



MINUTES FOR THE
ORDINARY COUNCIL MEETING
HELD ON
WEDNESDAY
21ST NOVEMBER 2012



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**SHIRE OF MINGENEW
MINUTES OF THE ORDINARY MEETING HELD IN THE COUNCIL CHAMBERS,
MINGENEW, ON WEDNESDAY THE 21ST NOVEMBER 2012**

1.0 DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr Michelle Bagley, declared the meeting open at 4.05pm.

2.0 ATTENDANCE

2.1 PRESENT

MA Bagley	President	Rural Ward
PJ Ward	Councillor	Rural Ward
MP Pearce	Councillor	Town Ward
GJ Cosgrove	Councillor	Rural Ward
PJ Gledhill	Deputy President	Town Ward
AT Sobey – from 4.45pm	Councillor	Town Ward
HM Newton	Councillor	Town Ward

STAFF

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

2.2 APOLOGIES

NIL

2.3 LEAVE OF ABSENCE

NIL

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Q1. Why weren't the Councillors given the opportunity to reduce the excessive Rate rise of 59% on average for Mingenew Town site, an extra 49% above advertised 10%?

Response: During budget deliberations at a Special Meeting of Council held on the 6th of July 2012 it was decided that an across the board 10% increase in the rate in the dollar from the 2011/12 financial year for Gross Rental Value (GRV) and Unimproved Value (UV) – Rural be approved. A new Differential Rate for UV – Mining was also set at 15.000 cents in the dollar.

In the intervening period between the above mentioned meeting and the full Council Meeting held on July the 18th 2012; notice of a district wide property revaluation was received from the State Valuer General's office.

Council had already endorsed a rate in the dollar for the various rate classifications used, the Statutory Budget had been produced using these endorsed rate values; and the statutory budget had been presented to Council for endorsement as part of that meeting's agenda. Additionally, there was still a deficit to find so the rate increase was left at 10% to help to reduce this deficit.

Q2.How can you set a rate in the dollar without knowing the amount needed to balance the budget?

Response: At the time of setting the rate in the dollar, there was an anticipated budget deficit of approximately \$630,000. The rate in the dollar was set at a level that was, at the time, believed to be a reasonable and manageable increase with staff being directed to source other funding to cover the remainder of the deficit. With the increase in property valuations, the additional rates raised provided \$56,300 with the remaining deficit being corrected through sourcing further grant funding and from identified unclaimed grants.

Q3.If so cash strapped, why didn't you increase farm rates 50%?

Response: Most rates were increased by an amount that Council believed to be reasonable and manageable. The exception was UV – Mining assessments which were differentially rated at 15.0000 cents in the dollar, increased from 1.0634 cents in the dollar, as it was considered that the mining companies had a greater capacity to pay.

Q4.Have you got a comprehensive budget available to the public or only the glossary that I have been given?

A complete hard copy of the 2012/13 Management Budget has been sent to you prior to this response letter.

Q5.Is compensation available for extra harvest freight costs incurred due to closure of Depot Hill Crossing during harvest period?

The Shire President's verbal response was made and minuted during Public Question time in the Council meeting held on the 17th October 2012. There has been no reason to alter this response, which was "No, there will be no compensation".

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

Nil.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6.0 DECLARATIONS OF INTEREST

The Chief Executive Officer declared an Impartiality Interest in item 9.3.1 as it relates to his employment.

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

120901

MOVED : CR PJ Ward

SECONDED : CR HM Newton

That the Minutes of the Ordinary Meeting of Council held on Wednesday, 17th October 2012, be confirmed as a true and accurate record of proceedings.

CARRIED

Voting 6/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

9.0 OFFICERS REPORTS

9.1 HEALTH, BUILDING AND TOWN PLANNING

9.1.1 PROPOSED FUEL DEPOT – GERALDTON FUEL

Agenda Reference:	EHO 11/12-01
Location/Address:	Lots 6, 7, 8 Midlands Road, Mingenew
Name of Applicant:	Geraldton Fuel Company
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	05/11/2012
Author:	Trevor Brandy, EHO

SUMMARY:

Council is in receipt of a development application from Geraldton Fuel Company to develop a 24 hour fuel outlet, to service the general public, on lots 6, 7, 8 Midlands Road Mingenew. The Site will be on a bitumen hard stand except for a concrete apron which will surround the bowsers.

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

ATTACHMENT:

Site plan

BACKGROUND:

The company has intended to develop this type of service in the past but under loyalty to its customers has not done so. The circumstances have now changed and they wish to start the development as soon as possible.

COMMENT:

Council should note the location of the lots in relation to the residential area to the south of the proposed development. The issues of noise and the turning circle into Lockier Street need to be addressed as well as the close proximity of the 27,000 litre Diesel fuel tank to the nearby residential area.

Council Town Planning Scheme No3 recognises the use as an "A" use, meaning that the use is not permitted unless the Local Government has exercised its discretion by granting approval after giving special notice in accordance with clause 9.4.

CONSULTATION:

Nil

STATUTORY ENVIRONMENT:

Shire of Mingenew Town Planning scheme No3, Residential Planning Codes, Clause 9.4.3 (b) requires notice of the proposed development to be published in a newspaper circulating in the Scheme area stating that submissions may be made to the Local Government by a specified day not less than 14 days from the day the notice is published.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Planning and Building fees are applicable in this instance.

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple majority

121101 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION

MOVED: Cr MP Pearce

SECONDED: Cr PJ Gledhill

That Council advertise the application for a period of 14 days in a Local newspaper.

That after the advertising period and the receipt of any submissions the item be brought back to Council for final determination.

CARRIED
Voting 6/0

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 CHIEF EXECUTIVE OFFICER – REQUEST FOR ANNUAL LEAVE

Agenda Reference: CEO 11/12-01
Location/Address: N/A
Name of Applicant: Chief Executive Officer
File Reference: N/A
Disclosure of Interest: The CEO has a financial interest in this item
Date: 25 October 2012
Author: Mike Sully

SUMMARY

This report requests that Council approve annual leave for the Chief Executive Officer from Friday 21 December 2012 to Friday 4 January 2013.

ATTACHMENT

Nil.

BACKGROUND

The Employment Contract between Council and the Chief Executive Officer requires that Council endorse applications for annual leave for the Chief Executive Officer.

COMMENT

To avoid extended periods of absence by the CEO, while taking annual leave, it is good practice for the CEO to take annual leave in several shorter periods each year. The Manager of Finance and Administration, Cameron Watson, will act as Chief Executive Officer while the CEO is on leave, if approved.

CONSULTATION

Shire President	Michelle Bagley
Manager, Finance and Administration	Cameron Watson

STATUTORY ENVIRONMENT

The Chief Executive Officer is entitled to annual leave in accordance with the employment contract with Council.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

121102 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION

MOVED: Cr GJ Cosgrove

SECONDED: Cr MP Pearce

That Council endorse the CEO's application for annual leave from Friday 21 December 2012 to Friday 4 January 2013 and appoint the Manager of Finance and Administration, Cameron Watson, as Acting CEO for that period.

CARRIED
Voting 6/0

9.3.2 NATIONAL AUSTRALIA BANK – LEASE OF 50 MIDLANDS ROAD

Agenda Reference: CEO 11/12-02
Location/Address: 50 Midlands Road
Name of Applicant: National Australia Bank
File Reference: N/A
Disclosure of Interest: Nil
Date: 6 November 2012
Author: Mike Sully

SUMMARY

This report recommends that Council approve a three year extension to the lease, of the building situated at 50 Midlands Road, to the National Australia Bank (NAB).

ATTACHMENT

A copy of the lease:

FORM E2

FORM APPROVAL No. B4388
WESTERN AUSTRALIA
TRANSFER OF LAND ACT 1893 AS AMENDED
EXTENSION OF LEASE

LEASE NUMBER DESCRIPTION OF LAND (Note 1) EXTENT VOLUME FOLIO J11835 As to portion only: Lot 73 on Plan 573 and being the area cross hachured on the plan annexed to the Lease Part 377 83

LESSOR-REGISTERED PROPRIETOR OF LAND (Note 2)
Shire of Mingenew ABN 41 454 990 790 of PO Box 120, Mingenew, Western Australia

LESSEE-REGISTERED PROPRIETOR OF LEASE (Note 3)
National Australia Bank Limited ABN 12 004 044 937 of Level 9, 160 St Georges Street, Perth, Western Australia

LIMITATIONS, INTERESTS, ENCUMBRANCES and NOTIFICATIONS (Note 4)

FEE SIMPLE

The LESSOR HEREBY EXTENDS the above lease for the term of 3 years from the 4th day of September Year 2012 upon the terms and conditions and subject to the covenants contained therein with the variation following. (Note 5)

SEE PAGE 2
Dated this day of Year

LESSOR/S SIGN HERE (Note 6)

LESSEE/S SIGN HERE (Note 6)

SEE PAGE 6

This extension shall not affect any dealing registered subsequent to the above Lease unless the person in whose favour such dealing was registered consents.

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FORM B2

**FORM APPROVAL NO. B5471 Date
WESTERN AUSTRALIA
TRANSFER OF LAND ACT 1893 AS AMENDED.**

BLANK INSTRUMENT FORM

Extension of Lease (Form E2) (Note 1)

Parties

Shire of Mingenew ABN 41 454 990 790 of PO Box 120, Mingenew, Western Australia (**Lessor**)

National Australia Bank Limited ABN 12 004 044 044 of % UGL Services Ltd, Level 9, 160 St Georges Terrace, Perth, Western Australia (**Lessee**)

Background

A By the Lease the Lessor has leased the Premises to the Lessee for the Term.

B The Lessee has exercised the Lessee's option to renew the term of the Lease for the Further Term and the Lessor has agreed to grant the Further Term upon the terms and conditions contained in this Deed.

Item 1 The Lease

- (a) A Lease dated 3 September 2004
 - (i) Lessor: Shire of Mingenew
 - (ii) Lessee: National Australia Bank Limited
- (b) A Deed of Extension of Lease dated 21 June 2011
 - (i) Lessor: Shire of Mingenew
 - (ii) Lessee: National Australia Bank Limited

Item 2 The Premises

Part of 50 the Midlands Road, Mingenew, Western Australia (Part of Lot 73 on Plan 573 on Certificate of Title Volume 377 Folio 83)

Item 3 The Further Term

- 3 years
- (a) Commencement Date of the Further Term: 4/9/2012
- (b) Expiry Date of the Further Term: 3/9/2015

Item 4 Commencing Rent

\$2.00 per annum inclusive of GST payable on demand.

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Agreed terms

1 Defined terms & interpretation

1.1 Defined terms

- **Commencement Date of the Further Term** means the date referred to as such in **Item 1**.
- **Commencing Rent** means the rent referred to in **Item 4**.
- **Further Term** means the term referred to as such in **Item 3** which commences and expires on the dates referred to in **Item 3**.
- **Information table** means the part of this document described as Information table.
- **Item** means an item in the Information table.
- **Lease** means the lease evidenced by the documents referred to in **Item 1** whether or not the lease or any of the Lessee's Covenants are enforceable at law or in equity or otherwise and

includes any express or implied lease tenancy or other right of occupancy of or interest in the Premises granted by or derived from the Lessor under those documents.

- **Lessee's Covenants** means the terms covenants and conditions contained in or implied by the Lease and on the part of the Lessee to be observed and performed.
- **Lessor's Covenants** means the terms covenants and conditions contained in or implied by the Lease and on the part of the Lessor to be observed and performed.
- **Premises** means the premises described in **Item 2**.
- **Rent** means the rent which is payable from time to time pursuant to the terms of the Lease.
- **Rent Review Date** means each of the dates referred to in the Lease which occur during the further Term on which pursuant to the provisions of the Lease the Rent is to be reviewed.
- **Term** means the term of the Lease and where relevant includes the Further Term and any other extension of the term of the Lease whether granted pursuant to the exercise of any option of renewal contained in the Lease or otherwise.

1.2 Interpretation

In this Deed, unless the contrary intention appears:

- (a) a reference to this Deed, the Lease or any other instrument includes:
 - (i) both express and implied terms, covenants and conditions of those documents; and
 - (ii) all variations, additions and deletions to the terms, covenants and conditions contained in those documents whenever effected;
- (b) the singular includes the plural and vice versa, and a gender includes other genders;
- (c) another grammatical form of a defined word or expression has a corresponding meaning;
- (d) a reference to a clause, paragraph, information table, schedule or annexure is a reference to a clause or paragraph or the information table in, or a schedule or an annexure to, this Deed and a reference to this Deed includes the information table and any schedule or annexure;
- (e) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;
- (f) a reference to **A\$, \$A**, dollar or **\$** is to Australian currency;
- (g) a reference to time is to Perth, Australia time;

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- (h) a reference to a party is to a party to this agreement, and a reference to a party to a document includes the party's executors, administrators, successors and permitted assigns and substitutes;
- (i) a reference to a person includes a natural person, partnership, body corporate, association, governmental or local authority or agency or other entity;
- (j) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- (k) a word or expression defined in the *Corporations Act* has the meaning given to it in the *Corporations Act*;
- (l) the meaning of general words is not limited by specific examples introduced by including, for example or similar expressions;
- (m) any agreement, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;
- (n) any agreement, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally;
- (o) a rule of construction does not apply to the disadvantage of a party because the party was responsible for the preparation of this agreement or any part of it; and
- (p) if a day on or by which an obligation must be performed or an event must occur is not a Business Day, the obligation must be performed or the event must occur on or by the next Business Day.

1.3 Headings

Headings are for ease of reference only and do not affect interpretation.

2. Extension of Lease

The Lessor leases the Premises to the Lessee for the Further Term the Lessee yielding and paying:

- (a) the Commencing Rent for the period from the Commencement Date of the Further Term to the first Rent Review Date; and
- (b) for the balance of the Further Term the Rent shall be reviewed on the Rent Review Dates and in the manner referred to in the Lease.

3. Provisions of the Lease to apply

The Lessor and the Lessee mutually covenant and agree that:

- (a) the Lessor will observe and perform the Lessor's Covenants; and
- (b) the Lessee will observe and perform the Lessee's Covenants,

as fully as if the Lease had been repeated in full in this Deed (with the exception of any exercised option of renewal) with such modifications only as are contained in this Deed or as are necessary to make the provisions of the Lease applicable to this Deed.

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4. Costs and stamp duty

The Lessee agrees to pay the Lessor on demand:

- (a) the Lessor's reasonable legal costs and expenses of and incidental to the preparation, completion and stamping of this Deed and all copies of this Deed; and
- (b) all stamp duty (if any) payable on or with respect to this Deed and all copies of this Deed.

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Executed as a deed.

The common seal of Shire of Mingenew is affixed in the presence of

)
)
)
)
).....

Signature of Shire President

.....
Name of Shire President (print)

.....
Signature of Chief Executive Officer

.....
Name of Chief Executive Officer (print)

Executed by National Australia Bank

Limited by the party's attorney who holds the position of Level 3 attorney pursuant to power of attorney no. K117403 dated who states that no notice of revocation of the power of attorney has been received in the presence of:

)
)
)
)

.....
Witness

.....
Name of Witness (print)

.....

.....
Address of Witness (print)

.....
Occupation of Witness (print)

.....
Attorney

.....
Name of Attorney (print)
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INSTRUCTIONS

1. This form may be used only when a "Box Type" form is not provided or is unsuitable. It may be completed in narrative style.
2. If insufficient space hereon Additional Sheet Form B1 should be used.
3. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by the parties.
4. No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialled by the persons signing this document and their witnesses.

NOTES

1. Insert document type.
2. A separate attestation is required for every person signing this document. Each signature should be separately witnessed by an Adult Person. The full name, address and occupation of the witness must be stated.

EXAMINED

OFFICE USE ONLY

LODGED BY Corrs Chambers Westgarth

ADDRESS Level 34 Waterfront Place

1 Eagle Street

Brisbane QLD 4001

PHONE No. (07) 3228 9419

FAX No. (07) 3228 9444

REFERENCE No. BF/KW: 9088856

ISSUING BOX No.

PREPARED BY Corrs Chambers Westgarth

ADDRESS Level 34 Waterfront Place

1 Eagle Street

Brisbane QLD 4001

REFERENCE No. 93027/4

PHONE No. (07) 3228 9419 FAX No. (07) 3228 9444

EMAIL kevin.wong@corrs.com.au

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO

OTHER THAN LODGING PARTY

TITLES, LEASES, DECLARATIONS ETC LODGED

HEREWITH

1. Received Items

2.

3. Nos

4.

5.

6. Receiving

Clerk

Registered pursuant to the provisions of the *TRANSFER OF*

LAND ACT 1893 as amended on the day and time shown above and particulars entered in the

Register

BACKGROUND

The current lease on the above property, which expired on 3 September 2012, contains a clause allowing for NAB to request a three year extension of the lease. NAB has now requested that Council approve an extension of the lease.

COMMENT

There is a significant benefit to the residents and commercial operators in Mingenew to have a permanent banking service located within the Town. The building is well suited for the provision of a banking service and a recent improvement to the accessibility of the building has provided people with mobility disability easier access into the bank.

CONSULTATION

Kevin Wong, Lawyer, Corrs, Chambers & Westgarth

STATUTORY ENVIRONMENT

The Shire of Mingenew is the owner of the property and is entitled to enter into agreements for the use of the property.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The rental fee is \$2.00 per annum (Inc. GST) payable on demand. Council uses the banking services provided by the Mingenew NAB branch which reduces the cost of conducting Council's financial transactions.

STRATEGIC IMPLICATIONS

The provision of banking services within Mingenew supports patronage at other retail and commercial services within Mingenew.

VOTING REQUIREMENTS

Simple Majority

121103 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION

MOVED: Cr HM Newton

SECONDED: Cr MP Pearce

That Council approve:

1. A three year extension of the lease for the building located on Lot 73 Midlands Road, Mingenew to the National Australia Bank.
2. That the Shire President and Chief Executive Officer sign the Lease document and affix the common seal of the Shire of Mingenew.

CARRIED
Voting 6/0

9.3.3 CHRISTMAS OFFICE CLOSURE

Agenda Reference: CEO 11/12-03
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: N/A
Disclosure of Interest: Nil
Date: 17 November 2012
Author: Mike Sully

SUMMARY

Council approval is sought for the Closure of the Shire of Mingenew over the 2012 – 2013 Christmas-New Year Period.

ATTACHMENTS

Nil.

BACKGROUND

Council has, in previous years, permitted the closure of the Shire Office over the Christmas-New Year period with staff utilising public holidays, days in lieu of Public Holidays, rostered days off and/or annual leave, to cover absences.

COMMENT

This year Christmas Day falls on a Tuesday. The Public Holidays are:

- Tuesday 25 December 2012
- Wednesday 26 December 2012
- Tuesday 1 January 2013

Normal work days would be:

- Monday 24 December 2012
- Thursday 27 December 2012
- Friday 28 December 2012
- Monday 31 December 2012

The period between Christmas and New Year is traditionally very quiet and Council has received no complaints in the past due to office closures over this period. It is an opportunity for staff to have an extended break .

It is proposed that this year the Shire Office close at 1.00 pm Friday 21 December and re-open 8.30 am on Wednesday 2 January 2013.

- Friday 21 December.....8.00 am to 1.00 pm.
- Monday 24 December..... Office closed – Staff RDO
- Tuesday 25 December..... Public Holiday

- Wednesday 26 December..... Public Holiday
- Thursday 27 December..... Office closed – Day in Lieu
- Friday 28 December..... Office closed – Day in Lieu
- Monday 31 December..... Office closed – Staff RDO
- Tuesday 1 January..... Public Holiday
- Wednesday 2 January..... Normal Office hours

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

121104 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION

MOVED: Cr PJ Gledhill

SECONDED: Cr PJ Ward

That Council approve for the Shire Office to close at 1.00pm on Friday 21 December 2012 and re-open on Wednesday 2 January 2013 and that the closure period is appropriately advertised.

CARRIED
Voting 6/0

9.3.4 TENNIS CLUB - GROUND HIRE FEE 2012/2013

Agenda Reference: CEO 11/12-04
Location/Address: Bride Street, Mingenew
Name of Applicant: Mingenew Tennis Club
File Reference: N/A
Disclosure of Interest: Nil
Date: 2012
Author: Mike Sully

SUMMARY

This report outlines requests from the Mingenew Tennis Club in regard to ground hire fees and financial information on operational costs.

ATTACHMENT

Copy of the letter from the Mingenew Tennis Club:

7/11/12

Att: Mingenew CEO and councillors

RE: Mingenew Tennis club Fee Rise

The Mingenew Tennis Club is disappointed to receive an 81% increase in fees for this year. We were even more disappointed that no covering letter was sent with the bill or has been sent since we received it. Surely it is good policy for any business to explain price rises that are out of the norm such as this.

The increase from \$3036 to \$5500 will force many clubs including ours to dip into past reserves that have been saved up over time by fund raising and living well within our means. We had intended to use these reserves as the council knows to apply for a grant to replace courts 5 & 6 with hard courts so tennis can be played all year round. Courts 5 & 6 have been deteriorating every year and are now and have been for the past 4 years not able to be played on. Court 1 has a problem with water moving down the hill and needs a drain as per my email dated 22/10/2012 otherwise the Mingenew Tennis club fear that the newly re-laid turf may also be lost.

Clubs such as the Tennis club have fund raised to improve their facilities over time. Mingenew Tennis Club in the past 10 years has won grants and installed 8 light towers on courts 1 to 4 and completely resurfaced the courts 1 to 4 with new turf after crab grass, weeds and unsuitable lawn varieties made the surface bad to play on.

The tennis club don't waste their money, but save it frugally to improve its facility's. While we expect a rise in fees every year this amount is excessive and we are asking for a reduction in the fee. It would have been a better way to go to approach the clubs with a complete breakdown of the costing's and asking them for ways they can save money. I

believe that this would have and will return a greater amount of money to the shire in savings than an 81% fee increase

The tennis club members currently clean the club house themselves and mark the courts. We are prepared to help out with and have offered to supply chemical and fertiliser which has not been received favourably. When the reticulation was put in we provided labour. The tennis courts have recently been verticut by an outside contractor. The shire own a verticutter suitable for use on the tennis courts which we have used previously and picked up the grass so that is another area where savings could be achieved. The turf that was re-laid recently could have been carted by the tennis club members as it was when all four courts were re-laid. With an 81% increase in fees, members have said to me, why worry about trying to save costs. This shire with its increase has sent the completely wrong message to the clubs.

The idea of separating out the operating costs of each club is a great idea. With these costs we would like a complete breakdown of the operating costs for each year so we can accurately inform our members and ask them for ideas on how money could be saved.

In summary we are asking for

- a) for a complete breakdown of costs so we can identify and target cost saving strategies so we can work with the shire to reduce their cost and our fees in a win win for both parties.*
- b) Fees reduced to \$3500 per year and a list of ideas from the shire how we can help them save costs*
- c) a fertiliser and spray program for the upcoming year with fertiliser and sprays likely to be used.*
- d) Costing's for the turf re-laid Aug/ Oct 2012*
- e) Better communication on upcoming major works and volunteer opportunities*
- f) Fees to be paid in 2 instalments, one before Christmas and one by April 30 2013.*

Looking forward to your reply

Regards

Murray Thomas

President Mingenew Tennis Club Inc

BACKGROUND

The Mingenew Tennis Club has written to Council with a number of requests that refer to a possible reduction in its current and future sportsground hire fee.

COMMENT

The letter from the Tennis Club poses the following questions

We are asking for:

- *a complete breakdown of costs so we can identify and target cost saving strategies so we can work with the shire to reduce their cost and our fees in a win win for both parties.*

A detailed report showing the breakdown of operational and capital expenditure and income, for the last ten years, is being prepared by the Manager of Finance and Administration. The report, and detailed explanations, will be made available to all sporting groups through the Sports Advisory Committee.

- *Fees reduced to \$3,500 per year and a list of ideas from the shire how we can help them save costs.*

It has been recognised by Council that there was a substantial increase in the Tennis Club ground hire fees for the 2012/2013 financial year to \$5,500, to help balance the 2012/2013 budget. In the period since the budget was approved by Council in July 2012 there have been a number of cost savings which would allow for a reasonable reduction in the amount being levied for ground hire fees.

It is recommended that the Tennis Club ground hire fees for the 2012/2013 financial year be reduced to \$4,400 which is the amount that is now payable by the Mingenew Golf Club.

- *a fertiliser and spray program for the upcoming year with fertiliser and sprays likely to be used.*

The Works Manager will provide the Tennis Club with the 2012/2013 fertiliser and spray program.

- *costing's for the turf re-laid Aug/ Oct 2012*

The turf re-lay was totally a contract job and cost \$4,875.00 Breakdown of cost is:

Supply and lay	\$2,040.00
Chemicals	\$ 181.80
Travel, machine hire, soil & labour	\$2,653.20

- *Better communication on upcoming major works and volunteer opportunities*

The Works Manager will provide the Tennis Club with information on future proposed works and discuss volunteer options

- *Fees to be paid in 2 instalments, one before Christmas and one by April 30 2013.*

At the October 2012 Ordinary Council Meeting Council resolved to allow sport clubs to pay ground hire fees by instalment.

The Tennis Club has also requested that Council carry out repairs/rebuild to the sub soil drainage system, previously installed at the tennis courts, to reduce the amount of ground water flowing under the courts. The cost to undertake this work is estimated at \$5,200.00

CONSULTATION

Murray Thomas, President, Mingenew Tennis Club Inc.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

If approved by Council, reduction of the 2012/2013 ground hire fee for the Tennis Club, from \$5,500 to \$4,400 would reduce the net income to Council by \$1,000. However, there may be some cost savings to Council if some of the maintenance work carried out at the tennis courts is undertaken by volunteers from the tennis club.

STRATEGIC IMPLICATIONS

Raising the awareness of sporting club members of the costs associated with the provision/upkeep of sporting facilities has encouraged club members to be more involved in the day to day care of their facilities.

VOTING REQUIREMENTS

Simple Majority

121105 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION

MOTION LAPSED DUE TO LACK OF A MOVER

That Council:

1. Resolve to reduce the 2012/2013 ground hire fee for the Mingenew Tennis Club from \$5,500 to \$4,400.
2. Reserve an amount of \$5,300.00 in the 2013/2014 draft budget for subsoil drainage repairs at the tennis courts.

9.3.5 MIDWEST PRIMARY CARE PROJECT – PROGRESS

Applicant: CEO 11/12-05
Location / Address: N/A
File Ref: Midwest Primary Care Project
Disclosure of Interest: Nil.
Date: 6 November 2012
Author: CEO
Attachments: Draft Memorandum of Understanding

SUMMARY

This report recommends that Council commit to being a signatory to the proposed Memorandum of Understanding (MOU) governing the *North Midlands Regional General Practice Model*.

ATTACHMENT

Memorandum of Understanding between Shires in the North Midlands of Western Australia

DRAFT

North Midlands Regional Medical Service

Memorandum of Understanding between Shires in the North Midlands of Western Australia

1. BACKGROUND

- a) *Shires in the North Midlands of Western Australia have agreed to collectively provide a package of benefits to attract a regional medical service provider.*

- b) *The package of benefits has been structured to lower barriers to entry and ongoing operating costs for a regional medical service provider.*
- c) *In return for the benefits provided by the North Midlands Shires, a regional medical service will be required to provide comprehensive general practice services to all communities in the North Midlands to an agreed range and volume of service.*
- d) *This Memorandum of Understanding describes the arrangements under which the North Midlands Shires have agreed to collectively provide the package of benefits.*

2. PARTIES

Parties to this agreement are the Shires of:

- *Carnamah,*
- *Coorow,*
- *Mingenew,*
- *Morawa,*
- *Perenjori,*
- *Three Springs.*

3. DEFINITIONS

- a) *'North Midlands Shires' to be known in this document collectively as 'the Shires' means the Shires of Carnamah, Coorow, Mingeneew, Morawa, Perenjori and Three Springs.*
- b) *'Regional medical service provider' to be known in this document as 'RMSP' or 'Service Provider' means the entity to which the Shires agree to provide a range of benefits in return for medical services.*
- c) *'Shire Governance Committee' to be known in this document as the 'SGC' is responsible for the overall governance of the contract between the Shires and the RMSP.*
- d) *'Shire Contract Manager' to be known in this document as 'SCM' is the person/s appointed by the Shires to lead and manage the initial negotiations and ongoing contractual relationship with the RMSP.*
- e) *'Benefits' or 'incentives' mean the support provided collectively by the Shires to attract and retain a regional medical service provider to the North Midlands.*
- f) *A 'session' means a half day of service and is usually 4 hours in duration.*
- g) *'Contract' means the formal agreement that exists between the Shires and the RMSP.*
- h) *'MOU' means this Memorandum of Understanding.*

4. SHIRE COMMITMENTS

- a) *The Shires commit to a collaborative relationship for the purposes of attracting and retaining a RMSP to the North Midlands.*
- b) *Benefits - The Shires agree to collectively provide a package of benefits to the RMSP in return for comprehensive general practice services to each community within the North Midlands. The benefits package consists of:*
- *Housing,*
 - *Motor vehicles,*
 - *Clinic facilities,*
 - *Medical equipment,*
 - *Information & communications technology,*
 - *Practice management support.*

Full details of the package of benefits are contained in Schedule 1 to this MOU.

- c) *Exclusivity - The Shires commit to providing incentives to the selected RMSP only and will not extend these or other incentives to another medical provider delivering or seeking to deliver general practice services to communities within the North Midlands, unless by agreement with all other parties to this Memorandum of Understanding.*

5. COST SHARING

- a) *The cost of providing the package of benefits will be shared by all Shires proportionately based on the volume of service received per annum as follows:*

Table 1: Proportionate Cost Sharing

Shire	Session per week	Session per annum	% of total cost
Carnamah	1	50	7.7
Eneabba	1	50	
Coorow	1	50	11.5
Leeman/Green Head	2	100	
Mingenew	2	100	7.7
Morawa	8	400	30.8
Perenjori	3	150	11.5
Three Springs	8	400	30.8
Total	26	1300	100%

- b) *Service period – The proportionate cost to each Shire for providing the package of benefits will only be payable by the Shires during the period that a contract with a RMSP is in effect.*
- c) *Maintenance of benefits package - The Shires accept that in order to ensure that the package of benefits meets the standards described in Schedule 1, it will be necessary to incur costs from time to time e.g. housing maintenance, motor vehicle repair, ICT upgrades.*

The cost of maintaining the benefits package to standard will be agreed upfront and shared in the proportions outlined in Table 1 above. The exception to this is the cost of maintaining clinic facilities in each community which will be the sole responsibility of the Shire in which the facility is located.

- d) *Recruitment costs - The Shires accept that it may be necessary to incur costs relating to the recruitment of a RMSP such as advertising, consultancy and legal advice. Where this occurs, the costs are to be agreed up front and shared in the proportions outlined in Table 1 above.*
- e) *Other costs - The Shires accept that it may be necessary to incur other costs associated with this collaboration. Where this occurs, the costs are to be agreed up front and shared in the proportions outlined in Table 1 above.*

6. VARIATIONS IN SERVICE LEVELS

- a) *The Shires accept that from time to time the RMSP may not be able to deliver the agreed number of sessions due to workforce shortages, local arrangements etc. Where this occurs, the proportionate cost to each Shire of providing the package of benefits will not alter unless by agreement with all Shires. Variations to the proportionate distribution of costs can be made via an annual review of this MOU.*

7. GOVERNANCE

- a) *Contract governance - The contractual arrangement with between the Shires and the RMSP will be overseen by a Shire Governance Committee which will function within the bounds of this MOU and consist of the CEOs of each of the Shires and up to one elected Councillor from each shire at the discretion of each Shire Council.*
- b) *Contract management – The SGC will appoint one of its number to provide the day to day management of the contract with the RMSP. In this role the Shire Contract Manager will:*
- *Lead negotiations with potential RMSPs,*
 - *Be the primary contact point for the RMSP for all contract related matters,*
 - *Organise meetings and record proceedings of the SGC,*
 - *Manage any complaints about the medical service,*
 - *Conduct an annual financial reconciliation of costs associated with the contract with the RMSP,*
 - *Manage the process of funds redistribution between Shires in accordance with the cost sharing arrangements outlined in Table 1 above,*
 - *Receive reports from the RMSP and distribute to the Shires.*

8. DISPUTE RESOLUTION

- a) *Disputes between the Shires will be managed in accordance with normal local government dispute resolution policy and processes.*
- b) *Disputes between the Shire(s) and the RMSP will be managed in accordance with the provision of the Contract.*

9. WITHDRAWAL FROM MOU

- a) *Notice in writing - Shires who are party to this MOU can withdraw from the MOU and therefore the regional medical service initiative by providing notice in writing three months prior to the withdrawal date.*
- b) *Ongoing liability – During the three months’ notice period to withdraw from this MOU, the Shire which has given notice is still responsible for the proportionate cost of providing the benefits package as described in Table 1.*

10. CHANGE IN MEMBER SHIRES

- a) *Exclusion - The Shires may agree to exclude one of the Shires from this MOU and therefore participation in the regional medical service initiative by a majority vote and provision of three months’ notice in writing.*
- b) *Addition - The Shires may agree to the addition of one or more shires to this MOU and therefore the regional medical service initiative by a unanimous vote.*

11. WIND UP

- a) *Majority required - This MOU and therefore the regional medical service initiative may be wound up by the agreement of a majority of participating Shires.*
- b) *Assets returned to Shires - Any cash or property held by the Shires in the name of the regional medical services initiative will be distributed to the Shires.*

12. TERM OF THIS MOU

- a) *Commencement - This MOU will commence on the date of execution and subject to clause 11, will continue indefinitely.*
- b) *Review - The Shires agree to review the operation of this MOU no less than annually, to ensure its ongoing effectiveness and address any matters of concern.*

c) *Variation - Any variation to this MOU must be in writing and signed by all parties.*

13. STATEMENT OF UNDERSTANDING

a) *Not legally binding - This MOU is a statement of agreement and understanding and is not intended to create legal obligations on any of the participating Shires.*

EXECUTED as a Memorandum of Understanding for and on behalf of the:

Shire of Carnamah

.....
<i>(name)</i>	<i>(position)</i>
.....
<i>(signature)</i>	<i>(date)</i>

Shire of Coorow

.....
<i>(name)</i>	<i>(position)</i>
.....
<i>(signature)</i>	<i>(date)</i>

Shire of Mingenew

.....
<i>(name)</i>	<i>(position)</i>
.....
<i>(signature)</i>	<i>(date)</i>

Shire of Morawa

.....
(name) (position)

.....
(signature) (date)

Shire of Perenjori

.....
(name) (position)

.....
(signature) (date)

Shire of Three Springs

.....
(name) (position)

.....
(signature) (date)

APPENDIX 1 – BENEFITS PACKAGE

In return for a commitment to provide the range and volume of services described above, the Shires will provide the medical services provider with the following benefits package:

Housing	
Number	<i>2 in Morawa and 2 in Three Springs</i>
Size	<i>4x2 executive homes with carport and garage</i>
Maintenance	<i>Shires to cover</i>
Gardening service	<i>Shires to provide limited service</i>
Utilities (gas, power, water)	<i>Shires to cover up to a cap to be agreed</i>
Telephone	<i>Shires to cover line rental & connection costs covered. Tenant responsible for call costs</i>
Rental	<i>Nominal rent to be agreed</i>
Locum housing	<i>RMSP to provide</i>
Tenancy agreement	<i>Standard agreement</i>

Motor vehicles	
Number	<i>2 in Morawa and 2 in Three Springs</i>
Size	<i>4 or 6 cylinder</i>
Make and model	<i>For negotiation</i>
Luxury level	<i>Up to equivalent of Holden Berlina</i>
Registration & insurance	<i>Shires to cover</i>
Fuel and maintenance	<i>Shires to cover</i>
Locum motor vehicle	<i>RMSP to provide</i>
Useage agreement	<i>Standard agreement</i>

Clinic Facilities	
Number	<i>Nine – one in each community</i>
Rent	<i>No</i>
Standard	<i>Suitable for general practice</i>
Furniture	<i>Shires to provide</i>
Telephone	<i>Shires to cover line rental, connection and call costs</i>
Cleaning	<i>Shires to provide</i>

Consumable	<i>RMSP to provide</i>
Maintenance	<i>Shires to cover</i>

Medical equipment

Shires will provide and maintain a “basic” range of medical equipment for Morawa and Three Springs. List to be determined in negotiation with RMSP.

Information Technology

Shires will provide a networked ICT system including patient medical records and practice management software.

Practice Management Support

Shires will meet costs of annual practice assessment by external agent should RMSP request.

=====

BACKGROUND

Since March 2010, Rural Health West has been coordinating a regional approach towards addressing future general practitioner services to service the Shires of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah (“The region”).

Since that time further meetings with representatives from the Shires involved and Rural Health West, have determined that an optimum model for the region would be to have two doctors working out of Three Springs and two doctors out of Morawa. It is believed that the proposed model will help bring stability and sustainability to the North Midlands region. Once the model is implemented, it should be easier to recruit doctors through a regional medical provider, rather than continue to recruit individual doctors as has been the situation over the last 20 years or so.

In September 2011, the six participating Shires allocated funding towards the preparation of a business plan for the Midwest Primary Care Project. The intent of this plan is to determine the viability, infrastructure requirements and financial implications of implementing a primary care model where two doctors would work out of Morawa and two doctors would work out of Three Springs.

Mr Tim Shackleton of Virtual Health is engaged to carry out this exercise and on the 22nd October 2012 made a power point presentation to the group which summarised the progress and essential elements of this proposal. Mr. Shackleton has now prepared the draft Memorandum of Understanding (MOU) included in this report.

COMMENT

The draft MOU, attached, outlines the governance arrangements of the proposed *North Midlands Regional General Practice* and the commitments and obligations of participating Shires. There may be some minor amendments to the final MOU.

The next significant steps in the process are for Shires to endorse the MOU and a business case be compiled and used as a document to guide the implementation of the model.

It is probable that implementation will be effectively commenced when one of the doctors currently practicing in Three Springs or Morawa leave the area. Implementation is proposed to be a two stage process and will be largely dependent on the new doctors being prepared to run the practice/s in a private capacity, rather than on a salaried basis.

All participating Shires are cognisant of the extreme shortage of doctors in rural and remote areas and the acute imbalance between supply and demand which makes it very challenging to recruit and retain doctors in such a competitive environment.

The strength of the proposed regional model is that it will provide doctors opportunity to practice in an environment where mutual support exists, sufficient cover to allow regular leave and professional development pursuits and a framework of administrative support and other benefits such as housing and vehicles.

Doctors will be less likely to “burn out” than they would if they practiced in a sole capacity. The Shires and their communities will benefit from being able to more easily recruit doctors and having a better chance of retaining this critical access to primary health care in perpetuity.

From Mingenew’s perspective, the model will serve the needs of the community at a reasonable quantified (cash and in-kind) cost of \$548.00 for two 3 hour sessions per week. It should be borne in mind of course that elements and total worth of the benefits package may change over time.

CONSULTATION

Representatives of the six participating Shires in the North Midlands region.

Ms Belinda Bailey – CEO – *Rural Health West*

Ms Kelli Porter – manager Workforce Development – *Rural Health West*

Mr. Tim Shackleton – Principal – *Virtual Health*

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

A minimum of \$27,400 per annum would need to be included in the budget on a recurrent basis for the proposed two services per week. Council currently budgets \$12,000 per annum for one service per week.

VOTING REQUIREMENTS

Simple Majority

Cr Alan Sobey entered the Meeting at 4:45 pm

121106 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION

MOVED: Cr HM Newton

SECONDED: Cr MP Pearce

That Council commit to being a signatory to the proposed Memorandum of Understanding governing the North Midlands Regional General Practice Model.

CARRIED
Voting 7/0

9.3.6 MWRC ESTABLISHMENT AGREEMENT REVIEW REVISITED

File reference: CEO 11/12-06
Reporting Officer: Suzanna Ward – Chief Executive Officer
Proponent: Mid West Regional Council
Disclosure Of Interest: Nil
Date Of Report: 8 November 2012

SUMMARY

The purpose of this report is for MWRC Participants to consider the implications of the notice of withdrawal by the Three Springs Shire Council on the proposed “new” Establishment Agreement.

BACKGROUND

At the MWRC meeting held 2 October 2012, Council endorsed the “new” Establishment Agreement and it was then to be adopted by each member council.

Moved Cr Chappel Seconded Cr Treloar

Council endorse the Establishment Agreement as presented and the CEO be authorised to forward to member councils for adoption.

Following consideration by member councils, MWRC CEO be authorised to forward the Establishment Agreement to Civic Legal for further amendment (if requested) or in the event no amendments are requested, the MWRC CEO is to provide the MWRC Establishment Agreement to the Minister for Local Government for approval.

CARRIED 4/0

MINUTE REF: 10/12-5

A subsequent report during the meeting resulted in a resolution to accept the Shire of Three Springs notice of withdrawal.

Moved Cr King Seconded Cr Chappel

That the MWRC accept the notice of withdrawal submitted by the Shire of Three Springs in accordance with Sections 15.1 and 15.2 of the Mid West Regional Council Establishment Agreement to take effect 1 July 2014.

CARRIED 4/0

MINUTE REF: 10/12-6

Following the MWRC meeting on 2 October 2012, I sought legal advice as to how the notice of withdrawal by the Shire of Three Springs Council (which was provided) under the “old” Establishment Agreement would impact on the “new” Establishment Agreement.

I also suggested the wording of Clause 7b (*The MWRC may terminate the appointment of the Chief Executive Officer at any time.*) could be improved to avoid the potential to seek costly legal advice should the situation ever arise.

COMMENT

The legal advice received from Greg Mohen at Civic Legal is as follows:

“Clause 7b as it stands does not over-ride the statutory and contractual obligations of the MWRC as an employer. To make this clear for all member Local Governments I have amended the clause to read “The MWRC may terminate the appointment of the Chief Executive Officer at any time subject to the MWRC complying with any Written Law or contract relating to the employment of the Chief Executive Officer.” An amended version of the agreement is attached.

In regard to the notice given by Three Springs, this gives rise to the following issues:

As Three Springs have given notice of their intention to withdraw, it will be necessary to either:

Amend the format of the new agreement to make it an amendment of the current agreement, so that there is continuity of the MWRC during the notice period. In particular clause 1 will need to be changed so that instead of revoking the original agreement, the clause should provide that the original agreement is varied by the new agreement ; or

Amend the deed to make it clear that Three Springs is only a member until 30 June 2014 when the Three Springs financial obligations to the MWRC will end pursuant to their notice of withdrawal.

If you proceed with the agreement in its current form and Three Springs executes it unchanged, then arguably Three Springs would have to issue a new notice of intention to withdraw from the new Council created by the new agreement.”

My comments in the Financial Implications section below further explain the consequences of Three Springs Shire Council withdrawal under the “old” as opposed to the “new” agreement.

Taking into account the above legal advice and the financial implications, it is anticipated Three Springs Shire Council would not adopt the new agreement in its current form, therefore my recommendation is:

To amend the new agreement to make it clear that Three Springs Shire Council withdrawal notice was submitted under the provisions of the previous Establishment Agreement and they are only a member until 30 June 2014 when the Three Springs financial obligations to the MWRC will end pursuant to their notice of withdrawal. I also recommend a further amendment to allow a notice of withdrawal to be revoked by the withdrawing Local Government at any time before the effective date of withdrawal.

STATUTORY ENVIRONMENT

The Local Government Act 1995 provides the requirement and content for a Regional Council Establishment Agreement.

The Establishment Agreement is to be adopted individually by each participating Council.

POLICY IMPLICATIONS

There are no known Policy implications at this time.

FINANCIAL IMPLICATIONS

The difference between withdrawing under the “old” Establishment Agreement as opposed to withdrawing under the “new” agreement is particularly relevant to the financial obligations of withdrawing councils.

“Old” Agreement

13.4 Entitlement or liability of withdrawing Participant

When the withdrawal of a Participant takes effect:

The Participant is entitled to be paid an amount equal to the Proceeds and any surplus funds which would have been payable if the MWRC was wound up; or

The Participant must pay to the MWRC an amount equal to the liability or debt which would be payable by the Participant if the MWRC was wound up.

“New” Agreement

15.3 Entitlement or liability of withdrawing Participant

When the withdrawal of a Participant takes effect the Participant must continue to pay to the MWRC annual contributions at the financial year commencement for the following two consecutive years after the withdrawal.

STRATEGIC IMPLICATIONS

The Review of the Establishment Agreement has come about through the desire of the member Councils to examine the Establishment Agreement following 4 years of operating to ensure the agreement remains relevant to current needs.

VOTING REQUIREMENT

Simple Majority

121107 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION

MOVED: Cr HM Newton

SECONDED: Cr PJ Gledhill

That Council advise the Mid West Regional Council:

- The new agreement should be amended to make it clear that Three Springs Shire Council withdrawal notice was submitted under the provisions of the previous Establishment Agreement and they are only a member until 30 June 2014 when the Three Springs financial obligations to the MWRC will end pursuant to their notice of withdrawal; and
- A further amendment should be made to allow a notice of withdrawal to be revoked by the withdrawing Local Government at any time before the effective date of withdrawal; and
- Following inclusion of the above amendments into the “new” Mid West Regional Council Establishment Agreement, the final draft be brought back to Council for adoption.

CARRIED
Voting 7/0

9.6 FINANCE

9.6.1 RECOVERY OF OUTSTANDING RATES BY SALE OF LAND

Agenda Reference: MFA 11/12-01
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: N/A
Disclosure of Interest: Nil
Date: 8th October, 2012
Author: Cameron Watson – Manager Finance & Administration

SUMMARY

Council is requested to approve the sale of 2 properties which have rates in arrears by 3 or more years, and recover from the proceeds of sale the outstanding balances which total \$4,599.94.

ATTACHMENT

Nil

BACKGROUND

There are currently 2 properties that have rates outstanding by three or more years for which it has not been possible to enter into acceptable arrangements for the payment of the balance owing. In each instance, a written notification has been directed to the last known postal address of the ratepayers advising that if outstanding rates and service charges remain unpaid then collection action will be instigated.

The following is a list of those properties that have rates currently in arrears by three or more years, together with a brief history of collection actions taken to date.

Assessment	A353
Type / Zoning	Vacant / Residential
Period Outstanding	2010/11 – 2012/13
Amount Outstanding	\$1,849.70
Last Payment Received	30 th November 2009
Recovery Action	27 Feb 2012 – Referred to Dunn & Bradstreet for collection action. 28 Feb 2012 – Notice of demand sent to owner. 10 Apr 2012 – E-Lodgement of claim queued with Court. 25 Apr 2012 – Claim filed with Court and summons sent for service. 4 May 2012 – Process server attended last known address and was notified owner no longer resident there. 27 Aug 2012 – Skip Trace performed, unable to locate current address for owner other than vacant lot in question.
Response	To date there has been no response to this claim from the owner.

Assessment	A152
Type / Zoning	Vacant / Town Centre

Period Outstanding	2008/09 – 2012/13
Amount Outstanding	\$2,750.24
Last Payment Received	18 th September 2007
Recovery Action	27 Feb 2012 – Referred to Dunn & Bradstreet for collection action. 28 Feb 2012 – Notice of demand sent to owner. 5 Apr 2012 – E-Lodgement of claim queued with Court. 5 Apr 2012 – Claim filed with Court and summons sent for service. 14 June 2012 – Service of summons unable to be affected. 15 June 2012 – Service of summons unable to be affected. 27 Aug 2012 – Skip Trace performed, owners address identified as address used for service of summons.
Response	To date there has been no response to this claim from the owner.

COMMENT

It is proposed to sell the land by public auction to recover outstanding rates and charges in excess of three years, in accordance with section 6.64 (1) (b) of the Local Government Act 1995. As the service of the various summons was unable to be affected and the skip traces were unable to locate alternate addresses for the owners of the properties in question, section 6.68 (2) (b) would apply.

Given the amount of time that has been afforded and level of effort that has gone into tracing the owners of these properties to enable the ratepayers to either clear or reduce the debt, it is appropriate to apply section 6.64 (1) (b) of the Local Government Act 1995 empowering the sale of land in relation to unpaid rates and charges.

CONSULTATION

Julie Borrett – Finance Officer

STATUTORY ENVIRONMENT

6.56. Rates or service charges recoverable in court

- (1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.
- (2) Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

6.64. Actions to be taken

- (1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —
 - (a) from time to time lease the land; or
 - (b) sell the land; or
 - (c) cause the land to be transferred to the Crown; or
 - (d) cause the land to be transferred to itself.

- (2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.
- (3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.

6.68. Exercise of power to sell land

- (1) Subject to subsection (2), a local government is not to exercise its power under section 6.64(1)(b) (in this Subdivision and Schedule 6.3 referred to as the **power of sale**) in relation to any land unless, within the period of 3 years prior to the exercise of the power of sale, the local government has at least once attempted under section 6.56 to recover money due to it.
- (2) A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government —
 - (a) has a reasonable belief that the cost of the proceedings under that section will equal or exceed the value of the land; or
 - (b) having made reasonable efforts to locate the owner of the property is unable to do so.
- (3A) A local government is to ensure that a decision to exercise a power of sale without having, within the period of 3 years prior to the exercise of the power of sale, attempted under section 6.56 to recover the money due to it and the reasons for the decision are recorded in the minutes of the meeting at which the decision was made.
- (3) Schedule 6.3 has effect in relation to the exercise of the power of sale.

POLICY IMPLICATIONS

Shire of Mingenew - Policy Manual (Revised Nov 2011)

3006 DEBT COLLECTION

The following shall be the normal procedures for rate/debt recovery:

3006.1 RATES

1. Rate Notices shall be sent out to all ratepayers as soon as possible after the budget has been set and installment Notices at the specified dates.
2. The Chief Executive Officer is authorised to undertake legal action after specific approval has been given by Council for the recovery of all current and arrears rates and charges remaining outstanding either after the 35 days where no installment option has been implemented and where installments are not adhered to, exercising discretion on the amount owed and /or term outstanding when initiating such legal action. Such legal action for rates recovery can be either through the local Court or by Council Solicitors or Collection Agents as the case may warrant when all other reasonable attempts at collection have been exhausted.

3. ***The CEO is to bring to Council's attention any rates which remain unpaid for three years for a determination on selling the land for the recovery of rates in accordance with the provisions of the Local Government Act.***
4. On Council approval, CEO be authorised to issue a summons on offenders, utilising the local Bailiff, and incorporating the recovery of all outstanding rates, penalties, charges and cost incurred for the issue of such a summons.
5. Alternatively, upon Council's authorisation, the CEO be authorised to utilise the services of a Debt Collector for the recovery of all outstanding rates.

FINANCIAL IMPLICATIONS

The sale of this land will equate to a decrease in the level of outstanding rates of \$4,599.94

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

121108 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION

MOVED: Cr MP Pearce

SECONDED: Cr PJ Ward

That Council pursuant to Section 6.64 (1) (b) of the Local Government Act 1995, proceed to sell by public auction, the properties listed hereunder which have rates in arrears for 3 or more years, and recover from the proceeds of sale the outstanding balances which total \$4,599.94.

List of properties by Assessment Number

Assessment A152

Assessment A353

CARRIED
Voting 7/0

9.6.2 WRITE OFF OF MINOR OUTSTANDING RATE AMOUNTS

Agenda Reference:	MFA 11/12-02
Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	9 th November, 2012
Author:	Cameron Watson – Manager Finance & Administration

SUMMARY

Council is requested to approve the write off of certain minor rate interest amounts and small under payments of rates.

ATTACHMENT

Confidential Attachment – Detailed listing of Assessments with minor outstanding amounts.

BACKGROUND

Periodic maintenance of the Rating System identifies small and/or minor underpayments. The majority of these are small overdue interest amounts that can occur if a payment is processed a day or two after the due date.

An example would be if a ratepayer pays online on the due date and due to banking practices the payment doesn't show in Councils bank account for a day or two, the receipting process will produce an unpaid small amount of interest. Alternatively, the Ratepayer may inadvertently process the wrong amount in their rate payment which results in a small amount of unpaid rates.

COMMENT

All of the requested write offs are for assessments where the ratepayer has intended to pay in full in one instalment.

The following are the requested write offs:

Assess No	Write Off Amount	Type		Assess No	Write Off Amount	Type
A826	\$ 0.04	Interest		A101	\$ 0.82	Interest
A420	\$ 0.11	Interest		A786	\$ 0.82	Interest
A300	\$ 0.12	Interest		A787	\$ 0.92	Interest
A790	\$ 0.12	Interest		A376	\$ 1.12	Interest
A138	\$ 0.15	Interest		A799	\$ 1.51	Interest
A560	\$ 0.23	Interest		A802	\$ 1.51	Interest
A155	\$ 0.23	Interest		A280	\$ 1.63	Interest
A154	\$ 0.23	Interest		A293	\$ 1.63	Interest
A153	\$ 0.23	Interest		A434	\$ 2.33	Interest
A425	\$ 0.23	Interest		A865	\$ 2.44	Rates
A407	\$ 0.35	Interest		A36	\$ 2.95	Interest
A342	\$ 0.38	Interest		A274	\$ 3.17	Interest
A789	\$ 0.59	Interest		A210	\$ 3.65	Interest
A788	\$ 0.59	Interest		A733	\$ 3.91	Interest
A612	\$ 0.61	Rates		A126	\$ 4.06	Interest
A758	\$ 0.70	Interest		A481	\$ 5.36	Interest
A543	\$ 0.73	Rates		A674	\$ 5.58	Interest
A124	\$ 0.81	Interest				
	\$ 6.45				\$ 43.41	
Total	\$ 49.86					

CONSULTATION

Julie Borrett – Finance Officer

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 \$46.08 in overdue rates interest earnings and \$3.78 in rates written off.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

121109 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION

MOVED: Cr PJ Ward

SECONDED: Cr PJ Gledhill

That Council approves the write off of the debtor amounts listed in the body of this item.

CARRIED
Voting 7/0

9.6.3 FINANCIAL STATEMENTS FOR MONTH ENDING 31 OCTOBER, 2012

Agenda Reference: MFA 11/12-03
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: N/A
Disclosure of Interest: Nil
Date: 16 November, 2012
Author: Cameron Watson – Manager Finance & Administration

SUMMARY

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

ATTACHMENT

Finance Report ending 31 October, 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 October, 2012 is \$2,524,287

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	\$240,802.99
Business Cash Maximiser (Municipal Funds)	\$1,603,753.73
Trust Account	\$97,282.81
Reserve Maximiser Account	\$202,137.33

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. \$486,785.86 remains outstanding as at 31 October, 2012 with \$54,150.18 in current, \$73,124.99 outstanding for 30+ days, \$332,758.51 outstanding for 60+ days and \$26,752.18 outstanding for 90 days or more.

Rates Outstanding at 31 October, 2012 was \$379,389.54 current year and \$12,826.65 arrears, totalling \$392,216.19.

The total domestic and commercial refuse charges outstanding are \$7,442.63 current year and \$1,510.00 arrears, as at 31 October, 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

121110 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION

MOVED: Cr HM Newton

SECONDED: Cr MP Pearce

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

CARRIED
Voting 7/0

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

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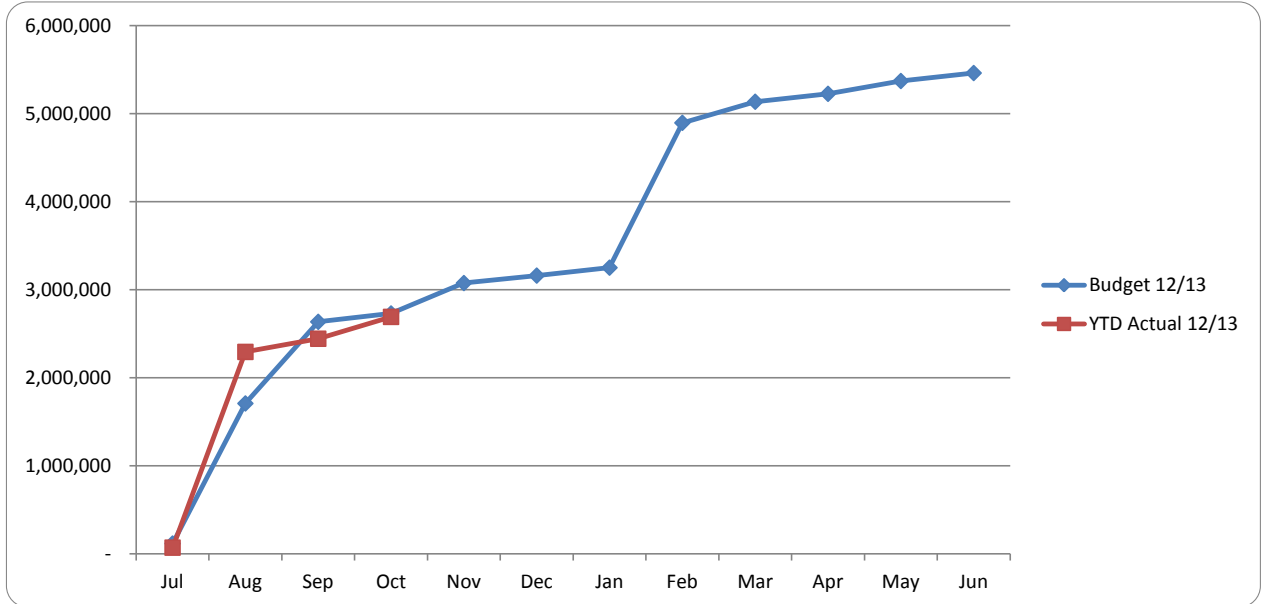
SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 OCTOBER, 2012

	NOTE	31/10/12 Y-T-D Actual \$	31/10/12 Y-T-D Budget \$	2012/2013 Total Budget \$	31/10/12 Y-T-D Variance \$	31/10/12 Y-T-D Variance %
REVENUES/SOURCES	1,2					
Governance		6,031	2,760	8,319	3,271	(119%)
General Purpose Funding		1,451,316	1,400,025	1,914,356	51,291	(4%)
Law, Order, Public Safety		14,878	15,458	26,200	(580)	4%
Health		545	364	26,100	181	(50%)
Education and Welfare		2,525	1,260	3,795	1,265	(100%)
Housing		17,058	19,096	57,322	(2,038)	11%
Community Amenities		101,284	149,248	150,965	(47,964)	32%
Recreation and Culture		43,647	71,366	153,625	(27,719)	39%
Transport		972,870	982,706	2,856,876	(9,836)	1%
Economic Services		3,690	3,432	10,339	258	(8%)
Other Property and Services		79,439	84,236	252,740	(4,797)	6%
		<u>2,693,283</u>	<u>2,729,951</u>	<u>5,460,637</u>	<u>36,668</u>	
(EXPENSES)/(APPLICATIONS)	1,2					
Governance		(115,885)	(152,795)	(249,046)	(36,910)	24%
General Purpose Funding		(9,482)	(14,036)	(42,127)	(4,554)	32%
Law, Order, Public Safety		(26,359)	(28,854)	(100,949)	(2,495)	9%
Health		(17,266)	(19,342)	(56,436)	(2,076)	11%
Education and Welfare		(12,100)	(12,440)	(33,565)	(340)	3%
Housing		(82,204)	(76,003)	(199,900)	6,201	(8%)
Community Amenities		(52,340)	(47,783)	(152,816)	4,557	(10%)
Recreation & Culture		(258,751)	(264,205)	(857,492)	(5,454)	2%
Transport		(733,661)	(759,674)	(2,342,300)	(26,013)	3%
Economic Services		(48,049)	(127,809)	(204,177)	(79,760)	62%
Other Property and Services		(119,192)	(124,470)	(218,085)	(5,278)	4%
		<u>(1,475,289)</u>	<u>(1,627,411)</u>	<u>(4,456,893)</u>	<u>(152,122)</u>	
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	4	16,016	3,990	(45,802)	12,026	
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		460,175	424,664	1,274,040	35,511	
Capital Expenditure and Income						
Purchase Land held for Resale	3	0	0	0	0	0%
Purchase Land and Buildings	3	(75,415)	(292,500)	(320,500)	(217,085)	74%
Purchase Furniture and Equipment	3	(16,433)	(14,600)	(14,600)	1,833	(13%)
Purchase Plant and Equipment	3	(85,473)	(87,000)	(272,050)	(1,527)	2%
Purchase Infrastructure Assets - Roads	3	(136,212)	(588,540)	(1,824,434)	(452,328)	77%
Purchase Infrastructure Assets - Footpaths	3	(12,000)	(12,002)	(36,000)	(2)	0%
Purchase Infrastructure Assets - Bridges	3	(477,882)	(1,627,500)	(2,460,000)	(1,149,618)	71%
Proceeds from Disposal of Assets	4	75,456	47,000	180,700	(28,456)	(61%)
Repayment of Debentures	5	(58,266)	(54,706)	(118,868)	3,560	(7%)
Proceeds from New Debentures	5	0	0	0	0	0%
Transfers to Reserves (Restricted Assets)	6	(2,389)	(3,338)	(10,015)	(949)	28%
Transfers from Reserves (Restricted Assets)	6	0	0	0	0	0%
ADD Net Current Assets July 1 B/Fwd	7	1,599,399	1,599,399	1,599,399	0	
LESS Net Current Assets Year to Date	7	<u>3,871,702</u>	<u>830,769</u>	<u>283,790</u>	<u>3,040,933</u>	
Amount Req'd to be Raised from Rates		<u>(1,372,552)</u>	<u>(1,328,176)</u>	<u>(1,328,176)</u>	<u>(44,376)</u>	
Rates per Note 8		1,372,552	1,328,176	1,328,176		
Variance		0	0	0		

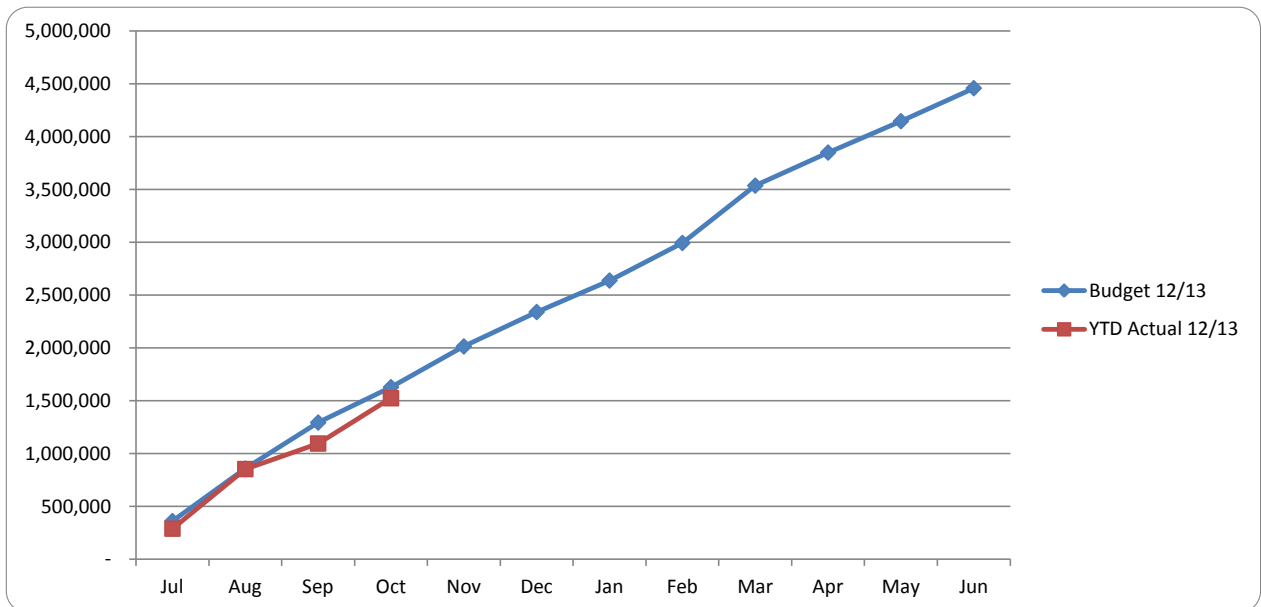
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 OCTOBER, 2012**

Graphical Representation - Source Statement of Financial Activity

Operating Budget v Actual - REVENUE



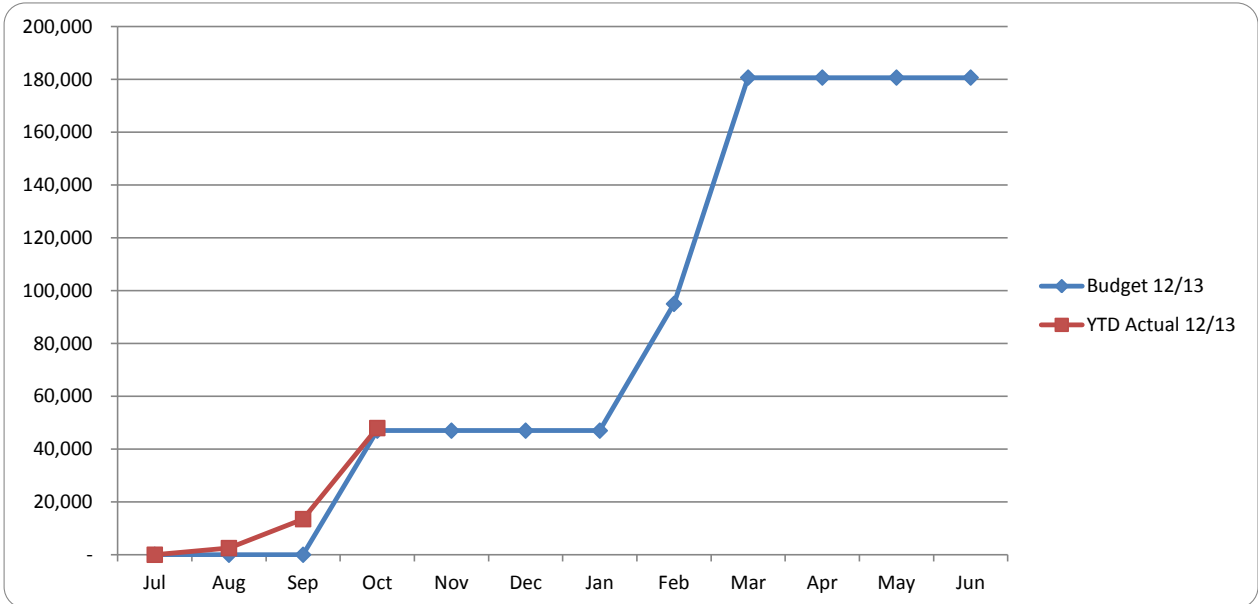
Operating Budget v Actual - EXPENDITURE



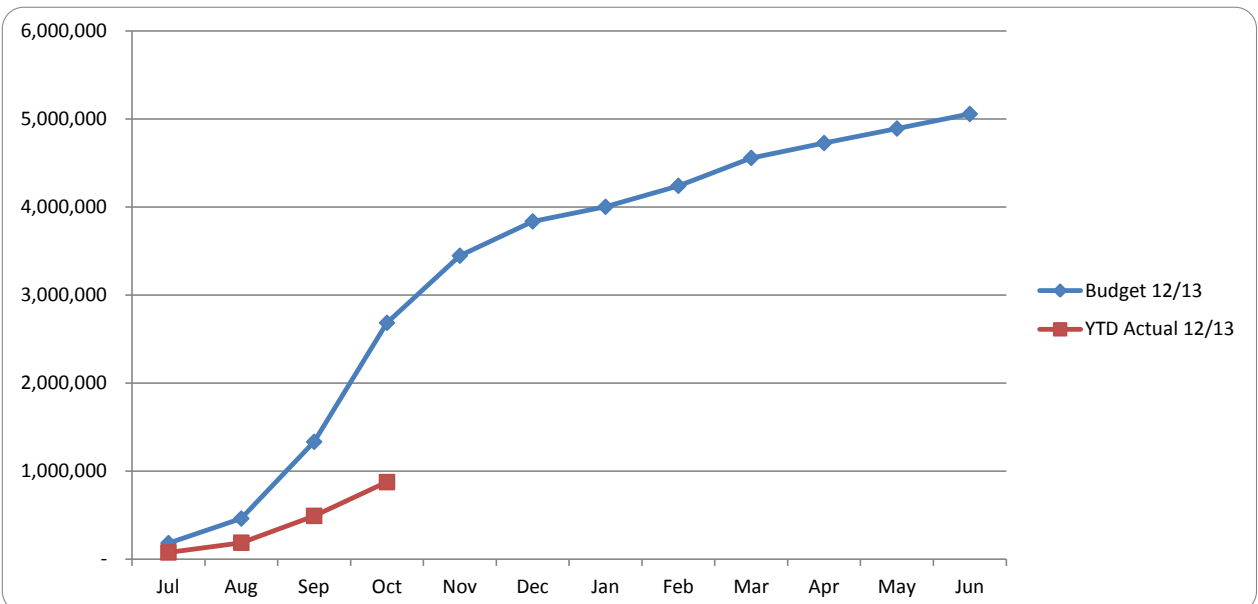
**SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 OCTOBER, 2012**

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 OCTOBER, 2012**

Statement of Financial Activity - Reportable Variances

REVENUES/SOURCES

Community Amenities	(32%)	Sinosteel Fund Community Bus contributions yet to be received
Recreation & Culture	(39%)	Contributions to Bar Area extension yet to be claimed

(EXPENSES)/(APPLICATIONS)

Governance	(24%)	Numberous minor amounts
Economic Services	(62%)	Mid West Regional Council contribution yet to be paid

CAPITAL EXPENDITURE AND INCOME

Purchase Land & Buildings	(74%)	Rec Centre Roof & Bar extensions yet to be carried out, Power Upgrades commenced.
Purchase Infrastructure Assets - Roads	(77%)	Road works program yet to commence.
Purchase Infrastructure Assets - Footpaths	(52%)	Works underway, program not yet completed
Purchase Infrastructure Assets - Bridges	(71%)	Progress Claims yet to be received
Proceeds from disposal of Asset	61%	Higher than expected return on sale of assets

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.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Impairment

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

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

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

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

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

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

(l) Trade and Other Payables

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

(m) Employee Benefits

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

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

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

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

(n) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Provisions

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

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

(p) Current and Non-Current Classification

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

2. STATEMENT OF OBJECTIVE

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

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

GOVERNANCE

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

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

GENERAL PURPOSE FUNDING

Objective: To collect revenue to fund provision of services.

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

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

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

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

EDUCATION AND WELFARE

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

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

HOUSING

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

Activities: Maintenance of council owned housing.

COMMUNITY AMENITIES

Objective: Provide services as required by the community.

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

RECREATION AND CULTURE

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

Activities: Maintenance of halls, 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

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

	31 October, 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	35,459.08	95,000
Computer Development	0.00	1,500
Furniture & Equipment	0.00	2,000
Buildings	0.00	5,000
Health		
Buildings	36,086.82	32,000
Education & Welfare		
Senior Citizens Centre - Building	0.00	2,500
Housing		
Buildings	0.00	43,000
Land & Buildings	0.00	11,500
Community Amenities		
Buildings	0.00	10,000
Furniture & Equipment	14,169.00	4,600
Recreation and Culture		
Buildings	39,328.00	216,500
Purchase Plant & Equipment	1,850.00	14,000
Furniture & Equipment	2,263.64	6,500
Transport		
Infrastructure - Roads	136,211.64	1,824,434
Infrastructure - Bridges	477,882.41	2,460,000
Footpaths Construction	12,000.00	36,000
Plant & Equipment - Depot	0.00	3,550
Purchase Plant & Equipment	48,163.67	159,500
	<u>803,414.26</u>	<u>4,927,584</u>

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

	31 October, 2012	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	75,414.82	320,500
Furniture and Equipment	16,432.64	14,600
Plant and Equipment	85,472.75	272,050
Infrastructure Assets - Roads	136,211.64	1,824,434
Infrastructure Assets - Footpaths	12,000.00	36,000
Infrastructure Assets - Bridges	477,882.41	2,460,000
Infrastructure Assets - Drainage/Floodways	0.00	0
Infrastructure Assets - Recreation Areas	0.00	0
	<u>803,414.26</u>	<u>4,927,584</u>

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

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

SHIRE OF MINGENEW
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY, 2012 TO 31 OCTOBER, 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	0	50,000	0	600	0
Transport						
Works Manager Vehicle (MI 108)	29,208	35,262	29,000	30,000	(208)	(5,262)
ISA Officer Vehicle (MI 481)	30,690	31,019	26,700	19,092	(3,990)	(11,927)
Vibrating Roller	0	0	25,000	0	25,000	0
Sale of Pig Trailer (MI 3196)	0	0	15,000	0	15,000	0
Sale of Dolly (MI 3396)	0	0	10,000	0	10,000	0
	132,898	91,471	180,700	75,456	47,802	(16,016)

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	0	50,000	0	600	0
Works Manager Vehicle (MI 108)	29,208	35,262	29,000	30,000	(208)	(5,262)
ISA Officer Vehicle (MI 481)	30,690	31,019	26,700	19,092	(3,990)	(11,927)
Vibrating Roller	0	0	25,000	0	25,000	0
Sale of Pig Trailer (MI 3196)	0	0	15,000	0	15,000	0
Sale of Dolly (MI 3396)	0	0	10,000	0	10,000	0
	132,898	91,471	180,700	75,456	47,802	(16,016)

Summary

	2012 / 2013	31/10/2012
	BUDGET	ACTUAL
	\$	\$
Profit on Asset Disposals	52,000	1,173
Loss on Asset Disposals	(4,198)	(17,189)
	<u>47,802</u>	<u>(16,016)</u>

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

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2011 / 2012

No new debentures are planned in 2012/13.

(c) Unspent Debentures

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

(d) Overdraft

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

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

	31 October, 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	781	3,271
Amount Used / Transfer from Reserve	-	-
	66,100	68,590
(b) Sportsground Improvement Reserve		
Opening Balance	2,466	2,466
Amount Set Aside / Transfer to Reserve	29	123
Amount Used / Transfer from Reserve	-	-
	2,495	2,589
(c) Plant Replacement Reserve		
Opening Balance	13,869	13,869
Amount Set Aside / Transfer to Reserve	166	712
Amount Used / Transfer from Reserve	-	-
	14,035	14,581
(d) Accrued Leave Reserve		
Opening Balance	43,359	43,359
Amount Set Aside / Transfer to Reserve	519	2,169
Amount Used / Transfer from Reserve	-	-
	43,878	45,528
(e) Aged Persons Units Reserve		
Opening Balance	18,299	18,299
Amount Set Aside / Transfer to Reserve	219	916
Amount Used / Transfer from Reserve	-	-
	18,518	19,215
(f) Street Light Upgrade Reserve		
Opening Balance	13,088	13,088
Amount Set Aside / Transfer to Reserve	157	655
Amount Used / Transfer from Reserve	-	-
	13,245	13,743
(g) Painted Road Reserve		
Opening Balance	3,840	3,840
Amount Set Aside / Transfer to Reserve	46	192
Amount Used / Transfer from Reserve	-	-
	3,886	4,032
(h) Industrial Area Reserve		
Opening Balance	4,786	4,786
Amount Set Aside / Transfer to Reserve	57	240
Amount Used / Transfer from Reserve	-	-
	4,843	5,026

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

	31 October, 2012 Actual \$	2012/2013 Budget \$
6. RESERVES (Continued)		
(i) Environmental Rehabilitation Reserve		
Opening Balance	16,284	16,284
Amount Set Aside / Transfer to Reserve	195	815
Amount Used / Transfer from Reserve	-	-
	<u>16,479</u>	<u>17,099</u>
(j) RTC/PO/NAB Reserve		
Opening Balance	18,437	18,437
Amount Set Aside / Transfer to Reserve	221	922
Amount Used / Transfer from Reserve	-	-
	<u>18,658</u>	<u>19,359</u>
Total Cash Backed Reserves	<u>202,136</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	781	3,271
Sports Ground Improvement Reserve	29	123
Plant Replacement Reserve	166	712
Accrued Leave Reserve	519	2,169
Aged Persons Units Reserve	219	916
Street Light Upgrade Reserve	157	655
Painted Road Reserve	46	192
Industrial Area Development Reserve	57	240
Environmental Rehabilitation Reserve	195	815
RTC/PO/NAB Reserve	221	922
	<u>2,389</u>	<u>10,015</u>

Transfers from Reserves

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

Total Transfer to/(from) Reserves	<u>2,389</u>	<u>10,015</u>
--	--------------	---------------

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

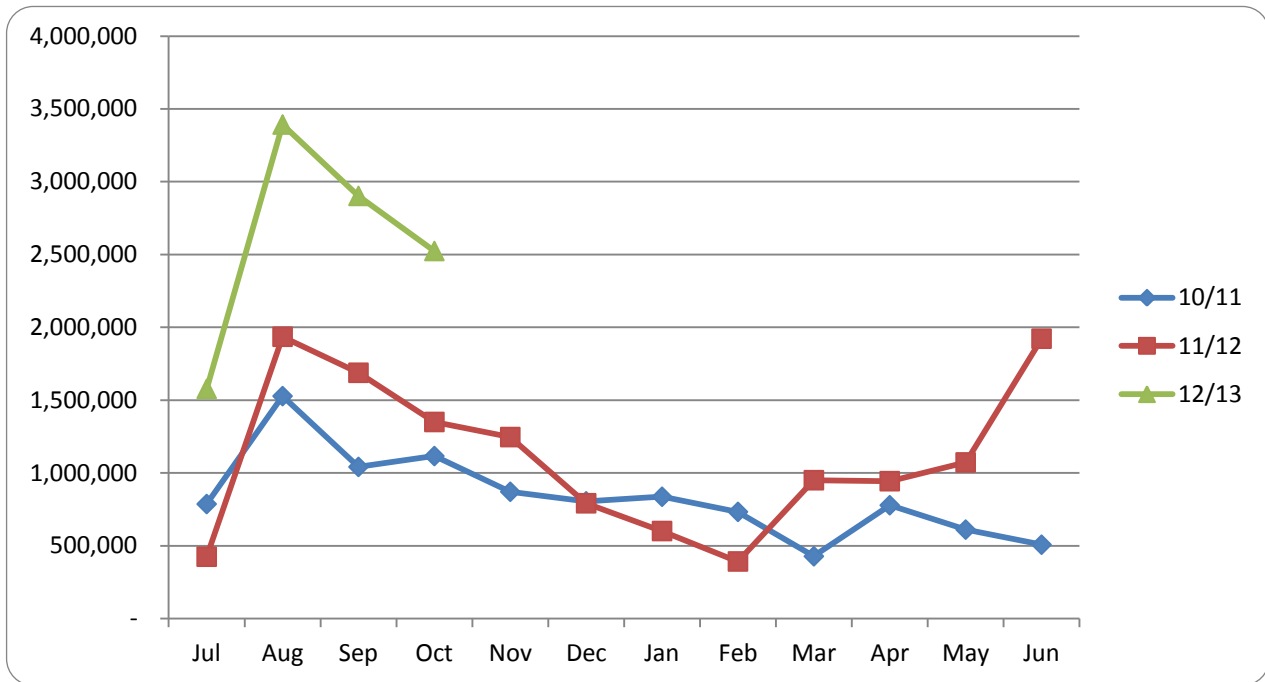
None of the above Reserves are expected to be used within a set period as it is envisaged that further transfers to the reserve accounts will occur as funds are utilised.

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

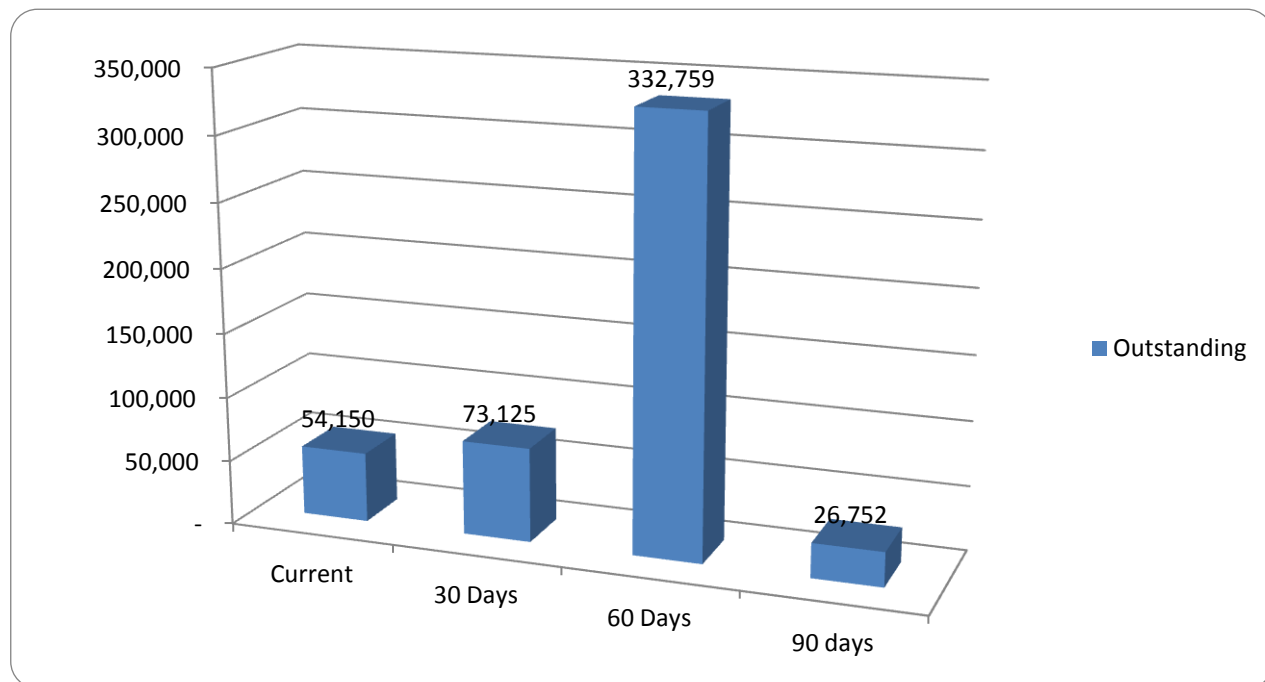
	31 October, 2012 Actual \$	Brought Forward 1-Jul-12 \$
7. NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	1,844,857	1,662,833
Cash - Restricted (Reserves)	202,137	199,748
Cash - Restricted (Unspent Grants)	-	-
Cash - Restricted (Unspent Loans)	-	-
Receivables		
- Rates Outstanding	416,927	22,919
- Sundry Debtors	489,297	315,028
- Emergency Services Levy	-	-
- Provision for doubtful debt	(8,574)	(8,574)
- GST Receivable	-	-
Inventories	27,774	17,548
	<u>2,972,418</u>	<u>2,209,502</u>
LESS: CURRENT LIABILITIES		
Payables		
- Sundry Creditors	(475)	(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>(245,994)</u>	<u>(410,355)</u>
NET CURRENT ASSET POSITION	2,726,424	1,799,147
Less: Cash - Reserves - Restricted	(202,137)	(199,748)
Less: Cash - Restricted/Committed	<u>-</u>	<u>-</u>
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u><u>2,524,287</u></u>	<u><u>1,599,399</u></u>

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

8. RATING INFORMATION - 2011 / 2012 FINANCIAL YEAR

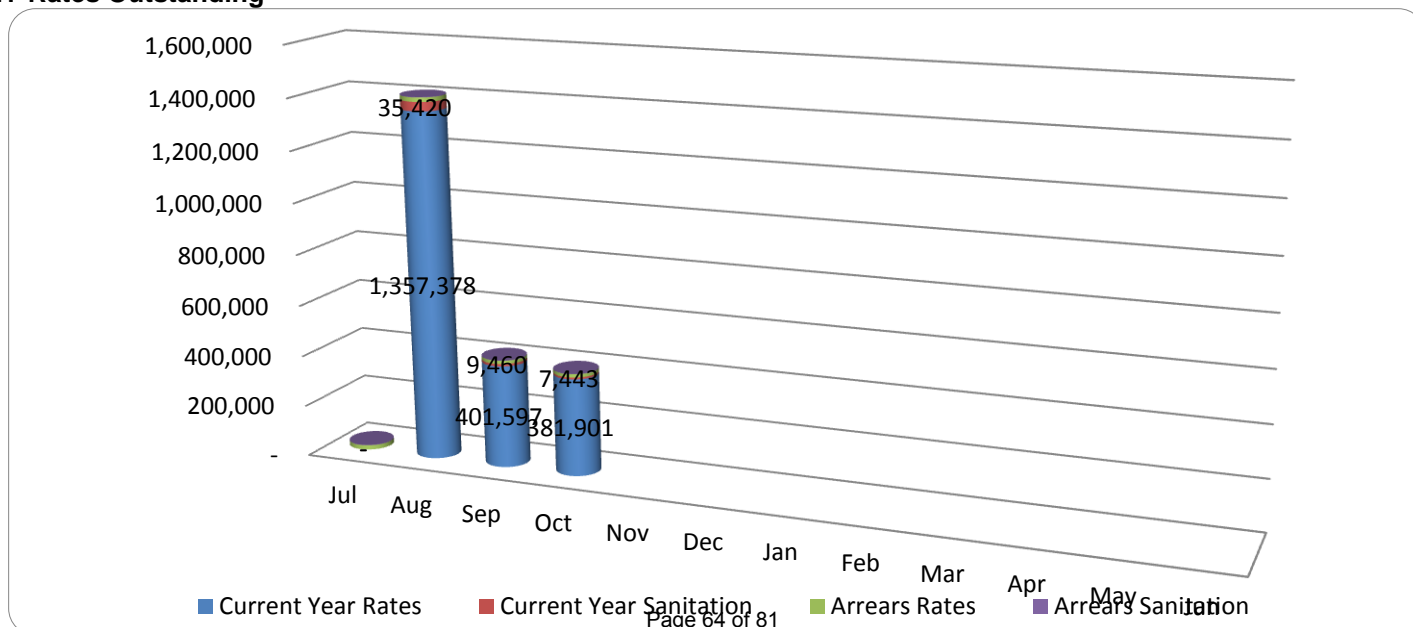
RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2012/2013 Rate Revenue \$	2012/2013 Interim Rates \$	2012/2013 Back Rates \$	2012/2013 Total Revenue \$	2012/2013 Budget \$
General Rate								
GRV - Townsites	10.7236	226	1,513,404	162,291	0	0	162,291	102,263
UV - Rural	1.1697	146	97,652,500	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							0	17,800
Movement in Excess Rates							5,876	0
Totals							1,372,552	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 OCTOBER, 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		518
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
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	-			-
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>97,297</u>

10. CASH / INVESTMENTS SUMMARY

Investments						31 October 2012 Actual \$
Financial Institution	Fund	Date Invested	Investment Amount \$	Interest Rate %	Maturity Date	
Cash at Bank						31 October 2012 Actual \$
Financial Institution	Fund	Total Cash at Bank	O/S Deposits	O/S Cheques	Adjustment	
National Australia Bank	Muni	240,139	6,240	(6,843)	1,267	240,803
National Australia Bank	Trust	97,198	-	-	99	97,297
			Interest		Transfers	
National Australia Bank	Maxi Investment	1,603,754	-	-	-	1,603,754
National Australia Bank	Reserve Maxi	202,137	-	-	-	202,137

11. SUPPLEMENTARY INFORMATION

May include (not exhaustive) the following:

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

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

	NOTE	31/10/2012 Actual \$	2012 / 2013 Budget \$
REVENUES FROM ORDINARY ACTIVITIES			
Rates	8	1,365,250	1,173,420
Operating Grants, Subsidies and Contributions		253,431	1,341,976
Non-Operating Grants, Subsidies and Contributions		791,590	1,287,291
Profit on Asset Disposals		1,173	30,114
Proceeds on Disposal of Assets	#	609	-
Service Charges		-	-
Fees and Charges		161,547	234,629
Interest Earnings		26,706	39,490
Other Revenue		92,979	12,500
		<u>2,693,285</u>	<u>4,119,420</u>
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Costs		(339,063)	(859,681)
Materials and Contracts		(302,852)	(1,213,443)
Utility Charges		(40,598)	(123,954)
Depreciation		(460,175)	(375,770)
Loss on Asset Disposals		(10,019)	(55,727)
Interest Expenses		(37,200)	(56,767)
Insurance		(182,122)	(151,909)
Other Expenditure		(103,262)	(82,800)
		<u>(1,475,291)</u>	<u>(2,920,051)</u>
NET RESULT		1,217,994	1,199,369

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

	31/10/12	31/10/12	2012/13
	Y-T-D Actual	Y-T-D Budget	Total Budget
	\$	\$	\$
OPERATING REVENUES			
Governance	6,031	2,760	8,319
General Purpose Funding	1,451,316	1,400,025	1,914,356
Law, Order, Public Safety	14,878	15,458	26,200
Health	545	364	26,100
Education and Welfare	2,525	1,260	3,795
Housing	17,058	19,096	57,322
Community Amenities	101,284	149,248	150,965
Recreation and Culture	43,647	71,366	153,625
Transport	972,870	982,706	2,856,876
Economic Services	3,690	3,432	10,339
Other Property and Services	79,439	84,236	252,740
	<u>2,693,283</u>	<u>2,729,951</u>	<u>5,460,637</u>
OPERATING EXPENSES			
Governance	(115,885)	(152,795)	(249,046)
General Purpose Funding	(9,482)	(14,036)	(42,127)
Law, Order, Public Safety	(26,359)	(28,854)	(100,949)
Health	(17,266)	(19,342)	(56,436)
Education and Welfare	(12,100)	(12,440)	(33,565)
Housing	(82,204)	(76,003)	(199,900)
Community Amenities	(52,340)	(47,783)	(152,816)
Recreation & Culture	(258,751)	(264,205)	(857,492)
Transport	(733,661)	(759,674)	(2,342,300)
Economic Services	(48,049)	(127,809)	(204,177)
Other Property and Services	(119,192)	(124,470)	(219,085)
	<u>(1,475,289)</u>	<u>(1,627,411)</u>	<u>(4,457,893)</u>
NET PROFIT OR LOSS/RESULT	<u><u>1,217,994</u></u>	<u><u>1,102,540</u></u>	<u><u>1,002,744</u></u>

SHIRE OF MINGENEW**BALANCE SHEET****FOR THE PERIOD 1 JULY, 2012 TO 31 OCTOBER, 2012**

	31 October, 2012	2012
	ACTUAL	
	\$	\$
CURRENT ASSETS		
Cash and Cash Equivalents	2,046,994	1,862,581
Trade and Other Receivables	897,649	329,372
Inventories	27,774	17,548
TOTAL CURRENT ASSETS	<u>2,972,417</u>	<u>2,209,501</u>
NON-CURRENT ASSETS		
Other Receivables	-	-
Inventories	95,329	95,281
Property, Plant and Equipment	6,405,026	6,448,403
Infrastructure	34,428,968	34,098,563
TOTAL NON-CURRENT ASSETS	<u>40,929,323</u>	<u>40,642,247</u>
TOTAL ASSETS	<u>43,901,740</u>	<u>42,851,748</u>
CURRENT LIABILITIES		
Trade and Other Payables	30,523	140,174
Long Term Borrowings	64,159	118,868
Provisions	151,312	151,311
TOTAL CURRENT LIABILITIES	<u>245,994</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>1,426,602</u>	<u>1,594,518</u>
NET ASSETS	<u>42,475,138</u>	<u>41,257,230</u>
EQUITY		
Retained Profits (Surplus)	56,748,476	55,532,875
Reserves - Cash Backed	202,137	199,748
Reserves - Asset Revaluation	(13,955,373)	(13,955,373)
TOTAL EQUITY	<u>42,995,240</u>	<u>41,777,250</u>

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

	31 October 2012 Actual \$	2012 \$
RETAINED PROFITS (SURPLUS)		
Balance as at 1 July 2012	23,374,214	23,217,670
Change in Net Assets Resulting from Operations	1,217,992	141,742
Transfer from/(to) Reserves	<u>(2,389)</u>	<u>14,802</u>
Balance as at 30 June 2013	<u>24,589,817</u>	<u>23,374,214</u>
RESERVES - CASH BACKED		
Balance as at 1 July 2012	184,945	199,747
Amount Transferred (to)/from Surplus	<u>2,389</u>	<u>(14,802)</u>
Balance as at 30 June 2013	<u>187,335</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>40,707,294</u></u>	<u><u>39,489,302</u></u>

9.6.4 ACCOUNTS FOR PAYMENT – OCTOBER 2012

Agenda Reference: AO 03/12 - 01
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: N/A
Disclosure of Interest: Nil
Date: 21 November 2012
Author: Julie Borrett

SUMMARY

Council to confirm the payment of creditors for the month of October 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

Date: 12/11/2012

Shire of MINGENEW

USER: Administrator Offi

Time: 1:31:58PM

Statement of Payments for the month of October 2012

PAGE: 1

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
399	15/10/2012	KYM McGLINN REFUND OF COOLROOM BOND		125.00
EFT6471	02/10/2012	Courier Australia FREIGHT		125.82
EFT6472	02/10/2012	CATWEST CHARGES		10,117.80
EFT6473	02/10/2012	FREDS MOWER REPAIRS CHARGES		197.70
EFT6474	02/10/2012	JASON SIGNMAKERS CHARGES		29.15
EFT6475	02/10/2012	CANINE CONTROL CHARGES		935.00
EFT6476	02/10/2012	LGIS RISK MANAGEMENT INSURANCE		2,619.10
EFT6477	02/10/2012	RELIANCE PETROLEUM FUEL		8,917.70
EFT6478	02/10/2012	Shire Of Three Springs CHARGES		2,040.00
EFT6479	02/10/2012	WESTERN AUSTRALIAN TREASURY CORPORATION CHARGES		10,691.03
EFT6480	02/10/2012	WESTRAC PTY LTD CHARGES		1,898.60
EFT6481	08/10/2012	AUSTRALIA POST POSTAGE		128.14
EFT6482	08/10/2012	Courier Australia FREIGHT		256.11
EFT6483	08/10/2012	LANDGATE CHARGES		34.95
EFT6484	08/10/2012	VEOLIA ENVIRONMENTAL SERVICES AUSTRALIA PTY LTD CHARGES		4,897.76
EFT6485	08/10/2012	JR & A HERSEY PTY LTD GOODS		4,110.06
EFT6486	08/10/2012	IN-SITU CONSTRUCTION & MAINTENANCE CHARGES		271,320.96
EFT6487	08/10/2012	MICHAEL CAUNCE CARPENTRY CHARGES		462.00
EFT6488	08/10/2012	MIDWEST SWEEPING CONTRACTORS CHARGES		4,073.30
EFT6489	08/10/2012	MIDWEST WINDSCREENS CHARGES		330.00
EFT6490	08/10/2012	Mitchell and Brown GOODS		60.00
EFT6491	08/10/2012	PEMCO DIESEL PTY LTD CHARGES		2,577.05
EFT6492	08/10/2012	Signs Plus GOODS		57.00
EFT6493	08/10/2012	LANDMARK GOODS		762.44
EFT6494	08/10/2012	SUNNY SIGN COMPANY PTY LTD GOODS		5,292.16

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		WA LOCAL GOVERNMENT ASSOCIATION		
EFT6495	08/10/2012	TRAINING		434.50
		WESTSIDE PAINTING SERVICES		
EFT6496	08/10/2012	CHARGES		2,719.99
		Shire of Mingenew - Payroll		
EFT6497	10/10/2012	PAYROLL10102012		30,345.81
		Australian Services Union		
EFT6498	10/10/2012	Payroll deductions		22.90
		CHILD SUPPORT AGENCY		
EFT6499	10/10/2012	Payroll deductions		192.07
		HBF		
EFT6500	10/10/2012	Payroll deductions		70.90
		LGRCEU		
EFT6501	10/10/2012	Payroll deductions		19.40
		WA LOCAL GOVERNMENT SUPERANNUATION PLAN P/L		
EFT6502	10/10/2012	Superannuation contributions		4,974.80
		PRIME SUPER		
EFT6503	10/10/2012	Superannuation contributions		394.52
		NAB BUSINESS VISA		
EFT6504	15/10/2012	CREDIT CARD		2,613.77
		ARROWSMITH COMPUTER COMPANY		
EFT6505	15/10/2012	GOODS		156.00
		ASPHALT IN A BAG		
EFT6506	15/10/2012	GOODS		5,156.25
		UHY HAINES NORTON (WA) PTY LTD		
EFT6507	15/10/2012	CHARGES		3,322.00
		BATAVIA COAST AUTO ELECTRICAL PTY LTD		
EFT6508	15/10/2012	CHARGES		922.45
		Courier Australia		
EFT6509	15/10/2012	FREIGHT		1,081.00
		CLAW ENVIRONMENTAL		
EFT6510	15/10/2012	CHARGES		1,199.88
		LANDGATE		
EFT6511	15/10/2012	CHARGES		434.15
		DONGARA SMASH REPAIRS		
EFT6512	15/10/2012	CHARGES		300.00
		DONGARA BUILDING & TRADE SUPPLIES		
EFT6513	15/10/2012	GOODS		548.50
		DUN & BRADSTREET (AUSTRALIA) PTY LTD		
EFT6514	15/10/2012	CHARGES		220.00
		ELITE ELECTRICAL CONTRACTING PTY LTD		
EFT6515	15/10/2012	CHARGES		5,785.52
		FESA		
EFT6516	15/10/2012	CHARGES		1,083.00
		GH COUNTRY COURIER		
EFT6517	15/10/2012	FREIGHT		172.48
		PJ & WJ GLEDHILL		
EFT6518	15/10/2012	CHARGES		1,917.30
		GERALDTON TV & RADIO SERVICES		
EFT6519	15/10/2012	CHARGES		527.36
		GREENFIELD TECHNICAL SERVICES		
EFT6520	15/10/2012	CHARGES		19,515.14

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Great Northern Rural Services		
EFT6521	15/10/2012	GOODS		1,378.71
		CHOICES		
EFT6522	15/10/2012	CARPET		7,711.00
		ISS WASHROOM SERVICES		
EFT6523	15/10/2012	CHARGES		1,790.80
		KINGS PARK MOTEL		
EFT6524	15/10/2012	CHARGES		170.00
		RELIANCE PETROLEUM		
EFT6525	15/10/2012	FUEL		20,920.34
		MINGENEW IGA PLUS LIQUOR		
EFT6526	15/10/2012	GROCERIES		214.43
		LGIS LIABILITY		
EFT6527	15/10/2012	INSURANCE		11,231.76
		LGIS WORKCARE		
EFT6528	15/10/2012	INSURANCE		17,486.13
		STARICK TYRES		
EFT6529	15/10/2012	TYRES		154.37
		Mitchell and Brown		
EFT6530	15/10/2012	GOODS		2,490.00
		LGIS PROPERTY		
EFT6531	15/10/2012	INSURANCE		41,209.54
		Midwest Regional Council (MUNI)		
EFT6532	15/10/2012	CHARGES		16,120.50
		PEST A KILL WA		
EFT6533	15/10/2012	CHARGES		5,604.50
		PLAYGROUND SOLUTIONS		
EFT6534	15/10/2012	CHARGES		7,812.00
		QUALITY TRAFFIC MANAGEMENT PTY LTD		
EFT6535	15/10/2012	CHARGES		2,751.65
		QUANTUM SURVEYS PTY LTD		
EFT6536	15/10/2012	CHARGES		12,928.00
		SUN CITY PRINT & DESIGN		
EFT6537	15/10/2012	CHARGES		118.00
		STATE WIDE TURF SERVICES		
EFT6538	15/10/2012	CHARGES		8,838.50
		MICHAEL CHARLES SULLY		
EFT6539	15/10/2012	REIMBURSEMENT		119.90
		MINGENEW FABRICATORS		
EFT6540	15/10/2012	REPAIRS		2,248.99
		WACKER NEUSON		
EFT6541	15/10/2012	GOODS		7,920.00
		Cameron Watson		
EFT6542	15/10/2012	REIMBURSEMENT		100.00
		Cr Michelle Bagley		
EFT6543	19/10/2012	Septmeber 12 Quarter Council Allowance		3,250.00
		CR GARY COSGROVE		
EFT6544	19/10/2012	September 12 Quarter Council Allowance		875.00
		MID WEST GROUP OF AFFILIATED AG. SOCIETIES		
EFT6546	19/10/2012	Mid Wesyt Group of Affiliated Agricultural Societies - Perth Royal Show Don		150.00
		MARGUERITE PEARCE		
EFT6547	19/10/2012	September 12 Quarter Council Allowance		875.00

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		CR ALAN SOBEY		
EFT6548	19/10/2012	September 12 Quarter Council Allowance		875.00
		CR PETER WARD		
EFT6549	19/10/2012	September 12 Quarter Council Allowance		875.00
		Shire of Mingenew - Payroll		
EFT6550	24/10/2012	PAYROLL24102012		28,420.97
		Australian Services Union		
EFT6551	24/10/2012	Payroll deductions		22.90
		CHILD SUPPORT AGENCY		
EFT6552	24/10/2012	Payroll deductions		192.07
		HBF		
EFT6553	24/10/2012	Payroll deductions		70.90
		LGRCEU		
EFT6554	24/10/2012	Payroll deductions		19.40
		WA LOCAL GOVERNMENT SUPERANNUATION PLAN P/L		
EFT6555	24/10/2012	Superannuation contributions		4,784.58
		PRIME SUPER		
EFT6556	24/10/2012	Superannuation contributions		345.50
		MINGENEW SHIRE COUNCIL		
7606	02/10/2012	Payroll deductions		120.00
		Plum Personal Plan		
7607	02/10/2012	Superannuation contributions		159.91
		SYNERGY		
7608	02/10/2012	CHARGES		1,837.50
		TELSTRA		
7609	02/10/2012	CHARGES		68.99
		TELSTRA		
7610	08/10/2012	CHARGES		37.96
		PHOENIX MOTORS PTY LTD		
7611	12/10/2012	PLANT		10,117.04
		Austral Iron Pty Ltd		
7612	15/10/2012	Rates refund for assessment A684 E70/02517 NO NAME MINING MINGENEW		183.45
		BIGPOND		
7613	15/10/2012	CHARGES		39.95
		MINGENEW SHIRE COUNCIL		
7614	15/10/2012	RATES		944.00
		HOTEL NORTHBRIDGE		
7615	15/10/2012	CHARGES		168.50
		Plum Personal Plan		
7616	15/10/2012	Superannuation contributions		200.42
		ROSELAKE PTY LTD		
7617	15/10/2012	CHARGES		4,764.00
		SYNERGY		
7618	15/10/2012	POWER		4,365.75
		TELSTRA		
7619	15/10/2012	CHARGES		1,289.88
		WATER CORPORATION		
7620	15/10/2012	CHARGES		376.20
		LANDGATE		
7621	19/10/2012	Restrictive Covenant Shown on Deposited Plan 56161		80.00
		Peter Gledhill		
7622	19/10/2012	September 12 Quarter Council Allowances		1,437.50

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
7623	19/10/2012	CR HELEN NEWTON September 12 Quarter Council Allowance		875.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	653,205.01
T	TRUST- NATIONAL AUST BANK	125.00
TOTAL		653,330.01

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

121111 - OFFICER RECOMMENDATION & COUNCIL RESOLUTION

MOVED: Cr HM Newton

SECONDED: Cr GJ Cosgrove

That Council confirm the accounts as presented for October 2012 from the Municipal Fund totalling \$653,205.01 represented by Electronic Funds Transfers of EFT6471 to EFT6556, Trust Cheque no 399 and Cheque nos 7606 – 7623

CARRIED

Voting 7/0

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

11.2 STAFF

121112 Council Resolution

MOVED: Cr MP Pearce

SECONDED: Cr PJ Gledhill

That the Mid West Industry Road Safety Alliance item be included as an item of an urgent nature by resolution of Council.

CARRIED

Voting 7/0

11.2.1 MID WEST INDUSTRY ROAD SAFETY ALLIANCE

Agenda Reference: CEO 11/12-01
Location/Address: N/A
Name of Applicant: Shire of Mingenew
File Reference: N/A
Disclosure of Interest: Nil
Date: 20 November 2012
Author: Mike Sully

SUMMARY

Council is asked to agree that the Shire of Mingenew be responsible for the financial management for the Mid West Industry Road Safety Alliance (MWIRSA).

ATTACHMENT

The following letter was prepared by the Chairman of Mid West Industry Road Safety Alliance, Sgt Paul Mathews:

Dear Sir/Madam

You may be aware that a group of interested road users has been meeting for some time to progress the Midwest Industry Road Safety Alliance (MIRSA). Foundation members include the

WA Police, Main Roads, Local Governments and Industry players in the transport and resources industries in the Mid West.

The aim is to improve road safety within the Mid West by coordinating and promoting better roads and road usage. It is the vision of the Alliance to implement an innovative cooperative partnership approach to eliminate death and serious injury resulting from road crashes in the Mid West region aligned with initiatives outlined in Towards Zero, WA's Road Safety Strategy 2008-2020 <http://www.ors.wa.gov.au/Towards-Zero.aspx>

MIRSA will play a part in identifying and addressing road safety issues, instigate and participate in safety initiatives and work together to lobby for resources and change where required.

WHY SHOULD YOUR ORGANISATION BE INVOLVED? *The major users of our roads, be it management, industry, maintenance, design, enforcement or planning have been identified through-out the Mid West.*

Your business has been identified as being able to contribute to manage strategies, issues and concerns as well as collect data to assist with the implementation of future strategies in line with the Towards Zero, WA's Road Safety Strategy 2008-2020. The development of road safety campaigns, projects, events and training in partnership with the active agencies responsible for all areas of road safety within the Mid West is a unique opportunity for your business to demonstrate its commitment to achieving a safer Mid West road network.

WHAT IS REQUIRED?

A core group of primary members is to meet on a monthly basis to plan, implement and evaluate road safety issues and initiatives in the Mid West region of Western Australia. All alliance members (primary and secondary) will meet collectively every 4 months for a larger forum.

WHAT ARE THE FINANCIAL COMMITMENTS?

A contribution of \$5,000 plus GST per financial year is required from each corporate partner and government agencies (excluding WALGA, WAPOL and Department of Transport). The members of the local shires can contribute a variable amount up to \$5,000 depending on size.

The funding will assist the Mid West Industry Road Safety Alliance to implement future road safety initiatives to eliminate death and serious injury resulting from road crashes in the Mid West region. Attached is a presentation outlining the MIRSA's approach, and a copy of the Terms of Reference for your consideration.

SUMMARY

Your commitment to the Mid West Industry Road Safety Alliance as a corporate partner or local government or shire is vital to enable the Alliance to achieve the outcomes of fewer deaths and serious injuries on our roads. By directly influencing how Industry and government agencies implement ideas, changes and recommendations gives, MIRSA gives us the platform to make real improvements at a local level. By using a locally coordinated approach to road safety there will be a direct positive impact to road safety with the Mid West.

I look forward to seeing you or a representative at the launch of the Mid West Industry Road Safety Alliance at 10am on Wednesday 31st October 2012 at the Towns Football Club, Eighth Street, Wonthella.

Paul Matthews

Chairperson
Mid West Industry Road safety Alliance
tel: 99234630
Mobile:0411164811
email: pd07426@police.wa.gov.au



BACKGROUND

In March 2012 representatives from the Mid West Shires, the Police and the transport, mining and grain industries agreed to form the MWIRSA to develop and implement strategies to ensure the safety of all road users within the Mid West.

While strategies initially are primarily directed at reducing the incidences of vehicle crashes directly or indirectly involving private vehicles and heavy trucks, general road safety issues will also be addressed through support for the RoadWise and the Towards Zero program.

COMMENT

Key members of MWIRSA have developed Terms of Reference (TOR), one of which requests that corporate members of MWIRSA contribute \$5,000 each financial year and Local Government Authorities contribute up to \$5,000 per financial year. The contributions are to fund the road safety initiatives undertaken by MWIRSA.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

The Local Government Act and Financial Regulations require that the Council approve all financial transactions of a Local Government; therefore Council approval is required for the Shire of Mingenew to undertake financial transactions on behalf of the MWIRSA

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

As there was no allowance for a financial contribution in Council's 2012/2013 budget, the MWIRSA committee has accepted an offer that the Shire of Mingenew carries out the financial management of MWIRSA in lieu of a financial contribution.

It is recommended that all MWIRSA income and expenditure is able to be easily identified and kept separate from Council's funds within the Council financial system. A trust account

can be established to ensure that only MWIRSA income is used to pay MWIRSA expenditure.

STRATEGIC IMPLICATIONS

The safety of shire residents and residents of the broader region, when travelling by road, is a major responsibility of Councils that goes beyond the maintenance of the physical structure of local roads. Involvement with MWIRSA will ensure that Council is able to support numerous road safety initiatives.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION & COUNCIL RESOLUTION

121113

MOVED: Cr HM Newton

SECONDED: Cr MP Pearce

That Council agree to be responsible for the financial management for the Mid West Industry Road Safety Alliance (MWIRSA) including the acceptance of funds due to MWIRSA and the payment of expenditure incurred by MWIRSA.

CARRIED BY ABSOLUTE MAJORITY

Voting 7/0

12.0 CONFIDENTIAL ITEMS

Nil

13.0 COUNCILLOR REPORTS

Nil

14.0 TIME AND DATE OF NEXT MEETING

121114

MOVED: Cr MP Pearce

SECONDED: Cr HM Newton

That the next Ordinary Council Meeting be changed from the advertised date of Wednesday 19th December 2012 to Monday, the 17th December 2012 at 4:00pm.

CARRIED

Voting 7/0

15.0 CLOSURE

The Shire President thanked all for attending and declared the meeting closed at 5.20pm

These minutes were confirmed at a meeting on Monday 17th December 2012.

Signed: _____

Presiding Officer

Date: 17th December 2012