by Bush	Yes	
Built on a Flood Plain	Yes	
Positioned on Coast		
Site Access		
Timeframe before pump out of septic		

Part 4.**to Mingenew-Morawa-Perenjori-Three Springs****LEMA Supplement****LEMC MEMBERSHIP AND CONTACT DETAILS****(RESTRICTED)**

Position	Name	Organisation	Email Address	Phone (w)	Phone (mobile)
Chairperson	Cr Gary Cosgrove	Shire of Mingenew	cosyfarm@westnet.com.au	9928 1058	0428 281 240
Deputy Chair	Cr Rob Hunt	Shire of Three Springs	rhunt@wn.com.au	9954 1190	0427 541 190
Local Emergency Coordinator	OIC	WA Police Three Springs	threesprings.police.station@police.wa.gov.au	9954 1016	0427 580 201
Local Emergency Coordinator	OIC	WA Police Mingenew	mingenew.police.station@police.wa.gov.au	9928 1200	
Local Emergency Coordinator	OIC	WA Police Morawa	morawa.police.station@police.wa.gov.au	9960 1666	0427 580 187
Local Emergency Coordinator	OIC	WA Police Perenjori	perenjori.police.station@police.wa.gov.au	9973 1040	0428 100 516
Executive Officer	Rick Ryan	DFES	richard.ryan@dfes.wa.gov.au cesm@threespring.wa.gov.au	9954 1001	0417 697 896
Local Recovery	C E O	Shire of	ceo@perenjori.wa.gov.au	9973 1002	0427 731 004

Coordinator		Perenjori			
Local Recovery Coordinator	C E O	Shire of Mingenew	ceo@mingenew.wa.gov.au	9928 1102	0429 111 354
Local Recovery Coordinator	C E O	Shire of Morawa	ceo@morawa.wa.gov.au	9971 1204	0427 711 204
Local Recovery Coordinator	C E O	Shire of Three Springs	ceo@threesprings.wa.gov.au	9954 1001	0409 835 726
Local Welfare Coordinator	Keith Shaw	Department for Child Protection	keith.shaw@dcp.wa.gov.au	9965 9533	0429 102 148
Local Welfare Liaison Officer	TBA by DCP at time of Emergency	Shire of Three Springs	admin@threesprings.wa.gov.au	9954 1001	
Local Welfare Liaison Officer	TBA by DCP at time of Emergency	Shire of Mingenew	library@mingenew.wa.gov.au	9928 1102	
Local Welfare Liaison Officer	TBA by DCP at time of Emergency	Shire of Morawa	admin@morawa.wa.gov.au	9971 1204	
Local Welfare Liaison Officer	TBA by DCP at time of Emergency	Shire of Perenjori	reception@perenjori.wa.gov.au	9973 1002	
District Emergency Services Officer	Keith Shaw	Department for Child Protection	keith.shaw@dcp.wa.gov.au	9965 9533	0429 102 148
Acting Chief Executive Officer	Sylvia Yandle	Shire of Three Springs	ceo@threesprings.wa.gov.au	9954 1001	0409 835 726
Chief Executive	Mike Sully	Shire of	ceo@mingenew.wa.gov.au	9928 1102	0429 111 354

Officer		Mingenew			
Acting Chief Executive Officer	David Williams	Shire of Morawa	ceo@morawa.wa.gov.au	9971 1204	0427 711 204
Chief Executive Officer	Allison Mills	Shire of Perenjori	ceo@perenjori.wa.gov.au	9973 1002	0427 731 004
Works Supervisor	Bradden Corlett	Shire of Three Springs	mws@threesprings.wa.gov.au	9954 1202	0427 541 202
Works Supervisor	Warren Borrett	Shire of Mingeneew	mingenewworks@westnet.com.au	9928 1075	0428 381 075
Works Supervisor	Paul Buist	Shire of Morawa	depot@morawa.wa.gov.au	9971 1204	0427 380 312
Works Supervisor	Ken Markham	Shire of Perenjori	supervisor@perenjori.wa.gov.au		
Local Manager	Graham Whitmore	Morawa SES		9971 1256	0429 991 414
Chief Bush Fire Control Officer (CBFCO)	Jimmy Heal	Shire of Three Springs	jimandkate@reachnet.com.au	9955 2022	0429 165 235
Chief Bush Fire Control Officer (CBFCO)	Rob McTaggart	Shire of Mingeneew	Rob_sally@bigpond.com.au	9928 1034	0427 281 198
Chief Bush Fire Control Officer (CBFCO)	Colin Malcolm	Shire of Morawa	ccmalcolm1@gmail.com	9971 1187	0427 711 187

Chief Bush Fire Control Officer (CBFCO)	John Bendsdorp	Shire of Perenjori	Kiwijon2@bigpond.com	9973 1110	0407 193 837
Silver Chain					
Midwest Health Services	Helen Webb	Midwest Heath Services	helen.webb@health.wa.gov.au		0429 107 494
	Corrie Sawyer	Three Springs Hospital	cori.sawyer@health.wa.gov.au	9954 3200	0429 108 395
	Valerie Boucher	Morawa Hospital	valerie.boucher@health.wa.gov.au	9971 0200	0427 196 716
Dept. of Education	Jennifer Hirsch	Perenjori P S	perenjori.ps@education.wa.au	9973 1011	
	Peta Head	Latham PS	latham.ps@education.wa.au	9973 6053	
	Shirley Macleod	Three Springs PS	threesprings.ps@education.wa.au	9954 1076	
	Tonia Carslake	Morawa DHS	mowara.dhs@education.wa.au	9971 0900	
	Dean Carslake	Morawa Ag School	morawa.ac@education.wa.au		
	Kim Perkins	Mingenew PS	mingenew.ps@education.wa.au	9928 1062	
Carnamah Police	OIC	Carnamah	carnamah.police.station@police.wa.gov.au		
Morawa VFS	OIC	Morawa	morawavfs@bigpond.com	9971 1254	0429 378 850
	Lynette Varris	Morawa	morawavfs@bigpond.com		0419 928 943
St John	Fiona Hardingham	Perenjori	fiona.hardingham@health.wa.gov.au		

Other Contacts:					
DAFWA					
DEC					
Dept. of Education					
DFES	Ian Comben	Area Manager	ian.comben@dfes.wa.gov.au	9956 6007	0427 024 125
	Tex McPherson	CEMO	tex.mcpherson@semc.wa.gov.au	9956 6014	0409 848 129
Telstra			anthony.carmichael@team.telstra.com		
WA Police					
Water Corporation	Steve De Jussing		stephen.dejussing@watercorporation.com.au		0418 938 949
Western Power	Adrian Stewart		adrian.stewart@westernpower.com.au		0417 957 784
CentreLink					
MRWA	Peter Herbert		peter.herbert@mainroads.wa.gov.au		0427 478 177

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 WORKFORCE PLANNING CAPACITY BUILDING – FUNDING GRANT

Agenda Reference:	CEO 02/13-01
Location/Address:	Mingenew Shire Office
Name of Applicant:	Mingenew Shire Office
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	30 January 2013
Author:	Mike Sully

SUMMARY

This report recommends that Council endorse a funding application for \$25,000 from the Department of Local Government to assist in the development of a Workforce Plan and that the Shire President and Chief Executive Officer be authorised to sign the document and place the Shire Seal on the document.

ATTACHMENT

Nil.

BACKGROUND

The Shire of MingeneW is required to implement a Workforce Planning Strategy as part of an Integrated Planning Framework. At the strategic level the Workforce Plan will take into account the community aspirations, priorities and objectives identified in the Strategic Community Plan.

The Strategic Community Plan sets out the longer term vision for MingeneW and becomes an essential component of the Corporate Business Plan which in turn will identify workforce requirements and strategies for current and future operations.

The Department of Local Government is requiring that Council prepare an Integrated Planning Framework and is providing funds to assist with the cost of engaging a suitably qualified consultant to assist with the process

COMMENT

There are a number of benefits to be gained from the development of a Workforce Plan, Council may:

- respond quickly and more strategically to change by recognising emerging challenges;
- improve efficiency, effectiveness and productivity by having employees with appropriate skills and knowledge;

- facilitate strategic staffing and planning for future workforce requirements by identifying these in a timely manner, monitoring staff separations and making arrangements to fill key vacancies;
- monitor costs and directly link workforce expenditure against business outputs and outcomes;
- strengthen the local government industry through stronger career paths and staff development.

Suzanne Ward, CEO of the Mid West Regional Council (MWRC) has provided a proposal to the MWRC member Councils to undertake preparation of individual plans with assistance from a qualified consultant. This was agreed to by member Councils during the development of the MWRC's strategic plan for 2012/2013.

CONSULTATION

Suzanne Ward, Chief Executive Officer, Mid West Regional Council

STATUTORY ENVIRONMENT

The State Government introduced regulatory amendments in 2011 to ensure that local governments complied with the development of an Integrated Planning and Reporting Framework.

POLICY IMPLICATIONS

There will be need to develop a number of new policies regarding how Council will implement the requirements of the Workforce Plan.

FINANCIAL IMPLICATIONS

The Department of Local Government is offering \$25,000 to assist with the development of a Workforce Plan.

STRATEGIC IMPLICATIONS

Development of a Workforce Plan will assist Council to implement the aims and directions of the Strategic Community Plan.

VOTING REQUIREMENTS

Absolute Majority

130202 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.3.1

MOVED: CR COSGROVE

SECONDED: CR GLEDHILL

That Council:

- 1. Endorse a funding application for \$25,000 from the Department of Local Government to assist in the development of a Workforce Plan.**
- 2. Authorise the Shire President and Chief Executive Officer to sign the funding document and place the Shire Seal on the document.**

CARRIED BY ABSOLUTE MAJORITY 6/0

9.3.2 ANNUAL COMPLIANCE AUDIT RETURN 2012
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Agenda Reference: CEO 02/13-02
Location/Address: Shire of Mingenew
Name of Applicant: Department of Local Government
File Reference: N/A
Disclosure of Interest: Nil
Date: 14 February 2013
Author: Mike Sully

SUMMARY

Council to adopt the Annual Compliance Audit Return for the 2012 year as presented. Each Councillor has been provided with a copy of the return (attached) with the Agenda to enable the opportunity to review the return and make comment.

ATTACHMENT

2012 Compliance Audit Return.

BACKGROUND

The Annual Compliance Audit Return was introduced into Local Government in 1995 which is now a requirement of all Local Governments.

COMMENT

Each Councillor has been provided with a copy of the return for perusal prior to this meeting. It is required that the printed copy of the 2012 report is to be;
Presented to Council at a meeting of the Council;

1. Adopted by the Council;
2. An extract of the minutes of the meeting at which the CAR is adopted by Council is to be provided to the Department along with the report.

CONSULTATION

Manager - Finance and Administration
 Environmental Health Officer
 Community Development Officer

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

130203 COMMITTEE RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.3.2

MOVED: CR GLEDHILL
SECONDED: CR PEARCE

That Council adopt the Compliance Audit Return as presented as the official return of Council for the period 1st January 2012 to 31st December 2012.

CARRIED BY ABSOLUTE MAJORITY 6/0

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

Mingenew (Shire of) - Compliance Audit Return 2012

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments						
No	Reference	Question	Response	Comments	Respondent	
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2012.	N/A	No trading undertakings	Cameron Watson	
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2012.	N/A	No land transactions	Mike Sully	
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2012.	N/A		Mike Sully	
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2012.	N/A		Mike Sully	
5	s3.59(5)	Did the Council, during 2012, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Mike Sully	

Department of Local Government - Compliance Audit Return



Government of Western Australia
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Delegation of Power / Duty						
No	Reference	Question	Response	Comments	Respondent	
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	No delegations to Committees	Mike Sully	
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Mike Sully	
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Mike Sully	
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Mike Sully	
5	s5.18	Has Council reviewed delegations to its committees in the 2011/2012 financial year.	Yes	No committee delegations	Mike Sully	
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Mike Sully	
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Mike Sully	
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Mike Sully	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Mike Sully	
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A	No delegations revoked	Cameron Watson	
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Mike Sully	
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2011/2012 financial year.	Yes		Mike Sully	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Mike Sully	

Disclosure of Interest						
No	Reference	Question	Response	Comments	Respondent	
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Mike Sully	
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Mike Sully	

Department of Local Government - Compliance Audit Return



Government of Western Australia
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No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Mike Sully
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Mike Sully
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Mike Sully
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2012.	Yes		Mike Sully
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2012.	Yes		Mike Sully
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Mike Sully
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Mike Sully
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Mike Sully
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	N/A	No person has ceased being a person required to lodge a return	Mike Sully
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	N/A		Mike Sully
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Mike Sully
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Mike Sully

Department of Local Government - Compliance Audit Return



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No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Mike Sully
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	N/A	Register exists but no gifts have been received	Mike Sully

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Mike Sully
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Mike Sully

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A	No elections in 2012	Mike Sully

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	Audit Committee comprises all 7 Councillors	Cameron Watson
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Mike Sully
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Mr Greg Godwin (310219) of UHY Haines Norton	Cameron Watson
4	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Mike Sully
5	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Mike Sully

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No	Reference	Question	Response	Comments	Respondent
6	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2012 received by the local government within 30 days of completion of the audit.	N/A	Audit to be completed by 28/2/2013.	Mike Sully
7	s7.9(1)	Was the Auditor's report for 2011/2012 received by the local government by 31 December 2012.	No	Auditor yet to complete 2011/2012 audit	Mike Sully
8	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	2011/2012 audit not yet finalised	Mike Sully
9	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A	See Q 8	Mike Sully
10	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	See Q 8	Mike Sully
11	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Mike Sully
12	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Mike Sully
13	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Mike Sully
14	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Mike Sully
15	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Mike Sully

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Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A	CEO appointed in November 2011	Mike Sully
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A	No new designated officers appointed in 2012	Mike Sully
3	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A	No designated officers employed or dismissed in 2012	Mike Sully
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Mike Sully
5	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Mike Sully

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	CEO is Complaints Officer	Mike Sully
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Mike Sully
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Mike Sully
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Mike Sully
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Mike Sully
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) (c).	Yes		Mike Sully

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Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Mike Sully
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A	Council entered into single contracts only	Mike Sully
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Mike Sully
4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Mike Sully
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Mike Sully
6	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A	All tenders received on time and at correct place	Mike Sully
7	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Mike Sully
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Mike Sully
9	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Mike Sully
10	F&G Reg 21 & 22	Did the local governments' advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Mike Sully
11	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A	All expressions of interest received at correct place and on time	Mike Sully
12	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Mike Sully

Department of Local Government - Compliance Audit Return



Government of **Western Australia**
Department of **Local Government**

No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Mike Sully
14	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	Council has a RPP policy	Mike Sully
15	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less.	Yes		Mike Sully

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Mingenew (Shire of)

Signed CEO, Mingenew (Shire of)

9.3.3 AUDITOR TO COUNCIL – 2013 to 2015

Agenda Reference: CEO 13/02-03
File Reference: N/A
Disclosure of Interest: Nil
Date: 13 February 2013
Author: Mike Sully

SUMMARY

This report provides the quotes from Auditors for service provision and recommends that Council endorse the recommendation.

ATTACHMENT

Nil.

BACKGROUND

The Local Government Act (1995) requires Council to appoint a specific financial organisation, and a specific financial manager from that organisation, to perform annual audit duties for the Shire. The contract for provision of audit services must be for a specific period not exceeding five years.

COMMENT

Two appropriate financial organisations have submitted quotes for the provision of audit services. As the two quotes offer a different number of total hours, the table below includes a column which shows the cost for an equal number of hours of service provision. Most annual audits require a minimum of 82 hours of service provision.

UHY Haines Norton	Cost as per quote (75 Hrs) \$	Equivalent hours ratio (82 Hrs) \$	RSM Bird Cameron	Cost as per quote (82 Hrs) \$
Audit 30.6.2013	17,600	19,243	Audit 30.6.2013	21,646
Audit 30.6.2014	18,755	20,505	Audit 30.6.2014	22,741
Audit 30.6.2015	19,910	21,768	Audit 30.6.2015	23,892

CONSULTATION

Greg Godwin, Partner, UHY Haines Norton, Perth.

Travis Bate, Audit Manager, RSM Bird Cameron, Geraldton

STATUTORY ENVIRONMENT

Local Government Act (1995), Part 7, Division 2, Section 7.1 (c) 1 – 3.

POLICY IMPLICATIONS

Council's Policy 2008: Regional Price Preference has been applied in considering cost differences in the quotes.

FINANCIAL IMPLICATIONS

Annual audits ensure that the Shire is complying with legislative requirements and that financial activities are being carried out in a true and honest manner.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute Majority

(Council has resolved that the Shire Audit Committee shall be comprised of all Elected Members)

130204 CEO's RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.3.3

MOVED: CR NEWTON

SECONDED: CR PEARCE

That Council resolve to appoint RSM Bird Cameron, Geraldton as the Shire Auditor and nominate Mr Travis Bate as Shire Audit Manager for a three year period being: June 2013, June 2014 and June 2015 annual audits.

CARRIED BY ABSOLUTE MAJORITY 6/0

9.3.4	CAT ACT 2011 – IMPLEMENTATION FUNDING AGREEMENT
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Agenda Reference: CEO 13/02-04
File Reference: N/A
Disclosure of Interest: Nil
Date: 22 January 2013
Author: Mike Sully

SUMMARY

This report recommends that Council endorse an application for funds to assist in the implementation of the requirements of the Cat Act 2011.

ATTACHMENT

A copy of implementation plan as submitted with the funding request is included in this report.

A copy of the Cat Act 2011 is attached to the report.

BACKGROUND

The State Government passed the Cat Act 2011 in October 2012 and the Act puts the control of cats onto Local Government. Control is to be achieved through a cat sterilisation, registration and micro-chipping program.

The State Government has offered Council grant funding of \$2,535 towards the cost of establishing and operating the requirements of the Act.

COMMENT

Council will need to construct and manage a Cat Management Facility, similar to a dog pound, within the Shire Depot and purchase; a microchip reader, cat traps, protective equipment, staff training and an electronic database.

CONSULTATION

Mingenew Shire Regulatory Officer - Peter Smith

STATUTORY ENVIRONMENT

Council is required to comply with the requirements of the Cat Act 2011.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The total cost for Council to implement the requirements of the Cat Act 2011 are not yet known as the cat sterilisation program and the cat management facility are still in the

planning stage. The Grant funding currently being offered by the Department of Local Government is for part funding for miscellaneous costs, being:

Microchip reader	\$1,041.00
Cat traps (6 X \$94.00)	\$ 564.00
Protective equipment	\$ 30.00
Staff training (micro-chipping)	\$ 300.00
Electronic registration database	<u>\$ 600.00</u>
Total grant funds	\$2,535.00 (ex GST)

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute Majority

130205 CEO's RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.3.4

MOVED: CR COSGROVE

SECONDED: CR GLEDHILL

That Council:

- 1. Endorse a funding application to the Department of Local Government for \$2,535.00 (ex GST) for expenditure towards the cost of miscellaneous items required to comply with the requirements of Cat Act 2011.**
- 2. Approve that the Chief Executive Officer sign the application and place the Shire Seal on the document.**
- 3. Delegate to the Chief Executive officer any of the powers or the discharge of any duties under the provisions of the Cat Act 2011.**

CARRIED BY ABSOLUTE MAJORITY 6/0

Cat Act 2011

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Western Australia

Cat Act 2011

An Act to —

- **provide for the control and management of cats; and**
- **promote and encourage the responsible ownership of cats, and for related matters.**

The Parliament of Western Australia enacts as follows:

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Extract from www.slp.wa.gov.au, see that website for further information

Part 1 — Preliminary

1. Short title

This is the *Cat Act 2011*.

2. Commencement

This Act comes into operation as follows —

- (a) sections 1 and 2 — on the day on which this Act receives the Royal Assent;
- (b) the rest of the Act, other than the provisions referred to in paragraph (c) — on 1 November 2012;
- (c) sections 5, 6, 14(1), 18(1), 22 to 24, 26 to 35, 41, 49, 55 to 60 and 86 — on 1 November 2013.

3. Terms used

- (1) In this Act, unless the context otherwise requires —

approved cat breeder means a person who has an approval to breed cats under section 37;

authorised person means —

- (a) a police officer; or
- (b) a person appointed under section 48(1);

cat means an animal of the species *felis catus* or a hybrid of that species;

cat management facility means —

- (a) a facility operated by a local government that is, or may be, used for keeping cats; or
- (b) a facility for keeping cats that is operated by a person or body prescribed; or

- (c) a facility for keeping cats that is operated by a person or body approved in writing by a local government;

microchip means an identification device of a prescribed type that —

- (a) is capable of being implanted in a cat; and
(b) is designed to record information in a way that can be electronically retrieved;

microchip database means a database —

- (a) of records containing information about a cat and its owner; and
(b) kept by a microchip database company;

microchip database company means —

- (a) a person or body —
(i) that keeps a microchip database; and
(ii) that is prescribed as a microchip database company for the purposes of this definition;

and

- (b) in relation to a particular cat, means the microchip database company that keeps, or has agreed to keep, records containing information about that cat and its owner;

microchip implanter means —

- (a) a prescribed person; or
(b) a person holding the prescribed qualifications for a microchip implanter;

microchipped means implanted with a microchip in a prescribed manner;

owner, in relation to a cat, has the meaning given in section 4;

premises includes the following —

- (a) land (whether or not vacant);
- (b) the whole or part of a building or structure (whether of a permanent or temporary nature);
- (c) a vehicle;

prescribed means prescribed under regulations made under this Act;

public place means any place to which the public has lawful access;

register means a register kept by a local government under section 12;

registered means registered under section 9;

registered owner, in relation to a cat, means the person in whose name the cat is registered;

registration tag, in relation to a cat, means the registration tag given to the owner of the cat under section 11(1)(c);

scan means to scan in a manner that enables a microchip to be detected and the information recorded to be electronically retrieved;

sterilised means made permanently infertile by a surgical procedure;

transfer, in relation to ownership of a cat, includes —

- (a) sell, trade, give away, take consideration for, transfer ownership of and offer for sale; and
- (b) to reclaim from a cat management facility;

veterinarian means a registered veterinary surgeon as defined in the *Veterinary Surgeons Act 1960* section 2.

- (2) Words and expressions defined in the *Local Government Act 1995* have the same meaning in this Act, unless the contrary intention appears.

4. Term used: owner

- (1) In this Act —
- owner*, in relation to a cat, means any of these persons —
- (a) in the case of a cat that is registered, the registered owner of the cat; or
 - (b) in the case of a cat that is not registered, a person who, or an owner of a business or organisation that, ordinarily keeps and cares for the cat; or
 - (c) if a person referred to in paragraph (b) is a child under 18 years of age, that child's parent or guardian.
- (2) In the case of a cat that is not registered, but is microchipped, a person whose name is recorded as the owner of the cat in a microchip database is to be taken, in the absence of evidence to the contrary, to be a person who ordinarily keeps and cares for the cat.

Part 2 — Registration, identification and sterilisation of cats

Division 1 — Registration and tagging

Subdivision 1 — Cats must be registered and tagged

[5, 6. *Have not come into operation*².]

7. Interference with tag

A person must not, without reasonable excuse, remove or interfere with a registration tag worn by a cat.

Penalty: a fine of \$5 000.

Subdivision 2 — How to register a cat

8. Application for registration

- (1) The owner of a cat that is ordinarily kept in the district of a local government may apply to that local government for the grant or renewal of the registration of the cat.
- (2) An application for the grant or renewal of the registration of a cat is to —
 - (a) be made in the manner and form prescribed; and
 - (b) be accompanied by the fee, if any, prescribed; and
 - (c) comply with such other requirements, if any, prescribed.

9. Registration

- (1) On receiving an application for the grant or renewal of the registration of a cat under section 8, a local government is to —
 - (a) grant or refuse to grant the registration of the cat; or
 - (b) renew or refuse to renew the registration of the cat.

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- (2) A local government must refuse an application for the grant or renewal of the registration of a cat if, and only if, the local government is satisfied that one or more of the following apply —
- (a) the applicant is a child under 18 years of age;
 - (b) the cat belongs to a class of cats prescribed as exempt from registration;
 - (c) the cat is not microchipped;
 - (d) the cat is not sterilised;
 - (e) the applicant has been convicted within the previous 3 years of 2 or more offences against any of the following —
 - (i) this Act;
 - (ii) the *Dog Act 1976*;
 - (iii) the *Animal Welfare Act 2002*.
- (3) Despite subsection (2)(c), a local government must not refuse an application for the grant or renewal of the registration of a cat that is not microchipped if the cat is exempt from microchipping as referred to in section 14(2).
- (4) Despite subsection (2)(d), a local government must not refuse an application for the grant or renewal of the registration of a cat that is not sterilised if the cat is exempt from sterilisation as referred to in section 18(2).
- (5) A local government to which an application is made may require the applicant to give the local government, within a specified time of not more than 21 days, any document or information that it requires to determine the application and may require the applicant to verify the information by statutory declaration.

- (6) The local government may refuse to consider an application if the applicant does not comply with a requirement under subsection (5) within the specified time.
- (7) Subject to this Act, the grant or renewal of the registration of a cat has effect for the period, or periods, prescribed.

10. Cancellation of registration

A local government may cancel the registration of a cat —

- (a) if the cat —
 - (i) has died; or
 - (ii) is no longer kept in the State; or
 - (iii) has been registered with another local government;

or

- (b) if the owner of the cat has been convicted within the period of 12 months before the cancellation of 2 or more offences against any of the following —
 - (i) this Act;
 - (ii) the *Dog Act 1976*;
 - (iii) the *Animal Welfare Act 2002*.

11. Registration numbers, certificates and tags

- (1) A local government that registers a cat is to —
 - (a) allot a registration number to the cat; and
 - (b) give the owner of the cat a registration certificate in the prescribed form for the cat; and
 - (c) give the owner of the cat a registration tag for the cat showing the registration number allotted to the cat.

- (2) If a local government is satisfied that a registration certificate or registration tag for a cat has been stolen, lost, damaged or destroyed, the local government may give the owner a new registration certificate or tag for the cat.

12. Register of cats

- (1) A local government is to keep an accurate and up-to-date register of cats registered by the local government.
- (2) The register is to be kept in such form as the local government thinks fit.
- (3) The local government is to record in the register the information prescribed in respect of each cat registered by the local government.
- (4) The local government may cause any error in, or omission from, the register to be corrected.

13. Notice to be given of certain decisions made under this Subdivision

- (1) Within 7 days after making a decision referred to in subsection (2) the local government is to give to the owner of the cat the subject of the decision, notice in writing of —
- (a) the decision; and
 - (b) the reasons for the decision; and
 - (c) the person's rights under Part 4 Division 5 to object against, and apply for a review of, the decision.
- (2) The decisions to which subsection (1) applies are a decision to —
- (a) refuse to grant or renew the registration of a cat under section 9; or
 - (b) cancel the registration of a cat under section 10.

Division 2 — Microchipping

14. Cats to be microchipped

[(1) Has not come into operation ².]

- (2) A cat is exempt from microchipping if a certificate given by a veterinarian stating that the implantation of a microchip in the cat may adversely affect the health and welfare of the cat applies in respect of the cat.
- (3) A certificate referred to in subsection (2) cannot apply in respect of a cat that is under 6 months of age.

15. Microchip implanter to give information to microchip database company

A microchip implanter who implants a microchip in a cat must, within 7 days after the microchip is implanted, give notice in writing in the form, if any, prescribed of the information prescribed to the microchip database company for that cat.

Penalty: a fine of \$5 000.

16. Microchip database company's obligations

A microchip database company for a cat must keep and maintain in its microchip database the information prescribed under section 15 in respect of the cat.

Penalty: a fine of \$5 000.

17. Interference with microchips

A person must not, without reasonable excuse, remove or interfere with a microchip implanted in a cat.

Penalty: a fine of \$5 000.

Division 3 — Sterilisation

18. Cats to be sterilised

[(1) Has not come into operation ².]

- (2) A cat is exempt from sterilisation if any of the following apply in respect of the cat —
- (a) a certificate given by a veterinarian stating that to sterilise the cat may adversely affect the health and welfare of the cat applies in respect of the cat;
 - (b) the cat is owned, for the purpose of breeding, by an approved cat breeder;
 - (c) the cat belongs to a class of cats prescribed as exempt from sterilisation.
- (3) A certificate referred to in subsection (2)(a) cannot apply in respect of a cat that is under 6 months of age.

19. Identifying as sterilised a cat that is not sterilised

A person must not identify a cat as sterilised in the manner prescribed if it is not sterilised.

Penalty: a fine of \$5 000.

20. Notice of sterilisation to be given to microchip database company

A veterinarian who sterilises a microchipped cat must, within 7 days after sterilising the cat, give notice in writing in the form, if any, prescribed of the sterilisation of the cat to the microchip database company for that cat.

Penalty: a fine of \$5 000.

21. Certificate of sterilisation to be given

A veterinarian who sterilises a cat must give a certificate of sterilisation to the owner of the cat.

Penalty: a fine of \$5 000.

Division 4 — Transfer of ownership of cats

[22-24. Have not come into operation².]

Division 5 — Changes to recorded information

25. Notice to be given of changes to recorded information

The owner of a cat must give notice in writing —

- (a) to the local government with which the cat is registered, if there is a change to any of the information prescribed under section 12(3) in respect of the cat; and
- (b) to the microchip database company for that cat, if there is a change to any of the information prescribed under section 15 in respect of the cat,

within 7 days after the change to the information.

Penalty: a fine of \$5 000.

Part 3 — Management of cats**Division 1 — Cat control notices**

[26. *Has not come into operation*².]

Division 2 — Seizing cats

[27, 28. *Have not come into operation*².]

Division 3 — Dealing with cats at cat management facilities

[29-34. *Have not come into operation*².]

Division 4 — Breeding of cats**Subdivision 1 — Restrictions on breeding cats**

[35. *Has not come into operation*².]

Subdivision 2 — Becoming an approved cat breeder**36. Application for approval to breed cats**

- (1) The owner of a cat that is ordinarily kept in the district of a local government may apply to the local government for the grant or renewal of an approval to breed cats.
- (2) An application for the grant or renewal of an approval to breed cats is to —
 - (a) be made in the manner and form prescribed; and
 - (b) be accompanied by the fee, if any, prescribed; and
 - (c) comply with such other requirements, if any, prescribed.

37. Approval to breed cats

- (1) On receiving an application for the grant or renewal of an approval to breed cats under section 36, a local government is to —
- (a) grant or refuse to grant an approval for the person to breed cats; or
 - (b) renew or refuse to renew an approval for the person to breed cats.
- (2) A local government may refuse an application for the grant or renewal of an approval to breed cats only if the local government is satisfied that one or more of the following apply —
- (a) the applicant is a child under 18 years of age;
 - (b) the applicant has no, or insufficient, facilities to breed cats in a safe and ethical way;
 - (c) the applicant has no, or unsuitable, premises where cats can be bred in a safe and ethical way;
 - (d) the applicant has been convicted within the previous 3 years of an offence against —
 - (i) this Act; or
 - (ii) the *Dog Act 1976*; or
 - (iii) the *Animal Welfare Act 2002*;
 - (e) the applicant is not a fit and proper person to breed cats;
 - (f) such other circumstances, if any, as are prescribed.
- (3) A local government to which an application is made may require the applicant to give the local government, within a specified time of not more than 21 days, any document or information that it requires to determine the application and may

require the applicant to verify the information by statutory declaration.

- (4) The local government may refuse to consider an application if the applicant does not comply with a requirement under subsection (3) within the specified time.
- (5) Despite subsection (2), a local government is not to refuse to grant or renew an approval to breed cats if the applicant belongs to a class of persons prescribed for the purposes of this subsection.
- (6) Subject to this Act, the grant or renewal of an approval to breed cats has effect for the period, or periods, prescribed.

38. Cancellation of approval to breed cats

A local government may cancel an approval to breed cats if one or more of the things set out in section 37(2) applies in respect of the approved cat breeder.

39. Certificate to be given to approved cat breeder

- (1) A local government that gives approval to a person to breed cats is to give the person a certificate in the prescribed form.
- (2) If a local government is satisfied that a certificate has been stolen, lost, damaged or destroyed, the local government may give the approved cat breeder a new certificate.

40. Notice to be given of certain decisions made under this Subdivision

- (1) Within 7 days after making a decision referred to in subsection (2) the local government is to give to the person affected by the decision notice in writing of —
 - (a) the decision; and

- (b) the reasons for the decision; and
 - (c) the person's rights under Part 4 Division 5 to object against, and apply for a review of, the decision.
- (2) The decisions to which subsection (1) applies are a decision to —
- (a) refuse to approve or renew the approval of a person to breed cats under section 37; or
 - (b) cancel the approval of a person to breed cats under section 38.

Division 5 — Miscellaneous

[41. *Has not come into operation*².]

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Part 4 — Administration and enforcement

Division 1 — Administration

42. Administration by local governments

A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.

43. Places to be regarded as within district

- (1) If the Governor has, under section 80, given approval for a local government to make a local law that has effect as if the local government's district included a part of the State that is not in a district, that approval is to be taken to include approval under the *Local Government Act 1995* section 3.19 to the extent necessary for the proper administration of that local law.
- (2) For the purposes of the performance of a function under this Act by an authorised person appointed by a local government, the district of the local government is to be regarded as including —
 - (a) any part of the State into which the authorised person has pursued a cat or person; and
 - (b) any part of the State in which the authorised person has performed a function in relation to an offence against this Act that occurred, or that the authorised person believes, or suspects, on reasonable grounds occurred, in the district of the local government that appointed the authorised person.

Division 2 — Delegations

44. Delegation by local government

- (1) The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) A decision to delegate under this section is to be made by an absolute majority.

45. Delegation by CEO of local government

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Act.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 44, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,

are subject to any conditions imposed by the local government on its delegation to the CEO.

- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) — *conditions* includes qualifications, limitations or exceptions.
- (6) A power or duty under section 63, 64 or 65 cannot be delegated to an authorised person.

46. Other matters relevant to delegations under this Division

- (1) Without limiting the application of the *Interpretation Act 1984* sections 58 and 59 —
 - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
 - (a) a local government from performing any of its functions by acting through a person other than the CEO; or
 - (b) a CEO from performing any of his or her functions by acting through another person.

47. Register of, and review of, delegations

- (1) The CEO of a local government is to keep a register of the delegations made under this Division to the CEO and to employees of the local government.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

- (3) A person to whom a power or duty is delegated under this Division is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Division 3 — Authorised persons

Subdivision 1 — Appointment of authorised persons

48. Authorised persons

- (1) A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions under this Act.
- (2) A person who is not an employee of a local government cannot be appointed to be an authorised person for the purposes of section 62.
- (3) An authorisation under this section may be made on such conditions as the local government determines, in writing given to the authorised person.
- (4) The local government may, in writing given to the authorised person, at any time, cancel an authorisation under this section or add, vary or cancel a condition of an authorisation.
- (5) The local government is to issue to each authorised person appointed under subsection (1) a certificate stating that the person is an authorised person for the purposes of this Act.
- (6) An authorised person appointed under subsection (1) must —
- (a) carry the certificate at all times when exercising powers or performing functions as an authorised person; and
 - (b) produce for inspection the certificate at the reasonable request of any person; and

- (c) if he or she ceases to be an authorised person, return the certificate to the local government as soon as is practicable.

Penalty: a fine of \$5 000.

Subdivision 2 — Particular powers of authorised persons

[49. *Has not come into operation*².]

50. Persons found committing breach of Act to give name on demand

- (1) An authorised person who —
- (a) finds a person committing; or
 - (b) on reasonable grounds suspects a person of having committed,

an offence against this Act, may request from the person the person's name, place of residence and date of birth.

- (2) A person from whom information is requested under subsection (1) must not refuse without lawful excuse to give the information.

Penalty: a fine of \$5 000.

51. Power to enter premises

- (1) In the performance of a function under this Act, an authorised person may enter any premises if entry is required for the performance of the function —
- (a) with the consent of the person who is, or appears to be, the owner or occupier of the premises; or
 - (b) if a notice has been given in accordance with subsection (2) and the period specified in the notice as

- the period within which objections may be made has elapsed with no objection being made; or
- (c) under a warrant issued under Subdivision 3.
- (2) An authorised person wishing to enter any premises may give to the owner or occupier of the premises notice in writing —
- (a) stating that the authorised person wishes to enter the premises; and
- (b) specifying the purpose for which entry is required; and
- (c) specifying that the owner or occupier may object to the entry and the period (being not less than 24 hours) within which the objection may be made; and
- (d) specifying how the objection may be made.
- (3) Where a notice has been given under subsection (2) and no objection has been made to the authorised person within the time specified in the notice —
- (a) the notice continues to have effect until —
- (i) the purpose for which entry was required has been effected; or
- (ii) 7 days after the end of the objection period specified in the notice,
- whichever occurs first; and
- (b) successive entries for that purpose are to be regarded as entries to which the notice relates.
- (4) The powers of entry under this section are in addition to and not in derogation of any power of entry conferred by any other law.
- (5) Entry under this section may be made with such assistants and equipment as are considered necessary for the purpose for which entry is required.

52. General powers of authorised person

In the performance of a function under this Act, an authorised person may do any one or more of the following —

- (a) set traps for cats in or on any public place or any premises lawfully entered;
- (b) examine, including by scanning, a cat to determine if the cat is the subject of an offence against this Act;
- (c) in any premises lawfully entered, as is reasonably required in order to investigate or collect evidence that an offence is being, or has been, committed against this Act —
 - (i) examine, seize, copy or take extracts from any documents relevant to the offence; or
 - (ii) take photographs, films and audio, video or other recordings relevant to the offence; or
 - (iii) direct a person to answer questions; or
 - (iv) take any other action that the authorised person believes, on reasonable grounds, is necessary.

53. Act does not derogate from powers of police officers

Nothing in this Act derogates from the powers of an authorised person who is a police officer.

54. Obstruction

A person must not delay, threaten, obstruct or otherwise hinder an authorised person in the performance of a function by that person under this Act.

Penalty: a fine of \$5 000.

Subdivision 3 — Warrants

[55-60. *Have not come into operation*².]

Division 4 — Infringement notices

61. Terms used

In this Division —

local government means the local government that could, or an employee of which could, prosecute for the offence concerned;

prescribed means prescribed by a local law or, if the alleged offence is against a regulation or this Act, prescribed by regulations or by a local law.

62. Giving an infringement notice

- (1) An authorised person who has reason to believe that a person has committed a prescribed offence against this Act or a regulation or local law made under this Act may, within 28 days after the alleged offence is believed to have been committed, give an infringement notice to the alleged offender.
- (2) A local government can only prescribe an offence for the purposes of subsection (1) if a prosecution for the offence could be commenced by the local government or any of its employees and the local government is satisfied that —
 - (a) commission of the offence would be a relatively minor matter; and
 - (b) only straightforward issues of law and fact would be involved in determining whether the offence was committed, and the facts in issue would be readily ascertainable.

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63. Content of infringement notice

- (1) An infringement notice is to be in the prescribed form and is to —
 - (a) contain a description of the alleged offence; and
 - (b) advise that if the alleged offender does not wish to be prosecuted for the alleged offence in a court, the amount of money specified in the notice as being the modified penalty for the offence may be paid to the CEO of the local government within a period of 28 days after the giving of the notice; and
 - (c) inform the alleged offender how and where the money may be paid.
- (2) In an infringement notice the amount specified as being the modified penalty for the offence referred to in the notice is to be the amount that was the prescribed modified penalty at the time the alleged offence is believed to have been committed.
- (3) A modified penalty for an offence must not exceed 10% of the maximum penalty for that offence.

64. Extension of time

The CEO of a local government may, in a particular case, extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed.

65. Withdrawal of notice

- (1) Within one year after the notice was given the CEO of the local government may, whether or not the modified penalty has been paid, withdraw an infringement notice by sending to the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn.

- (2) Where an infringement notice is withdrawn after the modified penalty has been paid, the amount is to be refunded.

66. Benefit of paying modified penalty

- (1) Subsection (2) applies if the modified penalty specified in an infringement notice has been paid within 28 days or such further time as is allowed and the notice has not been withdrawn.
- (2) If this subsection applies it prevents the bringing of proceedings and the imposition of penalties to the same extent that they would be prevented if the alleged offender had been convicted by a court of, and punished for, the alleged offence.
- (3) Payment of a modified penalty is not to be regarded as an admission for the purposes of any proceedings, whether civil or criminal.

67. Application of penalties collected

An amount paid as a modified penalty is, subject to section 65(2), to be dealt with as if it were a fine imposed by a court as a penalty for an offence.

Division 5 — Objections and review

68. When this Division applies

This Division applies when a local government makes a decision to —

- (a) refuse to grant or renew the registration of a cat under section 9; or
- (b) cancel the registration of a cat under section 10; or
- (c) refuse to approve or renew the approval of a person to breed cats under section 37; or

- (d) cancel the approval of a person to breed cats under section 38.

69. Objection may be lodged

- (1) A person who has been given notice under section 13 or 40 of a decision may object to the decision if the person has not applied for a review of the decision under this Division.
- (2) The objection is made by preparing it in the prescribed form and lodging it with the local government in the prescribed manner within 28 days after the right of objection arose, or within such further time as the local government may allow.

70. Dealing with objection

- (1) The objection is to be dealt with by the council of the local government or by a committee authorised by the council to deal with it.
- (2) A committee cannot deal with an objection against a decision that it made or a decision that the council made.
- (3) The person who made the objection is to be given a reasonable opportunity to make submissions on how to dispose of the objection.
- (4) The objection may be disposed of by —
- (a) dismissing the objection; or
 - (b) varying the decision objected to; or
 - (c) revoking the decision objected to, with or without —
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by a committee or person whose function it is to make such a decision.

- (5) The local government is to ensure that the person who made the objection is given notice in writing of how it has been decided to dispose of the objection and the reasons for disposing of it in that way.

71. Review of decisions

- (1) A person who has been given notice under section 13 or 40 of a decision may apply to the State Administrative Tribunal for a review of the decision if the person —
- (a) has not lodged an objection to the decision; or
 - (b) has lodged an objection but, at the expiration of 35 days after it was lodged, has not been given notice in writing of how it has been decided to dispose of the objection.
- (2) If the person lodged an objection and has been given notice in writing of how it has been decided to dispose of the objection, the person may apply to the State Administrative Tribunal for a review of the decision on the objection.
- (3) The application is to be made within 42 days after the right to make it arose.

Examples for section 71(3):

within 42 days after the original decision, for an application under subsection (1)(a); or

more than 35 days, but within 77 days, after the objection was lodged, for an application under subsection (1)(b); or

within 42 days after the objection was decided, for an application under subsection (2).

72. Suspension of effect of some decisions

If an objection has been lodged, or an application for review made under this Division against a decision to —

- (a) refuse to renew the registration of a cat under section 9;
or
- (b) cancel the registration of a cat under section 10; or
- (c) refuse to renew the approval for a person to breed cats under section 37; or
- (d) cancel the approval for a person to breed cats under section 38,

the effect of the decision is suspended, and the registration or approval, as is relevant, is to be taken to continue to have effect pending the determination of the application unless the State Administrative Tribunal orders that the effect of the decision should not be suspended.

Division 6 — Legal proceedings

73. Prosecutions

- (1) The following persons are authorised to commence a prosecution for an offence against this Act —
 - (a) a person who is acting in the course of his or her duties as an employee of a local government;
 - (b) a person who is authorised to do so by a local government.
- (2) The following persons are authorised to commence a prosecution for an offence against a local law —
 - (a) a person who is acting in the course of his or her duties as an employee of the local government that made the local law;
 - (b) a person who is authorised to do so by the local government that made the local law.

- (3) In proceedings for an offence against this Act, unless evidence is given to the contrary, proof is not required —
- (a) that the prosecutor is authorised to commence the prosecution; or
 - (b) that a signature on the prosecution notice alleging the offence is the signature of a person authorised to commence the prosecution.

74. Additional court orders

- (1) If —
- (a) a court convicts a person of an offence against this Act; and
 - (b) the person has previously been convicted of 2 or more offences against this Act,
- the court may, in addition to imposing any other penalty imposed under this Act, order —
- (c) that the person is banned from owning or keeping a cat permanently or for the period specified in the order; or
 - (d) that, despite any other provision of this Act, the person is to take immediate action to ensure that any, or all, cats owned by the person, as is specified in the order, are —
 - (i) microchipped; or
 - (ii) sterilised,
 or both.
- (2) A court that makes an order under this section is to ensure that a copy of the order is provided to the local government for the district in which the person subject to the order lives.
- (3) An order under this section may be enforced as if it were a judgment of the court.

75. Evidentiary matters

- (1) In proceedings for an offence against this Act an allegation in the prosecution notice that, at a specified time, any of the following matters existed is taken to be proved in the absence of evidence to the contrary —
- (a) that a specified cat was not registered;
 - (b) that a specified person was the registered owner of a specified cat;
 - (c) that a specified person's name was recorded as the owner of a specified cat in a microchip database;
 - (d) that a specified person ordinarily kept and cared for a specified cat;
 - (e) that a specified cat was ordinarily kept in the district of a specified local government;
 - (f) that a specified person was the owner of a specified cat;
 - (g) that a specified database was a microchip database;
 - (h) that a specified person or body was a microchip database company;
 - (i) that a specified cat was not sterilised;
 - (j) that a specified cat was not microchipped;
 - (k) that a specified cat had reached 6 months of age.
- (2) In subsection (1) —
specified means specified in the prosecution notice.
- (3) This section is in addition to and does not affect the operation of the *Evidence Act 1906*.

Part 5 — Subsidiary legislation

Division 1 — Regulations

76. General regulations

- (1) The Governor may make regulations prescribing all matters that are required or permitted by this Act to be prescribed, or that are necessary or convenient to be prescribed for giving effect to the purposes of this Act.
- (2) Without limiting subsection (1), regulations may be made as to one or more of the following —
 - (a) registration tags;
 - (b) fees and charges payable in respect of any matter under this Act.

77. Regulations that operate as local laws

- (1) The Governor may make regulations that are to operate as if they were local laws for each district to which they apply.
- (2) Regulations made under this section may deal with any matter in respect of which local laws may be made under Division 2.
- (3) Regulations under this section, other than those that only repeal or amend other regulations, are to contain a statement to the effect that they apply as if they were local laws.
- (4) A local government is to administer any regulation made under this section to the extent that it relates to any place where the local government may perform functions, as if the regulation were a local law.
- (5) Unless a contrary intention appears, a reference to an offence against a local law includes a reference to an offence against a regulation made under this section.

- (6) If there is any inconsistency between a regulation made under this section and a local law made under this Act, the regulation prevails to the extent of the inconsistency.

78. Provisions about regulations

Regulations, whether under section 76 or 77, may —

- (a) adopt any text that could be adopted by a local law;
- (b) provide that contravention of a provision of regulations is an offence, and provide for the offence to be punishable on conviction by the imposition of a fine not exceeding \$5 000;
- (c) make a person who commits an offence of a continuing nature liable to a further fine not exceeding \$500 in respect of each day or part of a day during which the offence has continued;
- (d) provide for the imposition of a minimum fine for the offence;
- (e) relate the level of the fine to —
 - (i) the circumstances or extent of the offence;
 - (ii) whether the offender has committed previous offences and, if so, the number of previous offences that the offender has committed;
- (f) prescribe the method and the means by which any fines imposed are to be paid and collected, or recovered.

Division 2 — Local laws

79. Local laws

- (1) A local government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or

are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.

- (2) A local law made under this Act does not apply outside the local government's district unless it is made to apply outside the district under section 80.
- (3) Without limiting subsection (1), a local law may be made as to one or more of the following —
- (a) the registration of cats;
 - (b) removing and impounding cats;
 - (c) keeping, transferring and disposing of cats kept at cat management facilities;
 - (d) the humane destruction of cats;
 - (e) cats creating a nuisance;
 - (f) specifying places where cats are prohibited absolutely;
 - (g) requiring that in specified areas a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats;
 - (h) limiting the number of cats that may be kept at premises, or premises of a particular type;
 - (i) the establishment, maintenance, licensing, regulation, construction, use, record keeping and inspection of cat management facilities;
 - (j) the regulation of approved cat breeders, including record keeping and inspection;
 - (k) fees and charges payable in respect of any matter under this Act.

80. Places outside district

- (1) If the Governor's approval has been first obtained, a local government may make a local law under this Act that applies outside its district.
- (2) A local government cannot, under subsection (1), make a local law that applies to —
 - (a) a part of the State that is in the district of another local government; or
 - (b) a part of the State to which a local law made by another local government concerning the same subject matter applies under this section.
- (3) The Governor may revoke any approval given under subsection (1), and, after that revocation, a local law made under the approval ceases to apply to the part of the State for which the approval was given.
- (4) The Minister is to cause notice of any revocation under subsection (3) to be published in the *Gazette*.

81. Inconsistency with written laws

A local law made under this Act is inoperative to the extent that it is inconsistent with this Act or any other written law.

82. Local laws may adopt codes etc.

- (1) A local law made under this Act may adopt the text of —
 - (a) any model local law, or amendment to it, published under section 83; or
 - (b) a local law of any other local government; or
 - (c) any code, rules, specifications, or standard issued by Standards Australia or by such other body as is specified in the local law.

-
- (2) The text may be adopted —
 - (a) wholly or in part; or
 - (b) as modified by the local law; or
 - (c) as it exists at a particular date or, except if the text of a model local law is being adopted, as amended from time to time.
 - (3) The adoption may be direct, by reference made in the local law, or indirect, by reference made in any text that is itself directly or indirectly adopted.

83. Model local laws

- (1) The Governor may cause to be prepared and published in the *Gazette* model local laws the provisions of which a local law made under this Act may adopt by reference, with or without modification.
- (2) Model local laws have no effect except to the extent that they are adopted.
- (3) The Governor may, by notice published in the *Gazette*, amend a model local law published under this section.
- (4) An amendment to a model local law does not affect any local law that adopted the model local law before the amendment but the amendment may be adopted by a further local law.

84. Creating offences and prescribing penalties

- (1) A local law may provide that contravention of a provision of the local law is an offence, and may provide for the offence to be punishable on conviction by a penalty not exceeding a fine of \$5 000.
- (2) If the offence is of a continuing nature, the local law may make the person liable to a further penalty not exceeding a fine of

\$500 in respect of each day or part of a day during which the offence has continued.

- (3) The local law may provide for the imposition of a minimum penalty for the offence.
- (4) The level of the penalty may be related to either or both of the following —
 - (a) the circumstances or extent of the offence;
 - (b) whether the offender has committed previous offences and, if so, the number of previous offences that the offender has committed.
- (5) A local law may specify the method and the means by which any fines imposed are to be paid and collected, or recovered.

Part 6 — Miscellaneous

85. False or misleading information

A person must not give any information that the person knows to be false or misleading in a material particular —

- (a) to an authorised person exercising a power under this Act, or a person assisting an authorised person to exercise a power under this Act; or
- (b) in relation to an application under this Act.

Penalty: a fine of \$5 000.

[86. *Has not come into operation*².]

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Notes

¹ This is a compilation of the *Cat Act 2011*. The following table contains information about that Act ^{1a}.

Compilation table

Short title	Number and year	Assent	Commencement
<i>Cat Act 2011</i>	55 of 2011	9 Nov 2011	s. 1 and 2: 9 Nov 2011 (see s. 2(a)); Act other than s. 1, 2, 5, 6, 14(1), 18(1), 22-24, 26-35, 41, 49, 55-60 and 86: 1 Nov 2012 (see s. 2(b))

^{1a} On the date as at which this compilation was prepared, provisions referred to in the following table had not come into operation and were therefore not included in this compilation. For the text of the provisions see the endnotes referred to in the table.

Provisions that have not come into operation

Short title	Number and year	Assent	Commencement
<i>Cat Act 2011</i> ²	55 of 2011	9 Nov 2011	s. 5, 6, 14(1), 18(1), 22-24, 26-35, 41, 49, 55-60 and 86: 1 Nov 2013 (see s. 2(c))

² On the date as at which this compilation was prepared, the *Cat Act 2011* s. 5, 6, 14(1), 18(1), 22-24, 26-35, 41, 49, 55-60 and 86 had not come into operation. They read as follows:

5. Cats to be registered

- (1) The owner of a cat that has reached 6 months of age must ensure that the cat is registered with the local government in whose district the cat is ordinarily kept.
Penalty: a fine of \$5 000.
- (2) Subsection (1) does not apply if—
 - (a) the cat has been kept by the person for less than 14 days;
or

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- (b) the person has been resident in the State for less than 14 days; or
- (c) the cat belongs to a class of cats prescribed as exempt from registration.

6. Cats to wear tags

- (1) The owner of a registered cat must ensure that when the cat is in a public place the cat is wearing its registration tag.
Penalty: a fine of \$5 000.
- (2) Subsection (1) does not apply if the cat belongs to a class of cats prescribed as exempt from wearing registration tags when in a public place.
- (3) It is a defence to a charge under subsection (1) if the accused establishes that —
 - (a) the contravention in respect of which the proceeding was instituted was due to —
 - (i) the act or default of another person; or
 - (ii) an accident; or
 - (iii) some other cause beyond the accused's control; and
 - (b) the accused took reasonable precautions and could not by the exercise of due diligence have prevented the commission of the offence.

14. Cats to be microchipped

- (1) The owner of a cat that has reached 6 months of age must ensure that the cat is microchipped, unless the cat is exempt from microchipping.
Penalty: a fine of \$5 000.

18. Cats to be sterilised

- (1) The owner of a cat that has reached 6 months of age must ensure that the cat is sterilised by a veterinarian, unless the cat is exempt from sterilisation.
Penalty: a fine of \$5 000.

22. Terms used

In this Division —

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purchaser, of a cat, means the person to whom the cat is transferred;

seller, of a cat, means the person by whom the cat is transferred.

23. Transfer of ownership of cats

- (1) A person must not transfer a cat that is not microchipped unless, at the time of the transfer, the person is satisfied that a certificate referred to in section 14(2) applies in respect of the cat.

Penalty: a fine of \$5 000.

- (2) A person must not transfer a cat that is not sterilised unless, at the time of the transfer —

- (a) the person is satisfied that —
- (i) a certificate referred to in section 18(2)(a) applies in respect of the cat; or
 - (ii) the purchaser is an approved cat breeder and the purchaser is purchasing the cat for the purpose of breeding; or
 - (iii) the cat belongs to a class of cats prescribed as exempt from sterilisation;

or

- (b) a voucher is given to the purchaser by the person to enable the purchaser to have the cat sterilised at a later date by a veterinarian at no cost to the purchaser.

Penalty: a fine of \$5 000.

- (3) This section, or a part of this section prescribed, does not apply —

- (a) in respect of a cat that belongs to a class of cats, if any, prescribed; or
- (b) in the circumstances, if any, prescribed.

24. Notice to be given of transfer of cat

Within 7 days after the transfer of a cat, the seller of the cat must give notice in writing —

- (a) to the local government with which the cat is registered, of —
 - (i) the name and address of the purchaser of the cat; and
 - (ii) any other changes to the information prescribed under section 12(3) in respect of the cat;

and

- (b) to the microchip database company for that cat, of —
 - (i) the name and address of the purchaser of the cat; and
 - (ii) any other changes to the information prescribed under section 15 in respect of the cat.

Penalty: a fine of \$5 000.

26. Cat control notice may be given to cat owner

- (1) A local government may give a cat control notice to a person who is the owner of a cat ordinarily kept in its district.
- (2) A cat control notice is to —
 - (a) be in the form prescribed; and
 - (b) identify the cat or cats in respect of which the notice is given and indicate where the cat or cats are, or are suspected to be; and
 - (c) direct the person to whom the notice is given to comply with a provision of this Act, the regulations or a local law in respect of the cat or cats; and
 - (d) specify the period within which the person to whom it is given is to comply with the notice.

27. Cats may be seized

An authorised person may —

- (a) in any public place, seize any cat that the authorised person believes, or suspects, on reasonable grounds is the subject of an offence against this Act; or
- (b) in any premises lawfully entered by the authorised person, seize any cat —
 - (i) at the request, or with the consent, of the person who is, or appears to be, the owner or occupier of the premises; or
 - (ii) under a warrant issued under Part 4 Division 3 Subdivision 3.

28. Disposing of seized cats

An authorised person is to ensure that a cat seized is —

- (a) taken to its owner; or
- (b) impounded in a cat management facility.

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29. Application of Division

This Division does not apply to a cat kept temporarily at a cat management facility at the request of its owner.

30. Obligation to identify a cat's owner

- (1) If the identity of the owner of a cat entering a cat management facility is unknown to the operator of the facility, then, as soon as practicable after the cat enters the facility the operator must make every reasonable attempt to identify the owner of the cat including, where possible, by scanning the cat.
Penalty: a fine of \$5 000.
- (2) Despite subsection (1), a person does not have to scan a cat if —
 - (a) the cat behaves aggressively towards the person or any other person; and
 - (b) the person believes on reasonable grounds that there is a danger to the health or safety of any person in attempting to scan the cat.

31. Cat owner liable to pay costs to cat management facility

- (1) The owner of a cat kept at a cat management facility is liable to pay to the operator of the facility the reasonable costs associated with any of the following that have been incurred in relation to the cat —
 - (a) removing and impounding the cat;
 - (b) keeping and caring for the cat;
 - (c) the implantation of a microchip in the cat under section 33;
 - (d) the sterilisation of the cat under section 33;
 - (e) the destruction and the disposal of the cat under section 34.
- (2) The operator of a cat management facility may recover the amount of the costs referred to in subsection (1) from the owner of the cat in a court of competent jurisdiction.

32. Notice to be given to cat's owner, if identified

If the operator of a cat management facility knows the identity of the owner of a cat kept at the facility then the operator is to take all reasonable steps to ensure that the owner of the cat is notified in writing —

- (a) of the name and address of the cat management facility where the cat is being kept; and
- (b) that the cat may be re-housed, offered for sale or destroyed if the cat is not reclaimed by its owner within the holding period specified in the notice (that is not to be less than 7 working days from the notice being given); and
- (c) of the costs that the owner may be liable for under section 31; and
- (d) where relevant, that under section 33 —
 - (i) the cat is to be microchipped, unless it is proved to the satisfaction of the operator, within the holding period specified in the notice, that the cat is exempt from microchipping as referred to in section 14(2);
 - (ii) that the cat is to be sterilised, unless it is proved to the satisfaction of the operator, within the holding period specified in the notice, that the cat is exempt from sterilisation as referred to in section 18(2).

Penalty: a fine of \$5 000.

33. Operator of cat management facility may have cat microchipped and sterilised

If the operator of a cat management facility —

- (a) believes on reasonable grounds that a cat kept at the facility is not microchipped, and has no reason to believe that the cat is exempt from microchipping as referred to in section 14(2); or
- (b) believes on reasonable grounds that a cat kept at the facility is not sterilised, and has no reason to believe that the cat is exempt from sterilisation as referred to in section 18(2),

then the operator of the cat management facility may do anything necessary to ensure that the cat is microchipped or sterilised, or both, as is relevant, before the cat is reclaimed or otherwise transferred from that facility.

34. Dealing with unidentified and unclaimed cats

- (1) If —

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Extract from www.slp.wa.gov.au, see that website for further information

-
- (a) the operator of a cat management facility does not know the identity of the owner of a cat and fails to identify the owner within 3 working days of the cat entering the cat management facility; or
 - (b) the owner of a cat notified under section 32 has not reclaimed the cat within —
 - (i) 7 working days from the notice being given under that section; or
 - (ii) the holding period specified in the notice, whichever is later; or
 - (c) the owner of a cat has surrendered the cat to the cat management facility,
- then the operator of the facility may —
- (d) transfer the cat; or
 - (e) cause the cat to be destroyed in a humane manner.
- (2) Despite subsection (1), the operator of a cat management facility may cause any cat kept at the facility to be destroyed in a humane manner immediately —
- (a) if the operator believes on reasonable grounds that the cat —
 - (i) is feral, diseased or dangerous; and
 - (ii) has caused or given, or is likely to cause or give, serious injury, or serious illness, to a person, another animal or itself; or
 - (b) in the circumstances, if any, prescribed.

35. Only approved cat breeders may breed cats

- (1) A person must not breed cats unless the person is an approved cat breeder.
Penalty: a fine of \$5 000.
- (2) If a person is convicted of an offence under subsection (1), the court may, in addition to any penalty imposed under that subsection, order that the person must take immediate action to ensure that any, or all, cats owned by the person, as is specified in the order, are sterilised.
- (3) A court that makes an order under this section is to ensure that a copy of the order is provided to the local government for the district in which the person subject to the order lives.

- (4) An order under this section may be enforced as if it were a judgment of the court.

41. Cats not to be offered as prizes

A person must not offer a cat as a prize in a raffle or similar event or game of chance.

Penalty: a fine of \$5 000.

49. Authorised person may cause a cat to be destroyed

- (1) An authorised person may cause a cat to be destroyed in a humane manner —
- (a) if the person believes on reasonable grounds that the cat —
 - (i) is feral, diseased or dangerous; and
 - (ii) has caused or given, or is likely to cause or give, serious injury, or serious illness, to a person, another animal or itself; or
 - (b) at the request of the owner of the cat; or
 - (c) in the circumstances, if any, prescribed.
- (2) The owner of a cat destroyed under this section is liable to pay to the local government that appointed the authorised person the reasonable costs associated with the destruction and the disposal of the cat.
- (3) The local government may recover the amount of the costs referred to in subsection (2) from the owner of the cat in a court of competent jurisdiction.

55. Grounds for a search warrant

A justice may issue a warrant authorising an authorised person to enter premises if satisfied, by an application supported by evidence on oath, that —

- (a) there are reasonable grounds for suspecting that there is at the premises anything that may afford evidence of the commission of an offence against this Act; or
- (b) entry onto the premises is reasonably required to investigate a suspected offence against this Act.

56. Grounds for a warrant to seize cat

A justice may issue a warrant authorising an authorised person to seize a cat, or cats, if satisfied, by an application supported by

evidence on oath, that there are reasonable grounds for suspecting that the cat is, or cats are, the subject of an offence, or offences, against this Act.

57. Application for warrant

- (1) An authorised person may apply for a warrant even if, under this Act, the authorised person may enter the premises, or seize the cat, or cats, without a warrant.
- (2) The *Criminal Investigation Act 2006* section 13 applies to and in respect of an application for a warrant under this Act.

58. Form of warrant

A warrant is to be in the prescribed form.

59. Effect of warrant

- (1) A warrant has effect according to its content and this Subdivision.
- (2) A warrant comes into force when it is issued by a justice.

60. Execution of warrant

- (1) A warrant may be executed by —
 - (a) the authorised person to whom it is issued; or
 - (b) a person specified on the warrant; or
 - (c) any other authorised person.
- (2) A person executing a warrant must, at the reasonable request of a person who is, or appears to be, the owner or occupier of the premises, produce the warrant.

86. Review of Act

- (1) The Minister must carry out a review of the operation and effectiveness of this Act as soon as practicable after —
 - (a) the fifth anniversary of the commencement of this section; and
 - (b) the expiry of each 5 yearly interval after that anniversary.
- (2) In the course of the review the Minister must consider and have regard to —
 - (a) the need for the continuation of this Act; and
 - (b) any other matters that appear to the Minister to be relevant to the operation and effectiveness of this Act.

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- (3) The Minister must prepare a report based on the outcome of the review and cause it to be laid before each House of Parliament, as soon as is practicable after the report is prepared but not later than 12 months after the end of the period of 5 years.

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Cat Act 2011

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Extract from www.slp.wa.gov.au, see that website for further information

9.3.5 STAFF/KEY WORKER HOUSING - CLGF 2011-2012 REGIONAL FUNDS

Agenda Reference: CEO 13/02-05
File Reference: N/A
Disclosure of Interest: Nil
Date: 1 February 2013
Author: Mike Sully

SUMMARY

This report outlines the options for the preferred location of the new group housing building in Mingenew and requests that Council selects a location for the building.

ATTACHMENT

Plan of property locations

BACKGROUND

The 2011-2012 CLGF Regional funding application for group housing in Mingenew, Three Springs and Perenjori has been successful. The building/finance program for the three towns will be managed by the Shire of Mingenew as one project, although each Council will make the decisions for their own preferences; location, number of units, styles, etc.

As part of the application process Mingenew Council resolved to use its portion of funds to construct a multi-unit building, with the number of units dependent on the cost of options. The decision to construct a multi-unit building was influenced by the two executive style 4 X 2 houses currently being constructed in Mingenew by Karara Mining that will be leased to Council at peppercorn rental when fully constructed.

COMMENT

Part of Council's contribution towards the cost of construction of the building includes the provision of land on which the structure will be built. There are a number of blocks of land that Council own within the Mingenew Townsite. However, as the funding is for a multiple occupancy building Council's choice of suitable locations is limited to the following properties:

- **Lot 20 Shenton Street**

This is a large parcel of land located within an area that is wholly residential, except for Lot 20. Currently the Lions Hall is situated on this property and is being used as a storage/sales facility for the Mingenew recycling scheme. The parcel of land is ideal as a location for a multi-unit building and conforms to the size of land area required for waste water/sewerage treatment by the Health Act.

The building could be removed by Council and relocated to vacant land in town to an area more suited to the type of activity currently being undertaken; or Mingenew

community members or groups could be offered the opportunity to remove the building and relocate it at a suitable site.

- **Lot 43 Shenton Street (Cnr. Shenton & King Streets)**

This lot is situated at the lower end of Shenton Street and is situated next to the Mingenew Skate Park and Cecil Newton Park. It is suggested that this property would be more suited to being left vacant and therefore available for any proposed extension to the nearby community and recreation facilities.

CONSULTATION

Trevor Brandy, Contract Environmental Health/Building Officer.

STATUTORY ENVIRONMENT

The proposed dwelling must conform to the requirements in the Building Act and Health Act

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Under the agreed terms of the CLGF Financial Assistance Agreement Council is responsible for the provision of the land on which the building is to be constructed. Use of suitable Council owned land will reduce the requirement for a cash contribution from Council.

STRATEGIC IMPLICATIONS

Increased availability of key worker housing in Mingenew will ensure that future key workers have the option of accessing suitable accommodation.

VOTING REQUIREMENTS

Simple Majority

130206 CEO's RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.3.5

MOVED: CR PEARCE
SECONDED: CR GLEDHILL

That Council agree to:

- 1. Construct future staff housing on Lot 20, Shenton Street, Mingenew.**
- 2. Offer Mingenew community members or groups the opportunity to remove at no cost the existing building from Lot 20, Shenton Street, Mingenew or, if there is no interest, have it removed.**

CARRIED 6/0

9.6 FINANCE**9.6.1 FINANCIAL STATEMENTS FOR MONTH ENDING 31 DECEMBER, 2012**

Agenda Reference:	MFA 02/13-01
Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	13 February, 2013
Author:	Cameron Watson – Manager Finance & Administration

SUMMARY

The Monthly Statement of Financial Activity report for the month ending 31 December, 2012 is presented to Council for adoption.

ATTACHMENT

Finance Report ending 31 December, 2012

BACKGROUND

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

COMMENT

Council's current operating surplus as at the 31 December, 2012 is \$1,280,010

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	\$12,178.11
Business Cash Maximiser (Municipal Funds)	\$810,467.25
Trust Account	\$124,781.16
Reserve Maximiser Account	\$203,207.57

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. \$502,133 remains outstanding as at 31 December, 2012 with \$100,541 in current, \$24,263 outstanding for 30+ days, \$31,986 outstanding for 60+ days and \$345,360 outstanding for 90 days or more.

Rates Outstanding at 31 December, 2012 was \$42,314 current year and \$8,352 arrears, totalling \$50,666.

The total domestic and commercial refuse charges outstanding are \$2,880 current year and \$1,135 arrears, as at 31 December, 2012.

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

CONSULTATION

No consultation required

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications are outlined in comments.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

130207 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.6.1

MOVED: CR NEWTON
SECONDED: CR GLEDHILL

That Council adopts the Monthly Statement of Financial Activity for the month ending the 31st December, 2012.

CARRIED 6/0

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

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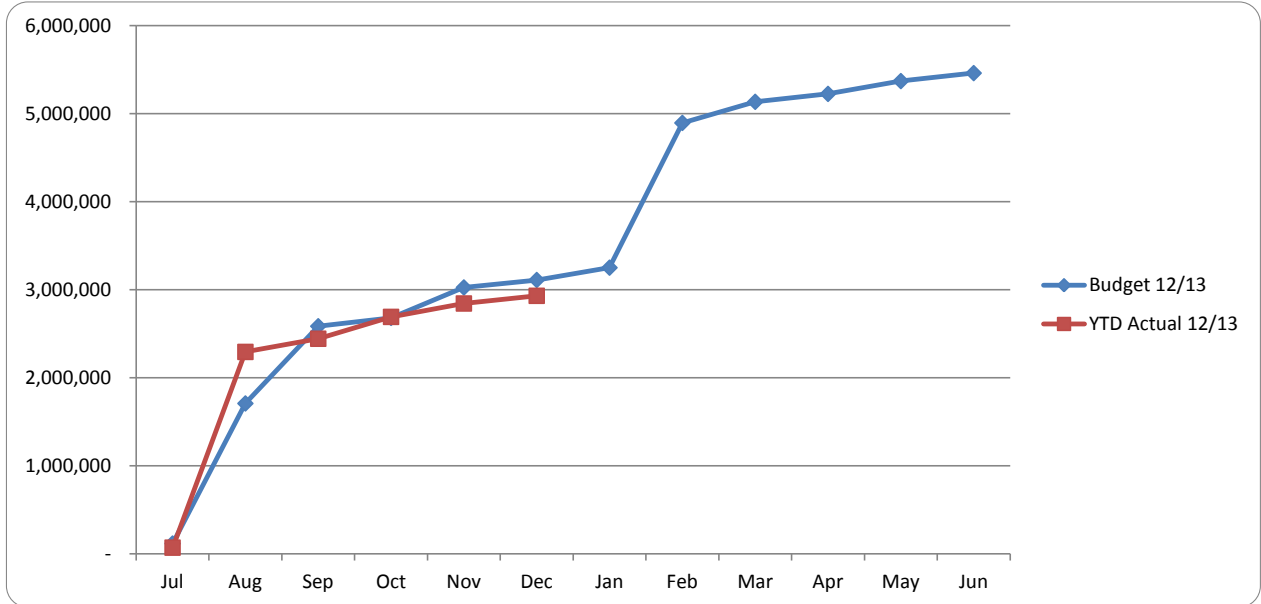
SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

	NOTE	31/12/12 Y-T-D Actual \$	31/12/12 Y-T-D Budget \$	2012/2013 Total Budget \$	31/12/12 Y-T-D Variance \$	31/12/12 Y-T-D Variance %
REVENUES/SOURCES	1,2					
Governance		10,262	4,140	8,319	6,122	(148%)
General Purpose Funding		1,549,071	1,466,254	1,914,356	82,817	(6%)
Law, Order, Public Safety		18,287	15,562	26,200	2,725	(18%)
Health		636	546	26,100	90	(16%)
Education and Welfare		3,085	1,890	3,795	1,195	(63%)
Housing		24,813	28,644	57,322	(3,831)	13%
Community Amenities		101,541	99,672	150,965	1,869	(2%)
Recreation and Culture		43,947	71,924	153,625	(27,977)	39%
Transport		1,086,668	2,033,339	3,505,372	(946,671)	47%
Economic Services		3,811	5,148	10,339	(1,337)	26%
Other Property and Services		91,127	126,354	252,740	(35,227)	28%
		<u>2,933,248</u>	<u>3,853,473</u>	<u>6,109,133</u>	<u>920,225</u>	
(EXPENSES)/(APPLICATIONS)	1,2					
Governance		(214,323)	(216,536)	(249,046)	(2,213)	1%
General Purpose Funding		(16,116)	(21,054)	(42,127)	(4,938)	23%
Law, Order, Public Safety		(48,766)	(48,330)	(100,949)	2,436	(5%)
Health		(27,503)	(28,936)	(56,436)	(1,433)	5%
Education and Welfare		(14,208)	(17,226)	(33,565)	(3,018)	18%
Housing		(104,176)	(109,210)	(199,900)	(5,034)	5%
Community Amenities		(67,109)	(81,753)	(152,816)	(14,644)	18%
Recreation & Culture		(371,141)	(401,779)	(857,492)	(30,638)	8%
Transport		(1,120,070)	(1,181,858)	(2,342,300)	(61,788)	5%
Economic Services		(71,292)	(143,445)	(204,177)	(72,153)	50%
Other Property and Services		(99,743)	(173,625)	(218,085)	(73,882)	43%
		<u>(2,154,447)</u>	<u>(2,421,752)</u>	<u>(4,456,893)</u>	<u>(267,305)</u>	
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	4	7,130	3,990	(45,802)	3,140	
Movement in Accrued Interest		(5,820)	0	0	(5,820)	
Movement in Accrued Salaries & Wages		0	0	0	0	
Movement in Employee Benefit Provisions		0	0	0	0	
Depreciation on Assets		693,145	636,996	1,274,040	56,149	
Capital Expenditure and Income						
Purchase Land held for Resale	3	0	0	0	0	0%
Purchase Land and Buildings	3	(154,459)	(168,498)	(320,500)	(14,039)	8%
Purchase Furniture and Equipment	3	(16,813)	(14,600)	(14,600)	2,213	(15%)
Purchase Plant and Equipment	3	(219,505)	(237,550)	(272,050)	(18,045)	8%
Purchase Infrastructure Assets - Roads	3	(429,629)	(941,510)	(1,824,434)	(511,881)	54%
Purchase Infrastructure Assets - Footpaths	3	(25,000)	(25,000)	(36,000)	0	0%
Purchase Infrastructure Assets - Bridges	3	(1,155,874)	(2,179,000)	(2,460,000)	(1,023,126)	47%
Proceeds from Disposal of Assets	4	136,365	135,000	180,700	(1,365)	(1%)
Repayment of Debentures	5	(58,266)	(54,706)	(118,868)	3,560	(7%)
Proceeds from New Debentures	5	0	0	0	0	0%
Transfers to Reserves (Restricted Assets)	6	(3,460)	(5,008)	(10,015)	(1,548)	31%
Transfers from Reserves (Restricted Assets)	6	0	0	0	0	0%
ADD Net Current Assets July 1 B/Fwd	7	1,599,399	1,599,399	1,599,399	0	
LESS Net Current Assets Year to Date	7	<u>2,551,465</u>	<u>1,146,942</u>	<u>932,286</u>	<u>1,404,524</u>	
Amount Req'd to be Raised from Rates		<u>(1,405,452)</u>	<u>(1,328,176)</u>	<u>(1,328,176)</u>	<u>(77,276)</u>	
Rates per Note 8		1,405,452	1,328,176	1,328,176		
Variance		0	0	0		

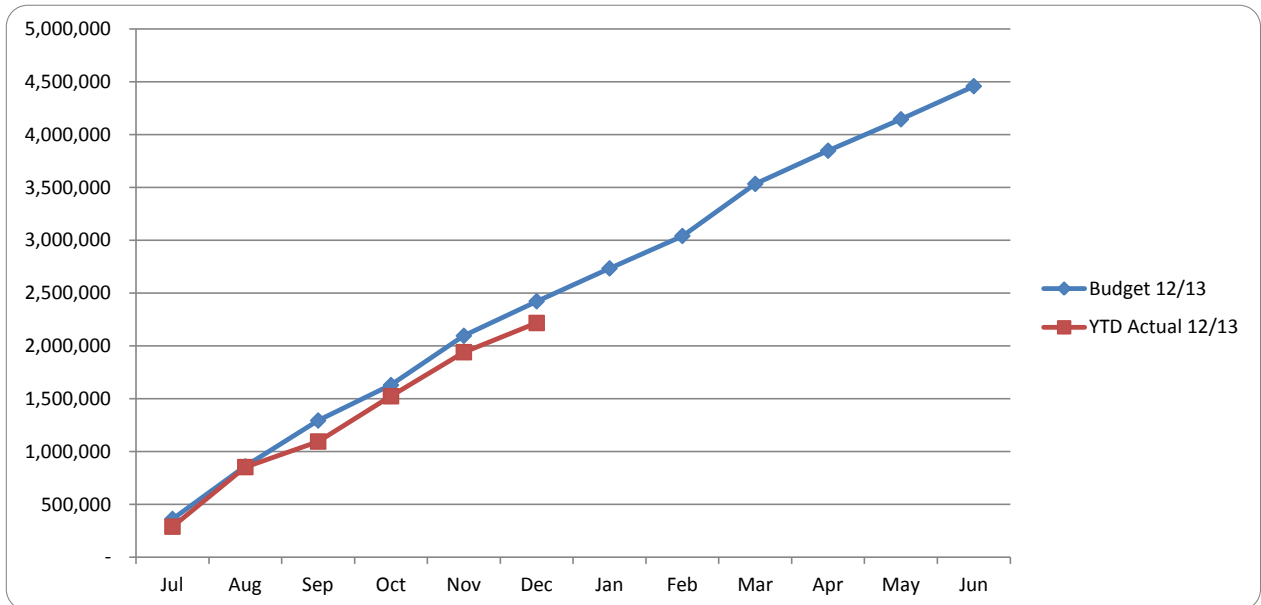
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012**

Graphical Representation - Source Statement of Financial Activity

Operating Budget v Actual - REVENUE



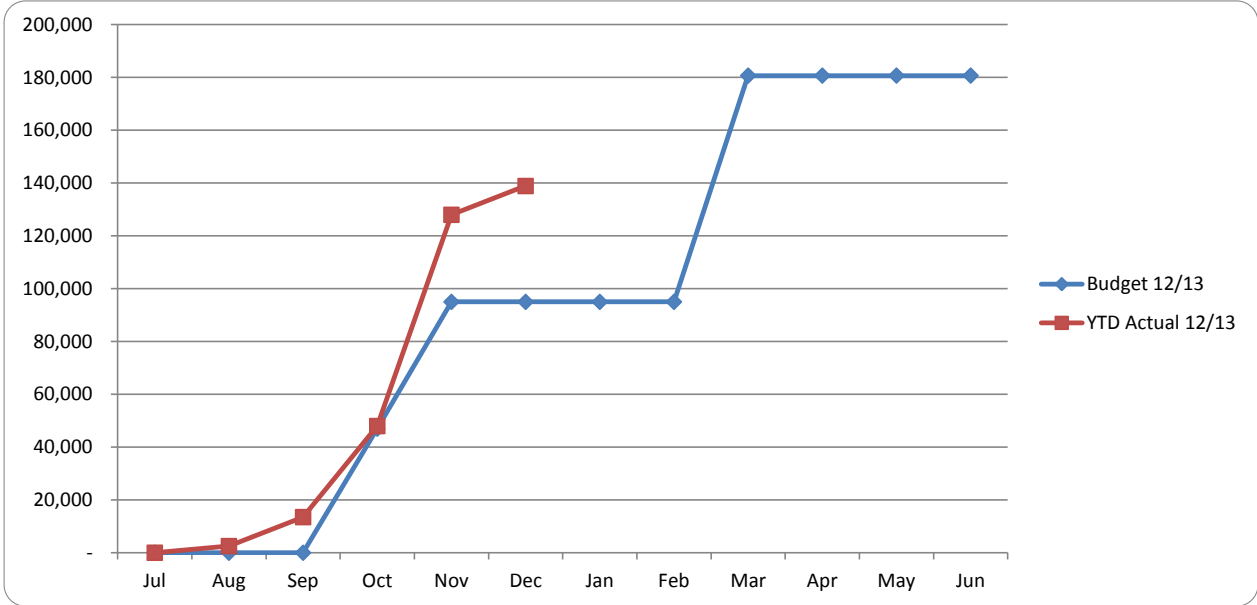
Operating Budget v Actual - EXPENDITURE



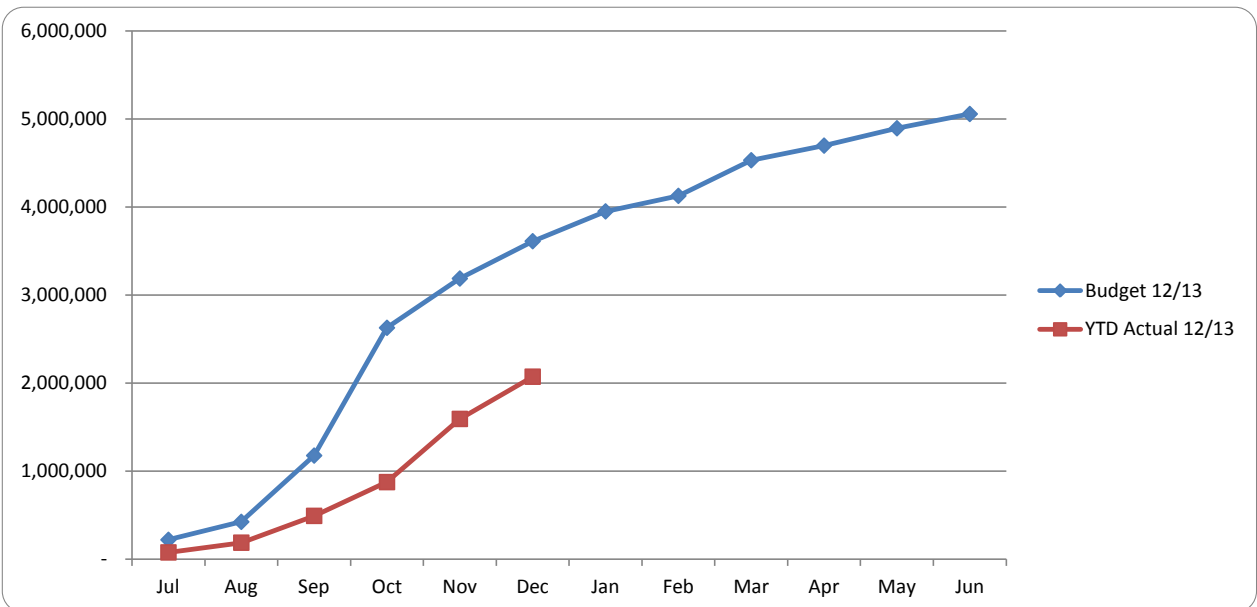
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012**

Graphical Representation - Source Statement of Financial Activity

Capital Budget v Actual - REVENUE



Capital Budget v Actual - EXPENDITURE



SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

Statement of Financial Activity - Reportable Variances

REVENUES/SOURCES

Governance	148%	\$5,200 Safe Driver Ins Rebate and \$4,000 in Aglican Church & WALGA Reimbursements
Recreation & Culture	(39%)	Contributions to Bar Area extension yet to be claimed
Transport	(47%)	Second RRG Claims yet to be made, sealing works to be commenced Feb 13
Other Property and Services	(28%)	Lower than expected Private Works undertaken

(EXPENSES)/(APPLICATIONS)

Community Amenities	(18%)	Numberous minor amounts
Economic Services	(50%)	Majority of Mid West Regional Council contribution yet to be paid
Other Property & Services	(43%)	Lower than expected Private Works undertaken

CAPITAL EXPENDITURE AND INCOME

Purchase Land & Buildings	(14%)	Rec Centre Roof & Bar Extensions yet to be completed, Power Upgrades commenced.
Purchase Infrastructure Assets - Roads	(54%)	Road re-sealing program to commence in February 2013.
Purchase Infrastructure Assets - Bridges	(47%)	Depot Hill Crossing project complete but yet to be invoiced.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Accounting

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

(g) Depreciation of Non-Current Assets

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

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

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Impairment

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

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

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

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

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

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

(l) Trade and Other Payables

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

(m) Employee Benefits

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

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

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

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

(n) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Provisions

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

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

(p) Current and Non-Current Classification

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

2. STATEMENT OF OBJECTIVE

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

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

EDUCATION AND WELFARE

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

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Activities: Private works, plant repairs

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

	31 December, 2012 Actual \$	2012/2013 Budget \$
3. ACQUISITION OF ASSETS		
The following assets have been acquired during the period under review:		
<u>By Program</u>		
Governance		
Purchase Plant & Equipment	90,890.15	95,000
Computer Development	0.00	1,500
Furniture & Equipment	0.00	2,000
Buildings	1,346.58	5,000
Health		
Buildings	38,536.82	32,000
Education & Welfare		
Senior Citizens Centre - Building	3,300.00	2,500
Housing		
Buildings	30,583.55	43,000
Land & Buildings	0.00	11,500
Community Amenities		
Buildings	0.00	10,000
Furniture & Equipment	14,169.00	4,600
Recreation and Culture		
Buildings	80,691.64	216,500
Purchase Plant & Equipment	1,850.00	14,000
Furniture & Equipment	2,643.64	6,500
Transport		
Infrastructure - Roads	429,629.24	1,824,434
Infrastructure - Bridges	1,155,874.32	2,460,000
Footpaths Construction	25,000.00	36,000
Plant & Equipment - Depot	0.00	3,550
Purchase Plant & Equipment	126,764.85	159,500
	2,001,279.79	4,927,584

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

	31 December, 2012 Actual \$	2012/2013 Budget \$
ACQUISITION OF ASSETS		
3. The following assets have been acquired during the period under review:		
 <u>By Class</u>		
Land Held for Resale	0.00	0
Land and Buildings	154,458.59	320,500
Furniture and Equipment	16,812.64	14,600
Plant and Equipment	219,505.00	272,050
Infrastructure Assets - Roads	429,629.24	1,824,434
Infrastructure Assets - Footpaths	25,000.00	36,000
Infrastructure Assets - Bridges	1,155,874.32	2,460,000
Infrastructure Assets - Drainage/Floodways	0.00	0
Infrastructure Assets - Recreation Areas	0.00	0
	2,001,279.79	4,927,584

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

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

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012**

4. DISPOSALS OF ASSETS

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

By Program	Net Book Value	Net Book Value	Sale Proceeds	Sale Proceeds	Profit(Loss)	Profit(Loss)
	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$	\$	\$	\$
Governance						
Admin Vehicle (MI 177)	23,600	25,191	25,000	26,364	1,400	1,173
CEO Vehicle (1 MI)	49,400	52,023	50,000	50,000	600	(2,023)
Transport						
Works Manager Vehicle (MI 108)	29,208	35,262	29,000	30,000	(208)	(5,262)
ISA Officer Vehicle (MI 481)	30,690	31,019	26,700	19,092	(3,990)	(11,927)
Vibrating Roller	0	0	25,000	0	25,000	0
Sale of Pig Trailer (MI 3196)	0	0	15,000	0	15,000	0
Sale of Dolly (MI 3396)	0	0	10,000	10,909	10,000	10,909
	132,898	143,494	180,700	136,365	47,802	(7,130)

By Class	Net Book Value	Net Book Value	Sale Proceeds	Sale Proceeds	31/10/2012	Profit(Loss)
	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$	\$	\$	\$
Plant & Equipment						
Admin Vehicle (MI 177)	23,600	25,191	25,000	26,364	1,400	1,173
CEO Vehicle (1 MI)	49,400	52,023	50,000	50,000	600	(2,023)
Works Manager Vehicle (MI 108)	29,208	35,262	29,000	30,000	(208)	(5,262)
ISA Officer Vehicle (MI 481)	30,690	31,019	26,700	19,092	(3,990)	(11,927)
Vibrating Roller	0	0	25,000	0	25,000	0
Sale of Pig Trailer (MI 3196)	0	0	15,000	0	15,000	0
Sale of Dolly (MI 3396)	0	0	10,000	10,909	10,000	10,909
	132,898	143,494	180,700	136,365	47,802	(7,130)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

	2012 / 2013	31/12/2012
	BUDGET	ACTUAL
	\$	\$
Profit on Asset Disposals	52,000	12,082
Loss on Asset Disposals	(4,198)	(19,212)
	<u>47,802</u>	<u>(7,130)</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1 Jul 12	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Education & Welfare									
Loan 137 - Senior Citizens Building	114,298	0	0	1,976	4,012	112,322	110,286	3,478	6,897
Housing									
Loan 133 - Triplex (+)	111,694	0	0	4,273	8,691	107,421	103,003	3,814	7,483
Loan 134 - S/C Housing (+)	71,568	0	0	2,178	4,423	69,390	67,145	2,222	4,376
Loan 136 - Staff Housing (#)	144,961	0	0	2,962	6,017	141,999	138,944	4,655	9,215
Loan 142 - Staff Housing	100,000	0	0	3,557	7,923	96,443	92,076	2,303	4,969
Recreation & Culture									
Loan 138 - Pavilion Fit-Out	109,726	0	0	1,897	3,851	107,829	105,875	3,339	6,621
Transport									
Loan 139 - Roller	90,063	0	0	5,667	11,520	84,396	78,544	2,990	5,795
Loan 141 - Grader	190,165	0	0	9,386	19,060	180,779	171,106	5,893	11,499
Loan 143 - Trucks	250,000	0	0	22,458	45,447	227,542	204,553	5,971	11,412
Loan 144 - Trailer	100,000	0	0	3,913	7,924	96,087	92,076	2,533	4,969
	1,282,475	0	0	58,266	118,868	1,224,209	1,163,608	37,199	73,236

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

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

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2012 / 2013

No new debentures are planned in 2012/13.

(c) Unspent Debentures

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

(d) Overdraft

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

	31 December, 2012 Actual \$	2012/2013 Budget \$
6. RESERVES		
Cash Backed Reserves		
(a) Land and Building Reserve		
Opening Balance	65,319	65,319
Amount Set Aside / Transfer to Reserve	1,131	3,271
Amount Used / Transfer from Reserve	-	-
	<u>66,450</u>	<u>68,590</u>
(b) Sportsground Improvement Reserve		
Opening Balance	2,466	2,466
Amount Set Aside / Transfer to Reserve	43	123
Amount Used / Transfer from Reserve	-	-
	<u>2,509</u>	<u>2,589</u>
(c) Plant Replacement Reserve		
Opening Balance	13,869	13,869
Amount Set Aside / Transfer to Reserve	240	712
Amount Used / Transfer from Reserve	-	-
	<u>14,109</u>	<u>14,581</u>
(d) Accrued Leave Reserve		
Opening Balance	43,359	43,359
Amount Set Aside / Transfer to Reserve	751	2,169
Amount Used / Transfer from Reserve	-	-
	<u>44,110</u>	<u>45,528</u>
(e) Aged Persons Units Reserve		
Opening Balance	18,299	18,299
Amount Set Aside / Transfer to Reserve	317	916
Amount Used / Transfer from Reserve	-	-
	<u>18,616</u>	<u>19,215</u>
(f) Street Light Upgrade Reserve		
Opening Balance	13,088	13,088
Amount Set Aside / Transfer to Reserve	227	655
Amount Used / Transfer from Reserve	-	-
	<u>13,315</u>	<u>13,743</u>
(g) Painted Road Reserve		
Opening Balance	3,840	3,840
Amount Set Aside / Transfer to Reserve	67	192
Amount Used / Transfer from Reserve	-	-
	<u>3,907</u>	<u>4,032</u>
(h) Industrial Area Reserve		
Opening Balance	4,786	4,786
Amount Set Aside / Transfer to Reserve	83	240
Amount Used / Transfer from Reserve	-	-
	<u>4,869</u>	<u>5,026</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

6. RESERVES (Continued)	31 December, 2012 Actual \$	2012/2013 Budget \$
(i) Environmental Rehabilitation Reserve		
Opening Balance	16,284	16,284
Amount Set Aside / Transfer to Reserve	282	815
Amount Used / Transfer from Reserve	-	-
	<u>16,566</u>	<u>17,099</u>
(j) RTC/PO/NAB Reserve		
Opening Balance	18,437	18,437
Amount Set Aside / Transfer to Reserve	319	922
Amount Used / Transfer from Reserve	-	-
	<u>18,756</u>	<u>19,359</u>
Total Cash Backed Reserves	<u>203,207</u>	<u>209,762</u>

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

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

Summary of Transfers
To Cash Backed Reserves

Transfers to Reserves

Land and Buildings Reserve	1,131	3,271
Sports Ground Improvement Reserve	43	123
Plant Replacement Reserve	240	712
Accrued Leave Reserve	751	2,169
Aged Persons Units Reserve	317	916
Street Light Upgrade Reserve	227	655
Painted Road Reserve	67	192
Industrial Area Development Reserve	83	240
Environmental Rehabilitation Reserve	282	815
RTC/PO/NAB Reserve	319	922
	<u>3,460</u>	<u>10,015</u>

Transfers from Reserves

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

Total Transfer to/(from) Reserves

	<u>3,460</u>	<u>10,015</u>
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SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

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

Land & Building Reserve

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

Plant Replacement Reserve

- to be used for the purchase of plant.

Accrued Leave Reserve

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

Aged Persons' Units Reserve

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

Street Light Upgrade Reserve

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

Painted Road Reserve

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

Industrial Area Development Reserve

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

Environmental Rehabilitation Reserve

- to be used for the rehabilitation of Gravel Pits.

RTC/PO/NAB Reserve

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

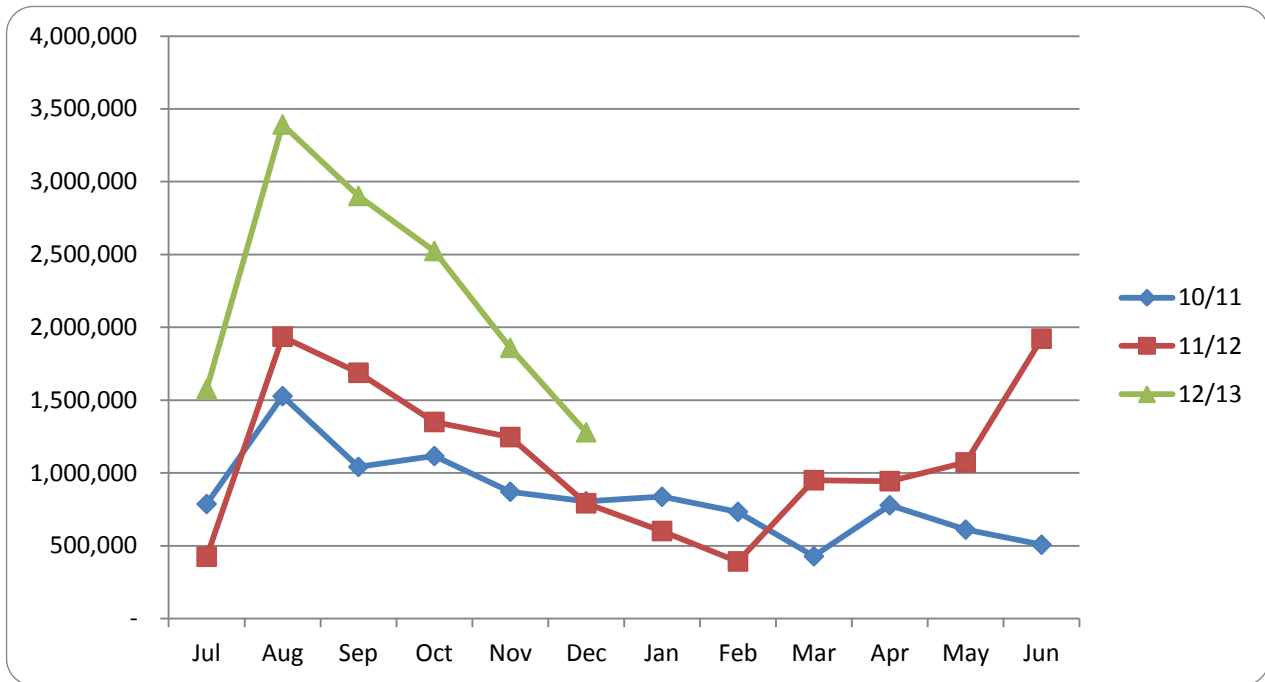
None of the above Reserves are expected to be used within a set period as it is envisaged that further transfers to the reserve accounts will occur as funds are utilised.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

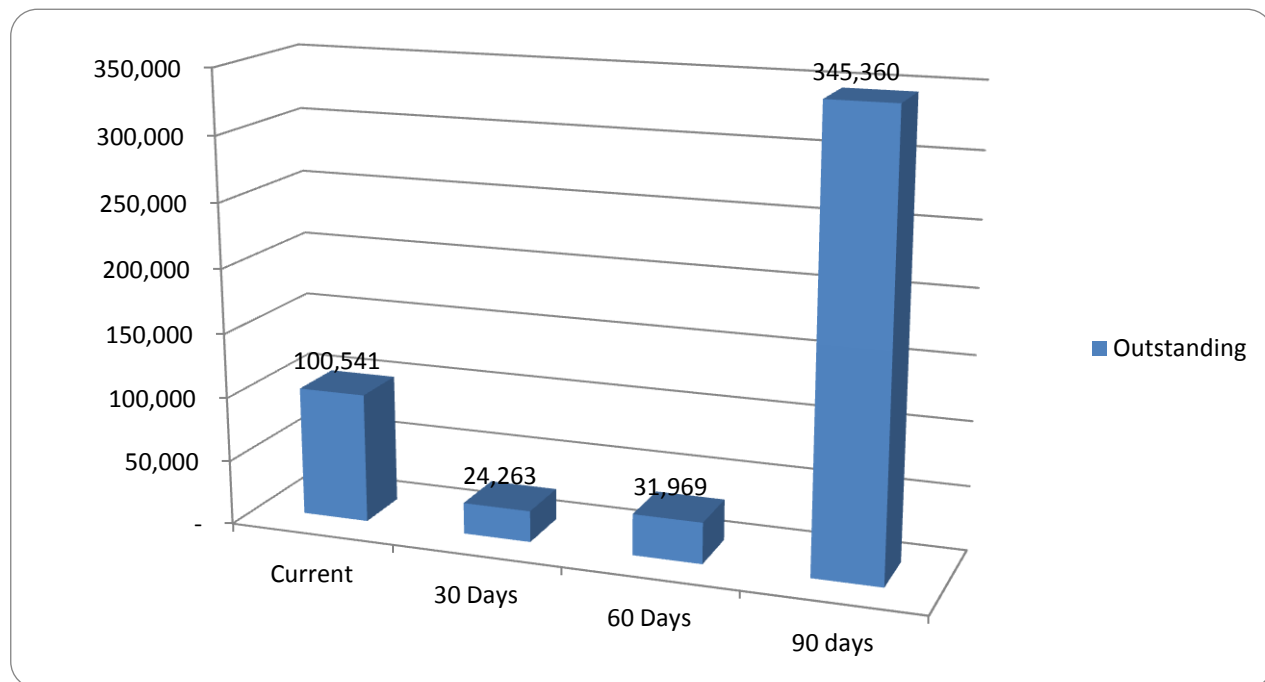
	31 December, 2012 Actual \$	Brought Forward 1-Jul-12 \$
7. NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	823,045	1,662,833
Cash - Restricted (Reserves)	203,208	199,748
Cash - Restricted (Unspent Grants)	-	-
Cash - Restricted (Unspent Loans)	-	-
Receivables		
- Rates Outstanding	179,811	22,919
- Sundry Debtors	513,883	315,028
- Emergency Services Levy	-	-
- Provision for doubtful debt	(8,574)	(8,574)
- GST Receivable	-	-
Inventories	23,605	17,548
	<u>1,734,978</u>	<u>2,209,502</u>
LESS: CURRENT LIABILITIES		
Payables		
- Sundry Creditors	(6,241)	(106,809)
- GST Payable	-	2,503
- PAYG/Withholding Tax Payable	-	-
Accrued Interest	(21,336)	(27,157)
Accrued Salaries & Wages	(8,712)	(8,712)
Loan Liability	(64,159)	(118,868)
Accrued Annual Leave	(76,667)	(76,667)
Accrued LSL	(74,645)	(74,645)
	<u>(251,760)</u>	<u>(410,355)</u>
NET CURRENT ASSET POSITION	1,483,218	1,799,147
Less: Cash - Reserves - Restricted	(203,208)	(199,748)
Less: Cash - Restricted/Committed	<u>-</u>	<u>-</u>
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u><u>1,280,010</u></u>	<u><u>1,599,399</u></u>

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012**

7.1 Graphical Representation - Liquidity over the Year



7.2 Graphical Representation - Debtors Outstanding



SHIRE OF MINGENEW

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

8. RATING INFORMATION - 2011 / 2012 FINANCIAL YEAR

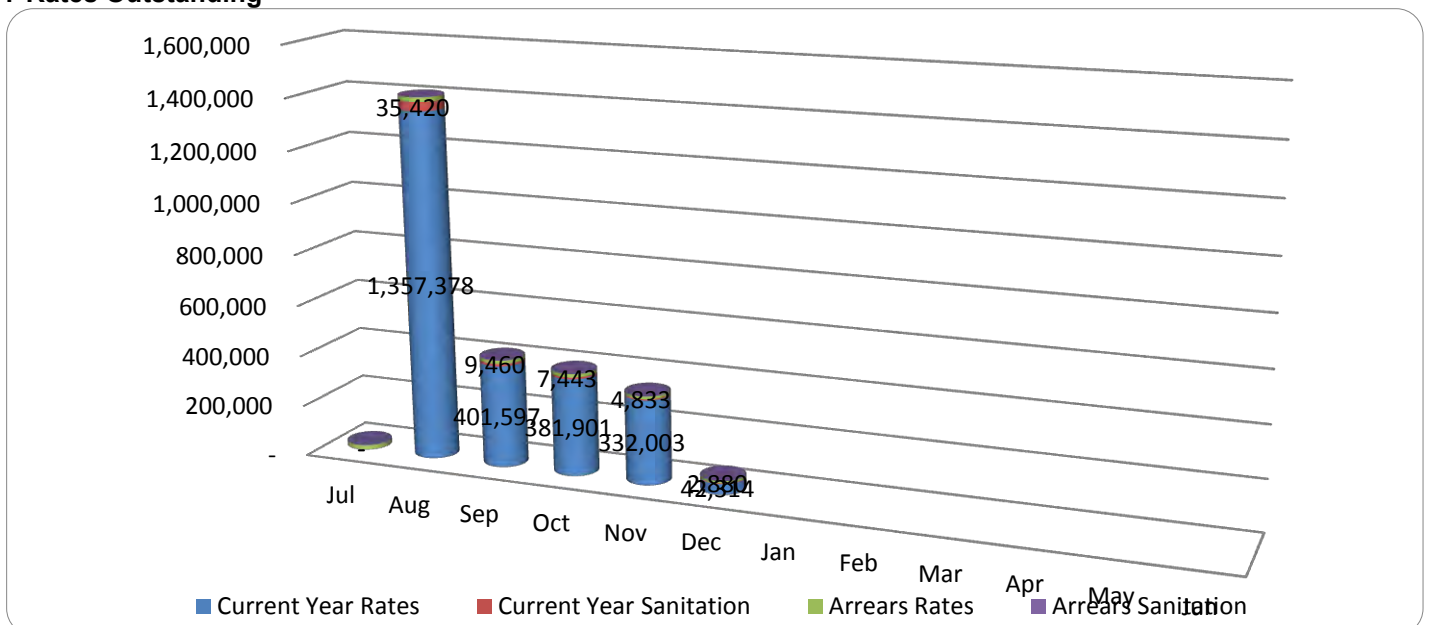
RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2012/2013 Rate Revenue \$	2012/2013 Interim Rates \$	2012/2013 Back Rates \$	2012/2013 Total Revenue \$	2012/2013 Budget \$
General Rate								
GRV - Townsites	10.7236	226	1,513,404	162,291	0	0	162,291	102,263
UV - Rural	1.1697	146	97,652,500	1,142,241	0	0	1,142,241	1,145,639
UV - Mining	15.0000	18	121,692	18,254	0	0	18,254	18,254
Sub-Totals		390	99,287,596	1,322,786	0	0	1,322,786	1,266,156
Minimum Rates	Minimum \$							
GRV - Townsites	330	83	82,138	27,390	0	0	27,390	27,720
UV - Rural	450	15	161,500	6,750	0	0	6,750	6,750
UV - Mining	750	13	28,783	9,750	0	0	9,750	9,750
Sub-Totals		111	272,421	43,890	0	0	43,890	44,220
Rates Written-Off							1,120	0
Ex-Gratia Rates							30,946	17,800
Movement in Excess Rates							7,830	0
Totals							1,405,452	1,328,176

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

The general rates detailed above for the 2012 / 2013 financial year have been determined by Council on the basis budget and the estimated revenue to be received from all sources of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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

8.1 Rates Outstanding



SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

9. TRUST FUNDS

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

Detail	Balance 01-Jul-12 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
BCITF Levy	435	83	(2)	516
BRB Levy	25	289		314
Centenary/Autumn Committee	1,734			1,734
Community Bus	500	920	(260)	1,160
Cool Room Bonds	225		(225)	-
Donations CWA	-			-
Farm Water Scheme	756			756
Industrial Land Bonds	2,000		(1,000)	1,000
Mid West Industry Road Safety Alliance	-	27,500		27,500
Mingenew Cemetery Group	366			366
Mingenew District Christmas Tree Fund	(8)			(8)
Mingenew Water Rights	-			-
Nomination Fees	-			-
Other Bonds	5,389		(980)	4,409
Paul Starick Transpot	-			-
Police Licensing	-	30,529	(30,529)	-
Sinosteel Community Trust Fund	55,035	27,500		82,535
Tree Planter - LCDC	288			288
Weary Dunlop Memorial	1,906			1,906
Youth Advisory Council	2,319			2,319
	<u>70,970</u>			<u>124,795</u>

10. CASH / INVESTMENTS SUMMARY

Investments						31 December 2012 Actual \$
Financial Institution	Fund	Date Invested	Investment Amount \$	Interest Rate %	Maturity Date	
Cash at Bank						31 December 2012 Actual \$
Financial Institution	Fund	Total Cash at Bank	O/S Deposits	O/S Cheques	Adjustment	Actual \$
National Australia Bank	Muni	64,565	86	(7,016)	(10,077)	47,558
National Australia Bank	Trust	130,281	-	(5,500)	16,500	141,281
			Interest		Transfers	
National Australia Bank	Maxi Investment	712,271	-	-	-	712,271
National Australia Bank	Reserve Maxi	203,719	-	-	-	203,719

11. SUPPLEMENTARY INFORMATION

May include (not exhaustive) the following:

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

Schedule/Program Balances

SHIRE OF MINGENEW**INCOME STATEMENT****BY NATURE OR TYPE****FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012**

	NOTE	31/12/2012 Actual \$	2012 / 2013 Budget \$
REVENUES FROM ORDINARY ACTIVITIES			
Rates	8	1,397,144	1,173,420
Operating Grants, Subsidies and Contributions		358,716	1,341,976
Non-Operating Grants, Subsidies and Contributions		794,135	1,287,291
Profit on Asset Disposals		10,059	30,114
Proceeds on Disposal of Assets	#	609	-
Service Charges		-	-
Fees and Charges		174,755	234,629
Interest Earnings		36,557	39,490
Other Revenue		161,276	12,500
		<u>2,933,251</u>	<u>4,119,420</u>
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Costs		(436,770)	(859,681)
Materials and Contracts		(473,077)	(1,213,443)
Utility Charges		(55,798)	(123,954)
Depreciation		(693,145)	(375,770)
Loss on Asset Disposals		(15,281)	(55,727)
Interest Expenses		(37,200)	(56,767)
Insurance		(182,122)	(151,909)
Other Expenditure		(184,694)	(82,800)
		<u>(2,078,087)</u>	<u>(2,920,051)</u>
NET RESULT		855,164	1,199,369

SHIRE OF MINGENEW**INCOME STATEMENT****BY PROGRAM****FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012**

	31/12/12 Y-T-D Actual \$	31/12/12 Y-T-D Budget \$	2012/13 Total Budget \$
OPERATING REVENUES			
Governance	10,262	4,140	8,319
General Purpose Funding	1,549,071	1,466,254	1,914,356
Law, Order, Public Safety	18,287	15,562	26,200
Health	636	546	26,100
Education and Welfare	3,085	1,890	3,795
Housing	24,813	28,644	57,322
Community Amenities	101,541	99,672	150,965
Recreation and Culture	43,947	71,924	153,625
Transport	1,086,668	2,033,339	3,505,372
Economic Services	3,811	5,148	10,339
Other Property and Services	91,127	126,354	252,740
	<u>2,933,248</u>	<u>3,853,473</u>	<u>6,109,133</u>
OPERATING EXPENSES			
Governance	(137,960)	(216,536)	(249,046)
General Purpose Funding	(16,116)	(21,054)	(42,127)
Law, Order, Public Safety	(48,766)	(46,330)	(100,949)
Health	(27,503)	(28,936)	(56,436)
Education and Welfare	(14,208)	(17,226)	(33,565)
Housing	(104,176)	(109,210)	(199,900)
Community Amenities	(67,109)	(81,753)	(152,816)
Recreation & Culture	(371,141)	(401,779)	(857,492)
Transport	(1,120,070)	(1,181,858)	(2,342,300)
Economic Services	(71,292)	(143,445)	(204,177)
Other Property and Services	(99,743)	(173,625)	(219,085)
	<u>(2,078,084)</u>	<u>(2,421,752)</u>	<u>(4,457,893)</u>
NET PROFIT OR LOSS/RESULT	<u>855,164</u>	<u>1,431,721</u>	<u>1,651,240</u>

SHIRE OF MINGENEW

BALANCE SHEET

FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012

	31 December, 2012 ACTUAL \$	2012 \$
CURRENT ASSETS		
Cash and Cash Equivalents	1,026,253	1,862,581
Trade and Other Receivables	685,120	329,372
Inventories	23,605	17,548
TOTAL CURRENT ASSETS	<u>1,734,978</u>	<u>2,209,501</u>
NON-CURRENT ASSETS		
Other Receivables	-	-
Inventories	98,095	95,281
Property, Plant and Equipment	6,448,605	6,448,403
Infrastructure	35,783,102	34,618,583
TOTAL NON-CURRENT ASSETS	<u>42,329,802</u>	<u>41,162,267</u>
TOTAL ASSETS	<u>44,064,780</u>	<u>43,371,768</u>
CURRENT LIABILITIES		
Trade and Other Payables	36,290	140,174
Long Term Borrowings	64,159	118,868
Provisions	151,312	151,311
TOTAL CURRENT LIABILITIES	<u>251,761</u>	<u>410,353</u>
NON-CURRENT LIABILITIES		
Long Term Borrowings	1,160,052	1,163,609
Provisions	20,556	20,556
TOTAL NON-CURRENT LIABILITIES	<u>1,180,608</u>	<u>1,184,165</u>
TOTAL LIABILITIES	<u>1,432,369</u>	<u>1,594,518</u>
NET ASSETS	<u>42,632,411</u>	<u>41,777,250</u>
EQUITY		
Retained Profits (Surplus)	56,384,576	55,532,875
Reserves - Cash Backed	203,208	199,748
Reserves - Asset Revaluation	(13,955,373)	(13,955,373)
TOTAL EQUITY	<u>42,632,411</u>	<u>41,777,250</u>

SHIRE OF MINGENEW**STATEMENT OF CHANGES IN EQUITY****FOR THE PERIOD 1 JULY, 2012 TO 31 DECEMBER, 2012**

	31 December 2012 Actual \$	2012 \$
RETAINED PROFITS (SURPLUS)		
Balance as at 1 July 2012	23,374,214	23,217,670
Change in Net Assets Resulting from Operations	855,162	141,742
Transfer from/(to) Reserves	<u>(3,460)</u>	<u>14,802</u>
Balance as at 30 June 2013	<u>24,225,917</u>	<u>23,374,214</u>
RESERVES - CASH BACKED		
Balance as at 1 July 2012	184,945	199,747
Amount Transferred (to)/from Surplus	<u>3,460</u>	<u>(14,802)</u>
Balance as at 30 June 2013	<u>188,405</u>	<u>184,945</u>
RESERVES - ASSET REVALUATION		
Balance as at 1 July 2012	15,930,143	15,930,143
Revaluation Increment	-	-
Revaluation Decrement	-	-
Balance as at 30 June 2013	<u>15,930,143</u>	<u>15,930,143</u>
TOTAL EQUITY	<u><u>40,344,464</u></u>	<u><u>39,489,302</u></u>

9.6.2 FINANCIAL STATEMENTS FOR MONTH ENDING 31 JANUARY, 2013

Agenda Reference: MFA 02/13-02
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference:
Disclosure of Interest: Nil
Date: 13 February, 2013
Author: Cameron Watson – Manager Finance & Administration

SUMMARY

The Monthly Statement of Financial Activity report for the month ending 31 January, 2013 is presented to Council for adoption.

ATTACHMENT

Finance Report ending 31 January, 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 31 January, 2013 is \$1,209,443

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	\$47,558.34
Business Cash Maximiser (Municipal Funds)	\$712,270.56
Trust Account	\$141,281.16
Reserve Maximiser Account	\$203,718.64

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. \$660,550 remains outstanding as at 31 January, 2013 with \$314,301 in current, \$13,465 outstanding for 30+ days, \$1,200 outstanding for 60+ days and \$331,584 outstanding for 90 days or more.

Rates Outstanding at 31 January, 2013 was \$37,422 current year and \$7,197 arrears, totalling \$44,619.

The total domestic and commercial refuse charges outstanding are \$2,420 current year and \$1,135 arrears, as at 31 January, 2013.

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

CONSULTATION

No consultation required

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications are outlined in comments.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

130208 OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.6.2

MOVED: CR COSGROVE
SECONDED: CR NEWTON

That Council adopts the Monthly Statement of Financial Activity for the month ending the 31st January, 2013.

CARRIED 6/0

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

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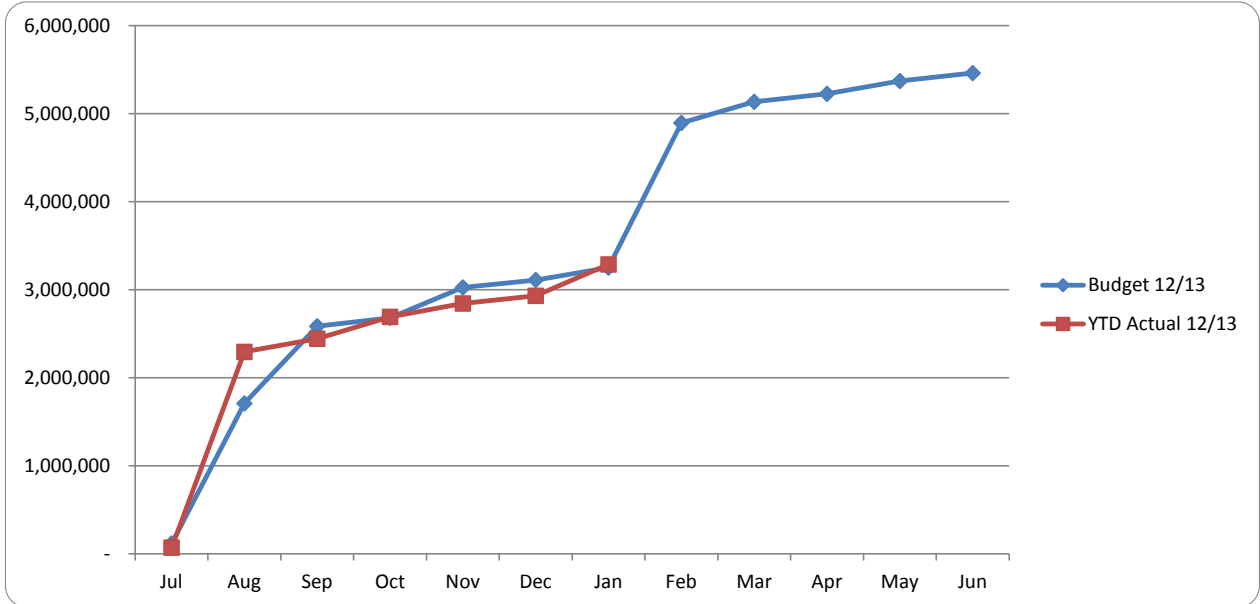
SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

	NOTE	31/01/13 Y-T-D Actual \$	31/01/13 Y-T-D Budget \$	2012/2013 Total Budget \$	31/01/13 Y-T-D Variance \$	31/01/13 Y-T-D Variance %
REVENUES/SOURCES	1,2					
Governance		11,090	4,830	8,319	6,260	(130%)
General Purpose Funding		1,553,977	1,469,064	1,914,356	84,913	(6%)
Law, Order, Public Safety		24,587	20,764	26,200	3,823	(18%)
Health		636	637	26,100	(1)	0%
Education and Welfare		3,345	2,205	3,795	1,140	(52%)
Housing		29,949	33,418	57,322	(3,469)	10%
Community Amenities		102,223	149,884	150,965	(47,661)	32%
Recreation and Culture		33,474	72,203	153,625	(38,729)	54%
Transport		1,426,816	2,087,052	3,505,372	(660,236)	32%
Economic Services		3,874	6,006	10,339	(2,132)	35%
Other Property and Services		99,572	147,413	252,740	(47,841)	32%
		<u>3,289,543</u>	<u>3,993,476</u>	<u>6,109,133</u>	<u>703,933</u>	
(EXPENSES)/(APPLICATIONS)	1,2					
Governance		(228,671)	(226,546)	(249,046)	2,125	(1%)
General Purpose Funding		(18,633)	(24,563)	(42,127)	(5,930)	24%
Law, Order, Public Safety		(55,298)	(50,844)	(100,949)	4,454	(9%)
Health		(32,363)	(33,512)	(56,436)	(1,149)	3%
Education and Welfare		(15,704)	(20,108)	(33,565)	(4,404)	22%
Housing		(115,728)	(122,174)	(199,900)	(6,446)	5%
Community Amenities		(81,343)	(93,580)	(152,816)	(12,237)	13%
Recreation & Culture		(446,961)	(463,781)	(857,492)	(16,820)	4%
Transport		(1,330,840)	(1,363,378)	(2,342,300)	(32,538)	2%
Economic Services		(79,350)	(153,551)	(204,177)	(74,201)	48%
Other Property and Services		(90,677)	(181,161)	(218,085)	(90,484)	50%
		<u>(2,495,568)</u>	<u>(2,733,198)</u>	<u>(4,456,893)</u>	<u>(237,630)</u>	
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	4	(1,961)	3,990	(45,802)	(5,951)	
Movement in Accrued Interest		(5,820)	0	0	(5,820)	
Movement in Accrued Salaries & Wages		0	0	0	0	
Movement in Employee Benefit Provisions		0	0	0	0	
Depreciation on Assets		813,860	743,162	1,274,040	70,698	
Capital Expenditure and Income						
Purchase Land held for Resale	3	0	0	0	0	0%
Purchase Land and Buildings	3	(158,414)	(305,831)	(320,500)	(147,417)	48%
Purchase Furniture and Equipment	3	(16,813)	(14,600)	(14,600)	2,213	(15%)
Purchase Plant and Equipment	3	(219,505)	(237,550)	(272,050)	(18,045)	8%
Purchase Infrastructure Assets - Roads	3	(546,225)	(1,088,645)	(1,824,434)	(542,420)	50%
Purchase Infrastructure Assets - Footpaths	3	(99,817)	(36,000)	(36,000)	63,817	(177%)
Purchase Infrastructure Assets - Bridges	3	(1,166,453)	(2,192,500)	(2,460,000)	(1,026,047)	47%
Proceeds from Disposal of Assets	4	145,456	135,000	180,700	(10,456)	(8%)
Repayment of Debentures	5	(58,266)	(54,706)	(118,868)	3,560	(7%)
Proceeds from New Debentures	5	0	0	0	0	0%
Transfers to Reserves (Restricted Assets)	6	(3,971)	(5,842)	(10,015)	(1,871)	32%
Transfers from Reserves (Restricted Assets)	6	0	0	0	0	0%
ADD Net Current Assets July 1 B/Fwd	7	1,599,399	1,599,399	1,599,399	0	
LESS Net Current Assets Year to Date	7	<u>2,481,512</u>	<u>1,522,021</u>	<u>932,286</u>	<u>959,491</u>	
Amount Req'd to be Raised from Rates		<u>(1,406,067)</u>	<u>(1,328,176)</u>	<u>(1,328,176)</u>	<u>(77,891)</u>	
Rates per Note 8		1,406,066	1,328,176	1,328,176		
Variance		(0)	0	0		

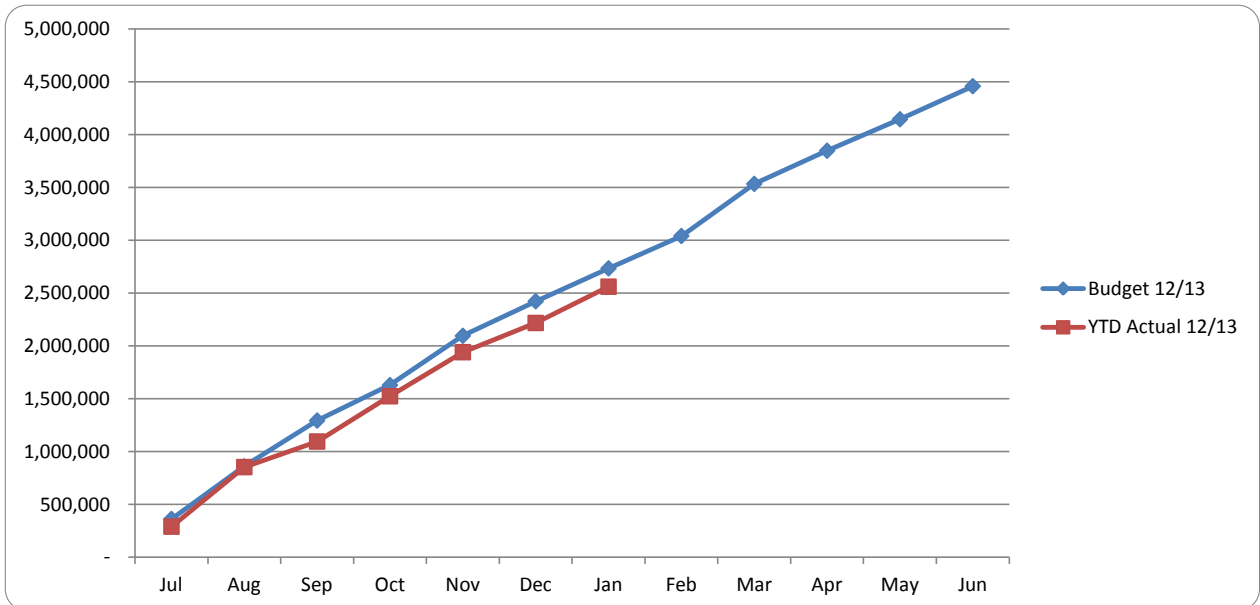
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013**

Graphical Representation - Source Statement of Financial Activity

Operating Budget v Actual - REVENUE



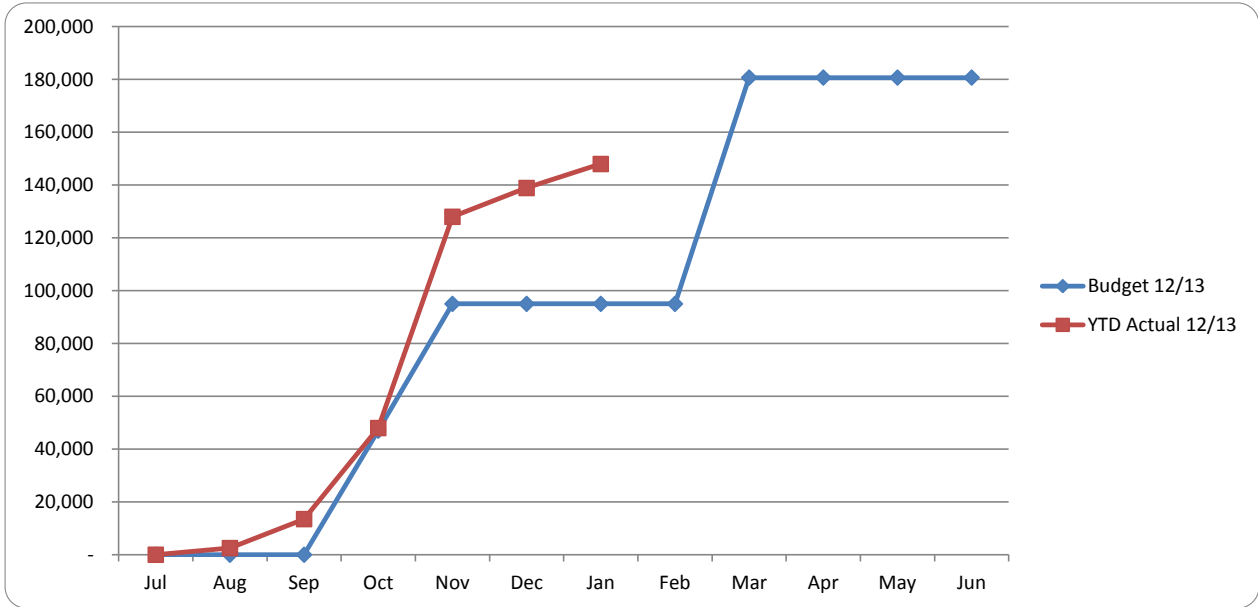
Operating Budget v Actual - EXPENDITURE



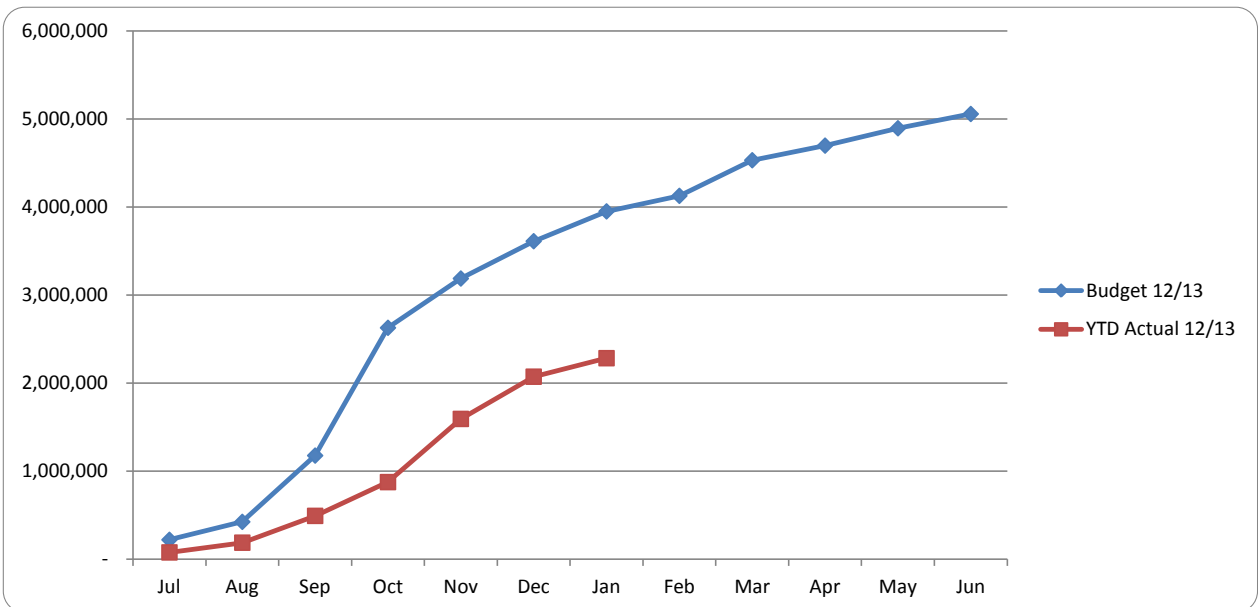
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013**

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, 2012 TO 31 JANUARY, 2013

Statement of Financial Activity - Reportable Variances

REVENUES/SOURCES

Governance	130%	\$5,200 Safe Driver Ins Rebate and \$4,000 in Aglican Church & WALGA Reimbursements
Community Amenities	(32%)	Sinosteel Fund Community Bus contributions yet to be transferred
Recreation & Culture	(54%)	Contributions to Bar Area extension yet to be claimed
Transport	(32%)	Second RRG Claims yet to be made, sealing works to be commenced Feb 13
Other Property and Services	(32%)	Lower than expected Private Works undertaken

(EXPENSES)/(APPLICATIONS)

General Purpose Funding	(24%)	Numberous minor amounts
Community Amenities	(13%)	Numberous minor amounts
Recreation & Culture	(13%)	Predominantly less expenditure to date on the Sports Complex and Parks & Gardens
Economic Services	(48%)	Majority of Mid West Regional Council contribution yet to be paid & lower than expected area expected area promotion expense.
Other Property & Services	(50%)	Lower than expected Private Works undertaken

CAPITAL EXPENDITURE AND INCOME

Purchase Land & Buildings	(48%)	Rec Centre Roof & Bar Extensions yet to be completed, Power Upgrades commenced.
Purchase Infrastructure Assets - Roads	(50%)	Road re-sealing program to commence in February 2013.
Purchase Infrastructure Assets - Footpaths	177%	Main Street Works Commenced, Budget Amendment Required.
Purchase Infrastructure Assets - Bridges	(47%)	Depot Hill Crossing project complete but yet to be fully invoiced.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Accounting

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

(g) Depreciation of Non-Current Assets

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

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

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Impairment

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

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

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

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

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

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

(l) Trade and Other Payables

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

(m) Employee Benefits

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

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

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

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

(n) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Provisions

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

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

(p) Current and Non-Current Classification

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 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 an retain staff and non-staff.
 Activities: Maintenance of council owned housing.

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Activities: Private works, plant repairs

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

	31 January, 2013 Actual \$	2012/2013 Budget \$
3. ACQUISITION OF ASSETS		
The following assets have been acquired during the period under review:		
<u>By Program</u>		
Governance		
Purchase Plant & Equipment	90,890.15	95,000
Computer Development	0.00	1,500
Furniture & Equipment	0.00	2,000
Buildings	5,301.58	5,000
Health		
Buildings	38,536.82	32,000
Education & Welfare		
Senior Citizens Centre - Building	3,300.00	2,500
Housing		
Buildings	30,583.55	43,000
Land & Buildings	0.00	11,500
Community Amenities		
Buildings	0.00	10,000
Furniture & Equipment	14,169.00	4,600
Recreation and Culture		
Buildings	80,691.64	216,500
Purchase Plant & Equipment	1,850.00	14,000
Furniture & Equipment	2,643.64	6,500
Transport		
Infrastructure - Roads	546,225.17	1,824,434
Infrastructure - Bridges	1,166,452.60	2,460,000
Footpaths Construction	99,817.00	36,000
Plant & Equipment - Depot	0.00	3,550
Purchase Plant & Equipment	126,764.85	159,500
	2,207,226.00	4,927,584

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

	31 January, 2013	2012/2013
	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	158,413.59	320,500
Furniture and Equipment	16,812.64	14,600
Plant and Equipment	219,505.00	272,050
Infrastructure Assets - Roads	546,225.17	1,824,434
Infrastructure Assets - Footpaths	99,817.00	36,000
Infrastructure Assets - Bridges	1,166,452.60	2,460,000
Infrastructure Assets - Drainage/Floodways	0.00	0
Infrastructure Assets - Recreation Areas	0.00	0
	2,207,226.00	4,927,584

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

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

4. DISPOSALS OF ASSETS

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

<u>By Program</u>	Net Book Value	Net Book Value	Sale Proceeds		Profit(Loss)	
	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$	\$	\$	\$
Governance						
Admin Vehicle (MI 177)	23,600	25,191	25,000	26,364	1,400	1,173
CEO Vehicle (1 MI)	49,400	52,023	50,000	50,000	600	(2,023)
Transport						
Works Manager Vehicle (MI 108)	29,208	35,262	29,000	30,000	(208)	(5,262)
ISA Officer Vehicle (MI 481)	30,690	31,019	26,700	19,092	(3,990)	(11,927)
Vibrating Roller	0	0	25,000	0	25,000	0
Sale of Pig Trailer (MI 3196)	0	0	15,000	9,091	15,000	9,091
Sale of Dolly (MI 3396)	0	0	10,000	10,909	10,000	10,909
	132,898	143,494	180,700	145,456	47,802	1,961

<u>By Class</u>	Net Book Value	Net Book Value	Sale Proceeds		31/10/2012	Profit(Loss)
	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013	2012 / 2013
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$	\$	\$	\$
Plant & Equipment						
Admin Vehicle (MI 177)	23,600	25,191	25,000	26,364	1,400	1,173
CEO Vehicle (1 MI)	49,400	52,023	50,000	50,000	600	(2,023)
Works Manager Vehicle (MI 108)	29,208	35,262	29,000	30,000	(208)	(5,262)
ISA Officer Vehicle (MI 481)	30,690	31,019	26,700	19,092	(3,990)	(11,927)
Vibrating Roller	0	0	25,000	0	25,000	0
Sale of Pig Trailer (MI 3196)	0	0	15,000	9,091	15,000	9,091
Sale of Dolly (MI 3396)	0	0	10,000	10,909	10,000	10,909
	132,898	143,494	180,700	145,456	47,802	1,961

Summary

	2012 / 2013	31/1/2013
	BUDGET	ACTUAL
	\$	\$
Profit on Asset Disposals	52,000	21,173
Loss on Asset Disposals	(4,198)	(19,212)
	<u>47,802</u>	<u>1,961</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 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	114,298	0	0	1,976	4,012	112,322	110,286	3,478	6,897
Housing									
Loan 133 - Triplex (+)	111,694	0	0	4,273	8,691	107,421	103,003	3,814	7,483
Loan 134 - S/C Housing (+)	71,568	0	0	2,178	4,423	69,390	67,145	2,222	4,376
Loan 136 - Staff Housing (#)	144,961	0	0	2,962	6,017	141,999	138,944	4,655	9,215
Loan 142 - Staff Housing	100,000	0	0	3,557	7,923	96,443	92,076	2,303	4,969
Recreation & Culture									
Loan 138 - Pavilion Fit-Out	109,726	0	0	1,897	3,851	107,829	105,875	3,339	6,621
Transport									
Loan 139 - Roller	90,063	0	0	5,667	11,520	84,396	78,544	2,990	5,795
Loan 141 - Grader	190,165	0	0	9,386	19,060	180,779	171,106	5,893	11,499
Loan 143 - Trucks	250,000	0	0	22,458	45,447	227,542	204,553	5,971	11,412
Loan 144 - Trailer	100,000	0	0	3,913	7,924	96,087	92,076	2,533	4,969
	1,282,475	0	0	58,266	118,868	1,224,209	1,163,608	37,199	73,236

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

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

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2012 / 2013

No new debentures are planned in 2012/13.

(c) Unspent Debentures

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

(d) Overdraft

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

	31 January, 2013 Actual \$	2012/2013 Budget \$
6. RESERVES		
Cash Backed Reserves		
(a) Land and Building Reserve		
Opening Balance	65,319	65,319
Amount Set Aside / Transfer to Reserve	1,298	3,271
Amount Used / Transfer from Reserve	-	-
	<u>66,617</u>	<u>68,590</u>
(b) Sportsground Improvement Reserve		
Opening Balance	2,466	2,466
Amount Set Aside / Transfer to Reserve	49	123
Amount Used / Transfer from Reserve	-	-
	<u>2,515</u>	<u>2,589</u>
(c) Plant Replacement Reserve		
Opening Balance	13,869	13,869
Amount Set Aside / Transfer to Reserve	276	712
Amount Used / Transfer from Reserve	-	-
	<u>14,145</u>	<u>14,581</u>
(d) Accrued Leave Reserve		
Opening Balance	43,359	43,359
Amount Set Aside / Transfer to Reserve	862	2,169
Amount Used / Transfer from Reserve	-	-
	<u>44,221</u>	<u>45,528</u>
(e) Aged Persons Units Reserve		
Opening Balance	18,299	18,299
Amount Set Aside / Transfer to Reserve	364	916
Amount Used / Transfer from Reserve	-	-
	<u>18,663</u>	<u>19,215</u>
(f) Street Light Upgrade Reserve		
Opening Balance	13,088	13,088
Amount Set Aside / Transfer to Reserve	260	655
Amount Used / Transfer from Reserve	-	-
	<u>13,348</u>	<u>13,743</u>
(g) Painted Road Reserve		
Opening Balance	3,840	3,840
Amount Set Aside / Transfer to Reserve	76	192
Amount Used / Transfer from Reserve	-	-
	<u>3,916</u>	<u>4,032</u>
(h) Industrial Area Reserve		
Opening Balance	4,786	4,786
Amount Set Aside / Transfer to Reserve	95	240
Amount Used / Transfer from Reserve	-	-
	<u>4,881</u>	<u>5,026</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

6. RESERVES (Continued)	31 January, 2013 Actual \$	2012/2013 Budget \$
(i) Environmental Rehabilitation Reserve		
Opening Balance	16,284	16,284
Amount Set Aside / Transfer to Reserve	324	815
Amount Used / Transfer from Reserve	-	-
	<u>16,608</u>	<u>17,099</u>
(j) RTC/PO/NAB Reserve		
Opening Balance	18,437	18,437
Amount Set Aside / Transfer to Reserve	367	922
Amount Used / Transfer from Reserve	-	-
	<u>18,804</u>	<u>19,359</u>
Total Cash Backed Reserves	<u>203,718</u>	<u>209,762</u>

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

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

**Summary of Transfers
To Cash Backed Reserves**

Transfers to Reserves

Land and Buildings Reserve	1,298	3,271
Sports Ground Improvement Reserve	49	123
Plant Replacement Reserve	276	712
Accrued Leave Reserve	862	2,169
Aged Persons Units Reserve	364	916
Street Light Upgrade Reserve	260	655
Painted Road Reserve	76	192
Industrial Area Development Reserve	95	240
Environmental Rehabilitation Reserve	324	815
RTC/PO/NAB Reserve	367	922
	<u>3,971</u>	<u>10,015</u>

Transfers from Reserves

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

Total Transfer to/(from) Reserves	<u>3,971</u>	<u>10,015</u>
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SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 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

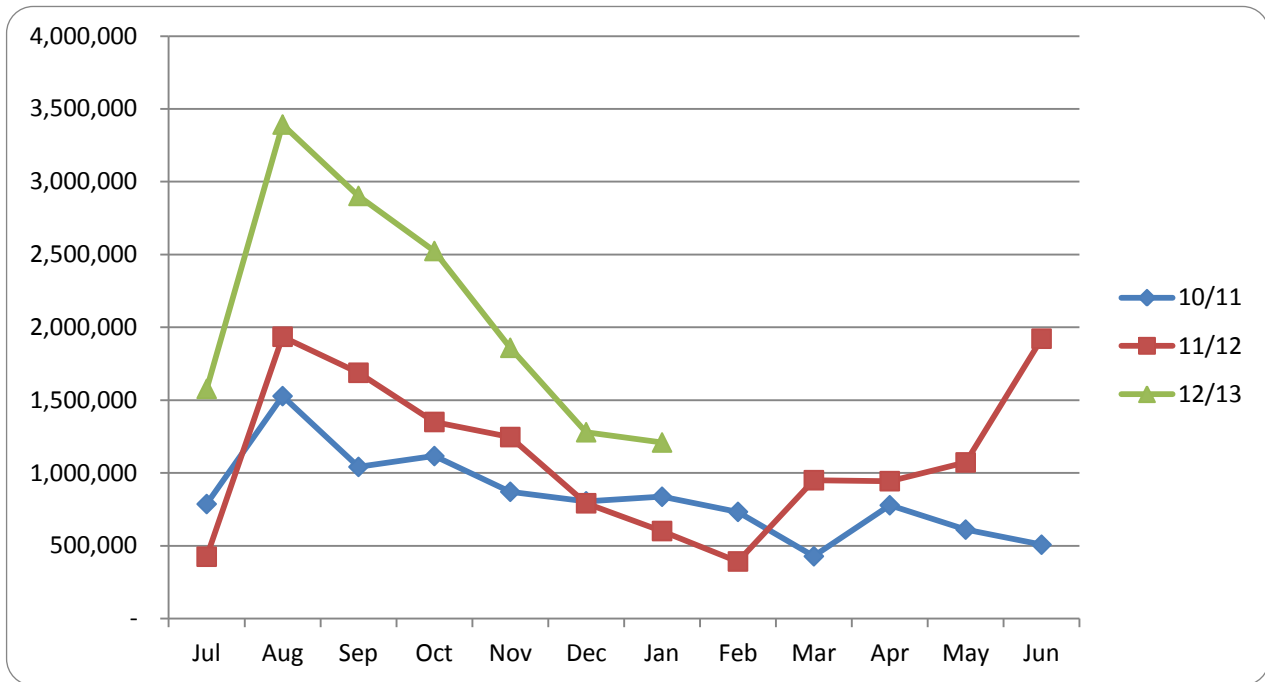
None of the above Reserves are expected to be used within a set period as it is envisaged that further transfers to the reserve accounts will occur as funds are utilised.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

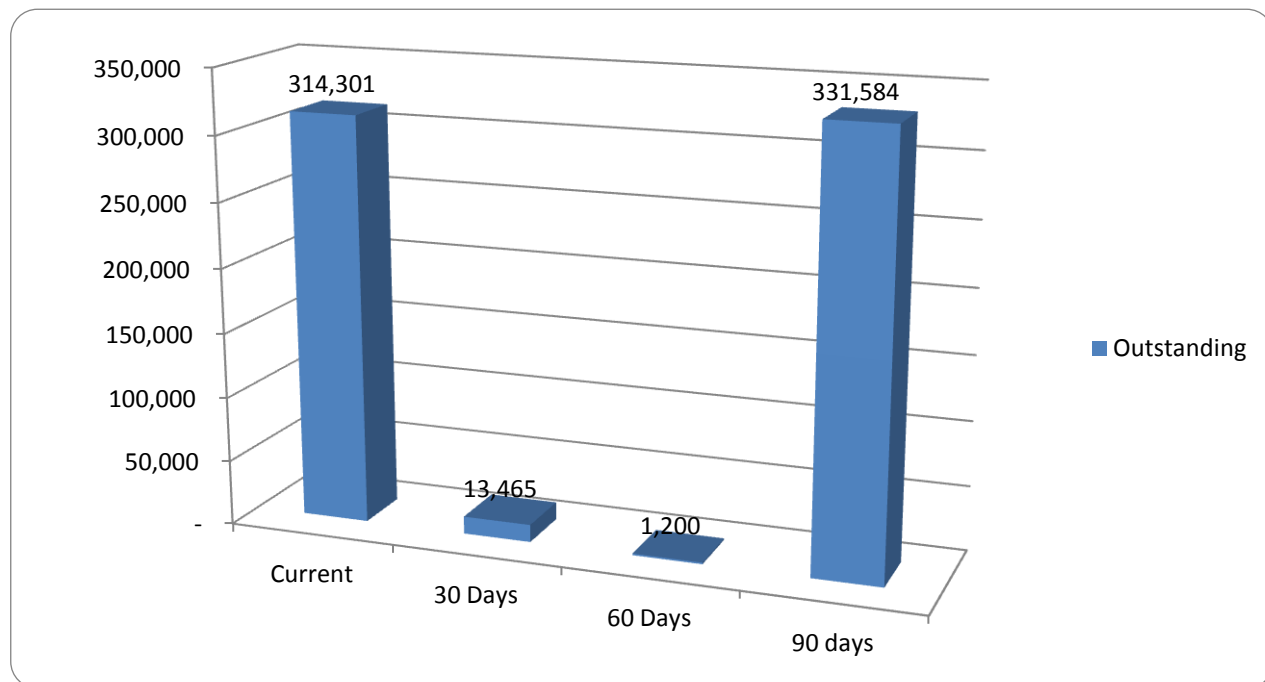
	31 January, 2013 Actual \$	Brought Forward 1-Jul-12 \$
7. NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	760,229	1,662,833
Cash - Restricted (Reserves)	203,719	199,748
Cash - Restricted (Unspent Grants)	-	-
Cash - Restricted (Unspent Loans)	-	-
Receivables		
- Rates Outstanding	129,709	22,919
- Sundry Debtors	663,061	315,028
- Emergency Services Levy	-	-
- Provision for doubtful debt	(8,574)	(8,574)
- GST Receivable	20,663	-
Inventories	20,799	17,548
	<u>1,789,606</u>	<u>2,209,502</u>
LESS: CURRENT LIABILITIES		
Payables		
- Sundry Creditors	(82,693)	(106,809)
- GST Payable	(26,655)	2,503
- PAYG/Withholding Tax Payable	(21,577)	-
Accrued Interest	(21,336)	(27,157)
Accrued Salaries & Wages	(8,712)	(8,712)
Loan Liability	(64,159)	(118,868)
Accrued Annual Leave	(76,667)	(76,667)
Accrued LSL	(74,645)	(74,645)
	<u>(376,444)</u>	<u>(410,355)</u>
NET CURRENT ASSET POSITION	1,413,162	1,799,147
Less: Cash - Reserves - Restricted	(203,719)	(199,748)
Less: Cash - Restricted/Committed	<u>-</u>	<u>-</u>
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>1,209,443</u>	<u>1,599,399</u>

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013**

7.1 Graphical Representation - Liquidity over the Year



7.2 Graphical Representation - Debtors Outstanding



SHIRE OF MINGENEW

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

8. RATING INFORMATION - 2011 / 2012 FINANCIAL YEAR

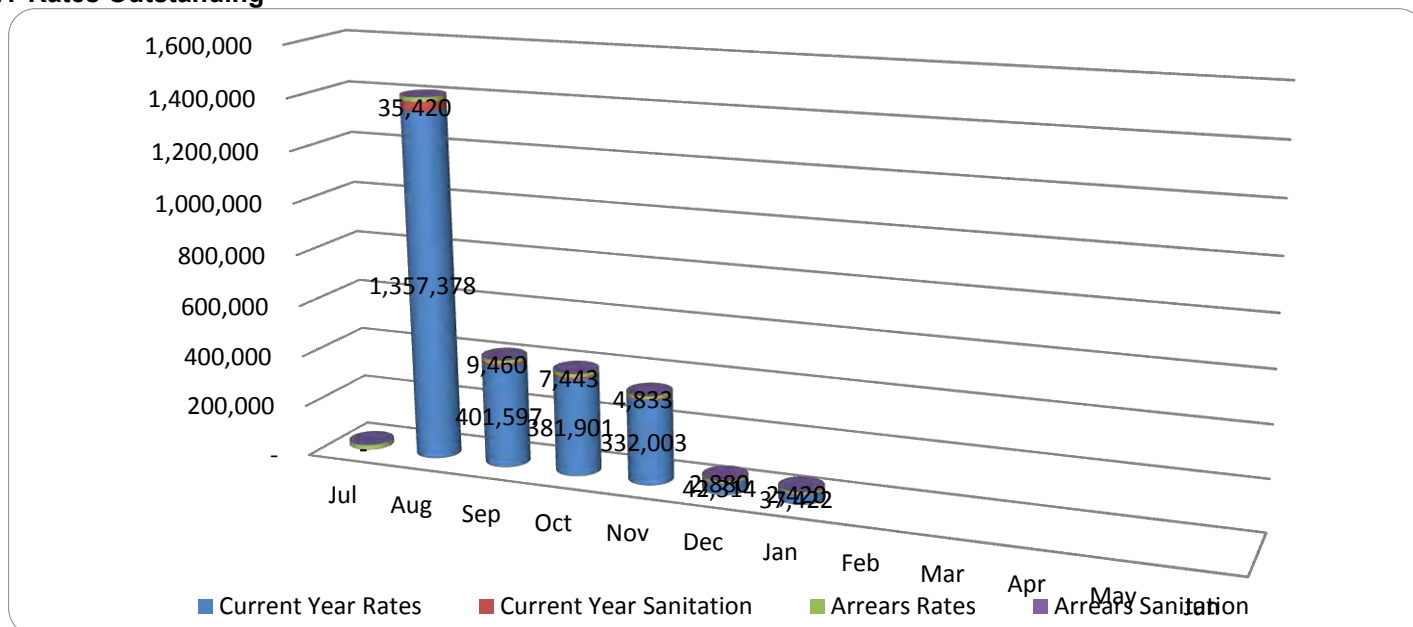
RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2012/2013 Rate Revenue \$	2012/2013 Interim Rates \$	2012/2013 Back Rates \$	2012/2013 Total Revenue \$	2012/2013 Budget \$
General Rate								
GRV - Townsites	10.7236	226	1,513,404	162,291	0	0	162,291	102,263
UV - Rural	1.1697	146	97,652,500	1,142,241	0	0	1,142,241	1,145,639
UV - Mining	15.0000	18	121,692	18,254	0	0	18,254	18,254
Sub-Totals		390	99,287,596	1,322,786	0	0	1,322,786	1,266,156
Minimum Rates	Minimum \$							
GRV - Townsites	330	83	82,138	27,390	0	0	27,390	27,720
UV - Rural	450	15	161,500	6,750	0	0	6,750	6,750
UV - Mining	750	13	28,783	9,750	0	0	9,750	9,750
Sub-Totals		111	272,421	43,890	0	0	43,890	44,220
Rates Written-Off							1,120	0
Ex-Gratia Rates							30,946	17,800
Movement in Excess Rates							8,444	0
Totals							1,406,066	1,328,176

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

The general rates detailed above for the 2012 / 2013 financial year have been determined by Council on the basis budget and the estimated revenue to be received from all sources of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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

8.1 Rates Outstanding



SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 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-12 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
BCITF Levy	435	83	(2)	516
BRB Levy	25	289		314
Centenary/Autumn Committee	1,734			1,734
Community Bus	500	920	(260)	1,160
Cool Room Bonds	225		(225)	-
Donations CWA	-			-
Farm Water Scheme	756			756
Industrial Land Bonds	2,000		(1,000)	1,000
Mid West Industry Road Safety Alliance	-	44,000		44,000
Mingenew Cemetery Group	366			366
Mingenew District Christmas Tree Fund	-			-
Mingenew Water Rights	-			-
Nomination Fees	-			-
Other Bonds	5,389		(980)	4,409
Paul Starick Transpot	-			-
Sinosteel Community Trust Fund	55,035	27,500		82,535
Tree Planter - LCDC	288			288
Weary Dunlop Memorial	1,906			1,906
Youth Advisory Council	2,319			2,319
	<u>70,978</u>			<u>141,303</u>

10. CASH / INVESTMENTS SUMMARY

Investments						31 January 2013 Actual \$
Financial Institution	Fund	Date Invested	Investment Amount \$	Interest Rate %	Maturity Date	
Cash at Bank						31 January 2013 Actual \$
Financial Institution	Fund	Total Cash at Bank	O/S Deposits	O/S Cheques	Adjustment	Actual \$
National Australia Bank	Muni	64,565	86	(7,016)	(10,077)	47,558
National Australia Bank	Trust	130,281	-	(5,500)	16,500	141,281
			Interest		Transfers	
National Australia Bank	Maxi Investment	712,271	-	-	-	712,271
National Australia Bank	Reserve Maxi	203,719	-	-	-	203,719

11. SUPPLEMENTARY INFORMATION

May include (not exhaustive) the following:

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

Schedule/Program Balances

SHIRE OF MINGENEW**INCOME STATEMENT****BY NATURE OR TYPE****FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013**

	NOTE	31/01/2013 Actual \$	2012 / 2013 Budget \$
REVENUES FROM ORDINARY ACTIVITIES			
Rates	8	1,399,575	1,173,420
Operating Grants, Subsidies and Contributions		355,808	1,341,976
Non-Operating Grants, Subsidies and Contributions		1,068,135	1,287,291
Profit on Asset Disposals		19,150	30,114
Proceeds on Disposal of Assets	#	609	-
Service Charges		-	-
Fees and Charges		171,625	234,629
Interest Earnings		39,524	39,490
Other Revenue		235,117	12,500
		<u>3,289,543</u>	<u>4,119,420</u>
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Costs		(529,245)	(859,681)
Materials and Contracts		(506,316)	(1,213,443)
Utility Charges		(74,764)	(123,954)
Depreciation		(813,860)	(375,770)
Loss on Asset Disposals		(15,281)	(55,727)
Interest Expenses		(37,200)	(56,767)
Insurance		(182,122)	(151,909)
Other Expenditure		(260,416)	(82,800)
		<u>(2,419,204)</u>	<u>(2,920,051)</u>
NET RESULT		870,339	1,199,369

SHIRE OF MINGENEW**INCOME STATEMENT****BY PROGRAM****FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013**

	31/01/13 Y-T-D Actual \$	31/01/13 Y-T-D Budget \$	2012/13 Total Budget \$
OPERATING REVENUES			
Governance	11,090	4,830	8,319
General Purpose Funding	1,553,977	1,469,064	1,914,356
Law, Order, Public Safety	24,587	20,764	26,200
Health	636	637	26,100
Education and Welfare	3,345	2,205	3,795
Housing	29,949	33,418	57,322
Community Amenities	102,223	149,884	150,965
Recreation and Culture	33,474	72,203	153,625
Transport	1,426,816	2,087,052	3,505,372
Economic Services	3,874	6,006	10,339
Other Property and Services	99,572	147,413	252,740
	<u>3,289,543</u>	<u>3,993,476</u>	<u>6,109,133</u>
OPERATING EXPENSES			
Governance	(152,307)	(226,546)	(249,046)
General Purpose Funding	(18,633)	(24,563)	(42,127)
Law, Order, Public Safety	(55,298)	(50,844)	(100,949)
Health	(32,363)	(33,512)	(56,436)
Education and Welfare	(15,704)	(20,108)	(33,565)
Housing	(115,728)	(122,174)	(199,900)
Community Amenities	(81,343)	(93,580)	(152,816)
Recreation & Culture	(446,961)	(463,781)	(857,492)
Transport	(1,330,840)	(1,363,378)	(2,342,300)
Economic Services	(79,350)	(153,551)	(204,177)
Other Property and Services	(90,677)	(181,161)	(219,085)
	<u>(2,419,204)</u>	<u>(2,733,198)</u>	<u>(4,457,893)</u>
NET PROFIT OR LOSS/RESULT	<u>870,339</u>	<u>1,260,278</u>	<u>1,651,240</u>

SHIRE OF MINGENEW

BALANCE SHEET

FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013

	31 January, 2013 ACTUAL \$	2012 \$
CURRENT ASSETS		
Cash and Cash Equivalents	963,947	1,862,581
Trade and Other Receivables	804,859	329,372
Inventories	20,799	17,548
TOTAL CURRENT ASSETS	<u>1,789,605</u>	<u>2,209,501</u>
NON-CURRENT ASSETS		
Other Receivables	-	-
Inventories	98,095	95,281
Property, Plant and Equipment	6,410,413	6,448,403
Infrastructure	35,906,525	34,618,583
TOTAL NON-CURRENT ASSETS	<u>42,415,033</u>	<u>41,162,267</u>
TOTAL ASSETS	<u>44,204,638</u>	<u>43,371,768</u>
CURRENT LIABILITIES		
Trade and Other Payables	160,974	140,174
Long Term Borrowings	64,159	118,868
Provisions	151,312	151,311
TOTAL CURRENT LIABILITIES	<u>376,445</u>	<u>410,353</u>
NON-CURRENT LIABILITIES		
Long Term Borrowings	1,160,052	1,163,609
Provisions	20,556	20,556
TOTAL NON-CURRENT LIABILITIES	<u>1,180,608</u>	<u>1,184,165</u>
TOTAL LIABILITIES	<u>1,557,053</u>	<u>1,594,518</u>
NET ASSETS	<u>42,647,585</u>	<u>41,777,250</u>
EQUITY		
Retained Profits (Surplus)	56,399,241	55,532,875
Reserves - Cash Backed	203,719	199,748
Reserves - Asset Revaluation	(13,955,373)	(13,955,373)
TOTAL EQUITY	<u>42,647,587</u>	<u>41,777,250</u>

SHIRE OF MINGENEW**STATEMENT OF CHANGES IN EQUITY****FOR THE PERIOD 1 JULY, 2012 TO 31 JANUARY, 2013**

	31 January 2013 Actual \$	2012 \$
RETAINED PROFITS (SURPLUS)		
Balance as at 1 July 2012	23,374,214	23,217,670
Change in Net Assets Resulting from Operations	870,337	141,742
Transfer from/(to) Reserves	<u>(3,971)</u>	<u>14,802</u>
Balance as at 30 June 2013	<u>24,240,580</u>	<u>23,374,214</u>
RESERVES - CASH BACKED		
Balance as at 1 July 2012	184,945	199,747
Amount Transferred (to)/from Surplus	<u>3,971</u>	<u>(14,802)</u>
Balance as at 30 June 2013	<u>188,916</u>	<u>184,945</u>
RESERVES - ASSET REVALUATION		
Balance as at 1 July 2012	15,930,143	15,930,143
Revaluation Increment	-	-
Revaluation Decrement	-	-
Balance as at 30 June 2013	<u>15,930,143</u>	<u>15,930,143</u>
TOTAL EQUITY	<u><u>40,359,639</u></u>	<u><u>39,489,302</u></u>

9.6.3 LONG TERM FINANCIAL PLAN 2012 - 2022

Agenda Reference:	MFA 02/13-03
Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	30 th January, 2013
Author:	Cameron Watson – Manager Finance & Administration

SUMMARY

For Council to consider adopting the Long Term Financial Plan 2012 - 2022

ATTACHMENT

Long Term Financial Plan 2012 - 2022

BACKGROUND

The current Integrated Planning Framework was introduced in 2010 due to the deficiency of many local governments in relation to strategic planning, asset maintenance & renewal and financial management planning. The Integrated Planning Framework addresses the requirement for the completion of a Strategic Community Plan and a Corporate Business Plan. Council adopted its Strategic Community Plan in March 2012 with the Corporate Business plan being completed during the 2012/2013 Financial Year.

COMMENT

The Corporate Business Plan will be prepared using the Strategic Community Plan, Asset Management Plan and Long Term Financial Plan. At the November 2012 Concept Forum, Council was presented with three growth scenarios and at that time indicated that the no population growth scenario was most applicable.

Councils appointed consultants, UHY Haines Norton, have produced a draft Long Term Financial Plan based on the selected scenario for Councils consideration and endorsement.

CONSULTATION

Councillors – Shire of Mingenew
 Chief Executive Officer – Shire of Mingenew
 Russell Barnes – UHY Haines Norton

STATUTORY ENVIRONMENT

Local Government Act 1995, section 5.56 – Planning for the future.
 Local Government (Administration) Regulations 1996, regulation 19DA – Corporate Business Plans, Requirements for.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Long Term Financial Plan is an important financial tool to achieve the strategies set out in Councils Strategic Community Plan, Asset Management Plan and Forward Capital Works Plan.

VOTING REQUIREMENTS

Simple Majority

130209 OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.6.3

MOVED: CR GLEDHILL

SECONDED: CR NEWTON

That Council adopt the Long Term Financial Plan 2012 – 2022.

CARRIED 6/0



Department of **Local Government**
Department of **Regional Development and Lands**



Shire of Mingenew Long Term Financial Plan 2012 - 2022



Preface



Reliance

The professional advice and opinion in this report has been prepared for the exclusive use of the Shire of Mingenew and for the purposes specified in our letter of engagement. This report is supplied in good faith and reflects the knowledge, expertise and experience of the engagement consultant and is based on the information and representations provided by the Shire of Mingenew. We accept no responsibility for any loss occasioned by any person acting or refraining from action as a result of reliance on the report, other than the Shire of Mingenew.

Disclaimer

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Acknowledgement

The Shire of Mingenew wishes to acknowledge funding provided by the Department of Local Government and Department of Regional Development and Lands through Royalties for Regions to support this project.

If you seek further information or have any questions relating to this Plan please contact:

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Foreword

Shire President

[Example content only]

I am very pleased to present to the Community the Shire of Mingenew Long Term Financial Plan for the period 2012-2022.

Insert
Picture

The Plan is part of the Shire's ongoing commitment to an integrated approach to planning for the District's future. It provides the Council and the community with a picture of the Shire's long term financial circumstances and assists us to meet the outcomes, objectives and strategies. Detailed in our Strategic Community Plan.

The Shire will encounter many challenges and opportunities over the next 10 years. Limited population growth and changes in population demographics result in changing community needs and expectations. The Council will require a clear understanding of its capacity to meet these service expectations as it maintains a strong focus on sound financial management.

The Council welcomes community participation as we plan for the future of our District. I invite members of the Community to contact the Council staff or a Councillor if they have any questions.

Regards

Michelle Bagley

Chief Executive Officer

[Example content only]

The Shire of Mingenew's Long Term Financial Plan is an important financial tool as we strive to achieve the strategies set out in the Council's Strategic Community Plan.

Insert
Picture

The Plan will be used with the Corporate Business Plan, Asset Management Plan and Workforce Plan to achieve our vision and desired outcomes.

The Shire has recently devoted significant resources into improving its strategic planning in line with the State reform agenda for local government. We have also investigated ways to improve services to the Community by resource sharing and collaboration with neighbouring local governments. This work continues as we constantly seek to improve our systems and service delivery.

The staff have worked closely with the Council to prepare this Plan and to highlight the financial issues that will require decisions in the future. I thank the staff for their effort in producing this comprehensive document.

Best Wishes

Mike Sully

Executive Summary

Planning for a Sustainable Future

The Shire of Mingenew is planning for a positive and sustainable future. The Shire seeks to maintain, and where possible, improve service levels into the future while maintaining a healthy financial position.

Financial Summary

Operations

The Plan predicts a positive net result from operations for each year of the plan apart from 2018/19. However, this result is heavily influenced by grants forecast to be received for various capital projects.

Rates

Rates revenue is forecast to increase by inflation plus 3% and is consistent with annual increases that have been applied in the past. As population is forecast not to increase there will be no growth in rates attributable to population.

Grants

Grants and contributions for operations are expected to total \$1.038m in year one and then increase by 4% per annum, or inflation, thereafter. Capital Grants are forecast to be \$2.683m in year one and will vary over the next six years as grants are obtained for various projects.

Financing

The balance of reserve funds are forecast to increase from \$0.218m to \$0.414m over the 10 years and outstanding borrowings will also increase from \$1.165m to \$1.673m.

Assumptions

The Plan has been prepared based on the following broad assumptions:

- The Shire will maintain its current service levels and, where financially prudent, increase services.
- The level of grants and contributions for capital projects and operations will remain relatively stable over the term.
- The district and State economy will remain stable.
- No major changes in the level of services are expected over the life of the Plan.

Assets are expected to be adequately maintained and continue to provide existing levels of service. The Shire is a participant in the current local government reform process with the Shires of Morawa and Three Springs. The impacts of these discussions on the methods of delivery of services are currently unknown and the impact of potential change has not been considered within this Plan.

Strategic Financial Issues

The Shire has responsibility for the maintenance of a large asset base including a

significant part of the district's road network. To undertake this task the Shire receives substantial external grants from the National and State Government. Without this source of revenue the Shire would be faced with the prospect of a substantial rate increase and/or a significant reduction in service levels.

Current forecast capital grant levels and available Shire funds are not considered adequate to renew infrastructure assets, based on the current rate of depreciation, over the long term.

Major Projects

The Council has a number of major projects planned during the course of this plan including the expansion of the Recreation Centre, accommodation for the aged, a new works depot, a water park, toilets for the recreation ground and a refurbishment of office accommodation.

These projects are in addition to the road works renewal and upgrade program and the allocation of expenditure to renew the Shire's building assets.

Introduction

Planning Framework

This Long Term Financial Plan has been prepared to achieve compliance with the *Local Government (Administration) Regulations 1996*.

Development of the Plan has also been influenced by the Department of Local Government’s Framework and Guidelines for Long Term Financial Planning.

Background Statistics

Situated approximately 380 km north of Perth the Shire of Mingenew includes the locality of Yandanooka and the town of Mingenew.

Key Statistics: Shire of Mingenew 2012

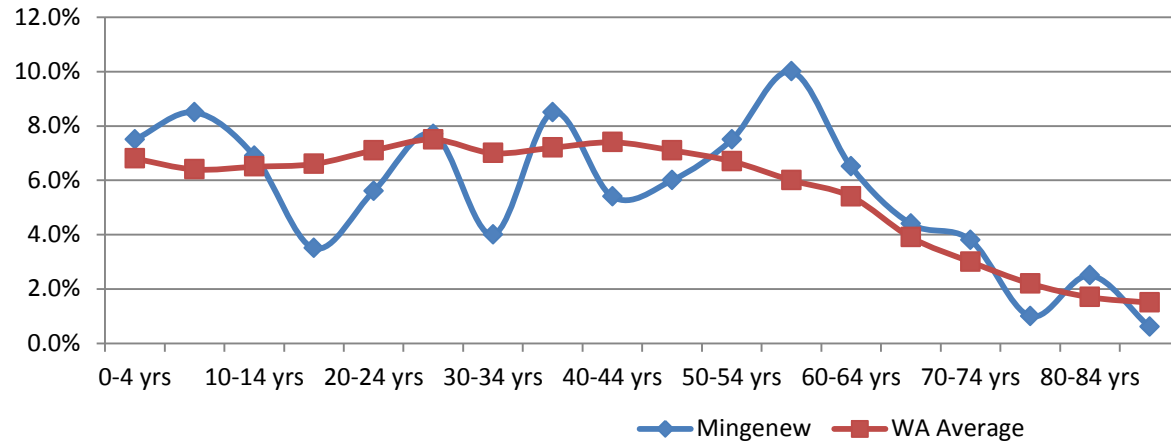
Community

Mingenew is a traditional agricultural community located 50km from the coast and is the entrance to the Midwest wheat belt.

Broadacre cereal and legume crops is the predominant agricultural enterprise. An increase in mining activity in the region is providing some diversity for the economy.

The Coalseam Conservation Park, situated north of the town was the site of WA’s first coal discovery. Providing a spectacular show of everlasting and other wildflowers the Park attracts many visitors with its limestone cliffs, riverbed and carved gorges providing a year round attraction.

Graph 1 Shire of Mingenew Resident Population by Age Group



Data Source: Australian Bureau of Statistics 2011 Quickstats

When compared to the State average population, the Shire has a higher percentage of people under the age of 10 and a lower percentage of people between the age of 15 and 24 years of age. The lack of secondary and tertiary education facilities within the district is considered the main reason for the low percentage of young adults. The number of people in the 30 to 34 and 40 to 49 age groups is also lower. However, the number of people in the 50 to 74 year age group is higher and suggests a need for continued investment in facilities and services for the aged.³

¹ WALGA, The West Australian Local Government Directory 2012.

² Australian Bureau of Statistics, 2011 Census Quickstats – Mingenew (S) Code LGA55530 (LGA)

³ Australian Bureau of Statistics, 2011 Census Quickstats –

Key Statistics: Shire of Mingenew 2012¹

Number of Elected Members	7
Number of Staff	18
Annual revenue (\$)	3.9 m
Rates revenue (\$)	1.1 m
Number of Electors	365
Number of Dwellings	238
Distance from Perth (km)	380
Area (sq. km)	1,927
Length of sealed roads (km)	191
Length of unsealed roads (km)	327
Population (2011 ABS Census)	480

Introduction

Service Programs

The Shire provides a wide variety of services to the community. The following service program descriptions are used in the Plan to identify these services.

Governance – Activities and facilities to support elected members (councillors) in their governance role and Council functions.

General Purpose Funding – Activities associated with levying and collecting rates, general purpose grants and interest on investments.

Law, Order and Public Safety – Services principally associated with the Shire Rangers. This includes administration and implementation of various local laws, animal control (licensing and enforcement), fire prevention and emergency services.

Health – Medical services, immunisation services, monitoring of food quality and licensing of food premises and pest control measures. Environmental Health services.

Education and Welfare – Activities for the operation of child minding centre and pre-schools, senior citizens' services including HACC services and aged persons accommodation.

Housing- The provision of employee housing and rental community housing.

Community Amenities – The operations of waste services (rubbish collection, disposal and recycling), inspection of septic tanks, cemeteries, town planning and development and urban storm water drainage functions.

Recreation and Culture – The operation and maintenance of halls, recreation centre, swimming pool, sports grounds, ovals, parks and reserves throughout the district. The operation and maintenance of the library and other cultural activities is also included.

Transport – Maintenance of streets, roads, bridges, drainage, parking areas and footpaths including street cleaning and lighting of streets. Activities associated with operation of the works depot are also included.

Economic Services – Building control services (licences), support for the local tourist centre, area promotion and economic development initiatives under taken by the Shire.

Other Property and Services – Work undertaken by the Shire for external customers. Operating costs for Shire's plant and equipment. Labour overheads for works and services. Administration Overheads and all other activities.

No services are expected to cease or be the subject of major modification over the term of the Plan.

Nature or Type

A number of statements in the Plan are disclosed using nature or type of descriptors of revenue and expenditure (for example Rates and Employee Costs).

This classification is in accordance with Schedule 1 of the Local Government (Financial Management) Regulations 1996.

Introduction

Financial Statements

The forecast financial statements described below have been included toward the end of the Plan.

These forecast statements have been prepared within a framework which accords with the Australian Accounting Standards.

Statements of Comprehensive Income

Often referred to as the operating statement, it shows the revenues and expenses over the periods classified by two methods (by Program and Nature or Type) to disclose a net result and total comprehensive income.

Statement of Financial Position

Previously referred to as the Balance Sheet, this statement discloses the forecast changes in the balance of assets and liability accounts over the periods.

Statement of Changes in Equity

This statement discloses the changes in equity over the forecast period. It shows the impact of operations on net assets and the movement in cash backed and revaluation reserves.

Statement of Cash flows

Represents the forecast cash inflows and outflows and discloses the changes to the balance of cash over the period.

Statement of Funding

A statement combining operating and capital revenues and expenses and discloses the opening and closing net current budget surplus (deficit) funding position for each year.

Statement of Movement in Fixed Assets

A summary of the impact of the Plan on the value of fixed assets over the period. It discloses the movements in the net value of property, plant, and equipment and infrastructure.

Review

The Plan will be revised annually and take into account any changes to the Shire's Strategic Community Plan, Corporate Business Plan or other informing Plans such as the Workforce Plan or Asset Management Plans.



Strategic Planning and Policies

Linkage with other Plans

The Long Term Financial Plan is one component of a number of integrated strategic planning practices the Shire has developed, or is developing, in response to the Department of Local Government's Integrated Planning and Reporting Framework.

This Plan includes, and influences, other strategic planning activities as a mechanism to action the strategies contained in Shire's Community Strategic Plan. The Plan links to other Strategic documents as follows.

Strategic Community Plan

The Council has developed a Strategic Community Plan to replace its Plan for the Future.

The Strategic Community Plan covers at least the next 10 years and sets out the Community's vision, aspirations and values. To achieve the vision, a series of desired outcomes and strategies were developed. Many strategies may be required to achieve a single outcome and many outcomes needed to achieve a single objective as represented in the diagram to follow.

Strategic Community Plan structure



The individual strategies all require actions that may require additional human and physical resources. In addition, achieving these strategies may require a series of actions over time and may not be able to be achieved concurrently taking into account limited financial resources.

To achieve the Shire's strategic outcomes requires careful operational planning and prioritisation. This planning process is formalised as a Corporate Business Plan which operates on a rolling 4 years basis.

Corporate Business Plan

The Corporate Business Plan contains details of the actions and resources (human and financial) to achieve each outcome. It is a rolling 4 years Plan which acts as an organisational guide to the Council and management.

The financial capacity to undertake these tasks is evidenced in the **Long Term Financial Plan** for the period. This long term financial planning provides an assurance the actions contained in the Corporate Business Plan can be adequately resources over the next 4 years and highlight the long term consequences of the application of human and financial resource to undertaking various projects.

The first year of the 2013-14 Corporate Business Plan will be 'sliced off' to form the draft annual budget for consideration by the Council.

Forward Capital Works Plan

The Shire has developed a five year Forward Capital Works Plan. This Forward Capital Works Plan incorporates expenditure estimates for the main asset classes and has been an information source for the capital program as set out in this Plan.

Strategic Planning and Policies

Linkage with other Plans (cont.)

Workforce Planning

A workforce Plan is to be developed to set out the level of human resources required to achieve the actions contained in the Corporate Business Plan and the requisite skills, training, qualifications expertise.

The financial impact of the current level of human resources has been incorporated into this Long Term Financial Plan.

Asset Management Planning

The Shire of Mingenew is to develop formal Asset Management Plans for the following asset classes:

- Infrastructure; and
- Buildings.

In addition to setting service standards for these assets, the Plans contain work schedules that apply financial resources to the renewal of assets over the next 10+ years.

These renewal schedules will generally influence the Shire's Forward Capital Works Plan which in turn is used as a basis for forecasting capital expenditure.

A 10 year Plant Replacement Program has been developed as part of the long term financial planning process and is the plant replacement input into this Plan.

Major Variations in Service Levels

The Shire of Mingenew does not have any plans, or envisages the need, to significantly vary the level of services provided to the community over the life of this Plan.

Relevant Council Policies

Council has no formal policies regarding long term financial planning, borrowings or asset renewal priorities.



Other Plans

Major Assumptions

Major Assumptions

The following is a summary of the major assumptions relevant to the development of this Plan. Full details of all assumptions are presented later in the Plan.

The forecast financial information presented should be read in conjunction with all assumptions to gain an understanding of the limitations of the financial forecasts.

Inflation Forecasts

The West Australian Local Government Association (WALGA) economic briefing issued in January 2012 forecasts CPI to increase through 2012/13 including an increase associated with the introduction of the Carbon Tax in July 2012.

The higher than average levels of wages and construction costs in the local government industry are forecast by WALGA to result in the Local Government Cost Index increasing to 4.0% in the year ended June 2013.

Current economic instability makes estimation of inflation over the longer term difficult. The current forecast level of 4% is viewed as appropriate for the purposes of this long term financial

Interest Rate Movements

Current borrowings are based on fixed interest rates and will not be affected by market movements in interest rates over the life of the Plan.

Future borrowings included in this Plan have been based on an interest rate of 6.50% which is higher than the rates currently offered by WA Treasury but in line with rates on other borrowings.

Interest rates on investments have been forecast at 5% in line with current term deposit rates offered by major banking institutions. Movements in this rate will have minimal impact on the operating cash position however interest earnings on cash backed Reserves would be directly impacted by a major variation to this assumption.

Service Levels and Delivery

In order to manage population growth across a range of demographics current service levels are forecast to be maintained, and where finances permit, increased in relation to services that support health and aged service.

General Economic Forecasts for State and Region

The economic forecast for the State and region is closely linked to the success of the mining industry and demand for minerals.

Historically, the region's economy is heavily dependent on agriculture and this remains the assumption for the term of this Plan.

Developments in broadacre farming and consolidation of land holdings have generally resulted in declining populations within the region. Although the Shire's population has not declined, statistics confirm there has been minimal growth.

Population Movements

The estimated resident district population of 480 was obtained from the 2011 ABS Census and shows a minimal increase compared to the 2006 Census population of 471.

Based on historical trends no increase in population levels is assumed for the duration of this Plan.

Scenario Modeling

Scenario Modeling

Scenario modeling was undertaken by applying varying assumptions as part of the consideration of the possible alternative outcomes and potential for financial variation.

These scenarios were developed to test the financial impact of applying a pessimistic (No Growth); moderate (Low Growth); and an optimistic approach (High Growth) level approach to population, revenues, expenditure and asset development.

Details of the assumptions used in each scenario are presented in the following pages and a summary of the impact of each scenario on the Shire's financial position is summarised below:

No Growth Scenario

An increase in rates of 3% above inflation and no increase in rates resulting from population growth. Increases in operating grants were in accordance with advice from the Grants Commission for the first year and are then increased by inflation only. Net funding from operations is negative for the term of this Plan.

The scenario has included the capital projects detailed in the Shire's Forward Capital Works Program although their timing has been altered. Ongoing annual expenditure include road renewal and upgrade works and an allocation for building renewal. Major projects over the course of the plan include

staff housing, a water park, toilet facilities at the recreation ground, expansion of the recreation centre, aged persons accommodation, a new works depot and refurbishment of the Shire's office accommodation. Grants are expected to fund some of these projects and funds in reserves will also be used. New loan borrowings will be required to partly fund the recreation, aged accommodation and depot projects.

Investment in building projects results in the WDV of property, plant & equipment increasing from \$7.124m to \$10.562m. While the WDV of infrastructure remains fairly constant at about \$37m.

New loan borrowings results in loan principal outstanding increasing from \$1.165m to \$1.673m. Despite reserves being used to partly fund some capital projects, reserve balances are expected to increase from \$0.218m to \$0.414m over the term of the plan.

Steady Low Growth Scenario

An increase in population of 0.5% per annum from 2013/14 results in rates increasing by 3.24% above inflation

The capital works program and its funding sources are the same as the no growth scenario. However due to additional rate revenue the quantum of borrowings required in the final years of the plan has been reduced. Loan principal outstanding increases from \$1.165m to \$1.485m and the balance of

reserves increases from \$0.218m to \$0.470m. by the end of the plan.

High Growth Scenario

An increase in population of 1% per annum from 2013/14 results in rates increasing by 3.47% above inflation.

Operating grants, capital grants and capital expenditure are the same as the other scenarios. Additional rates income allows loan borrowings to be reduced. Loan principal outstanding increases from \$1.165m to \$1.249m and the balance of reserves increases from \$0.218m to \$0.483m. by the end of the plan.

Selected Scenario

At their November 2012 Concept Forum, Council selected the **No Growth scenario** as having the characteristics best reflecting likely future events.

Sensitivity Analysis

Where it has been assessed a high level of uncertainty applies to the assumption outcomes, sensitivity analysis has been used to help quantify the potential financial impact of a change in the assumption.

Those assumptions with a high level of uncertainty and a higher dollar value present the greatest risk a movement will result in unexpected and detrimental consequence. Refer to the section *Risks, Uncertainties and Sensitivity*, for details of this analysis.

Scenario Modeling

Disclosure	Assumed level Scenario One No Growth	Assumed level Scenario Two Low Growth	Assumed level Scenario Three High Growth
Revenue Scenarios			
District Population Growth:	No anticipated increase in population. Expectations are that population may decline. Therefore no increase in rates resulting from population growth.	Anticipated increase in population of 0.5% per annum from 2013/14. Slight increase in rates results from this population growth. This increase is a linear relationship with rates increasing at half the rate of the annual population increase.	Anticipated increase in population of 1.0% per annum from 2013/14. Slight increase in rates results from this population growth. This increase is a linear relationship with rates increasing at half the rate of the annual population increase.
Rates Level Increase:	Rates increase in line with inflation plus 3%. Historically, annual rate increases have been in the order of 7% per annum and this scenario continues this trend.	Rates increase in line with inflation plus 3%. Historically, annual rate increases have been in the order of 7% per annum and this scenario continues this trend.	Rates increase in line with inflation plus 3%. Historically, annual rate increases have been in the order of 7% per annum and this scenario continues this trend.
Operating Grants and Contributions:	Increase in year one of 10% for grants to be provided by the WA Local Government Grants Commission. Subsequent years are increased by inflation only.	Increase in year one of 10% for grants to be provided by the WA Local Government Grants Commission. Subsequent years are increased by inflation only.	Increase in year one of 10% for grants to be provided by the WA Local Government Grants Commission. Subsequent years are increased by inflation only.
Non-Operating Grants and Contributions:	Capital Grants are in accordance with an adjusted Forward Capital Works Plan (FCWP). All projects in the FCWP requiring Council funding have been deferred to later years. Road works project's grants have been revised to better reflect Council's available funding to match these grants.	Capital Grants are in accordance with an adjusted Forward Capital Works Plan (FCWP). All projects in the FCWP requiring Council funding have been deferred to later years. Road works project's grants have been revised to better reflect Council's available funding to match these grants.	Capital Grants are in accordance with an adjusted Forward Capital Works Plan (FCWP). All projects in the FCWP requiring Council funding have been deferred to later years. Road works project's grants have been revised to better reflect Council's available funding to match these grants.
Fees and Charges:	Increase in line with forecast inflation.	Increase in line with forecast inflation.	Increase in line with forecast inflation.
Service Charges	No service charges anticipated.	No service charges anticipated.	No service charges anticipated.
Interest Earnings	Investment rate of 5% per annum.	Investment rate of 5% per annum.	Investment rate of 5% per annum.
Other Revenue	Increase in line with forecast inflation.	Increase in line with forecast inflation.	Increase in line with forecast inflation.
Profit on Asset Disposal:	Nil predicted.	Nil predicted.	Nil predicted.

Scenario Modeling

Disclosure	Assumed level Scenario One No Growth	Assumed level Scenario Two Low Growth	Assumed level Scenario Three High Growth
Expenditure Scenarios			
Employee Costs:	Increase in line with forecast inflation.	Increase in line with forecast inflation.	Increase in line with forecast inflation.
Materials and Contracts:	Increase in line with forecast inflation. Notional amount of \$50,000 for operating and maintenance cost of new facilities included in year 6 and increased to \$100,000 in year 7.	Increase in line with forecast inflation. Notional amount of \$50,000 for operating and maintenance cost of new facilities included in year 6 and increased to \$100,000 in year 7.	Increase in line with forecast inflation. Notional amount of \$50,000 for operating and maintenance cost of new facilities included in year 6 and increased to \$100,000 in year 7.
Utilities	Increase in line with forecast inflation.	Increase in line with forecast inflation.	Increase in line with forecast inflation.
Depreciation:			
Interest Expense:	Existing borrowings will continue at existing interest rates. New borrowings included for various building projects included in the Forward Capital Works Plan. 6.5% per annum on future new borrowings.	Existing borrowings will continue at existing interest rates. New borrowings included for various building projects included in the Forward Capital Works Plan. 6.5% per annum on future new borrowings.	Existing borrowings will continue at existing interest rates. New borrowings included for various building projects included in the Forward Capital Works Plan. 6.5% per annum on future new borrowings.
Insurance:	Increase in line with forecast inflation.	Increase in line with forecast inflation.	Increase in line with forecast inflation.
Other Expenditure	Increase in line with forecast inflation.	Increase in line with forecast inflation.	Increase in line with forecast inflation.
Loss on Asset Disposal:	Nil predicted.	Nil predicted.	Nil predicted.
Assets Scenarios			
Revaluations:	Nil predicted.	Nil predicted.	Nil predicted.
Impairment of Assets:	Nil predicted.	Nil predicted.	Nil predicted.
Infrastructure Assets:	High level of grant funding for roads in year one of the plan has resulted in an increase in WDV of infrastructure. Revision of the road works program results in WDV reducing by approximately 0.4% per annum until extra road works expenditure in 2015/16 starts to reduce this margin. Over the course of the plan WDV reduces from \$37.1m to \$36.6m.	High level of grant funding for roads in year one of the plan has resulted in an increase in WDV of infrastructure. Revision of the road works program results in WDV reducing by approximately 0.4% per annum until extra road works expenditure in 2015/16 starts to reduce this margin. Over the course of the plan WDV reduces from \$37.1m to \$36.6m.	High level of grant funding for roads in year one of the plan has resulted in an increase in WDV of infrastructure. Revision of the road works program results in WDV reducing by approximately 0.4% per annum until extra road works expenditure in 2015/16 starts to reduce this margin. Over the course of the plan WDV reduces from \$37.1m to \$36.6m.

Scenario Modeling

Disclosure	Assumed level Scenario One No Growth	Assumed level Scenario Two Low Growth	Assumed level Scenario Three High Growth
Assets Scenarios (Continued)			
Property Plant and Equipment:	FCWP proposed a building program in the first three years which included office refurbishment, aged accommodation, water park, new depot and recreation centre expansion. These projects are unable to be funded in the timeframes proposed in the FCWP. The revised timeframe for these projects has created some spikes in WDV that coincide with the years these projects are progressed. Over the term of the plan WDV will increase from \$7.1m to \$10.5m.	FCWP proposed a building program in the first three years which included office refurbishment, aged accommodation, water park, new depot and recreation centre expansion. These projects are unable to be funded in the timeframes proposed in the FCWP. The revised timeframe for these projects has created some spikes in WDV that coincide with the years these projects are progressed. Over the term of the plan WDV will increase from \$7.1m to \$10.5m.	FCWP proposed a building program in the first three years which included office refurbishment, aged accommodation, water park, new depot and recreation centre expansion. These projects are unable to be funded in the timeframes proposed in the FCWP. The revised timeframe for these projects has created some spikes in WDV that coincide with the years these projects are progressed. Over the term of the plan WDV will increase from \$7.1m to \$10.5m.
Liability Scenarios			
Borrowings:	New borrowings of \$1.65 million are drawn down over the term of the plan to fund projects identified in the Forward Capital Works Plan. Changing the timing of these projects and therefore the timing of the loans has reduced principal and interest commitments in the plan. Outstanding balance of the loan portfolio peaks at \$1.7 million in year 10.	New borrowings of \$1.45 million are drawn down over the term of the plan to fund projects identified in the Forward Capital Works Plan. Changing the timing of these projects and therefore the timing of the loans has reduced principal and interest commitments in the plan. Outstanding balance of the loan portfolio peaks at \$1.5 million in year 10.	New borrowings of \$1.2 million are drawn down over the term of the plan to fund projects identified in the Forward Capital Works Plan. Changing the timing of these projects and therefore the timing of the loans has reduced principal and interest commitments in the plan. Outstanding balance of the loan portfolio peaks at \$1.4 million in year 6 and decreases to \$1.2m in year 10.
Employee Entitlements:	Nil movement predicted.	Nil movement predicted.	Nil movement predicted.

Scenario Modeling

Disclosure	Assumed level Scenario One No Growth	Assumed level Scenario Two Low Growth	Assumed level Scenario Three High Growth
Equity Scenarios			
Cash Backed Reserves:	<p>The low balance of reserve accounts does not initially allow reserves to be used to fund projects in the Forward Capital Works Plan. The transfer of surplus funds to Transfers to the Land & Building Reserve has provided funds for the Recreation Centre, Aged Accommodation, Office and Depot projects.</p> <p>Balance of reserves is expected to increase from \$0.2m in year 1 to \$0.4m by year 10. However, during this time over \$1.7m is drawn from reserves to fund capital projects.</p> <p>Interest is re-invested in Reserves.</p>	<p>The low balance of reserve accounts does not initially allow reserves to be used to fund projects in the Forward Capital Works Plan. The transfer of surplus funds to Transfers to the Land & Building Reserve has provided funds for the Recreation Centre, Aged Accommodation, Office and Depot projects.</p> <p>Balance of reserves is expected to increase from \$0.2m in year 1 to almost \$0.5m by year 10. However, during this time over \$1.9m is drawn from reserves to fund capital projects.</p> <p>Interest is re-invested in Reserves.</p>	<p>The low balance of reserve accounts does not initially allow reserves to be used to fund projects in the Forward Capital Works Plan. The transfer of surplus funds to Transfers to the Land & Building Reserve has provided funds for the Recreation Centre, Aged Accommodation, Office and Depot projects.</p> <p>Balance of reserves is expected to increase from \$0.2m in year 1 to almost \$0.5m by year 10. However, during this time over \$2.1m is drawn from reserves to fund capital projects.</p> <p>Interest is re-invested in Reserves.</p>
Revaluation Reserves:	Nil movement predicted.	Nil movement predicted.	Nil movement predicted.
Other Scenarios			
Ownership of Strategic Assets:	Nil predicted changes.	Nil predicted changes.	Nil predicted changes.
Inflators:	4% Per Annum for life of Plan	4% Per Annum for life of Plan	4% Per Annum for life of Plan
Carbon Tax:	Nil impact considered as impact unable to be determined.	Nil impact considered as impact unable to be determined.	Nil impact considered as impact unable to be determined.
Commercial Activities:	Nil predicted.	Nil predicted.	Nil predicted.

Forecasts

Revenue Forecasts

The Shire’s revenue sources are heavily dependent on external grants to support operations and capital investment (50% of total revenue in 2012-13). This revenue source is not within the Council’s direct sphere of influence which adds inherent uncertainty to the revenue forecasts.

General Rates

Rate revenue represents the Shire’s greatest discretionary revenue source and is forecast to increase by 7% per annum for the term of the plan. The increase is 3% greater than forecast inflation and is consistent with past practice for increasing rates.

No new specified area rates or differential rates are expected to be created over the life of this Plan.

Projected movement	7%/ annum
Amount(%) 2012-13	\$1.256m (26%)
Amount(%) 2021-22	\$2.308m (47%)

Untied Grants and Contributions

Untied Grants are those provided without specific restriction on their use and the Shire may determine where untied grant funding is expended. An example of untied grants is the annual financial assistance grants allocated by the the WA Local Government Grants Commission (WALGGC).

In 2012-13 the estimated amount of untied grants was \$627,057 which represents 23% of total operating revenue for 2012-13.

Operating grants are forecast to increase at a rate of 4% per annum. It is not possible to determine with certainty this forecast at present as the new grants calculation methodology has only recently been released by the WALGGC and may impact on the Shire’s allocation in the short to medium term.

Projected movement	4.00% /annum
Amount(%) 2012-13	\$0.627m (13%)
Amount(%) 2021-22	\$0.892m (18%)



Capital Grants and Contributions

Grants and contributions received to fund specific capital works are forecast to reduce in amount and proportion over the life of the Plan. This is a conservative forecast and results from the difficulty in predicting the level of these grants. As they are for a specific purpose, they do not always impact directly on the Shire’s operational capacity, the exception being the Shire’s capacity to maintain a stable workforce.

Movement	Yearly estimate
Amount(%) 2012-13	\$2.683m (56%)
Amount(%) 2021-22	\$0.492m (10%)

Fees and Charges

A fee or a charge is the recovery of cost for goods or services provided by the Shire. The level of a fee or charge must be restricted to its cost in specific circumstances (mainly for access to information) but otherwise is not limited. The exception being non-discretionary fees and charges set by external bodies (such as planning fees). To maintain relativity, it is generally assumed fees and charges will follow a similar inflator level as expenses.

Projected movement	4.00% /annum
Amount(%) 2012-13	\$0.400m (8%)
Amount(%) 2021-22	\$0.569m (12%)

Forecasts

Expenditure Forecasts

Apart from depreciation the largest single expenditure category for the Shire is employee costs. The Shire employs staff and a workforce to deliver services to the community and maintain public assets.

Employee Costs

Employee costs are forecast to increase in line with inflation during the term. The Shire is of the opinion future levels of service will be able to be provided by current staffing levels.

Projected movement	4.00%/annum
Amount(%) 2012-13	\$0.894m (27%)
Amount(%) 2021-22	\$1.273m (27%)

Materials and Contracts

Materials and contracts are also forecast to increase in line with inflation. Any savings from moving towards a planned asset maintenance program are forecast to be offset by increased maintenance requirements from new assets.

Projected movement	4.00%/annum
Amount(%) 2012-13	\$0.835m (25%)
Amount(%) 2021-22	\$1.359m (29%)

Depreciation

Depreciation is the systematic allocation of the value of assets purchased in the past. It is not a cash payment but it is often used as a proxy for the level of asset depletion. The straight line depreciation method is assumed in the forecasts using average depreciation rates applied to the closing value of fixed assets at the end of each forecast period.

Amount(%) 2012-13	\$1.157m (35%)
Amount(%) 2021-22	\$1.444m (31%)



Interest

For existing loans the interest expense has been calculated based in the actual debenture interest schedules for each loan. No new loans are forecast to be required.

Forecast Assumptions

Full details of the major assumptions relevant to this Plan are detailed later in the document under the heading of 'Risks, Uncertainties and Sensitivity'.

Risk, Monitoring and Performance

Risk Management

The Shire provides a diverse range of services and facilities to the general public which exposes it to risks. As part of the implementation of Integrated Planning and Reporting the Shire intends to formalise its risk based management practices to improve the management of identified risks.

The Shire is in the practice of conducting a regular review of insurance levels of its assets by the Chief Executive Officer, Deputy CEO and Managers to ensure the level is adequate to protect the Shire's assets. The Shire's insurer is LGIS.

Recent amendments to applicable Financial Management Regulations requires the investment of surplus funds (including cash reserves) to be in Term Deposits held by Authorised Deposit taking Institutions based or Treasury Bonds

The Shire seeks to engage experienced and qualified personnel in areas of high risk and provides them with appropriate ongoing training and equipment to ensure they are able to undertake their roles with minimal risk to the Community and the Shire.

Certainty of Assumptions

The Shire has included a detailed analysis of the assumptions used in the preparation of this Plan and the level of risk associated with each assumption.

The impact of the assumptions on issues that are identified as carrying a high risk have been separately disclosed as has the sensitivity of movements in these assumptions on the financial forecasts set out in this Plan.

Performance Assessment

A series of performance indicators in the form of financial ratios have been calculated for the selected scenario.

To maintain comparability across the Industry these ratios and their respective target ranges have been derived from the Department of Local Government's Model Long Term Financial Plan (June 2011).

Selected key ratios from the three scenarios are provided adjacent to demonstrate the variation within each scenario. However as there is little difference between the scenarios apart from population increasing, the graph results are very similar.

Full details of these financial ratios are presented on the following page together with an assessment of the impact of the ratio on the Shire's future financial position.

Monitoring

The Plan will be the subject of a desktop review in May each year to take into account changing circumstances and a full revision is scheduled every two years with the next review being May 2014.

Monitoring of the Shire's financial rigidity and financial position is undertaken by preparing and monitoring various ratios contained in the Annual Financial Report.

Risk, Monitoring and Performance

Ratio	Indication	Target/ Average	% Yr 1	% Yr 2	% Yr 3	% Yr 4	% Yr 5	% Yr 6	% Yr 7	% Yr 8	% Yr 9	% Yr 10
Current Ratio: $\frac{\text{Current assets – restricted assets}}{\text{Current liabilities – current liabilities associated with restricted assets}}$	A measure of the Shires immediate liquidity and the capacity to meet short term financial obligations from unrestricted current assets.	> 100% acceptable Ave. 59%	57%	57%	56%	55%	59%	59%	59%	62%	61%	64%
<p>Commentary: The ratio is below the target and increases during the term of the Plan. The ratio indicates the need for careful management of financial resources during the term of the Plan.</p>												
Operating Surplus Ratio $\frac{\text{Operating Result}}{\text{Rates Revenue}}$	The extent to which revenues raised cover operational expenses.	> 0% acceptable >15% Ideal Ave. (47%)	(159%)	(42%)	(43%)	(24%)	(84%)	(41%)	(20%)	(19%)	(18%)	(17%)
<p>Commentary: The ratio is below the target with the trend for the ratio to decrease further during the term of the Plan. The ratio indicates the need for careful management of financial resources during the term of the Plan.</p>												
Own Source Revenue Coverage Ratio $\frac{\text{Own Source Operating Revenue}}{\text{Operating Expenses}}$	The Shire’s ability to cover costs using only discretionary revenue.	>60% acceptable >90% Ideal Ave 56%	50%	51%	53%	55%	57%	57%	57%	59%	60%	62%
<p>Commentary: The ratio is below the acceptable range but is improving over time. The ratio provides an indication of a limited capacity to continue to operate at current levels in the event of a sudden loss of grant and other revenue.</p>												

Risk, Monitoring and Performance

Ratio	Indication	Target/ Average	% Yr 1	% Yr 2	% Yr 3	% Yr 4	% Yr 5	% Yr 6	% Yr 7	% Yr 8	% Yr 9	% Yr 10
Debt Service Cover Ratio <i>Operating Result +Interest Expense +Depreciation</i> <i>Borrowings Repayments</i>	The Shire's capacity to generate sufficient cash to cover debt payments.	>2% acceptable >5% Ideal Ave. 4%	3%	4%	4%	4%	4%	5%	5%	5%	5%	5%
<p>Commentary: The ratio is in the acceptable range and improves as existing borrowings are paid off and the operating result improves.</p>												
Asset Sustainability Ratio <i>Asset Renewal</i> <i>Depreciation</i>	The extent to which assets managed by the Shire are being replaced as they reach the end of their useful lives.	>90% acceptable >110% Ideal Ave. 64%	119%	57%	56%	64%	61%	59%	58%	58%	57%	55%
<p>Commentary: Whilst the ratio is below the ideal range limited reliance should be placed on the ratio due to the lack of asset management related data. The ratio does indicate assets are forecast to be renewed at a lower level than depreciation.</p>												
Asset Consumption Ratio <i>Written Down Value</i> <i>Current Replacement Cost</i>	The aged condition of the Shire's physical assets.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<p>Commentary: The lack of accurate asset management data results in an inability to calculate this ratio. n/a = not available due to a lack of values</p>												

Risk, Monitoring and Performance

<p>Asset Renewal Funding Ratio</p> <p><i>NPV of planned renewals Expenditure</i></p> <hr/> <p><i>NPV of Asset Management Plan Projections</i></p>	<p>The Shire's financial capacity to fund asset renewal to support existing service levels.</p>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
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Commentary: The lack of accurate asset management data results in an inability to calculate this ratio.
 NPV = Net Present Value, n/a = not available due to a lack of values.

Workforce Planning

Workforce Planning

The Shire currently employs 18 Full Time Equivalent employees to deliver the range of services to the community and to maintain existing assets.

Currently the Shire has no formal Workforce Plan but one is in the process of development.

No additional staffing resources beyond the 2011/2012 level have been modelled into the Long Term Financial Plan.

The Council encourages work life balance, multi skilling, flexibility and effective application of staff capability.

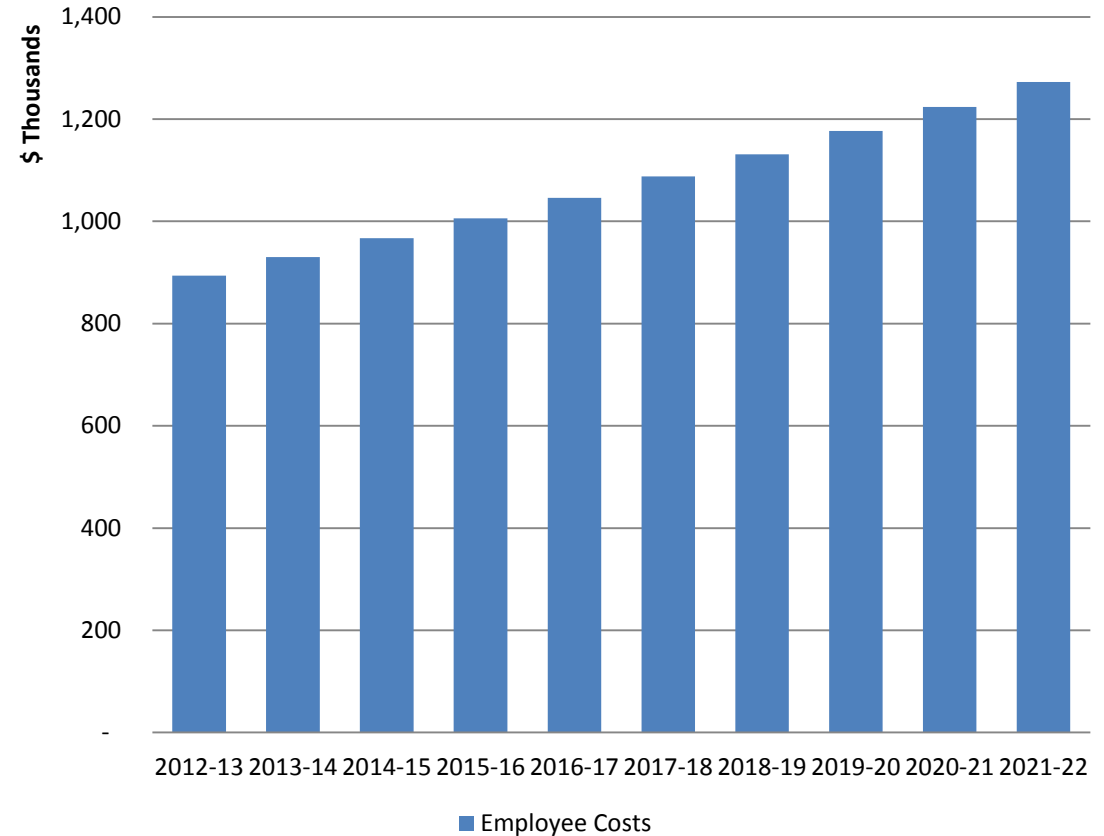
The Council’s general workforce strategies include:

- Attracting and retaining quality staff members;
- Building a healthy and safer workplace;
- Developing a comprehensive Workforce Plan; and
- Rewarding successes.

Change in Employee Costs

Employee costs are forecast to increase in line with inflation over the life of the Plan as reflected in the adjacent graph.

Graph 4 Forecast Employee Costs



Financial Summary

Operations

Graph 5 plots the operating revenues and expenses over the periods as columns and the net result (revenues less expenses) as a line.

The Shire expects to record a positive operating net result for each year of the Plan, apart from year 7 (2018/19), although this result is much higher in the first five years due to the large amount of grants forecast to be received for capital projects.

While projecting a steady increase in operating revenue and expenses over the period the level of grants and contributions for capital projects results in the variations in the net result.

It should be noted, without the grants and contributions for capital projects the Shire would record a negative operating result for every forecast year, commencing in 2012-13 with negative \$0.614m.

The Shire is also heavily reliant on receiving over \$0.627m in untied federal government grants to maintain the current level of operations and services.

Graph 5 Forecast Comprehensive Income



Financial Summary

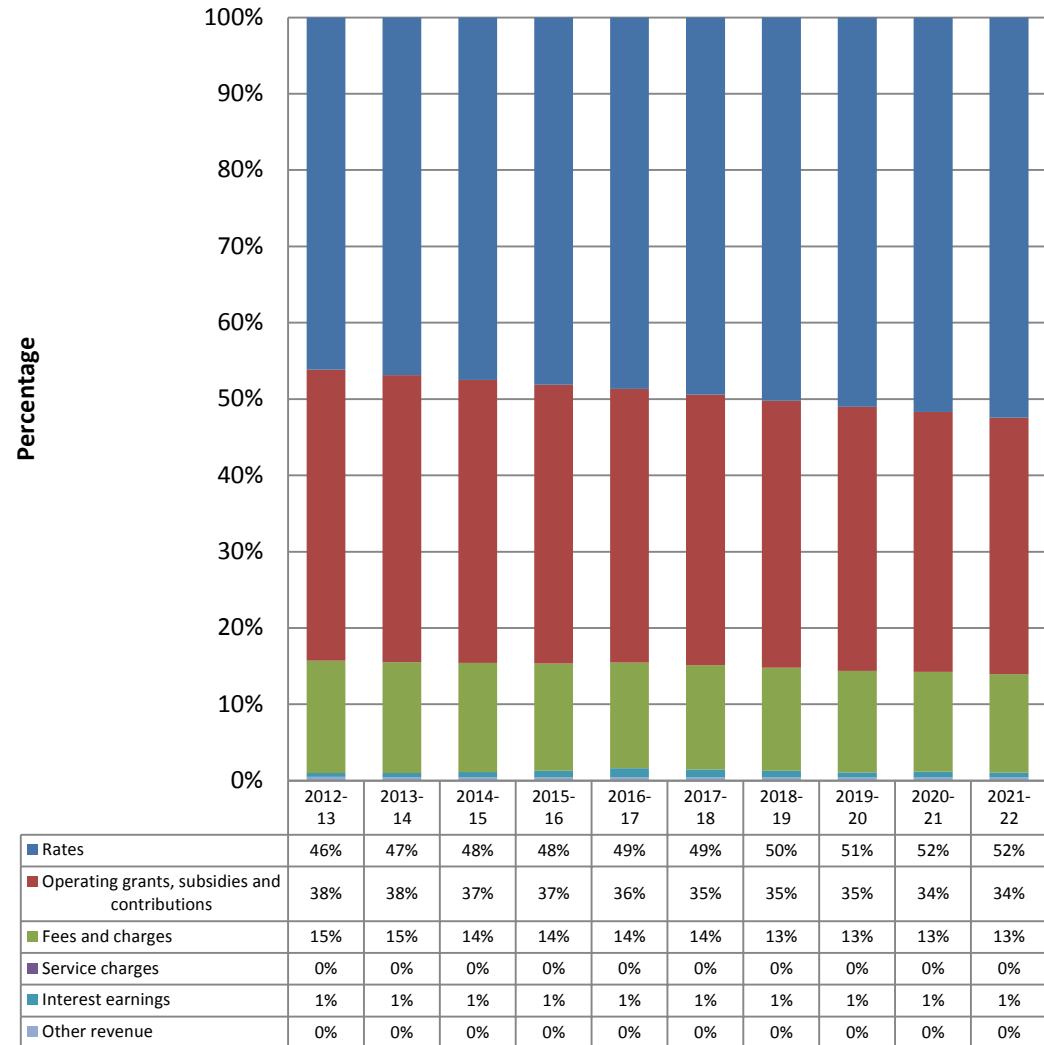
Revenue Proportions

Graph 6 shows the change in the proportion of operating revenue items over the term of the Plan.

The graph shows a greater proportion of operating revenue being obtained from rates over the course of the Plan. However, this is not significant with the proportion increasing from 46% to 52%. The proportions of the other sources of revenue are also essentially constant for the term of the Plan.

The greatest revenue variation for the Shire occurs for non operating grants to be received for capital projects. However, this source of revenue is not included in this graph as it is not operating revenue.

Graph 6 Forecast Operating Revenue



Financial Summary

Rates Revenue

Rate revenue is forecast to increase by 7% per annum for the term of the Plan. Rates are expected to generate \$1.255m in 2012-13 increasing to \$2.308m in 2021-22.

Operating Grants

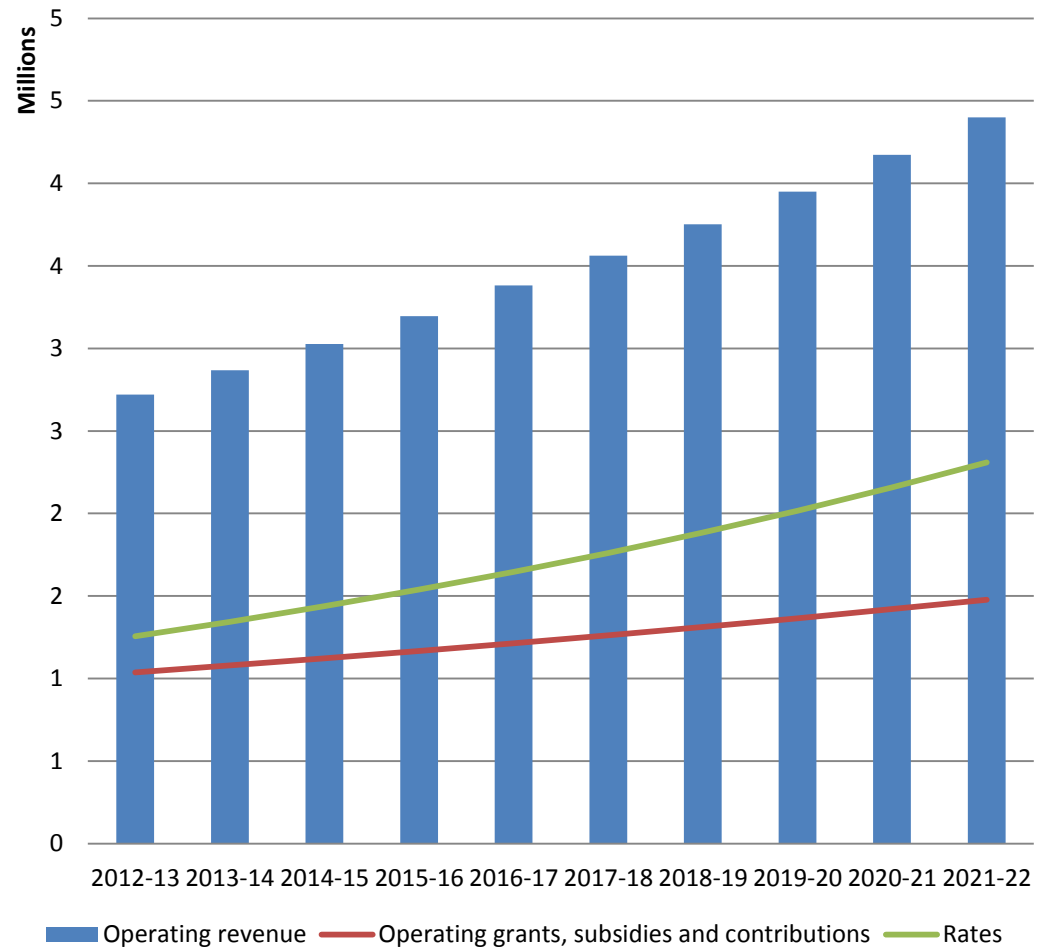
Grants and contribution for operating purposes are planned to increase from \$1.038m in 2012-13 to \$1.477m in 2021-22. The assumption is for a 4% increase annually from year one resulting in a steady progression of revenue.

There is a high level of uncertainty in relation to this forecast as the actual level of grants allocation has not been determined and is subject to the amount of Federal funds allocated to W.A. and the allocation methodology of the WALGGC.

Capital Grants

Grants and contribution for specific capital projects are expected to vary over the course of the plan in accordance with expected capital works projects. As with operating grants there is a level of uncertainty associated with obtaining these grants.

Graph 7 Forecast Revenue



Financial Summary

Expenses Proportions

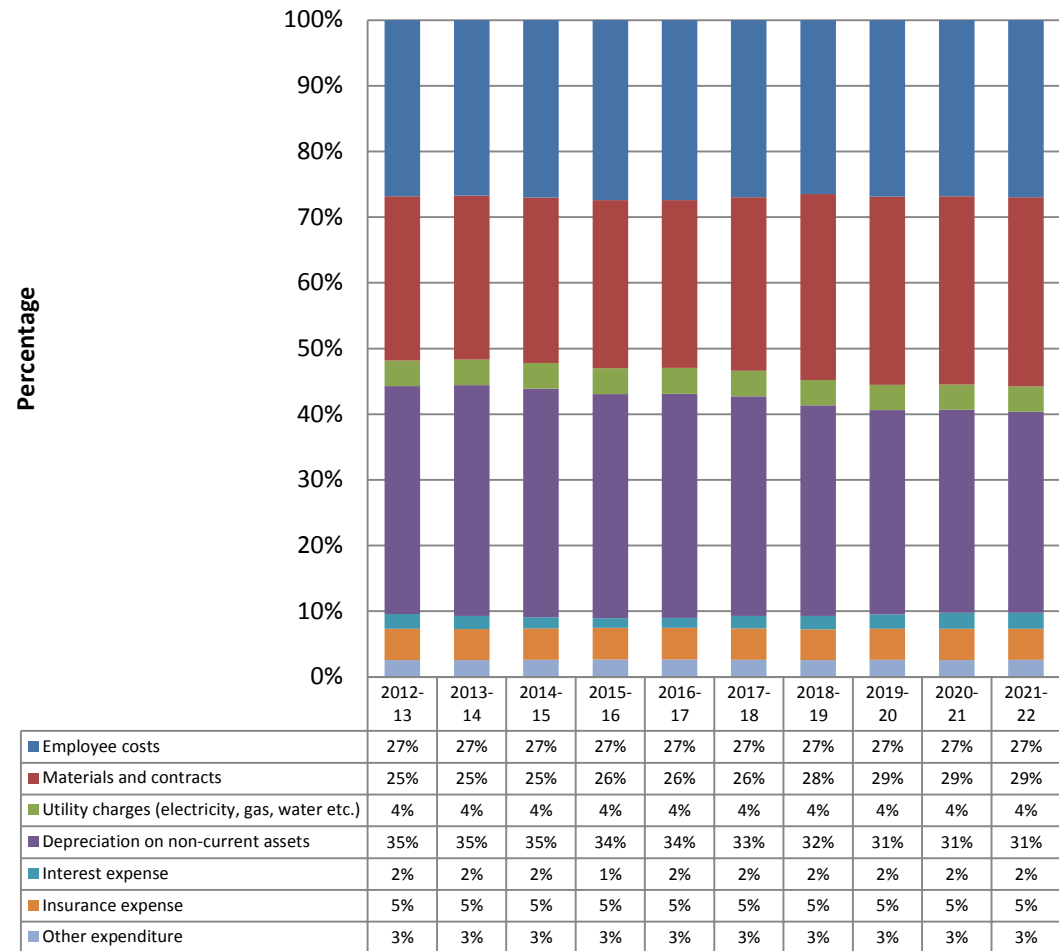
The graph adjacent shows the change in the proportion of operating expenditure items over the term of the Plan.

The components of operating expenditure are expected to remain relatively stable over the period as all are forecast to change by 4% per annum.

Employee costs, materials and contracts, and depreciation are the dominant operating expenditure components making up 27%, 25% and 35% of the costs respectively. The proportion of depreciation decreases over the life of the Plan despite the construction of new assets. The proportion of the other components remains relatively stable over the life of the Plan.

Depreciation expense may vary significantly from current estimates with the required introduction of a policy of valuing fixed assets at fair value.

Graph 8 Forecast Operating Expenditure



Financial Summary

Capital Works

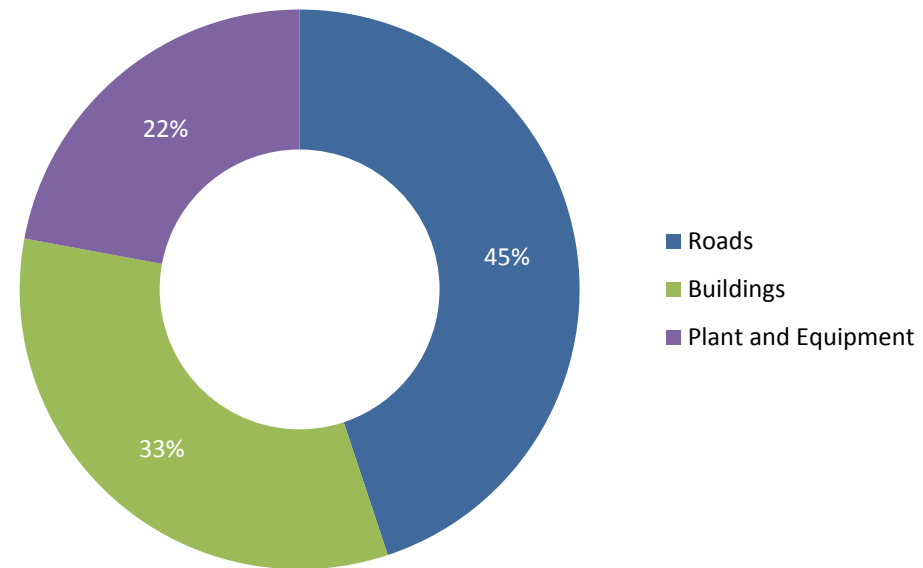
Apart from renewal and upgrade works to the Shire’s road network, the majority of the capital expenditure during the forecast period is expended on major building projects.

Over the period the Shire will spend \$20.034m on assets with the majority or \$8.995m of this being spent on roads.

Also represented in the capital spending mix are buildings and plant and equipment.

Roads	\$8,994,982
Buildings	\$6,615,000
Plant and Equipment	\$4,424,500
Total	\$20,034,482

Graph 9 Forecast 10 Yr Capital Expenditure



Financial Summary

Capital Trends

Asset Renewal

Over the course of the Plan there is a focus on investment in building projects that expand, upgrade and add to the capital base. At the same time renewal of road infrastructure assets is a priority as the Plan allows for an additional \$100,000 per annum to be allocated to road renewal from 2015/16.

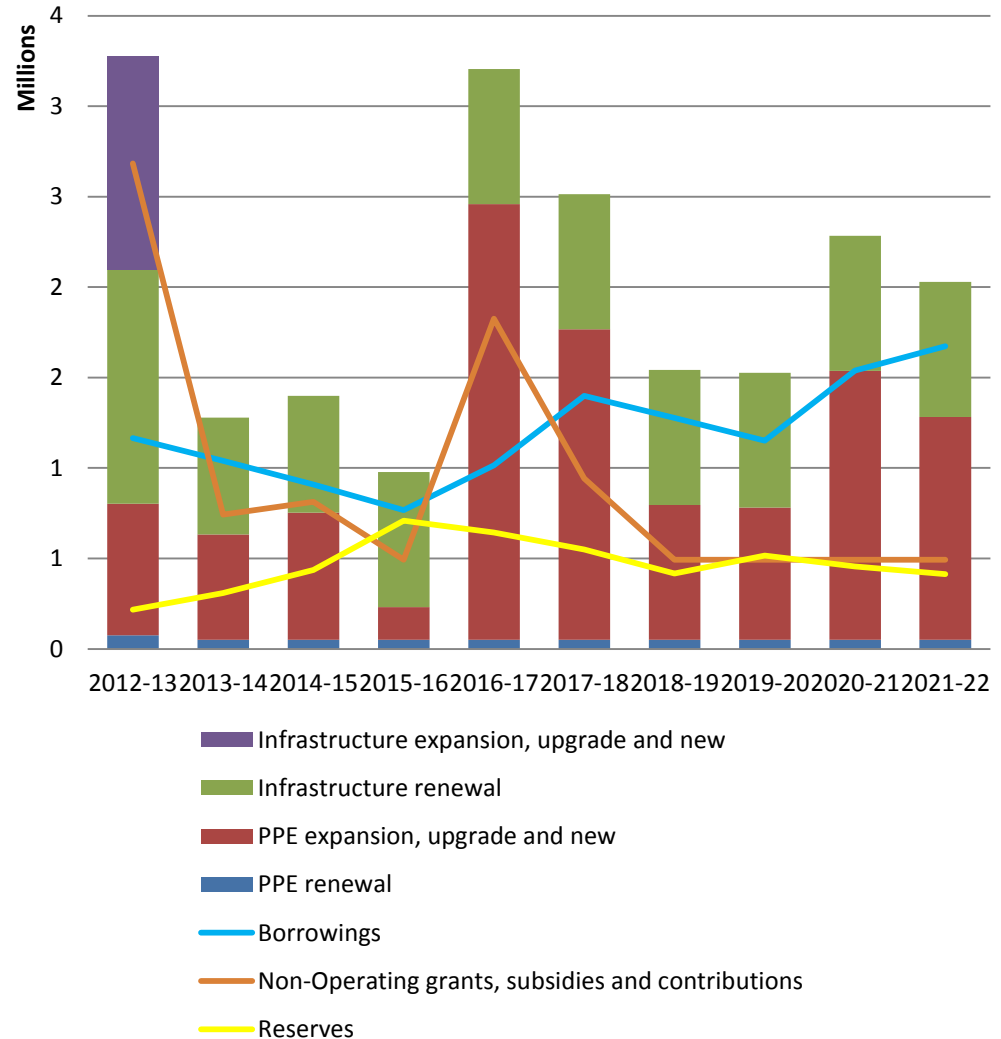
In the absence of completed asset management plans for each class of asset the renewal needs of the district are not formally identified.

New or expanded assets

To meet the needs of the community for recreation and aged person facilities the Shire’s investment in its building program is high.

This level of capital spending requires significant capital grants as is reflected by the orange line. Borrowings are also required to fund this program and these are represented by the blue line. Cash reserves are generally used for projects such as the proposed new works depot and refurbishment of the administration offices. The contribution to capital expenditure from Shire operations is minimal.

Graph 10 Forecast Capital Expenditure



Financial Summary

Financing

The finances of the Shire require grants to be obtained for capital projects and these are generally matched by funds transferred from reserves or, if required, new loans are drawn down.

Borrowings

The principal outstanding on borrowings increases from \$1.165m to \$1.673m over the term of the Plan. The following loans are proposed to be drawn down:

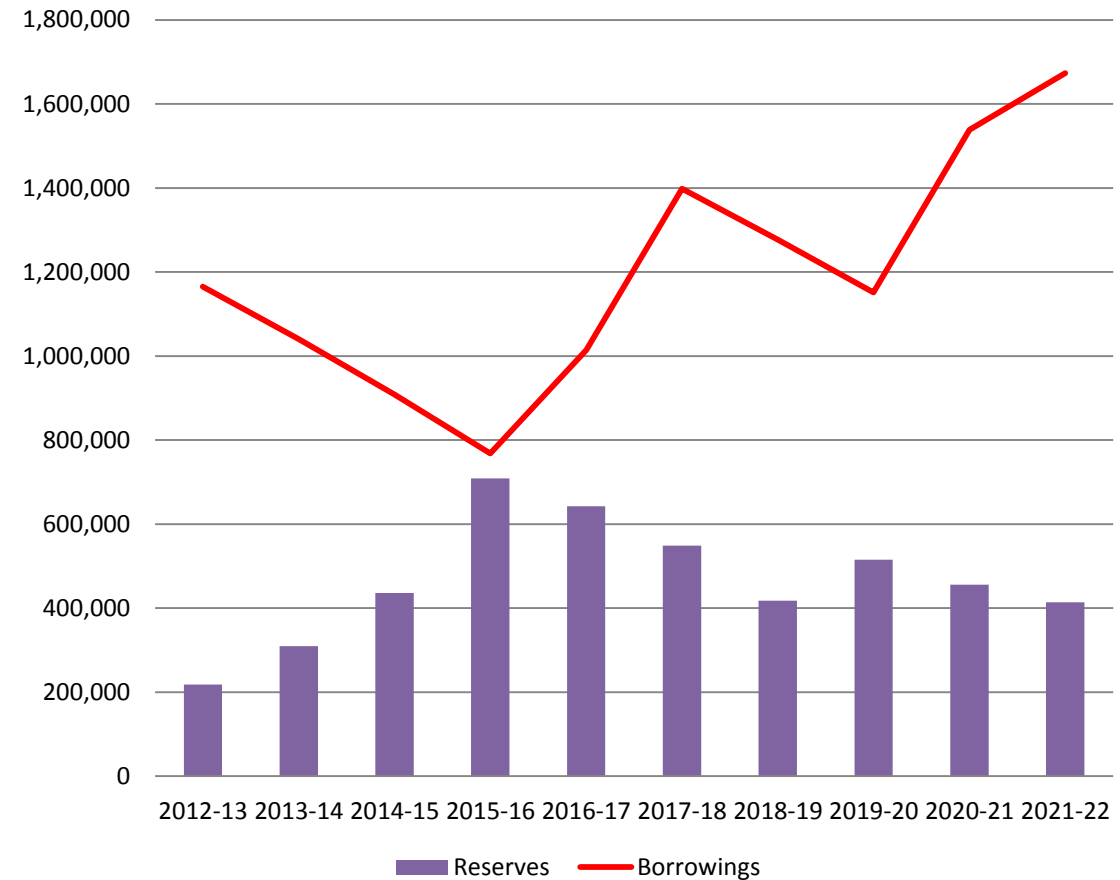
- \$0.400 m for expansion of the Recreation Centre
- \$0.500m for Aged persons accommodation; and
- \$0.750 for new depot.

Cash Reserves

The balance of cash reserves are forecast to increase from \$0.218m to \$0.414m over the term of the Plan. The majority of the movement relates to the Land and Buildings Reserve which is used to partly fund various building projects. The Plant Reserve is expected to fluctuate significantly as cash is saved to fund major plant purchases.

The low cash reserve levels for most of the Plan leaves the Shire with a reduced capacity to cater for unforeseen capital expenditure requirements.

Graph 11 Forecast Borrowings and Reserves



Financial Summary

Financial Rigidity

Over the life of the Plan the Shire seeks to maintain a balanced funding budget and use increased debt and available cash reserves to fund the capital program.

Generally, the Shire is very reliant on external grants and contributions and would find it difficult to compensate for large negative movements in grants through alternate discretionary revenue sources such as rates. However, it does have the capacity to increase borrowings if necessary.

Historically, the Shire has consistently received external support in the form of grants and contributions for capital projects, particularly road works. Although these grants have been consistently allocated, they do vary in the amount received.

Due to the relationship between the three levels of government, it would be reasonable to assume these grants will continue regardless of the lack of a clear documented long term commitment from the funding bodies. Regardless, the uncertainty surrounding the level of grants and contributions both untied and capital adds risk to long term financial planning outcomes.



Financial Sustainability

The Shire, through self assessment and after considering the financial trends (as presented in the ratios), considers itself to be financial viable over the life of the Plan.

The Shire holds the expectation it will maintain services commensurate with the communities expectations and needs in the future. However, these demands may result in a financial shock or excessive changes to its current rating policy should they increase significantly.

Over the life of the Plan the fixed asset ratios provide a mixed message as investment in new and upgraded assets shows a generally positive Asset Investment ratio but lack of investment in renewing assets results in a poor Asset Sustainability ratio. This would suggest the Shire is not maintaining its asset base and this may be exacerbated in the future with the need to renew the new assets being developed. A shortage of detail in medium to long term demand analysis and asset management planning makes identifying the renewal needs of assets and the timing of this work unclear.

The Plan sets out recovering reserve levels and reasonable borrowing levels. This improving financial capacity allows the Shire some capacity to react to any currently unplanned renewal works in the absence of detailed asset management plans.

Risks, Uncertainties and Sensitivity

Revenue Risks, Uncertainties and Sensitivity.

Assumption/Disclosure	Assessed Financial Risk	Impact for High Financial Risk Assumptions	Level of Uncertainty	Financial impact and sensitivity for assumption with high level of uncertainty
District Growth in Rates: The population of the Shire is not expected to increase for the term of this Plan therefore there is no increase in rates resulting from population growth.	Low	The level of population growth and development activity is difficult to forecast and assuming no increase in population is a conservative and reasonable assumption.	Medium	Not assessed.
Rates Level Increase: Annual rates have been based on historical annual increases of 7% and the Plan assumes increases in line with the forecast inflation of 4% per annum plus 3%.	High	Should the community not accept 7% rate increases each year, own source revenue will be impacted and service levels will need to be adjusted.	High	± \$173,474 To the value of rates per 1% movement in the value over the life of the Plan.
Operating Grants and Contributions: Increased by inflation for the term of the Plan.	High	The road maintenance program and general operations of the Shire are dependent on levels of Federal Financial Assistance Grants. Changes in the levels of these grants would impact directly on the Shire's ability to meet projected service levels.	Medium	± \$124,565 To the value of operating grants and contributions per 1% movement in the value over the life of the Plan.
Non-Operating Grants and Contributions: The timing of projects detailed in the Forward Capital Works Plan has been adjusted to better fit possible funding options.	High	The Capital works program requires Government grants and contributions. Changes in these levels would impact directly on funding sources for these projects and possibly the amount spent on capital projects and ultimately impact on service levels.	Medium	± \$94,680 To the value of non-operating grants and contributions per 1% movement in the value over the life of the Plan.
Fees and Charges: Increases are based on expected cost increases assumed to be sufficient for funding purposes. These will be reviewed annually.	Medium	Not assessed.	Medium	Not assessed.
Interest Earnings: Interest earning of an average rate of 5.0% per annum	Low	Not assessed.	Medium	Not assessed.
Other Revenue: Increases in line with inflation.	Low	Not assessed.	Low	Not assessed.
Profit on Asset Disposal: Profit on asset disposal results from a mis-allocation of depreciation over the life of the asset. As the level of depreciation is considered appropriate no profit on asset disposals has been included.	Low	Not assessed.	Low	Not assessed.

Risks, Uncertainties and Sensitivity

Expenditure Risks, Uncertainties and Sensitivity.

Assumption/Disclosure	Assessed Financial Risk	Impact for High Financial Risk Assumptions	Level of Uncertainty	Financial impact and sensitivity for assumption with high level of uncertainty
Employee Costs: The increase in salaries is influenced by ongoing organisational efficiencies and the current Workforce Plan which is summarised in this document. Costs have been increased in line with inflation.	Medium	Not assessed.	Low	Not assessed.
Materials and Contracts: Costs have been increased in line with inflation for the term of the plan, however maintenance of new and upgraded assets could be required and would result in increased expenditure needs.	High	The road maintenance program and general operations of the Shire are dependent on levels of Federal Financial Assistance Grants. Changes in the levels of these grants would impact directly on the Shire's ability to meet projected service levels.	Medium	± \$107,150 to the value of materials and contracts per 1% movement in the value over the life of the Plan.
Utilities: Base year increased in line with inflation.	Medium	Not assessed.	Medium	Not assessed.
Depreciation: Depreciation has been calculated using an average depreciation rate based on historical depreciation rates. May vary with the introduction of fair value for the measurement of fixed assets.	Low	Not assessed.	Medium	Not assessed.
Insurance: Base year increased in line with inflation.	Medium	Not assessed.	Medium	Not assessed.
Other Expenditure: Base year increased in line with inflation.	Medium	Not assessed.	Medium	Not assessed.
Loss on Asset Disposal: A loss on asset disposal results from a mis-allocation of depreciation over the life of the asset. As the level of depreciation is considered appropriate in the Plan no loss on asset disposals has been included in the Plan.	Low	Not assessed.	Low	Not assessed.

Risks, Uncertainties and Sensitivity

Asset Risks, Uncertainties and Sensitivity.

Assumption/Disclosure	Assessed Financial Risk	Impact for High Financial Risk Assumptions	Level of Uncertainty	Financial impact and sensitivity for assumption with high level of uncertainty
<p>Revaluations: No revaluation of assets has been assumed over the life of the Plan.</p> <p>There is a proposal by the State Government to require asset to be valued at fair value in accordance with the Australian Accounting Standards.</p>	Low	The revaluation of assets to their fair value may result in changes in asset ratio analysis and depreciation leading to a change in the net result. The revaluation of assets will have no impact on Cashflows.	High	<p>± \$110,395 to the value of property plant and equipment per 1% movement in the value over the life of the Plan.</p> <p>± \$89,950 to the value of infrastructure assets per 1% movement in the value over the life of the Plan.</p>
<p>Impairment of Assets: No impairment of assets has been assumed over the life of the Plan. Impairment of assets usually occurs due to unplanned or unforeseen events such as natural disasters.</p>	High	A widespread major impairment event may result in a requirement for high levels of expenditure to maintain service levels.	Medium	Unable to be quantified.
<p>Infrastructure Assets: Renewals, additions and replacements of infrastructure assets is highly dependent on the level of capital grant funding received.</p>	High	The Capital works program requires Government grants and contributions. Changes in these levels would impact directly on the amount spent on capital projects and ultimately on service levels.	High	± \$67,550 to the value of infrastructure assets per 1% movement in the capital grants received for these assets over the life of the Plan.
<p>Property Plant and Equipment: Land and Building Renewals, additions and replacements are highly dependent on the level of capital grant funding available. Plant and equipment replacements influenced by Plant Replacement Program</p>	High	Capital grants for building projects are required although equipment replacement is not influenced by external grant funds.	High	± \$27,130 to the value of infrastructure assets per 1% movement in the capital grants received for these assets over the life of the Plan.

Risks, Uncertainties and Sensitivity

Liability Risks, Uncertainties and Sensitivity.

Assumption/Disclosure	Assessed Financial Risk	Impact for High Financial Risk Assumptions	Level of Uncertainty	Financial impact and sensitivity for assumption with high level of uncertainty
Borrowings: it has been assumed the Shire will make repayments in accordance with the current debenture schedules. The Plan requires new borrowings to supplement other sources of funds.	High	If the Shire does not receive the capital grants anticipated it may need to increase borrowings. If it is not able to secure borrowings the likely impact will be the cancellation or postponement of related asset acquisitions leading to a reduction in service levels over the short to medium term.	Low	Not assessed.
Employee Entitlements: It has been assumed the Shire will be in a position to meet its obligations in relation to employee entitlements.	Medium	Not assessed.	Low	Not assessed.

Equity Risks, Uncertainties and Sensitivity.

Assumption/Disclosure	Assessed Financial Risk	Impact for High Financial Risk Assumptions	Level of Uncertainty	Financial impact and sensitivity for assumption with high level of uncertainty
Cash Backed Reserves: It has been assumed the Shire will invest cash reserves in term deposits with banking institutions and these funds will be available for use during the term of the Plan.	Low	Not assessed.	Medium	Not assessed.
Revaluation Reserves: No revaluation of assets has been assumed over the life of the Plan. There is a requirement by the State Government to require asset to be valued at fair value in accordance with the Australian Accounting Standards. This may result in a requirement to revalue asset classes in the future.	Low	The revaluation of assets to their fair value may result in changes in asset ratio analysis and depreciations leading to a change in the net result. The revaluation of assets will have no impact on Cashflows.	High	± \$110,395 to the value of property plant and equipment per 1% movement in the value over the life of the Plan. ± \$89,950 to the value of infrastructure assets per 1% movement in the value over the life of the Plan.

Risks, Uncertainties and Sensitivity

Other Assumptions

Assumption/Disclosure	Assessed Financial Risk	Impact for High Financial Risk Assumptions	Level of Uncertainty	Financial impact and sensitivity for assumption with high level of uncertainty
Ownership of Strategic Assets: The Shire has not planned for the ownership of any strategic assets to be transferred to another party over the term of the Plan. The likelihood of receiving vested roads from subdivision activity is assumed as to be low.	High	Any significant changes to the ownership of strategic assets would require an amendment to this Plan and depending on the circumstance be subject to community consultation.	Low	Not assessed.
Inflators: Inflation factors have been applied to both revenue and expenditure throughout the Plan. These inflators have been derived from management judgment and using available external information sources such as the WALGA local government costs index.	Medium	Not assessed.	High	± \$350,287 to operating revenue per 1% movement in the inflators over the life of the Plan. ± \$267,313 to operating expenditure per 1% movement in the inflators over the life of the Plan.
Carbon Tax: No allowance has been made for the impact of the Federal Governments Carbon Tax. It is assumed the Shire will not be required to pay the tax directly.	Low	Not assessed.	High	The Shire is unable to be determined at present as the impact will largely be indirect.
Commercial Activities: The Shire has no plans to undertake a significant commercial activity during the period of the Plan.	Medium	Not assessed.	Low	Not assessed.

Major Capital Projects

Building Projects

Description	Funding Source \$	Projects Benefits and Risks	Est. project Costs \$	Timing
Staff Housing	Grant funding	Improve the availability of staff housing.	360,000	2012-13
Staff Housing	Grant funding	Improve the availability of staff housing.	250,000	2013-14
Recreation Ground Toilets	25% Grant funding 75% Shire funds	Improve the level of service to the community.	80,000	2014-15
Water Park	Grant funding	Improve facilities for the community.	300,000	2014-15
Recreation Centre Expansion	67% Grant funding 13% Reserves 20% Borrowings	Improve the level of service to the community.	2,000,000	2016-17
Aged Person Units	36% Grant funding 24% Reserves 40% Borrowings	Improve facilities for the aged.	1,250,000	2017-18
Office Accommodation Refurbishment	Reserves	Improve office accommodation for staff.	400,000	2018-19
New Works Depot	33% Reserves 67% Borrowings	Improve the level of service to the community.	750,000	2020-21
New Works Depot	67% Reserves 33% Borrowings	Improve the level of service to the community.	750,000	2021-22
Building Renewals & Upgrades	Shire funds	Renewal of building infrastructure to maintain current level of service.	25,000	2012-13
Building Renewals & Upgrades	Shire funds	Renewal of building infrastructure to maintain current level of service.	50,000	2013-14
Building Renewals & Upgrades	Shire funds	Renewal of building infrastructure to maintain current level of service.	50,000	2014-15
Building Renewals & Upgrades	Shire funds	Renewal of building infrastructure to maintain current level of service.	50,000	2015-16
Building Renewals & Upgrades	Shire funds	Renewal of building infrastructure to maintain current level of service.	50,000	2016-17
Building Renewals & Upgrades	Shire funds	Renewal of building infrastructure to maintain current level of service.	50,000	2017-18
Building Renewals & Upgrades	Shire funds	Renewal of building infrastructure to maintain current level of service.	50,000	2018-19
Building Renewals & Upgrades	Shire funds	Renewal of building infrastructure to maintain current level of service.	50,000	2019-20
Building Renewals & Upgrades	Shire funds	Renewal of building infrastructure to maintain current level of service.	50,000	2020-21
Building Renewals & Upgrades	Shire funds	Renewal of building infrastructure to maintain current level of service.	50,000	2021-22

Major Capital Projects

Road Projects

Description	Funding Source \$	Projects Benefits and Risks	Est. project Costs \$	Timing
Road Program	12% Shire funds 88% Grant funding	Renewal of road infrastructure to maintain current level of service.	1,296,435	2012-13
Depot Hill Crossing	Grant funding	Improve level of service to the community	1,180,632	2012-13
Road Program	24% Shire funds 76% Grant funding	Renewal of road infrastructure to maintain current level of service.	646,435	2013-14
Road Program	24% Shire funds 76% Grant funding	Renewal of road infrastructure to maintain current level of service.	646,435	2014-15
Road Program	24% Shire funds 76% Grant funding	Renewal of road infrastructure to maintain current level of service.	646,435	2015-16
Additional renewal works	Shire funds	Renewal of road infrastructure to maintain current level of service	100,000	2015-16
Road Program	24% Shire funds 76% Grant funding	Renewal of road infrastructure to maintain current level of service.	646,435	2016-17
Additional renewal works	Shire funds	Renewal of road infrastructure to maintain current level of service	100,000	2016-17
Road Program	24% Shire funds 76% Grant funding	Renewal of road infrastructure to maintain current level of service.	646,435	2017-18
Additional renewal works	Shire funds	Renewal of road infrastructure to maintain current level of service	100,000	2017-18
Road Program	24% Shire funds 76% Grant funding	Renewal of road infrastructure to maintain current level of service.	646,435	2018-19
Additional renewal works	Shire funds	Renewal of road infrastructure to maintain current level of service	150,000	2018-19
Road Program	24% Shire funds 76% Grant funding	Renewal of road infrastructure to maintain current level of service.	646,435	2019-20
Additional renewal works	Shire funds	Renewal of road infrastructure to maintain current level of service	100,000	2019-20
Road Program	24% Shire funds 76% Grant funding	Renewal of road infrastructure to maintain current level of service.	646,435	2020-21
Additional renewal works	Shire funds	Renewal of road infrastructure to maintain current level of service	100,000	2020-21
Road Program	24% Shire funds 76% Grant funding	Renewal of road infrastructure to maintain current level of service.	646,435	2021-22
Additional renewal works	Shire funds	Renewal of road infrastructure to maintain current level of service	100,000	2021-22

Statement 1 - Forecast Statement of Comprehensive Income 2012 to 2022

- by Nature or Type

	2009-10	2010-11	Base	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenues													
Rates	1,026,462	1,116,693	1,173,420	1,255,559	1,343,448	1,437,489	1,538,113	1,645,781	1,760,986	1,884,255	2,016,153	2,157,284	2,308,294
Operating grants, subsidies and contributions	1,602,265	967,262	964,731	1,037,523	1,079,023	1,122,183	1,167,073	1,213,755	1,262,303	1,312,796	1,365,308	1,419,919	1,476,715
Fees and charges	844,984	763,857	384,629	400,014	416,014	432,653	449,957	467,955	486,674	506,142	526,390	547,447	569,344
Service charges	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest earnings	41,931	53,317	39,490	14,151	15,263	19,860	26,152	39,803	36,497	31,823	25,238	30,146	27,174
Other revenue	18,068	12,362	12,500	13,000	13,520	14,061	14,623	15,208	15,817	16,450	17,108	17,793	18,505
	<u>3,533,710</u>	<u>2,913,491</u>	<u>2,574,770</u>	<u>2,720,247</u>	<u>2,867,268</u>	<u>3,026,246</u>	<u>3,195,918</u>	<u>3,382,502</u>	<u>3,562,277</u>	<u>3,751,466</u>	<u>3,950,197</u>	<u>4,172,589</u>	<u>4,400,032</u>
Expenses													
Employee costs	(687,599)	(813,410)	(859,681)	(894,067)	(929,829)	(967,025)	(1,005,706)	(1,045,937)	(1,087,772)	(1,131,280)	(1,176,533)	(1,223,594)	(1,272,536)
Materials and contracts	(1,043,811)	(1,718,341)	(802,444)	(834,543)	(867,929)	(902,646)	(938,744)	(976,292)	(1,065,343)	(1,207,952)	(1,256,275)	(1,306,524)	(1,358,788)
Utility charges (electricity, gas, water etc.)	(87,792)	(102,625)	(123,954)	(128,912)	(134,067)	(139,429)	(145,004)	(150,806)	(156,841)	(163,114)	(169,639)	(176,422)	(183,478)
Depreciation on non-current assets	(1,040,525)	(1,085,732)	(375,770)	(1,156,909)	(1,222,642)	(1,245,700)	(1,252,192)	(1,303,045)	(1,347,836)	(1,370,341)	(1,361,948)	(1,407,667)	(1,444,255)
Interest expense	(59,290)	(62,154)	(56,767)	(75,759)	(68,674)	(61,158)	(53,188)	(57,735)	(78,319)	(87,019)	(95,884)	(112,544)	(113,345)
Insurance expense	(124,094)	(145,442)	(151,909)	(157,984)	(164,303)	(170,878)	(177,710)	(184,820)	(192,214)	(199,904)	(207,901)	(216,215)	(224,862)
Other expenditure	(72,863)	(64,607)	(82,800)	(86,110)	(89,559)	(93,140)	(96,867)	(100,744)	(104,769)	(108,960)	(113,320)	(117,847)	(122,558)
	<u>(3,115,974)</u>	<u>(3,992,311)</u>	<u>(2,453,325)</u>	<u>(3,334,284)</u>	<u>(3,477,003)</u>	<u>(3,579,976)</u>	<u>(3,669,411)</u>	<u>(3,819,379)</u>	<u>(4,033,094)</u>	<u>(4,268,570)</u>	<u>(4,381,500)</u>	<u>(4,560,813)</u>	<u>(4,719,822)</u>
	<u>417,736</u>	<u>(1,078,820)</u>	<u>121,445</u>	<u>(614,037)</u>	<u>(609,735)</u>	<u>(553,730)</u>	<u>(473,493)</u>	<u>(436,877)</u>	<u>(470,817)</u>	<u>(517,104)</u>	<u>(431,303)</u>	<u>(388,224)</u>	<u>(319,790)</u>
Non-Operating grants, subsidies and contributions	867,653	948,565	1,287,291	2,683,067	742,435	812,435	492,435	1,825,435	942,435	492,435	492,435	492,435	492,435
Profit on disposal of assets	4,928	46,342	389,113	0	0	0	0	0	0	0	0	0	0
Loss on asset disposal	(27,591)	(21,963)	(55,725)	0	0	0	0	0	0	0	0	0	0
NET RESULT	<u>1,262,726</u>	<u>(105,876)</u>	<u>1,742,124</u>	<u>2,069,030</u>	<u>132,700</u>	<u>258,705</u>	<u>18,942</u>	<u>1,388,558</u>	<u>471,618</u>	<u>(24,669)</u>	<u>61,132</u>	<u>104,211</u>	<u>172,645</u>
Other Comprehensive Income	0	14,942,758	0	0	0	0	0	0	0	0	0	0	0
TOTAL COMPREHENSIVE INCOME	<u>1,262,726</u>	<u>14,836,882</u>	<u>1,742,124</u>	<u>2,069,030</u>	<u>132,700</u>	<u>258,705</u>	<u>18,942</u>	<u>1,388,558</u>	<u>471,618</u>	<u>(24,669)</u>	<u>61,132</u>	<u>104,211</u>	<u>172,645</u>

Statement 2 - Forecast Statement of Comprehensive Income 2012 to 2022

- by Program

	2009-10	2010-11	Base	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenue													
Governance	912,111	253,841	104,700	108,888	113,243	117,773	122,484	127,383	132,478	137,777	143,289	149,020	154,980
General Purpose Funding	1,584,322	1,703,643	1,763,512	1,903,458	2,017,263	2,138,256	2,266,911	2,403,730	2,549,252	2,704,052	2,868,742	3,043,976	3,230,453
Law, Order, Public Safety	23,698	23,353	25,430	26,447	27,505	28,604	29,748	30,938	32,175	33,462	34,801	36,193	37,642
Health	7,320	4,040	26,040	1,082	1,125	1,170	1,217	1,266	1,317	1,370	1,425	1,482	1,541
Education & Welfare	71,348	37,881	4,025	4,186	4,353	4,527	4,708	4,896	455,092	5,296	5,507	5,728	5,957
Housing	73,353	87,999	61,329	423,782	316,333	68,986	71,746	74,617	77,602	80,706	83,935	87,293	90,785
Community Amenities	73,303	47,370	163,150	37,908	39,426	61,002	42,642	44,348	46,122	47,968	49,887	51,883	53,959
Recreation and Culture	101,030	64,855	79,635	30,820	32,052	333,335	34,668	1,369,054	37,496	38,995	40,556	42,178	43,864
Transport	1,210,969	988,023	1,713,403	2,571,314	750,612	760,939	771,679	782,849	794,466	806,548	819,113	832,180	845,770
Economic Services	18,171	38,339	47,450	22,429	23,871	28,811	35,461	49,484	46,566	42,296	36,130	41,474	38,955
Other Property and Services	330,666	659,054	262,500	273,000	283,920	295,278	307,089	319,372	332,146	345,431	359,247	373,617	388,561
	4,406,291	3,908,398	4,251,174	5,403,314	3,609,703	3,838,681	3,688,353	5,207,937	4,504,712	4,243,901	4,442,632	4,665,024	4,892,467
Expenses Excluding Finance Costs													
Governance	(340,638)	(809,196)	(243,880)	(322,362)	(337,000)	(348,159)	(358,193)	(372,588)	(386,831)	(399,489)	(409,797)	(425,402)	(440,649)
General Purpose Funding	(33,482)	(31,838)	(44,749)	(46,539)	(48,400)	(50,336)	(52,350)	(54,445)	(56,622)	(58,886)	(61,242)	(63,691)	(66,238)
Law, Order, Public Safety	(54,291)	(64,568)	(100,444)	(120,868)	(126,119)	(130,610)	(134,906)	(140,318)	(145,772)	(150,927)	(155,615)	(161,651)	(167,694)
Health	(55,014)	(44,873)	(49,678)	(51,665)	(53,733)	(55,882)	(58,116)	(60,441)	(62,857)	(65,371)	(67,988)	(70,707)	(73,535)
Education & Welfare	(9,560)	(22,986)	(35,187)	(52,821)	(55,348)	(57,015)	(58,378)	(60,730)	(63,003)	(64,857)	(66,112)	(68,572)	(70,896)
Housing	(86,022)	(127,457)	(121,687)	(167,173)	(174,892)	(180,518)	(185,439)	(192,896)	(200,224)	(206,569)	(211,481)	(219,476)	(227,212)
Community Amenities	(78,639)	(93,789)	(111,258)	(125,524)	(130,794)	(135,696)	(140,569)	(146,203)	(151,959)	(157,633)	(163,129)	(169,538)	(176,068)
Recreation and Culture	(641,971)	(721,041)	(831,534)	(1,024,834)	(1,069,895)	(1,107,290)	(1,142,529)	(1,188,396)	(1,284,401)	(1,429,215)	(1,473,182)	(1,530,278)	(1,587,370)
Transport	(1,087,363)	(1,149,805)	(637,993)	(605,444)	(629,657)	(654,850)	(681,045)	(708,285)	(736,620)	(766,089)	(796,738)	(828,604)	(861,751)
Economic Services	(166,414)	(164,759)	(182,989)	(218,953)	(228,441)	(236,611)	(244,454)	(254,261)	(264,156)	(273,550)	(282,130)	(293,085)	(304,070)
Other Property and Services	(530,881)	(721,808)	(92,884)	(522,342)	(554,050)	(561,851)	(560,244)	(583,081)	(602,330)	(608,965)	(598,202)	(617,265)	(630,994)
	(3,084,275)	(3,952,120)	(2,452,283)	(3,258,525)	(3,408,329)	(3,518,818)	(3,616,223)	(3,761,644)	(3,954,775)	(4,181,551)	(4,285,616)	(4,448,269)	(4,606,477)
Finance Costs													
Education & Welfare	(7,513)	(7,305)	(7,129)	(6,821)	(6,576)	(6,316)	(6,040)	(5,747)	(5,436)	(5,106)	(4,757)	(4,385)	(3,991)
Housing	(24,114)	(23,045)	(22,269)	(26,563)	(24,849)	(23,023)	(21,083)	(19,016)	(16,817)	(14,476)	(11,984)	(9,331)	(6,509)
Recreation and Culture	(7,212)	(7,013)	(6,844)	(6,549)	(6,313)	(6,064)	(5,799)	(18,517)	(46,975)	(61,597)	(59,652)	(57,580)	(55,373)
Transport	(20,451)	(24,791)	(20,525)	(35,826)	(30,936)	(25,755)	(20,266)	(14,455)	(9,091)	(5,840)	(19,491)	(41,248)	(47,472)
	(59,290)	(62,154)	(56,767)	(75,759)	(68,674)	(61,158)	(53,188)	(57,735)	(78,319)	(87,019)	(95,884)	(112,544)	(113,345)
NET RESULT	1,262,726	(105,876)	1,742,124	2,069,030	132,700	258,705	18,942	1,388,558	471,618	(24,669)	61,132	104,211	172,645
Other Comprehensive Income	0	14,942,758	0	0	0	0	0	0	0	0	0	0	0
TOTAL COMPREHENSIVE INCOME	1,262,726	14,836,882	1,742,124	2,069,030	132,700	258,705	18,942	1,388,558	471,618	(24,669)	61,132	104,211	172,645

Statement 3 - Forecast Statement of Financial Position 2012-2022

	2009-10	2010-11	Base	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
CURRENT ASSETS													
Unrestricted Cash and Equivalents	194,032	459,943	87,513	87,513	87,513	87,513	87,513	87,513	87,513	87,513	87,513	87,513	87,513
Restricted Cash and Cash Equivalent	699,872	523,616	195,501	217,742	309,683	435,521	708,518	642,420	548,952	417,259	515,446	455,955	413,823
Trade and Other Receivables	945,989	140,888	104,681	104,681	104,681	104,681	104,681	104,681	104,681	104,681	104,681	104,681	104,681
Inventories	239,752	132,681	130,631	130,631	130,631	130,631	130,631	130,631	130,631	130,631	130,631	130,631	130,631
TOTAL CURRENT ASSETS	2,079,645	1,257,128	518,326	540,567	632,508	758,346	1,031,343	965,245	871,777	740,084	838,271	778,780	736,648
NON-CURRENT ASSETS													
Inventories	89,409	0	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Property Plant and Equipment	5,919,390	5,886,153	6,887,484	7,124,058	7,178,149	7,316,832	6,960,623	8,699,661	9,687,058	9,711,200	9,586,235	10,175,051	10,562,279
Infrastructure	18,296,337	33,683,905	35,443,425	37,136,009	36,997,961	36,859,913	36,821,865	36,783,817	36,745,769	36,707,721	36,669,673	36,631,625	36,593,577
TOTAL NON-CURRENT ASSETS	24,305,136	39,570,058	42,345,909	44,275,067	44,191,110	44,191,745	43,797,488	45,498,478	46,447,827	46,433,921	46,270,908	46,821,676	47,170,856
TOTAL ASSETS	26,384,781	40,827,186	42,864,235	44,815,634	44,823,618	44,950,091	44,828,831	46,463,723	47,319,604	47,174,005	47,109,179	47,600,456	47,907,504
CURRENT LIABILITIES													
Trade and Other Payables	445,374	147,837	322,825	322,825	322,825	322,825	322,825	322,825	322,825	322,825	322,825	322,825	322,825
Current Portion of Long-term Liabilities	113,245	93,765	193,390	124,716	132,232	140,202	148,655	115,737	120,930	119,694	96,363	108,407	87,687
Provisions	131,252	157,473	163,472	163,472	163,472	163,472	163,472	163,472	163,472	163,472	163,472	163,472	163,472
TOTAL CURRENT LIABILITIES	689,871	399,075	679,687	611,013	618,529	626,499	634,952	602,034	607,227	605,991	582,660	594,704	573,984
NON-CURRENT LIABILITIES													
Long-term Borrowings	926,242	832,477	1,089,084	1,040,127	907,895	767,693	619,038	898,290	1,277,360	1,157,666	1,055,039	1,430,061	1,585,184
Provisions	25,195	15,279	15,279	15,279	15,279	15,279	15,279	15,279	15,279	15,279	15,279	15,279	15,279
TOTAL NON-CURRENT LIABILITIES	951,437	847,756	1,104,363	1,055,406	923,174	782,972	634,317	913,569	1,292,639	1,172,945	1,070,318	1,445,340	1,600,463
TOTAL LIABILITIES	1,641,308	1,246,831	1,784,050	1,666,419	1,541,703	1,409,471	1,269,269	1,515,603	1,899,866	1,778,936	1,652,978	2,040,044	2,174,447
NET ASSETS	24,743,473	39,580,355	41,080,185	43,149,215	43,281,915	43,540,620	43,559,562	44,948,120	45,419,738	45,395,069	45,456,201	45,560,412	45,733,057
EQUITY													
Retained Surplus	23,217,670	23,126,597	24,954,541	27,001,330	27,042,089	27,174,956	26,920,901	28,375,557	28,940,643	29,047,667	29,010,612	29,174,314	29,389,091
Reserves - Cash Backed	538,418	523,616	195,501	217,742	309,683	435,521	708,518	642,420	548,952	417,259	515,446	455,955	413,823
Reserves - Revaluation	987,385	15,930,143	15,930,143	15,930,143	15,930,143	15,930,143	15,930,143	15,930,143	15,930,143	15,930,143	15,930,143	15,930,143	15,930,143
TOTAL EQUITY	24,743,473	39,580,356	41,080,185	43,149,215	43,281,915	43,540,620	43,559,562	44,948,120	45,419,738	45,395,069	45,456,201	45,560,412	45,733,057

Statement 4 - Forecast Statement of Changes in Equity 2012-2022

	2009-10	2010-11	Base	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
RETAINED SURPLUS													
Opening Balance	21,099,573	21,974,148	23,217,671	24,954,541	27,001,330	27,042,089	27,174,956	26,920,901	28,375,557	28,940,643	29,047,667	29,010,612	29,174,314
Net Result	874,575	1,262,726	14,836,882	2,069,030	132,700	258,705	18,942	1,388,558	471,618	(24,669)	61,132	104,211	172,645
Total Other Comprehensive Income	0	0	(14,942,758)	0	0	0	0	0	0	0	0	0	0
Amount transferred (to)/from Reserves		(19,203)	14,802	(22,241)	(91,941)	(125,838)	(272,997)	66,098	93,468	131,693	(98,187)	59,491	42,132
Closing Balance	<u>21,974,148</u>	<u>23,217,671</u>	<u>23,126,597</u>	<u>27,001,330</u>	<u>27,042,089</u>	<u>27,174,956</u>	<u>26,920,901</u>	<u>28,375,557</u>	<u>28,940,643</u>	<u>29,047,667</u>	<u>29,010,612</u>	<u>29,174,314</u>	<u>29,389,091</u>
RESERVES - CASH/INVESTMENT BACKED													
Opening Balance	519,215	519,215	538,418	195,501	217,742	309,683	435,521	708,518	642,420	548,952	417,259	515,446	455,955
Amount transferred to/(from) Retained Surplus	0	19,203	(14,802)	22,241	91,941	125,838	272,997	(66,098)	(93,468)	(131,693)	98,187	(59,491)	(42,132)
Closing Balance	<u>519,215</u>	<u>538,418</u>	<u>523,616</u>	<u>217,742</u>	<u>309,683</u>	<u>435,521</u>	<u>708,518</u>	<u>642,420</u>	<u>548,952</u>	<u>417,259</u>	<u>515,446</u>	<u>455,955</u>	<u>413,823</u>
ASSET REVALUATION RESERVES													
Opening Balance	987,385	987,385	987,385	15,930,143	15,930,143	15,930,143	15,930,143	15,930,143	15,930,143	15,930,143	15,930,143	15,930,143	15,930,143
Total Other Comprehensive Income	0	0	14,942,758	0	0	0	0	0	0	0	0	0	0
Closing Balance	<u>987,385</u>	<u>987,385</u>	<u>15,930,143</u>	<u>15,930,143</u>	<u>15,930,143</u>	<u>15,930,143</u>	<u>15,930,143</u>	<u>15,930,143</u>	<u>15,930,143</u>	<u>15,930,143</u>	<u>15,930,143</u>	<u>15,930,143</u>	<u>15,930,143</u>
TOTAL EQUITY	<u>23,480,748</u>	<u>24,743,474</u>	<u>39,580,356</u>	<u>43,149,215</u>	<u>43,281,915</u>	<u>43,540,620</u>	<u>43,559,562</u>	<u>44,948,120</u>	<u>45,419,738</u>	<u>45,395,069</u>	<u>45,456,201</u>	<u>45,560,412</u>	<u>45,733,057</u>

Statement 5 - Forecast Statement of Cashflows 2012-2022

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cash Flows From Operating Activities										
Receipts										
Rates	1,255,559	1,343,448	1,437,489	1,538,113	1,645,781	1,760,986	1,884,255	2,016,153	2,157,284	2,308,294
Operating grants, subsidies and contributions	1,037,523	1,079,023	1,122,183	1,167,073	1,213,755	1,262,303	1,312,796	1,365,308	1,419,919	1,476,715
Fees and Charges	400,014	416,014	432,653	449,957	467,955	486,674	506,142	526,390	547,447	569,344
Service Charges	0	0	0	0	0	0	0	0	0	0
Interest Earnings	14,151	15,263	19,860	26,152	39,803	36,497	31,823	25,238	30,146	27,174
Other Revenue	13,000	13,520	14,061	14,623	15,208	15,817	16,450	17,108	17,793	18,505
	2,720,247	2,867,268	3,026,246	3,195,918	3,382,502	3,562,277	3,751,466	3,950,197	4,172,589	4,400,032
Payments										
Employee Costs	(894,067)	(929,829)	(967,025)	(1,005,706)	(1,045,937)	(1,087,772)	(1,131,280)	(1,176,533)	(1,223,594)	(1,272,536)
Materials and Contracts	(834,543)	(867,929)	(902,646)	(938,744)	(976,292)	(1,065,343)	(1,207,952)	(1,256,275)	(1,306,524)	(1,358,788)
Utility Charges	(128,912)	(134,067)	(139,429)	(145,004)	(150,806)	(156,841)	(163,114)	(169,639)	(176,422)	(183,478)
Insurance Expenses	(75,759)	(68,674)	(61,158)	(53,188)	(57,735)	(78,319)	(87,019)	(95,884)	(112,544)	(113,345)
Interest expenses	(157,984)	(164,303)	(170,878)	(177,710)	(184,820)	(192,214)	(199,904)	(207,901)	(216,215)	(224,862)
Other Expenditure	(86,110)	(89,559)	(93,140)	(96,867)	(100,744)	(104,769)	(108,960)	(113,320)	(117,847)	(122,558)
	(2,177,375)	(2,254,361)	(2,334,276)	(2,417,219)	(2,516,334)	(2,685,258)	(2,898,229)	(3,019,552)	(3,153,146)	(3,275,567)
Net Cash Provided By (Used In) Operating Activities	542,872	612,907	691,970	778,699	866,168	877,019	853,237	930,645	1,019,443	1,124,465
Cash Flows from Investing Activities										
Payments for Purchase of Property, Plant & Equipment	(802,000)	(632,250)	(752,900)	(231,500)	(2,458,600)	(1,767,750)	(795,000)	(780,500)	(1,537,000)	(1,282,000)
Payments for Construction of Infrastructure	(2,477,067)	(646,435)	(646,435)	(746,435)	(746,435)	(746,435)	(746,435)	(746,435)	(746,435)	(746,435)
Non-Operating Grants, Subsidies and Contributions	2,683,067	742,435	812,435	492,435	1,825,435	942,435	492,435	492,435	492,435	492,435
Proceeds from Sale of Plant & Equipment	193,000	140,000	153,000	120,000	201,000	217,000	185,000	328,000	325,000	235,000
Net Cash Provided By (Used In) Investing Activities	(403,000)	(396,250)	(433,900)	(365,500)	(1,178,600)	(1,354,750)	(864,000)	(706,500)	(1,466,000)	(1,301,000)
Cash Flows from Financing Activities										
Repayment of Debentures	(117,631)	(124,716)	(132,232)	(140,202)	(153,666)	(115,737)	(120,930)	(125,958)	(112,934)	(115,597)
Proceeds from Self Supporting Loans	0	0	0	0	0	0	0	0	0	0
Proceeds from New Debentures	0	0	0	0	400,000	500,000	0	0	500,000	250,000
Net Cash Provided By (Used In) Financing Activities	(117,631)	(124,716)	(132,232)	(140,202)	246,334	384,263	(120,930)	(125,958)	387,066	134,403
Net Increase (Decrease) in Cash Held	22,241	91,941	125,838	272,997	(66,098)	(93,468)	(131,693)	98,187	(59,491)	(42,132)
Cash at Beginning of Year	283,014	305,255	397,196	523,034	796,031	729,933	636,465	504,772	602,959	543,468
Cash and Cash Equivalents at the End of Year	305,255	397,196	523,034	796,031	729,933	636,465	504,772	602,959	543,468	501,336

Statement 6 - Forecast Statement of Funding 2012-2022

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
FUNDING FROM OPERATIONAL ACTIVITIES										
Revenues										
Rates	1,255,559	1,343,448	1,437,489	1,538,113	1,645,781	1,760,986	1,884,255	2,016,153	2,157,284	2,308,294
Operating grants, subsidies and contributions	1,037,523	1,079,023	1,122,183	1,167,073	1,213,755	1,262,303	1,312,796	1,365,308	1,419,919	1,476,715
Profit on Asset Disposal	0	0	0	0	0	0	0	0	0	0
Fees and charges	400,014	416,014	432,653	449,957	467,955	486,674	506,142	526,390	547,447	569,344
Service charges	0	0	0	0	0	0	0	0	0	0
Interest earnings	14,151	15,263	19,860	26,152	39,803	36,497	31,823	25,238	30,146	27,174
Other revenue	13,000	13,520	14,061	14,623	15,208	15,817	16,450	17,108	17,793	18,505
	<u>2,720,247</u>	<u>2,867,268</u>	<u>3,026,246</u>	<u>3,195,918</u>	<u>3,382,502</u>	<u>3,562,277</u>	<u>3,751,466</u>	<u>3,950,197</u>	<u>4,172,589</u>	<u>4,400,032</u>
Expenses										
Employee costs	(894,067)	(929,829)	(967,025)	(1,005,706)	(1,045,937)	(1,087,772)	(1,131,280)	(1,176,533)	(1,223,594)	(1,272,536)
Materials and contracts	(834,543)	(867,929)	(902,646)	(938,744)	(976,292)	(1,065,343)	(1,207,952)	(1,256,275)	(1,306,524)	(1,358,788)
Utility charges (electricity, gas, water etc.)	(128,912)	(134,067)	(139,429)	(145,004)	(150,806)	(156,841)	(163,114)	(169,639)	(176,422)	(183,478)
Depreciation on non-current assets	(1,156,909)	(1,222,642)	(1,245,700)	(1,252,192)	(1,303,045)	(1,347,836)	(1,370,341)	(1,361,948)	(1,407,667)	(1,444,255)
Loss on Asset Disposal	0	0	0	0	0	0	0	0	0	0
Interest expense	(75,759)	(68,674)	(61,158)	(53,188)	(57,735)	(78,319)	(87,019)	(95,884)	(112,544)	(113,345)
Insurance expense	(157,984)	(164,303)	(170,878)	(177,710)	(184,820)	(192,214)	(199,904)	(207,901)	(216,215)	(224,862)
Other expenditure	(86,110)	(89,559)	(93,140)	(96,867)	(100,744)	(104,769)	(108,960)	(113,320)	(117,847)	(122,558)
	<u>(3,334,284)</u>	<u>(3,477,003)</u>	<u>(3,579,976)</u>	<u>(3,669,411)</u>	<u>(3,819,379)</u>	<u>(4,033,094)</u>	<u>(4,268,570)</u>	<u>(4,381,500)</u>	<u>(4,560,813)</u>	<u>(4,719,822)</u>
	(614,037)	(609,735)	(553,730)	(473,493)	(436,877)	(470,817)	(517,104)	(431,303)	(388,224)	(319,790)
Funding Position Adjustments										
Depreciation on non-current assets	1,156,909	1,222,642	1,245,700	1,252,192	1,303,045	1,347,836	1,370,341	1,361,948	1,407,667	1,444,255
Net Funding From Operational Activities	<u>542,872</u>	<u>612,907</u>	<u>691,970</u>	<u>778,699</u>	<u>866,168</u>	<u>877,019</u>	<u>853,237</u>	<u>930,645</u>	<u>1,019,443</u>	<u>1,124,465</u>
FUNDING FROM CAPITAL ACTIVITIES										
Inflows										
Proceeds on Disposal	193,000	140,000	153,000	120,000	201,000	217,000	185,000	328,000	325,000	235,000
Non-Operating grants, subsidies and contributions	2,683,067	742,435	812,435	492,435	1,825,435	942,435	492,435	492,435	492,435	492,435
Outflows										
Purchase of Property Plant and Equipment	(802,000)	(632,250)	(752,900)	(231,500)	(2,458,600)	(1,767,750)	(795,000)	(780,500)	(1,537,000)	(1,282,000)
Purchase of Infrastructure	(2,477,067)	(646,435)	(646,435)	(746,435)	(746,435)	(746,435)	(746,435)	(746,435)	(746,435)	(746,435)
Net Funding From Capital Activities	<u>(403,000)</u>	<u>(396,250)</u>	<u>(433,900)</u>	<u>(365,500)</u>	<u>(1,178,600)</u>	<u>(1,354,750)</u>	<u>(864,000)</u>	<u>(706,500)</u>	<u>(1,466,000)</u>	<u>(1,301,000)</u>
FUNDING FROM FINANCING ACTIVITIES										
Inflows										
Transfer from Reserves	0	0	0	0	301,525	300,000	400,000	0	250,000	500,000
New Borrowings	0	0	0	0	400,000	500,000	0	0	500,000	250,000
Self-Supporting Loan	0	0	0	0	0	0	0	0	0	0
Outflows										
Transfer to Reserves	(22,241)	(91,941)	(125,838)	(272,997)	(235,427)	(206,532)	(268,307)	(98,187)	(190,509)	(457,868)
Advances to Community Groups	0	0	0	0	0	0	0	0	0	0
Repayment of Past Borrowings	(117,631)	(124,716)	(132,232)	(140,202)	(153,666)	(115,737)	(120,930)	(125,958)	(112,934)	(115,597)
Net Funding From Financing Activities	<u>(139,872)</u>	<u>(216,657)</u>	<u>(258,070)</u>	<u>(413,199)</u>	<u>312,432</u>	<u>477,731</u>	<u>10,763</u>	<u>(224,145)</u>	<u>446,557</u>	<u>176,535</u>
Estimated Surplus/Deficit July 1 B/Fwd	0	0	0	0	0	0	0	0	0	0
Estimated Surplus/Deficit June 30 C/Fwd	0	0	0	0	0	0	0	0	0	0

Statement 7 - Forecast Statement of Net Current Asset Composition 2012-2022

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Estimated Surplus/Deficit July 1 B/Fwd	0	0	0	0	0	0	0	0	0	0
CURRENT ASSETS										
Unrestricted Cash and Equivalents	87,513	87,513	87,513	87,513	87,513	87,513	87,513	87,513	87,513	87,513
Restricted Cash and Cash Equivalent	217,742	309,683	435,521	708,518	642,420	548,952	417,259	515,446	455,955	413,823
Non-Cash Investments	0	0	0	0	0	0	0	0	0	0
Trade and Other Receivables	104,681	104,681	104,681	104,681	104,681	104,681	104,681	104,681	104,681	104,681
Inventories	130,631	130,631	130,631	130,631	130,631	130,631	130,631	130,631	130,631	130,631
CURRENT LIABILITIES										
Trade and Other Payables	(322,825)	(322,825)	(322,825)	(322,825)	(322,825)	(322,825)	(322,825)	(322,825)	(322,825)	(322,825)
Reserves	(217,742)	(309,683)	(435,521)	(708,518)	(642,420)	(548,952)	(417,259)	(515,446)	(455,955)	(413,823)
Estimated Surplus/Deficit June 30 C/Fwd	0	0	0	0	0	0	0	0	0	0

Statement 8 - Forecast Statement of Fixed Asset Movements 2012-2022

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
CAPITAL WORKS - INFRASTRUCTURE										
Roads	2,477,067	646,435	646,435	746,435	746,435	746,435	746,435	746,435	746,435	746,435
Total Capital Works - Infrastructure	2,477,067	646,435	646,435	746,435	746,435	746,435	746,435	746,435	746,435	746,435
Represented by:										
Additions - Expansion, Upgrades and New	1,180,632	0	0	0	0	0	0	0	0	0
Additions - Renewal	1,296,435	646,435	646,435	746,435	746,435	746,435	746,435	746,435	746,435	746,435
Total Capital Works - Infrastructure	2,477,067	646,435	646,435	746,435	746,435	746,435	746,435	746,435	746,435	746,435
Asset Movement Reconciliation										
Total Capital Works Infrastructure	2,477,067	646,435	646,435	746,435	746,435	746,435	746,435	746,435	746,435	746,435
Depreciation Infrastructure	(784,483)	(784,483)	(784,483)	(784,483)	(784,483)	(784,483)	(784,483)	(784,483)	(784,483)	(784,483)
Net Book Value of disposed/Written Off assets	0	0	0	0	0	0	0	0	0	0
Net Movement in Infrastructure Assets	1,692,584	(138,048)	(138,048)	(38,048)	(38,048)	(38,048)	(38,048)	(38,048)	(38,048)	(38,048)
CAPITAL WORKS - PROPERTY, PLANT AND EQUIPMENT										
Buildings	385,000	300,000	430,000	50,000	2,050,000	1,300,000	450,000	50,000	800,000	800,000
Plant and Equipment	417,000	332,250	322,900	181,500	408,600	467,750	345,000	730,500	737,000	482,000
Total Capital Works Property, Plant and Equipment	802,000	632,250	752,900	231,500	2,458,600	1,767,750	795,000	780,500	1,537,000	1,282,000
Represented by:										
Additions - Assets at no cost	0	0	0	0	0	0	0	0	0	0
Additions - Expansion, Upgrades and New	727,000	582,250	702,900	181,500	2,408,600	1,717,750	745,000	730,500	1,487,000	1,232,000
Additions - Renewal	75,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Total Capital Works Property, Plant and Equipment	802,000	632,250	752,900	231,500	2,458,600	1,767,750	795,000	780,500	1,537,000	1,282,000
Asset Movement Reconciliation										
Total Capital Works Property, Plant and Equipment	802,000	632,250	752,900	231,500	2,458,600	1,767,750	795,000	780,500	1,537,000	1,282,000
Depreciation Property, Plant and Equipment	(372,426)	(438,159)	(461,217)	(467,709)	(518,562)	(563,353)	(585,858)	(577,465)	(623,184)	(659,772)
Net Book Value of disposed/Written Off assets	(193,000)	(140,000)	(153,000)	(120,000)	(201,000)	(217,000)	(185,000)	(328,000)	(325,000)	(235,000)
Net Movement in Property, Plant and Equipment	236,574	54,091	138,683	(356,209)	1,739,038	987,397	24,142	(124,965)	588,816	387,228
CAPITAL WORKS - TOTALS										
Capital Works										
Total Capital Works Infrastructure	2,477,067	646,435	646,435	746,435	746,435	746,435	746,435	746,435	746,435	746,435
Total Capital Works Property, Plant and Equipment	802,000	632,250	752,900	231,500	2,458,600	1,767,750	795,000	780,500	1,537,000	1,282,000
Total Capital Works	3,279,067	1,278,685	1,399,335	977,935	3,205,035	2,514,185	1,541,435	1,526,935	2,283,435	2,028,435
Fixed Asset Movement										
Net Movement in Infrastructure Assets	1,692,584	(138,048)	(138,048)	(38,048)	(38,048)	(38,048)	(38,048)	(38,048)	(38,048)	(38,048)
Net Movement in Property, Plant and Equipment	236,574	54,091	138,683	(356,209)	1,739,038	987,397	24,142	(124,965)	588,816	387,228
Net Movement in Fixed Assets	1,929,158	(83,957)	635	(394,257)	1,700,990	949,349	(13,906)	(163,013)	550,768	349,180

Forecast Significant Accounting Policies 2012-2022

Significant Accounting Policies

Basis of Preparation

The significant accounting policies which have been adopted in the preparation of these forecast financial statements are:

a) Basis of Preparation

The forecast financial statements have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), 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 selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of forecast financial statements 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 and forecasts.

b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the forecast financial statements.

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 forecast financial statements.

c) Goods and Services Tax

Receivables and payables in the statement of financial position are stated inclusive of applicable GST. 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.

d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call 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

Collectability 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 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.

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. Finance Costs and holding charges incurred after development is completed are expensed.

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 intention to release for sale.

g) Fixed Assets

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses

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 portion 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 that 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

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset 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.

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.

Forecast Significant Accounting Policies 2012-2022

The forecast financial statements assume an appropriate depreciation rate is being charged. On the basis of an appropriate depreciation rate being charged no material gains or losses on revaluation of assets are forecast to occur.

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.

h) Depreciation of Non-Current Assets

All non-current assets having a limited useful life 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 an effective average rate.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

The forecast financial statements assume an appropriate depreciation rate is being charged. On the basis of an

appropriate depreciation rate being charged no material gains or losses on disposal of assets are forecast to occur.

When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

i) Financial Instruments

Classification

Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

(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 assets.

(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. They are included in current assets, except for those with maturities greater than 12 months after the balance date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the statement of financial position.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. If the Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale. Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

(iv) Available-for-sale financial assets

Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the balance date. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

Recognition and Derecognition

Regular purchases and sales of financial assets are recognised on trade-date – the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the forecast statement of comprehensive income. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the forecast statement of comprehensive income as gains and losses from investment securities.

Subsequent Measurement

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value through profit or loss category are presented in the forecast statement of comprehensive income within other income or other expenses in the period in which they arise. Dividend income from financial assets at fair value through profit and loss is recognised in the statement of comprehensive income as part of revenue from continuing operations when the Council's right to receive payments is established. Changes in the fair value of other monetary and non-monetary

Forecast Significant Accounting Policies 2012-2022

securities classified as available-for-sale are recognised in equity.

Impairment

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the securities are impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss- measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit or loss – is removed from equity and recognised in the forecast statement of comprehensive income. Impairment losses recognised in the statement of comprehensive income on equity instruments classified as available-for-sale are not reversed through the statement of comprehensive income.

j) Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at balance date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. The Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their

UHY Haines Norton (WA) Pty Ltd

Chartered Accountants

fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

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.

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in profit or loss. Any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

l) Trade and Other Payables

Trade payables 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 and are usually paid within 30 days of recognition.

m) 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 employee wage increases and the probability that the employee may not satisfy vesting requirements.

n) Borrowings 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.

o) 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.

p) 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 company, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under 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.

q) Joint Venture

The Shires 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 relevant items reported in the statement of financial position and operating statement of comprehensive financial position income.

The Council's interests in joint venture entities are recorded using the equity method of accounting in the financial report.

Where the Council contributes assets to the joint venture or if the Council purchases assets from the joint venture, only

Forecast Significant Accounting Policies 2012-2022

the portion of the gain or loss that is 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 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, those conditions are forecast to be discharged as at the reporting date.

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 forecast financial statements, are rounded to the nearest dollar.

v) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

w) New Accounting Standards and Interpretations for application in Future Periods

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective have not been adopted by the Council for the forecast annual reporting periods.

The Council assessments of these new/amended standards and interpretations have been considered and are not considered to have any material effect, or impact on Council with the exception of the introduction of AASB13.

AASB 13 defines fair value, establishes a framework for measuring fair value and requires disclosures about fair value measurements.

AASB 13 requires:

- Inputs to all fair value measurements to be categorised in accordance with a fair value hierarchy; and

- Enhanced disclosures regarding all assets and liabilities (including, but not limited to financial assets and financial liabilities) measured at fair value.

AASB 13 will have particular relevance to the process of the Council adopting fair value methodology in relation to its assets as mandated from 1 July 2012. Apart from the changes in value in relation to assets to be revalued (which are mandated by legislation and not changes to the standard) it is not expected to significantly impact the Council as the framework embodied in AASB 13 does not differ significantly from that which is present in existing standards.

Amendments to the legislation require the phasing in of fair value for fixed assets over the next three years from 1 July 2012, it is not possible to estimate the likely amount of the revaluations.

9.6.4 REVIEW OF RECORD KEEPING PLAN

Agenda Reference:	MFA 02/13-04
Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	29 th January, 2013
Author:	Cameron Watson – Manager Finance & Administration

SUMMARY

Council is requested to endorse the outcomes of the recent review of its record keeping plan.

ATTACHMENT

Correspondence – Review of Shire of Mingenew Record Keeping Plan
Amended Shire of Mingenew – Record Keeping Plan

BACKGROUND

The purpose of the review is to comply with section 28 of the *State Records Act 2000* which requires that:

“no more than 5 years is to elapse between the approval of a government organisations record keeping plan and a review of it or between one review and another.”

The previously endorsed Shire Record Keeping plan was reviewed in November 2006 and adopted by Council at the meeting held 21st February 2007.

COMMENT

As can be seen from the attached correspondence which constitutes the review of Councils Record Keeping Plan, the bulk of the document is still current and applicable to Councils operations. The plan has been amended to reflect recent changes to Councils organisational structure and changes in the designation of various state government organisations; however these would not constitute a material change and would not have required the Record Keeping Plan to be presented to Council for endorsement.

The Record Keeping Plan is being presented to Council for endorsement due to the introduction of “Key Works for Councils” into Councils record keeping system in 2009. Key Words for Councils is a generic, standardised thesaurus system implemented by the majority of Councils in Western Australia. Appendix 6 of the Record Keeping Plan constitutes Councils current list of file headings.

CONSULTATION

Mike Sully – Chief Executive Officer

STATUTORY ENVIRONMENT

State Records Act 2000, Section 28

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

130210 OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.6.4

MOVED: CR COSGROVE
SECONDED: CR PEARCE

That Council adopts the Record Keeping Plan as reviewed.

CARRIED 6/0



SHIRE OF MINGENEW

Victoria Street
 PO Box 120
 MINGENEW WA 6522
 Telephone: (08) 9928 1102
 Facsimile: (08) 9928 1128
 Email: ceo@mingenew.wa.gov.au

Your ref:

Our ref: OCR12823 / ADM0046

Ms Cathrin Cassarchis
 Executive Director
 State Records Office
 Alexander Library Building
 Perth Cultural Centre
 PERTH WA 6000

Dear Ms Cassarchis

Re: Review of Shire of Mingenew Record Keeping Plan

As required by section 28 of the State Records Act 2000, the following review has been carried out on the Shire of Mingenew's Record Keeping Plan.

Overall, Council's Record Keeping Plan is still current and applicable to Council's operations. There have been areas of procedural improvement implemented by Council staff since the inception of the current plan; the main one being the use of electronic filing for all relevant incoming and outgoing documentation via the use of an electronic records management software system (ITVision's Synergysoft Records Management Module).

While the plan is substantially still relevant there are some minor modifications required to bring it up to date with Council's current organisational structure, i.e. changes in officer designations such as Deputy Chief Executive Officer to Manager Finance and Administration; and for the changes in the names of State Government Departments to be reflected. While these changes are primarily housekeeping items and don't constitute a material change to the document, there will be a requirement to substantially amend the document and have it endorsed by Council as appendix 6:- File Plan – List of Headings has substantially changed due to the implementation "Key Words for Councils" in 2009.

It is anticipated that the amended plan, incorporating the updated appendix 6, will be presented to Council for their endorsement early in the New Year. It should be noted that Council does not meeting in January, so the earliest would be February 2013.

Yours sincerely

Mike Sully
 Chief Executive Officer

20th November 2012



WILDFLOWER COUNTRY



SHIRE OF MINGENEW RECORDKEEPING PLAN

August 2012



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Introduction

The *State Records Act 2000* (the Act) is an Act to provide for the keeping of State records and for related purposes.

This document is presented to the State Records Commission in accordance with Section 19 of the State Records Act 2000, which requires each government organisation to have a Recordkeeping Plan approved by the State Records Commission.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six Recordkeeping principles each of which contains minimum compliance requirements. SRC Standard 6 – *Outsourcing* comprises seven principles each of which contains minimum compliance requirements.

Purpose

The purpose of this Recordkeeping Plan (RKP) is to set out the minimum requirements as to which records are to be created by the Shire of Mingenew and how it is to keep its records. Recordkeeping Plans are to provide an accurate reflection of the recordkeeping program within the organisation, including information regarding the organisation's recordkeeping system(s), disposal arrangements, policies, practices and processes. The RKP is the primary means of providing evidence of compliance with the Act.

Objectives

The objectives of the Shire of Mingenew RKP are to ensure:

- Compliance with Section 19 of the *State Records Act 2000*;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

Scope

In accordance with Section 17 of the Act, the Shire of Mingenew and all its employees are required to comply with the contents of this Plan.

This RKP applies to all of the Shire of Mingenew's:

- Employees
- Organisations performing outsourced services on behalf of the Shire of Mingenew
- Contractors
- Elected Members

This RKP applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning “any record of information however recorded” and includes:

- (a) anything on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- (e) any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.”
(*State Records Act, 2000*)

1. Principle One: Proper and Adequate Records

Principle: The Shire of Mingenew will ensure that records are created and kept which properly and adequately record the performance of the organisation's functions and which are consistent with any written law to which the organisation is subject when performing its functions. The organisation's roles and functions are mandated by government legislation and regulations. While performing these roles and functions, the Shire will participate in a wide range of activities and transactions. Proper and adequate records of these activities must be created and kept to ensure sufficient evidence of the Shire of Mingenew's performance of these functions.

1.1 Historical Background

The region encompassing what is now recognized as the Shire of Mingenew was originally home to the Aboriginal "Wilikardi" and "Amarju" tribes. The name Mingenew is taken from a local Aboriginal expression "Mininoo" meaning "place of many waters", as the region surrounding Mingenew was abundant with game and fresh springs.

European exploration became increasingly extensive after 1845 with the discovery of new pastures (in the large area which Grey has names Victoria Province) suitable for sheep and agriculture covering almost the whole of the country between the Moore and Irwin Rivers.

The Gregory Brothers exploration to the now Murchison Region led to the discovery of coal on the southern branch of the Irwin River (which the 1846 the Government declared the area of 10,000 acres a reserve – now known as Mingenew Coalseam Conservation Park).

Samuel Pole Phillips pioneered a small portion of the Victoria Province – the district of Irwin – around 1848 where he took up 10,000 acres of finely grassed and well watered land. It was then the accepted custom of the pastoralists to secure control of any permanent water within their leases by the purchase of small areas surrounding such springs or soaks. In 1867 Mr Phillips secured Tillage Lease No 4524 comprising 100 acres surrounding Mingenew Spring. This land he passed onto his son Samuel James Phillips, who held it as a freehold block in 1890.

In 1891 S.J. Phillips engaged the professional assistance of Henry Sandford Kind (who was surveying the Midland Railway Company's land) to survey and subdivide the former tillage lease into 156 town allotments with streets and access roads (Mingenew remained a private town until 1912). The townsite's subdivision coincided with the proclamation of the Murchison Goldfield in 1891 and due to its location became the trading the stock shipment centre for the supply of goods and services for cattle and sheep stations already established in the Murchison. The townsite in 1900 comprised of two hotels, four general stores, three blacksmiths and wheelwrights, nine general carriers and one saddler.

In 1901 Mingenew became the seat of the Upper Irwin Road Board. By 1919 it was renamed Mingenew Road Board followed by the Mingenew Shire Council in 1960.

The site of the original spring forms an attractive vista around the Mingenew Caravan Park which is becoming increasingly popular with tourists.

The Shire of Mingenew has essential relationships with the following organisations:

- The State Government - in particular the Department of Local Government, Department of Regional Development & Lands and the Department of Planning & Infrastructure;

- Adjacent Local Authorities, i.e. Shires of Morawa, Mullewa, Yalgoo, Carnamah, Coorow, Perenjori and Three Springs. (The Shires of Morawa, Mingenew and Three Springs form the Mid-West Regional Council).

1.2 Strategic Focus & Main Business Activity

The strategic focus and main business activity of the Shire of Mingenew is to provide good governance of the people in the district.

Council's Mission Statement states: "Council, together with the community, will endeavour to utilise all available resources to meet the changing needs and valid expectations of the community".

Supporting our Mission Statement, the general function of Council, as provided in the Local Government Act of 1995, is to provide for the good government of the people in the district. This is done through statutory methods, Policy and Community consultation, in order to apply the finances and resources of the Shire of Mingenew in the most appropriate manner.

1.3 Functions, including those outsourced

See Appendix 1.

1.4 Major Stakeholders

The Shire of Mingenew's major stakeholders are ratepayers, customers, residents and employees.

1.5 Enabling Legislation

The Shire of Mingenew is established under the *Local Government Act 1995*.

1.6 Legislation and Regulations Administered by the Shire of Mingenew

See Appendix 2.

1.7 Other Legislation Affecting the Shire of Mingenew

See Appendix 3.

1.8 Major Government and/or Industry Standards

See Appendix 4.

2. Principle Two: Policies and Procedures

Principle: Government organisations ensure that recordkeeping programs are supported by policy and procedures.

2.1 Hard Copy Records

The creation and management of hard copy records is carried out by the Shire of Mingenew's Records Officer.

Table 2.1

Recordkeeping Activities for the management of hard copy records and covered in the Shire of Mingenew's Policies and Procedures	YES	NO
Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions. Refer to Appendix 6	√	
Mail distribution – including frequency, tracking mechanisms and security measures.	√	
File creation and closure – including assigned responsibility and procedures for file creation.	√	
Access to corporate records – procedures for access to and security of corporate records.	√	
Authorized disposal of temporary records and transfer of State archives to the State Records Office – responsibilities assigned and a regular disposal program is in place.	√	

2.2 Electronic Records

The creation and management of electronic records, including electronic mail, are carried out by all designated senior officers and administration staff of the Shire of Mingenew.

Table 2.2

Recordkeeping Activities for the management of electronic records and covered in the Shire of Mingenew Policies and Procedures	YES	NO
Electronic records management – including the organisation’s approach and methodology for the capture and management of its electronic records (for example, whether records are created and kept electronically or are printed off and kept in hard copy format).	√	
Email management – including the capture, retention and authorized disposal of email messages to ensure accountability (i.e. kept electronically or printed off into hard copy).	√	
Website management – i) If web information also exists in hard copy guidelines are in place to determine which is the complete and accurate record, particularly in regard to the purpose of the site (e.g. whether informational/transactional). ii) Responsibility for the website and strategies implemented for the management of the website over time.	√ √	
Metadata management – including authority for the capture and control of metadata.	√	
System/s management – including any delegations of authority for the control and security of systems utilized by the organisation.	√	
Migration strategy – strategies planned or in place for migrating electronic records for long-term retention and access. <i>See Public Records Policy: 8 – Policy for the ongoing management of electronic records designated as having archival value.</i>	√	

2.3 Certification of Policies and Procedures

See Appendix 5.

2.4 Evaluation of Policies and Procedures

Council reviews all policies on an annual basis. Procedures are reviewed regularly with changes implemented as required. All changes to administrative procedures require authorization by the Manager Finance & Administration.

The efficiency and effectiveness of Council’s record keeping policies and procedures are measured by the ease in which documents can be retrieved.

3. Principle Three: Language Control

Principle: Government organisations ensure that appropriate controls are in place to identify and name government records.

3.1 File Plan / List of Subject Headings / List of Authorised Headings

The Shire of Mingenew has developed a File Plan with a List of Subject Headings to control the titling of records. This File Plan covers both administrative and functional records.

See Appendix 6

3.2 Assessment of its effectiveness

The File Plan and List of Subject Headings operate well within the Shire of Mingenew. It covers both administrative and functional activities of the Shire of Mingenew, is available for use by all staff and information can be filed and found without difficulty. This tool may be adjusted by an authorised officer to reflect changes to the functions and activities of the Shire of Mingenew as may occur from time to time.

4. Principle Four: Preservation

Principle: Government organisations ensure that records are protected and preserved.

4.1 Assessment of the Risks

4.1.1 Onsite records storage

The Shire of Mingenew has its current, active, inactive and archival records located onsite at the shire administration building.

- **Security of premises** – All storage areas are locked and accessible only by authorised employees of the shire.
- **Fire retardant safe / cabinets**- Strong room in administration building, along with steel filing cabinets for current and active records.
- **Reverse Cycle Air-conditioning** –in administration building for 10 hours per day
- **Type of shelving** – A variety of steel and timber shelving is in use.

The main disasters threatening records stored onsite comes from fire, flood, vandalism and vermin or pests

With the onsite storage conditions as described the risk is assessed as low.

4.1.2 Offsite records storage, including offsite use of records

The Shire of Mingenew has its non-current, inactive and archival records located in an on site storage facility in the Shire Administration, Victoria Street Mingenew which is a room with metal/wooden shelving.

The Shire of Mingenew has and will from time to time transfer archival records to the SRO

Refer to Appendix 7 for those files transferred to the SRO.

- **Security of premises** – Premises are locked at all times.
- **Fire Detection / Suppression** – There is no fire detection or suppression equipment with the exception of fire extinguishers.
- **Climate control** – There is no air-conditioning or other artificial climate control.
- **Type of shelving** - A variety of steel and timber shelving is in use.
- **Security of and access to records** – Room is locked at all times and only accessible by authorised council employees.
- Relocation of archival files from the Mingenew Shire Office, Victoria Street Mingenew to the Rural Transaction Centre Records Storage Room, Midlands Road, Mingenew is to be implemented.

The main disaster threatening records stored at the offsite records storage facility comes from fire, vandalism and vermin or pests

With the offsite storage conditions as described the risk is assessed as low.

4.1.3 Storage of Backups of Electronic Records

Electronic backups of the Shire of Mingenew's computer records are made daily and held onsite in the Shire of Mingenew's Administration strong room. Weekly backup tapes are stored offsite at Customer Service Officers residence.

4.1.4 Quantity of records

The Shire of Mingenew holds:

Approximately 50 linear metres of archival records;
Approximately 70 linear metres of current and temporary records.

4.2 Assessment of the Impacts of Disasters

The risk of a disaster occurring to the records of the Shire of Mingenew has been assessed overall as being low.

The impact of a disaster on the organisation's records has therefore been assessed as low / medium.

There are sufficient strategies in place to ensure that business activities of the organisation will not be unduly affected in the event of the more likely disaster occurring.

4.3 Strategies in Place for Prevention and Response

The following strategies have been implemented by the Shire of Mingenew in order to reduce the risk of disaster and for quick response should a disaster occur:

- Vital records held in locked fire proof storage
- Access to current hardcopy records limited to administration staff
- Archived records in locked storage
- Electronic data saved using same file list as hard copies
- Database is backed up daily to reduce the impact of a loss of data
- Weekly backups held offsite
- High level computer / internet security in place

4.3.1 Vital Records Program

A vital records program has been developed for the Shire of Mingenew. Vital records have been identified as:-

- council minutes,
- financial records,
- staff records,
- legal documents including title deeds, leases and contracts,
- rate books
- cemetery records
- register book including archived records.

Vital records in hard copy are stored in a locked, fire resistant strong room, accessible to council's designated senior employees and administration staff. These records have been copied and the copies are placed on the relevant files and are used for all normal business activities.

4.3.2 Back-up Procedures for Electronic Records

Electronic records of the Shire of Mingenew are backed up daily and taken off site weekly.

4.3.3 Security

The following security measures are in place at the Shire of Mingenew to ensure the security of its records, both hard copy and electronic and authorised access to them:

- Hard copy records are stored in a secure room accessible only to records staff.
- Electronic records have varying degrees of access depending on delegations assigned to staff within the organisation.
- Electronic records are backed up on a regular basis as described previously.

4.3.4 Storage Reviews

The storage facilities utilised by the Shire of Mingenew are reviewed annually to ensure that conditions are appropriate for the organisation's records.

4.3.5 Recovery of Lost Information

The Shire of Mingenew has developed a set of quick response strategies to recover lost information should a disaster occur. Electronic data is backed up on a daily basis ensuring minimal loss of data if a restore is required. Weekly backups are held offsite. All vital records are stored in a fire retardant strong room.

5. Principle Five: Retention and Disposal

Principle: Government organisations ensure that records are retained and disposed of in accordance with an approved disposal authority.

5.1 General Disposal Authority for Local Government Records

The Shire of Mingenew uses the General Disposal Authority for Local Government Records, produced by the State Records Office, for the retention and disposal of its records.

5.2 Other Disposal Authorities

Not Applicable

5.3 Restricted Access Archives

Not Applicable

5.4 Archives not Transferred to the SRO

Not Applicable

5.5 Disposal Program Implemented

The Shire of Mingenew will implement the General Disposal Authority for Local Government Records and conduct a regular disposal program on an annual basis. When the State Records Office is able to accept transfers of archival records, Mingenew will transfer minutes of meetings to SRO.

5.6 Authorisation for Disposal of Records

Before any temporary records are destroyed or State archives are transferred to the State Records Office, a list of those records due for destruction or transfer will be reviewed by the CEO and authorised for destruction or transfer.

6. Principle Six: Compliance

Principle: Government organisations ensure their employees comply with the Recordkeeping Plan.

6.1 Staff Training, Information Sessions, Publications

Table 6.1

Activities to ensure staff awareness and compliance	YES	NO
Presentations on various aspects of the Local Government's recordkeeping program are conducted. These are delivered to all staff on a regular basis.		√
In-house recordkeeping training sessions for staff are conducted.	√	
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organisation whenever practicable.		√
Staff information sessions are conducted on a regular basis for staff as required.	√	
The Local Government provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		√
The Local Government's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		√
The Local Government's Induction Program for new employees includes an introduction to the Local Government's recordkeeping system and program, and information on their recordkeeping responsibilities.	√	

6.2 Performance Indicators in Place

- Register of unsuccessful retrievals
- Register of missing files

6.3 Agency's Evaluation

On the basis of survey of staff satisfaction and response times, the Recordkeeping systems are assessed as being efficient and effective within the organisation.

6.4 Annual Report

The Shire of Mingenew Annual Report will demonstrate the organisation's compliance with the *State Records Act 2000*, its record keeping plan and the training provided for staff.

7. SRC Standard 6: Outsourced Functions

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by a local government with persons to perform any aspect of recordkeeping for the organisation.

In relation to a Local government's RKP, it is necessary to ensure that recordkeeping requirements are extended to outsourced services or functions.

'Outsourcing' refers to where, by contract or some other binding arrangement, an individual or an organisation acts as the Local Government's agent and accepts responsibility for providing or delivering a service to its clients or performing a function on its behalf.

Contractual arrangements which involve the outsourcing of functions or services which are entered into or renewed from the date of this RKP being registered should provide that the contractor create and maintain records that meet the Local Government's recordkeeping requirements pursuant to the Recordkeeping Plan.

7.1 Outsourced functions identified

Refer to Appendix 1 for those functions outsourced.

7.2 Recordkeeping Issues included in Contracts

7.2.1 Planning

The Shire of Mingenew will include the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the contract planning process for the outsourced functions.

7.2.2 Ownership

The Shire of Mingenew will ensure that the ownership of Local Government records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract(s) / agreement(s).

7.2.3 Control

The Shire of Mingenew will ensure that the contractor(s) / agent(s) creates and controls records in electronic or hard copy format, in accordance with Recordkeeping standards, policies, procedures and guidelines stipulated by the Shire of Mingenew.

7.2.4 Disposal

The disposal of all Local Government records which are the product of or are involved in any contract(s) / agreement(s) with the Shire of Mingenew and contractor(s) / agent(s) will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office.

7.2.5 Access

Conditions for the provision of access to any Local Government records produced in the course of the contract(s) / agreement(s) have been agreed between the Shire of Mingenew and the contractor(s) / agent(s).

7.2.6 Custody

Custody arrangements between the Shire of Mingenew and the contractor(s) / agent(s) for Local Government records stored on and off site by the contractor(s) / agent(s) will be specified when contract(s) / agreement(s) are renewed.

7.2.7 Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contract(s) / agreement(s) are to be specified in the contract(s) / agreement(s).

APPENDIX 1			
Functions of the Local Government			
Function	Brief Description of LG Function	Performed by the LG Cross If Yes	Performed by an External Agency Cross If Yes
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	X	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	X	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	X	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	X	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	X	X
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	X	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).	X	
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	X	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.	X	X
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		X
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.		X
Financial Management	The function of managing the LG's financial resources.	X	

APPENDIX 1			
Functions of the Local Government			
Function	Brief Description of LG Function	Performed by the LG Cross If Yes	Performed by an External Agency Cross If Yes
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for Elected Members.	X	
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	X	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	X	
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	X	
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.	X	X
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	X	X
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	X	
Legal Services	The function of providing legal services to the LG.		X
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.	X	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	X	X
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	X	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	X	
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	X	

APPENDIX 1			
Functions of the Local Government			
Function	Brief Description of LG Function	Performed by the LG Cross If Yes	Performed by an External Agency Cross If Yes
Recreation & Cultural Services	The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	X	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.	X	X
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	X	X
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.	X	
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	X	X
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.	X	X
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.		X

APPENDIX 2	
Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	<i>Cross if YES, the LG administers</i>
Agriculture and Related Resources Protection Act 1976	X
Building Regulations 1989	X
Bush Fires Act 1954 An Act to make better provision for diminishing the danger resulting from bush fires, for the prevention, control and extinguishment of bush fires, for the repeal of the <i>Bush Fires Act 1937-1950</i> and for other purposes.	X
Bush Fire Regulations	X
Caravan Parks and Camping Grounds Act 1995	X
Caravan Parks and Camping Grounds Regulations	X
Dog Act 1976 An Act to amend and consolidate the law relating to the control and registration of dogs, the ownership and keeping of dogs and the obligations and rights of persons in relation thereto, and for incidental and other purposes.	X
Dog Regulations	X
Environmental Protection Act 1986 An Act to provide an Environmental Protection Authority, for prevention, control and abatement of environmental pollution, for the conservation, preservation, protection enhancement and management of the environment and for matters incidental to, or connected with, the foregoing.	X
Environmental Protection (Noise) Regulations 1997	X
Explosive and Dangerous Goods Act 1961 An Act to consolidate and amend the law relating to explosives, to regulate the storage of dangerous goods, and for other incidental purposes.	X
Freedom of Information Act 1992 An Act to provide for public access to documents, and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading, and for related purposes.	X
Freedom of Information Regulations	X
Hairdressing Establishment Regulations 1972	X
Health Act 1911 An Act to consolidate and amend the law relating to Public Health.	X
Health Act (Air Handling and Water Systems) Regulations 1994	X
Health Act (Asbestos) Regulations 1992	X
Health Act (ANZ Food standards Code adoption) Regulations 2001	X
Health Act (Carbon Monoxide) Regulations 1975	X
Health Act (Cloth Materials) Regulations 1985	X
Health Act (Food Hygiene) Regulations 1993	X

APPENDIX 2	
Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	Cross if YES, the LG administers
Health Act (Food Standards) Regulations 1987	X
Health Act (Garden Soil) Regulations 1998	X
Health Act (Laundries and Bathrooms) Regulations	X
Health Act (Meat Hygiene) Regulations 2001	X
Health Act (Pesticides) Regulations 1956	X
Health Act (Pet Meat) Regulations 1990	X
Health Act (Poultry Manure) Regulations 2001	X
Health Act (Prescribing the Annual Report Form to be used by Local Authorities) Regulations	X
Health Act (Public Buildings) Regulations 1992	X
Health Act (Sewerage, Lighting, ventilation and Construction) Regulations 1971	X
Health Act (Skin Penetration Procedure) Regulations 1998	X
Health Act (Smoking in Enclosed Public Places) Regulations 1999	X
Health Act (Swimming Pools) Regulations 1964	X
Health Act (Temporary Sanitary Conveniences) Regulations 1997	X
Health Act (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974	X
Heritage of Western Australia Act 1990	X
Land Administration Act 1997	X
Land Valuation Tribunals 1978	X
Litter Act 1979 An act to make provision for the abatement of litter, to establish, incorporate and confer powers upon the Keep Australia Beautiful Council (WA), and for incidental and other purposes.	X
Liquor Licensing Act 1988 An Act to regulate the sale, supply and consumption of liquor, the use of premises on which liquor is sold, and the services and facilities provided in conjunction with or ancillary to the sale of liquor, to repeal the Liquor Act 1970, and for related matters.	X
Local Government Act 1995 An Act to provide for a system of local government in Western Australia.	X
Local Government (Miscellaneous Provisions) Act 1960	X
Local Government Grants 1978	X
Local Government Regulations	X

APPENDIX 2	
Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	Cross if YES, the LG administers
Main Roads Act 1930 An Act to consolidate and amend the law relating to and making provision for the construction, maintenance and supervision of highways, main and secondary roads, and other roads, the control of access to roads and for other relative purposes.	X
Metropolitan Region Town Planning Scheme Act 1959 An Act to provide for and relating to the Planning and Development of land within the Metropolitan Region, and to regulate the assessment of a Metropolitan Improvement Tax and for incidental and other purposes.	
Parks and Reserves Act 1895	X
Planning Amendment Act 1996	X
Radiation Safety Act 1974	X
Radiation Safety Regulations	X
Rates and Charges (Rebates and Deferments) Act 1992	X
Rights in Water and Irrigation Act 1914	X
Residential Design Codes of WA 2002	X
Road Traffic Act 1974 An Act to consolidate and amend the law relating to road traffic, to repeal the Traffic Act 1919-1974 and for incidental purposes.	X
Strata Titles Act 1985 An Act to facilitate the subdivision of land into cubic spaces and the disposition of titles thereto, to provide for incidental and connected purposes and to repeal the <i>Strata Titles Act 1966</i> .	
Telecommunications Act 1997	
Telecommunications (Low Impact Facilities) Determination 1997	
Town Planning and Development Act 1928	X
Transfer of Land Act 1893 An Act to amend the <i>Transfer of Land Act 1893</i> and to amend various other Acts for related purposes.	
Valuation of Land Act 1978	X
Waterways Conservation Act 1976	
Western Australia Disability Services Act 1993	X
Local Laws of the Shire of Mingenew	
Hawkers, Stallholders and Trading in Public Places	X
Establishment, Maintenance and Equipment of Bush Fire Brigades	X
Caravan Parks and Camping Grounds No 2	X

APPENDIX 2	
Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	<i>Cross if YES, the LG administers</i>
Mingenew Public Cemetery Reserve No ???	X
Adoption of Draft Model Local Laws relating to Motels No 3	X
Firebreak By-Laws	X
Dogs	X
Fencing	X
Control and Management of Recreation Grounds	X
Management and Use of the Mingenew Town Hall	X

APPENDIX 3	
Other Legislation and Regulations affecting the functions and operations of the Local Government	
<i>Other Legislation and Regulations</i>	<i>Cross If Yes</i>
Builders Registration Act 1939	X
Criminal Code 1913	X
Electronic Transactions Act 2003	X
Equal Employment Opportunity Act 1984	X
Evidence Act 1906	X
Forests Act 1919	
Freedom of Information Act 1992;	X
Industrial Awards	X
Industrial Relations Acts (State and Federal)	X
Interpretation Act 1918 An Act to amend and consolidate the law relating to the construction, application, interpretation, and operation of written law; to provide for the exercise of statutory powers and duties; and to provide for connected or incidental purposes.	X
Limitation Act 1935	X
Occupational Safety and Health Act 1984	X
Occupational Safety & Health Regulations 1996	X
Parliamentary Commissioner Act 1971 An Act to provide the appointment of a Parliamentary Commissioner for Administrative Investigations for the investigation of administrative action taken by or on behalf of certain government departments and other authorities and for incidental purposes.	X
State Records Act 2000 An Act to provide for the keeping of State records and for related purposes.	X
State Records (Consequential Provisions) Act 2000;	X
State Records Principles & Standards 2002	X
Swan River Trust Act 1988	
Workers Compensation and Assistance Act 1981 An act to amend and consolidate the law relating to compensation for, and the rehabilitation of workers suffering disability by accident or disease in the course of their employment. Regulations, By-laws and local laws made under the foregoing.	X

APPENDIX 4	
Government & Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government	
<i>Government & Industry Standards and Codes of Practice</i>	Cross if Yes
Australian Accounting Standards	X
Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2	X
General Disposal Authority for Local Government Records RD 99004	X
National Competition Policy	X

Certification of Policies and Procedures

Shire of Mingenew's Recordkeeping Policy – Adopted 21st February 2007

Objective

To capture and control full and accurate records, in all formats, as evidence of the Council's business activities by developing systems and practices that make information readily accessible. Safeguard records of continuing value for legal, administrative or historical purposes.

Scope

The policy applies to all Government records created or received by a Shire of Mingenew employee, contractor or elected member, or an organisation performing outsourced services on behalf of the Shire of Mingenew, regardless of their physical format, storage location or date of creation.

Policy Statement

Council will maintain a Records Office that manages the efficient capture, creation, distribution, storage, retrieval and disposition of its records in accordance with the *State Records Act 2000*. All Elected Members, staff and contractors will capture, create or provide full and accurate records, in the appropriate format, of the Council's business decisions and transactions to meet all legal, evidential, administrative, financial and historical requirements.

Creation, Capture and Control of Records

All records, regardless of format, and whether internal or external, are to be captured at the point of creation, with required metadata, into appropriate corporate systems that are managed in accordance with record keeping principles and the Australian Standard for Records Management AS ISO 15489. All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access and destruction in accordance with necessary preservation and storage requirements.

Access to Records

Access to the Council's records by staff and contractors will be regulated according to security classifications. Access to the Council's records by the general public will be in accordance with the *Freedom of Information Act 1992*. Access to the council's records by Elected Members will be via the Chief Executive Officer in the accordance with the *Local Government Act 1995*.

Shire of Mingenew's Recordkeeping Policy – Adopted 21st February 2007

Appraisal, Retention and Disposal of Records

All records maintained by the Council are to be retained and disposed of in accordance with the State Records Office's General Disposal Authority for Local Government Records 1999. This policy is to be reviewed once every year once adopted.

Objective

The purpose of this policy is to define the principles of the Shire of Mingenew records management function, the roles and responsibilities of those who manage the record keeping process and provide an orderly and efficient approach to records management. It incorporates legislative requirements into the Shire's records management practices and requirements.

Legislation requires the Shire of Mingenew to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme. The policy applies to all external and internal records, which are handled, created or received by the Shire of Mingenew employees, contractors or elected members, regardless of their physical format, storage location, creation date or media type.

Importance

Local Government records are an important information resource and cultural asset. Records provide the essential means to meet the accountability requirements of the local government.

The *Local Government Act 1995* provides (Section 5.41(h)) that a function of the Chief Executive Officer is to ensure that records and documents of the local government are properly kept for the purposes of the *Local Government Act 1995* and any other written law. This policy, the record keeping plan and the records procedure and policy manual are designed to manage this function.

Definitions of a Record

A record as defined in the *State Records Act 2000* means any record of information however recorded and includes:

- Anything on which there is writing or Braille
- A map, plan, diagram or graph
- A drawing, pictorial or graphic work or photograph
- Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them
- Anything from which images, sounds or writings can be reproduced with or without the aid of anything else
- Anything on which information has been stored or recorded, either mechanically, magnetically or electronically

Shire of Mingenew's Recordkeeping Policy – Adopted 21st February 2007

Inward Correspondence

All items received via mail avenues (including normal post, or other state mail, couriered mail, mail handed to an employee of the Shire) and inward mail in electronic transmission or form (eg. Facsimiles or email).

Outward Correspondence

All items sent via mail avenues (as listed above) and outward mail in electronic transmission or form. Records in the public sector are referred to as Government Records or Public Records. Records created or received by a public officer or elected member in the course of his or her duties regardless of whether the communication is between staff in the same agency, between different agencies or between public officers and members of the community (both private and business).

Website Management

The Chief Executive Officer shall determine the contents to be contained on the Shire of Mingenew website. The existing contents should be kept up to date at all times. Any information that was used to enter data on the Shire of Mingenew website has been converted to hard copy and kept in the Shire of Mingenew's filing system.

Ephemeral Records

Records may be categorised as Ephemeral Records. Ephemeral documents are documents which have only short term value to the organisation with little or no ongoing administrative, fiscal, legal, evidential or historical value. Usually, they are not incorporated into the Shire's recordkeeping system.

Significant Records

Significant records contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made and may embody actual guidelines.

Vital Records

Vital records are those deemed essential to reconstruct and continue operations of the Shire and to protect its organisational, legal and financial interests.

Records Disposal

Disposal is by way of depositing records in the State Archives, managing the records as designated State Archives at the Shire or by destruction in accordance with General Disposal Authority for Local Government Records (GDALGR).

Shire of Mingenew's Recordkeeping Policy – Adopted 21st February 2007

Policy

1. The organisation must ensure efficiency in the creation, dissemination, storage and disposal of all Shire records.
2. Provide record management systems which meet the corporate needs of the organisation and are consistent with the requirement of Government Acts and Regulations.
3. All communications in the form of records, whether paper or electronic, and whether internal or external, are to be captured within the appropriate record keeping system.
4. Prevent the loss or damage of records, including inward and outwards correspondence (including copies).
5. Prepare a disposal and retention schedule based on the requirement of the Local Government Disposal Schedules.
6. All records are to be managed according to whether they are significant or ephemeral records, vital or non-vital records and in accordance with their security classification.
7. Any records / files in the possession of individual staff are to be registered to them and, dependent upon security classification, kept accessible.
8. Only approved record formats are to be used in effecting the Shire's business.
9. Records are not to be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule or in the custody of an officer performing approved business.
10. Registers are to be maintained of all records series and special categories, including but not limited to, registers of policies, databases, Freedom of Information applications, assets, tenders photographs, forms, vital records, files and contracts.

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provisions of Section 5.41(h) of the *Local Government Act 1995*.

Executive Officers

Executive officers must ensure that all their staff are familiar with and adhere to the Records Management Policy, the Records Keeping Plan and all associated procedures as required from time to time.

Managers and Staff

All managers must ensure that record keeping policy and procedures are adhered by the staff. Managers must ensure that staff, (including contractors) understand and have knowledge of the Shire's record keeping policy, procedures and plan.

Shire of Mingenew's Recordkeeping Policy – Adopted 21st February 2007

Staff responsibility is to ensure that they have a good understanding of the record keeping plan, policy and procedures. All staff members should retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system; maintained, protected and disposed of in accordance with the State Records Office's General Disposal Authority for Local Government Records (GDALGR).

Records Officers

Duties of the Records Officer are to maintain and manage:

- A professional information management system that meets legislative requirement and conforms to Council policy.
- Correspondence control programs
- Indexing activities
- Disposal and retention schedules
- Inactive records
- All forms associated with the records office
- The development of policy and procedures associated with the records system which will allow for retrieval and dissemination of accurate, accessible information to all staff, councillors and members of the public.
- Conduct record keeping induction and awareness training for staff

Elected Members

All elected members are to create, collect and retain records relating to their role as an elected member for the Shire of Mingenew as specified by legislation and the Shire's Record Keeping Policy and Procedures. Political party and personal records of elected members are exempt.

Related Acts and Policies

In addition to the requirements of the *State Records Act 2000*, the relevant aspects of the following statutes should also be considered:

- *Evidence Act 1906*
- *Limitation Act 1935*
- *Freedom of Information Act 1992*
- *Public Interest Disclosure Act 2003*
- *Local Government Act 1995*
- *Financial Administration and Audit Act 1985*
- *Criminal Code 1913 (section 85)*
- *Electronic Transactions Act 2001*
- *Crimes Act 1914*

Shire of Mingenew Recordkeeping Procedures

The following record keeping procedures have been developed and will be available on request:

- Elected Members access to information
- Electronic Data
- Emails
- Facsimiles
- File System Maintenance
- Filing
- Inwards Mail
- Outwards Mail
- Records Disposal
- Records Management
- Recovery
- Security and Protection
- Vital Records

**Shire of Mingenew
File Plan
List of Subject Headings
ADMINISTRATION FILES**

COMMERCIAL ACTIVITIES

ADM0050	Contracting Consultants
ADM0062	Marketing Advertising
ADM0113	Tendering Expressions Of Interest
ADM0140	Joint Venture Service Level Agreement - Department Of Housing Agreement

COMMUNITY RELATIONS

ADM0051	Sponsorship Donations
ADM0066	Marketing Publicity
ADM0121	Contacts Politicians
ADM0126	Marketing Advertising
ADM0186	Awards (Prizes) Tidy Towns
ADM0203	Awards (Prizes) Competitions
ADM0251	Awards (Prizes) Mingenew Primary School

COMMUNITY SERVICES

ADM0040	Library And Public Information Access Mingenew Library
ADM0096	Service Provision Education And Training - Vac Swim Classes
ADM0116	Service Provision Telecentre
ADM0148	Planning Community Safety & Crime Prevention Plan
ADM0164	Programs Tourism
ADM0165	Service Provision Telecentre - Post Office Management
ADM0177	Library And Public Information Access Collection Management
ADM0178	Meetings Community Advisory Committee - Sports Advisory Committee
ADM0183	Service Provision Government Agencies - Department Of Transport
ADM0191	Service Provision Education And Training - Mingenew Primary
ADM0192	Service Provision Education And Training
ADM0194	Service Providers Community Associations - Cwa
ADM0195	Service Provision Childcare
ADM0235	Service Providers Gp Service Provision

CORPORATE MANAGEMENT

ADM0056	Reviewing Organisational Review - Amalgation Structural Reform
ADM0080	Circulars Local Government Directives - Local Government Operational
ADM0114	Reviewing Organisational Review - Systemic Sustainability Study
ADM0242	Reviewing Asset Management Plan
ADM0258	Circulars Memorandums

COUNCIL PROPERTIES

ADM0013	Usage Bookings - Main Hall
ADM0039	Acquisition And Disposal Native Title Claims
ADM0047	Usage Bookings - Recreation Centre
ADM0089	Maintenance Admin Centre
ADM0102	Maintenance Council Residence Lot 66 Shenton Street - Ceo
ADM0103	Maintenance Council Residence- Lot 89 Victoria Street (Noel)
ADM0104	Maintenance Council Residence – Lot 88 Victoria Street
ADM0105	Maintenance Council Residence - Lot 5 Field Street (Work Supervisor)
ADM0106	Maintenance Council Residence - Unit 1 45 King Street
ADM0135	Maintenance Council Residence - Unit 2 45 King Street

**Shire of Mingenew
File Plan
List of Subject Headings
ADMINISTRATION FILES**

ADM0136	Maintenance Council Residence - Unit 3 45 King Street
ADM0137	Maintenance Council Residence - Phillip Street (Silver Chain House)
ADM0138	Maintenance Council Residence - 13 Moore St
ADM0141	Maintenance Council Residence - Unit 1 Victoria Street
ADM0142	Maintenance Council Residence - Unit 2 Victoria Street
ADM0143	Maintenance Council Residence - Unit 3 Victoria Street
ADM0144	Maintenance Council Residence - Unit 4 Victoria Street
ADM0193	Access Disability Access - Disability Access & Inclusion Plan
ADM0200	Maintenance Aged Care Facilities
ADM0202	Maintenance Airport / Helicopter Landing Facilities
ADM0219	Maintenance Mingenew Railway Station
ADM0226	Design & Construction Pavilion, Turf Club Bar
ADM0230	Maintenance Autumn Centre
ADM0248	Maintenance Rec Centre
ADM0259	Lands Heritage Of Western Australia Act - Municipal Inventory
ADM0275	Design & Construction Recreation Centre
ADM0277	Maintenance Toy Library
ADM0278	Maintenance Yandanooka Hall
ADM0279	Maintenance Enanty Hall
ADM0280	Maintenance Mig Building And Public Toilets
ADM0281	Maintenance Works Depot
ADM0282	Maintenance Yac Hall

CUSTOMER SERVICE

ADM0071	Public Reaction Complaints - General
ADM0072	Public Reaction Complaints - Dogs
ADM0074	Public Reaction Appreciation Letters - (For Shire Services Only)
ADM0214	Public Reaction Requests

DEVELOPMENT & BUILDING CONTROLS

ADM0261	Reporting Building Act And Provisions
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ECONOMIC DEVELOPMENT

ADM0078	Reporting Statistics
ADM0153	Industries Economic Development - Irwin Valley Milling
ADM0163	Industries Tourism
ADM0166	Industries Mining And Extractive Industries - Extension Hill - Gindalbie Metals - Karara Iron Ore
ADM0168	Industries Mining & Extractive Industries - Mungada Iron Ore Project
ADM0169	Industries Mining & Extractive Industries - Application For Mining Tenement
ADM0196	Event Management Trade Displays - Mingenew Lions Midwest Expo
ADM0249	Event Management Trade Displays - North Midlands Agricultural Society Inc
ADM0271	Event Management Mingenew Rodeo

EMERGENCY SERVICES

ADM0091	Notifications Danger Periods/Fire Bans - Fire Weather Warnings
ADM0092	Planning Disaster Recovery
ADM0093	Planning Local Emergency Management Plan
ADM0094	Reporting Bush Fire Incident Reports
ADM0145	Meetings Fesa - Midwest District Operations Advisory Committee
ADM0147	Service Provision Fire Services - Mingenew Brigade

**Shire of Mingenew
File Plan
List of Subject Headings
ADMINISTRATION FILES**

ADM0152 Planning Midwest Fireworks Emergency Plans

ENERGY SUPPLY & TELECOMMUNICATIONS

ADM0075 Connection Telecommunications - Mobile Services
ADM0157 Notifications Telstra
ADM0170 Notifications Western Power
ADM0190 Liaison General

ENVIRONMENTAL MANAGEMENT

ADM0167 Licensing Mining & Extractive Industries - Sand 52 Switchback Road
ADM0188 Service Provision Recycling - Drummuster
ADM0189 Service Provision Recycling
ADM0207 Programs Pest Control
ADM0220 Native Vegetation Native Vegetation
ADM0239 Programs Climate Change And Sustainability Annual Review
ADM0260 Service Provision Coalseam Conservation Park

FINANCIAL MANAGEMENT

ADM0027 Tax Fringe Benefits Tax (Fbt)
ADM0028 Tax Gst - Bas
ADM0041 Debtors Sundry
ADM0042 Creditors Sundry
ADM0048 Levies Emergency Services Levy (Esl)
ADM0057 Reporting Statutory Returns - Compliance Return
ADM0081 Audit External
ADM0082 Banking General
ADM0083 Creditors Cheques
ADM0084 Debtors Debtors Invoices
ADM0100 Banking Reconciliations/Statements
ADM0108 Revenue Refunds
ADM0130 Budgeting Reviewing
ADM0134 Levies Bciff
ADM0139 Loans Loan Programs - Individual Loans By Number
ADM0182 Revenue Trelis - Vehicle & Drivers Licencing
ADM0216 Tax Australian Taxation Office - Liason
ADM0221 Tax Fuel Tax Credits - Diesel Rebate
ADM0233 Levies Brb
ADM0243 Financial Reporting Annual Returns
ADM0244 Reporting Annual Financial Report

GOVERNANCE

ADM0001 Councillors Michelle Bagley
ADM0002 Councillors Peter Gledhill
ADM0003 Councillors Marguerite Pearce
ADM0004 Councillors Al Sobey
ADM0005 Councillors Helen Newton
ADM0006 Councillors Gary Cosgrove
ADM0007 Councillors Peter Ward
ADM0019 Elections Ballot Papers
ADM0020 Elections Declaration Of Office

**Shire of Mingenew
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ADMINISTRATION FILES**

ADM0021	Elections Electoral Officers
ADM0022	Elections Electoral Results
ADM0023	Elections Electoral Returns
ADM0024	Elections Electoral Rolls
ADM0025	Elections Nominations
ADM0026	Elections Notices
ADM0213	Council Meetings Minutes And Agenda

GOVERNMENT RELATIONS

ADM0055	Meetings Regional Councils - Mid West Regional Council Minutes & Agenda
ADM0059	Local And Regional Liaison Western Australian Local Government Association
ADM0109	Local And Regional Liaison Local Government Managers Australia
ADM0110	Local And Regional Liaison Other Councils
ADM0111	Submissions Regional Development
ADM0118	Meetings Walga
ADM0119	Meetings Walga - Northern Country
ADM0120	State Liason Department Of Local Government & Regional Development
ADM0122	Federal Liaison Alga
ADM0131	State Liason Department Of Health Wa Country Health Service
ADM0162	State Liason Department Of Agriculture & Food
ADM0198	State Liason Office Of Public Sector Standards Commission (Opssc)
ADM0208	Reporting Statistics
ADM0246	Meetings General
ADM0265	Local And Regional Liaison Heritage Council Of Western Australia

GRANTS & SUBSIDIES

ADM0097	Programs Roads & Ancillary - Roads To Recovery
ADM0199	Reporting Grant Information Returns
ADM0204	Programs Community Funding
ADM0205	Programs Lotterywest - Mingenew Autumn Centre Equipment
ADM0209	Programs Frrr - Mingenew Toy Library Equipment
ADM0222	Programs Royalties For Regions Royalties For Regions, Country
ADM0227	Programs Mingenew Infant Health Centre Playground Project
ADM0238	Programs Lotterywest - Mingenew Railway Station
ADM0240	Programs Lotterywest - Mingenew Community Bus
ADM0250	Programs Country Local Government Fund
ADM0254	Programs Mwdc - Mingenew Autumn Centre
ADM0255	Programs Western Power - Mingenew Bush Fire Brigade
ADM0269	Programs Frrr - Anglican Church Flooring
ADM0273	Programs Centacare - Rural & Regional Farm Social Support Prog

INFORMATION MANAGEMENT

ADM0043	Publications Web Site
ADM0044	Records Management Archives
ADM0045	Records Management Disposal Of Records
ADM0046	Records Management Record Keeping Plan
ADM0076	Records Management Control Of Records

INFORMATION TECHNOLOGY

ADM0058	Data Management It Vision
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**Shire of Mingenew
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ADMINISTRATION FILES**

ADM0060 Maintenance Roman Roads Management Programs
ADM0124 Data Management General

LAND USE & PLANNING

ADM0247 Planning Swedish Space Station
ADM0268 Planning Karara Mining Ltd
ADM0156 Subdivision 134854 Lot 303 Eleanor St Mingenew
ADM0171 Subdivision 136130 - Lot 1666 Strawberry Northeast Rd
ADM0172 Subdivision 138828 Lot 13, 32, 33, 35, 36
ADM0173 Subdivision 133009 Nelson Pearse St Mingenew
ADM0174 Subdivision 133274 Lot 46 Phillip St Mingenew
ADM0175 Planning Scheme No 3
ADM0257 Subdivision Ernest Street Sudivision
ADM0267 Community Services Planning Co-Operative Bulk Handling Limited

LAWS & ENFORCEMENT

ADM0149 Contracting Ranger Services
ADM0150 Service Provision Ranger Services
ADM0151 Infringements Animals - Dogs
ADM0211 Policy Cats / Dogs
ADM0231 Reporting Investigations

LEGAL SERVICES

ADM0117 Tendering General
ADM0206 Agreements Lease Agreements National Australia Bank
ADM0212 Agreements Lease Agreements Cooperative Bulk Handling
ADM0241 Agreements Lease Agreements - Railway Corridor
ADM0245 Agreements Midwest Local Government Services Agreement
ADM0256 Agreements Water Licences
ADM0262 Agreements Lease Agreement - Airport Reserve 27425
ADM0263 Agreements Lease Agreements - Rifle Range Reserve 16335
ADM0270 Agreements Service Level Agreement - Manheim Auctions
ADM0272 Agreements Lease Agreement - Wireless Broadband
ADM0274 Agreements Bp Fuel Depot

PARKS & RESERVES

ADM0049 Maintenance Playground Equipment
ADM0154 Agreements Reserves - A Class Reserve 2360
ADM0155 Agreements Reserves - A Class Reserve Boylans 48245
ADM0215 Agreements Firewood Collection Permits
ADM0225 Agreements Horse Paddock Horse Paddock

PERSONNEL

ADM0014 Occupational Health & Safety Committee Meetings - Toolbox
ADM0015 Occupational Health & Safety Workers Compensation - Judy Whitecross
ADM0061 Recruitment Applications
ADM0063 Industrial Relations Industrial Agreements - Local Government Officers
ADM0064 Industrial Relations Industrial Agreements - Municipal Employees Union

**Shire of Mingenew
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ADMINISTRATION FILES**

ADM0065	Industrial Relations Industrial Agreements - Metal Trades Union
ADM0067	Occupational Health & Safety General
ADM0068	Establishment Job Descriptions
ADM0069	Equal Employment Opportunity General
ADM0070	Training And Development General
ADM0073	Superannuation General
ADM0077	Employment Conditions Declaration Of Interest - Shire Staff
ADM0090	Occupational Health & Safety Policies
ADM0099	Industrial Relations Industrial Agreements
ADM0125	Recruitment Advertising
ADM0232	Occupational Health & Safety Workers Compensation - Noel Page
ADM0236	Occupational Health & Safety Workers Compensation General
ADM0253	Employment Conditions Leave Entitlements

PLANT EQUIPMENT & STORES

ADM0112	Maintenance Warranties/Operating Manuals
ADM0123	Maintenance Photocopier
ADM0127	Contracting Government Supply Controls
ADM0146	Maintenance Emergency Services Equipment Maintenance
ADM0217	Maintenance Server/Computers

PUBLIC HEALTH

ADM0010	Cemeteries Burial Applications
ADM0011	Cemeteries Burial Register
ADM0132	Monitoring Food Surveillance - Mingenew Lions Expo
ADM0133	Programs Arboviral Control - Mosquito'S
ADM0210	Monitoring Food Surveillance - Temporary Food Stall
ADM0223	Notifications Food Act
ADM0229	Inspections Septic Tanks
ADM0252	Permits Department Of Racing, Gaming & Liquor
ADM0276	Register Certificate Of Registration Of A Food Business

RATES & VALUATIONS

ADM0029	Rate Classification Grv Roll - Town
ADM0030	Property History Change Of Ownership Or Address
ADM0031	Rate Classification Mining Roll
ADM0032	Rate Classification Uv Roll - Rural & Pastoral
ADM0033	Rate Payments Debt Recovery
ADM0034	Rate Payments Exemptions - Charitable Purposes
ADM0035	Rate Payments Incentives
ADM0036	Rate Payments Overdue Rates
ADM0037	Rate Payments Rebates - Pensioners Concession Application Form
ADM0038	Rate Payments Rebates - Treasury Claim Submissions
ADM0085	Rate Classification General
ADM0086	Rate Payments General
ADM0087	Valuations General
ADM0088	Rate Payments Write Offs
ADM0115	Rate Payments Fees & Charges
ADM0128	Rates Classification Farmlands
ADM0129	Rate Payments Interim Rates
ADM0176	Rate Payments Reduction

**Shire of Mingenew
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List of Subject Headings
ADMINISTRATION FILES**

RECREATION & CULTURAL SERVICES

ADM0008	Liaison Mingenew Tennis Club
ADM0009	Liaison Mingenew Cricket Club
ADM0012	Liaison Mingenew Turf Club
ADM0016	Liaison Mingenew Football Club
ADM0017	Liaison Mingenew Hockey Club
ADM0018	Liaison Mingenew Netball Club
ADM0098	Liaison Community Sporting And Recreat
ADM0101	Liaison Mingenew Golf Club (Inc)
ADM0179	Museum & Gallery Management Collection
ADM0218	Planning Cultural Plan
ADM0228	Liaison Mingenew Sports Clubs
ADM0237	Liaison Mingenew Bowling Club
ADM0264	Liaison Irwin Polocrosse Club

RISK MANAGEMENT

ADM0052	Claims Management Motor Vehicle Claims
ADM0053	Claims Management Public Liability
ADM0054	Claims Management Property
ADM0107	Registration Insurance Policies
ADM0234	Claims Management Storm Damage 30/12/08

ROADS

ADM0180	Meetings Regional Road Group - North Midland Sub Regional Road Group
ADM0201	Maintenance General Maintenance
ADM0224	Reporting Complaints
ADM0266	Road Closures Road Closures

TRAFFIC AND TRANSPORT

ADM0079	Liaison Walga - Wa Grants Commission
ADM0095	Signs General
ADM0181	Liaison Road Information Returns - Walga - Grants Commission
ADM0197	Permits Road Train Permits

WASTE MANAGEMENT

ADM0184	Service Provision Community Waste Services
ADM0185	Service Provision Rubbish Tip
ADM0187	Service Provision Domestic Collection

WATER SUPPLY

ADM0158	Providers Water - Water Corporation
ADM0159	Providers Water - Standpipe
ADM0160	Providers Water - Rural Water
ADM0161	Providers Water - Town

**Shire of Mingenew
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RATE ASSESSMENT FILES**

A1	Lot 853P246568 1D14668 1P2762 293P2938/M Telara Road Mingenew 6522
A2	Lot 5P8112 8D54176 Strawberry N-E Road Mingenew 6522
A4	Lot 1208P24684 1281P24673 1282P24673 1729P24686 Strawberry N-E Road Mingenew 6522
A6	Lot 9890P20600 9891P20600 9908P20600 9909P20600 Depot Hill Road Mingenew 6522
A7	Lot 0D7107 301P2914/1 375P2939/1 376P2939/M Mingenew Mullewa Road Mingenew 6522
A8	Lot 10342P2066 10343P2066 31P56973 Depot Hill Road Mingenew 6522
A12	Lot 10D29565 8D16526/1 Coalseam Road Mingenew 6522
A13	Lot 3D37022 4D37022 Depot Hill Road Mingenew 6522
A21	Lot 3P6278 Coalseam Road Mingenew 6522
A23	Lot 30P56973 Allanooka Springs Road Mingenew 6522
A24	Lot 1908P23175 Coalseam Road Mingenew 6522
A25	Lot 21D95085 22D95085 Mungaterra Road Mingenew 6522
A27	Lot 55P39311 54P39311 56P39311 Mingenew Mullewa Road Mingenew 6522
A28	Lot 10187P2066 Newtons Road Mingenew 6522
A30	Lot 10186P2066 Newtons Road Mingenew 6522
A32	Lot 687P246542 Depot Hill Road Mingenew 6522
A36	Lot 296P2914/M 372P2938/M 60D1902/M 70D2181/1M Scroops Road Mingenew 6522
A38	Lot Op4435 400P232270 454P232270 785P246537 Mingenew Mullewa Road Mingenew 6522
A39	Lot 1D41635 Coalseam Road Mingenew 6522
A40	Lot 1070P24767 2P2762 Byro Road Mingenew 6522
A41	Lot 10026P2066 2980P11743 9574P13638 Depot Hill Road Mingenew 6522
A42	Lot 2P16226 Mingenew Mullewa Road Mingenew 6522
A49	Lot 10355P2079 Midlands Road Mingenew 6522
A50	Lot 9885P20628 Milo Road Mingenew 6522
A51	Lot 147P202782 2484P21136 106P111621 2485P21136 Scotts Road Mingenew 6522
A58	Lot 804P302723 1338P24674 1375P24674 2093P24853 Milo Road Mingenew 6522
A60	Lot 441P2981/1 Erangy Springs Road Mingenew 6522
A61	Lot 10477P2118 Yandanooka West Road Mingenew 6522
A67	Lot 10474P2079 7324P20260 Midlands Road Mingenew 6522
A69	Lot 444P2982/M Mingenew South Road Mingenew 6522
A70	Lot 5D31398 Nelson Pearse Street Mingenew 6522
A71	Lot 10106P2066 Yandanooka West Road Mingenew 6522
A72	Lot 6465P20260 7325P20260 Midlands Road Mingenew 6522
A74	Lot 10075P2059 Erangy Springs Road Mingenew 6522
A76	Lot 7644P20267 7645P20267 11P4707/1 16P4707 Morawa Road Mingenew 6522
A78	Lot 5P4707 6P4707 7P4707 Narandagy Road Mingenew 6522
A79	Lot 1103P27469 1355P24863 3845P24857 672P231741 Narandagy Road Mingenew 6522
A80	Lot 18P202647 2P4707 Narandagy Road Mingenew 6522
A81	Lot 10104P1632 10954P1724 12P4707 300P302494 Yandanooka Melara Road Mingenew 6522
A82	Lot 10P4707 Yandanooka Melara Road Mingenew 6522
A83	Lot 1D21959 Coalseam Road Mingenew 6522
A94	Lot 1D2187 1D2968 22P16944 Mingenew Morawa Road Mingenew 6522
A95	Lot 23P17737 1D2806 Mingenew Morawa Road Mingenew 6522
A96	Lot 71P232610 99P232610 64P4423/1 347P54801 Mingenew Morawa Road Mingenew 6522
A97	Lot 9798P20575 10382P1638 Manarra Road Mingenew 6522
A98	Lot 1353P24772 950P232272 301P302494 Nanekine Road Mingenew 6522
A100	Lot 784P246546 336P2968/M Yandanooka Melara Road Mingenew 6522
A101	Lot 63P4423 66P4423 Yandanooka N-E Road Mingenew 6522
A102	Lot 1439D6362/ 1512D6879/ 1947P6188/ Nanekine Road Mingenew 6522
A103	Lot 77P202152 9995P20632 9996P20632 9997P20632 Yandanooka Melara Road Mingenew 6522
A105	Lot 96P232053 44P4518 Yandanooka N-E Road Mingenew 6522
A108	Non-Current
A110	Lot 88P4518 Yandanooka N-E Road Mingenew 6522
A111	Lot 140P202651 82P246533 83P250939 1257P24770 Switchback Road Mingenew 6522
A113	Lot 1263D5358/ Colegate Road Mingenew 6522
A116	Lot 148D16125 Yandanooka N-E Road Mingenew 6522
A122	Lot 1401D6259/ 1784D8154/ Moffets Road Mingenew 6522
A124	Lot 110P202651 Midlands Road Mingenew 6522

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RATE ASSESSMENT FILES**

A126	Lot 3P9007/1 Yandanooka Melara Road Mingenew 6522
A129	Lot 1786D8156/ 1785D8155/ 1318D5359/ Yandanooka Morawa Road Mingenew 6522
A130	Lot 1782D8152/ Yandanooka Morawa Road Mingenew 6522
A131	Lot 105P4660 45P4518 Enokurra Road Mingenew 6522
A132	Lot 103P4660 Yandanooka N-E Road Mingenew 6522
A134	Lot 9828P20569 Mount Scratch Road Mingenew 6522
A136	Lot 104D47988 Yandanooka N-E Road Mingenew 6522
A137	Lot 0D10027/1 Colegate Road Mingenew 6522
A138	Lot 1D36733 Yandanooka N-E Road Mingenew 6522
A147	Lot 218 Old Yandanooka Road Mingenew 6522
A149	Lot 257 Old Yandanooka Road Mingenew 6522
A152	Lot 5P573 (7) Bride Street Mingenew 6522
A153	Lot 6 Midlands Road Mingenew 6522
A154	Lot 7 Midlands Road Mingenew 6522
A155	Lot 8 Midlands Road Mingenew 6522
A156	Lot 105 (39) Shenton Street Mingenew 6522
A157	Lot 1D61360 (4) Fogarty Street Mingenew 6522
A158	Lot 72 (52) Midlands Road Mingenew 6522
A159	Lot 74 (3) Victoria Street Mingenew 6522
A160	Lot 53 (31) Shenton Street Mingenew 6522
A161	Lot 40 (13) Ikewa Street Mingenew 6522
A162	Lot 24 (6) Yandanooka Road Mingenew 6522
A165	Lot 27 (5) Ikewa Street Mingenew 6522
A166	Lot 29 (50) King Street Mingenew 6522
A167	Lot 22&23/Dp22 (44) King Street Mingenew 6522
A168	Lot 2 (16) King Street Mingenew 6522
A171	Lot 9 (45) King Street Mingenew 6522
A172	Lot 8 (8) Phillip Street Mingenew 6522
A174	Lot 2 Of 10554 (72) Midlands Road Mingenew 6522
A183	Lot 144 (13) Moore Street Mingenew 6522
A184	Lot 5 (11) Fogarty Street Mingenew 6522
A185	Lot 33 (58) King Street Mingenew 6522
A186	Lot 28 (48) King Street Mingenew 6522
A187	Lot 123 (2) Spring Street Mingenew 6522
A190	Lot 54 (33) Shenton Street Mingenew 6522
A191	Lot 40 (5) Shenton Street Mingenew 6522
A192	Lot 41 (7) Shenton Street Mingenew 6522
A196	Lot T497/106 (93) Boolinda Road Mingenew 6522
A197	Lot Westrail L Midlands Road Mingenew 6522
A198	Lot 6P573 (9) Bride Street Mingenew 6522
A199	Lot 113 Li (55) Lilingthorne Street Mingenew 6522
A200	Lot 75 (5) Victoria Street Mingenew 6522
A201	Lot 42 (9) Shenton Street Mingenew 6522
A202	Lot 43 (11) Shenton Street Mingenew 6522
A203	Lot 110 (5) William Street Mingenew 6522
A204	Lot 67 (10) Victoria Street Mingenew 6522
A205	Lot 38 (56) Midlands Road Mingenew 6522
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A207	Lot 15 (64) Midlands Road Mingenew 6522
A208	Lot 137P573 (10) Enanty Street Mingenew 6522
A209	Lot 42 (9) Ikewa Street Mingenew 6522
A210	Lot 43 (7) Ikewa Street Mingenew 6522
A211	Lot 19 (38) King Street Mingenew 6522
A219	Lot 216P2893 (14) Field Street Mingenew 6522
A228	Lot 158P2893 (6) Broad Street Mingenew 6522
A232	Lot 140 (5) Moore Street Mingenew 6522
A233	Lot 1 (27) Victoria Street Mingenew 6522
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A239	Lot 52 (29) Shenton Street Mingenew 6522
A242	Lot 23 (26) Shenton Street Mingenew 6522
A247	Lot 63 (18) Victoria Street Mingenew 6522
A253	Lot 18D2726 (15) Donald Street Mingenew 6522
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A255	Lot 11 (41) King Street Mingenew 6522
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A257	Lot 20 (40) King Street Mingenew 6522
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A259	Lot 34 (60) King Street Mingenew 6522
A260	Lot 35 (62) King Street Mingenew 6522
A261	Lot 55 (55) King Street Mingenew 6522
A262	Lot 56 (53) King Street Mingenew 6522
A263	Lot 57 (51) King Street Mingenew 6522
A264	Lot 39 (15) Ikewa Street Mingenew 6522
A267	Lot 37 (19) Ikewa Street Mingenew 6522
A268	Lot 36 (21) Ikewa Street Mingenew 6522
A269	Lot 197P2893 (18) Fogarty Street Mingenew 6522
A270	Lot 198P2893 (20) Fogarty Street Mingenew 6522
A271	Lot 12D2726 (27) Eleanor Street Mingenew 6522
A272	Lot 13D2726 (29) Eleanor Street Mingenew 6522
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A274	Lot 229P2893 (13) Field Street Mingenew 6522
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A276	Lot 95 (14) Ikewa Street Mingenew 6522
A277	Lot 97 (18) Ikewa Street Mingenew 6522
A278	Lot 98 (20) Ikewa Street Mingenew 6522
A279	Lot 92 (2) View Street Mingenew 6522
A280	Lot 89 (3) Wattle Street Mingenew 6522
A281	Lot 90 (5) Wattle Street Mingenew 6522
A282	Lot 91 (7) Wattle Street Mingenew 6522
A283	Lot 93 (4) Wattle Street Mingenew 6522
A284	Lot 99 (2) Queen Street Mingenew 6522
A285	Lot 100 (4) Queen Street Mingenew 6522
A289	Lot 179 (39) Oliver Street Mingenew 6522
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A293	Lot 14D2726 (23) Donald Street Mingenew 6522
A295	Lot 101 (12) William Street Mingenew 6522
A296	Lot 64 (16) Victoria Street Mingenew 6522
A300	Lot 10D2726 (23) Donald Street Mingenew 6522
A301	Lot 11D2726 (25) Donald Street Mingenew 6522
A307	Lot 68 (8) Victoria Street Mingenew 6522
A308	Lot 14 (35) King Street Mingenew 6522
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A326	Lot 1/D19289 (74) Phillip Street Mingenew 6522
A327	Lot 32 (56) King Street Mingenew 6522
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A345	Lot 138 (1) Phillip Street Mingenew 6522
A346	Lot 139 (3) Moore Street Mingenew 6522
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A348	Lot 175 (34) Oliver Street Mingenew 6522
A349	Lot 176 (36) Oliver Street Mingenew 6522
A350	Lot 177 (38) Oliver Street Mingenew 6522
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A356	Lot M445 M44 Phillip Street Mingenew 6522
A357	Lot 153P2893/1 (9 & 11) Enanty Street Mingenew 6522
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A366	Lot 159 (28) Linthorne Street Mingenew 6522
A367	Lot 182 (33) Oliver Street Mingenew 6522
A368	Lot 160 (26) Linthorne Street Mingenew 6522
A369	Lot 9 (44) Phillip Street Mingenew 6522
A372	Lot 31 (54) King Street Mingenew 6522
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A397	Lot 91 (32) William Street Mingenew 6522
A398	Lot 93 (50) William Street Mingenew 6522
A400	Lot 50 Phillip Street Mingenew 6522
A401	Lot 1D2726 (3) Donald Street Mingenew 6522
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A451	Lot 87 (29) Victoria Street Mingenew 6522
A452	Lot 2 (6) Eleanor Street Mingenew 6522
A453	Lot 4 (1) Eleanor Street Mingenew 6522
A454	Lot 6 (2) Eleanor Street Mingenew 6522
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A456	Lot 5P18433 Mingenew Mullewa Road Mingenew 6522
A459	Lot 9D16526 Coalseam Road Mingenew 6522
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A467	Lot 331P2963/M Yandanooka Morawa Road Mingenew 6522
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A519	Lot R497/17822 Linthorne Street Mingenew 6522
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A540	Lot 1P000573 (58) Midlands Road Mingenew 6522
A541	Lot 1P000573 (3) Shenton Street Mingenew 6522
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A543	Lot 11 (68) Midlands Road Mingenew 6522
A544	Lot 2Minget (L101) Queen Street Mingenew 6522
A545	Lot 78 (16) Yandanooka Road Mingenew 6522
A546	Lot 79 (14) Yandanooka Road Mingenew 6522
A547	Lot 80 (12) Yandanooka Road Mingenew 6522
A548	Lot 81 (10) Yandanooka Road Mingenew 6522
A549	Lot 82 (8) Yandanooka Road Mingenew 6522
A550	Lot 2Minget (64) King Street Mingenew 6522
A551	Lot 48 (23) Ikewa Street Mingenew 6522
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A637	Lot 101P26102 Yandanooka Morawa Road Mingenew 6522
A638	Lot 102P26102 Yandanooka Morawa Road Mingenew 6522
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A709	Lot 1D15215 Yandanooka N-E Road Mingenew 6522
A714	Lot 9838P20569 Yandanooka N-E Road Mingenew 6522
A719	Lot 3D42204 1458P4763/ Michaels Road Mingenew 6522
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A745	Lot 10504P1671 1336P24673 1337P24674 802P302725 Midlands Road Mingenew 6522
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A788	Lot T497/51 (88) Midlands Road Mingenew 6522
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A790	Lot 241 (24) Midlands Road Mingenew 6522
A791	Lots 242 (26) Midlands Road Mingenew 6522
A792	Lot 243 (28) Midlands Road Mingenew 6522
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A797	Lot 107 (36) Victoria Street Mingenew 6522
A798	Lot 108 (40) Victoria Street Mingenew 6522
A799	Lot 109 (42) Victoria Street Mingenew 6522
A800	Lot 110 (44) Victoria Street Mingenew 6522
A801	Lot 115 (41) Shenton Street Mingenew 6522
A802	Lot 114 (43) Shenton Street Mingenew 6522
A803	Lot 113 (45) Shenton Street Mingenew 6522
A804	Lot 112 (47) Shenton Street Mingenew 6522
A805	Lot 111 (49) Shenton Street Mingenew 6522
A806	Lot 145P150061 2883P11743 3321P12540 3018P11743 Midlands Road Mingenew 6522
A808	Exploration E70/03036 Mingenew 6522
A811	Non-Current
A812	Lot 54P4518 Yandanooka Morawa Road Mingenew 6522
A813	Lot 1 2 (4) Midlands Road Mingenew 6522
A814	Lot 231 (12) Midlands Road Mingenew 6522
A815	Lot 230 (14) Midlands Road Mingenew 6522
A818	Lot 1178P24671 1179P24671 1772P24686 2102P23226 Burma Road Mingenew 6522
A819	Lot 6P10924/1 Burma Road Mingenew 6522
A820	Exploration E70/03476 Mingenew 6522
A821	Exploration E70/03477 Mingenew 6522
A822	Non-Current
A823	Mining Tenement Mingenew 6522
A824	Mining Tenement Mingenew 6522
A825	Lot 802P55571 Midlands Road Mingenew 6522
A826	Lot 1539 Midlands Road Mingenew 6522
A831	Lot 1666P246863/1 Strawberry N-E Road Mingenew 6522
A832	Non-Current - Lot 1666P246863/1 Strawberry N-E Road Mingenew 6522
A837	18 Midlands Road Mingenew Wa 6522
A843	Yandanooka Morawa Road Mingenew Wa 6522
A844	Yandanooka Morawa Road Mingenew Wa 6522
A845	23 Oliver Street Mingenew 6522
A846	Yarragadee West Road Mingenew Wa 6522
A847	Midlands Road Mingenew Wa 6522
A848	Non-Current - Midlands Road Mingenew Wa 6522
A849	Midlands Road Mingenew Wa 6522
A850	Mingenew Mullewa Road Mingenew Wa 6522
A855	Lot 66 Strawberry N-E Road Mingenew 6522
A856	Lot 60 Strawberry N-E Road Mingenew 6522
A858	Yandanooka N-E Road
A859	Yandanooka N-E Road
A860	Mining Tenement - E70/4226
A861	Mining Tenement - E70/4228
A862	Mining Tenement - E70/4227

**Shire of Mingenew
File Plan
List of Subject Headings
RATE ASSESSMENT FILES**

A863	Yandanooka N-E Road Mingenew Wa 6522
A864	Yandanooka N-E Road Mingenew Wa 6522
A869	Eleanor Street Mingenew 6522
A870	Eleanor Street Mingenew 6522
A871	Eleanor Street Mingenew 6522
A872	Eleanor Street Mingenew 6522
A873	Strawberry N-E Road Mingenew Wa 6522
A874	Planning Addresses 17 Donald Street Mingenew 6522
A875	21 Donald Street Mingenew 6522

**Shire of Mingenew
File Plan
List of Subject Headings**

ROAD FILES

R001	King Street	R054	Willis Road
R002	Victoria Street	R055	Campbell Road
R003	Bride Street	R056	Newton Road
R004	Shenton Street	R057	Moffett Road
R005	William Street	R058	Michael Road
R006	Phillip Street	R059	Mungaterra Road
R007	Linthorne Street	R060	Midlands Road
R008	Lockier Street	R061	Colegate Road
R009	Oliver Street	R062	Ebano Road
R010	Broad Street	R063	Jacobs Road
R011	Lee Steere Street	R064	Watson Road
R012	Enanty Street	R065	Scott Road
R013	Irwin Street	R066	Boundary Road
R014	Moore Street	R067	Byrd Road
R015	George Street	R068	Carrs Road
R016	Ikewa Street	R069	Adjidaji Road
R017	Eleanor Street	R070	Mingenew Hill Road
R018	Field Street	R071	Thomas Road
R019	Spring Street	R072	Coalseam Road
R020	Nelson Pearse Street	R073	Coalmines Road
R021	View Street	R074	Yandanooka Melara Road
R022	Fogarty Street	R075	Boolinda Road
R023	Wattle Street	R076	Canna Road
R024	Queen Street	R077	Narandagy Road
R025	Showgrounds Road	R078	Natta Road
R026	Donald Street	R079	Mingenew/Morawa Road
R027	Ernest Street	R080	Mingenew/Mullewa Road
R028	Mitchell Street		
R029	Yandanooka Street		
R030	Mingenew South Road		
R031	Yandanooka North East Road		
R032	Coalseam		
R033	Nanekin Road		
R034	Allanooka Springs Road		
R035	Burma Road		
R036	Erangy Springs Road		
R037	Yarragadee West Road		
R038	Mooriary Road		
R039	Yandanooka West Road		
R040	Enokurra Road		
R041	Yandanooka South Road		
R042	Morawa - Yandanooka Road		
R043	Tip Road		
R044	Scroops Road		
R045	Strawberry North East Road		
R046	Switchback Road		
R047	Manarra Road		
R048	Mount Scratch Road		
R049	Pintharuka Road		
R050	Jones Road		
R051	Milo Road		
R052	Telara Road		
R053	Wick Road		

**Shire of Mingenew
File Plan
List of Subject Headings**

PLANT FILES

P108C	MI Triton Glx-R Dual Cab 3.2 Cdi Engine
P112B	Bomag Bw24R Roller MI112
P125F	Fuso Canter MI 125
P177	Holden Commodore Sv6 MI 177
P196C	Case Ih Tractor (Jx65) MI 196
P210	Massey Tractor (MI 210)
P278J	MI Triton Gl S/Cab 2.4L (John'S) MI 274
P283D	MI Triton Gl S/Cab 2.4L 9 (Dennis') MI
P294M	Holden Captiv Stnsdn (Mig -Rachels) MI
PT2036	Mowers MI2036
P384S	Isuzu Fts700 Fire Truck
P461	Caseih Jx60 Tractor MI 461
P473	Volvo L70E (2006) Wheel Loader MI 473
P0508	Prado Turbo Diesel Autogxl (Toyota) 1MI
P528	Vibromax Vibrating Roller (MI528)
P541	Champion 710A Articulated Grader MI1541
P542	Mitsubishi Fv458 Tiptruck MI1542
PG572	Cat 120H Grader 2006 MI 572
P624	Mobile Coolroom (Papas Boxtop - Lions E
P3093	Tandem Trailer (MI 3093)
P3110	Box Trailer (MI 3110)
P3134	Mower Trailer MI 3134
P3170	Tandem Axle Tilt Bed Trailer MI 3170
P3183	Box Trailer (MI 3183)
P3194	Fuel Tanker MI 3194 (Mitchell Fuels)
P3195	Fuel Tanker (MI 3195) (Mitchell Fuels)
P3196	Tandem Pig Trailer (MI 3196)
P3197	Tandem Pig Trailer (MI3197) Serial 95-4
P3396	Tandem Axle Dolly (MI 3396)
P4484D	Iveco Truck (With Dolly) MI027
P4485B	Iveco Truck MI028
P4541	Toro Z597 Ride-On Mower
P4608	MITSUBISHI ML TRITON GLX-R D/C 3.2L UTILITY 5 SP 4D (MIG)
P4650	2008 Cat Skid Steer Loader MI4650
P26204	2004 Volvo Bc71 Backhoe MI 262
P45221	Mitsubishi Canter Crew Cab MI029
PMAZ	Sid'S - Mazda Bravo Std Cab 1 Tonne Ute - 2005
PSID	Triton Cab Chass 2.4Ltr Manual, White MI1699

**Shire of Mingenew
File Plan
List of Subject Headings**

PERSONNEL FILES

PE6	Page Noel Personnel File
PE11	Stephen Robert Personnel File
PE20	Abbotts Sid Personnel File
PE21	Greaves Sam Personnel File
PE71	Fitzgerald Ian Personnel File
PE72	Borrett Warren Personnel File
PE74	Greaves Erin Personnel File
PE75	Bensdorp Aimee Personnel File
PE77	Personnel Establishment Staff Employee
PE78	Personnel Employment Conditions Employment Record
PE78J	Personnel Employment Conditions Joe Clifford
PE79	Personnel Employment Conditions Cameron Watson
PE80	Personnel Employment Conditions Mike Sully
PE205	Brennan Dicko Personnel File
PE501	Maggi John Personnel File
PE504	Borrett Julie Personnel File
PE505	Brennan Rocky Personnel File
PE506	Mutimer Kevin Personnel File
PE507	Warren Mick Personnel File
PE508	Hicks Jan Personnel File
PE509	Brennan Brady Personnel File
PE510	Brandis Glenn Personnel File
PE511	Gibson Kate Personnel File
PE512	Personnel Establishment Personnel Record
PE515	Leonard Tangey Personnel File
PE518	Morrison Brian Personnel File
PE519	Personnel Employment Conditions Yvonne Woodbrook
PE520	Personnel Employment Conditions Clara Eaton
PE523	Personnel Employment Conditions George Whitecross
PE524	Personnel Employment Conditions Andrew Holt
PE525	Personnel Employment Conditions Claudine Bennit
PE526	Personnel Establishment Fay Knock

APPENDIX 7

**Archival Records transferred to SR0 – (November 2000)
Consignment list**

01	Minute Book, Upper Irwin District Roads Board (original name)			
	01/01/1903	01/05/1906		
02	Minute Book	01/06/1906	01/06/1911	
03	Minute Book	01/07/1911	01/03/1914	
04	Minute Book	01/04/1914	01/10/1916	
05	Minute Book	01/12/1916	01/10/1919	
06	Minute Book	01/04/1923	01/02/1925	
07	Minute Book	01/03/1925	01/06/1926	
08	Minute Book	01/07/1926	01/01/1928	
09	Minute Book	01/02/1928	01/06/1929	
10	Minute Book	01/07/1929	01/12/1930	
11	Minute Book	01/01/1931	01/06/1932	
12	Minute Book	01/07/1932	01/09/1933	
13	Minute Book	01/10/1933	01/01/1935	
14	Minute Book	01/02/1935	01/08/1936	
15	Minute Book, Mingenew District Roads Board (changed name)	01/09/1936	01/11/1943	
16	Minute Book	01/12/1943	01/03/1951	
17	Minute Book	01/04/1951	01/12/1957	
18	Minute Book	01/01/1958	01/03/1963	
19	Minute Book	01/03/1963	01/08/1965	
20	Minute Book	01/08/1965	01/09/1967	
21	Minute Book	01/07/1967	01/09/1967	
22	Minute Book	01/09/1968	01/02/1970	
23	Minute Book	01/02/1970	01/04/1971	
24	Minute Book	01/05/1971	01/11/1972	
25	Minute Book	01/12/1972	01/04/1974	
26	Minute Book	01/04/1974	01/10/1975	
27	Minute Book	01/11/1975	01/06/1977	
28	Minute Book	01/07/1977	01/02/1979	
29	Minute Book	01/03/1979	01/08/1980	
30	Minute Book	01/08/1980	01/04/1982	
31	Minute Book	01/05/1982	01/07/1983	
32	Minute Book	01/08/1983	01/10/1984	
33	Minute Book	01/11/1984	01/12/1985	
34	Minute Book	01/02/1986	01/02/1987	
35	Minute Book	01/03/1987	01/03/1988	
36	Minute Book	01/04/1988	01/05/1989	
37	Minute Book	01/06/1989	01/06/1990	
38	Minute Book	01/07/1990	01/07/1991	
39	Minute Book	01/08/1991	01/09/1992	
40	Minute Book	01/10/1992	01/08/1993	

9.6.5 USE OF COMMON SEAL

Agenda Reference:	MFA 02/13-05
Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	29 th January, 2013
Author:	Cameron Watson – Manager Finance & Administration

SUMMARY

Council is requested to authorise the use of its common seal for the purpose of the transfer of lot 3 of the Eleanor Street subdivision to Paul & Kelly Starick.

ATTACHMENT

Nil

BACKGROUND

The Eleanor Street subdivision has been in progress for several years with Mr & Mrs Starick acquiring Lot 3 of the subdivided land. Transfer of Title documents have been received and require the affixing of Council's common seal to ratify.

COMMENT

Section 9.49A (2) of the Local Government Act 1995 requires that the common seal of a local government is not to be affixed to any document except as authorised by the local government.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995, section 9.49A (2) – Execution of Documents

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

130211 OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.6.5

MOVED: CR GLEDHILL
SECONDED: CR COSGROVE

That Council authorises the use of its common seal to execute the transfer of land documentation relating to the sale of Lot 3 on Deposited Plan 56161.

CARRIED 6/0

<p>9.6.6 2011/2012 ANNUAL REPORT</p>

Agenda Reference:	MFA 02/13-06
Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	14 th February, 2013
Author:	Cameron Watson – Manager Finance & Administration

SUMMARY

The 2011/2012 Annual Report is presented to Council for adoption. It is also necessary for Council to set a date for the Annual Electors Meeting.

ATTACHMENT

2011/2012 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
- Works Managers Report
- Environmental Officers Report
- Statutory Compliance Report
- Audited Financial Report
- Auditors Reports

The reports listed above outline the activities undertaken by Council during the 2011/2012 financial year and include the financial position of the Shire of Mingenew as at 30th June 2012.

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 March Council meeting scheduled for Wednesday 20th March 2013.

The delay in presenting the Annual Report to Council has been brought about by delays in having the annual audit of Councils finances completed and receiving the auditors report.

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

130212 OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.6.6

**MOVED: CR NEWTON
SECONDED: CR SOBEY**

That Council

- 1. Accepts the 2011/2012 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 20th March 2013 in Council Chambers, commencing at 6.30pm.**

CARRIED BY ABSOLUTE MAJORITY 6/0



Annual Report 2011/2012



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

Community Statistics

SHIRE OF MINGENEW
VICTORIA STREET (PO BOX 120)
MINGENEW WA 6522

EMAIL: ceo@mingenew.wa.gov.au WEBSITE: www.mingenew.wa.gov.au

TEL: (08) 99281102 FAX: (08) 99281128

Shire Statistics

Population	480 (ABS 2011)
Number of Electors	328
Number of Dwellings	232
Distance from Perth (km)	383
Area (sq km)	1927
Suburbs and Localities	Mingenew, Yandanooka
Library	Victoria Street
Playgroup	Phillip Street
Primary School	Phillip Street
Length of Sealed Roads (km)	191
Length of Unsealed Roads (km)	327
Value of Agriculture Production	\$62.3m (ABS 2006)
Rates Levied	\$1,173,000 (2011/12)
Total Revenue	\$5,562,000 (2011/12)
Council Employees	20

Tourist Attractions

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

Local Industries

Wheat (Largest inland grain receival point); Sheep; Pigs; Lupins; Grains Research; Stock Carriers;

Significant Local Events

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



President's Report

It is with great pleasure that I present my report on the Shire of Mingenew's activities for the 2011 / 2012 financial year. It is certainly a privilege to be able to serve the community as Shire President.

Council



There were normal local government elections held during the year.

Your elected members for the next two year period are:

Michelle Bagley	Shire President	Rural Ward	Retires 2015
Peter Gledhill	Deputy President	Town Ward	Retires 2013
Peter Ward	Councillor	Rural Ward	Retires 2013
Marguerite Pearce	Councillor	Town Ward	Retires 2013
Gary Cosgrove	Councillor	Rural Ward	Retires 2015
Alan Sobey	Councillor	Town Ward	Retires 2015
Helen Newton	Councillor	Town Ward	Retires 2015

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.

Sustainability

As I reported last year the long term sustainability of the district and the Shire of Mingenew as we know it remains one of the greatest challenges we continue to face going forward.

In the recent past, Council has worked very closely with the Shires of Morawa, Perenjori and Three Springs on an amalgamation proposal. While amalgamation is now on indefinite hold, the four Councils are still working collaboratively in ongoing Local Government Strategic and Sustainability Planning projects and in Country Local Government Fund (CLGF) funded regional projects.

Over the past year, Council has actively sought the Communities input into the formulation of a Strategic Community Plan; this input was gained through community meetings and questionnaires. The outcome has been the adoption of a positive and sustainable Strategic Plan to carry the Shire of Mingenew through the next 10 year period. Other sustainability related plans that Council has either already endorsed or staff are currently in the process of creating are:

- *Asset Management Plan* – A plan that identifies the future management and maintenance requirements of Councils current fixed assets
- *Forward Capital Works Plan* – A plan that identifies Councils future new capital works and fixed asset requirements.
- *Corporate Business Plan* – Plans for the long term financial and human resource requirements of Council.

Staff

The Administration area has seen the departure of our long term CEO, Ian Fitzgerald and his partner Jan to take up the position of CEO with the Shire of Sandstone. Ian has been ably replaced by Mike Sully and his wife Joyce. I would like to take this opportunity to thank Ian for all of his hard work and dedication during his time in Mingenew and wish him and Jan all the best for their future in Sandstone.

During the year the Shire also appointed Cameron Watson as Manager of Finance & Administration and lost Ms Aimee Bendsorp as Customer Service Officer. Ms Bendsorp was replaced by Ms Megan Criddle.

There were several changes in the works crew but we have been fortunate to attract quality staff to fill the vacancies as they have arisen. The overall staff numbers have remained static.

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 and Management 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 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 the Councillors, both past and those recently elected, put in in serving their 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, 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



Shire of Mingenew Annual Report 2011/12

Chief Executive Officer Report

President, Councillors, Electors and Community Members,

It is with pleasure I present my report on activities for the for the 2011/2012 financial year.

Finance

RATES

The 2011/2012 Annual Budget was adopted by Council at the August Council Meeting with an increase in rate revenue of 6.7%. This increase was necessary to meet rising costs in most areas of Council activities. Minor changes were made to rubbish collection charges and the minimum rates charged by Council.

RESERVE FUNDS

Council continues to maintain reserve accounts to help with major projects and plant and equipment purchases. As at 30 June 2012 the balance in the Reserve Accounts was \$199,747 comprised as listed below:

Land & Building Reserve	\$	65,320
Sportsground Improvement Reserve	\$	2,465
Plant Replacement Reserve	\$	13,869
Accrued Leave Reserve	\$	43,359
Aged Persons Units Reserve	\$	18,299
Street Lighting Reserve	\$	13,088
Painted Road Reserve	\$	3,840
Environmental Rehabilitation Reserve	\$	16,284
Industrial Area Development Reserve	\$	4,786
RTC/PO/NAB Reserve	\$	18,437
	\$	199,747

LOAN LIABILITY

As at 30 June, 2012 the outstanding principal on all loans was \$1,282,477.

AUDIT

The Annual Audit was conducted during the period July 2012 to February 2013 and a copy of the report is included within this Annual Report. There were no financial items noted in the Audit Report that required attention or needed to be brought to the attention of Council, however one issue of non-compliance with the Local Government Act and/or Regulations was noted. This non-compliance related to the incorrect reporting of financial variances on the monthly financial report to Council. This issue was immediately rectified once identified. It is a credit to the administration staff that this result was achieved early on in the audit.

GRANT FUNDING

Receipt of Royalties for Regions funding is ongoing. The 2010/11, individual Council's grant projects are being steadily completed with the main street upgrade and footpath projects still underway.

In addition Mingenew was successful in attracting funding for the upgrading of the Depot Hill Road river crossing. The funding has been provided by the following grants

- Main Roads Special Grant
- Main Roads – State Initiative – Local Roads Program
- Royalties for Regions – Midwest Investment Plan
- 2010/2011 Country Local Government Fund – Regional Component
- 2012/2013 Country Local Government Fund – Local Component

Council was also fortunate to receive funding to assist with the development of asset management plans, community strategic plans, and long term financial plans – all new requirements imposed on local government by the Minister for Local Government. Work has commenced on these projects and will be completed during 2012/13; Council has sought strong community input and participation into the development of the full range of community strategic plans.

Staff

With the departure of Ian Fitzgerald, to take on the position of CEO with the Shire of Sandstone, I have been given the opportunity to serve the Mingenew Community from January 2012. I look forward to helping Mingenew's urban and rural communities remain sustainable. I thank Ian for his dedicated work ethics which has made the transfer of authority a simple and straightforward process.

The Administration saw the departure of Aimee Bensdorp from the position of Customer Service Officer and subsequently Megan Criddle joining the team in the same capacity. There have been several changes in the works crew during the year with Brian Morrison and Leonard Tangey moving on and George Whitecross and Andrew Holt joining the crew.

I thank all those who have left us during the year for their contributions to making Mingenew a great place to live and wish them all the best with their future endeavours and I 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

During the year a number of projects were undertaken including:

- Continuation of the program to construct new footpaths in the Townsite
- The purchase of new staff housing and renovations to several existing houses
- Commencing the Power Upgrade and Shade Structure at the Recreation Centre
- Purchase of two new Prime Movers, a new Side Tipping Trailer, several light vehicles and a new community bus.
- Road Projects on Coalseam, Mingenew – Mullewa Road, Nanekine, Strawberry North East, and Mingenew South Roads as well as improvements to the town streets
- Issuing of Titles for the lots in the Ernest Street light industrial sub-division

Shire of Mingenew Annual Report 2011/12

Statutory Reports

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.

2. 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 Pan 2012 – 2022 is available from the Shire's Administrations or on Councils website at www.mingenew.wa.gov.au.

3. FREEDOM OF INFORMATION

The Shire of Mingenew has a requirement to comply with the Freedom of Information Act.

During the 2011/12 financial year no applications were received for information under the terms of this legislation.

4. 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.

5. 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:

- a) appointing the Chief Executive Officer as the PID Officer for the organisation and publishing an internal procedure relating to the Shire's obligations.
- b) 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.

6. 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 2011/12 nor any existing Local Law reviewed.

It is intended to conduct a review of all Local Laws during 2012/13.

7. 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.

8. EMPLOYEES REMUNERATION

Set out below, in bands of \$10,000, is the number of employees of the Shire of Mingenew entitled to an annual salary of \$100,000 or more:

Salary Range \$	2012	2011
120,000 – 129,999	1	0
130,000 – 139,999	0	1

MIKE SULLY
CHIEF EXECUTIVE OFFICER



Staff

Chief Executive Officer	Mike Sully
Manager, Finance & Administration	Cameron Watson
Manager, Works & Services	Warren Borrett
Environmental Health Officer	Trevor Brandy
Administration Officer	Julie Borrett
Community Development Officer	Erin Greaves
Customer Service Officer / Library Officer	Megan Criddle
Customer Service Officer / Library Officer	Joyce Sully
Leading Hand / Grader Operator	Rocky Brennan
Grader Operator	Noel Page
Plant Operator	Edward Brennan
Plant Operator	Brady Brennan
Plant Operator	Phillip Greaves
Plant Operator	Andrew Holt
Leading Hand / Gardener	Robert Stephens
Gardener	Yvonne Woodbrook
Gardener	George Whitecross
Gardener	Michael Warren
Gardener	Clara Eaton
Cleaner	Fay Knock

SHIRE OF MINGENEW
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

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SHIRE OF MINGENEW

FINANCIAL REPORT

FOR THE YEAR ENDED 30TH JUNE 2012

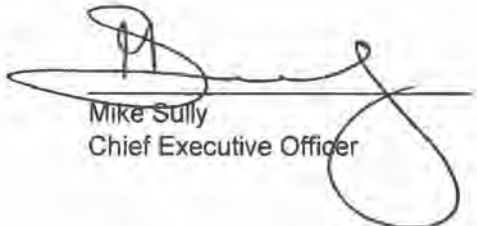
LOCAL GOVERNMENT ACT 1995

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 2012 are in my opinion properly drawn up to present fairly the financial position of the Shire of Mingenew at 30th June 2012 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 on the 14th day of FEBRUARY 2012 2013


Mike Sully
Chief Executive Officer

SHIRE OF MINGENEW
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2012

	NOTE	2012 \$	2012 Budget \$	2011 \$
Revenue				
Rates	22	1,189,484	1,191,220	1,116,693
Operating Grants, Subsidies and Contributions	28	1,696,875	1,324,176	967,262
Fees and Charges	27	314,451	234,629	763,857
Interest Earnings	2(a)	52,539	39,490	53,317
Other Revenue		8,308	12,500	12,362
		<u>3,261,657</u>	<u>2,802,015</u>	<u>2,913,491</u>
Expenses				
Employee Costs		(824,112)	(859,681)	(813,410)
Materials and Contracts		(869,773)	(1,213,443)	(1,718,341)
Utility Charges		(117,170)	(123,954)	(102,625)
Depreciation on Non-Current Assets	2(a)	(1,272,406)	(375,770)	(1,085,732)
Interest Expenses	2(a)	(61,688)	(56,767)	(62,154)
Insurance Expenses		(150,448)	(151,909)	(145,442)
Other Expenditure		(85,984)	(82,800)	(64,607)
		<u>(3,381,581)</u>	<u>(2,864,324)</u>	<u>(3,992,311)</u>
		(119,924)	(62,309)	(1,078,820)
Non-Operating Grants, Subsidies and Contributions	28	1,842,807	1,287,291	948,565
Profit on Asset Disposals	20	7,504	30,114	46,342
Loss on Asset Disposal	20	(53,514)	(55,727)	(21,963)
		<u>1,676,873</u>	<u>1,199,369</u>	<u>(105,876)</u>
Other Comprehensive Income				
Changes on revaluation of non-current assets		0	0	14,942,758
		<u>0</u>	<u>0</u>	<u>14,942,758</u>
Total Other Comprehensive Income		<u>0</u>	<u>0</u>	<u>14,942,758</u>
		<u>1,676,873</u>	<u>1,199,369</u>	<u>14,836,882</u>
Total Comprehensive Income		<u>1,676,873</u>	<u>1,199,369</u>	<u>14,836,882</u>

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

SHIRE OF MINGENEW
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2012

	NOTE	2012 \$	2012 Budget \$	2011 \$
Revenue				
Governance		98,035	106,540	253,841
General Purpose Funding		2,281,301	1,961,758	1,703,643
Law, Order, Public Safety		26,249	25,535	23,353
Health		1,160	1,040	4,040
Education and Welfare		10,659	4,025	37,881
Housing		79,306	68,229	87,999
Community Amenities		84,443	37,450	47,370
Recreation and Culture		69,755	71,740	64,855
Transport		408,897	404,098	(6,884)
Economic Services		15,757	8,900	38,339
Other Property and Services		186,093	112,700	659,054
	2(a)	<u>3,261,655</u>	<u>2,802,015</u>	<u>2,913,491</u>
Expenses				
Governance		(367,330)	(448,880)	(809,196)
General Purpose Funding		(42,347)	(44,749)	(31,838)
Law, Order, Public Safety		(68,747)	(100,444)	(64,568)
Health		(45,408)	(49,678)	(44,873)
Education and Welfare		(17,646)	(35,187)	(22,986)
Housing		(122,835)	(121,687)	(127,457)
Community Amenities		(90,776)	(111,258)	(93,789)
Recreation and Culture		(779,638)	(875,534)	(721,041)
Transport		(1,491,508)	(744,267)	(1,127,842)
Economic Services		(163,899)	(182,989)	(164,759)
Other Property and Services		(129,757)	(92,884)	(721,808)
	2(a)	<u>(3,319,891)</u>	<u>(2,807,557)</u>	<u>(3,930,157)</u>
Finance Costs				
Education and Welfare		(7,070)	(7,129)	(7,305)
Housing		(23,369)	(22,269)	(23,045)
Recreation and Culture		(6,788)	(6,844)	(7,013)
Transport		(24,461)	(20,525)	(24,791)
	2(a)	<u>(61,688)</u>	<u>(56,767)</u>	<u>(62,154)</u>
Non-Operating Grants, Subsidies and Contributions				
Health		0	25,000	0
Community Amenities		0	126,700	0
Recreation and Culture		0	50,000	0
Transport		1,842,807	1,085,591	948,565
		<u>1,842,807</u>	<u>1,287,291</u>	<u>948,565</u>
Profit/(Loss) on Disposal of Assets				
Governance		505	(7,681)	0
Transport		(32,813)	(17,932)	24,379
Other Property & Services		(13,702)	0	0
		<u>(46,010)</u>	<u>(25,613)</u>	<u>24,379</u>
Net Result		<u>1,676,873</u>	<u>1,199,369</u>	<u>(105,876)</u>
Other Comprehensive Income				
Changes on revaluation of non-current assets		0	0	14,942,758
Total Other Comprehensive Income		<u>0</u>	<u>0</u>	<u>14,942,758</u>
Total Comprehensive Income		<u><u>1,676,873</u></u>	<u><u>1,199,369</u></u>	<u><u>14,836,882</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 2012**

	NOTE	2012 \$	2011 \$
CURRENT ASSETS			
Cash and Cash Equivalents	3	1,862,580	983,559
Trade and Other Receivables	4	340,450	130,450
Inventories	5	62,829	93,608
TOTAL CURRENT ASSETS		<u>2,265,859</u>	<u>1,207,617</u>
NON-CURRENT ASSETS			
Inventories	5	50,000	39,073
Property, Plant and Equipment	6	6,448,401	5,886,153
Infrastructure	7	34,098,564	33,683,905
TOTAL NON-CURRENT ASSETS		<u>40,596,965</u>	<u>39,609,131</u>
TOTAL ASSETS		<u>42,862,824</u>	<u>40,816,748</u>
CURRENT LIABILITIES			
Trade and Other Payables	8	142,677	137,400
Long Term Borrowings	9	118,868	93,765
Provisions	10	159,886	157,472
TOTAL CURRENT LIABILITIES		<u>421,431</u>	<u>388,637</u>
NON-CURRENT LIABILITIES			
Long Term Borrowings	9	1,163,609	832,476
Provisions	10	20,556	15,280
TOTAL NON-CURRENT LIABILITIES		<u>1,184,165</u>	<u>847,756</u>
TOTAL LIABILITIES		<u>1,605,596</u>	<u>1,236,393</u>
NET ASSETS		<u>41,257,228</u>	<u>39,580,355</u>
EQUITY			
Retained Surplus		25,127,338	23,126,596
Reserves - Cash Backed	11	199,747	523,616
Reserves - Asset Revaluation	12	15,930,143	15,930,143
TOTAL EQUITY		<u>41,257,228</u>	<u>39,580,355</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 2012**

NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	ASSET REVALUATION RESERVE \$	TOTAL EQUITY \$
Balance as at 1 July 2010	23,217,670	538,418	987,385	24,743,473
Net Result	(105,876)	0	0	(105,876)
Total Other Comprehensive Income	0	0	14,942,758	14,942,758
Reserve Transfers	14,802	(14,802)	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Balance as at 30 June 2011	23,126,596	523,616	15,930,143	39,580,355
Net Result	1,676,873	0	0	1,676,873
Total Other Comprehensive Income	0	0	0	0
Reserve Transfers	323,869	(323,869)	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Balance as at 30 June 2012	<u>25,127,338</u>	<u>199,747</u>	<u>15,930,143</u>	<u>41,257,228</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 2012**

	NOTE	2012 \$	2012 Budget \$	2011 \$
Cash Flows From Operating Activities				
Receipts				
Rates		1,188,539	1,175,425	1,109,346
Operating Grants, Subsidies and Contributions		1,471,244	1,367,176	1,698,762
Fees and Charges		313,042	242,629	806,207
Interest Earnings		52,539	39,490	53,317
Goods and Services Tax		285,426	351,002	183,852
Other Revenue		9,716	12,500	12,362
		<u>3,320,506</u>	<u>3,188,222</u>	<u>3,863,846</u>
Payments				
Employee Costs		(838,366)	(803,081)	(796,824)
Materials and Contracts		(845,267)	(1,175,858)	(1,753,917)
Utility Charges		(117,170)	(112,749)	(102,625)
Insurance Expenses		(150,448)	(151,909)	(145,442)
Interest expenses		(56,762)	(56,767)	(63,825)
Goods and Services Tax		(268,850)	(327,520)	(229,850)
Other Expenditure		(85,985)	(82,800)	(64,607)
		<u>(2,362,848)</u>	<u>(2,710,684)</u>	<u>(3,157,090)</u>
Net Cash Provided By (Used In) Operating Activities	13(b)	<u>957,658</u>	<u>477,538</u>	<u>706,756</u>
Cash Flows from Investing Activities				
Payments for Development of Land Held for Resale		(53,295)	(15,000)	(47,609)
Payments for Purchase of Property, Plant & Equipment		(1,274,423)	(1,377,100)	(526,481)
Payments for Construction of Infrastructure		(1,235,227)	(1,759,520)	(1,102,354)
Non-Operating Grants, Subsidies and Contributions		1,842,807	1,287,291	1,016,680
Proceeds from Sale of Plant & Equipment		250,106	359,000	155,909
Proceeds from Land Held for Resale		57,236	0	0
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		(412,796)	(1,505,329)	(503,855)
Cash Flows from Financing Activities				
Repayment of Debentures		(93,765)	(93,767)	(113,246)
Proceeds from New Debentures		450,000	450,000	0
		<u>450,000</u>	<u>450,000</u>	<u>0</u>
Net Cash Provided By (Used In) Financing Activities		356,235	356,233	(113,246)
Net Increase (Decrease) in Cash Held		901,097	(671,558)	89,655
Cash at Beginning of Year		983,559	983,559	893,904
Cash and Cash Equivalents at the End of the Year	13(a)	<u><u>1,884,656</u></u>	<u><u>312,001</u></u>	<u><u>983,559</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 2012**

	NOTE	2012 Actual \$	2012 Budget \$	2011 Actual \$
Revenue				
Governance		97,132	106,540	253,841
General Purpose Funding		1,091,818	770,538	586,950
Law, Order, Public Safety		26,249	25,535	23,353
Health		1,160	26,040	4,040
Education and Welfare		10,659	4,025	37,881
Housing		79,306	68,229	87,999
Community Amenities		124,443	164,150	47,370
Recreation and Culture		69,755	121,740	64,855
Transport		2,218,702	1,519,803	988,023
Economic Services		15,757	8,900	38,339
Other Property and Services		186,093	112,700	659,054
		<u>3,921,074</u>	<u>2,928,200</u>	<u>2,791,705</u>
Expenses				
Governance		(424,240)	(456,561)	(809,196)
General Purpose Funding		(42,347)	(44,749)	(31,838)
Law, Order, Public Safety		(68,747)	(100,444)	(64,568)
Health		(45,409)	(49,678)	(44,873)
Education and Welfare		(24,716)	(42,316)	(30,291)
Housing		(146,204)	(143,956)	(150,502)
Community Amenities		(90,776)	(111,258)	(93,789)
Recreation and Culture		(786,426)	(882,378)	(728,054)
Transport		(1,440,225)	(812,838)	(1,174,596)
Economic Services		(163,899)	(182,989)	(164,759)
Other Property and Services		(200,695)	(92,884)	(721,808)
		<u>(3,433,684)</u>	<u>(2,920,051)</u>	<u>(4,014,274)</u>
Net Result Excluding Rates		487,390	8,149	(1,222,569)
Adjustments for Cash Budget Requirements:				
Non-Cash Expenditure and Revenue				
(Profit)/Loss on Asset Disposals	20	46,010	25,613	(24,379)
Movement in Accrued Interest		0	0	(1,671)
Movement in Accrued Salaries & Wages		0	0	694
Movement in Employee Benefit Provisions		5,276	0	16,305
Adjustment for Revaluation of Land Held for Resale		0	0	247,618
Depreciation and Amortisation on Assets	2(a)	1,272,406	375,770	1,085,732
Capital Expenditure and Revenue				
Purchase Land Held for Resale		(53,295)	(15,000)	(47,609)
Purchase Land and Buildings		(432,919)	(438,000)	(70,227)
Purchase Plant and Equipment		(820,099)	(875,600)	(433,313)
Purchase Furniture and Equipment		(21,405)	(63,500)	(22,941)
Purchase Infrastructure Assets - Roads		(1,227,906)	(1,739,520)	(1,102,354)
Purchase Infrastructure Assets - Footpaths		(7,321)	(20,000)	0
Proceeds from Disposal of Assets	20	307,341	359,000	155,909
Repayment of Debentures	21(a)	(93,765)	(93,767)	(113,246)
Proceeds from New Debentures	21	450,000	450,000	0
Transfers to Reserves (Restricted Assets)	11	(18,631)	(14,385)	(25,607)
Transfers from Reserves (Restricted Assets)	11	342,498	342,500	40,409
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	22(b)	511,034	507,520	908,075
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	22(b)	1,914,022	0	507,519
Amount Required to be Raised from Rates	22(a)	<u>(1,167,408)</u>	<u>(1,191,220)</u>	<u>(1,116,693)</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 2012**

1. SIGNIFICANT ACCOUNTING POLICIES

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

(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

Revenues, expenses and assets capitalised are stated net of any GST recoverable.

Receivables and payables in the statement of financial position are stated inclusive of applicable GST. 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 2012**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call 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

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 finance costs and holding charges incurred after development is completed are expensed.

Revenue arising from the sale of property is recognised in the statement of comprehensive income as at the time of signing an unconditional contract of sale.

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.

(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.

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.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fixed Assets (Continued)

Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset 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.

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.

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.

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.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fixed Assets (Continued)

Depreciation of Non-Current Assets (Continued)

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	5 to 10 years
Plant and Equipment	5 to 10 years
Roads	10 to 50 years
Footpaths	40 years
Water supply piping and drainage systems	75 years
Recreational areas	Not depreciated
Airfields - Runways	12 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 earnings.

Capitalisation Threshold

Expenditure on items of equipment under \$2,000 is not capitalised.

(h) 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.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Financial Instruments (Continued)

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 assets.

(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.

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.

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.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Financial Instruments (Continued)

Classification and Subsequent Measurement (Continued)

(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 financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in profit or loss. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified into profit or loss at this point.

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.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) 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.

(j) 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 and are usually paid within 30 days of recognition.

(k) 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 the 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.

(l) 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.

(m) 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.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(n) 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.

(o) 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 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.

(p) 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.

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.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) 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.

(r) 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.

(s) Rounding Off Figures

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

(t) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

(u) 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.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(v) New Accounting Standards and Interpretations for Application in Future Periods

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective have not been adopted by the Council for the annual reporting period ending 30 June 2012.

Council's assessment of these new and amended standards and interpretations is set out below:

	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.
(ii)	AASB 1053 - Application of Tiers of Australian Accounting Standards	June 2010	01 July 2013	Nil - Due to its nature and statutory requirements the Council will be deemed a Tier 1 entity and will continue to prepare general purpose financial statements.
(iii)	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)			

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(v) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title and Topic	Issued	Applicable (*)	Impact
(iv) AASB 2010 - 2 Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [AASB 1, 2, 3, 5, 7, 8, 101, 102, 107, 108, 110, 111, 112, 116, 117, 119, 121, 123, 124, 127, 128, 131, 133, 134, 136, 137, 138, 140, 141, 1050, & 1052 and Interpretations 2, 4, 5, 15, 17, 127, 129 & 1052]	June 2010	01 July 2013	Nil - None of these amendments will have any effect on the financial report as the standard does not apply in the case of general purpose financial statements.
(v) 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).
(vi) AASB 2010 - 8 Amendments to Australian Accounting Standards - Deferred Tax: Recovery of Underlying Assets [AASB 112]	December 2010	01 January 2012	Nil - None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of the Council.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(v) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title and Topic	Issued	Applicable (*)	Impact
(vii) AASB 2010 - 10 Further Amendments to Australian Accounting Standards - Removal of Fixed Dates for First-time Adopters [AASB 2009 - 11 & 2010 - 7]	December 2010	01 January 2013	Nil - None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of the Council.
AASB 2011 - 2 Amendments to Australian Accounting Standards - Arising from the Trans-Tasman Consequence Project - Reduced Disclosure Requirements. [AASB 101 & 1054]	May 2011	01 July 2013	
AASB 2011 - 3 Amendments to Australian Accounting Standards - Orderly Adoption of Changes to ABS GFS manual and related Amendments. [AASB 1049]	May 2011	01 July 2012	
AASB 2011 - 6 Amendments to Australian Accounting Standards - Extending Relief from Consolidation, the Equity Method and Proportionate Consolidation - Reduced Disclosure Requirements [AASB 127, 128 & 131]	July 2011	01 July 2013	

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(v) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title and Topic	Issued	Applicable (*)	Impact
(viii) 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.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(v) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title and Topic	Issued	Applicable (*)	Impact
(ix) AASB 13 - Fair Value Measurement, AASB 2011 - 8 Amendments to Australian Accounting Standards arising from AASB 13 [AASB 1, 2, 3, 4, 5, 7, 9, 2009-11, 2010-7, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 128, 131, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Interpretations 2, 4, 12, 13, 14, 17, 19, 131 & 132]	September 2011	01 January 2013	AASB 13 defines fair value, establishes a framework for measuring fair value and requires disclosures about fair value measurements. AASB 13 requires inputs to all fair value measurements to be categorised in accordance with fair value hierarchy. AASB 13 also requires enhanced disclosures regarding all assets and liabilities (including, but not limited to, financial assets and financial liabilities) measured at fair value. AASB 13 will have particular relevance to the process of the Council adopting fair value methodology in relation to its fixed assets as mandated from 1 July 2012. Apart from the changes in value in relation to assets to be revalued (which are mandated by legislation and not changes to the standard) it is not expected to significantly impact the Council as the framework embodied in AASB 13 does not differ significantly from that which is present in existing standards. The amendments to the legislation requires the phasing in of fair value in relation to fixed assets over the three years from 1 July 2012. It is not possible to estimate the likely amount of any revaluations.
(x) 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.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**(v) New Accounting Standards and Interpretations for Application in Future Periods (Continued)**

Title and Topic	Issued	Applicable (*)	Impact
(xi) AASB 119 - Employee Benefits, AASB 2011 - 10 Amendments to Australian Accounting Standards arising from AASB 119 [AASB 1, 8, 101, 124, 134, 1049 & 2011-8 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.
(xii) AASB 2011-11 Amendments to AASB 119 (September 2011) arising from Reduced Disclosure Requirements	September 2011	01 July 2013	Nil – None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of the Council.
AASB 2011 – 12 Amendments to Australian Accounting Standards arising from Interpretation 20 [AASB 1]	November 2011	01 January 2013	
AASB 2011 – 13 Amendments to Australian Accounting Standards – Improvements to AASB 1049	December 2011	01 July 2012	

Notes:

(*) Applicable to reporting periods commencing on or after the given date.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) 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 124
- AASB 1054
- AASB 2009 - 12
- AASB 2009 - 14
- AASB 2010 - 4
- AASB 2010 - 5
- AASB 2010 - 6
- AASB 2010 - 9
- AASB 2011 - 1

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.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

2. REVENUE AND EXPENSES	2012	2011	
	\$	\$	
(a) Net Result			
The Net Result includes:			
(i) Charging as an Expense:			
Auditors Remuneration			
- Audit	14,532	12,100	
- Other Services	4,000	0	
Depreciation			
Buildings	103,164	95,678	
Furniture and Equipment	53,998	54,969	
Plant and Equipment	292,973	274,581	
Bushfire Equipment	1,703	2,960	
Roads	680,464	654,664	
Footpaths	36,342	2,419	
Airfield	0	175	
Bridges	98,098	0	
Drainage	5,664	286	
	<u>1,272,406</u>	<u>1,085,732</u>	
Interest Expenses (Finance Costs)			
Finance Lease Charges	0	0	
Debentures (<i>refer Note 21(a)</i>)	61,688	62,154	
	<u>61,688</u>	<u>62,154</u>	
Rental Charges			
- Operating Leases	<u>0</u>	<u>0</u>	
(ii) Crediting as Revenue:			
	2012	2012	2011
	\$	Budget	\$
		\$	
Interest Earnings			
Investments			
- Reserve Funds	18,632	14,385	25,608
- Other Funds	27,343	20,000	22,099
Other Interest Revenue (<i>refer note 26</i>)	6,564	5,105	5,610
	<u>52,539</u>	<u>39,490</u>	<u>53,317</u>

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

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 2012

2. REVENUE AND EXPENSES (Continued)**(c) Conditions Over Grants/Contributions**

Grant/Contribution	Function/ Activity	Opening Balance (*) 1-Jul-10 \$	Received (+) 2010/11 \$	Expended (#) 2010/11 \$	Closing Balance (*) 30-Jun-11 \$	Received (+) 2011/12 \$	Expended (#) 2011/12 \$	Closing Balance 30-Jun-12 \$
Roads to Recovery Grant	Transport	0	138,972	0	138,972	0	(138,972)	0
Regional Road Group Grant	Transport	37,130	0	(37,130)	0	0	0	0
Community Safety Plan Grant	Law, Order & Public Safety	20,000	0	0	20,000	0	0	20,000
Dept of Local Govt LG Reform Project Officer	Governance	8,328	0	(8,328)	0	0	0	0
Dept of Local Govt LG Reform Amalgamation Studies	Governance	458,197	0	(437,839)	20,358	0	(20,358)	0
Dept of Local Govt Forward Capital Works Plan	Governance	26,237	0	(26,237) 1	0	0	0	0
Dept of Local Govt Asset Management	Governance	130,000	0	(130,000)	0	0	0	0
Regional Development Assistance Program - Child Care Centre Up	Health	6,440	0	(6,440)	0	0	0	0
Dept of Local Govt Long Term Financial Plan	Governance	0	25,000	0	25,000	50,000	(67,000)	8,000
Dept of Local Govt Strategic Planning	Governance	0	90,000	0	90,000	0	(80,624)	9,376
FRRR Toy Library Grant	Community Amenities	0	3,047	(1,309)	1,738	0	(1,611)	127
RLCIP - Rec Centre Shade Structure	Recreation & Culture	0	30,000	0	30,000	0	(30,000)	0
Dept of Agriculture & Food Dry Seasons Assistance	Economic Services	0	10,000	0	10,000	0	(10,000)	0
Dept of Regional Development - CLGF		0	0	0	0	322,874	(213,195)	109,679
Lotterywest Grant	Recreation & Culture	0	0	0	0	39,526	(39,526)	0
Centacare Family Services	Recreation & Culture	0	0	0	0	5,800	0	5,800
Regional Road Group Grant - Depot Hill Crossing	Transport	0	0	0	0	480,000	(19,026)	460,974
Regional Road Group Grant - General Road Works	Transport	0	0	0	0	193,951	(193,951)	0
Dept of Regional Development - Depot Hill	Transport	0	0	0	0	639,638	0	639,638
Roads to Recovery Grant	Transport	0	0	0	0	68,190	(37,098)	31,092
Main Roads WA	Transport	0	0	0	0	373,730	0	373,730
Total		<u>686,332</u>	<u>297,019</u>	<u>(647,283)</u>	<u>336,068</u>	<u>2,173,709</u>	<u>(851,361)</u>	<u>1,658,416</u>

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.

1. Grants shown as unspent in 1011 Financial Report but now determined as spent during 2010/11.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

	2012	2011
	\$	\$
3. CASH AND CASH EQUIVALENTS		
Cash on Hand - Unrestricted	300	300
Cash On Hand - Municipal	1,662,533	459,643
Restricted	199,747	523,616
	<u>1,862,580</u>	<u>983,559</u>
The following is a reconciliation of the municipal funds above:		
Cash at Bank - Municipal Unrestricted	4,117	123,575
Cash at Bank - Municipal Restricted	1,658,416	336,068
	<u>1,662,533</u>	<u>459,643</u>
The following restrictions have been imposed by regulations or other externally imposed requirements:		
Land and Buildings Reserve	65,320	242,830
Sportsground Improvement Reserve	2,465	2,361
Plant Replacement Reserve	13,869	129,371
Accrued Leave Reserve	43,359	41,537
Aged Persons Units Reserve	18,299	34,294
Street Light Upgrade Reserve	13,088	12,538
Painted Road Reserve	3,840	3,679
Environmental Rehabilitation Reserve	16,284	25,179
Industrial Area Reserve	4,786	14,165
RTC/PO/NAB Reserve	18,437	17,662
	<u>199,747</u>	<u>523,616</u>
Other:		
Cash at Bank - Municipal Restricted		
Unspent Grants (Refer note 2 (c))	1,658,416	336,068
	<u>1,658,416</u>	<u>336,068</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

	2012	2011
	\$	\$
4. TRADE AND OTHER RECEIVABLES		
Current		
Rates Outstanding	22,919	21,974
Sundry Debtors	315,028	89,397
GST Receivable	2,503	19,079
Loans - Clubs/Institutions	0	0
	<u>340,450</u>	<u>130,450</u>
5. INVENTORIES		
Current		
Stores and Materials	17,548	19,758
Land Held for Resale - Lower of Cost or Net Realisable Value		
Development Costs	45,281	0
Net Realisable Value	0	73,850
	<u>62,829</u>	<u>93,608</u>
Non-Current		
Land Held for Resale - Lower of Cost or Net Realisable Value		
Development Costs	0	4,823
Net Realisable Value	50,000	34,250
	<u>50,000</u>	<u>39,073</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

	2012	2011
	\$	\$
6. PROPERTY, PLANT AND EQUIPMENT		
Land and Buildings - Cost	4,247,924	3,815,005
Land and Buildings - Revalued	971,054	971,054
Less Accumulated Depreciation	<u>(870,674)</u>	<u>(767,510)</u>
	4,348,304	4,018,549
Furniture and Equipment - Cost	845,478	824,073
Less Accumulated Depreciation	<u>(523,697)</u>	<u>(469,699)</u>
	321,781	354,374
Plant and Equipment - Cost	2,931,014	2,667,478
Less Accumulated Depreciation	<u>(1,178,305)</u>	<u>(1,175,074)</u>
	1,752,709	1,492,404
Bushfire Equipment - Cost	49,789	49,789
Less Accumulated Depreciation	<u>(30,666)</u>	<u>(28,963)</u>
	19,123	20,826
Tools - Cost	22,076	0
Less Accumulated Depreciation	<u>(15,592)</u>	<u>0</u>
	6,484	0
	<u>6,448,401</u>	<u>5,886,153</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

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	4,018,549	354,374	1,492,404	20,826	0	5,886,153
Additions	432,919	21,405	820,099	0	22,076	1,296,499
(Disposals)	0	0	(282,413)	0	0	(282,413)
Revaluation - Increments	0	0	0	0	0	0
- (Decrements)	0	0	0	0	0	0
Impairment - (Losses)	0	0	0	0	0	0
- Reversals	0	0	0	0	0	0
Depreciation (Expense)	(103,164)	(53,998)	(277,381)	(1,703)	(15,592)	(451,838)
						0
Carrying amount at the end of year	<u>4,348,304</u>	<u>321,781</u>	<u>1,752,709</u>	<u>19,123</u>	<u>6,484</u>	<u>6,448,401</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

	2012 \$	2011 \$
7. INFRASTRUCTURE		
Roads - Management Valuation 2011	36,747,786	36,747,786
Roads - Cost	1,202,131	0
Less Accumulated Depreciation	<u>(7,122,919)</u>	<u>(6,442,455)</u>
	30,826,998	30,305,331
Footpaths - Management Valuation 2011	1,453,680	1,453,680
Footpaths - Cost	7,321	0
Less Accumulated Depreciation	<u>(1,277,758)</u>	<u>(1,241,416)</u>
	183,243	212,264
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>(190,118)</u>	<u>(184,454)</u>
	93,082	98,746
Bridges - Management Valuation 2011	4,900,000	4,900,000
Bridges - Cost	25,775	0
Less Accumulated Depreciation	<u>(2,044,928)</u>	<u>(1,946,830)</u>
	2,880,847	2,953,170
Recreation Areas - Cost	<u>114,394</u>	<u>114,394</u>
	<u><u>34,098,564</u></u>	<u><u>33,683,905</u></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 2012

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	30,305,331	212,264	0	98,746	2,953,170	114,394	33,683,905
Additions	1,202,131	7,321	0	0	25,775	0	1,235,227
(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)	(680,464)	(36,342)	0	(5,664)	(98,098)	0	(820,568)
							0
Carrying amount at the end of year	<u>30,826,998</u>	<u>183,243</u>	<u>0</u>	<u>93,082</u>	<u>2,880,847</u>	<u>114,394</u>	<u>34,098,564</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

	2012	2011
	\$	\$
8. TRADE AND OTHER PAYABLES		
Current		
Sundry Creditors	106,809	90,333
PAYG Payable	0	12,299
Accrued Expenditure	5,820	0
Accrued Interest	21,336	16,410
Accrued Salaries & Wages	8,712	18,358
	<u>142,677</u>	<u>137,400</u>
9. LONG-TERM BORROWINGS		
Current		
Secured by Floating Charge		
Debentures	118,868	93,765
	<u>118,868</u>	<u>93,765</u>
Non-Current		
Secured by Floating Charge		
Debentures	1,163,609	832,476
	<u>1,163,609</u>	<u>832,476</u>
Additional detail on borrowings is provided in Note 21.		
10. PROVISIONS		
Current		
Provision for Annual Leave	76,667	89,928
Provision for Long Service Leave	74,645	67,544
Provision for Doubtful Debts	8,574	0
	<u>159,886</u>	<u>157,472</u>
Non-Current		
Provision for Long Service Leave	20,556	15,280
	<u>20,556</u>	<u>15,280</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

	2012 \$	2012 Budget \$	2011 \$
11. RESERVES - CASH BACKED			
(a) Land and Building Reserve			
Opening Balance	242,830	242,830	240,874
Amount Set Aside / Transfer to Reserve	7,490	5,450	11,456
Amount Used / Transfer from Reserve	(185,000)	(185,000)	(9,500)
	<u>65,320</u>	<u>63,280</u>	<u>242,830</u>
(b) Sportsground Improvement Reserve			
Opening Balance	2,361	2,362	2,255
Amount Set Aside / Transfer to Reserve	104	105	106
Amount Used / Transfer from Reserve	0	0	0
	<u>2,465</u>	<u>2,467</u>	<u>2,361</u>
(c) Plant Replacement Reserve			
Opening Balance	129,371	129,371	123,497
Amount Set Aside / Transfer to Reserve	4,498	2,900	5,874
Amount Used / Transfer from Reserve	(120,000)	(120,000)	0
	<u>13,869</u>	<u>12,271</u>	<u>129,371</u>
(d) Accrued Leave Reserve			
Opening Balance	41,537	41,536	59,611
Amount Set Aside / Transfer to Reserve	1,822	1,840	2,835
Amount Used / Transfer from Reserve	0	0	(20,909)
	<u>43,359</u>	<u>43,376</u>	<u>41,537</u>
(e) Aged Persons Units Reserve			
Opening Balance	34,294	34,295	32,737
Amount Set Aside / Transfer to Reserve	1,505	1,450	1,557
Amount Used / Transfer from Reserve	(17,500)	(17,500)	0
	<u>18,299</u>	<u>18,245</u>	<u>34,294</u>
(f) Street Lighting Upgrade Reserve			
Opening Balance	12,538	12,539	11,969
Amount Set Aside / Transfer to Reserve	550	500	569
Amount Used / Transfer from Reserve	0	0	0
	<u>13,088</u>	<u>13,039</u>	<u>12,538</u>
(g) Painted Road Reserve			
Opening Balance	3,679	3,678	3,511
Amount Set Aside / Transfer to Reserve	161	165	168
Amount Used / Transfer from Reserve	0	0	0
	<u>3,840</u>	<u>3,843</u>	<u>3,679</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

	2012 \$	2012 Budget \$	2011 \$
11. RESERVES - CASH BACKED continued			
(h) Environmental Rehabilitation Reserve			
Opening Balance	25,179	25,179	33,582
Amount Set Aside / Transfer to Reserve	1,105	1,000	1,597
Amount Used / Transfer from Reserve	<u>(10,000)</u>	<u>(10,000)</u>	<u>(10,000)</u>
	<u>16,284</u>	<u>16,179</u>	<u>25,179</u>
(i) Industrial Area Development Reserve			
Opening Balance	14,165	14,164	13,522
Amount Set Aside / Transfer to Reserve	621	200	643
Amount Used / Transfer from Reserve	<u>(10,000)</u>	<u>(10,000)</u>	<u>0</u>
	<u>4,786</u>	<u>4,364</u>	<u>14,165</u>
(j) RTC/PO/NAB Reserve			
Opening Balance	17,662	17,662	16,860
Amount Set Aside / Transfer to Reserve	775	775	802
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>	<u>0</u>
	<u>18,437</u>	<u>18,437</u>	<u>17,662</u>
TOTAL CASH BACKED RESERVES	<u><u>199,747</u></u>	<u><u>195,501</u></u>	<u><u>523,616</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 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 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 2012/13 year.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

12. RESERVES - ASSET REVALUATION	2012	2011
	\$	\$
Asset revaluation reserves have arisen on revaluation of the following classes of non-current assets:		
(a) Roads		
Opening Balance	11,790,072	0
Revaluation Increment	0	11,790,072
Revaluation Decrement	0	0
	<u>11,790,072</u>	<u>11,790,072</u>
(b) Footpaths		
Opening balance	128,817	0
Revaluation Increment	0	128,817
Revaluation Decrement	0	0
	<u>128,817</u>	<u>128,817</u>
(c) Drainage/Floodways		
Opening balance	70,699	0
Revaluation Increment	0	70,699
Revaluation Decrement	0	0
	<u>70,699</u>	<u>70,699</u>
(d) Bridges		
Opening Balance	2,953,170	0
Revaluation Increment	0	2,953,170
Revaluation Decrement	0	0
	<u>2,953,170</u>	<u>2,953,170</u>
TOTAL ASSET REVALUATION RESERVES	<u><u>14,942,758</u></u>	<u><u>14,942,758</u></u>

PRIOR PERIOD CORRECTION

The following Asset Revaluation Reserve arose prior to 30 June 2004:

Land and Buildings	<u><u>987,385</u></u>
--------------------	-----------------------

In 2011 (and prior years), this balance was disclosed as part of the Asset Revaluation Reserve

Balances relating to the 2011 comparative year have been amended due to the correction of the

Effect of the above:

	Original Balance	Amount of Adjustment	Adjusted Balance
Statement of Financial Position			
Retained surplus	23,126,596	987,385	24,113,981
Asset revaluation reserves	15,930,143	(987,385)	14,942,758
Statement of Changes in Equity			
Balance as at 1 July 2010			
Retained surplus	23,217,670	987,385	24,205,055
Asset revaluation reserves	987,385	(987,385)	0
Balance as at 30 June 2011			
Retained surplus	23,126,596	987,385	24,113,981
Asset revaluation reserves	15,930,143	(987,385)	14,942,758

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

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:

	2012 \$	2012 Budget \$	2011 \$
Cash and Cash Equivalents	<u>1,862,580</u>	<u>312,001</u>	<u>983,559</u>
(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net Result	1,676,873	1,199,369	(105,876)
Depreciation	1,272,406	375,770	1,085,732
(Profit)/Loss on Sale of Asset	46,010	25,613	(24,379)
(Increase)/Decrease in Receivables	(210,000)	36,207	747,424
(Increase)/Decrease in Inventories	2,210	2,050	244,088
Increase/(Decrease) in Payables	7,691	119,820	(307,973)
Increase/(Decrease) in Employee Provisions	5,276	6,000	16,305
Grants/Contributions for the Development of Assets	<u>(1,842,807)</u>	<u>(1,287,291)</u>	<u>(948,565)</u>
Net Cash from Operating Activities	<u>957,659</u>	<u>477,538</u>	<u>706,756</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	11,500		11,500
Credit Card Balance at Balance Date	<u>(2,309)</u>		<u>(544)</u>
Total Amount of Credit Unused	<u>209,191</u>		<u>210,956</u>
Loan Facilities			
Loan Facilities - Current	118,868		93,765
Loan Facilities - Non-Current	<u>1,163,609</u>		<u>832,476</u>
Total Facilities in Use at Balance Date	<u>1,282,477</u>		<u>926,241</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 2012

14. CONTINGENT LIABILITIES

Council is not aware of any contingent liabilities as at 30th June 2012.

15. CAPITAL AND LEASING COMMITMENTS

Council does not have any capital or leasing commitments as at 30th June 2012.

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 \$24,015. This amount is included in Property, plant and Equipment as follows:

	2012 \$	2011 \$
Non-Current Assets		
Land & Buildings	77,855	69,037
Less: Accumulated Depreciation	<u>(11,441)</u>	<u>(10,002)</u>
	<u>66,414</u>	<u>59,035</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 12). The balance held in the reserve (including transfers of Council's own funds over and above any surplus) as at 30 June 2012 is \$18,299. The agreement is for a period of 25 years, expiring in 2022. At this time a further agreement may be negotiated.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

17. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2012	2011
	\$	\$
Governance	720,223	1,098,157
General Purpose Funding	18,163	21,974
Law, Order, Public Safety	59,317	65,271
Health	20,100	20,000
Education and Welfare	357,699	365,724
Housing	1,054,544	956,995
Community Amenities	258,412	104,823
Recreation and Culture	1,945,385	1,803,737
Transport	36,356,895	34,221,291
Economic Services	557,604	574,854
Other Property and Services	1,503,405	1,433,909
Unallocated	11,077	150,013
	<u>42,862,824</u>	<u>40,816,748</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

	2012	2011	2010
18. FINANCIAL RATIOS			
Current Ratio	1.50	0.93	1.21
Untied Cash to Unpaid Trade Creditors Ratio	0.01	1.17	0.47
Debt Ratio	0.04	0.03	0.06
Debt Service Ratio	0.05	0.06	0.04
Gross Debt to Revenue Ratio	0.41	0.31	0.29
Gross Debt to Economically Realisable Assets Ratio	0.15	0.13	0.13
Rate Coverage Ratio	0.23	0.29	0.24
Outstanding Rates Ratio	0.02	0.02	0.01

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Untied Cash to Unpaid Trade Creditors Ratio	$\frac{\text{untied cash}}{\text{unpaid trade creditors}}$
Debt Ratio	$\frac{\text{total liabilities}}{\text{total assets}}$
Debt Service Ratio	$\frac{\text{debt service cost}}{\text{available operating revenue}}$
Gross Debt to Revenue Ratio	$\frac{\text{gross debt}}{\text{total revenue}}$
Gross Debt to Economically Realisable Assets Ratio	$\frac{\text{gross debt}}{\text{economically realisable assets}}$
Rate Coverage Ratio	$\frac{\text{net rate revenue}}{\text{operating revenue}}$
Outstanding Rates Ratio	$\frac{\text{rates outstanding}}{\text{rates collectable}}$

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

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-11	Amounts Received	Amounts Paid	Balance 30-Jun-12
	\$	\$	(\$)	\$
Police Licensing	0	0	0	0
BCITF Levy	0	1,728	(1,293)	435
Builders Registration Board	0	262	(252)	10
Nomination Fees	0	320	(320)	0
Tree Planter - LCDC	288	0	0	288
Other Bonds	5,909	0	(520)	5,389
Cool Room Bonds	0	225	0	225
Mingenew Cemetery Group	366	0	0	366
Youth Advisory Council/Christmas Tree	2,311	0	0	2,311
Weary Dunlop Memorial	1,600	306	0	1,906
Centenary/Autumn Committee	1,674	0	0	1,674
Farm Water Scheme	756	0	0	756
Industrial Bonds	16,550	0	(14,550)	2,000
Sinosteel Community Trust Fund	55,035	0	0	55,035
Mingenew Water Rights	200	0	(200)	0
Community Bus	500	0	0	500
Autumn Committee	0	60	0	60
	<u>85,189</u>			<u>70,955</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

20. DISPOSALS OF ASSETS - 2011/12 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						
Admin vehicle (MI 177)	10,948	12,044	11,454	8,000	506	(4,044)
CEO Vehicle (1 MI)	45,456	50,637	45,455	47,000	(1)	(3,637)
	56,404	62,681	56,909	55,000	505	(7,681)
Transport						
Truck (Prime-Mover) (MI 4484)	87,850	95,992	61,234	75,000	(26,616)	(20,992)
Truck (Prime-Mover) (MI 4485)	86,201	95,993	75,871	75,000	(10,330)	(20,993)
Works Manager Vehicle (MI 10)	28,839	33,332	26,000	35,000	(2,839)	1,668
Ute (MI 372)	6,935	8,222	6,909	12,500	(26)	4,278
Ute (MI 278)	8,092	11,026	11,000	12,500	2,908	1,474
Ute (MI 599)	8,092	15,061	12,182	9,000	4,090	(6,061)
Sale of Pig Trailer (MI 3196)	0	0	0	15,000	0	15,000
Sale of Dolly (MI 3396)	0	2,306	0	10,000	0	7,694
	226,009	261,932	193,196	244,000	(32,813)	(17,932)
Other Property & Services						
Light Industrial Blocks	70,938	60,000	57,236	60,000	(13,702)	0
	70,938	60,000	57,236	60,000	(13,702)	0
	353,351	384,613	307,341	359,000	(46,010)	(25,613)

By Class	Net Book Value		Sale Price		Profit (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Plant & Equipment						
Admin vehicle (MI 177)	10,948	12,044	11,454	8,000	506	(4,044)
CEO Vehicle (1 MI)	45,456	50,637	45,455	47,000	(1)	(3,637)
Truck (Prime-Mover) (MI 4484)	87,850	95,992	61,234	75,000	(26,616)	(20,992)
Truck (Prime-Mover) (MI 4485)	86,201	95,993	75,871	75,000	(10,330)	(20,993)
Works Manager Vehicle (MI 10)	28,839	33,332	26,000	35,000	(2,839)	1,668
Ute (MI 372)	6,935	8,222	6,909	12,500	(26)	4,278
Ute (MI 278)	8,092	11,026	11,000	12,500	2,908	1,474
Ute (MI 599)	8,092	15,061	12,182	9,000	4,090	(6,061)
Sale of Pig Trailer (MI 3196)	0	0	0	15,000	0	15,000
Sale of Dolly (MI 3396)	0	2,306	0	10,000	0	7,694
	282,413	324,613	250,105	299,000	(32,308)	(25,613)
Land & Buildings						
Light Industrial Blocks	70,938	60,000	57,236	60,000	(13,702)	0
	70,938	60,000	57,236	60,000	(13,702)	0
	353,351	384,613	307,341	359,000	(46,010)	(25,613)

Summary

	2011/12 BUDGET	2011/12 ACTUAL
Loss On Asset Disposals	(55,727)	(53,514)
Profit on Asset Disposals	30,114	7,504
	<u>(25,613)</u>	<u>(46,010)</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

21. INFORMATION ON BORROWINGS

(a) Repayments - Debentures

Particulars	Principal 1-Jul-11 \$	New Loans \$	Principal Repayments		Principal 30-Jun-12		Interest Repayments	
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Education & Welfare								
Loan 137 - Senior Citizens Building	118,079		3,781	3,781	114,298	114,299	7,070	7,129
Housing								
Loan 133 - Triplex	119,821		8,127	8,127	111,694	111,694	7,859	8,048
Loan 134 - S/C Housing	75,729		4,161	4,161	71,568	71,568	4,562	4,640
Loan 136 - Staff Housing	150,614		5,652	5,653	144,962	144,961	9,456	9,581
Loan 142 - Staff Housing	0	100,000	0	0	100,000	100,000	1,492	0
Recreation & Culture								
Loan 138 - Pavilion	113,356		3,629	3,630	109,727	109,725	6,788	6,844
Transport								
Loan 135 - Plant Purchases	25,688		25,688	25,688	0	0	458	854
Loan 139 - Roller	100,863		10,800	10,800	90,063	90,062	6,267	6,515
Loan 140 - Skidsteer	13,984		13,984	13,984	0	0	538	540
Loan 141 - Grader	208,108		17,943	17,943	190,165	190,165	12,192	12,616
Loan 143 - Trucks	0	250,000	0	0	250,000	250,000	3,514	0
Loan 144 - Trailer	0	100,000	0	0	100,000	100,000	1,492	0
	926,242	450,000	93,765	93,767	1,282,477	1,282,474	61,688	56,767

1. Loan financed by rental proceeds received from tenants

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

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

21. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2011/12

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate %	Amount Used		Balance Unspent \$
	Actual \$	Budget \$						Actual \$	Budget \$	
Loan 142 - Staff Housing	100,000	100,000	WATC	Debenture	10	28,355	5.01	100,000	100,000	0
Loan 143 - Trucks	250,000	250,000	WATC	Debenture	5	33,584	4.72	250,000	250,000	0
Loan 144 - Trailer	100,000	100,000	WATC	Debenture	10	28,355	5.01	100,000	100,000	0

(c) Unspent Debentures

Shire of Mingenew has no unspent debentures.

(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 2011 and 30 June 2012 was Nil.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

22. RATING INFORMATION - 2011/12 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	9.7487	143	952,796	92,885	(429)	30	92,486	92,885	0	0	92,885
UV - Rural/Mining	1.6340	130	98,031,296	1,042,465	965	0	1,043,430	1,042,465	0	0	1,042,465
Sub-Totals		273	98,984,092	1,135,350	536	30	1,135,916	1,135,350	0	0	1,135,350
Minimum Rates	Minimum \$										
GRV - Townsites	330	84	41,356	27,720	0	0	27,720	27,720	0	0	27,720
UV - Rural/Mining	450	23	207,458	10,350	0	0	10,350	10,350	0	0	10,350
Sub-Totals		107	248,814	38,070	0	0	38,070	38,070	0	0	38,070
Ex-Gratia Rates							1,173,986				1,173,420
Movement in Excess Rates							17,801				17,800
							(2,303)				0
							1,189,484				1,191,220
Discounts (refer note 25)							0				0
Totals							1,189,484				1,191,220

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

22. NET CURRENT ASSETS - 2011/12 FINANCIAL YEAR	2012	2012	2011
(b) Information on Surplus/(Deficit)	(30 June 2012	(1 July 2011	(30 June 2011
	Brought	Brought	Carried
	Forward)	Forward)	Forward)
	\$	\$	\$
Surplus/(Deficit) 1 July 2011 Brought Forward	<u>1,914,022</u>	<u>511,034</u>	<u>507,519</u>
<u>Comprises:</u>			
Cash - Unrestricted	1,417	97,638	97,638
Cash - Restricted	1,861,162	885,921	885,921
Investments - Restricted	0	0	0
Rates - Current	22,919	21,974	21,974
Sundry Debtors	315,028	89,397	89,397
GST Receivable	2,503	19,079	19,079
Inventories			
- Stores and Materials	17,548	19,758	19,758
Less:			
Reserves - Restricted Cash			
- Land and Building Reserve	(65,320)	(242,830)	(242,830)
- Sportsground Improvement Reserve	(2,465)	(2,361)	(2,361)
- Plant Replacement Reserve	(13,868)	(129,371)	(129,371)
- Accrued Leave Reserve	(43,359)	(41,537)	(41,537)
- Aged Persons Units Reserve	(18,299)	(34,294)	(34,294)
- Street Light Upgrade Reserve	(13,088)	(12,538)	(12,538)
- Painted Road Reserve	(3,840)	(3,679)	(3,679)
- Environmental Rehabilitation Reserve	(16,284)	(25,179)	(25,179)
- Industrial Area Reserve	(4,786)	(14,165)	(14,165)
- RTC/PO/NAB Reserve	(18,437)	(17,662)	(17,662)
Reserves - Restricted Investments			
- Building Reserve			
Sundry Creditors	(106,809)	(99,117)	(102,632) *
Current Loan Liability	-118,868	-93,765	
Add back Current Loan Liability	118,868	93,765	
Provision for Annual Leave	-76,667	-89,928	
Provision for Long Service Leave	-74,645	-67,544	
Provision for Doubtful Debts	-8,574	0	
Add back Current Provision for Annual Leave	76,667	89,928	
Add back Current Provision for Long Service Leave	74,645	67,544	
Add back Current Provision for Doubtful Debts	8,574	0	
Surplus/(Deficit)	<u>1,914,022</u>	<u>511,034</u>	<u>507,519</u>

Difference:

There was a difference between the Surplus/(Deficit) 1 July 2011 Brought Forward position used in the 2012 audited financial report and the Surplus/(Deficit) Carried Forward position as disclosed in the 2011 audited financial report.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

23. SPECIFIED AREA RATE - 2011/12 FINANCIAL YEAR

No specified area rates were levied for the 2011/12 financial year.

24. SERVICE CHARGES - 2011/12 FINANCIAL YEAR

No service charges were raised for the 2011/12 financial year.

**25. DISCOUNTS, INCENTIVES, CONCESSIONS, & WRITE-OFFS
- 2011/12 FINANCIAL YEAR**

No discounts or incentive schemes were offered for the early payment of rates in the 2011/12 financial year.

26. INTEREST CHARGES AND INSTALMENTS - 2011/12 FINANCIAL YEAR

	Interest Rate %	Admin. Charge \$	Revenue \$	Budgeted Revenue \$
Interest on Unpaid Rates	11.00%		6,369	5,000
Interest on ESL	11.00%		195	105
Interest on Instalment Plan	5.50%		0	0
Charges on Instalment Plan		15	1,785	1,890
			8,349	6,995

Ratepayers had the option of paying rates:

1. in one payment, due on 30th September 2011.
2. in two equal instalments, due on 30th September 2011 and 2nd December 2011.
3. in four equal instalments, due on 30th September 2011, 2nd December 2011, 3rd February 2012. and 27th April 2012.

Administration charges of \$15 per instalment were applied where paying by option 2 or 3.

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

27. FEES & CHARGES	2012	2011
	\$	\$
Governance	6,446	2,606
General Purpose Funding	2,415	2,240
Law, Order, Public Safety	1,724	1,154
Health	1,160	960
Education and Welfare	3,340	1,670
Housing	62,642	59,378
Community Amenities	41,259	42,650
Recreation and Culture	23,481	28,569
Transport	14,912	15,217
Economic Services	9,110	5,552
Other Property and Services	147,962	603,861
	<u>314,451</u>	<u>763,857</u>

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

28. GRANT REVENUE

Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:

By Nature and Type:	2012	2011
	\$	\$
Operating Grants, Subsidies and Contributions	1,696,875	967,252
Non-Operating Grants, Subsidies and Contributions	1,842,807	948,565
	<u>3,539,682</u>	<u>1,915,817</u>
By Program:		
Governance	89,766	248,400
General Purpose Funding	1,055,691	557,160
Law, Order, Public Safety	24,330	22,040
Health	0	3,080
Education and Welfare	7,320	36,211
Housing	7,669	15,607
Community Amenities	82,078	3,047
Recreation and Culture	46,172	36,179
Transport	2,191,651	919,713
Economic Services	5,712	31,818
Other Property and Services	29,293	42,572
	<u>3,539,682</u>	<u>1,915,827</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

29. ELECTED MEMBERS REMUNERATION	2012	2012	2011
	\$	Budget	\$
		\$	
The following fees, expenses and allowances were paid to council members and/or the president.			
Meeting Fees	14,520	15,400	14,670
President's Allowance	5,000	5,000	5,000
Deputy President's Allowance	1,250	1,250	1,250
Travelling Expenses	4,211	5,500	5,584
Telecommunications Allowance	0	0	0
	<u>24,981</u>	<u>27,150</u>	<u>26,504</u>

30. EMPLOYEE NUMBERS	2012	2011
The number of full-time equivalent employees at balance date	<u>17</u>	<u>16</u>

31. MAJOR LAND TRANSACTIONS

No major land transactions occurred during the 2011/12 financial year.

32. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

Council did not participate in any trading undertakings or major trading undertakings during the 2011/12 financial year.

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

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	
	2012	2011	2012	2011
	\$	\$	\$	\$
Financial Assets				
Cash and cash equivalents	1,862,580	983,559	1,862,580	983,559
Receivables	340,450	130,450	340,450	130,450
	<u>2,203,030</u>	<u>1,114,009</u>	<u>2,203,030</u>	<u>1,114,009</u>
Financial Liabilities				
Payables	142,677	137,400	142,677	137,400
Borrowings	1,282,477	926,241	1,231,964	889,711
	<u>1,425,154</u>	<u>1,063,641</u>	<u>1,374,641</u>	<u>1,027,111</u>

Fair value is determined as follows:

- Cash and Cash Equivalents, Receivables, Payables – estimated to the carrying value which approximates net market value.
- 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 2012

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.

	2012	2011
	\$	\$
Impact of a 1% (*) movement in interest rates on cash and investments:		
- Equity	11,253	10,933
- Statement of Comprehensive Income	11,253	10,933

**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012**

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.

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:

	2012	2011
Percentage of Rates and Annual Charges		
- Current	0.00%	0.00%
- Overdue	100.00%	100.00%
Percentage of Other Receivables		
- Current	91.60%	77.69%
- Overdue	8.40%	22.31%

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

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>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>
<u>2011</u>					
Payables	137,400	0	0	137,400	137,400
Borrowings	150,528	437,846	766,002	1,354,376	926,241
	<u>287,928</u>	<u>437,846</u>	<u>766,002</u>	<u>1,491,776</u>	<u>1,063,641</u>

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2012

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:

	<u><1 year</u>	<u>>1<2 years</u>	<u>>2<3 years</u>	<u>>3<4 years</u>	<u>>4<5 years</u>	<u>>5 years</u>	<u>Total</u>	<u>Weighted Average Effective Interest Rate</u>
	\$	\$	\$	\$	\$	\$	\$	%
<u>Year Ended 30 June 2012</u>								
Payables								
Borrowings								
Fixed Rate								
Debentures	0	0	0	0	250,000	1,032,477	1,282,477	5.78%
Weighted Average Effective Interest Rate					4.72%	6.04%		
<u>Year Ended 30 June 2011</u>								
Payables								
Borrowings								
Fixed Rate								
Debentures	25,688	13,984	0	0	0	886,569	926,241	6.26%
Weighted Average Effective Interest Rate	6.15%	4.90%				6.29%		

**INDEPENDENT AUDITOR'S REPORT
TO THE ELECTORS OF THE SHIRE OF MINGENEW**

Report on the Financial Report

We have audited the accompanying financial report of the Shire of Mingenew, which comprises the statement of financial position as at 30 June 2012, statement of comprehensive income by nature or type, statement of comprehensive income by program, statement of changes in equity, statement of cash flows and the rate setting statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the statement by Chief Executive Officer.

Management's Responsibility for the Financial Report

Management is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended) and for such internal control as Council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about 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 Shire's preparation of the financial report that gives a true and fair view 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 Shire's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Council, as well as evaluating the overall presentation of the financial report.

We believe the audit evidence we obtained is sufficient and appropriate to provide a basis for our audit opinion.

Auditor's Opinion

In our opinion, the financial report of the Shire of Mingenew is in accordance with the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended), including:

- a. giving a true and fair view of the Shire's financial position as at 30 June 2012 and of its performance for the year ended on that date; and
- b. complying with Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

**INDEPENDENT AUDITOR'S REPORT
TO THE ELECTORS OF THE SHIRE OF MINGENEW (Continued)**

Report on Other Legal and Regulatory Requirements

During the course of our audit we became aware of the following instances where the Council did not comply with Local Government (Financial Management) Regulations 1996 (as amended):

Monthly Financial Activity Statements

Monthly Financial Activity Statements from July 2011 to February 2012 did not include explanations for material variances as required by Financial Management Regulation 34(2)(b).

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- a) There are no other matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.
- b) Except as noted above, no other matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law were noted during the course of our audit.
- c) All necessary information and explanations were obtained by us.
- d) All audit procedures were satisfactorily completed in conducting our audit.


 UHY HAINES NORTON
 CHARTERED ACCOUNTANTS


 GREG GODWIN
 PARTNER

Date: 14 February 2013
Perth, WA

14 February 2013

The Shire President
Shire of Mingenew
P O Box 120
Victoria Street
MINGENEW WA 6522

Dear Cr Bagley

MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2012

We advise that we have completed our audit procedures for the year ended 30 June 2012 and enclose our Audit Report.

We are required under the Local Government Audit Regulations to report certain compliance matters in our audit report. Other matters which arise during the course of our audit that we wish to bring to Council's attention are raised in this management report.

It should be appreciated that our audit procedures are designed primarily to enable us to form an opinion on the financial statements and therefore may not bring to light all weaknesses in systems and procedures which may exist. However, we aim to use our knowledge of the Shire's organisation gained during our work to make comments and suggestions which, we hope, will be useful to you.

1. Comments on Ratios

Untied Cash to Trade Creditors Ratio

This ratio indicates whether a local government has untied/unrestricted cash in excess of its immediate obligations to creditors. A ratio greater than one indicates cash is in excess of these obligations whilst when less than one the Council may have a very immediate cash flow problem. This ratio is a good indicator of the "true" short term position of the local government.

As at 30 June 2012, this ratio was calculated at 0.01. As it was significantly less than one, it indicates a short term untied cash shortage. This weak untied cash position was compensated for by the fact the Shire had a relatively strong current ratio of 1.5 indicating that provided outstanding receipts were received prior to trade creditor payments being due, the Shire should be able to trade out of the weak untied cash position. Analysis of cash receipts and payments in July and August confirmed this to be the case.

1. Comments on Ratios (Continued)

Rate Coverage Ratio

This ratio measures Council's dependence on rate revenue to fund operations. The higher the ratio, the higher the dependency on rates and the less dependency on government grants and other funding sources. Typically, Shire's of similar description to the Shire of Mingenew should operate in the 0.35 to 0.45 range (and even then can still experience difficulties depending on circumstances).

The Shire had a rate coverage ratio of 0.23 at 30 June 2012 compared to 0.29 at 30 June 2011 and 0.24 at 30 June 2010. The negative trend and weakness of the ratio is due to external funding from grants such as Regional Road Group funding, MWRG Bridge Contribution and other grants increasing by a higher than normal amount due to the one-off nature of some of these grants.

Whilst the main reason for the negative trend in the 2011/12 financial year is the increase in grants received, the 0.35 to 0.45 range should be targeted in the medium to longer term.

2. Trust Accounts

As at 30 June 2012 the Shire's trust bank account had a balance of approximately \$71,000 whilst the Trust subsidiary ledger had a balance of approximately \$252,000. The reason noted for the difference is the Trust subsidiary ledger has not be debited with Trust refunds when paid whilst the Trust General Ledger account has been regularly updated. An independent external third party consultant has reviewed both ledgers and assurance has been given on the correctness of the contents in the General Ledger.

Whilst we are satisfied the Financial Report has not been materially misstated as a result of the above differences, to help ensure appropriate control is maintained over trust monies, a reconciliation of the Trust General Ledger to the trust subsidiary ledger should be performed at least monthly. This reconciliation should also be reviewed by a senior staff member independent of preparation and review should seek to confirm the accuracy of the reconciliation and should be signed and dated by the reviewer.

3. Minutes & Meetings

The minutes of Council's ordinary meetings since 21 March 2012 were not signed as required by Section 5.22(3) of the Act.

To help ensure "official" copies of minutes are maintained and statutory requirements are met, all minutes should be signed by the person presiding at the meeting at which the minutes were confirmed.

4. Adoption of an invalid 2012/13 Budget

Council, through its Chief Executive Officer, received a letter from the Department of Local Government on 4 February 2013 advising that the department believes the 2012/13 Annual Budget is invalid.

The advice from the Department is based on the following areas of non-compliance:

- a) More than 50% of UV-Mining properties having a minimum payment being imposed on them in contravention of Section 6.35(4)(b) of the Act; and
- b) Council raising less than 90% of its budgeted deficit (rates raised made up only 61.2% of the budgeted deficit) from rates per the Rate Setting Statement in contravention of Section 6.34(b) of the Act.

4. Adoption of an invalid 2012/13 Budget (Continued)

The Department has requested Council's advice on whether Council proposes to refer the matter to SAT to be resolved or whether the Minister should be the applicant to SAT.

In addition, the Department has requested Council to advice on how the Shire proposes to return its operations to surplus taking into account the budgeted deficit of \$840,882 for 30 June 2013.

Management have advised us that the main reason for the budget deficit was the budget included capital expenditure which was not matched with grant funding to be applied for but not yet approved. Subsequent to 30 June 2012 unbudgeted grant funding was received. Had this grant funding been included in the budget, the budget would have complied with Section 6.34(b) of the Act.

To help ensure compliance with the Act, Council should work with the Department to correct the non-compliant budget and rates for the 2012/13 year and future budgets should be compliant with all relevant sections of the Act prior to their adoption.

5. Electronic Funds Transfer

Controls over the loading of EFT payments and changing of staff and creditors banking details are not adequately segregated as EFT payments can be effected by a single signatory.

To help ensure all payments made are bona fide and appropriately authorised, we recommend further investigation and implementation of appropriate higher level control measures that are preventative (rather than detective) in nature be implemented.

The system should be structured to allow for risk areas to be easily reviewed and these reviews should be routinely conducted by staff independent of the payment process.

6. Fixed Asset Reconciliation

Our review of the fixed assets management system noted reconciliation of the fixed assets register to the general ledger is not being performed on a regular basis.

To help ensure fixed assets are completely and correctly posted to the general ledger, the general ledger should be reconciled more regularly to the fixed assets register and be reviewed by a senior staff member independent of preparation. The independent review should seek to confirm the accuracy of the reconciliation and should be evidenced accordingly.

Whilst we acknowledge controls exist at year end, the reconciliation should be performed on a more regular basis. We would suggest at least on a quarterly basis.

7. Payroll Balancing Reports

Payroll balancing reports for all months were not signed by the preparer nor reviewed by a person independent of preparation.

To help ensure the Payroll Balancing Reports are correct, as well as prepared regularly and promptly, the reports should be signed and dated by the preparer and reviewed by a senior staff member independent of preparation who should sign and date it as evidence of the review.

Uncorrected Misstatements

We advise there were no uncorrected misstatements noted during the course of our audit.

We take this opportunity to thank all staff for the assistance provided during the audit.

Should you wish to discuss any matter relating to the audit or any other matter, please do not hesitate to contact us.

Yours faithfully



GREG GODWIN
PARTNER
Encl

9.6.7 IN-KIND COMMITMENT – 2011/12 REGIONAL CLGF – STAFF HOUSING

Agenda Reference: MFA 02/13-07
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: N/A
Disclosure of Interest: Nil
Date: 15th February, 2013
Author: Cameron Watson – Manager Finance & Administration

SUMMARY

Council is required to commit to an in-kind amount totalling \$70,833 prior to receiving the 2011/2012 Regional CLGF grant intended for the construction of staff housing.

ATTACHMENT

Nil

BACKGROUND

As part of the 2011/2012 Regional CLGF grant agreement, Council is required to commit to an in-kind provision of \$70,833.

COMMENT

While there is not an inclusion for this in the current 2012/2013 Budget, the contribution is of an in-kind nature so Councils commitment can be satisfied by the provision of land that is currently owned by Council and by the allocation of manpower and plant already included as part of the 2012/2013 Budgets Private Works Allocation.

CONSULTATION

Mike Sully – Chief Executive Officer

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There will not be a need to commit additional cash to this grant requirement, the provision of a current Council asset and manpower and plant will satisfy. Council has an inclusion in its 2012/2013 Budget for Private Works totalling \$180,000 with expenditure as at 15th Feb 2013 of \$32,000.

STRATEGIC IMPLICATIONS

Strategic Community Plan: Objective 3 – Social

3.4.2 – Provide Accommodation for Service Workers and housing for Seniors.

3.4.3 - Continue to develop Housing for Shire Employees.

VOTING REQUIREMENTS

Simple Majority

130213 OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.6.7

MOVED: CR SOBEY
SECONDED: CR NEWTON

That Council commits to \$70,833 in in-kind provisions as required by the 2011/2012 Regional CLGF grant agreement.

CARRIED 6/0

9.6.8 ACCOUNTS FOR PAYMENT – December 2012 and January 2013
--

Agenda Reference: AO 02/13 - 08
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: N/A
Disclosure of Interest: Nil
Date: 20th February 2013
Author: Julie Borrett

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

130214 OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.6.8

MOVED: CR COSGROVE

SECONDED: CR SOBEY

That Council confirm the accounts as presented for December 2012 and January 2013 from the Municipal Fund totalling \$878,642.68 represented by Electronic Funds Transfers of EFT6637 to EFT 6804, Trust Cheque no 400 and Cheque nos 7640 – 7666

CARRIED 6/0

NATIONAL BUSINESS MASTERCARD

01 December to 31 December 2012

CEO - MIKE SULLY

Retic parts, etc	\$	110.72
Bank Fees	\$	9.00
	\$	119.72

Work's Manager - Warren Borrett

Silver Chain house fence deposit	\$	1,000.00
Plants	\$	94.80
Bank Fees	\$	9.00
	\$	1,103.80

Manager of Admin and Finance - Cameron Watson

Internet Fees	\$	297.24
Transfer fees for new Water Trailer	\$	1,090.00
Mouse	\$	129.00
Bank Fees	\$	9.00
	\$	1,525.24
Total Direct Debit Payment made on 31st December	\$	2,748.76

POLICE LICENSING

Direbt Debits from Muni Account
01 December to 31 December 2012

Monday, 3rd December 2012	\$	1,247.40
Tuesday, 4th December 2012	\$	8,101.45
Wednesday, 5th December 2012	\$	303.20
Thursday, 6th December 2012	\$	7,277.30
Friday, 7th December 2012	\$	379.80
Monday, 10th December 2012	\$	1,672.80
Tuesday, 11th December 2012	\$	982.10
Wednesday, 12th December 2012	\$	427.20
Thursday, 13th December 2012	\$	11,091.60
Friday, 14th December 2012	\$	223.75
Monday, 17th December 2012	\$	2,451.75
Tuesday, 18th December 2012	\$	432.50
Wednesday, 19th December 2012	\$	421.35
Friday, 21st December 2012	\$	10,059.05

Monday, 24th December 2012	\$ 1,440.50
Thursday, 27th December 2012	\$ 129.30
	\$ 46,641.05

BANK FEES

Direct debits from Muni Account 01 December to 31 December 2012

Total direct debited from Municipal Account	\$ 210.34
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PAYROLL

Direct Payments from Muni Account 01 December to 31 December 2012

Wednesday, 5th December 2012	\$ 41,562.75
Wednesday, 19th December 2012	\$ 38,899.01
	\$ 80,461.76

Date: 03/01/2013
Time: 12:23:07PM

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Statement of Payments for the month of December 2012

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		BATAVIA COAST AUTO ELECTRICAL PTY LTD		
EFT6637	03/12/2012	CHARGES		1,616.55
		DONGARA GLASS & GLAZING		
EFT6638	03/12/2012	CHARGES		859.00
		DONGARA DRILLING & ELECTRICAL		
EFT6639	03/12/2012	CHARGES		1,104.65
		ELITE ELECTRICAL CONTRACTING PTY LTD		
EFT6640	03/12/2012	CHARGES		1,762.20
		FLETCHER COMMUNICATIONS		
EFT6641	03/12/2012	CHARGES		1,481.24
		FREDS MOWER REPAIRS		
EFT6642	03/12/2012	CHARGES		595.00
		VEOLIA ENVIRONMENTAL SERVICES AUSTRALIA PTY LTD		
EFT6643	03/12/2012	CHARGES		72.80
		Great Northern Rural Services		
EFT6644	03/12/2012	GOODS		284.00
		IRWIN PLUMBING SERVICES		
EFT6645	03/12/2012	CHARGES		3,432.00
		STATE LIBRARY OF WA		
EFT6646	03/12/2012	GOODS		38.50
		MILLS' MECHANICAL REPAIRS & SERVICES		
EFT6647	03/12/2012	CHARGES		115.50
		SUNNY SIGN COMPANY PTY LTD		
EFT6648	03/12/2012	SIGNS		124.92
		TUNNEY CATTLE CO		
EFT6649	03/12/2012	PLANT		38,500.00
		WESTRAC PTY LTD		
EFT6650	03/12/2012	CHARGES		1,401.57
		Shire of Mingenew - Payroll		
EFT6651	05/12/2012	PAYROLL		29,835.83
		Australian Services Union		
EFT6652	05/12/2012	Payroll deductions		22.90
		CHILD SUPPORT AGENCY		
EFT6653	05/12/2012	Payroll deductions		230.29
		HBF		
EFT6654	05/12/2012	Payroll deductions		70.90
		LGRCEU		
EFT6655	05/12/2012	Payroll deductions		19.40
		WA LOCAL GOVERNMENT SUPERANNUATION PLAN P/L		
EFT6656	05/12/2012	Superannuation contributions		4,533.84
		PRIME SUPER		
EFT6657	05/12/2012	Superannuation contributions		336.24
		YOUNG MOTORS PTY LTD		
EFT6658	07/12/2012	OVERPAYMENT		617.80
		AUSTRALIA POST		
EFT6659	10/12/2012	POSTAGE		127.90
		Courier Australia		
EFT6660	10/12/2012	FREIGHT		572.15
		CATWEST		
EFT6661	10/12/2012	CHARGES		66,244.46

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT6662	10/12/2012	DONGARA DRILLING & ELECTRICAL CHARGES		936.86
EFT6663	10/12/2012	FREDS MOWER REPAIRS PARTS		152.45
EFT6664	10/12/2012	CANINE CONTROL FEES		935.00
EFT6665	10/12/2012	MINGENEW IGA PLUS LIQUOR GROCERIES		403.75
EFT6666	10/12/2012	MILLS' MECHANICAL REPAIRS & SERVICES CHARGES		303.60
EFT6667	10/12/2012	MIDWEST AERO MEDICAL AIR AMBULANCE P/L FEES		500.00
EFT6668	10/12/2012	PEST A KILL WA CHARGES		2,585.00
EFT6669	10/12/2012	Greg Rowe & Associates CHARGES		2,804.45
EFT6670	10/12/2012	STATEWIDE BEARINGS GOODS		119.90
EFT6671	10/12/2012	Shire Of Three Springs REIMBURSEMENT		37.90
EFT6672	10/12/2012	WESTRAC PTY LTD CHARGES		2,971.68
EFT6673	10/12/2012	Cameron Watson REIMBURSEMENT		100.00
EFT6674	17/12/2012	NAB BUSINESS VISA CREDIT CARD		2,541.36
EFT6675	17/12/2012	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS CHARGES		230.77
EFT6676	17/12/2012	ARROWSMITH COMPUTER COMPANY GOODS		567.00
EFT6677	17/12/2012	UHY HAINES NORTON (WA) PTY LTD CHARGES		2,226.40
EFT6678	17/12/2012	STAPLES AUSTRALIA PTY LIMITED GOODS		33.81
EFT6679	17/12/2012	CENTRAL WEST CONCRETE CHARGES		6,290.90
EFT6680	17/12/2012	CIVIC LEGAL FEES		1,337.98
EFT6681	17/12/2012	LANDGATE CHARGES		100.90
EFT6682	17/12/2012	ELDERS LIMITED GOODS		52.00
EFT6684	17/12/2012	Great Northern Rural Services GOODS		1,313.95
EFT6685	17/12/2012	GREENLINE TRUCK & LOADER HIRE CHARGES		6,660.00
EFT6686	17/12/2012	JR & A HERSEY PTY LTD GOODS		1,282.96
EFT6687	17/12/2012	RELIANCE PETROLEUM FUEL		3,537.30
EFT6688	17/12/2012	STARICK TYRES TYRES		2,474.29

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Mitchell and Brown		
EFT6689	17/12/2012	GOODS		370.00
		MIDWEST AERO MEDICAL AIR AMBULANCE P/L		
EFT6690	17/12/2012	FEES		1,000.00
		POOL & SPA MART		
EFT6691	17/12/2012	GOODS		138.80
		PORT DENISON BUILDERS		
EFT6692	17/12/2012	CHARGES		44,000.00
		WESTRAC PTY LTD		
EFT6693	17/12/2012	REPAIRS		2,278.31
		WINCHESTER INDUSTRIES		
EFT6694	17/12/2012	MATERIALS		36,518.35
		WESTERN POWER		
EFT6695	17/12/2012	CHARGES		1,500.00
		MINGENEW FABRICATORS		
EFT6696	17/12/2012	CHARGES		434.50
		IN-SITU CONSTRUCTION & MAINTENANCE		
EFT6697	17/12/2012	CHARGES		190,263.67
		GREENFIELD TECHNICAL SERVICES		
EFT6698	17/12/2012	FEES		9,557.13
		Shire of Mingenew - Payroll		
EFT6699	19/12/2012	PAYROLL		27,938.25
		Australian Services Union		
EFT6700	19/12/2012	Payroll deductions		22.90
		CHILD SUPPORT AGENCY		
EFT6701	19/12/2012	Payroll deductions		230.29
		HBF		
EFT6702	19/12/2012	Payroll deductions		70.90
		LGRCEU		
EFT6703	19/12/2012	Payroll deductions		19.40
		WA LOCAL GOVERNMENT SUPERANNUATION PLAN P/L		
EFT6704	19/12/2012	Superannuation contributions		4,535.67
		PRIME SUPER		
EFT6705	19/12/2012	Superannuation contributions		336.24
		ARROWSMITH COMPUTER COMPANY		
EFT6706	21/12/2012	STATIONERY		779.00
		Courier Australia		
EFT6707	21/12/2012	FREIGHT		535.09
		CR GARY COSGROVE		
EFT6708	21/12/2012	FEES		875.00
		CATWEST		
EFT6709	21/12/2012	CHARGES		35,852.96
		DONGARA TREE SERVICE		
EFT6710	21/12/2012	CHARGES		7,650.50
		ELDERS LIMITED		
EFT6711	21/12/2012	GOODS		104.00
		FLASHBAY PTY LTD		
EFT6712	21/12/2012	GOODS		701.25
		Great Northern Rural Services		
EFT6713	21/12/2012	GOODS		356.40
		JR & A HERSEY PTY LTD		

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT6714	21/12/2012	JR & A HERSEY PTY LTD GOODS		2,054.25
EFT6715	21/12/2012	CANINE CONTROL CHARGES		935.00
EFT6716	21/12/2012	RELIANCE PETROLEUM FUEL		14,805.31
EFT6717	21/12/2012	MEY EQUIPMENT GOODS		551.10
EFT6718	21/12/2012	MARGUERITE PEARCE FEES		875.00
EFT6719	21/12/2012	PIRTEK (GERALDTON) PTY LTD CHARGES		1,011.25
EFT6720	21/12/2012	PRITCHARD BOOKBINDERS CHARGES		242.00
EFT6721	21/12/2012	LANDMARK GOODS		77.00
EFT6722	21/12/2012	CR ALAN SOBEY FEES		649.00
EFT6723	21/12/2012	SUNNY SIGN COMPANY PTY LTD SIGNS		1,621.97
EFT6724	21/12/2012	HELEN SMITH CHARGES		850.00
EFT6725	21/12/2012	Shire Of Three Springs FEES		1,460.65
EFT6726	21/12/2012	WA LOCAL GOVERNMENT ASSOCIATION CHARGES		357.08
EFT6727	21/12/2012	CR PETER WARD FEES		755.00
EFT6728	21/12/2012	WESTSIDE PAINTING SERVICES CHARGES		1,650.00
EFT6729	21/12/2012	YAKKA PTY LTD UNIFORM		328.82
7640	03/12/2012	DONGARA BODY BUILDERS CHARGES		150.35
7641	03/12/2012	SYNERGY SYNERGY		2,252.20
7642	10/12/2012	MINGENEW SHIRE COUNCIL Payroll deductions		460.00
7643	10/12/2012	PALM ROADHOUSE CATERING		275.00
7644	10/12/2012	Plum Personal Plan Superannuation contributions		164.70
7645	10/12/2012	TELSTRA TELSTRA		1,537.73
7646	10/12/2012	DEPARTMENT OF TRANSPORT REGISTRATIONS		9,178.30
7647	17/12/2012	MURCHISON IRON PTY LTD Rates refund for assessment A752 NANEKINE ROAD MINGENEW WA 65		21.42
7648	17/12/2012	SYNERGY POWER		4,734.15

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Cheque /EFT	Name	INV	Amount	Amount
No	Date	Invoice Description		

REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	607,565.74
TOTAL		607,565.74

NATIONAL BUSINESS MASTERCARD

01 January to 31 January 2013

CEO - MIKE SULLY

Office chair	\$	379.00
Bank Fees	\$	9.00
	\$	388.00

Work's Manager - Warren Borrett

Battery for MI528	\$	192.50
Repairs to vacuum	\$	110.00
Double sided tape	\$	6.50
Bank Fees	\$	9.00
	\$	318.00

Manager of Admin and Finance - Cameron Watson

Internet Fees	\$	179.90
Tap timer	\$	28.13
Bank Fees	\$	9.00
	\$	217.03

Total Direct Debit Payment made on 31st January	\$	923.03
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POLICE LICENSING

Direbt Debits from Muni Account

01 January to 31 January 2013

Friday, 4th January 2013	\$	2,080.90
Monday, 7th January 2013	\$	271.10
Tuesday, 8th January 2013	\$	1,366.40
Wednesday, 9th January 2013	\$	252.65
Thursday, 10th January 2013	\$	1,341.40
Friday, 11th January 2013	\$	308.60
Monday, 14th January 2013	\$	19,621.05
Tuesday, 15th January 2013	\$	137.10
Wednesday, 16th January 2013	\$	575.40
Thursday, 17th January 2013	\$	228.30
Friday, 18th January 2013	\$	3,204.75
Monday, 21st January 2013	\$	3,954.00
Tuesday, 22nd January 2013	\$	517.65
Wednesday, 23rd January 2013	\$	3,287.15

Thursday, 24th January 2013	\$ 1,785.10
Friday, 25th January 2013	\$ 187.55
Tuesday, 29th January 2013	\$ 1,779.75
Wednesday, 30th January 2013	\$ 1,151.65
Thursday, 31st January 2013	\$ 28,343.10
	\$ 70,393.60

BANK FEES

Direct debits from Muni Account 01 January to 31 January 2013

Total direct debited from Municipal Account	\$ 147.52
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PAYROLL

Direct Payments from Muni Account 01 January to 31 January 2013

Wednesday, 2nd January 2013	\$ 37,166.55
Wednesday, 16th January 2013	\$ 40,313.60
Wednesday, 30th January 2013	\$ 37,982.28
	\$ 115,462.43

Date: 08/02/2013
Time: 1:52:26PM

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Statement of Payments for the month of January 2013

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Shire of Mingenew - Payroll		
EFT6730	02/01/2013	PAYROLL		26,799.15
		Australian Services Union		
EFT6731	02/01/2013	Payroll deductions		22.90
		CHILD SUPPORT AGENCY		
EFT6732	02/01/2013	Payroll deductions		230.29
		HBF		
EFT6733	02/01/2013	Payroll deductions		70.90
		LGRCEU		
EFT6734	02/01/2013	Payroll deductions		19.40
		WA LOCAL GOVERNMENT SUPERANNUATION PLAN P/L		
EFT6735	02/01/2013	Superannuation contributions		4,483.95
		PRIME SUPER		
EFT6736	02/01/2013	Superannuation contributions		327.60
		Cr Michelle Bagley		
EFT6737	07/01/2013	FEES		3,024.00
		LANDGATE		
EFT6738	07/01/2013	CHARGES		115.95
		JUMP 'N BUMP AMUSEMENTS		
EFT6739	07/01/2013	CHARGES		550.00
		Shire Of Three Springs		
EFT6740	07/01/2013	CHARGES		3,400.00
		Cameron Watson		
EFT6741	07/01/2013	REIMBURSEMENT		100.00
		NAB BUSINESS VISA		
EFT6742	14/01/2013	CREDIT CARD		2,748.76
		AUSTRALIA POST		
EFT6743	14/01/2013	CHARGES		16.24
		UHY HAINES NORTON (WA) PTY LTD		
EFT6744	14/01/2013	CHARGES		2,404.60
		BLACKTOP MATERIALS ENGINEERING PTY LTD		
EFT6745	14/01/2013	CHARGES		2,530.00
		DONGARA DRILLING & ELECTRICAL		
EFT6746	14/01/2013	CHARGES		944.17
		DONGARA BUILDING & TRADE SUPPLIES		
EFT6747	14/01/2013	GOODS		635.90
		ELITE ELECTRICAL CONTRACTING PTY LTD		
EFT6748	14/01/2013	CHARGES		2,948.00
		Great Northern Rural Services		
EFT6749	14/01/2013	GOODS		84.75
		RELIANCE PETROLEUM		
EFT6750	14/01/2013	FUEL		5,467.38
		MICHAEL CAUNCE CARPENTRY		
EFT6751	14/01/2013	CHARGES		4,350.50
		MINGENEW IGA PLUS LIQUOR		
EFT6752	14/01/2013	GROCERIES		371.39
		STARICK TYRES		
EFT6753	14/01/2013	CHARGES		776.60
		MINGENEW SPORTS CLUB INC		
EFT6754	14/01/2013	CHARGES		2,380.00
		GERALDTON TOYOTA		

Date: 08/02/2013
Time: 1:52:26PMShire of MINGENEW
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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		GERALDTON TOYOTA		
EFT6755	14/01/2013	CHARGES		326.96
		PPCA		
EFT6756	14/01/2013	FEES		285.12
		PEMCO DIESEL PTY LTD		
EFT6757	14/01/2013	CHARGES		1,260.55
		PATIENCE SANDLAND PTY LTD		
EFT6758	14/01/2013	MATERIALS		24.75
		Greg Rowe & Associates		
EFT6759	14/01/2013	CHARGES		10,450.00
		LANDMARK		
EFT6760	14/01/2013	GOODS		716.32
		MICHAEL CHARLES SULLY		
EFT6761	14/01/2013	REIMBURSEMENT		119.90
		WESTRAC PTY LTD		
EFT6762	14/01/2013	CHARGES		1,843.34
		Shire of Mingenew - Payroll		
EFT6763	16/01/2013	PAYROLL		28,683.57
		Australian Services Union		
EFT6764	16/01/2013	Payroll deductions		22.90
		CHILD SUPPORT AGENCY		
EFT6765	16/01/2013	Payroll deductions		230.29
		HBF		
EFT6766	16/01/2013	Payroll deductions		70.90
		LGRCEU		
EFT6767	16/01/2013	Payroll deductions		19.40
		WA LOCAL GOVERNMENT SUPERANNUATION PLAN P/L		
EFT6768	16/01/2013	Superannuation contributions		4,563.70
		PRIME SUPER		
EFT6769	16/01/2013	Superannuation contributions		336.24
		FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS		
EFT6770	23/01/2013	CHARGES		185.17
		LEADING EDGE COMPUTERS		
EFT6771	23/01/2013	GOODS		250.00
		Australian Communications And Media Authority		
EFT6772	23/01/2013	FEES		100.00
		BOYLANDS BAKERY		
EFT6773	23/01/2013	CATERING		434.50
		BATAVIA COAST AUTO ELECTRICAL PTY LTD		
EFT6774	23/01/2013	CHARGES		1,420.20
		Courier Australia		
EFT6775	23/01/2013	FREIGHT		57.34
		STAPLES AUSTRALIA PTY LIMITED		
EFT6776	23/01/2013	STATIONERY		88.00
		GERALDTON MOWER & REPAIR SPECIALISTS		
EFT6777	23/01/2013	CHARGES		85.60
		GREENFIELD TECHNICAL SERVICES		
EFT6778	23/01/2013	CHARGES		11,228.47
		Great Northern Rural Services		
EFT6779	23/01/2013	GOODS		2,452.22
		CANINE CONTROL		

Date: 08/02/2013
Time: 1:52:26PMShire of MINGENEW
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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		CANINE CONTROL		
EFT6780	23/01/2013	FEES		935.00
		Local Government Managers Australia		
EFT6781	23/01/2013	FEES		840.00
		THE PAPER COMPANY OF AUSTRALIA		
EFT6782	23/01/2013	GOODS		1,732.50
		WA LOCAL GOVERNMENT ASSOCIATION		
EFT6783	23/01/2013	ADVERTISING		407.64
		WESTRAC PTY LTD		
EFT6784	23/01/2013	CHARGES		2,752.26
		Courier Australia		
EFT6785	29/01/2013	FREIGHT		9.16
		DONGARA DRILLING & ELECTRICAL		
EFT6786	29/01/2013	CHARGES		5,771.95
		Great Northern Rural Services		
EFT6787	29/01/2013	GOODS		178.53
		LANDMARK ENGINEERING & DESIGN		
EFT6788	29/01/2013	GOODS		1,787.50
		MICHAEL CAUNCE CARPENTRY		
EFT6789	29/01/2013	CHARGES		1,798.06
		RELIANCE PETROLEUM		
EFT6790	29/01/2013	GOODS		113.53
		MICHAEL CAUNCE CARPENTRY		
EFT6791	29/01/2013	CHARGES		796.73
		RELIANCE PETROLEUM		
EFT6792	29/01/2013	FUEL		9,402.25
		MIDWEST AERO MEDICAL AIR AMBULANCE P/L		
EFT6793	29/01/2013	FEES		500.00
		PEMCO DIESEL PTY LTD		
EFT6794	29/01/2013	CHARGES		192.34
		Shire Of Three Springs		
EFT6795	29/01/2013	FEES		3,617.13
		THURKLE'S DOZING		
EFT6796	29/01/2013	FEES		50,949.00
		WESTRAC PTY LTD		
EFT6797	29/01/2013	REPAIRS		257.94
		Shire of Mingenew - Payroll		
EFT6798	30/01/2013	PAYROLL		27,100.02
		Australian Services Union		
EFT6799	30/01/2013	Payroll deductions		22.90
		CHILD SUPPORT AGENCY		
EFT6800	30/01/2013	Payroll deductions		230.29
		HBF		
EFT6801	30/01/2013	Payroll deductions		70.90
		LGRCEU		
EFT6802	30/01/2013	Payroll deductions		19.40
		WA LOCAL GOVERNMENT SUPERANNUATION		
		PLAN P/L		
EFT6803	30/01/2013	Superannuation contributions		4,559.70
		PRIME SUPER		
EFT6804	30/01/2013	Superannuation contributions		336.24
		Peter Gledhill		
7649	07/01/2013	FEES		1,324.50

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Time: 1:52:26PMShire of MINGENEW
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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		MINGENEW SHIRE COUNCIL		
7650	07/01/2013	Payroll deductions		360.00
		MINGENEW TURF CLUB		
7651	07/01/2013	REFUND		1,232.00
		IRWIN POLOCROSSE CLUB		
7652	07/01/2013	REFUND		203.50
		MINGENEW FOOTBALL CLUB		
7653	07/01/2013	REFUND		1,232.00
		MINGENEW HOCKEY CLUB		
7654	07/01/2013	REFUND		687.50
		MINGENEW NETBALL CLUB		
7655	07/01/2013	REFUND		143.00
		CR HELEN NEWTON		
7656	07/01/2013	FEES		875.00
		PETTY CASH RECOUP		
7657	07/01/2013	REIMBURSEMENT		565.00
		PALM ROADHOUSE		
7658	07/01/2013	GOODS		39.20
		Plum Personal Plan		
7659	07/01/2013	Superannuation contributions		325.17
		SYNERGY		
7660	07/01/2013	CHARGES		3,849.60
		TELSTRA		
7661	07/01/2013	CHARGES		68.99
		TELSTRA		
7662	14/01/2013	CHARGES		2,204.94
		WATER CORPORATION		
7663	14/01/2013	CHARGES		11,584.05
		MINGENEW SHIRE COUNCIL		
7664	23/01/2013	Payroll deductions		230.00
		Plum Personal Plan		
7665	23/01/2013	Superannuation contributions		164.70
		SYNERGY		
7666	29/01/2013	CHARGES		1,548.95

REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	271,076.94
TOTAL		271,076.94

<p>9.6.9 WRITE OFF OF MINOR OUTSTANDING RATE AMOUNTS</p>

Agenda Reference: AO 02/13-09
Location/Address: A30 – Newtons Road
Name of Applicant: Shire of Mingenew
File Reference: N/A
Disclosure of Interest: Nil
Date: 14 February 2013
Author: Julie Borrett – Finance Officer

SUMMARY

Council is requested to approve the write off of a minor rate interest amount raised incorrectly through a system fault.

ATTACHMENT

Nil

BACKGROUND

Assessment A30, Newtons Road has been credited an interest amount of \$20.49 on the 10th December 2012. This was interest on an instalment made on the 7th December in the last financial year which was due on the 2nd December 2011. For some reason the system did not pick this up until an interest run in December 2012. At the time the assessment was on an instalment plan which was not in arrears. It is very irregular for any amount to appear into the next financial year and appears to be a software issue.

COMMENT

The ratepayer has queried the amount and timing of the interest being added to the assessment.

A fault report will be submitted to the software providers.

CONSULTATION

Cameron Watson – Manager of Finance and Admin

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

With the acceptance of this recommendation, there will be an amount of \$20.49 in overdue rates interest earnings written off.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

130214 OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 9.6.9

MOVED: CR NEWTON
SECONDED: CR SOBEY

That Council approves the write off of the minor interest amount raised in error associated with assessment A30 – Newtons Rd totaling \$20.49.

CARRIED 6/0

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

Nil.

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

11.1 ELECTED MEMBERS

Nil.

1.2 STAFF

Nil.

12.0 CONFIDENTIAL ITEMS

12.1 STAFF REVIEW

MOVED: CR PEARCE
SECONDED: CR GLEDHILL

That Council close the meeting to the public at 5.10pm and go behind closed doors to discuss Confidential Item – 12.1 Staff Review.

CARRIED
6/0

130215 OFFICER RECOMMENDATION & COUNCIL RESOLUTION – ITEM 12.1

MOVED: CR COSGROVE
SECONDED: CR SOBEY

That the Chief Executive Officer's recommendations be endorsed by Council.

CARRIED
6/0

MOVED: CR PEARCE
SECONDED: CR SOBEY

That the meeting be reopened to the public at 5.16pm.

CARRIED
6/0

Note: Confidential Item 12.1 Staff Review has been placed on the relevant staff file.

13.0 COUNCILLOR REPORTS

Nil.

14.0 TIME AND DATE OF NEXT MEETING

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

15.0 CLOSURE

The Shire President thanked all for attending and declared the meeting closed at 5.18pm.

These minutes were confirmed at a meeting on 20 March 2013.

Signed: _____

Presiding Officer

Date: 20 March 2013.