



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

Wednesday 15 February 2017

SHIRE OF MINGENEW



Shire of Mingenew

Ordinary Council Meeting Notice Paper

15 February 2017

Madam President and Councillors,

An ordinary meeting of Council is called for Wednesday, 15 February 2017, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm.

Martin Whitely
Chief Executive Officer

10 February 2017

MINGENEW SHIRE COUNCIL

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CHIEF EXECUTIVE OFFICER
10 FEBRUARY 2017



SHIRE OF MINGENEW
WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

Chief Executive Officer
Shire of Mingenew
PO Box 120
MINGENEW WA 6522

Dear Sir/Madam,

Re: Written Declaration of Interest in Matter before Council

I, (1) _____ wish to declare an interest in the following item to be considered by Council at its meeting to be held on

(2) _____

Agenda Item (3) _____

The type of interest I wish to declare is (4)

- Financial pursuant to Section 5.60A of the Local Government Act 1995
 Proximity pursuant to Section to 5.60B of the Local Government Act 1995
 Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
 Impartiality pursuant to regulation 11 of the Local Government (Rule of Conduct) Regulations 2007

The nature of my interest is (5)

The extent of my interest is (6)

I understand that the above information will be recorded in the minutes of the meeting and recorded in the Financial Interest Register.

Yours faithfully,

Signed

Date

1. Insert Name
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).

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SHIRE OF MINGENEW

AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 15 February 2017 COMMENCING AT 4.30pm

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**
- 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4.0 PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**
- 5.0 APPLICATIONS FOR LEAVE OF ABSENCE**
- 6.0 DECLARATIONS OF INTEREST**
- 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**
 - 7.1.1 ORDINARY MEETING HELD 21 December 2016
 - 7.1.2 AUDIT COMMITTEE MEETING HELD 21 December 2016
- 8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**
- 9.0 OFFICERS REPORTS**

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 SINO STEEL FUNDS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0100
Date: 8 February 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report seeks Council endorsement to use funds held in trust to be used for the refurbishment of the Mingenew Town Hall.

Attachment

Sino Steel Memorandum of Understanding

Background

In the past there have been various discussions on suitable projects to utilise the balance of the Sino Steel funds currently held in trust. At the December 2016 Concept Forum meeting Council agreed that the refurbishment of the Mingenew Town would be a suitable project to release the funds for. To formalise this arrangement an item has been prepared to release the funds from trust to pursue further options of refurbishing the Mingenew Town Hall.

Comment

Part 3 of the MOU outlines the conditions in place for the Community Development Fund. Section 3.4 outlines the criteria of the Committee and as stated in the MOU should consist of four members being the President or Deputy President of the Shire, two members of the community as selected by Council and 1 representative from Sino Steel. In the absence of a Sino Steel representative I believe that it is a fair assumption for a majority Council decision to suffice as this would make up the majority or 75% of the Committee based on the two members of the community being selected Councillors representing the best interests of the community.

The refurbishment of the Town Hall would clearly fall under 3.5 as a disbursement for the benefit of the citizens of the Shire of Mingenew.

There is currently a balance of \$63,415 in the Trust for Sino Steel funds. I will be recommending that these funds be allocated towards the cost of refurbishing the town hall.

There is no budget allocation for the refurbishment of the Town Hall in the 2016/17 financial year; as such Council will need an Absolute Majority of Council to allow expenditure to take place in this financial year. I will be recommending that Council allocate \$300,000 towards the refurbishment of the Town Hall comprising of \$63,415 of Shire resources from the Trust fund and that an application be made to Lotterywest and/or other funding providers for the balance.

Consultation

All Councillors

Lotterywest

Community survey on refurbishing the Town Hall

Statutory Environment

Local Government Act 1995 states as follows;

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.
- (2) Where expenditure has been incurred by a local government —
 - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Policy Implications

Nil

Financial Implications

There is no budget allocation for the refurbishment of the Town Hall in the 2016/17 financial year. Allocating funds held in trust and seeking grant funding for the balance of the project will mean that there will be no effect on the Shire's cash position in the 2016/17 financial year.

Strategic Implications

Community Strategic Plan

Outcome 1.3.1 – Maintain and enhance existing historical infrastructure and consider heritage listing and Funding opportunities

Outcome 2.4.1 – Maintain and enhance existing historical infrastructure

Outcome 3.2.8 – Undertake improvements to the Mingenew Town Hall to ensure that it continues to be used

Outcome 3.6.1 – Continue to provide quality facilities for events

Voting Requirements

Absolute Majority

| |
|--|
| OFFICER RECOMMENDATION – ITEM 9.1.1 |
|--|

That Council

1. Support the refurbishment of the Mingenew Town Hall, and
2. Endorse the transfer of Sino Steel funds held in trust being \$63,415 for the purpose of refurbishing the Town Hall, and
3. An allocation of \$300,000 be made in the budget for the Town Hall refurbishment in the 2016/17 financial year, and
4. Authorise the Chief Executive Officer to pursue funding options for the balance of funds for the project, and
5. Any necessary adjustments required are considered during the 2016/17 Budget Review process



MINGENEW SHIRE COUNCIL

Victoria Street
P.O. Box 120
MINGENEW WA 6522
Telephone: (08) 9928 1102
Facsimile: (08) 9928 1128
Email: henryv@mingenew.wa.gov.au

Your Ref:

Our Ref:

16th November 2009

Mr Guilio Casello
Chief Operating Officer
Sinosteel Midwest Corporation Ltd
PO Box 529
WEST PERTH WA 6872

ATTENTION JOHN KELLY

PROPOSED COMMUNITY TRUST

I acknowledge your letter of 23rd October 2009 in relation to the establishment of a new community trust to be used for approved community purposes and follows on with the discussions I have had with John Kelly.

Thank you for your revised offer. As outlined in my original letter and in my discussions with John Kelly Council was of the opinion the \$20,000 payment was on the low side. I note your letter now proposes a \$30,000 payment in year one but with the future years payments being offered on a tonnes trucked basis at a rate of 2 cents per tonne the payment has the potential to revert back to \$20,000.

I would like to propose that either the rate is set at 2.5 cents per tonne or that a minimum of \$25,000 (if the tonnage reaches 1.2 million the contribution would be \$30,900 in year 2) is paid each year there is trucking activity through Mingenev. Based on the 2.5 cents scenario and presuming the 1 million tonne cartage the payment would be \$25,750 (allowing for the 3% indexation offered).

Council is happy to accept the other conditions outlined in your proposal and looks forward to reaching a mutually agreeable position on the level of payment to the Community Trust.

Please contact me on ceo@mingenew.wa.gov.au or 0429 111 354 if you require any further information or clarification.

Yours sincerely

Ian Fitzgerald
Chief Executive Officer

COMMUNITY TRUST FUND AGREEMENT

BETWEEN

SHIRE OF MINGENEW

AND

SINOSTEEL MIDWEST

THIS AGREEMENT is made on the

day

2011.

BETWEEN:

Shire of Mingenew of Victoria Street, Mingenew, Western Australia ("Shire"); and

Sinosteel Midwest of Suite 2, Level 1, 32 Kings Park Road, West Perth, Western Australia ("Sinosteel")

RECITALS:

- A. Sinosteel intends to develop the Koolanooka / Blue Hills Direct Shipping Iron Ore Project and plans to export the ore through the Port of Geraldton for **7 years**.
- B. Sinosteel wishes, through its Haulage Contractors as defined in clause 4.2 of the Road Train Permit Agreement, to operate Road Trains on roads located within and under the care, control and management of the Shire of Mingenew for the purposes of hauling minerals from its Koolanooka Mine to Geraldton Port.
- C. Sinosteel has applied to MRWA as defined in clause 1.1 of the Road Train Permit Agreement for a permit to operate Road Trains on the Roads.
- D. This Agreement sets out the agreed terms and conditions for contribution by Sinosteel to the public benefit of the citizens of the Shire of Mingenew during the life of the Road Train Permit Agreement.

NOW IT IS HEREBY AGREED as follows:

1. DEFINITIONS, INTERPRETATIONS AND GOVERNING LAW

1.1 In this Agreement, unless the context otherwise requires:

“Agreement” means this Agreement including any schedules or annexures hereto and includes any amendments or variations to it from time to time;

“Business Day” means a day on which major trading banks are open for business in Perth, Western Australia;

“Contract Year” means each period of 12 months during the Term, commencing on the Trucking Commencement Date or the anniversary of the Trucking Commencement Date as appropriate;

“Date of Execution” means the date on which the last Party signs this Agreement;

“Haematite” means direct shipping grade Haematite ore from the Koolanooka / Blue Hills Direct Shipping Iron Ore Project;

“Koolanooka Magnetite Project” means the proposed project for the production of either iron ore concentrates or pellets from the magnetite ore contained within Sinosteel’s mining tenements at Koolanooka;

“Magnetite” means rock containing approximately 40% iron, with the chemical formula Fe_3O_4 ;

“Sinosteel Representative” means Sinosteel authorised representative in respect of matters relating to this Agreement, as notified by Sinosteel to the Shire from time to time;

“Mine Site” means Sinosteel’s mine site at Koolanooka Hills;

“Parties” means the Shire and Sinosteel and **“Party”** means one of them;

“Road Train Permit Agreement” means the agreement executed on the same date as this Agreement between the Shire and Sinosteel setting out terms and conditions for the use of the roads located within and under the care, control and management of the Shire of Mingenew for the purpose of hauling minerals from its Koolanooka mine to Geraldton Port;

“Road Train” means a road train of up to 27.5m in length utilised by Sinosteel or its Haulage Contractor to haul Haematite from the Mine Site to the Geraldton Port;

“Community Trust Fund” means the special purpose fund to be established pursuant to Section 3 of this Agreement for the public benefit of citizens of the Shire of Mingenew;

“Term” means the period specified in clause 2;

“Trucking Commencement Date” means the date on which the first Road Train loaded with Haematite for export departs the Mine Site for the Geraldton Port.

- 1.2** In this Agreement, unless the context otherwise requires:
- 1.2.1 words importing the singular include the plural and vice versa;
 - 1.2.2 a reference to a gender includes a reference to each other gender;
 - 1.2.3 a reference to a person includes a reference to a firm, corporation or other corporate body;
 - 1.2.4 a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments and re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);
 - 1.2.5 where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have corresponding meanings;
 - 1.2.6 a reference to a deed, agreement (including this Agreement) or other instrument or any provision of it is deemed to include a reference to that deed, agreement, instrument or provision as varied, supplemented, novated, assigned or replaced from time to time;
 - 1.2.7 a reference to a month is a reference to a calendar month (whether or not beginning on the first day of any month);
 - 1.2.8 headings are for ease of reference and do not form part of or affect the construction or interpretation of this Agreement;
 - 1.2.9 a reference to a recital, section, clause, sub-clause, Schedule or Annexure is to a recital, section, clause, sub-clause, Schedule or Annexure of, or to, this Agreement;
 - 1.2.10 all references to monetary sums in this Agreement are in Australian Dollars unless otherwise specifically stated;
 - 1.2.11 this Agreement binds, in addition to the Parties, their respective successors and assigns;
 - 1.2.12 if an act must be done on a specified day which is not a Business Day, then the act must instead be done on the next Business Day;
 - 1.2.13 “including” means “including, but not limited to”; and
 - 1.2.14 a reference to a professional body or statutory or other semi-governmental authority includes a successor to or substitute for that body or authority.

2. TERM

2.1 This Agreement shall be co-terminus with the Road Train Permit Agreement.

3. COMMUNITY DEVELOPMENT FUND

3.1 Subsequent to the Date of Execution, the Shire will establish a special purpose bank account for the Community Trust Fund to be established under this Agreement.

3.2 Midwest will contribute \$25,000 in advance per calendar year (\$30,000 in year one) beginning from the Trucking Commencement Date for each of the years or part thereof to the Community Trust Fund.

3.3 The agreed or assessed annual contribution in clause 3.2 shall be payable by Sinosteel by one annual payment in January of each year for the life of the project.

3.4 Disbursements from the Community Trust Fund will be subject to majority approval of a committee comprising:-

3.4.1 the Mingenew Shire President or in his/her absence the Mingenew Deputy Shire President;

3.4.2 two members of the Mingenew community, as selected by ~~the~~ Shire Council; and

3.4.3 a Sinosteel representative.

3.5 Disbursements from the Community Trust Fund shall only be made for the public benefit of the citizens, or non-profit community groups of the Shire of Mingenew.

3.6 Disbursements will be made in April and October of each year after the calling of written applications for funds

3.7 each funding application is to detail the project, total project cost/budget, applicant's contribution and amount requested from the Community Trust Fund

3.8 A declaration of interest is to be made by panel members where applicable.

4. TERMINATION

- 4.1 This Agreement will terminate immediately on expiry of the Road Train Permit Agreement.
- 4.2 Termination of this Agreement under any circumstances shall not abrogate, impair, release or extinguish any debt, obligation or liability of the Parties which may have accrued under this Agreement including any debt, obligation or liability which was the cause of termination or arose out of such cause.
- 4.3 All covenants made by a party in this Agreement which are by their terms intended to operate after the termination of this Agreement will not merge on the completion of the matters referred to, or contemplated by, this Agreement, but will survive that completion.

5. ASSIGNMENT

- 5.1 This Agreement shall be binding upon the Parties and their respective successors and assigns provided that Sinosteel may not assign its rights in and under this Agreement, except in accordance with clause 5.2.
- 5.2 Sinosteel may assign its rights in and under this Agreement to any entity which acquires all of, or a majority interest in the Koolanooka Hills/Blue Hills Projects provided that the proposed assignee:
 - (a) enters into a deed of covenant with the Shire whereby it agrees to assume and be bound by the obligations of the assignor under this Agreement; and
 - (b) Sinosteel remains liable for its obligations under this Agreement up to the date of assignment.

6. COSTS

- 6.1 Sinosteel will pay the Shire's reasonable legal costs and disbursements of and incidental to the negotiation and preparation of this Agreement, subject to prior approval of said costs and disbursements by Sinosteel.
- 6.2 All stamp duty and other government imposts and fees payable on or in connection with this Agreement are payable by Sinosteel.

7. NOTICES

- 7.1 All notices required or authorised to be given under this Agreement shall be in writing and except where otherwise expressly provided shall be sent by facsimile transmission or registered mail addressed as follows:

Shire of Mingenew
PO Box 120
Mingenew WA 6522
Facsimile: 61-8-99281128
Attention: Chief Executive Officer

Sinosteel Midwest
PO Box 1915
West Perth WA 6872
Facsimile: 61-8-9223 3388
Attention: Manager Finance & Administration

- 7.2 Unless otherwise provided in this Agreement, notices shall be deemed given or received:
- 7.2.1 if personally served, at the time of service; or
 - 7.2.2 if by mail, on the third business day after mailing; or
 - 7.2.3 if transmitted by facsimile to a Party's address on production by the facsimile machine of the sender a transmission report confirming that the facsimile was received without error by the facsimile machine of the recipient
- 7.3 Any notice given under this Agreement may be signed by a duly authorised representative of the Party giving notice.
- 7.4 A Party may change its address by giving notice to the other Party.

8. GOVERNING LAW

This Agreement shall be governed by and constructed according to the laws for the time being in force in Western Australia.

9. ENTIRE AGREEMENT

- 9.1 This Agreement and any amendments or variations to it constitute the entire agreement between the Parties and supersede all prior oral and written representations and documentation.
- 9.2 No modifications, amendments, or variations of this Agreement shall be of any force unless such modification is in writing signed by the Parties.

10. SEVERABILITY

Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent only of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction.

11. WAIVER

- 11.1 No waiver of any breach of this Agreement or any of the terms hereto shall be effective unless it is in writing and signed by the Party against whom it is claimed.
- 11.2 No waiver of any breach shall be a waiver of any other or subsequent breach.

12. FURTHER ASSISTANCE

From time to time and at all times hereafter each Party shall do and execute or cause to be done and executed all such acts, deeds and assurances whatsoever for more effectively and satisfactorily giving effect to this Agreement and shall use all reasonable endeavours to cause third parties to do likewise.

13. TIME OF ESSENCE

Time shall be of the essence of this Agreement in all respects.

14. GST

- 14.1 All charges stated in this Agreement are prices exclusive of GST.
- 14.2 If at any time GST becomes payable by a Party (in each case **“the Supplier”**) on any taxable supply made by the Supplier to the other Party (**“the Recipient”**) and the consideration for that taxable supply is not expressed to include GST, the Supplier is entitled to recover by way of increase in the consideration for the taxable supply (**“the Original Price”**) the GST otherwise payable by the Supplier on that taxable supply in each case treating the Original Price as the value of the taxable supply, the increased consideration in each case being calculated by multiplying the Original price by the GST rate prevailing on the making of the relevant taxable supply and adding the resultant product to the Original Price (**“the GST Inclusive Amount”**). The Recipient is in each case entitled to a tax invoice from the Supplier within 3 days of request by the recipient.
- 14.3 If a relevant taxable supply is made and the Supplier has not otherwise recovered the GST payable from the Recipient, the Recipient must upon request pay to the Supplier the difference between the Original Price and the GST Inclusive Amount.
- 14.4 For the purposes of this clause:
- 14.4.1 the expression “GST Rate” means the rate at which GST is imposed on a taxable supply, being at the date of this Agreement 10%;
- 14.4.2 the expression “GST Act” means *A New Tax System (Goods and Services Tax) Act 1999*; and
- 14.4.3 the expressions “value”, “supply”, “taxable supply”, “GST”, and other expressions which have a defined meaning in the GST Act have the same meaning as in the GST Act.

15. COUNTERPARTS

- 15.1 This Agreement may be signed in two or more counterparts.
- 15.2 All counterparts, taken together, constitute one instrument.
- 15.3 A Party may sign this Agreement by signing any counterpart.

A party may sign this Agreement, or any counterpart, by facsimile, and the facsimile will be accepted as an original.

EXECUTED AS AN AGREEMENT:

**The Common Seal of
the Shire of Mingenew**
was duly affixed hereto in the
presence of:

President

Chief Executive Officer

Name (please print)

Name (please print)

**The Common Seal of
Sinosteel Midwest**
is affixed to this
document:

Secretary/Director

Director

Name (please print)

Name (please print)

9.1.2 ROAD CLOSURE POLICY

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0388
Date: 8 February 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council adopt a Road Closure Policy.

Attachment

Road Closure Policy

Background

In previous Concept Forums there has been discussion on the Shire having a Road Closure Policy. At the latest Concept Forum in December 2016 several different road closure policies were tabled and it was agreed that a Road Closure Policy be tabled for endorsement.

Comment

The tabled Road Closure Policy is very simple; however in saying that, the policy addresses those concerns raised by Council in the event of having to close roads in the event of inclement weather conditions.

Consultation

Full Council

Statutory Environment

Section 3.50 of the Local Government Act 1995
Section 84 of the Road Traffic Act 1974

Policy Implications

The adoption of this policy will be a new Shire policy.

Financial Implications

Nil

Strategic Implications

Community Strategic Plan
Outcome 2.5.1 - Maintain and improve road assets

Voting Requirements

Simple Majority

| |
|--|
| OFFICER RECOMMENDATION – ITEM 9.1.2 |
|--|

That Council adopt the Road Closure Policy as tabled.



Road Closure Policy

Policy Statement

1. If there is a risk of damage to Shire road infrastructure and/or to public safety due to inclement or persistent wet weather the Shire shall exercise its right under the Local Government Act to close affected roads.
2. The Manager of Works is delegated the power to:
 - (a) Close Roads; and
 - (b) Define and impose conditions for road use.
3. Condition of delegated power:
 - (a) Installing "Road Closed" signs where possible;
 - (b) Providing an information bulletin to affected agencies, distributed via email, local radio and by posting on the Shire of Mingenew website.

Objective

Ensure safety to all road users and to mitigate damage to road infrastructure, in particular unsealed roads.

Scope

1. This policy applies to:
 - (a) vehicles with a Gross Vehicle Mass of 4.5 tonne or greater;
 - (b) vehicles which travel over road under the care and control of the Shire of Mingenew.
2. Local traffic (For example: where a residence is situated on a roads which have been closed) shall be exempt from this policy regardless of the weight requirements provided that any vehicle exceeding 4.5 tonne is unloaded.
3. The delegated officer may exempt other certain vehicles that require access (for example school buses).
4. Affected agencies shall include but are not limited to:
 - (a) Heavy Haulage carriers;
 - (b) Main Road Western Australia;
 - (c) Neighbouring Local Authorities;
 - (d) Department of Transport;
 - (e) Local residents; and
 - (f) Bus companies, Public Transport Authority.
5. This policy does not apply during flood or emergency situations where roads may be closed to all vehicles for public safety or other reasons.
6. This policy may apply to singular, multiple or all roads.

Review

This policy and procedure is to be reviewed in line with other Shire policies.

Legislation Relating to this Policy

Local Government Act 1995, s3.50.

Under s3.50 of the *Local Government Act 1995*, the local authority is permitted to close an unsealed road to particular traffic in wet conditions. This is done to prevent unreasonable damage to roads due to excessive vehicle movements.

Road Traffic Act 1974, s84

9.1.3 MID WEST AERO MEDICAL

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0067
Date: 8 February 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council consider an offer from Midwest Aero to increase their level of service delivery in Mingenew.

Attachment

Letter from Midwest Aero Medical
Memorandum of Understanding

Background

In September 2015 a Memorandum of Understanding was signed between Midwest Aero Medical and the Shire of Mingenew for the provision of medical services. The agreement states that Midwest Aero Medical will provide a visiting doctor on a weekly basis in consideration of \$500 (GST Inclusive) per visit. The current MOU may be terminated by mutual agreement of both parties in writing at any time or by either party giving six weeks written notice in writing to the other party at any time.

Comment

Following discussions with Dr Stuart Adamson in late January 2017 the subject was raised about the viability of offering bulk billed medical services in Mingenew. Currently regular consultations are provided on a fee for service arrangement, whereby a bulk billed service would mean that a regular doctor's consultation would not be charged to the patient.

There is obviously a cost to Midwest Aero Medical in providing this service as the rebateable amount is substantially less than a full consultation fee. Dr Adamson has kindly agreed to absorb much of the additional cost as a service to the local community but has asked that if bulk billing was to be provided then the weekly visit fee would need to increase from \$500 a week to \$750 a week, or \$13,000 (GST Inclusive) per annum. If Council were to agree to the proposal then bulk billing would be reviewed after a six month period to assess the continued viability of the service.

Services that would not be eligible to be bulk billed would include pre-employment medicals, insurance medicals, drivers' license medicals, workers compensation and corporate based services such as skin checks which the Shire currently avail of for staff at a cost of \$50 per person.

A discussion that took place was the current lack of Home and Community Care (HACC) services currently offered in Mingenew. This matter is currently being addressed with Di Franklin, Manager, Aged and Community Care Services for the WA Country Health Service Midwest region but as an interim measure Dr Adamson has offered, with the consent of the patients, to conduct weekly home visits for priority patients. This service would likely involve 2-3 visits each week prior to the commencement of normal patient consultations at the Silver Chain building.

Currently through an agreement with Karara and the Shire the Mingenew, the community are offered free dental and I see the addition of free medical services and the provision of home visits as a real asset and selling point for our community.

If the bulk billing arrangement was to continue as per the proposed agreement, I think the additional \$13,000 per annum is a great investment in terms of the benefits that will be derived for Mingenew.

Consultation

Dr Stuart Adamson, Midwest Medical Aero
Melinda Borchers, Midwest Aero Medical

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

If the trial 6 month period was to commence at the beginning of March 2017 then an additional cost of \$4,333 would be incurred. There is sufficient allocation in the budget under Support for Community Groups to absorb these costs in the 2016/17 financial year.

Strategic Implications

Community Strategic Plan

Outcome 3.5.1 - Increased access to appropriate medical services

Outcome 3.5.2 – Continue to support medical practitioners and other health organisations.

Outcome 3.5.3 - Improved provision of home and community care support services

Voting Requirements

Simple Majority

| |
|--|
| OFFICER RECOMMENDATION – ITEM 9.1.3 |
|--|

That Council;

- 1. Agree to the proposal from Midwest Aero Medical to increase the weekly visitation fee to \$750 to allow the provision of bulk billing, and**
- 2. That the bulk billing be trialled for a six month period commencing in March 2017, or sooner if this is practically possible, and**
- 3. After the six month trial period the agreement is reviewed and if continued that a new Memorandum of Understanding be drawn up to include the bulk billing service, and**
- 4. That home visitations are supported by Council**

6/2/17

Re: Medical Service proposal for Shire of Mingenew

Dear Martin

Further to our discussions regarding potential changes to the medical service provision to the Shire of Mingenew – we have pleasure in providing the following proposal for consideration by the Shire council.

We have heard feedback from the Shire -

1. a desire to see the service changed to fully bulk billing with an emphasis on
2. improved access for the elderly residents in town – including consideration of home visits for selected older patients with limited options to get to the clinic

In response to this request, and after a meeting of the directors of Midwest Aero we confirm we would be willing to consider a change to a fully bulk billing service; on a 6 month trial basis; after which we would review the figures/data and success of the new program together. We would request the Shire consider making partial compensation of lost income from our normal private billed service. This would see a change in our visiting stipend to \$750/visit.

Non-Medicare services such as pre-employment medicals, insurance medicals, drivers licence medicals, worker's compensation and any corporate work such as skin checks would not be covered by this arrangement as they are ineligible to be bulk billed.

Skin checks for individuals and excisions can be bulk billed but only very limited excisions are appropriate to do in that remote clinic.

Furthermore – we would be very happy to commence a home visiting service for selected elder patients perhaps as nominated/ prioritized and coordinated on a roster basis by the Shire (Ella). We would consider initially visiting one or two patients per visit. This would require assistance with transport and is dependent on some further discussion with the Shire as to how best make this happen.

We trust this proposal meets with the favourable approval of council and welcome further discussion or enquiry regarding matters that need further clarification.


Thank you for your kind attention to the care of your community.

We look forward to a positive outcome of these discussions.

With kind regards



Dr Stuart Adamson
Medical Director



Dr Ray Borchers
Medical Director



**MEMORANDUM OF UNDERSTANDING
SHIRE OF MINGENEW – MID WEST AERO MEDICAL
PROVISION OF MEDICAL DOCTOR SERVICES**

1. This Memorandum of Understanding

is made on 12th day of August 2015 between the following parties:

The Shire of Mingenew, of 22 Victoria Street MINGENEW, WA 6522; AND

Mid West Aero Medical, of 12 Urch Street, BERESFORD, WA, 6530

2. Introduction

The Shire of Mingenew has the strategic objective to ensure that medical services are available in Mingenew and most importantly access to a doctor in town.

The Shire of Mingenew is hereby entering into an agreement with Mid West Aero Medical for Dr Higgs, or another doctor with the prior approval of the Shire of Mingenew CEO, to attend Mingenew on a once a week basis to provide general practitioner services from the Mingenew Silver Chain Centre.

3. Purpose

The purpose of this Memorandum of Understanding is to outline the scope of medical services to be provided by Mid West Aero Medical and the scope of support to be provided by the Shire of Mingenew.

4. Scope of scope of medical services to be provided by Mid West Aero Medical

Scope of Doctor medical service duties includes, but is not limited to providing:

- a regular doctor service in Mingenew on one day a week for medical appointments between the hours of 9.00 am and 5.00pm, with attending hours to be flexible to fit around appointments;
- a backup doctor (subject to availability) in the event that the regular attending doctor cannot attend.

The Shire of Mingenew accept that on occasion, due to unforeseen circumstances, that a doctor may not be able attend the Silver Chain offices for regular medical appointments in which case the normal arrangement in place will be reinstated as soon as is practically possible.

5. Scope of Support to be provided by the Shire of Mingenew

Medical Reception

The Shire of Mingenew will arrange transport from the Mingenew Airfield to the Mingenew Silver Chain Centre and other transport arrangements as required on occasions with the prior approval of the Shire of Mingenew CEO.

Financial Contribution

The Shire of Mingenew shall:

- Make a contribution of \$500 a week (GST Inclusive) for the provision of a doctor, payable monthly on receipt of an invoice.

On those occasions when a doctor is unable to attend the Silver Chain offices for medical appointments there will be no fee for service for that period.

6. Variation/Termination

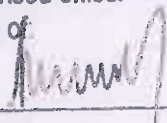
This MOU shall not be altered varied or modified in any respect except by agreement in writing.

This MOU may be terminated by mutual agreement of both parties in writing at any time or by either party giving six weeks written notice in writing to the other party at any time.

Signed by the parties

Signed for the Shire of Mingenew

by a duly authorised officer
in the presence of



Authorised Officer

MIRANDA WINTERBY

Name (please print)

8.9.2015

Date



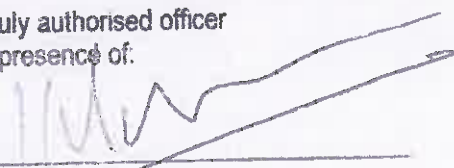
Witness

MUG BORETT

Name (please print)

Signed for the Mid West Aero Medical

by a duly authorised officer
in the presence of:




Authorised Officer

Dr Stu Adamson

Name (please print)

10/9/15

Date



Witness

Lehana Whyte

Name (please print)

9.1.4 EMERGENCY SERVICES REVIEW LEVY

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0048
Date: 8 February 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council continue discussions with WALGA over the Review of the Emergency Services Levy Issue Paper.

Attachment

Review of the Emergency Services Levy Issues Paper

Background

The State Government announced in September that it would be adopting all 17 recommendations of the Special Inquiry into the January 2016 Waroona Fire. The State Government have now released the terms of reference for a Review of the Emergency Services Levy (ESL). The review is being undertaken by the Economic Regulation Authority (ERA) and on 30 January 2017 they released an issues paper along with timeframes for the first phase of public consultation. The ERA has released an issues paper which provides background information on the ESL, explains the purpose of the review and the issues the ERA will examine and is shown in the Attachment. The due date for submissions is by 4.00p.m. Friday 10 March.

Comment

The Review of the Emergency Services Levy Issues Paper by the Economic Regulation Authority as attached in summary raises the following questions;

1. How should funding be allocated across prevention, preparedness, and response and recovery activities?
2. What should the ERA consider in assessing whether the current method for setting the ESL is appropriate for current and future needs?
3. What emergency service expenditures should be funded by the ESL?
4. How are expenditures on emergency services likely to change in the future?
5. How could the method for setting the ESL be improved?
6. What information should be made public about the administration and distribution of ESL funding?
7. What processes should be in place to ensure accountability in the expenditure of ESL funding?
8. Which agency should be tasked with distributing funding from the ESL?
9. If a rural fire service was established should it be funded by the ESL?
10. How much would a rural fire service cost and what effect would this have on the ESL rates?

In an email from WALGA sent to all CEO's on Monday 6 February 2017 a request was made from WALGA for all local governments to;

1. To provide WALGA with a contact person from each local government for undertaking a survey to inform the submission and a communication point for the Association.
2. To encourage discussion of this agenda item within your council and at Zone meetings, and
3. To include WALGA in any correspondence should a local government decide to make an individual submission

I have already forwarded my details to WALGA as the contact person for the Shire of Mingenew and forwarded the email from WALGA to Barrye Thompson to include as an agenda item for the upcoming Northern Country Zone Meeting to be held on Monday 20 February 2017 in Mingenew.

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 February 2017

WALGA have informed local governments that they have adopted a campaign approach to inform the sector and coordinate the submission. Below are the milestones that WALGA have put in place to meet the timeframes set by ERA.

| ESL Milestones | |
|--|-----------------------------------|
| Actions | Due date |
| Advice to all State Councillor's, Elected Members and CEOs | Monday 6 February 2017 |
| All councils provide WALGA with one key contact per local government or Advise WALGA that your council will provide a copy of your individual submission | Friday 10 February 2017 |
| Survey released for all councils to address questions raised by the ERA | Monday 13 February 2017 |
| Deadline for all councils to submit survey | Monday 27 February 2017 |
| WALGA to consolidate feedback and finalise draft submission | Monday 3 March 2017 |
| Executive Committee Review | Tuesday 4 March 2017 |
| WALGA submission to ERA | Friday 10 March 2017 |
| WEEKLY communication <ul style="list-style-type: none"> - To key contacts list (including State Councillors, Elected members, CEOs and nominated contacts) - LG News and Councillor Direct articles - Zone and State Council meetings | Throughout the five weeks. |

Further, up to four (4) workshops will be held to assist with the discussion and gathering of data to inform this vital review. WALGA will provide updates to all Zones and State Council as to the progress of the development of the submission throughout the five weeks that has been provided to all stakeholders. In order for the sector have any impact on changes to the ESL, it is critical that all Councils participate in further consultation and are able to provide the financial data as required. It would be prudent of councils to provide it to WALGA to ensure all Council's needs are reflected within the submission.

Consultation

WALGA

Statutory Environment

Local Government Act 1995
 Fire and Emergency Services Act 1998
 Bush Fires Act 1954
 Fire Brigades Act 1942
 FESA Act 1998
 Economic Regulation Authority Act 2003

Policy Implications

Policy implications may include recommendations that have the potential to effect changes to the Administration of the ESL, Funding allocated to the Local Government Grants Scheme and the Administration of Bushfire Brigades.

Financial Implications

Dependent on the outcomes of the Issues Paper there are potential effects on the grant funding received through the ESL Levy and increased operational costs with the administration of emergency and bush fire services within the Shire.

Strategic Implications

Community Strategic Plan

Outcome 3.7.3 - Continuously improve emergency services

Voting Requirements

Simple Majority

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| OFFICER RECOMMENDATION – ITEM 9.1.4 |
|--|

That Council;

- 1. Agree to the Shire of Mingenew participating in discussions with WALGA over the Review of the Emergency Services Levy Issue Paper, and**
- 2. Support WALGA in their submission to be made to the Economic Regulation Authority by 10 March 2017,**
- 3. Request that the matter be tabled for discussion at the Northern Country Zone Meeting to be held on 20 February 2017, and**
- 4. Authorise the CEO as and if required to make an individual submission to the Economic Regulation Authority by 10 March 2017.**

Review of the Emergency Services Levy

Issues Paper

30 January 2017

Economic Regulation Authority

WESTERN AUSTRALIA

Economic Regulation Authority

4th Floor Albert Facey House
469 Wellington Street, Perth

Mail to:

Perth BC, PO Box 8469
PERTH WA 6849

T: 08 6557 7900

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(to assist people with hearing and voice impairment)

We can deliver this report in an alternative format
for those with a vision impairment.

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About this review

The Emergency Services Levy is an annual levy on properties that is used to fund all career and volunteer fire brigades, volunteer State Emergency Service units and volunteer fire and emergency services in Western Australia. The levy is collected by local governments and is administered by the Department of Fire and Emergency Services.

The *Special Inquiry into the January 2016 Waroona Fire* recommended that an independent review be conducted of the current arrangements for the management and distribution of the Emergency Services Levy. The Treasurer of Western Australia asked the Economic Regulation Authority to conduct the review of the Emergency Services Levy.

The ERA is interested in feedback on the following aspects of the terms of reference for the review.

- Is revenue from the Emergency Services Levy allocated among different activities in a way that best manages risks from bushfires and other hazards?
- Is the method used to set the Emergency Services Levy appropriate for meeting current and future needs?
- Are the governance arrangements for administering the Emergency Services Levy transparent and accountable?
- Should revenue from the Emergency Services Levy be made available to fund the administrative and operational costs of a rural fire service?

The purpose of this issues paper is to help interested parties make submissions to the review. The issues paper explains the process we will follow and how we will examine the key issues. We have posed questions throughout this issues paper. We invite interested parties to respond to some or all of these questions, or submit on any other relevant matter.

Submissions are due by 4:00pm (WST) on Friday 10 March 2017. There will be further opportunities to make submissions when we publish the draft report (in mid-2017). The ERA also intends to meet with key entities involved in emergency management during the review process.

Submissions are preferred in electronic form and can be submitted to:

- (a) Online: www.erawa.com.au/consultation
- (b) Email address: publicsubmissions@erawa.com.au
- (c) Postal: PO Box 8469, PERTH BC WA 6849

We are required to provide our final report to the Treasurer by no later than 29 September 2017. The Treasurer will have 28 days to table the report in Parliament, after which a copy will be available from our website.

I encourage all interested parties to make submissions to this inquiry.

NICOLA CUSWORTH
CHAIR

Questions for interested parties

1. How should funding be allocated across prevention, preparedness, response, and recovery activities?
2. What should the ERA consider in assessing whether the current method for setting the ESL is appropriate for current and future needs?
3. What emergency service expenditures should be funded by the ESL?
4. How are expenditures on emergency services likely to change in the future?
5. How could the method for setting the ESL be improved?
6. What information should be made public about the administration and distribution of ESL funding?
7. What processes should be in place to ensure accountability in the expenditure of ESL funding?
8. Which agency should be tasked with distributing funding from the ESL?
9. If a rural fire service is established, should it be funded by the ESL?
10. How much would a rural fire service cost, and what effect would it have on ESL rates?

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1 Introduction

The Treasurer of Western Australia asked the Economic Regulation Authority (**ERA**) on 23 December 2016 to prepare a report on the current arrangements for, and options to improve, the management and distribution of the Emergency Services Levy (**ESL**) in Western Australia.

The inquiry has been referred to the ERA under section 38 of the *Economic Regulation Authority Act 2003*, which provides for the Treasurer to refer inquiries to the ERA on any matter relating to an industry that is not a regulated industry (that is, water, gas, electricity and rail industries).

In conducting this report, the Authority will consider the following:

- The current ESL expenditure applied to managing the emergency services (prevention of, preparedness for, response to and recovery from natural hazard emergencies).
- The proportion of ESL funding directed towards each aspect of emergency management: prevention, preparedness, response and recovery.
- The extent to which the current allocation of ESL funds towards prevention and response reflects best practice in managing the risk of bushfire and other hazards.
- The extent to which the current methodology for setting the ESL is appropriate, now and into the future.
- The current transparency and accountability arrangements for the distribution of the ESL.
- Whether it would be more appropriate for the allocation of ESL funds to be the responsibility of an agency other than the Department of Fire and Emergency Services.
- The extent to which the ESL should be available to fund administrative and/or operational costs of a Rural Fire Service.
- The extent to which the use of the ESL to fund a Rural Fire Service would impact on ESL rates.

A copy of the terms of reference is provided in Appendix A of this issues paper.

1.1 Background to the review

The Treasurer asked the ERA to conduct a review of the ESL in response to a recommendation of the *Report of the Special Inquiry into the January 2016 Waroona Fire*, prepared by Mr Euan Ferguson.¹

Mr Ferguson reported that stakeholders raised the following concerns with the administration of the ESL.

¹ E. Ferguson, *Reframing Rural Fire Management: Report of the Special Inquiry into the January 2016 Waroona Fire*, Perth, 2016.

- Stakeholders perceive that increases in the levy are used to supplement the administrative costs of the Department of Fire and Emergency Services (DFES), rather than funding frontline services.
- Insufficient funds are being directed towards mitigation activities, with priority being given to response, despite greater financial benefits from investing in mitigation rather than response.
- There is a lack of transparency in the way funding from the ESL is allocated and concern that the allocation is not based upon risk.^{2,3}

Mr Ferguson noted that previous inquiries into Western Australian bushfires had identified similar issues with the ESL and recommended changes to the management of the ESL.

In the 2011 *Perth Hills Bushfire Report*, Mr Mick Keelty recommended “the State Government move the responsibility for the management and distribution of the Emergency Services Levy to the Department of Finance.⁴ DFES and the Department of Finance examined this issue, but found no major benefit evident in transferring the assessment and collection of the ESL to the Department of Finance.⁵

Mr Ferguson considered this recommendation of the *Perth Hills Bushfire Report* had not been implemented because the review was not sufficiently inclusive or transparent.⁶ Mr Ferguson considered that an independent review should encompass a broad range of stakeholders, and take into account the need to establish a rural fire service and the need for a greater emphasis on bushfire prevention and mitigation.⁷

Mr Ferguson recommended the State Government create a rural fire service to enhance the capability for rural fire management and bushfire risk management at a State, regional and local level.⁸ The Government supports the establishment of a rural fire service.⁹

1.2 Review process

As noted in the previous section, public consultation is a necessary and important part of this review.

² Natural disaster risk arises from the interaction of three elements: the probability of a natural hazard occurring; the exposure of people, property and the environment to the hazard; and their vulnerability to the impacts. Source: Productivity Commission, *Natural Disaster Funding Arrangements*, Canberra, vol. 1, p. 12.

³ E. Ferguson, *Reframing Rural Fire Management: Report of the Special Inquiry into the January 2016 Waroona Fire*, Perth, vol. 1, p. 55.

⁴ M. Keelty APM AO, *A Shared Responsibility: Perth Hills Bushfire Inquiry*, Perth, 2011, p. 22.

⁵ E. Ferguson, *Reframing Rural Fire Management: Report of the Special Inquiry into the January 2016 Waroona Fire*, Perth, vol. 1, p. 55.

⁶ E. Ferguson, *Reframing Rural Fire Management: Report of the Special Inquiry into the January 2016 Waroona Fire*, Perth, vol. 1, p. 56.

⁷ E. Ferguson, *Reframing Rural Fire Management: Report of the Special Inquiry into the January 2016 Waroona Fire*, Perth, vol. 1, p. 261.

⁸ E. Ferguson, *Reframing Rural Fire Management: Report of the Special Inquiry into the January 2016 Waroona Fire*, Perth, vol. 1, p. 258.

⁹ WA Government, ‘State Government to establish Rural Fire Service’, *Media Statements*, Perth, 29 September 2016, <https://www.mediastatements.wa.gov.au/Pages/Barnett/2016/09/State-Government-to-establish-Rural-Fire-Service.aspx>, (accessed 23 January 2016).

This issues paper is the first phase of public consultation for this review. It is an open process to allow for anyone with an interest to make a submission to the review. The issues paper provides background information on the ESL, explains the purpose of the ESL review, and the issues we will examine. We invite interested parties to make submissions on any matters of relevance to this review.

The ERA will also engage directly with stakeholders that are able to contribute specific or technical knowledge to the review process. In particular, the ERA may:

- meet with Western Australian entities that have a role in prevention of, preparedness for, response to, and recovery from natural hazard emergencies; and
- issue a request for data from these entities for expenditures on prevention, preparedness, response and recovery.

The ERA will also engage with its Consumer Consultative Committee during the course of this review. The Committee is composed of consumer and industry representatives and informs the ERA about issues that affect consumers.

Information from all of these processes will contribute to the development of a draft report. The ERA anticipates that it will publish the draft report in mid-2017. The ERA must make a draft report available for consultation with the key entities involved in emergency management. The ERA will invite submissions from the public in response to the draft report.

The ERA will prepare its final report after considering submissions to the draft report. The ERA is required to provide its final report to the Treasurer, including recommendations, no later than 29 September 2017. The Treasurer will have 28 days to table the report in Parliament, after which a copy will be available from our website.

1.3 About this issues paper

The remainder of this issues paper is set out as follows:

- *Chapter 2: About the Emergency Services Levy* – the purpose of this chapter is to provide some background information on the Emergency Services Levy, including how it is collected and the purpose for which it is used.
- *Chapter 3: Scope of the ESL review* – the purpose of this chapter is to explain how the ERA intends to address the terms of reference for this review and to pose questions to interested parties.
- *Appendix A: Terms of Reference* – a copy of the terms of reference issued to the ERA by the Treasurer.

Submissions should be made by **4:00pm (WST) on Friday 10 March 2017**, preferably in electronic form.

Online: www.erawa.com.au/consultation

Email address: publicsubmissions@erawa.com.au

Postal: PO Box 8469, PERTH BC WA 6849

CONFIDENTIALITY

In general, all submissions from interested parties will be treated as being in the public domain and placed on the ERA's website. Where an interested party wishes to make a submission in confidence, it should clearly indicate the parts of the submission for which confidentiality is claimed, and specify in reasonable detail the basis for the claim. Any claim of confidentiality will be considered in accordance with the provisions of the *Economic Regulation Act 2003*.

The publication of a submission on the ERA's website shall not be taken as indicating that the ERA has knowledge either actual or constructive of the contents of a particular submission and, in particular, whether the submission in whole or part contains information of a confidential nature and no duty of confidence will arise for the ERA.

General Enquiries

Leonie Browner

Ph: 08 6557 7900

records@erawa.com.au

Media Enquiries

Paul Kelly

Ph: 08 6557 7900

communications@erawa.com.au

2 About the Emergency Services Levy

The purpose of this chapter is to provide background information on the Emergency Services Levy (**ESL**). The chapter is set out as follows:

- An overview of the ESL, including when it was established and why, and the purpose for which it is used.
- An overview of responsibilities for the ESL (that is, which entities are responsible for collecting, setting, and administering the ESL).
- A description of the method used to calculate the ESL.
- An overview of how the ESL was spent in 2015-16.

2.1 How the ESL is used, and why it was introduced

The ESL commenced on 1 July 2003. The ESL is an annual property-based levy that is used to fund the costs of providing emergency services in Western Australia. Services funded by the ESL are currently provided by the Fire and Emergency Services Commissioner (**FES Commissioner**) of the Department of Fire and Emergency Services (**DFES**), and by local governments and other organisations that receive grants and subsidies from DFES.

DFES was established on 1 November 2012 and operates under the *Fire and Emergency Services Act 1998* (**FES Act**). The FES Commissioner is the 'hazard management agency' for fires, hazardous materials incidents, floods, cyclones, storms, earthquakes, tsunamis, and collapses of landforms or structures. DFES is the primary organisation that provides natural hazard management services in Western Australia, but it is not the sole provider of these services. For example, the Department of Parks and Wildlife (**DPAW**) is responsible for leading bushfire response and suppression on DPAW-managed land.

The FES Commissioner receives all revenue raised via the ESL (although DFES provides grants and subsidies to other organisations). The FES Act stipulates that:

- any levy paid is to be credited to an operating account of DFES; and
- any amount credited to an operating account of DFES 'may be applied only for the purposes of the emergency services Acts', being the *Fire and Emergency Services Act 1998*, the *Bush Fires Act 1954*, and the *Fire Brigades Act 1942*.

This guidance ensures ESL funding may only be used for the functions of the FES Commissioner (as set out in the emergency services Acts), and subject to any Ministerial or Government policy determinations reflected in the annual DFES budget (which is approved by Parliament).

The ESL currently funds the operating costs of the¹⁰:

- *Career Fire and Rescue Service* – paid staff whose responsibilities include firefighting, hazardous material management, road crash rescue, urban search and rescue, disaster support, fire alarm response, building fire safety inspection, fire scene investigation, community engagement, and provision of firefighting and fire safety education.
- *Volunteer Fire and Rescue Service* – volunteers in both urban and rural areas who provide firefighting, hazardous material management, road crash rescue, and fire safety education services. There were 93 brigades in 2015-16, and 2,414 volunteers.
- *Local Government Bush Fire Brigades* – volunteers in rural and pastoral areas who provide some bushfire prevention and risk management services, bushfire suppression services, and bushfire safety education to the community. There were 575 brigades in 2015-16, and 19,954 volunteers.
- *State Emergency Service* – volunteers in both urban and rural areas who provide disaster support, search and rescue services, and community safety education. There were 67 State Emergency Service units in 2015-16, and 1,946 volunteers.
- *Volunteer Fire and Emergency Service Units* – multi-functional volunteer units trained in natural disaster and emergency response. There were 27 units in 2015-16, and 884 volunteers.

The ESL also provides funding towards the cost of:

- Aviation services provided by DFES during emergencies.
- The *Volunteer Marine Rescue Service* – volunteers who assist police in searching for missing people and vessels, provide help to drifting vessels, and assist in the removal of grounded and submerged vessels. There were 36 groups in 2015-16, and 1,559 volunteers.

The Career Fire and Rescue Service, Volunteer Fire and Rescue Service, State Emergency Service, Volunteer Marine Rescue Services, and Volunteer Fire and Emergency Services are part of DFES. DFES also supports local governments in administering, training and funding local government Bush Fire Brigades.

Operating costs funded by the ESL include those associated with operating and maintaining vehicles and buildings, insurance, personal protective equipment and operational consumables. The ESL also funds capital equipment purchases including firefighting appliances, vehicles, buildings, and major rescue equipment.¹¹ Additionally, the ESL funds volunteer training, fire investigations, building inspections, community safety programs, emergency management planning, and the corporate support costs of DFES.

¹⁰ DFES, *Emergency Services Levy Question & Answer Guide 2016/17*, Perth, Government of Western Australia, 2015, p. 1.

¹¹ DFES, *Emergency Services Levy Question & Answer Guide 2016/17*, Perth, Government of Western Australia, 2015, p. 1.

The ESL was established to ensure that all property owners contributed to the costs of emergency services, and that emergency services were appropriately funded.¹²

Before the ESL was introduced, emergency services were funded through a number of sources. These included a compulsory levy applied to insurance companies and recovered through insurance premiums, levies raised by local governments, State Government contributions, grants (for example, from the Lotteries Commission), and community fundraising.¹³

The source of funding varied by service and location. For example, the ERA understands that:

- The Career Fire and Rescue Service of Western Australia was funded 75 per cent by the compulsory charge against insurance companies and a 12.5 per cent contribution from each of the State Government and local governments.
- The Volunteer Fire and Rescue Service in country towns was fully funded by the State Government.
- Local Government Bush Fire Brigades in rural communities were funded by local governments and their communities, including through community fundraising and matched grants from the State Government or the Lotteries Commission.
- The State Emergency Service and Volunteer Marine Rescue Services were funded by a combination of local community contributions through local government, or local fundraising, State and Federal government funding and Lotteries Commission grants.¹⁴

This system was considered inequitable because the level of financial contribution to emergency services varied considerably among property owners. For example, although the insurance levy was compulsory, property owners could choose not to insure, to self-insure, to under-insure, or to use an off-shore, non-contributing insurer.¹⁵

The system was also inequitable because the level of service varied considerably between locations. In some cases, funding could only be spent in the location it was raised, resulting in some emergency services units being under-funded and under-resourced.¹⁶

2.2 Administration of the ESL

The ESL is established by the *Emergency Services Levy Act 2002*, Part 6A of the FES Act, and the *Fire and Emergency Services Regulations 1998*.

¹² J.C. Kobelke, Second Reading Speech: Fire and Emergency Services Legislation (Emergency Services Levy) Amendment Bill, *Hansard*, Assembly, 25 September 2002.

¹³ J.C. Kobelke, Second Reading Speech: Fire and Emergency Services Legislation (Emergency Services Levy) Amendment Bill, *Hansard*, Assembly, 25 September 2002.

¹⁴ J.C. Kobelke, Second Reading Speech: Fire and Emergency Services Legislation (Emergency Services Levy) Amendment Bill, *Hansard*, Assembly, 25 September 2002.

¹⁵ J.C. Kobelke, Second Reading Speech: Fire and Emergency Services Legislation (Emergency Services Levy) Amendment Bill, *Hansard*, Assembly, 25 September 2002.

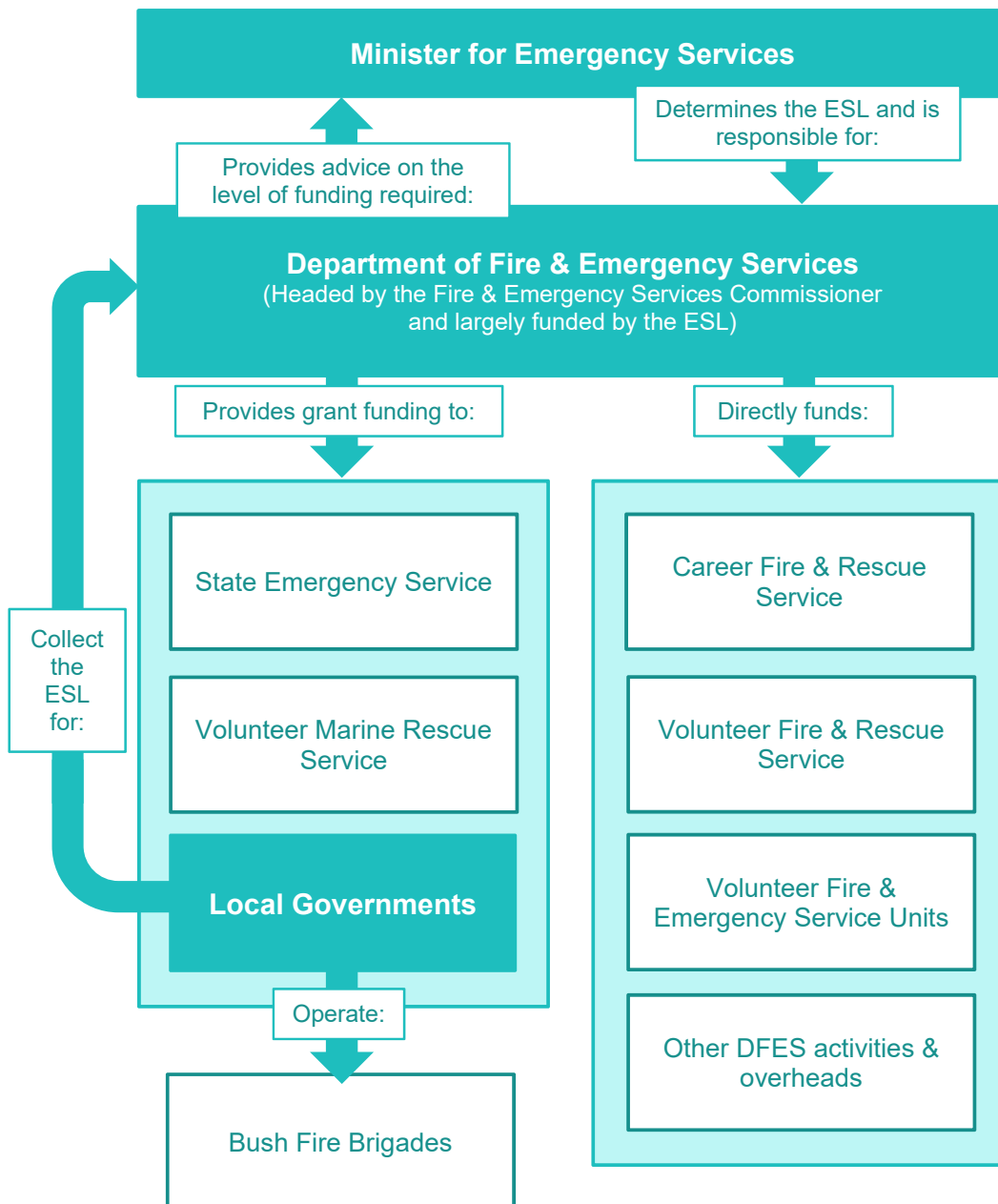
¹⁶ DFES, *Emergency Services Levy Question & Answer Guide 2016/17*, Perth, Government of Western Australia, 2015, p. 1.

Part 6A of the FES Act 1998 establishes roles for the Minister for Emergency Services (**the Minister**), the FES Commissioner, and local governments to administer the ESL.

The Minister is responsible for deciding the total amount of ESL revenue to raise, based on advice from DFES, and in doing so must consider estimated emergency services expenditure in the coming year, and the amount of funding appropriated by Parliament for the services provided under the emergency services Acts. The Minister may also consider any other matter deemed relevant in determining the levy. The annual budget for DFES (including ESL revenues) is approved by Parliament through the annual State budget process.

Figure 1 shows the main parties involved in the administration and use of the ESL.

Figure 1 Collection, administration and spending of the ESL



Under the FES Act, the amount of ESL levied on a property must be determined as a rate in the dollar of the gross rental value of the land as at 1 July. However, the FES Act allows the Minister to apply different levy rates by location (known as ESL category areas) and the purpose for which the land is used. The Minister may also determine a minimum and maximum levy for properties, which may also vary by location and land use. Rates for 2016/17 are provided in section 2.3.

Most of the ESL funds raised are collected by local governments on behalf of DFES. Under the FES Act, local governments are required to assess the amount of ESL payable by property owners, and serve a written notice. Local governments do not have discretion over the amount raised and simply apply the rate method as advised (refer to section 2.3). A local government will usually provide the assessment notice as part of the council rates notice.

Local governments collect the ESL and any interest payable from ratepayers. All ESL funds collected by local governments are forwarded to DFES to fund the fire and emergency services.

The FES Commissioner pays fees to local governments for collecting the ESL from ratepayers. When setting fees, the Minister must consider the actual costs incurred by local governments, and consult with parties that represent the interests of local government.

The ESL is also payable on properties owned by the State Government, local governments, and Government corporations. In these cases, DFES issues assessment notices directly.

2.3 Calculation of the ESL

The amount of ESL that must be paid on a property depends on the gross rental value¹⁷ of the property, the location of the property (known as ESL categories) and the purpose for which the property is used. There are currently five ESL categories.

With the exception of ESL category five (which is a fixed charge), the ESL charge is calculated as a rate in the dollar of the gross rental value of the property. The rate in the dollar applied to a property varies according to the applicable ESL category. Accordingly, different rates are applied in different locations, reflecting that properties that have better access to emergency services are required to contribute more for these services. The ESL rates applied in 2016/17 to each category are set out in Table 1.

The Emergency Services Minister has determined minimum and maximum amounts that may be applied to each property. These vary by ESL location category and by land use. Minimum and maximum charges per property for 2016-17 are set out in Table 2.

¹⁷ Gross rental value is 'the gross annual rental that the land might reasonably be expected to realise if let on a tenancy from year to year upon the condition that the landlord was liable for all rates, taxes and other charges thereon and the insurance and other outgoings necessary to maintain the value of the land'. (Landgate, *Valuations for rating and taxation*, accessed from <https://www0.landgate.wa.gov.au/for-individuals/land-values/rating-and-taxing> on 11 January 2017.)

Table 1 ESL categories

| ESL Category | Description of location | Type of emergency response | ESL rates for 2016/17 |
|--------------|----------------------------------|---|-----------------------|
| Category 1 | Perth metropolitan fire district | Network of career fire and rescue stations and SES. | \$0.012672 |
| Category 2 | Regional cities | Career fire and rescue station, plus a volunteer fire and rescue service brigade and SES. | \$0.009504 |
| Category 3 | Urban metropolitan area | A volunteer fire and rescue service brigade and/or a bushfire brigade supported by the network of career fire and rescue stations in the metropolitan region and the SES. | \$0.006336 |
| Category 4 | Country towns | Volunteer fire and rescue service and the SES or A bushfire brigade with breathing apparatus and the SES. | \$0.004435 |
| Category 5 | Pastoral/rural areas | Communities supported by the State-wide SES network and generally a bush fire brigade. | \$71 fixed charge |
| | Mining tenement | | \$71 fixed charge |

Source: DFES, *Emergency Services Levy Question & Answer Guide 2016/17*, Perth, Government of Western Australia, 2015, pp. 4 and 8.

Table 2 Minimum and maximum charges for 2016-17

| ESL Category | Vacant, residential and farming | | Commercial, industrial and miscellaneous | |
|-----------------|---------------------------------|---------|--|-----------|
| | Minimum | Maximum | Minimum | Maximum |
| Category 1 | \$71 | \$375 | \$71 | \$213,000 |
| Category 2 | \$71 | \$275 | \$71 | \$156,000 |
| Category 3 | \$71 | \$184 | \$71 | \$104,000 |
| Category 4 | \$71 | \$130 | \$71 | \$73,000 |
| Category 5 | | | \$71 per rate notice | |
| Mining tenement | | | \$71 per rate notice | |

Source: DFES, *Emergency Services Levy Question & Answer Guide 2016/17*, Perth, Government of Western Australia, 2015, p. 8.

There are comparatively few exemptions from the ESL. Under section 5 of the *Fire and Emergency Services Regulations 1998*, exempt land includes: land owned by a local government that is not improved land; land subject to a mining tenement (other than a mining lease); land that has been granted an exploration permit for petroleum; and land that is contaminated and does not receive services under the emergency services Acts.

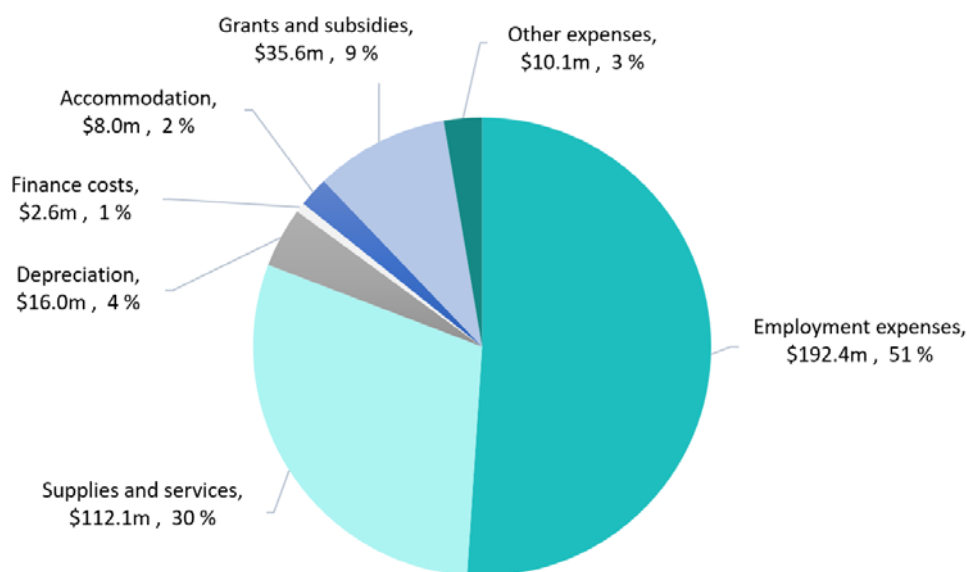
2.4 How ESL funding is allocated

ESL funding was \$323.3 million in 2015-16, being 94 per cent of DFES's total revenue in the period.¹⁸ Of this funding, 82.3 per cent was collected from metropolitan sources, and 17.7 per cent from regional sources.¹⁹ The ESL funding estimate for 2016-17 is \$339.0 million.

DFES does not provide a breakdown in its annual report of how all ESL funds have been allocated to specific services, or to specific regions. Further, DFES does not undertake activity based costing that would allow it to accurately report the amount spent on various types of activities (for example, non-fire related, non-frontline activities).²⁰

However, DFES does provide information in its annual report on the proportion of its expenses that relate to prevention services (\$48.8 million in 2015-16, or 12.9 per cent of total expenses), compared to emergency services (\$316.4 million in 2015-16, or 87.1 per cent of total expenses). These figures are determined based on a theoretical cost allocation model. DFES's annual report also provides a breakdown of expenditure by category (Figure 2).

Figure 2 DFES expenditure by category (2015-16)



Sources: ERA analysis; DFES Annual Report 2015-16

¹⁸ DFES, *Annual Report 2015-16*, Perth, Government of Western Australia, 2016.

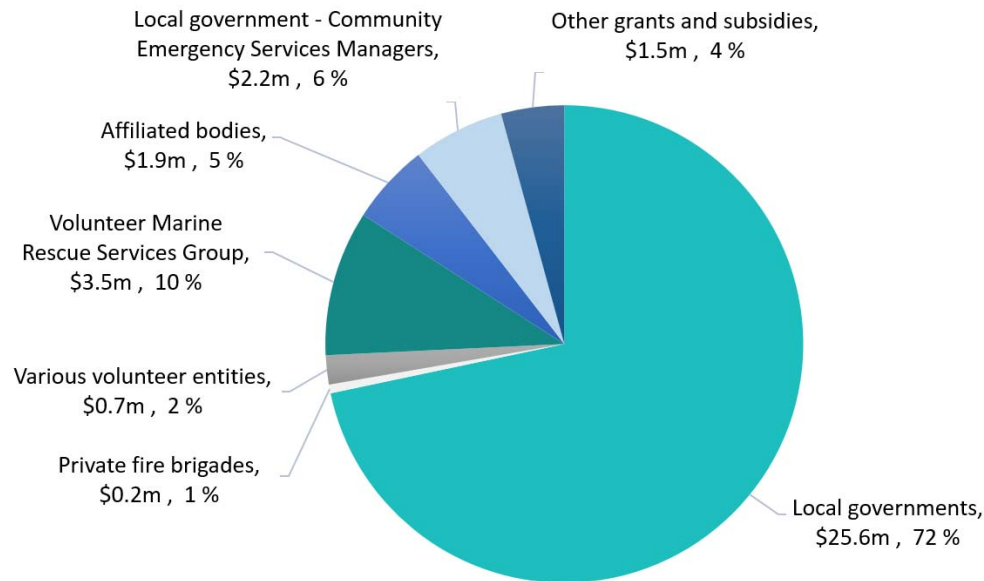
¹⁹ M. Mischin, Question without Notice 1177 – Answer advice, *Hansard*, Council, 10 November 2016, p. 7850b.

²⁰ M. Mischin, Question without Notice 1177 – Answer advice, *Hansard*, Council, 10 November 2016, p. 7850b.

As shown in Figure 2, 9 per cent of DFES expenditure goes to grants and subsidies. These grants and subsidies cover the costs of local government Bush Fire Brigades and various volunteer entities including State Emergency Services units.²¹ The majority of grants and subsidies funding, for both capital and operating costs, is paid to local governments.

Figure 3 provides a breakdown of grants and subsidies paid by DFES in 2015-16.

Figure 3 DFES grants and subsidies expenditure, including both operating and capital grants (2015-16)



Sources: ERA analysis; DFES Annual Report 2015-16

Under section 36A of the FES Act, local governments are required to submit an annual estimate of their expenditure on fire and emergency services. The estimate must be prepared in the manner and form approved by the Minister and submitted to the FES Commissioner for approval. The FES Commissioner then pays local governments an amount equal to the approved expenditure.

Career Fire and Rescue Service units, Volunteer Fire and Rescue Service units, and Volunteer Fire and Emergency Service Units are managed by DFES, and are funded directly by DFES.²² DFES does not publish a breakdown of expenditure for these services.

²¹ DFES, *Emergency Services Levy Question & Answer Guide 2016/17*, Perth, Government of Western Australia, 2015, p. 2.

²² DFES, *Emergency Services Levy Question & Answer Guide 2016/17*, Perth, Government of Western Australia, 2015, p. 2.

3 Scope of the ESL review

The purpose of this chapter is to explain how the ERA intends to address the terms of reference for this review. The ERA is interested in feedback on the following aspects of the terms of reference.

- Is revenue from the ESL allocated among different activities in a way that best manages risks from bushfires and other hazards?
- Is the method used to set the ESL appropriate for meeting current and future needs?
- Are the governance arrangements for administering the ESL transparent and accountable?
- Should revenue from the ESL be made available to fund the administrative and operational costs of a rural fire service?

Each of these points are addressed below.

In interpreting these points, the ERA has been mindful that Mr Ferguson's *2016 Special Inquiry into the Waroona Bushfires* was a driver in initiating this review and in developing the terms of reference. However, the ERA notes that DFES uses ESL revenue to fund its full range of hazard management activities, which include, but are not limited to, bushfire risk management. The ERA will take this into account in conducting this review.

3.1 Allocation of ESL funding

The terms of reference for the review require the ERA to consider:

- the current ESL expenditure applied to managing the emergency services (prevention of, preparedness for, response to and recovery from natural hazard emergencies);
- the proportion of ESL funding directed towards each aspect of emergency management: prevention, preparedness, response and recovery; and
- the extent to which the current allocation of ESL funds towards prevention and response reflects best practice in managing the risk of bushfire and other hazards.

As discussed in the terms of reference, the four phases of hazard risk management are prevention (sometimes called mitigation), preparedness, response, and recovery. Figure 4 describes the phases, and provides some examples of activities for each.

Figure 4 Natural hazard risk management activities

| Prevention | Preparedness |
|--|---|
| <p>Acting in advance to reduce the likelihood of a hazard event, or minimise its likely effects. E.g.</p> <ul style="list-style-type: none"> • <i>Hazard reduction burns</i> • <i>Maintenance of electricity assets</i> • <i>Arson deterrence campaigns</i> | <p>Working to ensure effective response and recovery when a hazard arises. E.g.</p> <ul style="list-style-type: none"> • <i>Community safety programs & resources</i> • <i>Constructing fire shelters</i> • <i>Acquiring firefighting vehicles</i> |
| Response | Recovery |
| <p>Acting during a hazard event to control the effects of the event and minimise damage. E.g.</p> <ul style="list-style-type: none"> • <i>Firefighting</i> • <i>Conducting evacuations</i> • <i>Traffic management</i> | <p>Restoring normal function to communities affected by a hazard event. E.g.</p> <ul style="list-style-type: none"> • <i>Rebuilding & restoring services</i> • <i>Cleaning up hazardous materials</i> • <i>Providing counselling & financial support</i> |

Mr Ferguson found that stakeholders were concerned about ‘insufficient [ESL-derived] funding being directed towards mitigation activities, despite the value for money benefits that can be derived from investment in mitigation as compared to response’.²³ Mr Ferguson also noted concerns that funding was not based on risk.²⁴ He agreed that a ‘greater emphasis on mitigation [prevention] is necessary’, and recommended ‘establishing a budget process that enables a shift in investment towards prevention, mitigation and building community resilience and capability’.²⁵

While DFES is Western Australia’s natural hazard risk management agency, it is not the only entity responsible for natural hazard risk management in the State. Risk management activities are undertaken by a range of agencies, businesses, individuals, and other organisations, consistent with the principle of ‘shared responsibility’. However, ESL revenue is only used to fund those activities undertaken by DFES (although DFES provides grants and subsidies to other organisations). In assessing whether ESL revenue is appropriately allocated across prevention, preparedness, response, and recovery activities, the ERA will consider the extent to which those activities are already performed by other entities.

The ERA is also mindful that allocation of funding across the various phases of natural hazard management is a complex and much-debated subject. This complexity, in

²³ E. Ferguson, “*Reframing Rural Fire Management*”: *Report of the Special Inquiry into the January 2016 Waroona Fire*, Perth, Government of Western Australia, 2016, p. 55.

²⁴ E. Ferguson, “*Reframing Rural Fire Management*”: *Report of the Special Inquiry into the January 2016 Waroona Fire*, Perth, Government of Western Australia, 2016, p. 55.

²⁵ E. Ferguson, “*Reframing Rural Fire Management*”: *Report of the Special Inquiry into the January 2016 Waroona Fire*, Perth, Government of Western Australia, 2016, p. 261.

combination with data availability issues²⁶, may make it challenging to conduct a quantitative assessment of funding allocation.

The ERA will examine the principles and processes that underpin ESL revenue allocation in Western Australia. In undertaking this review, the ERA will examine the prevention, preparation, response and recovery activities performed by DFES and funded by ESL revenue, and may consider:

- whether natural hazard management activities performed by DFES are duplicated by other agencies or organisations (for instance, DPAW, the Department of Lands, and local governments);
- any existing frameworks or principles for optimising allocation of funding across the phases of natural hazard management; and
- the processes used to allocate funding across the phases of natural hazard management in Western Australia and other jurisdictions.

Questions for interested parties

1. How should funding be allocated across prevention, preparedness, response, and recovery activities?

3.2 Method for setting the ESL

The ERA is required to assess whether the current method for setting the ESL is appropriate, now and into the future.

The ERA intends to apply both a practical and a principled approach to considering this aspect of the terms of reference. The ERA considers the main practical concern is whether the ESL, as it is presently calculated, is capable of raising sufficient revenue to meet current and future needs for emergency services. This may involve examining how fire and other natural hazard events are anticipated to change in the future (for example, as a result of climate change) and the potential cost implications. The ERA will also examine how expenditures are prioritised, and whether there are appropriate constraints in place to limit excessive increases in ESL rates.

In terms of a principled approach, the ERA will assess whether the method for setting the ESL is efficient, equitable and simple.²⁷

In the context of the ESL, an efficient design may mean ensuring property owners have incentives to minimise their exposure to emergencies. An equitable design may involve ensuring the levy reflects differences in the ability of property owners (and their tenants) to

²⁶ In particular, the lack of activity based costing within DFES may limit the usefulness of any expenditure data.

²⁷ These are considered the core principles of good tax design. Applying these principles will help to ensure that any unintended costs or behavioural changes associated with ESL are minimised.

pay. Finally, the design of the levy should be as simple as possible, as this will result in lower compliance and administration costs for the State and local governments.

Questions for interested parties

2. What should the ERA consider in assessing whether the current method for setting the ESL is appropriate for current and future needs?
3. What emergency service expenditures should be funded by the ESL?
4. How are expenditures on emergency services likely to change in the future?
5. How could the method for setting the ESL be improved?

3.3 Governance arrangements

The ERA is required to consider:

- the current transparency and accountability arrangements for the distribution of the ESL; and
- whether it would be more appropriate for the allocation of ESL funds to be the responsibility of an agency other than the Department of Fire and Emergency Services.

DFES is responsible for administering the ESL and making decisions about the distribution of ESL funding, while also being the main recipient of ESL funding. Mr Ferguson reports that stakeholders expressed concern that revenue from the ESL has been used to fund the administrative costs of DFES rather than being applied to frontline services. They have called for a clear separation of responsibilities, and for the rules to be revisited to ensure volunteers and local governments have access to the necessary funding for bushfire mitigation, and fairer access to equipment and resources funding.²⁸

In conducting this review, the ERA will consider:

- *What information needs to be available to ensure the allocation of ESL funding is transparent.* This may include, for example, requiring information to be published on the process and rationale for allocating ESL funding, ensuring stakeholders have appropriate opportunities to be involved in decisions on the allocation of funding, and ensuring information is published, in an accessible form, on the allocation of ESL funding.
- *What processes need to be in place to ensure organisations are accountable for their expenditure of ESL funding.* This may include, for example, examining the processes for ensuring that ESL funding is being used for the intended purpose, and the processes for ensuring it is spent in an efficient and effective manner. It may

²⁸ E. Ferguson, *Reframing Rural Fire Management: Report of the Special Inquiry into the January 2016 Waroona Fire*, Perth, vol. 1, p. 55.

also include ensuring that information from these evaluation processes is being used to improve funding decisions.

- *Whether it would be more appropriate for another agency to have responsibility for distributing ESL funding.* The ERA will consider the characteristics that an agency responsible for distributing ESL funding should have. These may include: knowledge of emergency management; experience in grant administration; and minimal conflicts of interests. The ERA will assess existing organisations against these characteristics, and others suggested by stakeholders through the consultation processes.

Questions for interested parties

6. What information should be made public about the administration and distribution of ESL funding?
7. What processes should be in place to ensure accountability in the expenditure of ESL funding?
8. Which agency should be tasked with distributing funding from the ESL?

3.4 Rural fire service

The terms of reference for the review require the ERA to assess:

- the extent to which the ESL should be available to fund administrative and/or operational costs of a rural fire service; and
- the extent to which the use of the ESL to fund a rural fire service would impact on ESL rates.

Mr Ferguson recommended the State Government create a rural fire service to enhance the capability for rural fire management and bushfire risk management at a State, regional and local level.²⁹ This recommendation in part reflects concerns that urban and rural fires require different strategies and asset management priorities, and DFES staff do not have sufficient experience in rural fire management.³⁰ Mr Ferguson also noted the need to organise in preparation for the next extreme event.³¹

The Government supports the establishment of a rural fire service.³² Emergency Services Minister, Mr Joe Francis, has stated that a decision about the 'shape' of a rural fire service

²⁹ E. Ferguson, *Reframing Rural Fire Management: Report of the Special Inquiry into the January 2016 Waroona Fire*, Perth, vol. 1, p. 258.

³⁰ E. Ferguson, *Reframing Rural Fire Management: Report of the Special Inquiry into the January 2016 Waroona Fire*, Perth, vol. 1.

³¹ E. Ferguson, *Reframing Rural Fire Management: Report of the Special Inquiry into the January 2016 Waroona Fire*, Perth, vol. 1, p. 254.

³² WA Government, 'State Government to establish Rural Fire Service', *Media Statements*, Perth, 29 September 2016, <https://www.mediastatements.wa.gov.au/Pages/Barnett/2016/09/State-Government-to-establish-Rural-Fire-Service.aspx>, (accessed 23 January 2016).

is 'still months away', noting that there are 'diverse opinions about what that rural fire service looks like, and what its key role should be'.³³

The Department of Premier and Cabinet has consulted with stakeholders on the appropriate form of a rural fire service (including, for example, whether it should be an independent body or a sub-department of DFES). The ERA will not examine the merits of establishing a rural fire service as part of this review.

The ERA will examine the merits of arguments for and against extending the ESL to fund the administrative and operational costs of a rural fire service. In weighing up these arguments, the ERA may apply the principles of efficiency, equity and simplicity (as described in section 3.2).

The impact on ESL rates of making the ESL available to fund a rural fire service will depend on the cost of a rural fire service, which will in turn depend on the structure, role and resourcing of the model selected. These details are yet to be finalised and may not be available to the ERA during the course of this review.

For the purposes of this review, the ERA will develop indicative costs of different models of a rural fire service and the effect on ESL rates, but will not be able to develop a definitive estimate of the cost of a rural fire service. The ERA will develop assumptions in consultation with the Department of Premier and Cabinet, the Department of Treasury and DFES. The ERA may draw on costs associated with existing metropolitan and rural fire services in Western Australia and other States.

Questions for interested parties

9. If a rural fire service is established, should it be funded by the ESL?
10. How much would a rural fire service cost, and what effect would it have on ESL rates?

³³ T. Clarke, 'Angry locals weigh up suing over fire', The Weekend West, 7-8 January, 2016, p. 4.

Appendix A Terms of reference

EMERGENCY SERVICES LEVY REVIEW

TERMS OF REFERENCE

I, Dr Michael Dennis Nahan, Treasurer, pursuant to Section 38(1) of the *Economic Regulation Authority Act 2003*, request that the Economic Regulation Authority (the Authority) prepare a report on the current arrangement for, and options to improve, the management and distribution of the Emergency Services Levy (ESL) in Western Australia.

In conducting this report, the Authority will consider the following:

- The current ESL expenditure applied to managing the emergency services (prevention of, preparedness for, response to and recovery from natural hazard emergencies).
- The proportion of ESL funding directed towards each aspect of emergency management: prevention, preparedness, response and recovery.
- The extent to which the current allocation of ESL funds towards prevention and response reflects best practice in managing the risk of bushfire and other hazards.
- The extent to which the current methodology for setting the ESL is appropriate, now and into the future.
- The current transparency and accountability arrangements for the distribution of the ESL.
- Whether it would be more appropriate for the allocation of ESL funds to be the responsibility of an agency other than the Department of Fire and Emergency Services.
- The extent to which the ESL should be available to fund administrative and/or operational costs of a Rural Fire Service.
- The extent to which the use of the ESL to fund a Rural Fire Service would impact on ESL rates.

The Authority must make a draft report available for consultation with the key entities involved in emergency management and complete a final report, including recommendations, no later than 29 September 2017.

**HON DR. MICHAEL DENNIS NAHAN MLA
TREASURER, MINISTER FOR ENERGY; CITIZENSHIP AND MULTICULTURAL
INTERESTS**

9.1.5 TENDER – TOWN HALL REFURBISHMENT

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0013
Date: 8 February 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that additional information be collated from the tender submissions for the refurbishment of the Mingenew Town Hall.

Attachment

Tender Document
 Tender Submissions received including additional information

Background

A scope of works to undertake a refurbishment of the Town Hall was prepared and tenders advertised for these works to be undertaken. The tender was first advertised on 14 December 2017 in the West Australia and closed on 18 January 2017 after an additional week was provided to all people that has expressed an interest due to the Christmas / New Year period break. There was a need to advertise the tender by public notice since there were no suitable contractors on the preferred supplier list to advertise thru the WALGA EQuotes system.

Comment

There was significant interest from a number of contractors to complete the project. In the end a total of 3 submissions were received and they are tabled below. All pricing is GST Inclusive;

| | |
|----------------------------------|-----------|
| Hi Constructions Aust Pty Ltd | \$310,956 |
| PS Chester & Son | \$293,491 |
| Coral Coast Homes & Construction | \$291,784 |

As you will see from the submissions there is limited detailed information as to the breakdown of the costs so I requested an itemised breakdown of the following areas. All pricing is GST Inclusive;

| Item | Description | Hi Constructions | PS Chester & Son | Coral Coast |
|------|---|------------------|------------------|------------------|
| C | Remove and Replace Multi Line Asbestos Panels | | 7,716 | 5,050 |
| D | Remove and Replace Asbestos Panels | | 2,483 | 977 |
| H | Remove and Replace Asbestos Panels | | 46,780 | 12,291 |
| N | Remove and replace asbestos ceiling | | 4,460 | 2,168 |
| O | Remove & replace ceiling and cornices | | 50,320 | 52,050 |
| U | Remove & replace ceiling | | 6,444 | 3,848 |
| X | Remove and replace roof | | 80,410 | 81,534 |
| | Preliminary Works Allocation | | | 35,000 |
| | TOTAL COST | \$174,459 | \$198,613 | \$192,918 |

While the above pricing provides a bit more detail, it is still difficult to ascertain if all three contractors are quoting on exactly the same works and materials. This is a result of the broad scope of works provided within the tender documents, however it does now give Council a much better insight into the cost of the project and that these costs could be well managed by firstly obtaining a substantial amount of funding but secondly completing much of the minor works in house.

Consultation

Consultation was carried with all of the contractors interested in the tender.

Statutory Environment

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Local Government (Functions & General) Regulation 1996 - Part 4 – Provision of Goods and Services and Part 4A – Regional Price Preference, in particular section 11;

11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150 000 or less or worth \$150 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
 - (a) the form of quotations acceptable; and
 - (ba) the minimum number of oral quotations and written quotations that must be obtained; and
 - (b) the recording and retention of written information, or documents, in respect of —
 - (i) all quotations received; and
 - (ii) all purchases made.

Division 2 — Tenders for providing goods or services (s. 3.57)

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
 - [(ba) *deleted*]
 - (c) within the last 6 months —
 - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 February 2017

- (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;

or

- (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or
- (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
- (ea) the goods or services are to be supplied —
 - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
 - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;

or

- (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
- (g) the goods to be supplied under the contract are —
 - (i) petrol or oil; or
 - (ii) any other liquid, or any gas, used for internal combustion engines;

or

- (h) the following apply —
 - (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the *Small Business Development Corporation Act 1983*; and
 - (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and
 - (iii) the local government is satisfied that the contract represents value for money;

or

- (i) the goods or services are to be supplied by an Australian Disability Enterprise; or
- (j) the contract is a renewal or extension of the term of a contract (the **original contract**) where —
 - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
 - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
 - (iii) the original contract contains an option to renew or extend its term; and
 - (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;

or

- (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 February 2017

[Regulation 11 amended in Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6; 18 Sep 2015 p. 3804-6.]

Policy Implications

Policy No. 3007 – Purchasing Policy

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

Outcome 3.2.8 – Undertake improvements to the Mingenew Town Hall to ensure that it continues to be used

Outcome 3.6.1 – Continue to provide quality facilities for events

Outcome 4.5.1 - Ensure compliance with local, town planning, building and health and all other relevant legislation.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.5

To assist Council in deciding which tender would be the most advantageous to it to accept, that all three submissions tendered be requested to clarify the information provided in the tender in accordance with the Local Government (Functions & General) Regulations 1996.



REQUEST FOR TENDER

| | |
|---------------------------|----------------------------------|
| Request for Tender | Mingenew Town Hall Refurbishment |
|---------------------------|----------------------------------|

| | |
|-----------------|---|
| Deadline | 4.00PM WEDNESDAY 11 TH JANUARY 2017 |
|-----------------|---|

| | |
|-----------------------------|--|
| Address for Delivery | <p><u>BY HAND TO:</u> 21 VICTORIA STREET MINGENEW WA 6522</p> <p><u>BY MAIL TO:</u> PO BOX 120 MINGENEW WA 6522</p> <p><u>BY EMAIL TO:</u> ceo@mingenew.wa.gov.au</p> |
|-----------------------------|--|

| | |
|-------------------|---|
| RFT Number | RFT 6-2016/17 MINGENEW TOWN HALL REFURBISHMENT |
|-------------------|---|

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1.1 BACKGROUND

The Mingenew Town Hall was built in 1959. The venue has seating capacity for 200 people which is significantly greater than the next largest venue which is the Mingenew Recreation Centre which has a seating capacity of 120 people.

The Town Hall has not been used since 2013 and is in need of some repairs to bring it back to a usable facility. The Shire are looking to complete a refurbishment of the Hall which may be completed in a number of stages, depending on the availability of funding sources which will be required to undertake much of the works.

1.2 ASBESTOS RELATED MATERIAL

Asbestos testing was carried out in January 2016 and shown at Attachment 1 is a report completed by the Shire's Risk Coordinator Officer as well as the test results for the samples that were tested.

There is only a minimal amount of asbestos contained within the inside of the building itself and the Shire will be looking to remove most of this through a local contractor with the exception of two areas of the building where this has been included as part of the scope of works.

Most of the asbestos is contained in the exterior of the building, primarily the roof and the western and southern sides of the town hall. The Shire's preference is to have this asbestos material removed and replaced with a suitable product or as a minimum contain any areas where the asbestos may have been broken.

Any asbestos that needs to be removed as part of this project can be buried at the Mingenew Refuse Site at no cost as long as the correct protocol for asbestos disposal is adhered to.

CONDITIONS OF TENDERING

2.0 CONTACT PERSON

Tenderers can liaise directly with the Chief Executive Officer, Martin Whiteley to discuss any of the details of the tender document and scope of works. The CEO can be contacted on either 9928 1102 or by email at ceo@mingenew.wa.gov.au

2.1 TENDER DEADLINE

Submissions for the tender close at 4pm on Wednesday 11th January 2017 and can be lodged as follows;

In Person – hand delivered to the Mingenew Shire Administration Office at 21 Victoria Street, Mingenew
By Mail or Post addressed to the Chief Executive Officer at PO Box 120 Mingenew, WA 6522
By Email to Chief Executive Officer at ceo@mingenew.wa.gov.au

Tender submissions are to be addressed to the attention of the Chief Executive Officer and clearly marked RFT 6/2016-17 Mingenew Town Hall Refurbishment.

Late tenders will not be accepted.

2.2 PRICING

All prices for services offered under this Request are to be fixed for the term of the Contract. Tendered prices must include Goods and Services Tax (GST).

2.3 SELECTION CRITERIA

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the following criteria. It is essential that Tenderers address each criterion as failure to provide the specified information may result in elimination from the Tender evaluation process.

| Description of Criteria | Weighting |
|---|-----------|
| Demonstrated quality of previous similar work | 20% |
| Availability of resourcing to undertake project | 20% |
| Pricing | 60% |

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tenderer demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the criteria and in the overall assessment of value for money. The Contract may be awarded to a Tenderer who best demonstrates the ability to carry out the building and construction services at a competitive price.

2.4 REJECTION OF TENDERS

A Tender will be rejected without consideration of its merits in the event that it has not satisfied the selection criteria or is not submitted before the Deadline of 4pm Wednesday 11 January 2017.

2.5 ACCEPTANCE OF TENDERS

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. Where the tender is for only part of the scope of works outlined the submission must clearly identify those areas for the which the tender submission relates to. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

2.6 TENDER VALIDITY PERIOD

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

2.7 COSTS OF TENDERING

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

SPECIFICATION

3.0 INTRODUCTION

The scope of works has been split into the different categories that will be addressed during this stage of the Town Hall refurbishment. The purpose of the scope of works is to provide a document that will allow contractors to provide a quotation without having to conduct a site visit as all of the works have been calculated on a m² basis. It is expected that before Council were to appoint the successful contractor that a site visit would be conducted to confirm that the quotation is an accurate reflection of the works required. Contractors are still welcome to attend a site visit in the first instance to assist in completing their submission.

The scope of works has also excluded a number of areas of the Town Hall that will require attention at some future point. For example, only a minor upgrade of the kitchen which is located on the eastern side of the ground floor has been allowed as it is uncertain at this stage as to what level of future works will be completed. That is, will a commercial kitchen be required or will a kitchenette area be adequate with all food preparation to be prepared off site in the adjacent Shire Administration facilities.

The purpose of the project is to have a functional facility that can be used to host community functions and events without over capitalising an asset where such expenditure may not be justified from the level of usage expected when the Town Hall will be operational.



Mingenew Town Hall – 19 Victoria Street MINGENEW

3.1 SCOPE OF WORKS

The scope of works has been split into the different categories that will be addressed during this stage of the Town Hall refurbishment. I have made generalised comments as to the works required, if you think you have a cheaper or better alternative please do hesitate to include this within your submission. The works required are as follows;

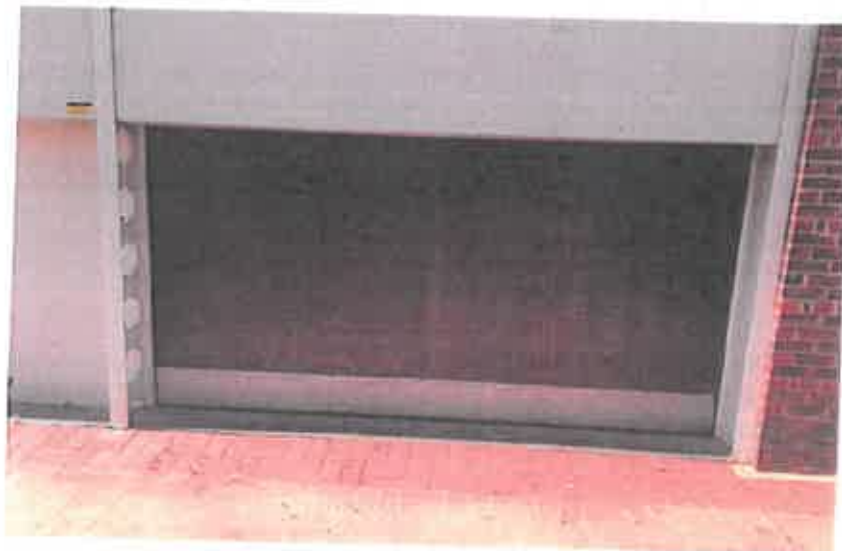
(a) Sand & Paint Doors & Frames

The double doors are wooden and are 1.60m wide and 2.10m high. The doors and frames need to be sanded and painted in the original colours. A two coat pain is required. Total area of 3.36m²



(b) Sand & Paint Double Doors

The double doors are wooden and are 3.60m wide and 1.80m high. The doors need to be sanded and painted in the original colours. A two coat pain is required. Total area of 6.48m²



(c) Remove and Replace Multi Line Asbestos Panels

There are 15 panels that need to be replaced with gyprock plasterboard or equivalent. The panels removed will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. The size of the panels are 1.20m wide and 2.40m high which equates to a total area of 43.2m² that needs to be removed and replaced. The new material will also require a two coat paint. The panels commence 2m above the ground surface area therefore scaffolding will be required.



(d) Remove and Replace Asbestos Panels

There are 3 panels that need to be replaced with gyprock plasterboard or equivalent. The panels removed will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. The size of the panels are 1.20m wide and 2.10m high which equates to a total area of 7.56m² that needs to be removed and replaced. The new material will require a two coat paint.



(e) Sand & Paint Doors & Frames

There is a double sliding door and a single door made of wood that require sanding and painting. The size of the door are 1.75m x 2.10m and 0.82m x 2.10m respectively which equates to a total area of 5.40m² that needs to be sanded back and finished with a two coat paint.



(f) Sand & Paint Metal Struts

There are 6 metal struts that require sanding and painting. The size of the struts are 2.10m high and 0.35m wide. There are 4 struts that are double sided and 2 end struts. This equates to a total area of approximately 8.82m² that needs to be sanded back and finished with a two coat paint.



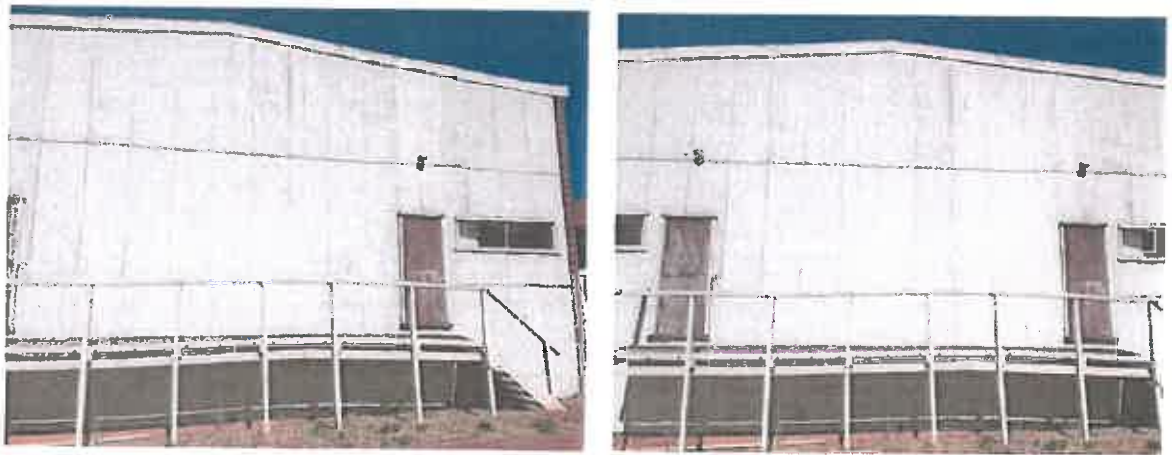
(g) Replace Wooden Steps

There are some old wooden steps and platform on the western end of the building that need to be replaced. The steps and platform allow access to the rear of the building. Currently there are 6 steps being 1.10m wide and 0.22m in depth and these steps lead into the wooden platform which is 1.20m wide and 9.45m long. This equates to a total area of approximately 11.34m² excluding the steps. The steps and platform do not require to be replaced with wood if a metal structure is deemed more appropriate and/or cheaper. Please specify in the tender what materials will be used so this can be compared with other tenders received.



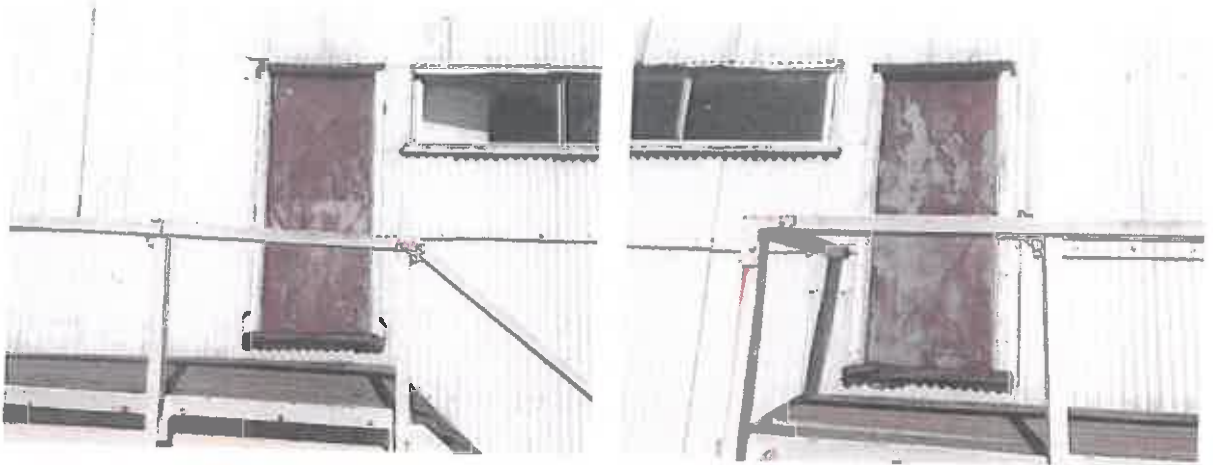
(h) Remove and Replace Asbestos Panels

There are 60 panels that need to be replaced with gyprock plasterboard or equivalent. The panels removed will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. The size of the panels are 0.80m wide and 2.30m high which equates to a total area of 110.40m². The new material will also require a two coat paint.



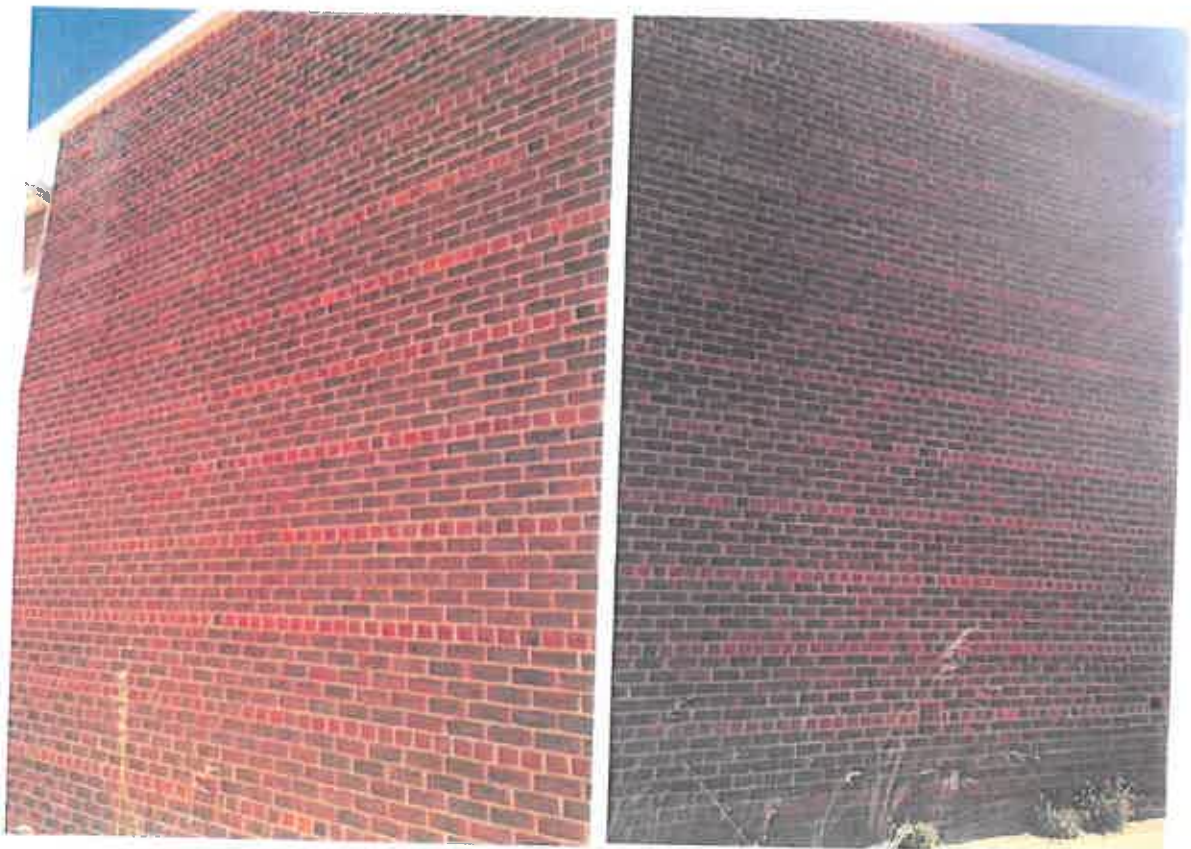
(i) Sand & Paint Metal Doors & Frames

There are two single made of steel that require sanding and painting. The size of the doors are 0.82m x 2.05m which equates to a total area of 3.36m² that needs to be sanded back and finished with a two coat paint. No provision has been made to replace and/or repair the doorway step. This is something that will be discussed with the successful contractor.



(j) Repair Crack in Wall

There is a structural crack on the northern side of the brick wall. The crack is approximately 5m long and 2-3cm wide. Any works required to repair any potential structure damage will be considered additional works to the scope of works of this tender.



(k) Sand & Paint Window Panes & Shade Structure

There are 15 windows that will require the frames to be sanded and painted. There is currently one of the windows that is broken and filled with plasterboard and will need to be replaced. The size of the window panel is 1.25m wide and 1.00m high. The shade structure which is 19m long and 1m wide is in fair condition but will need to be prepped and painted with a two coat seal.



(l) Sand & Paint Stairway

There is a stairway that leads up to the upper level of the building. The stairway is metal and is 1m wide and 7m long. The stairway also has a guide rail and 1m x 1m platform to the entrance at the top of the building that will need to be prepped and painted. This is approximately a total area of 18m² that needs to be sanded and painted which allows for the railing and platform.



(m) Sand & Paint Metal Doors & Frames

There is a single door and small staircase on the northern side of the building that leads into the kitchen made of steel that requires sanding and painting. The size of the door is 0.82m x 2.05m and the stairway is approximately 1m x 1m. The concrete step and footing will also need to be painted which equates to a total area of approximately 3m² that needs to be sanded back and finished with a two coat paint.



(n) Remove and Replace Asbestos Ceiling

There are two areas in the upstairs dressing room & projector room that both have asbestos ceilings that need to be replaced with gyprock plasterboard or equivalent. The asbestos material removed will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. The size of the ceilings are 2.80m wide and 6.00m long and 2.80m wide and 2.00m long respectively which equates to a total area of 22.40m² that needs to be removed and replaced. The ceilings will also require new coricing. The new material will require a two coat paint. No provision is required for the provision of lighting as this will be considered as a separate component to this tender document.



(o) Remove and Replace Ceiling & Cornices

The ceiling is to be replaced with a new t section suspended style ceiling. The existing ceiling needs to be removed and can be disposed of in an appropriate manner at the Mingenew Refuse Site. The ceiling is 15m wide and 25m long equating to a total area of 375m² that needs to be removed and replaced. No provision is required for the provision of electrical or lighting as this will be considered as a separate component to this tender document.



Old Ceiling



Proposed New Ceiling

(p) Preparation and Painting of Interior Walls

The interior walls will need to be prepped and painted with a two coat seal. There is a total area of 200m² that needs to be painted with a standard low sheen interior paint. The interior walls commence 2m above the ground surface area therefore scaffolding will be required. The interior walls are average to good condition.



(q) Sand & Varnish Wood Paneling

The interior walls will need to be sanded and varnished. There is a total area of 120m² that needs to be completed. The existing paneling is in good condition.



(r) Sand & Varnish Wooden Floor Boards

The jarrah wooden floor boards will require a light sand and polish. The existing floor boards are in very good condition. The old badminton court lines need to be removed and will not be replaced. The floor area is 15m wide by 24m long equating to a total area of 360m².



(s) Sand & Varnish Stage Wooden Floor Boards

The jarrah wooden floor boards will require a light sand and polish. The existing floor boards are in very good condition. The floor area is a total area of 110m² which does include an area outside of the current stage area blocked off by the curtains which will be removed to allow the works to be completed. At this stage no other works are being completed in the stage area itself.



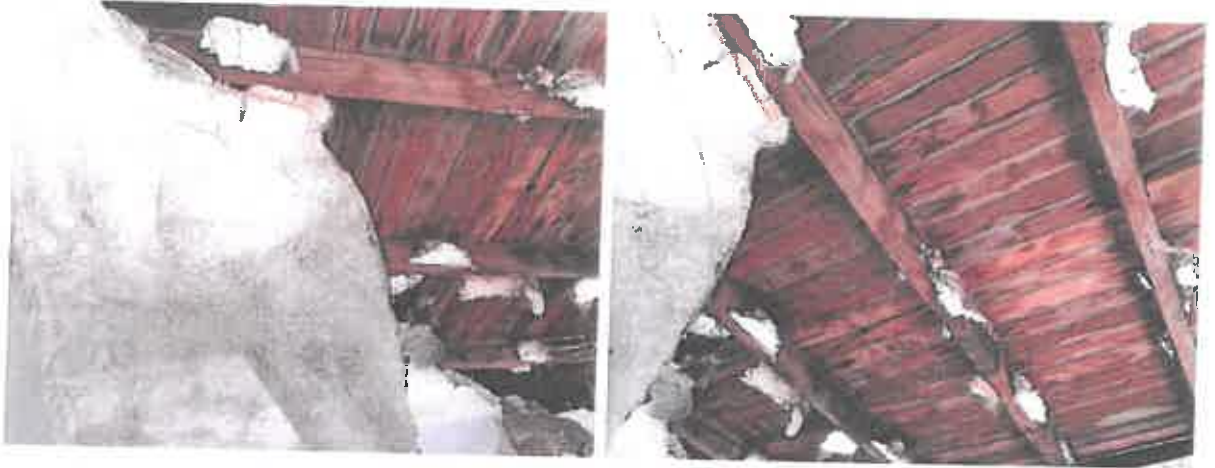
(t) Remove and Replace Interior Wall

There interior wall opposite the stage area is badly damaged and needs to be removed and replaced with gyprock plasterboard or equivalent. The material removed is non asbestos and will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. The size of the wall is 2.00m wide and 5.00m long which equates to a total area of 10m² that needs to be removed and replaced. The new material will require a two coat paint. No provision is required for the provision of lighting or skirting boards as this will be considered as a separate component to this tender document. The wall that needs to be replaced will require scaffolding to be able to work within the area.



(u) Remove and Ceiling

The ceiling in the back stage storeroom has all but fallen down and will need to be removed and replaced with gyprock plasterboard or equivalent. The material removed will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. The size of the ceiling is 2.40m wide and 4.00m long. The interior walls are also in poor condition and will need to be replaced with gyprock plasterboard or equivalent. The dimensions of the walls are 4m x 3m, 2m x 1.6m, 3m x 3m and 2m x 3m respectively which equates to a total area of 39.80m² that needs to be removed and replaced. The ceilings will also require new coricing. The new material will require a two coat paint. No provision is required for the provision of lighting or skirting boards as this will be considered as a separate component to this tender document.



(v) Remove and Replace Interior Wall

The interior walls at the rear of the back stage area are in poor condition and need to be removed and replaced with gyprock plasterboard or equivalent. The material removed is non asbestos and will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. The size of the walls are 12m wide and 5m high, 4m wide x 3m high and 4m wide x 3m high respectively which equates to a total area of 84m² that needs to be removed and replaced. The new material will require a two coat paint. No provision has been made for installing skirting boards as this will be considered as a separate component to this tender document. The wall that needs to be replaced will require scaffolding to be able to work within the area.



(w) Kitchen

The kitchen is very outdated and requires quite a bit of work to be completed. At this stage it is uncertain as to the requirements needed of the kitchen so only minor works will be completed at this stage to comply with Health regulations. The works required at this stage will require the following;

1. Replacing the northern wall which has an area of asbestos material and replacing with gyprock plasterboard or equivalent. The area to be replaced is 2.8m x 1m.
2. Remove all existing cupboards in the kitchen and replacing with 3 x 0.90m length x 0.72m high x 0.56m length base cabinets fitted with standard doors and kick boards.
3. Provision should also be made for 25mm laminate bench top with a standard 820mm sink.
4. A 600mm tiled splash back will also be required above the base cabinets
5. The existing floor which is currently concrete will be replaced with 12mm timber laminate floating floorboards or similar. The floor has a **total area of 9m²** which is comprised of 4.5m long x 2m wide.
6. The current door to the entry of the kitchen is only 0.82m wide x 1.50m high. The doorway will need to be made larger to fit a standard 820mm door.
7. Ceiling to be repainted (currently in good condition) and the **total area is 10m²**
8. All other Interior Walls which are currently concrete and in good condition will also require a two coat paint and the **approximate total area is 12m²**
9. The existing serving area shown in the first photograph will remain as it is for now.

The ceilings will not require new coricing and no provision is required for the provision for electrical or plumbing as this will be considered as a separate component to this tender document.



(x) Remove and Replace Roof

The roof is currently super six sheeting which is in poor condition and will be replaced with colourbond sheeting and gutters. The roof has a total area of 460m². The material to be removed contains asbestos and will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. There is approximately a total area of 94m² allowed for the guttering that will need to be replaced. There are no images of the roof.

(y) Other Works Not Included

The purpose of this tender document is to provide a guide as the scope of the works required as part of the refurbishment of the Town Hall. There are many other smaller works that are required where a provisional amount has been allocated by the Shire and these will be discussed at a further stage when the contract is awarded. These include, but are not limited to the following item;

- Painting of walls & ceilings in various storerooms
- The ceiling in the stage area
- The second rear storeroom
- Replacement of lighting
- Stairways into the stage area
- Any plumbing required

An electrical audit of the building is currently being completed. For the purposes of this tender the electrical component has not been included. On completion of the electrical audit and dependant on the works identified, it is highly likely that these works will be completed by local contractors.

3.2 IMPLEMENTATION TABLE

| | |
|---|---------------------------------------|
| 13 th December 2016 | Tenders Open |
| 11 th January 2017 | Tenders Close |
| 12 th January 2017 – 19 th January 2017 | Review of tenders |
| 20 th January 2017 – 27 th January 2017 | Grant applications submitted |
| 10 th February 2017 | Preparation of Report to Council |
| 15 th February 2017 | Council meeting to discuss the report |
| March 2017 | Update provided to all contractors |
| April /May 2017 | Outcome on grants submitted expected |
| May /June 2017 | Finalisation of the project outcome |
| June/July 2017 | Commencement of works |

PLEASE COMPLETE & RETURN THIS SECTION

TENDERER'S OFFER

4.1 FORM OF TENDER

Chief Executive Officer
Shire of Mingenew
21 Victoria Street
WA 6522

I/We _____
(BLOCK LETTERS)

of _____
(ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail (if any): _____

In response to RFT 6/2016-17 – MINGENEW TOWN HALL REFURBISHMENT

Under and subject to the Conditions of Tendering annexed hereto I/we, the undersigned hereby Tender the following sum to complete the Works referred to in the Request for Tender.

(AMOUNT IN WORDS)
(\$ _____)
(GST Inclusive)

And I/we undertake to perform the work under the Contract in accordance with Minor Works and Services General Conditions of Contract attached to this Request and Specification, Drawings, which documents I/we have examined, and I/we agree that this Tender shall remain binding on me/us for ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing and shall not be withdrawn during that period.

Dated this _____ day of _____ 20__

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Address: _____

Witness Signature: _____

Name of witness: (BLOCK LETTERS): _____

Address: _____

PLEASE COMPLETE & RETURN THIS SECTION

4.2 TENDERER'S RESPONSE

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant Attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 4 are to be completed and returned to the Principal as they form part of your Tender submission).

4.2.1 REFEREES

| | | |
|---|-------------------|--|
| Attach details of your referees, and label it "Referees". You should give examples of work provided for your referees where possible. | "Referees" | Tick if attached <input type="checkbox"/> |
|---|-------------------|--|

4.2.2 INSURANCE COVERAGE

The insurance requirements for this Request are stipulated in the Special Conditions. Tenderers are to supply evidence of their insurance coverage in a format as outlined below. Certificate of Currency is to be provided to the Principal within 30 days of acceptance.

| |
|--|
| Tick if attached <input type="checkbox"/> |
|--|

| <i>Type</i> | <i>Insurer – Broker</i> | <i>Policy Number</i> | <i>Value (\$)</i> | <i>Expiry Date</i> |
|------------------------|-------------------------|----------------------|-------------------|--------------------|
| Public Liability | | | | |
| Workers Compensation | | | | |
| Professional Indemnity | | | | |

PLEASE COMPLETE & RETURN THIS SECTION

4.3 SELECTION CRITERIA

4.3.1 COMPLIANCE CRITERIA

Please select with a yes or no whether you have complied with the following compliance criteria:

| Description of Compliance Criteria | |
|---|----------|
| (a) Compliance with the Specification contained in the Request. | Yes / No |
| (b) Compliance with the Conditions of Tendering this Request. | Yes / No |
| (e) Compliance with all necessary Licenses and Registrations.. | Yes / No |
| (f) Compliance with and completion of the Price Schedule. | Yes / No |

4.3.2 QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, Tenderers must note the following:

- 4.3.2.1 All information relevant to your answers to each criterion are to be contained within your Tender;
- 4.3.2.2 Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- 4.3.2.3 Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- 4.3.2.4 Tenderers are to address each issue outlined within a qualitative criterion.

| A) Relevant Experience | Weighting 20% | |
|---|------------------------------|--|
| <p>Describe your experience in completing similar projects. Tenderers must, as a minimum, address the following information and label it "Relevant Experience":</p> <ul style="list-style-type: none"> (a) Provide details of similar work; (b) Provide scope of the Tenderer's involvement including details of outcomes; (c) Demonstrate competency and proven track record of achieving outcomes; and | <p>"Relevant Experience"</p> | <p>Tick if attached <input type="checkbox"/></p> |

PLEASE COMPLETE & RETURN THIS SECTION

| | | |
|---|-------------------------------|--|
| B) Tenderer's Resources Tenderers should demonstrate their ability to supply and sustain the necessary: (a) Plant, equipment and materials; and (b) Any contingency measures or back up of resources including personnel (where applicable). As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "Tenderer's Resources". | Weighting 20% | |
| | "Tenderer's Resources" | Tick if attached <input type="checkbox"/> |

4.4 PRICE INFORMATION

Tenderers **must** complete the following Price Schedule. Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

4.4.1 DISCOUNTS

| | | |
|--|--------------------|--|
| Are you prepared to allow a discount for prompt settlement of accounts? | Yes / No | |
| If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled "Discounts". | "Discounts" | Tick if attached <input type="checkbox"/> |

4.4.2 PRICE BASIS

| | | |
|--|------------------------------------|--|
| Are you prepared to offer a fixed price? | Yes / No | |
| If No, please indicate how your proposed price variation mechanism differs from the one outlined above. Supply details and label it "Price Variation Mechanism". | "Price Variation Mechanism" | Tick if attached <input type="checkbox"/> |

PLEASE COMPLETE & RETURN THIS SECTION

4.4.3 SCHEDULE OF RATES FOR LABOUR AND DAYWORKS

The Tenderer shall list below the hourly rates payable for various occupational groups which may be employed on the Site including any applicable Goods and Services Tax (GST).

| ITEM | RATE PER HOUR (ex GST) | GST Component | RATE PER HOUR (inc GST) |
|----------------|---------------------------|------------------|----------------------------|
| Supervisor | \$ | \$ | \$ |
| Labourer | \$ | \$ | \$ |
| Plant Operator | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |

4.4.4 SCHEDULE OF RATES FOR PLANT HIRE

Tenderers shall list the hourly rates for the hire of all types of constructional equipment used on the Site for clearing and earthworks. The rates shall include allowance for an experienced operator, fuel consumables, maintenance, overheads, GST and profit and are for the plant specified or equivalent, based on the Contractors standard working week.

| ITEM | RATE PER HOUR (ex GST) | GST Component | RATE PER HOUR (inc GST) |
|------|---------------------------|---------------|----------------------------|
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |



REQUEST FOR TENDER

| | |
|----------------------|---|
| Request for Tender | Mingenew Town Hall Refurbishment |
| Deadline | 4.00PM WEDNESDAY 11 TH JANUARY 2017 |
| Address for Delivery | <p><u>BY HAND TO:</u> 21 VICTORIA STREET MINGENEW WA 6522</p> <p><u>BY MAIL TO:</u> PO BOX 120 MINGENEW WA 6522</p> <p><u>BY EMAIL TO:</u> ceo@mingenew.wa.gov.au</p> |
| RFT Number | RFT 6-2016/17 MINGENEW TOWN HALL REFURBISHMENT |

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1.1 BACKGROUND

The Mingenew Town Hall was built in 1959. The venue has seating capacity for 200 people which is significantly greater than the next largest venue which is the Mingenew Recreation Centre which has a seating capacity of 120 people.

The Town Hall has not been used since 2013 and is in need of some repairs to bring it back to a usable facility. The Shire are looking to complete a refurbishment of the Hall which may be completed in a number of stages, depending on the availability of funding sources which will be required to undertake much of the works.

1.2 ASBESTOS RELATED MATERIAL

Asbestos testing was carried out in January 2016 and shown at **Attachment 1** is a report completed by the Shire's Risk Co-ordinator Officer as well as the test results for the samples that were tested.

There is only a minimal amount of asbestos contained within the inside of the building itself and the Shire will be looking to remove most of this through a local contractor with the exception of two areas of the building where this has been included as part of the scope of works.

Most of the asbestos is contained in the exterior of the building, primarily the roof and the western and southern sides of the town hall. The Shire's preference is to have this asbestos material removed and replaced with a suitable product or as a minimum contain any areas where the asbestos may have been broken.

Any asbestos that needs to be removed as part of this project can be buried at the Mingenew Refuse Site at no cost as long as the correct protocol for asbestos disposal is adhered to.

CONDITIONS OF TENDERING

2.0 CONTACT PERSON

Tenderers can liaise directly with the Chief Executive Officer, Martin Whitely to discuss any of the details of the tender document and scope of works. The CEO can be contacted on either 9928 1102 or by email at ceo@mingenew.wa.gov.au

2.1 TENDER DEADLINE

Submissions for the tender close at 4pm on Wednesday 11th January 2017 and can be lodged as follows;

In Person – hand delivered to the Mingenew Shire Administration Office at 21 Victoria Street, Mingenew
By Mail or Post addressed to the Chief Executive Officer at PO Box 120 Mingenew, WA 6522
By Email to Chief Executive Officer at ceo@mingenew.wa.gov.au

Tender submissions are to be addressed to the attention of the Chief Executive Officer and clearly marked RFT 6/2016-17 Mingenew Town Hall Refurbishment.

Late tenders will not be accepted.

2.2 PRICING

All prices for services offered under this Request are to be fixed for the term of the Contract. Tendered prices must include Goods and Services Tax (GST).

2.3 SELECTION CRITERIA

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the following criteria. It is essential that Tenderers address each criterion as failure to provide the specified information may result in elimination from the Tender evaluation process.

| Description of Criteria | Weighting |
|---|-----------|
| Demonstrated quality of previous similar work | 20% |
| Availability of resourcing to undertake project | 20% |
| Pricing | 60% |

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tenderer demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the criteria and in the overall assessment of value for money. The Contract may be awarded to a Tenderer who best demonstrates the ability to carry out the building and construction services at a competitive price.

2.4 REJECTION OF TENDERS

A Tender will be rejected without consideration of its merits in the event that it has not satisfied the selection criteria or is not submitted before the Deadline of 4pm Wednesday 11 January 2017.

2.5 ACCEPTANCE OF TENDERS

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. Where the tender is for only part of the scope of works outlined the submission must clearly identify those areas for the which the tender submission relates to. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

2.6 TENDER VALIDITY PERIOD

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

2.7 COSTS OF TENDERING

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

SPECIFICATION

3.0 INTRODUCTION

The scope of works has been split into the different categories that will be addressed during this stage of the Town Hall refurbishment. The purpose of the scope of works is to provide a document that will allow contractors to provide a quotation without having to conduct a site visit as all of the works have been calculated on a m² basis. It is expected that before Council were to appoint the successful contractor that a site visit would be conducted to confirm that the quotation is an accurate reflection of the works required. Contractors are still welcome to attend a site visit in the first instance to assist in completing their submission.

The scope of works has also excluded a number of areas of the Town Hall that will require attention at some future point. For example, only a minor upgrade of the kitchen which is located on the eastern side of the ground floor has been allowed as it is uncertain at this stage as to what level of future works will be completed. That is, will a commercial kitchen be required or will a kitchenette area be adequate with all food preparation to be prepared off site in the adjacent Shire Administration facilities.

The purpose of the project is to have a functional facility that can be used to host community functions and events without over capitalising an asset where such expenditure may not be justified from the level of usage expected when the Town Hall will be operational.



Mingenew Town Hall – 19 Victoria Street MINGENEW

3.1 SCOPE OF WORKS

The scope of works has been split into the different categories that will be addressed during this stage of the Town Hall refurbishment. I have made generalised comments as to the works required, if you think you have a cheaper or better alternative please do hesitate to include this within your submission. The works required are as follows;

(a) Sand & Paint Doors & Frames

The double doors are wooden and are 1.60m wide and 2.10m high. The doors and frames need to be sanded and painted in the original colours. A two coat pain is required. **Total area of 3.36m²**



(b) Sand & Paint Double Doors

The double doors are wooden and are 3.60m wide and 1.80m high. The doors need to be sanded and painted in the original colours. A two coat pain is required. **Total area of 6.48m²**



(c) Remove and Replace Multi Line Asbestos Panels

There are 15 panels that need to be replaced with gyprock plasterboard or equivalent. The panels removed will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. The size of the panels are 1.20m wide and 2.40m high which equates to a total area of 43.2m² that needs to be removed and replaced. The new material will also require a two coat paint. The panels commence 2m above the ground surface area therefore scaffolding will be required.



(d) Remove and Replace Asbestos Panels

There are 3 panels that need to be replaced with gyprock plasterboard or equivalent. The panels removed will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. The size of the panels are 1.20m wide and 2.10m high which equates to a total area of 7.56m² that needs to be removed and replaced. The new material will require a two coat paint.



(e) Sand & Paint Doors & Frames

There is a double sliding door and a single door made of wood that require sanding and painting. The size of the door are 1.75m x 2.10m and 0.82m x 2.10m respectively which equates to a total area of 5.40m² that needs to be sanded back and finished with a two coat paint.



(f) Sand & Paint Metal Struts

There are 6 metal struts that require sanding and painting. The size of the struts are 2.10m high and 0.35m wide. There are 4 struts that are double sided and 2 end struts. This equates to a total area of approximately 8.82m² that needs to be sanded back and finished with a two coat paint.



(g) Replace Wooden Steps

There are some old wooden steps and platform on the western end of the building that need to be replaced. The steps and platform allow access to the rear of the building. Currently there are 6 steps being 1.10m wide and 0.22m in depth and these steps lead into the wooden platform which is 1.20m wide and 9.45m long. This equates to a **total area of approximately 11.34m²** excluding the steps. The steps and platform do not require to be replaced with wood if a metal structure is deemed more appropriate and/or cheaper. Please specific in the tender what materials will be used so this can be compared with other tenders received.



(h) Remove and Replace Asbestos Panels

There are 60 panels that need to be replaced with gyprock plasterboard or equivalent. The panels removed will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. The size of the panels are 0.80m wide and 2.30m high which equates to a **total area of 110.40m²**. The new material will also require a two coat paint.



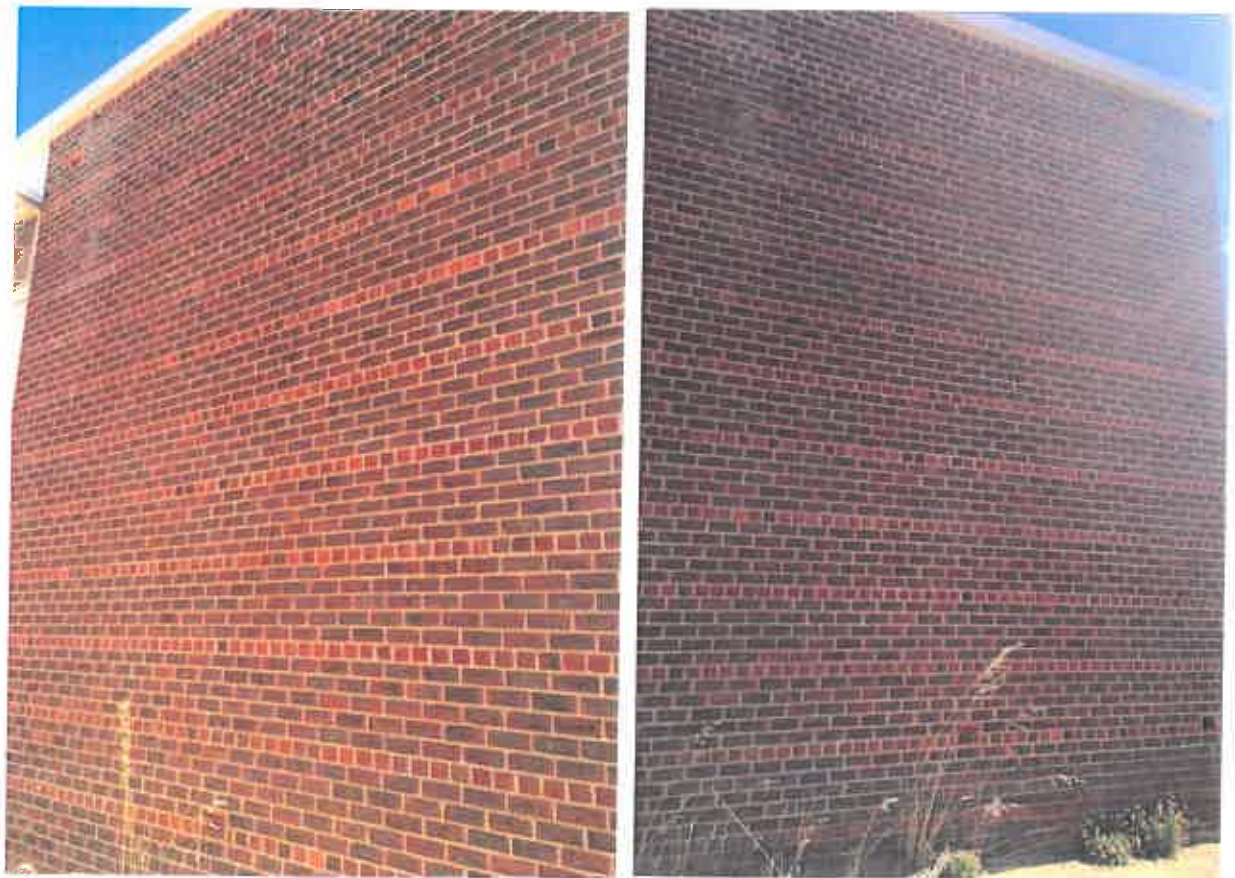
(i) Sand & Paint Metal Doors & Frames

There are two single made of steel that require sanding and painting. The size of the doors are 0.82m x 2.05m which equates to a **total area of 3.36m²** that needs to be sanded back and finished with a two coat paint. No provision has been made to replace and/or repair the doorway step. This is something that will be discussed with the successful contractor.



(j) Repair Crack in Wall

There is a structural crack on the northern side of the brick wall. The crack is approximately 5m long and 2-3cm wide. Any works required to repair any potential structure damage will be considered additional works to the scope of works of this tender.



(k) Sand & Paint Window Panes & Shade Structure

There are 15 windows that will require the frames to be sanded and painted. There is currently one of the windows that is broken and filled with plasterboard and will need to be replaced. The size of the window panel is 1.25m wide and 1.00m high. The shade structure which is 19m long and 1m wide is in fair condition but will need to be prepped and painted with a two coat seal.



(l) Sand & Paint Stairway

There is a stairway that leads up to the upper level of the building. The stairway is metal and is 1m wide and 7m long. The stairway also has a guide rail and 1m x 1m platform to the entrance at the top of the building that will need to be prepped and painted. This is approximately a total area of 18m² that needs to be sanded and painted which allows for the railing and platform.



(m) Sand & Paint Metal Doors & Frames

There is a single door and small staircase on the northern side of the building that leads into the kitchen made of steel that requires sanding and painting. The size of the door is 0.82m x 2.05m and the stairway is approximately 1m x 1m. The concrete step and footing will also need to be painted which equates to a **total area of approximately 3m²** that needs to be sanded back and finished with a two coat paint.



(n) Remove and Replace Asbestos Ceiling

There are two areas in the upstairs dressing room & projector room that both have asbestos ceilings that need to be replaced with gyprock plasterboard or equivalent. The asbestos material removed will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. The size of the ceilings are 2.80m wide and 6.00m long and 2.80m wide and 2.00m long respectively which equates to a **total area of 22.40m²** that needs to be removed and replaced. The ceilings will also require new corning. The new material will require a two coat paint. No provision is required for the provision of lighting as this will be considered as a separate component to this tender document.



(o) Remove and Replace Ceiling & Cornices

The ceiling is to be replaced with a new t section suspended style ceiling. The existing ceiling needs to be removed and can be disposed of in an appropriate manner at the Mingenew Refuse Site. The ceiling is 15m wide and 25m long equating to a **total area of 375m²** that needs to be removed and replaced. No provision is required for the provision of electrical or lighting as this will be considered as a separate component to this tender document.



Old Ceiling



Proposed New Ceiling

(p) Preparation and Painting of Interior Walls

The interior walls will need to be prepped and painted with a two coat seal. There is a **total area of 200m²** that needs to be painted with a standard low sheen interior paint. The interior walls commence 2m above the ground surface area therefore scaffolding will be required. The interior walls are average to good condition.



(q) Sand & Varnish Wood Paneling

The interior walls will need to be sanded and varnished. There is a total area of 120m² that needs to be completed. The existing paneling is in good condition.



(r) Sand & Varnish Wooden Floor Boards

The jarrah wooden floor boards will require a light sand and polish. The existing floor boards are in very good condition. The old badminton court lines need to be removed and will not be replaced. The floor area is 15m wide by 24m long equating to a total area of 360m².



(s) Sand & Varnish Stage Wooden Floor Boards

The jarrah wooden floor boards will require a light sand and polish. The existing floor boards are in very good condition. The floor area is a **total area of 110m²** which does include an area outside of the current stage area blocked off by the curtains which will be removed to allow the works to be completed. At this stage no other works are being completed in the stage area itself.



(t) Remove and Replace Interior Wall

There interior wall opposite the stage area is badly damaged and needs to be removed and replaced with gyprock plasterboard or equivalent. The material removed is non asbestos and will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. The size of the wall is 2.00m wide and 5.00m long which equates to a **total area of 10m²** that needs to be removed and replaced. The new material will require a two coat paint. No provision is required for the provision of lighting or skirting boards as this will be considered as a separate component to this tender document. The wall that needs to be replaced will require scaffolding to be able to work within the area.



(u) Remove and Ceiling

The ceiling in the back stage storeroom has all but fallen down and will need to be removed and replaced with gyprock plasterboard or equivalent. The material removed will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. The size of the ceiling is 2.40m wide and 4.00m long. The interior walls are also in poor condition and will need to be replaced with gyprock plasterboard or equivalent. The dimensions of the walls are 4m x 3m, 2m x 1.6m, 3m x 3m and 2m x 3m respectively which equates to a total area of 39.80m² that needs to be removed and replaced. The ceilings will also require new coricing. The new material will require a two coat paint. No provision is required for the provision of lighting or skirting boards as this will be considered as a separate component to this tender document.



(v) Remove and Replace Interior Wall

The interior walls at the rear of the back stage area are in poor condition and need to be removed and replaced with gyprock plasterboard or equivalent. The material removed is non asbestos and will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. The size of the walls are 12m wide and 5m high, 4m wide x 3m high and 4m wide x 3m high respectively which equates to a total area of 84m² that needs to be removed and replaced. The new material will require a two coat paint. No provision has been made for installing skirting boards as this will be considered as a separate component to this tender document. The wall that needs to be replaced will require scaffolding to be able to work within the area.



(w) Kitchen

The kitchen is very outdated and requires quite a bit of work to be completed. At this stage it is uncertain as to the requirements needed of the kitchen so only minor works will be completed at this stage to comply with Health regulations. The works required at this stage will require the following;

1. Replacing the northern wall which has an area of asbestos material and replacing with gyprock plasterboard or equivalent. The area to be replaced is 2.8m x 1m.
2. Remove all existing cupboards in the kitchen and replacing with 3 x 0.90m length x 0.72m high x 0.56m length base cabinets fitted with standard doors and kick boards.
3. Provision should also be made for 25mm laminate bench top with a standard 820mm sink.
4. A 600mm tiled splash back will also be required above the base cabinets
5. The existing floor which is currently concrete will be replaced with 12mm timber laminate floating floorboards or similar. The floor has a **total area of 9m²** which is comprised of 4.5m long x 2m wide.
6. The current door to the entry of the kitchen is only 0.82m wide x 1.50m high. The doorway will need to be made larger to fit a standard 820mm door.
7. Ceiling to be repainted (currently in good condition) and the **total area is 10m²**
8. All other Interior Walls which are currently concrete and in good condition will also require a two coat paint and the approximate **total area is 12m²**
9. The existing serving area shown in the first photograph will remain as it is for now.

The ceilings will not require new cornicing and no provision is required for the provision for electrical or plumbing as this will be considered as a separate component to this tender document.



(x) Remove and Replace Roof

The roof is currently super six sheeting which is in poor condition and will be replaced with colourbond sheeting and gutters. The roof has a **total area of 460m²**. The material to be removed contains asbestos and will need to be disposed of in an appropriate manner at the Mingenew Refuse Site. There is approximately a **total area of 94m²** allowed for the guttering that will need to be replaced. There are no images of the roof.

(y) Other Works Not Included

The purpose of this tender document is to provide a guide as the scope of the works required as part of the refurbishment of the Town Hall. There are many other smaller works that are required where a provisional amount has been allocated by the Shire and these will be discussed at a further stage when the contract is awarded. These include, but are not limited to the following item;

- Painting of walls & ceilings in various storerooms
- The ceiling in the stage area
- The second rear storeroom
- Replacement of lighting
- Stairways into the stage area
- Any plumbing required

An electrical audit of the building is currently being completed. For the purposes of this tender the electrical component has not been included. On completion of the electrical audit and dependant on the works identified, it is highly likely that these works will be completed by local contractors.

3.2 IMPLEMENTATION TABLE

| | |
|---|---------------------------------------|
| 13 th December 2016 | Tenders Open |
| 11 th January 2017 | Tenders Close |
| 12 th January 2017 – 19 th January 2017 | Review of tenders |
| 20 th January 2017 – 27 th January 2017 | Grant applications submitted |
| 10 th February 2017 | Preparation of Report to Council |
| 15 th February 2017 | Council meeting to discuss the report |
| March 2017 | Update provided to all contractors |
| April /May 2017 | Outcome on grants submitted expected |
| May /June 2017 | Finalisation of the project outcome |
| June/July 2017 | Commencement of works |

TENDERER'S OFFER

4.1 FORM OF TENDER

Chief Executive Officer
Shire of Mingenew
21 Victoria Street
WA 6522

I/We _____
(BLOCK LETTERS)

of _____
(ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail (if any): _____

In response to RFT 6/2016-17 – MINGENEW TOWN HALL REFURBISHMENT

Under and subject to the Conditions of Tendering annexed hereto I/we, the undersigned hereby Tender the following sum to complete the Works referred to in the Request for Tender.

(AMOUNT IN WORDS)
(\$ _____)
(GST Inclusive)

And I/we undertake to perform the work under the Contract in accordance with Minor Works and Services General Conditions of Contract attached to this Request and Specification, Drawings, which documents I/we have examined, and I/we agree that this Tender shall remain binding on me/us for ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing and shall not be withdrawn during that period.

Dated this _____ day of _____ 20__

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Address: _____

Witness Signature: _____

Name of witness: (BLOCK LETTERS): _____

Address: _____

PLEASE COMPLETE & RETURN THIS SECTION

4.2 TENDERER'S RESPONSE

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant Attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 4 are to be completed and returned to the Principal as they form part of your Tender submission).

4.2.1 REFEREES

| | | |
|---|-------------------|--|
| Attach details of your referees, and label it "Referees". You should give examples of work provided for your referees where possible. | "Referees" | Tick if attached <input type="checkbox"/> |
|---|-------------------|--|

4.2.2 INSURANCE COVERAGE

The insurance requirements for this Request are stipulated in the Special Conditions. Tenderers are to supply evidence of their insurance coverage in a format as outlined below. Certificate of Currency is to be provided to the Principal within 30 days of acceptance.

Tick if attached

| <i>Type</i> | <i>Insurer – Broker</i> | <i>Policy Number</i> | <i>Value (\$)</i> | <i>Expiry Date</i> |
|------------------------|-------------------------|----------------------|-------------------|--------------------|
| Public Liability | | | | |
| Workers Compensation | | | | |
| Professional Indemnity | | | | |

PLEASE COMPLETE & RETURN THIS SECTION

4.3 SELECTION CRITERIA

4.3.1 COMPLIANCE CRITERIA

Please select with a yes or no whether you have complied with the following compliance criteria:

| Description of Compliance Criteria | | |
|------------------------------------|---|----------|
| (a) | Compliance with the Specification contained in the Request. | Yes / No |
| (b) | Compliance with the Conditions of Tendering this Request. | Yes / No |
| (e) | Compliance with all necessary Licenses and Registrations.. | Yes / No |
| (f) | Compliance with and completion of the Price Schedule. | Yes / No |

4.3.2 QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, Tenderers must note the following:

- 4.3.2.1 All information relevant to your answers to each criterion are to be contained within your Tender;
- 4.3.2.2 Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- 4.3.2.3 Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- 4.3.2.4 Tenderers are to address each issue outlined within a qualitative criterion.

| | | |
|--|------------------------------|--|
| <p>A) Relevant Experience</p> <p>Describe your experience in completing similar projects. Tenderers must, as a minimum, address the following information and label it “Relevant Experience”:</p> <p>(a) Provide details of similar work;</p> <p>(b) Provide scope of the Tenderer's involvement including details of outcomes;</p> <p>(c) Demonstrate competency and proven track record of achieving outcomes; and</p> | Weighting 20% | |
| | “Relevant Experience” | <p>Tick if attached</p> <p><input type="checkbox"/></p> |

PLEASE COMPLETE & RETURN THIS SECTION

| | | |
|--|-------------------------------|---|
| <p>B) Tenderer's Resources Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <p>(a) Plant, equipment and materials; and (b) Any contingency measures or back up of resources including personnel (where applicable).</p> <p>As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "Tenderer's Resources".</p> | Weighting 20% | |
| | "Tenderer's Resources" | Tick if attached <input type="checkbox"/> |

4.4 PRICE INFORMATION

Tenderers **must** complete the following Price Schedule. Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

4.4.1 DISCOUNTS

| | | |
|--|--------------------|---|
| Are you prepared to allow a discount for prompt settlement of accounts? | Yes / No | |
| If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled "Discounts". | "Discounts" | Tick if attached <input type="checkbox"/> |

4.4.2 PRICE BASIS

| | | |
|--|------------------------------------|---|
| Are you prepared to offer a fixed price? | Yes / No | |
| If No, please indicate how your proposed price variation mechanism differs from the one outlined above. Supply details and label it "Price Variation Mechanism". | "Price Variation Mechanism" | Tick if attached <input type="checkbox"/> |

PLEASE COMPLETE & RETURN THIS SECTION

4.4.3 SCHEDULE OF RATES FOR LABOUR AND DAYWORKS

The Tenderer shall list below the hourly rates payable for various occupational groups which may be employed on the Site including any applicable Goods and Services Tax (GST).

| ITEM | RATE PER HOUR (ex GST) | GST Component | RATE PER HOUR (inc GST) |
|----------------|---------------------------|------------------|----------------------------|
| Supervisor | \$ | \$ | \$ |
| Labourer | \$ | \$ | \$ |
| Plant Operator | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |

4.4.4 SCHEDULE OF RATES FOR PLANT HIRE

Tenderers shall list the hourly rates for the hire of all types of constructional equipment used on the Site for clearing and earthworks. The rates shall include allowance for an experienced operator, fuel consumable sores, maintenance, overheads, GST and profit and are for the plant specified or equivalent, based on the Contractors standard working week.

| ITEM | RATE PER HOUR (ex GST) | GST Component | RATE PER HOUR (inc GST) |
|------|---------------------------|---------------|----------------------------|
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |

PLEASE COMPLETE & RETURN THIS SECTION

TENDERER'S OFFER

4.1 FORM OF TENDER

Chief Executive Officer
Shire of Mingenew
21 Victoria Street
WA 6522

I/We Hi Constructions Aust Pty Ltd

(BLOCK LETTERS)

of unit 3 / 32 Mooney Street Bayswater Wa 6053

(ADDRESS)

ABN 13 083 929 248

ACN (if any) 083 929 248

Telephone No: 08 9371 7816

Facsimile No: 08 9371 7815

E-mail (if any): admin@hisons.com.au

Mobile: 0418 942 058

In response to RFT 6/2016-17 – MINGENEW TOWN HALL REFURBISHMENT

Under and subject to the Conditions of Tendering annexed hereto I/we, the undersigned hereby Tender the following sum to complete the Works referred to in the Request for Tender.

three hundred and ten thousand nine hundred and fifty six dollars and twenty five cents

(AMOUNT IN WORDS)

(\$ \$ 310,956.25)
(GST Inclusive)

And I/we undertake to perform the work under the Contract in accordance with Minor Works and Services General Conditions of Contract attached to this Request and Specification, Drawings, which documents I/we have examined, and I/we agree that this Tender shall remain binding on me/us for ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing and shall not be withdrawn during that period.

Dated this 18th day of Wednesday 2017

Signature of authorised signatory of Tenderer: Norman John Ioannopoulos

Name of authorised signatory (BLOCK LETTERS): Norman John Ioannopoulos

Position: Construction Director

Address: 125 Glendower Street Perth WA 6000

Witness Signature: Victor Ioannopoulos

Name of witness: (BLOCK LETTERS): Victor Ioannopoulos

Address: 125 Glendower Street Perth WA 6000

PLEASE COMPLETE & RETURN THIS SECTION

4.2 TENDERER'S RESPONSE

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant Attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 4 are to be completed and returned to the Principal as they form part of your Tender submission).

4.2.1 REFEREES

| | | |
|---|------------|--|
| Attach details of your referees, and label it "Referees". You should give examples of work provided for your referees where possible. please see attached email for more information | "Referees" | Tick if attached <input type="checkbox"/> |
|---|------------|--|

4.2.2 INSURANCE COVERAGE

| | |
|--|--|
| The insurance requirements for this Request are stipulated in the Special Conditions. Tenderers are to supply evidence of their insurance coverage in a format as outlined below. Certificate of Currency is to be provided to the Principal within 30 days of acceptance. please see attached email for more information | Tick if attached <input type="checkbox"/> |
|--|--|

| <i>Type</i> | <i>Insurer – Broker</i> | <i>Policy Number</i> | <i>Value (\$)</i> | <i>Expiry Date</i> |
|------------------------|-------------------------|----------------------|-------------------|--------------------|
| Public Liability | | | | |
| Workers Compensation | | | | |
| Professional Indemnity | | | | |

PLEASE COMPLETE & RETURN THIS SECTION

4.3 SELECTION CRITERIA

4.3.1 COMPLIANCE CRITERIA

Please select with a yes or no whether you have complied with the following compliance criteria:

| Description of Compliance Criteria | | |
|------------------------------------|---|----------|
| (a) | Compliance with the Specification contained in the Request. | Yes / No |
| (b) | Compliance with the Conditions of Tendering this Request. | Yes / No |
| (e) | Compliance with all necessary Licenses and Registrations.. | Yes / No |
| (f) | Compliance with and completion of the Price Schedule. | Yes / No |

please see attached email for more information

4.3.2 QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, Tenderers must note the following:

- 4.3.2.1 All information relevant to your answers to each criterion are to be contained within your Tender;
- 4.3.2.2 Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- 4.3.2.3 Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- 4.3.2.4 Tenderers are to address each issue outlined within a qualitative criterion.

please see attached email for more information

| A) Relevant Experience Describe your experience in completing similar projects. Tenderers must, as a minimum, address the following information and label it "Relevant Experience": | Weighting 20% | |
|--|---|-----------------------|
| | <ul style="list-style-type: none"> (a) Provide details of similar work; (b) Provide scope of the Tenderer's involvement including details of outcomes; (c) Demonstrate competency and proven track record of achieving outcomes; and | "Relevant Experience" |

please see attached email for more information

PLEASE COMPLETE & RETURN THIS SECTION

| | | |
|---|-------------------------------|---|
| B) Tenderer's Resources Tenderers should demonstrate their ability to supply and sustain the necessary: (a) Plant, equipment and materials; and (b) Any contingency measures or back up of resources including personnel (where applicable). As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "Tenderer's Resources". | Weighting 20% | |
| | "Tenderer's Resources" | Tick if attached <input type="checkbox"/> |

please see attached email for more information

4.4 PRICE INFORMATION

Tenderers **must** complete the following Price Schedule. Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

4.4.1 DISCOUNTS

| | | |
|--|--------------------|---|
| Are you prepared to allow a discount for prompt settlement of accounts? | Yes / No | |
| If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled "Discounts". | "Discounts" | Tick if attached <input type="checkbox"/> |

please see attached email for more information

4.4.2 PRICE BASIS

| | | |
|--|------------------------------------|---|
| Are you prepared to offer a fixed price? | Yes / No | |
| If No, please indicate how your proposed price variation mechanism differs from the one outlined above. Supply details and label it "Price Variation Mechanism". | "Price Variation Mechanism" | Tick if attached <input type="checkbox"/> |

please see attached email for more information

PLEASE COMPLETE & RETURN THIS SECTION

4.4.3 SCHEDULE OF RATES FOR LABOUR AND DAYWORKS

The Tenderer shall list below the hourly rates payable for various occupational groups which may be employed on the Site including any applicable Goods and Services Tax (GST).

| ITEM | RATE PER HOUR (ex GST) | GST Component | RATE PER HOUR (inc GST) |
|----------------|---------------------------|------------------|----------------------------|
| Supervisor | \$ | \$ | \$ |
| Labourer | \$ | \$ | \$ |
| Plant Operator | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |

please see attached email for more information

4.4.4 SCHEDULE OF RATES FOR PLANT HIRE

Tenderers shall list the hourly rates for the hire of all types of constructional equipment used on the Site for clearing and earthworks. The rates shall include allowance for an experienced operator, fuel consumable sores, maintenance, overheads, GST and profit and are for the plant specified or equivalent, based on the Contractors standard working week.

| ITEM | RATE PER HOUR (ex GST) | GST Component | RATE PER HOUR (inc GST) |
|------|---------------------------|---------------|----------------------------|
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |

please see attached email for more information

Martin Whitely

From: Hi Constructions (Aust) Pty Ltd [hisons@iinet.net.au]
Sent: Wednesday, 18 January 2017 3:38 PM
To: Martin Whitely
Subject: mingeneu town hall refurbishment
Attachments: Hi Constructions.pdf; ATT00001.htm; PastedGraphic-1.tiff; ATT00002.htm

Martin -

In reference to the tender we are submitting today, as per your specifications, drawings and emails exchanged, concerning the refurbishment of the Mingenew Town Hall Complex.

The pricing of the works as per supplied information, is to the best that we can interpret for what is required on this project by yourself and the councillors.

Consideration must be given that all the tenders will not reflect the materials required for the various sections of the project.

If our price is within your budget, then we would only be glad to meet and go through the scope and pin down all materials to be used with your selection and the final finishes that would be required.

If you require a price breakdown of the various areas of the works, we are glad to accommodate this.

The information which we have not supplied in the tender - is available.

If we are one of the successful tenders and all the other material selections have been sorted, then we will be in a position to supply all that was requested in the original tender.

HI CONSTRUCTIONS (Aust) Pty Ltd

A.C.N. 083 929 248 A.B.N. 13 083 929 248 Reg. No. 10470

MASTER BUILDERS - SPECIALIST CONTRACTORS - REMEDIAL ENGINEERS

Office Tel: 9371 7816 Facsimile: 9371 7815

Unit 3, 32 Mooney Street, Bayswater, Western Australia 6053

Email: admin@hisons.com.au Web: www.hisons.com.au



Our Ref: Norman Ioannopoulos

Your Ref: Martin Whitely

Date: 8th February 2017

Reference: Shire of Mingenew – Town Hall.

Description: re-roofing / outside cladding / main ceiling / internal walls.

Budget No: SOM/MW/MTH/R-000

Attention: Mr Martin Whitely – Chief Executive Officer / CEO

I would like to take this opportunity to thank you for permitting Hi Constructions (Aust) Pty Ltd in submitting the following budget price for the re-roofing, outside cladding, main ceiling and the internal walls renovation works – to the Mingenew Town Hall as per the photos and specifications supplied – and our site visit.

The following items listed below form part of our quotation price, except for where there may be any unforeseen circumstances then item 1 applies.

1. If for any unforeseen circumstances a problem becomes evident during the course of the works, then we will need to discuss this and agree upon a solution and if any variations need to be issued.
2. Water will need to be supplied on site by others and the cost falls to others.
3. Electrical power will need to be supplied on site by others and the cost falls to others.
4. Also if possible some storage space at the Shire of Mingenew works yard could be made available for our equipment and a small container.
5. Most of the items in the specifications, inconjunction with the photos supplied and from our visual site visit, are covered in our budget price.
6. If we are the successful contractor for the Mingenew Town Hall refurbishment, then we request a site meeting with all parties involved, as to discuss the full scope of works and the roll of other contractors which may be working in conjunction with us on this project.
7. If a structural engineer is required, this will be an extra cost to the project and forwarded onto the client.

8. Terms of Bills are Strictly fourteen (14) days on a progress claim basis for this project.

Budget Price: \$174,458.50 inc gst

I hope this budget price meets with your approval and if you wish to discuss anything further please do not hesitate to contact me on mobile 0418 942 058 as soon as possible.

Kind regards

Norman John Ioannopoulos

Norman John Ioannopoulos

DIRECTOR

PLEASE COMPLETE & RETURN THIS SECTION

TENDERER'S OFFER

4.1 FORM OF TENDER

Chief Executive Officer
Shire of Mingenew
21 Victoria Street
WA 6522

I/We ALUMINUM 974 LTD TRUSTEE FOR CHESTER'S UNIT TRUST 7/15 B. CHESTER & SON
(BLOCK LETTERS)

of Lot 1 ALEXANDER ST GERARDTON 6530
(ADDRESS)

ABN 52588943715 ACN (if any) 136974304

Telephone No: 0899211633 Facsimile No: -

E-mail (if any): nevillebunter@pocheater.com.au

In response to RFT 6/2016-17 - MINGENEW TOWN HALL REFURBISHMENT

Under and subject to the Conditions of Tendering annexed hereto I/we, the undersigned hereby Tender the following sum to complete the Works referred to in the Request for Tender.

TWO HUNDRED & NINETY THREE THOUSAND FOUR HUNDRED & NINETY ONE DOLLARS
(AMOUNT IN WORDS)
(\$ 293 491 - 00)
(GST Inclusive)

And I/we undertake to perform the work under the Contract in accordance with Minor Works and Services General Conditions of Contract attached to this Request and Specification, Drawings, which documents I/we have examined, and I/we agree that this Tender shall remain binding on me/us for ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing and shall not be withdrawn during that period.

Dated this 18th day of JANUARY 2017

Signature of authorised signatory of Tenderer: 

Name of authorised signatory (BLOCK LETTERS): NEVILLE BUNTER

Position: ESTIMATOR / DIRECTOR

Address: Lot 1 ALEXANDER ST GERARDTON 6530

Witness Signature: 

Name of witness: (BLOCK LETTERS): NOLA BELLWOOD

Address: 228 Third Street Wonthella 6530

PLEASE COMPLETE & RETURN THIS SECTION

4.2 TENDERER'S RESPONSE

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant Attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 4 are to be completed and returned to the Principal as they form part of your Tender submission).

4.2.1 REFEREES

| | | |
|---|-------------------|---|
| Attach details of your referees, and label it "Referees". You should give examples of work provided for your referees where possible. | "Referees" | Tick if attached <input checked="" type="checkbox"/> |
|---|-------------------|---|

4.2.2 INSURANCE COVERAGE

| The insurance requirements for this Request are stipulated in the Special Conditions. Tenderers are to supply evidence of their insurance coverage in a format as outlined below. Certificate of Currency is to be provided to the Principal within 30 days of acceptance. | | | | Tick if attached <input type="checkbox"/> |
|--|------------------|---------------|------------|--|
| Type | Insurer - Broker | Policy Number | Value (\$) | Expiry Date |
| Public Liability | GWI - GIO | WCO9359125 | | 01/07/2017 |
| Workers Compensation | GWI - CGU | OID 0696103 | | 01/07/2017 |
| Professional Indemnity | | | | |

PLEASE COMPLETE & RETURN THIS SECTION

4.3 SELECTION CRITERIA

4.3.1 COMPLIANCE CRITERIA

Please select with a yes or no whether you have complied with the following compliance criteria:

| Description of Compliance Criteria | | |
|------------------------------------|---|----------|
| (a) | Compliance with the Specification contained in the Request. | Yes / No |
| (b) | Compliance with the Conditions of Tendering this Request. | Yes / No |
| (e) | Compliance with all necessary Licenses and Registrations.. | Yes / No |
| (f) | Compliance with and completion of the Price Schedule. | Yes / No |

4.3.2 QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, Tenderers must note the following:

- 4.3.2.1 All information relevant to your answers to each criterion are to be contained within your Tender;
- 4.3.2.2 Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- 4.3.2.3 Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- 4.3.2.4 Tenderers are to address each issue outlined within a qualitative criterion.

| A) Relevant Experience | Weighting 20% | |
|------------------------|---|-----------------------|
| | <p>Describe your experience in completing similar projects. Tenderers must, as a minimum, address the following information and label it "Relevant Experience":</p> <ul style="list-style-type: none"> (a) Provide details of similar work; (b) Provide scope of the Tenderer's involvement including details of outcomes; (c) Demonstrate competency and proven track record of achieving outcomes; and | "Relevant Experience" |

PLEASE COMPLETE & RETURN THIS SECTION

| | | |
|---|-------------------------------|--|
| <p>B) Tenderer's Resources Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <p>(a) Plant, equipment and materials; and</p> <p>(b) Any contingency measures or back up of resources including personnel (where applicable).</p> <p>As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "Tenderer's Resources".</p> | Weighting 20% | |
| | "Tenderer's Resources" | Tick if attached <input checked="" type="checkbox"/> |

4.4 PRICE INFORMATION

Tenderers **must** complete the following Price Schedule. Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

4.4.1 DISCOUNTS

| | | |
|--|--------------------|---|
| Are you prepared to allow a discount for prompt settlement of accounts? | Yes / No | |
| If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled "Discounts". | "Discounts" | Tick if attached <input type="checkbox"/> |

4.4.2 PRICE BASIS

| | | |
|--|------------------------------------|---|
| Are you prepared to offer a fixed price? | Yes / No | |
| If No, please indicate how your proposed price variation mechanism differs from the one outlined above. Supply details and label it "Price Variation Mechanism". | "Price Variation Mechanism" | Tick if attached <input type="checkbox"/> |

PLEASE COMPLETE & RETURN THIS SECTION

4.4.3 SCHEDULE OF RATES FOR LABOUR AND DAYWORKS

The Tenderer shall list below the hourly rates payable for various occupational groups which may be employed on the Site including any applicable Goods and Services Tax (GST).

| ITEM | RATE PER HOUR (ex GST) | GST Component | RATE PER HOUR (inc GST) |
|----------------|---------------------------|------------------|----------------------------|
| Supervisor | \$ 120.00 | \$ 12.00 | \$ 132.00 |
| Labourer | \$ 90.00 | \$ 9.00 | \$ 99.00 |
| Plant Operator | \$ 90.00 | \$ 9.00 | \$ 99.00 |
| Other | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |

4.4.4 SCHEDULE OF RATES FOR PLANT HIRE

Tenderers shall list the hourly rates for the hire of all types of constructional equipment used on the Site for clearing and earthworks. The rates shall include allowance for an experienced operator, fuel consumable sores, maintenance, overheads, GST and profit and are for the plant specified or equivalent, based on the Contractors standard working week.

| ITEM | RATE PER HOUR (ex GST) | GST Component | RATE PER HOUR (inc GST) |
|------|---------------------------|---------------|----------------------------|
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |

NOTE

NO ALLOWANCE HAS BEEN MADE FOR

- BUILDING LICENCE AND ASSOCIATED COSTS
- STRUCTURAL REPAIRS / CHANGES TO ROOF STRUCTURE OR NAILS WHERE SHEETING IS BEING REPLACED
- MESH PUMP POWER / WATER TO LP CHANGES

NEW STAIRS AND LANDING TO STEEL

Shire of Mingenew
Tender - RTF 6/2016-7
Mingenew Town Hall Refurbishment

31 January 2017

Breakdown of Items as Requested

Item

- | | | |
|----|--|---------------------------|
| C) | Remove and replace multiline asbestos panels (New material Hardies 9mm Axon) | \$ 7,716.00 including GST |
| D) | Remove and replace asbestos panels (New material Hardies 9mm Axon) | \$ 2,483.00 including GST |
| H) | Remove and replace asbestos panels (New material Hardies 9mm Axon) | \$46,780.00 including GST |
| N) | Remove and replace asbestos ceiling using 10mm Gyprock | \$ 4,460.00 including GST |
| O) | Remove and replace suspended ceiling (No allowance for acoustic panels) | \$50,230.00 including GST |
| U) | Remove and replace ceiling using 10mm Gyprock | \$ 6,444.00 including GST |
| X) | Remove and replace roof sheeting | \$80,410.00 including GST |

Regards



Neville Bunter
Estimator

PLEASE COMPLETE & RETURN THIS SECTION

TENDERER'S OFFER

4.1 FORM OF TENDER

Chief Executive Officer
Shire of Mingenew
21 Victoria Street
WA 6522

I/We CORAL COAST HOMES + CONSTRUCTION
(BLOCK LETTERS)
of 76 ANDERSON ST, WEBBERTON
(ADDRESS)
ABN 34 142 361 457 ACN (if any) 142 361 457
Telephone No: 08 9964 3330 Facsimile No: _____
E-mail (if any): arron@cchomeswa.com.au

In response to RFT 6/2016-17 – MINGENEW TOWN HALL REFURBISHMENT

Under and subject to the Conditions of Tendering annexed hereto I/we, the undersigned hereby Tender the following sum to complete the Works referred to in the Request for Tender.

two hundred and ninety one thousand seven hundred and eight three dollars and
(AMOUNT IN WORDS) ninety one cents.
(\$ 291,783.91)
(GST Inclusive)

And I/we undertake to perform the work under the Contract in accordance with Minor Works and Services General Conditions of Contract attached to this Request and Specification, Drawings, which documents I/we have examined, and I/we agree that this Tender shall remain binding on me/us for ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing and shall not be withdrawn during that period.

Dated this 18th day of JANUARY 2017

Signature of authorised signatory of Tenderer: A. Parker

Name of authorised signatory (BLOCK LETTERS): ARRAN PARKER

Position: MANAGING DIRECTOR

Address: 76 ANDERSON ST, WEBBERTON

Witness Signature: K DUNCAN

Name of witness: (BLOCK LETTERS): KYM DUNCAN

Address: 76 ANDERSON ST, WEBBERTON WA 6530

PLEASE COMPLETE & RETURN THIS SECTION

4.2 TENDERER'S RESPONSE

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant Attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 4 are to be completed and returned to the Principal as they form part of your Tender submission).

4.2.1 REFEREES

| | | |
|---|-------------------|---|
| Attach details of your referees, and label it "Referees". You should give examples of work provided for your referees where possible. | "Referees" | Tick if attached <input checked="" type="checkbox"/> |
|---|-------------------|---|

4.2.2 INSURANCE COVERAGE

| The insurance requirements for this Request are stipulated in the Special Conditions. Tenderers are to supply evidence of their insurance coverage in a format as outlined below. Certificate of Currency is to be provided to the Principal within 30 days of acceptance. | | | | | Tick if attached <input checked="" type="checkbox"/> |
|--|------------------|----------------|------------|-------------|---|
| Type | Insurer – Broker | Policy Number | Value (\$) | Expiry Date | |
| Public Liability | ALLIANZ | 61-1137666-KMD | \$10MIL | 31.05.17 | |
| Workers Compensation | ALLIANZ | WNH0062428 | \$50MIL | 31.05.17 | |
| Professional Indemnity | | | | | |

PLEASE COMPLETE & RETURN THIS SECTION

4.3 SELECTION CRITERIA

4.3.1 COMPLIANCE CRITERIA

Please select with a yes or no whether you have complied with the following compliance criteria:

| Description of Compliance Criteria | | |
|------------------------------------|---|----------|
| (a) | Compliance with the Specification contained in the Request. | Yes / No |
| (b) | Compliance with the Conditions of Tendering this Request. | Yes / No |
| (e) | Compliance with all necessary Licenses and Registrations.. | Yes / No |
| (f) | Compliance with and completion of the Price Schedule. | Yes / No |

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Before responding to the following qualitative criteria, Tenderers must note the following:

- 4.3.2.1 All information relevant to your answers to each criterion are to be contained within your Tender;
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- 4.3.2.3 Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- 4.3.2.4 Tenderers are to address each issue outlined within a qualitative criterion.

| A) Relevant Experience | Weighting 20% | |
|---|------------------------------|--|
| <p>Describe your experience in completing similar projects. Tenderers must, as a minimum, address the following information and label it "Relevant Experience":</p> <ul style="list-style-type: none"> (a) Provide details of similar work; (b) Provide scope of the Tenderer's involvement including details of outcomes; (c) Demonstrate competency and proven track record of achieving outcomes; and | <p>"Relevant Experience"</p> | <p>Tick if attached</p> <p><input checked="" type="checkbox"/></p> |

PLEASE COMPLETE & RETURN THIS SECTION

| | | |
|---|-------------------------------|---|
| B) Tenderer's Resources Tenderers should demonstrate their ability to supply and sustain the necessary: (a) Plant, equipment and materials; and (b) Any contingency measures or back up of resources including personnel (where applicable). As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "Tenderer's Resources". | Weighting 20% | |
| | "Tenderer's Resources" | Tick if attached <input checked="" type="checkbox"/> |

4.4 PRICE INFORMATION

Tenderers **must** complete the following Price Schedule. Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

4.4.1 DISCOUNTS

| | | |
|--|--------------------|--|
| Are you prepared to allow a discount for prompt settlement of accounts? | Yes / No | |
| If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled "Discounts". | "Discounts" | Tick if attached <input type="checkbox"/> |

4.4.2 PRICE BASIS

| | | |
|--|------------------------------------|--|
| Are you prepared to offer a fixed price? | Yes / No | |
| If No, please indicate how your proposed price variation mechanism differs from the one outlined above. Supply details and label it "Price Variation Mechanism". | "Price Variation Mechanism" | Tick if attached <input type="checkbox"/> |

PLEASE COMPLETE & RETURN THIS SECTION

4.4.3 SCHEDULE OF RATES FOR LABOUR AND DAYWORKS

The Tenderer shall list below the hourly rates payable for various occupational groups which may be employed on the Site including any applicable Goods and Services Tax (GST).

| ITEM | RATE PER HOUR (ex GST) | GST Component | RATE PER HOUR (inc GST) |
|----------------|---------------------------|------------------|----------------------------|
| Supervisor | \$ 80 | \$ 8 | \$ 88 |
| Labourer | \$ 65 | \$ 6.50 | \$ 71.50 |
| Plant Operator | \$ 65 | \$ 6.50 | \$ 71.50 |
| Other | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |

4.4.4 SCHEDULE OF RATES FOR PLANT HIRE

Tenderers shall list the hourly rates for the hire of all types of constructional equipment used on the Site for clearing and earthworks. The rates shall include allowance for an experienced operator, fuel consumable sores, maintenance, overheads, GST and profit and are for the plant specified or equivalent, based on the Contractors standard working week.

| ITEM | RATE PER HOUR (ex GST) | GST Component | RATE PER HOUR (inc GST) |
|------|---------------------------|---------------|----------------------------|
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |



Coral Coast Homes (WA) Pty Ltd
 T/As Coral Coast Homes & Construction
 PO Box 5261 Wonthella WA 6530
 76 Anderson Street Geraldton WA
 Ph: 08 9964 3330 | Fax: 08 9964 6174
 Registration No. 13179
 ABN: 34 142 361 457

Tender sum breakdown

Mingenew Town Hall Refurbishment

RFT 6-2016/17

| Item | Amount |
|----------------------|---------------------|
| Preliminaries | \$54,870.00 |
| Item A | \$708.00 |
| Item B | \$1,180.00 |
| Item C | \$1,392.40 |
| Item D | \$236.00 |
| Item E | \$1,180.00 |
| Item F | \$472.00 |
| Item G | \$2,454.40 |
| Item H | \$1,098.82 |
| Item I | \$1,180.00 |
| Item J | \$0 |
| Item K | \$2,006.00 |
| Item L | \$2,360.00 |
| Item M | \$590.00 |
| Item N | \$678.50 |
| Item O | \$47,318.00 |
| Item P | \$5,900.00 |
| Item Q | \$6,490.00 |
| Item R | \$29,028.00 |
| Item S | \$7,788.00 |
| Item T | \$820.10 |
| Item U | \$1,138.70 |
| Item V | \$3,540.00 |
| Item W | \$9,732.64 |
| Item X | \$74,121.70 |
| Item Y | \$0 |
| Total Exc GST | \$265,258.10 |
| Total Inc GST | \$291783.91 |

Martin Whitely

From: Arron Parker [arron@cchomeswa.com.au]
Sent: Monday, 30 January 2017 1:45 PM
To: Martin Whitely
Subject: RE: Mingenew town hall referb tender

Hello Martin,
Thank you for your email below.
Please see cost for each item in red on email below

Thank you

Arron Parker

Coral Coast Homes & Construction | 76 Anderson Street, Webberton | PO Box 5261 Wonthella WA 6530
P 08 9964 3330 | F 08 9964 6174 | M 0400 903 409 | E arron@cchomeswa.com.au



From: Martin Whitely [<mailto:ceo@mingenew.wa.gov.au>]
Sent: Wednesday, 25 January 2017 8:44 AM
To: 'Arron Parker' <arron@cchomeswa.com.au>
Subject: RE: Mingenew town hall referb tender

Hi Aaron

Just giving you an update on the tenders for the Town Hall Refurbishment that closed last week.

A preliminary evaluation of the tenders received has been completed and your submission is 1 of 3 tenders that has been shortlisted.

The next step will be to present the submissions to Council at our next Concept Forum meeting on the 15th February where Council will provide further direction from there.

I anticipate that before any contracts are awarded that a further site visit will be required to identify any variations to the generic scope of works provided in the tender document to ensure that all of the shortlisted candidates are given the opportunity to provide pricing on the same works, materials, etc

If possible would you be able to provide separately to me with the estimates for the following as I suspect this will be a question that Council will ask;

- Item (c) Remove and Replace Multi Line Asbestos Panels **\$5,050.00 inc GST**

- Item (d) Remove and Replace Asbestos Panels **\$977.00 inc GST**
- Item (h) Remove and Replace Asbestos Panels **\$12,291.00 inc GST**
- Item (n) Remove and replace asbestos ceiling **\$2,167.66 inc GST**
- Item (o) Remove & replace ceiling and cornices (and did this allow for acoustic panels) **\$52,050.00 inc GST**
- Item (u) Remove & replace ceiling **\$3,848.00 inc GST**
- Item (x) Remove and replace roof **\$81,534.00 inc GST**

If these items are the only items to be done there will also be an additional cost for preliminaries which includes travel, accommodation, scaffold and supervision costs ect worked out as a % of our original quote we estimate prelims to be around **\$35,000.00 inc GST**

It is feasible that Council may want to contract out the above works and complete the balance of the works in house to keep the costs within our budget.

If you have any questions please do not hesitate to contact me.

Regards

Martin Whitely
Chief Executive Officer

Shire of Mingenew
Phone: (08) 9928 1102
Fax: (08) 9928 1128

Mobile: 0428 795 621

From: Arron Parker [<mailto:arron@cchomeswa.com.au>]
Sent: Wednesday, 18 January 2017 10:59 AM
To: Martin Whitely
Subject: Mingenew town hall referb tender

Hello,
Please find attached our tender submission for the Mingenew town hall refurbishment works
RFT number: 9-2016/17

Thank you

Arron Parker

Coral Coast Homes & Construction | 76 Anderson Street, Webberton | PO Box 5261 Wonthella WA 6530
P 08 9964 3330 | F 08 9964 6174 | M 0400 903 409 | E arron@cchomeswa.com.au



9.1.6 REVIEW OF DELEGATIONS REGISTER

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0342
Date: 8 February 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends changes to the reference “Deputy Chief Executive Officer” in the Shire’s Delegations Register.

Attachment

Nil

Background

Local Governments are required to keep a register of delegations and to review the delegations at least once every financial year, as per Local Government Act 1995 sections 5.18 and 5.46. These delegations include those from Council to the Chief Executive Officer and Committees, and the Chief Executive Officer to other staff. Council last reviewed the Delegations Register in October 2016.

Comment

As you are aware the Deputy Chief Executive Officer, Nita Jane tendered her resignation and ceased employment with the Shire on Friday 10 February 2017. Subsequently the vacant position was advertised as a Finance Manager role with applications closing on Wednesday 8 February 2017. As a result any reference to “Deputy Chief Executive Officer” in the Shire’s Delegation Register and Policy Manual will need to be amended to read “Finance Manager”. In the event that the Finance Manager was to commence prior to the next Ordinary Council Meeting on 15 March 2017 I seek Council’s approval to make the above changes.

Consultation

Nil

Statutory Environment

Local Government (Functions & General) Regulations 1996

Local Government Act 1995 states;

5.18. Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

Policy Implications

Policy No. 3007 – Purchasing Policy

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

Outcome 4.5.1 - Ensure compliance with local, town planning, building and health and all other relevant legislation.

Outcome 4.5.2 - Maintain, review and ensure relevance of Council policies and local laws.

Voting Requirements

Simple Majority

| |
|--|
| OFFICER RECOMMENDATION – ITEM 9.1.6 |
|--|

That Council;

- 1. Review and Adopt the amended Delegations Register as presented will all references to Deputy Chief Executive Officer be replaced with Finance Manager, and**
- 2. Authorise the Chief Executive Officer to make any necessary amendments to substitute the wording Finance Manager in the place of Deputy Chief Executive Officer for all relevant Shire Policies and Procedures, and**
- 3. The Chief Executive Officer to provide in writing powers and duties allocated to other persons as per section 5.44 (2) of the Local Government Act 1995**

9.1.7 MINGENEW TURF CLUB

Location/Address: Shire of Mingenew
Name of Applicant: Tania Cosgrove, Mingenew Turf Club
Disclosure of Interest: Nil
File Reference: ADM0226
Date: 9 February 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council consider a request from the Mingenew Turf Club for a contribution towards replacing the fencing at the front of the Recreations Centre / Turf Club pavilion.

Attachment

Letter from Mingenew Turf Club

Background

A letter has been received from the Mingenew Turf Club ("Turf Club") requesting a contribution for the Turf Club to replace the fencing at the front of the Recreations Centre / Turf Club pavilion.

Comment

The Turf Club have committed to replacing the fencing at the front of the Recreations Centre / Turf Club pavilion in preparation for this years event which will be held on Saturday 11 March 2017. The total cost of replacing the fence will be \$14,200 and the Turf Club are seeking a contribution of \$4,200 towards the fence.

While the Shire does not have a written policy on the level of financial assistance to sporting and community groups, the third, a third a third principle is often common practise. This would imply that the Turf Club would put in a third of the cost, grant funding would be sought for a further third and the Shire would contribute the final third of the project cost.

Since the Turf Club have indicated that they will not be applying for funding then my suggestion would be that the club pays for a minimum of two thirds of the cost and the Shire will contribute the remaining third. On this occasion the request for \$4,200 is less than 1/3rd of the total cost.

It is encouraging that sporting clubs are proactive in fundraising for specific projects and the final project will result in a favourable outcome for the Shire in that there will be a quality fence erected at the Mingenew Recreation Centre grounds, so on that basis I have no objections to the request.

There is sufficient allocation in the budget under Support for Community Groups to absorb these costs in the 2016/17 financial year.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Policy No. 3004 – Donations & Grants

Council shall consider requests for donations that are not part of normal budgetary considerations on their individual merit however, generally will decline appeals for donations:

- of a state or National nature
- if they are not concerned or connected with the local area

Exceptions to the above will be Disaster or emergency appeals.

Financial Implications

There is sufficient allocation in the budget under Support for Community Groups to absorb these costs in the 2016/17 financial year.

Strategic Implications

Community Strategic Plan

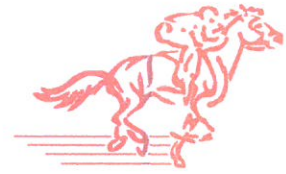
Outcome 3.6.1 – Continue to provide quality facilities for events

Voting Requirements

Simple Majority

| |
|--|
| OFFICER RECOMMENDATION – ITEM 9.1.7 |
|--|

That Council support the request from the Mingenew Turf Club by making a contribution of \$4,200 towards replacing the fencing at the front of the Receptions Centre / Turf Club pavilion.



To the Shire of Mingenew

The Turf Club would like to thank the Council for the continued maintenance of the Race track, it is looking wonderful and will be a credit to all, come the 11th of March.

It has come to the attention of the Turf Club that the fencing in front of the Rec centre and the Expo/Turf Club Pavilion, has rusted along the bottom, becoming sharp and jagged posing a threat to children and people wearing open footwear.

The Turf Club have had to act swiftly, as this situation is dangerous to Race day patrons and anyone else using the facilities. We have sourced numerous quotes, the most expensive being \$21,340 from Fence makers Malaga. The Turf club committee have decided to go with Metric Fencing Maddington (Troy Tapscott) at cost of \$14,200. The fence will be the same design as currently there, it will be 1200m high, Duragal and powder coated white.

A Community busy bee will be organised by the Turf Club to erect the fence. The Turf Club are asking if the Council will look favourably on our request of \$4000 towards the cost of materials.

Yours Sincerely

A handwritten signature in blue ink, appearing to read 'Tania Cosgrove'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Tania Cosgrove

Secretary MTC

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 DECEMBER 2016

| | |
|--------------------------------|---|
| Location/Address: | Shire of Mingenew |
| Name of Applicant: | Shire of Mingenew |
| Disclosure of Interest: | Nil |
| File Reference: | ADM0304 |
| Date: | 23 January 2017 |
| Author: | Nita Jane, Deputy CEO |
| Senior Officer: | Martin Whitely, Chief Executive Officer |

Summary

This report recommends that the Monthly Statement of Financial Activity report for the period ending 31 December 2016 is presented to Council for adoption.

Attachment

Finance Report for period ending 31 December 2016.

Background

The Monthly Financial Report to 31 December 2016 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity by Program
- Statement of Capital Acquisitions and Capital Funding
- Explanation of Material Variances
- Net Current Funding Position
- Cash and Investments
- Budget Amendments
- Receivables
- Cash Backed Reserves
- Capital Disposals
- Rating Information
- Information on Borrowings
- Grants & Contributions
- Trust

Comment

| SUMMARY OF FUNDS – SHIRE OF MINGENEW | |
|---|-----------|
| Municipal Account | 35,820 |
| Business Cash Maximiser (Municipal Funds) | 1,627,037 |
| Trust Account | 134,996 |
| Reserve Maximiser Account | 309,742 |

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 February 2017

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 31 December 2016:

| Amount | Current | 30+ Days | 60+ Days | 90+ Days | TOTAL |
|--------|---------|----------|----------|----------|-------|
| | 0 | 1,460 | 60 | 150 | 1,670 |

Rates Outstanding at 31 December 2016 were:

| | Current | Arrears | TOTAL |
|-------------------|----------------|---------------|----------------|
| Rates | 331,211 | 42,452 | 373,663 |
| Rubbish | 5,827 | 2,070 | 7,897 |
| ESL | 3,963 | 670 | 4,633 |
| Payment Plan Fees | 200 | 0 | 200 |
| TOTAL | 341,201 | 45,192 | 386,393 |

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2016/2017 financial year.

Consultation

Chief Executive Officer
Senior Finance Officer

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - budget estimates to the end of the month to which the statement relates; and
 - actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - an explanation of each of the material variances referred to in subregulation (1)(d); and

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 February 2017

- (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications

Nil

Financial Implications

Financial implications are outlined in comments.

Strategic Implications

Nil

Voting Requirements

Simple Majority

| |
|--|
| OFFICER RECOMMENDATION – ITEM 9.2.1 |
|--|

That the Monthly Statement of Financial Activity for the period 1 July 2016 to 31 December 2016 be received.

SHIRE OF MINGENEW

MONTHLY FINANCIAL REPORT

For the Period Ended 31 December 2016

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.
No matters of significance are noted.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 December 2016 of \$2,040,624.

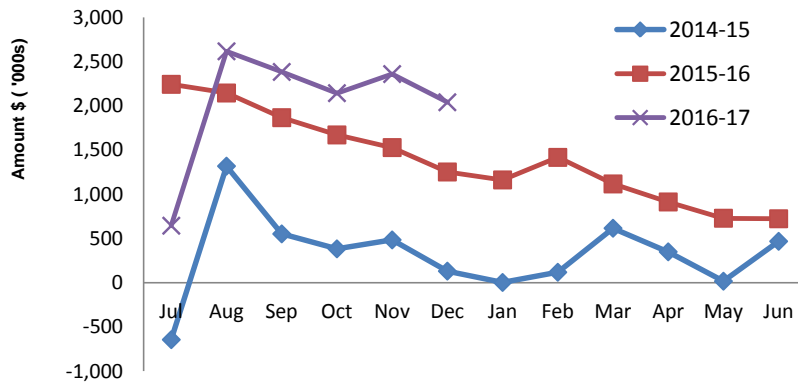
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation

Prepared by: Nita Jane
Reviewed by: Martin Whitely
Date prepared: 23/01/2017

Shire of Mingenew
Monthly Summary Information
 For the Period Ended 31 December 2016

Liquidity Over the Year (Refer Note 3)



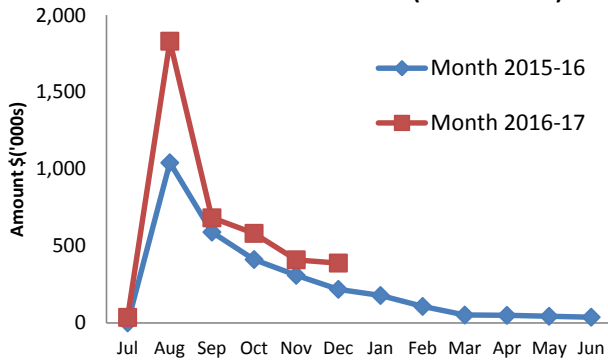
Cash and Cash Equivalents as at period end

| | | |
|--------------|----|------------------|
| Unrestricted | \$ | 1,463,652 |
| Restricted | \$ | 526,389 |
| | \$ | <u>1,990,041</u> |

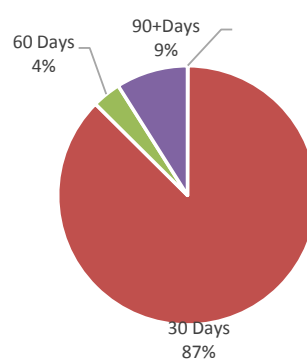
Receivables

| | | |
|-------|----|----------------|
| Rates | \$ | 389,575 |
| Other | \$ | 1,670 |
| | \$ | <u>391,245</u> |

Rates Receivable (Refer Note 6)



Accounts Receivable Ageing (non-rates) (Refer Note 6)



Comments

Rates were issued on 22 August 2016.
 First instalment was due 27 September 2016.
 Final notices were issued 3rd October 2016
 Second Instalment was due 29 November 2016

SUMMARY OF BILLING

| | |
|---------|------------------|
| Rates | 1,751,901 |
| Rubbish | 74,790 |
| ESL | 26,057 |
| | <u>1,852,748</u> |

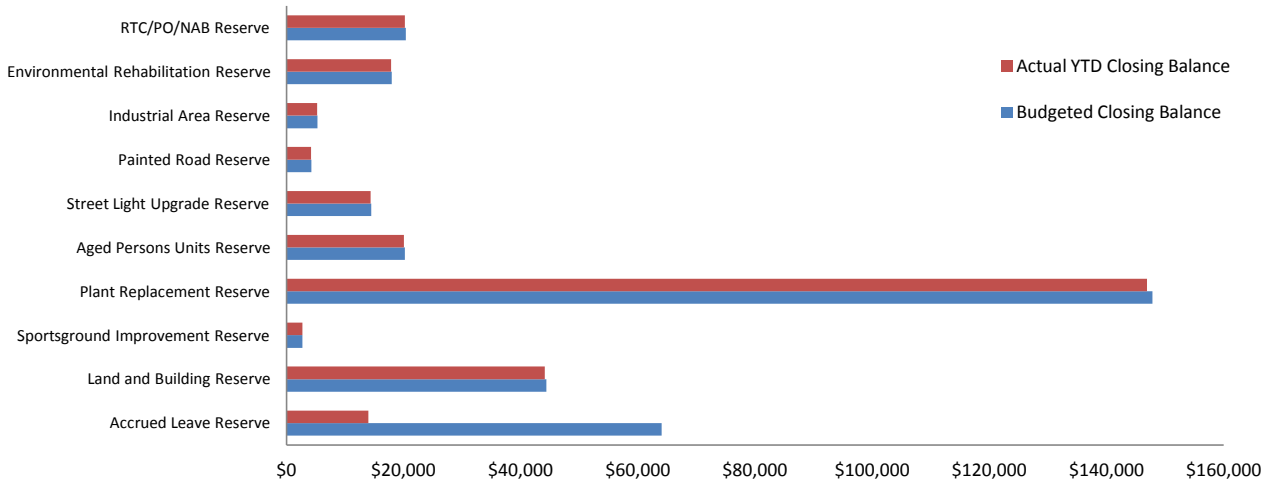
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Mingenew
Monthly Summary Information
 For the Period Ended 31 December 2016

Capital Expenditure Program YTD (Refer Note 13)



Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)



Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.

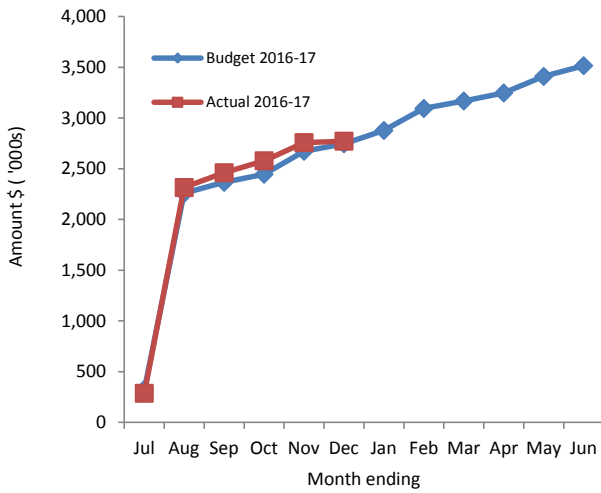
Shire of Mingenew

Monthly Summary Information

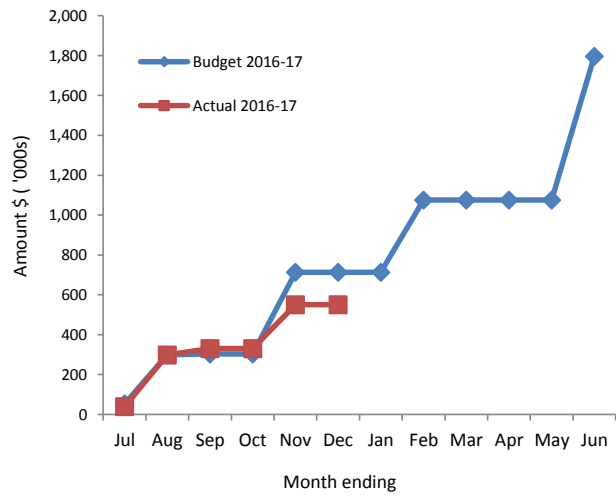
For the Period Ended 31 December 2016

Revenues

Budget Operating Revenues -v- Actual (Refer Note 2)

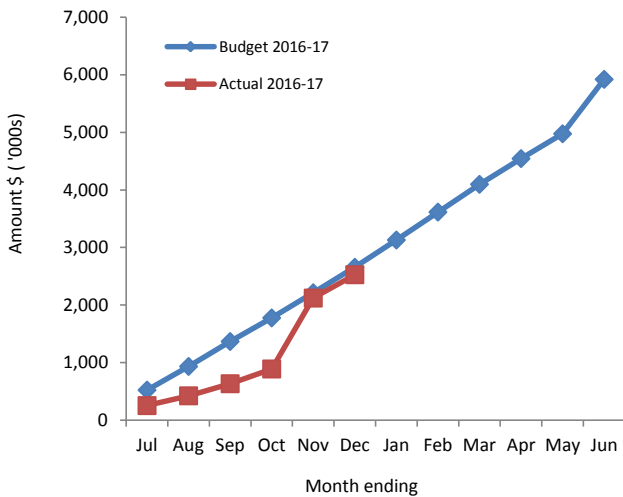


Budget Capital Revenue -v- Actual (Refer Note 2)

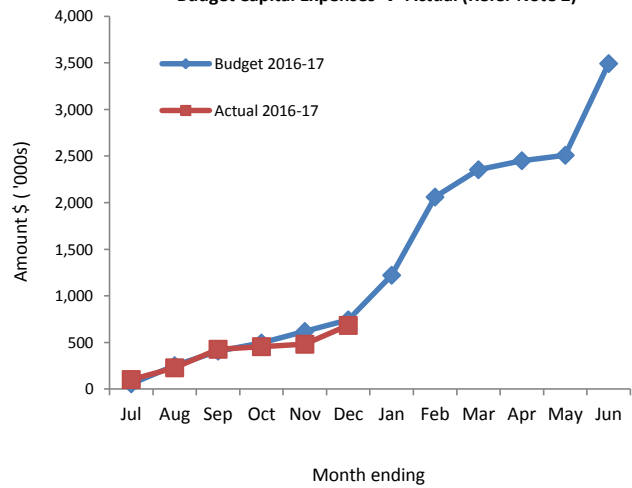


Expenditure

Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 December 2016

| | Note | 2016/17 Forecast Budget | 2016/17 Original Budget (a) | 2016/17 YTD Budget (a) | 2016/17 YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|--|------|-------------------------------|--------------------------------------|---------------------------------|---------------------------------|--------------------|-----------------------|------|
| Operating Revenues | | | | | | | | |
| General Purpose Funding | | \$ 2,384,752 | \$ 2,384,752 | \$ 2,137,179 | \$ 2,180,599 | \$ 43,420 | % 2.03% | |
| Governance | | 7,099 | 7,099 | 3,554 | 14,594 | 11,040 | 310.64% | ▲ |
| Law, Order and Public Safety | | 79,070 | 79,070 | 15,841 | 12,897 | (2,944) | (18.59%) | |
| Health | | 301 | 301 | 150 | 270 | 120 | 80.00% | |
| Education and Welfare | | 3,745 | 3,745 | 372 | 2,045 | 1,673 | 449.86% | |
| Housing | | 118,733 | 118,733 | 59,133 | 52,627 | (6,506) | (11.00%) | |
| Community Amenities | | 85,662 | 85,662 | 78,660 | 81,212 | 2,552 | 3.24% | |
| Recreation and Culture | | 31,619 | 31,619 | 31,298 | 31,962 | 664 | 2.12% | |
| Transport | | 684,827 | 684,827 | 331,012 | 317,598 | (13,414) | (4.05%) | |
| Economic Services | | 6,824 | 6,824 | 3,390 | 3,297 | (93) | (2.74%) | |
| Other Property and Services | | 113,757 | 113,757 | 59,697 | 75,624 | 15,927 | 26.68% | ▲ |
| Total Operating Revenue | | 3,516,389 | 3,516,389 | 2,720,286 | 2,772,724 | 9,018 | | |
| Operating Expense | | | | | | | | |
| General Purpose Funding | | (89,815) | (89,815) | (51,387) | (24,440) | 26,947 | 52.44% | ▲ |
| Governance | | (217,483) | (217,483) | (160,400) | (143,606) | 16,794 | 10.47% | ▲ |
| Law, Order and Public Safety | | (170,044) | (170,044) | (65,492) | (47,714) | 17,778 | 27.15% | ▲ |
| Health | | (75,539) | (75,539) | (39,222) | (26,315) | 12,907 | 32.91% | ▲ |
| Education and Welfare | | (71,760) | (71,760) | (35,834) | (30,321) | 5,513 | 15.38% | ▲ |
| Housing | | (297,992) | (297,992) | (59,094) | (55,138) | 3,956 | 6.69% | |
| Community Amenities | | (372,924) | (372,924) | (105,142) | (84,640) | 20,502 | 19.50% | ▲ |
| Recreation and Culture | | (1,122,947) | (1,122,947) | (558,335) | (532,900) | 25,435 | 4.56% | |
| Transport | | (2,661,632) | (2,661,632) | (1,330,730) | (1,417,850) | (87,120) | (6.55%) | |
| Economic Services | | (395,022) | (395,022) | (155,656) | (128,086) | 27,570 | 17.71% | ▲ |
| Other Property and Services | | 1,220 | 1,222 | (69,504) | (38,209) | 31,295 | 45.03% | ▲ |
| Total Operating Expenditure | | (5,473,938) | (5,473,936) | (2,630,796) | (2,529,220) | 101,576 | | |
| Funding Balance Adjustments | | | | | | | | |
| Add back Depreciation | | 2,360,651 | 2,360,651 | 1,180,302 | 1,165,954 | (14,348) | (1.22%) | |
| Adjust (Profit)/Loss on Asset Disposal | 8 | (36,765) | (36,765) | 3,114 | 139 | (2,975) | (95.52%) | |
| Adjust Provisions and Accruals | | 0 | 0 | 0 | 0 | 0 | | |
| Net Cash from Operations | | 366,337 | 366,339 | 1,272,906 | 1,409,598 | 93,272 | | |
| Capital Revenues | | | | | | | | |
| Grants, Subsidies and Contributions | 11 | 1,795,921 | 1,795,921 | 933,264 | 549,937 | (383,327) | (41.07%) | ▼ |
| Proceeds from Disposal of Assets | 8 | 447,000 | 447,000 | 223,500 | 199,583 | (23,917) | (10.70%) | ▼ |
| Total Capital Revenues | | 2,242,921 | 2,242,921 | 1,156,764 | 749,520 | (407,244) | | |
| Capital Expenses | | | | | | | | |
| Land Held for Resale | 13 | (200,000) | (200,000) | 0 | 0 | 0 | | |
| Land and Buildings | 13 | (723,000) | (723,000) | (36,998) | (6,129) | 30,869 | 83.43% | ▲ |
| Infrastructure - Roads | 13 | (1,236,362) | (1,236,362) | (306,659) | (429,889) | (123,230) | (40.18%) | ▼ |
| Infrastructure - Footpaths | 13 | 0 | 0 | 0 | 0 | 0 | | |
| Infrastructure - Drainage & Culverts | 13 | 0 | 0 | 0 | (3,102) | (3,102) | | |
| Infrastructure - Aerodomes | 13 | 0 | 0 | 0 | 0 | 0 | | |
| Infrastructure - Other | | (445,690) | (445,690) | (35,000) | (35,551) | | | |
| Plant and Equipment | 13 | (600,000) | (600,000) | (209,800) | (208,674) | 1,126 | 0.54% | |
| Furniture and Equipment | 13 | (14,500) | (14,500) | (3,000) | 0 | 3,000 | 100.00% | ▲ |
| Total Capital Expenditure | | (3,219,552) | (3,219,552) | (591,457) | (683,345) | (91,337) | | |
| Net Cash from Capital Activities | | (976,631) | (976,631) | 565,307 | 66,175 | (498,581) | | |
| Financing | | | | | | | | |
| Proceeds from New Debentures | | 0 | 0 | 0 | 0 | 0 | | |
| Proceeds from Advances | | 0 | 0 | 0 | 0 | 0 | | |
| Self-Supporting Loan Principal | | 0 | 0 | 0 | 0 | 0 | | |
| Transfer from Reserves | 7 | 0 | 0 | 0 | 0 | 0 | | |
| Advances to Community Groups | | 0 | 0 | 0 | 0 | 0 | | |
| Repayment of Debentures | 10 | (181,409) | (181,409) | (90,702) | (89,556) | 1,146 | 1.26% | |
| Transfer to Reserves | 7 | (91,775) | (91,775) | (1,143) | (1,143) | 0 | 0.00% | |
| Net Cash from Financing Activities | | (273,184) | (273,184) | (91,845) | (90,699) | 1,146 | | |
| Net Operations, Capital and Financing | | (883,478) | (883,478) | 1,746,368 | 1,385,074 | (404,163) | | |
| Opening Funding Surplus(Deficit) | 3 | 688,089 | 688,089 | 688,089 | 655,550 | (32,539) | (4.73%) | |
| Closing Funding Surplus(Deficit) | 3 | (195,389) | (195,389) | 2,434,457 | 2,040,624 | (436,702) | | |

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 December 2016

| | Note | 2016/17 Amended Annual Budget | 2016/17 Original Budget (a) | 2016/17 YTD Budget (a) | 2016/17 YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | |
|---|------|-------------------------------------|-----------------------------------|---------------------------------|---------------------------------|--------------------|-----------------------|---|
| Operating Revenues | | | | | | | | |
| Rates | 9 | \$ 1,786,567 | \$ 1,786,567 | \$ 1,786,567 | \$ 1,770,315 | (16,253) | (0.91%) | |
| Operating Grants, Subsidies and Contributions | 11 | 827,184 | 827,184 | 474,003 | 554,413 | 80,410 | 16.96% | ▲ |
| Fees and Charges | | 248,886 | 248,886 | 180,810 | 190,887 | 10,077 | 5.57% | |
| Service Charges | | 0 | 0 | 0 | 0 | 0 | | |
| Interest Earnings | | 22,152 | 22,152 | 10,195 | 16,076 | 5,881 | 57.69% | |
| Other Revenue | | 588,600 | 588,600 | 268,711 | 238,085 | (30,626) | (11.40%) | ▼ |
| Profit on Disposal of Assets | 8 | 43,000 | 43,000 | 0 | 2,948 | | | |
| Total Operating Revenue | | 3,516,389 | 3,516,389 | 2,720,286 | 2,772,724 | 49,490 | | |
| Operating Expense | | | | | | | | |
| Employee Costs | | (1,017,429) | (1,017,429) | (506,982) | (544,867) | (37,885) | (7.47%) | |
| Materials and Contracts | | (1,119,309) | (1,119,309) | (420,554) | (360,475) | 60,079 | 14.29% | ▲ |
| Utility Charges | | (123,768) | (123,768) | (61,794) | (42,931) | 18,863 | 30.52% | ▲ |
| Depreciation on Non-Current Assets | | (2,360,651) | (2,360,651) | (1,180,302) | (1,165,954) | 14,348 | 1.22% | |
| Interest Expenses | | (54,270) | (54,270) | (27,129) | (10,801) | 16,328 | 60.19% | ▲ |
| Insurance Expenses | | (143,612) | (143,612) | (105,300) | (127,662) | (22,362) | (21.24%) | ▼ |
| Other Expenditure | | (648,664) | (648,662) | (325,621) | (273,442) | 52,179 | 16.02% | ▲ |
| Loss on Disposal of Assets | 8 | (6,235) | (6,235) | (3,114) | (3,088) | | | |
| Total Operating Expenditure | | (5,473,938) | (5,473,936) | (2,630,796) | (2,529,220) | 101,550 | | |
| Funding Balance Adjustments | | | | | | | | |
| Add back Depreciation | | 2,360,651 | 2,360,651 | 1,180,302 | 1,165,954 | (14,348) | (1.22%) | |
| Adjust (Profit)/Loss on Asset Disposal | 8 | (36,765) | (36,765) | 3,114 | 139 | (2,975) | (95.52%) | |
| Adjust Provisions and Accruals | | 0 | 0 | 0 | 0 | 0 | | |
| Net Cash from Operations | | 366,337 | 366,339 | 1,272,906 | 1,409,598 | 133,717 | | |
| Capital Revenues | | | | | | | | |
| Grants, Subsidies and Contributions | 11 | 1,795,921 | 1,795,921 | 933,264 | 549,937 | (383,327) | (41.07%) | ▼ |
| Proceeds from Disposal of Assets | 8 | 447,000 | 447,000 | 223,500 | 199,583 | (23,917) | (10.70%) | ▼ |
| Total Capital Revenues | | 2,242,921 | 2,242,921 | 1,156,764 | 749,520 | (407,244) | | |
| Capital Expenses | | | | | | | | |
| Land Held for Resale | 13 | (200,000) | (200,000) | 0 | 0 | 0 | | |
| Land and Buildings | 13 | (723,000) | (723,000) | (36,998) | (6,129) | 30,869 | 83.43% | ▲ |
| Infrastructure - Roads | 13 | (1,236,362) | (1,236,362) | (306,659) | (429,889) | (123,230) | (40.18%) | ▼ |
| Infrastructure - Footpaths | 13 | 0 | 0 | 0 | 0 | 0 | | |
| Infrastructure - Drainage & Culverts | 13 | 0 | 0 | 0 | (3,102) | (3,102) | | |
| Infrastructure - Aerodomes | 13 | 0 | 0 | 0 | 0 | 0 | | |
| Infrastructure - Other | 13 | (445,690) | (445,690) | (35,000) | (35,551) | | | |
| Plant and Equipment | 13 | (600,000) | (600,000) | (209,800) | (208,674) | 1,126 | 0.54% | |
| Furniture and Equipment | 13 | (14,500) | (14,500) | (3,000) | 0 | 3,000 | 100.00% | ▲ |
| Total Capital Expenditure | | (3,219,552) | (3,219,552) | (591,457) | (683,345) | (91,337) | | |
| Net Cash from Capital Activities | | (976,631) | (976,631) | 565,307 | 66,175 | (498,581) | | |
| Financing | | | | | | | | |
| Proceeds from New Debentures | | 0 | 0 | 0 | 0 | 0 | | |
| Proceeds from Advances | | 0 | 0 | 0 | 0 | 0 | | |
| Self-Supporting Loan Principal | | 0 | 0 | 0 | 0 | 0 | | |
| Transfer from Reserves | 7 | 0 | 0 | 0 | 0 | 0 | | |
| Advances to Community Groups | | 0 | 0 | 0 | 0 | 0 | | |
| Repayment of Debentures | 10 | (181,409) | (181,409) | (90,702) | (89,556) | 1,146 | 1.26% | |
| Transfer to Reserves | 7 | (91,775) | (91,775) | (1,143) | (1,143) | 0 | 0.00% | |
| Net Cash from Financing Activities | | (273,184) | (273,184) | (91,845) | (90,699) | 1,146 | | |
| Net Operations, Capital and Financing | | (883,478) | (883,478) | 1,746,368 | 1,385,074 | (363,718) | | |
| Opening Funding Surplus(Deficit) | 3 | 688,089 | 688,089 | 688,089 | 655,550 | (32,539) | (4.73%) | |
| Closing Funding Surplus(Deficit) | 3 | (195,389) | (195,389) | 2,434,457 | 2,040,624 | (396,257) | | |

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF MINGENEW
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 December 2016

| Capital Acquisitions | Note | YTD 31 12 2016 | | | | | |
|--------------------------------------|------|-----------------------------|--------------------------------------|--------------------------------|------------------------|-----------------------|--------------------|
| | | YTD Actual New /Upgrade (a) | YTD Actual (Renewal Expenditure) (b) | YTD Actual Total (c) = (a)+(b) | Amended YTD Budget (d) | Amended Annual Budget | Variance (d) - (c) |
| Land Held for Resale | 13 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 200,000 | \$ 0 |
| Land and Buildings | 13 | 2,463 | 3,666 | 6,129 | 6,129 | 723,000 | 0 |
| Infrastructure - Roads | 13 | 429,889 | 0 | 429,889 | 429,889 | 1,236,362 | 0 |
| Infrastructure - Footpaths | 13 | 0 | 0 | 0 | 0 | 0 | 0 |
| Infrastructure - Drainage & Culverts | 13 | 0 | 3,102 | 3,102 | 3,102 | 0 | 0 |
| Infrastructure - Aerodomes | 13 | 0 | 0 | 0 | 0 | 0 | 0 |
| Infrastructure - Other | 13 | 35,551 | 0 | 35,551 | 35,551 | 445,690 | 0 |
| Plant and Equipment | 13 | 208,674 | 0 | 208,674 | 208,674 | 600,000 | 0 |
| Furniture and Equipment | 13 | 0 | 0 | 0 | 0 | 14,500 | 0 |
| Capital Expenditure Totals | | 676,577 | 6,769 | 683,345 | 683,345 | 3,219,552 | 0 |

Funded By:

| | | | | |
|--|-----------------|------------------|------------------|----------------|
| Capital Grants and Contributions | 549,937 | 933,264 | 1,838,421 | 383,327 |
| Borrowings | 0 | 0 | 0 | 0 |
| Other (Disposals & C/Fwd) | 199,582 | 223,500 | 447,000 | (23,918) |
| Own Source Funding - Cash Backed Reserves | | | | |
| Land and Building Reserve | 0 | 0 | 0 | 0 |
| Sportsground Improvement Reserve | 0 | 0 | 0 | 0 |
| Plant Replacement Reserve | 0 | 0 | 0 | 0 |
| Aged Persons Units Reserve | 0 | 0 | 0 | 0 |
| Street Light Upgrade Reserve | 0 | 0 | 0 | 0 |
| Painted Road Reserve | 0 | 0 | 0 | 0 |
| Industrial Area Reserve | 0 | 0 | 0 | 0 |
| Total Own Source Funding - Cash Backed Reserves | 0 | 0 | 0 | 0 |
| Own Source Funding - Operations | (66,174) | (473,419) | 934,131 | 407,245 |
| Capital Funding Total | 683,345 | 683,345 | 3,219,552 | 0 |

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF MINGENEW
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 December 2016

| | Adopted Budget | Adopted Budget Amendments (Note 5) | Amended Annual Budget | Amended YTD Budget (a) |
|--|--------------------|------------------------------------|-----------------------|------------------------|
| Operating Revenues | \$ | \$ | \$ | \$ |
| General Purpose Funding | 2,384,752 | 0 | 2,384,752 | 2,137,179 |
| Governance | 7,099 | 0 | 7,099 | 3,554 |
| Law, Order and Public Safety | 79,070 | 0 | 79,070 | 15,841 |
| Health | 301 | 0 | 301 | 150 |
| Education and Welfare | 3,745 | 0 | 3,745 | 372 |
| Housing | 118,733 | 0 | 118,733 | 59,133 |
| Community Amenities | 85,662 | 0 | 85,662 | 78,660 |
| Recreation and Culture | 31,619 | 0 | 31,619 | 31,298 |
| Transport | 684,827 | 0 | 684,827 | 331,012 |
| Economic Services | 6,824 | 0 | 6,824 | 3,390 |
| Other Property and Services | 113,757 | 0 | 113,757 | 59,697 |
| Total Operating Revenue | 3,516,389 | 0 | 3,516,389 | 2,720,286 |
| Operating Expense | | | | |
| General Purpose Funding | (89,815) | 0 | (89,815) | (51,387) |
| Governance | (217,483) | 0 | (217,483) | (160,400) |
| Law, Order and Public Safety | (170,044) | 0 | (170,044) | (65,492) |
| Health | (75,539) | 0 | (75,539) | (39,222) |
| Education and Welfare | (71,760) | 0 | (71,760) | (35,834) |
| Housing | (297,992) | 0 | (297,992) | (59,094) |
| Community Amenities | (372,924) | 0 | (372,924) | (105,142) |
| Recreation and Culture | (1,122,947) | 0 | (1,122,947) | (568,335) |
| Transport | (2,661,632) | 0 | (2,661,632) | (1,330,730) |
| Economic Services | (395,022) | 0 | (395,022) | (155,656) |
| Other Property and Services | 1,222 | (2) | 1,220 | (69,504) |
| Total Operating Expenditure | (5,473,936) | (2) | (5,473,938) | (2,630,796) |
| Funding Balance Adjustments | | | | |
| Add back Depreciation | 2,360,651 | 0 | 2,360,651 | 1,180,302 |
| Adjust (Profit)/Loss on Asset Disposal | (36,765) | 0 | (36,765) | 3,114 |
| Adjust Provisions and Accruals | 0 | 0 | 0 | 0 |
| Net Cash from Operations | 366,339 | (2) | 366,337 | 1,272,906 |
| Capital Revenues | | | | |
| Grants, Subsidies and Contributions | 1,795,921 | 0 | 1,795,921 | 933,264 |
| Proceeds from Disposal of Assets | 447,000 | 0 | 447,000 | 223,500 |
| Total Capital Revenues | 2,242,921 | 0 | 2,242,921 | 1,156,764 |
| Capital Expenses | | | | |
| Land Held for Resale | (200,000) | 0 | (200,000) | 0 |
| Land and Buildings | (723,000) | 0 | (723,000) | (36,998) |
| Infrastructure - Roads | (1,236,362) | 0 | (1,236,362) | (306,659) |
| Infrastructure - Footpaths | 0 | 0 | 0 | 0 |
| Infrastructure - Drainage & Culverts | 0 | 0 | 0 | 0 |
| Infrastructure - Aerodomes | 0 | 0 | 0 | 0 |
| Infrastructure - Other | (445,690) | 0 | (445,690) | (35,000) |
| Plant and Equipment | (600,000) | 0 | (600,000) | (209,800) |
| Furniture and Equipment | (14,500) | 0 | (14,500) | (3,000) |
| Total Capital Expenditure | (3,219,552) | 0 | (3,219,552) | (591,457) |
| Net Cash from Capital Activities | (976,631) | 0 | (976,631) | 565,307 |
| Financing | | | | |
| Proceeds from New Debentures | 0 | 0 | 0 | 0 |
| Proceeds from Advances | 0 | 0 | 0 | 0 |
| Self-Supporting Loan Principal | 0 | 0 | 0 | 0 |
| Transfer from Reserves | 0 | 0 | 0 | 0 |
| Advances to Community Groups | 0 | 0 | 0 | 0 |
| Repayment of Debentures | (181,409) | 0 | (181,409) | (90,702) |
| Transfer to Reserves | (91,775) | 0 | (91,775) | (1,143) |
| Net Cash from Financing Activities | (273,184) | 0 | (273,184) | (91,845) |
| Net Operations, Capital and Financing | (883,478) | (2) | (883,478) | 1,746,368 |
| Opening Funding Surplus(Deficit) | 688,089 | 0 | 688,089 | 688,089 |
| Closing Funding Surplus(Deficit) | (195,389) | (2) | (195,389) | 2,434,457 |

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in 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 12.

(c) Rounding Off Figures

All figures shown in this statement 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

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

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

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale 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.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) 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 rates and periods are:

| | |
|---|----------------|
| Buildings | 25 to 50 years |
| Construction other than Buildings (Public Facilities) | 5 to 50 years |
| Furniture and Equipment | 4 to 10 years |
| Plant and Equipment | 5 to 15 years |
| Heritage Assets | 25 to 50 years |
| Roads | 25 years |
| Footpaths | 50 years |
| Sewerage Piping | 75 years |
| Water Supply Piping and Drainage Systems | 75 years |

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

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 Shire 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 Shire expects to pay and includes related on-costs.

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

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) 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.

(n) 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 of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Excludes rubbish removal charges, interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

"Standing proud, growing strong"

The Strategic Community Plan defines the key objectives of the Shire as:

"Economic: To be a diverse and innovative economy with a range of local employment opportunities.

Environment: A sustainable natural and built environment that meets current and future community needs.

Social: A safe and welcoming community where everyone has the opportunity to contribute and belong.

Civic Leadership: A collaborative and innovative community with strong and vibrant leadership."

(s) Reporting Programs

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

GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

EDUCATION AND WELFARE

Support of day care for children. Autumn Centre for Senior Citizens.
Youth & seniors projects.

HOUSING

Provision and maintenance of rented housing accommodation for pensioners and employees.

COMMUNITY AMENITIES

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

RECREATION AND CULTURE

Parks, gardens and recreation reserves, library services, walk trails, youth recreation,
Public halls and Mingenew Recreation Centre.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase and cleaning of streets.

ECONOMIC SERVICES

Tourism, community development, pest control, building services and private works.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

Note 2: EXPLANATION OF MATERIAL VARIANCES

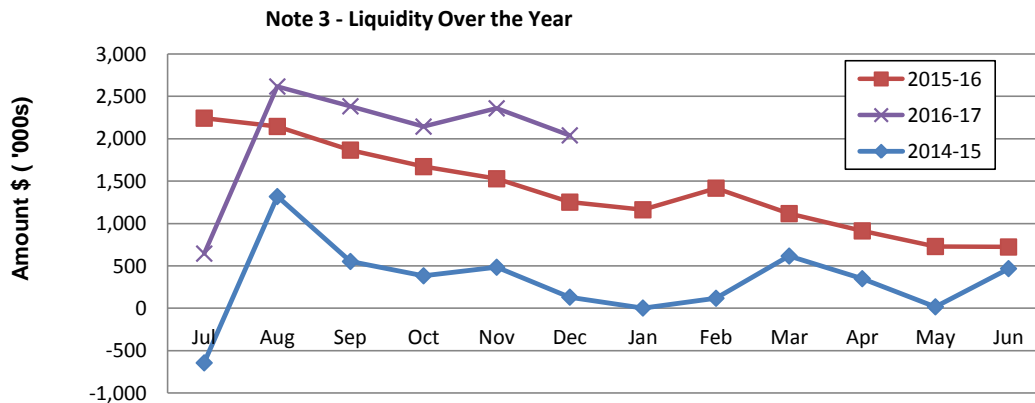
| Reporting Program | Var. \$ | Var. % | Var. | Timing/ Permanent | Explanation of Variance |
|--------------------------------------|-----------|----------|------|----------------------|---|
| Operating Revenues | \$ | % | | | |
| General Purpose Funding | 43,420 | 2.03% | | | |
| Governance | 11,040 | 310.64% | ▲ | | Trainee grant \$7500, Insurance Dividend \$2983 |
| Law, Order and Public Safety | (2,944) | (18.59%) | | | |
| Health | 120 | 80.00% | | | |
| Education and Welfare | 1,673 | 449.86% | | | |
| Housing | (6,506) | (11.00%) | | | |
| Community Amenities | 2,552 | 3.24% | | | |
| Recreation and Culture | 664 | 2.12% | | | |
| Transport | (13,414) | (4.05%) | | | |
| Economic Services | (93) | (2.74%) | | | |
| Other Property and Services | 15,927 | 26.68% | ▲ | | MWIRSA Recoups up by \$11k |
| Operating Expenses | | | | | |
| General Purpose Funding | 26,947 | 52.44% | ▲ | | No rates written off to date \$13k, Rating valuations later in the year \$8k |
| Governance | 16,794 | 10.47% | ▲ | | Councillor training under budget \$4k, Salaries under budget \$14k |
| Law, Order and Public Safety | 17,778 | 27.15% | ▲ | | CESM under budget \$6k, Ranger Services under budget \$15k |
| Health | 12,907 | 32.91% | ▲ | | Medical practitioner support under budget \$6k (reduced dental services to date), EHO Costs under budget \$2k, Maternal & Infant Health under budget \$2k |
| Education and Welfare | 5,513 | 15.38% | ▲ | | Accrued loan interest \$1414, Senior Citizens building under budget \$2835 |
| Housing | 3,956 | 6.69% | ▲ | | |
| Community Amenities | 20,502 | 19.50% | ▲ | | Rubbish Site Mtce under budget \$18k |
| Recreation and Culture | 25,435 | 4.56% | | | |
| Transport | (87,120) | (6.55%) | | | Following items are currently over budget - Mtce grading \$67k, Town Road Mtce \$17k, Rural Road Mtce \$37k |
| Economic Services | 27,570 | 17.71% | ▲ | | The following items are currently under budget - Admin allocations \$9k, Building services \$6k, T & P \$3k, Area Promotion \$4k, MIG Office \$2k |
| Other Property and Services | 31,295 | 45.03% | ▲ | | Following items are currently under budget - Private Works \$6k, Housing Allocations \$13k, Admin Allocations \$14k, Toolbox Talks \$4k, OHS \$4k |
| Capital Revenues | | | | | |
| Grants, Subsidies and Contributions | (383,327) | (41.07%) | ▼ | | Timing of Independent Living Unit Grant |
| Proceeds from Disposal of Assets | (23,917) | (10.70%) | ▼ | | Vehicle changeover timing |
| Capital Expenses | | | | | |
| Land Held for Resale | 0 | | | | |
| Land and Buildings | 30,869 | 83.43% | ▲ | | Capital works (Staff Housing) not yet commenced (5 & 15 Field Street, KWH) |
| Infrastructure - Roads | (123,230) | (40.18%) | ▼ | | Project timing ahead of budget |
| Infrastructure - Footpaths | 0 | | | | |
| Infrastructure - Drainage & Culverts | (3,102) | | | | Moore Street drainage finalisation works |
| Infrastructure - Aerodomes | 0 | | | | |
| Plant and Equipment | 1,126 | 0.54% | | | Timing of purchases |
| Furniture and Equipment | 3,000 | 100.00% | ▲ | | Timing of purchases |
| Financing | | | | | |
| Loan Principal | 1,146 | 1.26% | | | |

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

Note 3: NET CURRENT FUNDING POSITION

| | | Positive=Surplus (Negative=Deficit) | | |
|---|------|-------------------------------------|----------------|------------------|
| | Note | YTD 31 Dec 2016 | 30th June 2016 | YTD 01 Jan 2016 |
| | | \$ | \$ | \$ |
| Current Assets | | | | |
| Cash - Unrestricted | 4 | 1,463,652 | 621,333 | 790,975 |
| Cash - Restricted Reserves | 4 | 309,763 | 308,620 | 274,200 |
| Cash - Restricted Unspent Grants | | 216,626 | 216,626 | 329,818 |
| Investments | | 0 | 0 | 0 |
| Rates - Current | 6 | 389,575 | 37,608 | 180,126 |
| Sundry Debtors | 6 | 1,670 | 1,951 | 7,639 |
| Provision for Doubtful Debts | | (1,585) | (1,585) | (1,585) |
| ESL Levy | | 0 | 4,431 | 0 |
| GST Receivable | | 19,760 | 4,060 | 3,673 |
| Receivables - Other | | 0 | 0 | 0 |
| Inventories - Fuel & Materials | | 6,543 | 13,285 | 926 |
| Inventories - Land Held for Resale | | 40,394 | 80,788 | 80,788 |
| | | 2,446,399 | 1,287,118 | 1,666,560 |
| Current Liabilities | | | | |
| Sundry Creditors | | (36,222) | (200,583) | (155,858) |
| GST Payable | | (10,798) | (10,022) | (3,110) |
| PAYG | | (6,620) | 4,497 | (12,026) |
| Accrued Interest on Debentures | | 0 | (34,074) | 24,810 |
| Accrued Salaries & Wages | | (1,977) | (1,977) | 0 |
| Current Employee Benefits Provision | | (261,493) | (261,493) | (239,906) |
| Current Loan Liability | | (91,854) | (181,410) | (87,321) |
| | | (408,965) | (685,063) | (473,411) |
| NET CURRENT ASSETS | | 2,037,434 | 602,055 | 1,193,149 |
| Less: | | | | |
| Cash - Restricted Reserves | | (309,763) | (308,620) | (274,200) |
| Inventories - Land Held for Resale | | (40,394) | (80,788) | (80,788) |
| Add Back: | | | | |
| Current Loan Liability | | 91,854 | 181,410 | 87,321 |
| Cash Backed Employee Provisions | 7 | 261,493 | 261,493 | 239,906 |
| Net Current Funding Position (Surplus / Deficit) | | 2,040,624 | 655,550 | 1,165,387 |

0



Comments - Net Current Funding Position

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

Note 4: CASH AND INVESTMENTS

| | Interest Rate | Unrestricted \$ | Restricted \$ | Trust \$ | Total Amount \$ | Institution | Maturity Date |
|-------------------------------|---------------|------------------|----------------|----------------|------------------|-------------|---------------|
| (a) Cash Deposits | | | | | | | |
| Municipal Bank Account | 1.25% | 1,246,726 | 216,626 | | 1,463,352 | NAB | At Call |
| Trust Bank Account | 1.25% | | | 135,815 | 135,815 | NAB | At Call |
| Cash Maximiser Account (Muni) | 0.70% | 0 | 0 | | 0 | NAB | At Call |
| Cash On Hand | Nil | 300 | 0 | | 300 | NAB | At Call |
| Reserve Funds | 1.25% | 0 | 309,763 | | 309,763 | NAB | At Call |
| (b) Term Deposits | | | | | | | |
| Short Term Deposits | 0.00% | 0 | 0 | | 0 | | |
| Total | | 1,247,026 | 526,389 | 135,815 | 1,909,230 | | |

Comments/Notes - Investments

A review of bank accounts held has been undertaken in conjunction with National Australia Bank. Following this review some changes have been made to the type of accounts we use. To improve interest earnings, the Cash Maximiser Accounts are no longer used (they were earning approximately 0.7% interest) and the Municipal, Trust and Reserve accounts are corporate cheque accounts and will earn interest at the RBA cash rate when balances are >\$250,000 and RBA Cash rate -0.25% when balances are <\$250,000

Restricted Cash

(1) Municipal Fund

| Purpose for Funds Being Restricted | Funding Organisation | Date to be Expended | Amount |
|------------------------------------|----------------------------|---------------------|----------------|
| 1 2014/15 Road Projects | Roads to Recovery | 30 June 2018 | 52,905 |
| 2 Rural Watch | Office of Crime Prevention | 30 September 2015 | 3,529 |
| 3 Mingenew Mullewa Rd | 2012/13 CLGF Individual | 28 February 2016 | - |
| 4 Town Revitalisation Plan | NPP | | 60,000 |
| 5 Town Planning Scheme | NPP | | 25,000 |
| 6 Yandanooka Melara Road | Roads to Recovery | | 75,191 |
| 7 | | | |
| Sub-total | | | 216,625 |

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

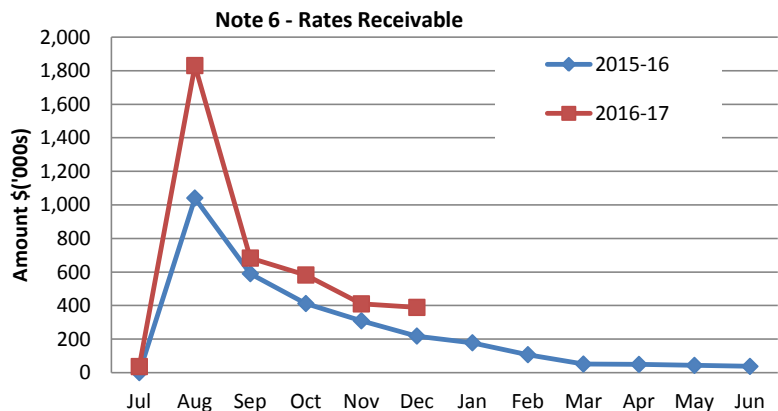
| GL Account Code | Description | Council Resolution | Classification | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|-----------------|------------------------|--------------------|-----------------|---------------------|----------------------------|----------------------------|--------------------------------|
| | Budget Adoption | | Opening Surplus | \$ | \$ | \$ | \$ 0 |
| | | | | 0 | 0 | 0 | |

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

Note 6: RECEIVABLES

Receivables - Rates Receivable

| | YTD 31 Dec 2016 | 30 June 2016 |
|---------------------------------|--------------------|--------------------|
| Opening Arrears Previous Years | \$ 37,608 | \$ 37,608 |
| Levied this year | 1,852,748 | 1,709,614 |
| <u>Less</u> Collections to date | (1,500,781) | (1,709,614) |
| Equals Current Outstanding | 389,575 | 37,608 |
| Net Rates Collectable | 389,575 | 37,608 |
| % Collected | 79.39% | 97.85% |



Comments/Notes - Receivables Rates

Instalment Due Dates:

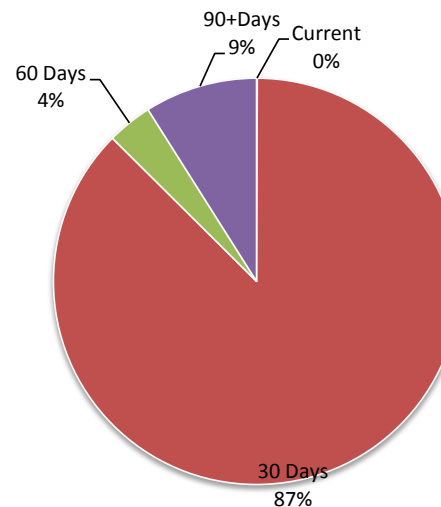
| | |
|--------------|-----------|
| Instalment 1 | 27-Sep-16 |
| Instalment 2 | 29-Nov-16 |
| Instalment 3 | 3-Feb-17 |
| Instalment 4 | 7-Apr-17 |

Receivables - General

| | Current | 30 Days | 60 Days | 90+Days |
|--|---------|----------|---------|--------------|
| Receivables - General | \$ (1) | \$ 1,461 | \$ 60 | \$ 150 |
| Total Receivables General Outstanding | | | | 1,670 |

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



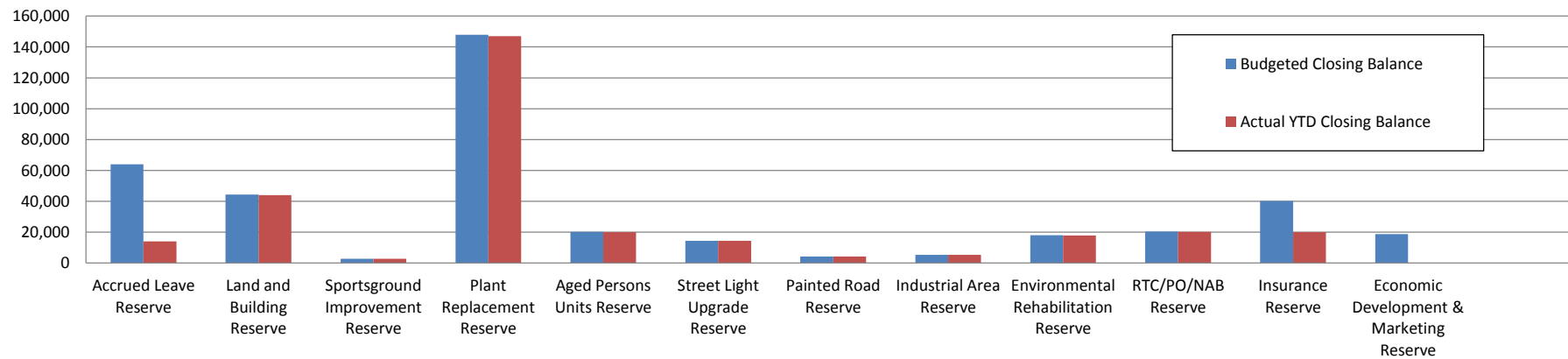
Comments/Notes - Receivables General

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

Note 7: Cash Backed Reserve

| Name | Opening Balance | Budget Interest Earned | Actual Interest Earned | Budget Transfers In (+) | YTD Actual Transfers In (+) | YTD Budget Transfers Out (-) | YTD Actual Transfers Out (-) | Transfer out Reference | Budgeted Closing Balance | Actual YTD Closing Balance |
|--|-----------------|------------------------|------------------------|-------------------------|-----------------------------|------------------------------|------------------------------|------------------------|--------------------------|----------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | | \$ | \$ |
| Accrued Leave Reserve | 13,907 | 139 | 52 | 50,000 | 0 | 0 | 0 | | 64,046 | 13,959 |
| Land and Building Reserve | 43,920 | 439 | 163 | 0 | 0 | 0 | 0 | | 44,359 | 44,083 |
| Sportsground Improvement Reserve | 2,695 | 27 | 10 | 0 | 0 | 0 | 0 | | 2,722 | 2,705 |
| Plant Replacement Reserve | 146,392 | 1,460 | 542 | 0 | 0 | 0 | 0 | | 147,852 | 146,934 |
| Aged Persons Units Reserve | 20,002 | 200 | 74 | 0 | 0 | 0 | 0 | | 20,202 | 20,076 |
| Street Light Upgrade Reserve | 14,307 | 143 | 53 | 0 | 0 | 0 | 0 | | 14,450 | 14,360 |
| Painted Road Reserve | 4,202 | 42 | 16 | 0 | 0 | 0 | 0 | | 4,244 | 4,217 |
| Industrial Area Reserve | 5,228 | 52 | 19 | 0 | 0 | 0 | 0 | | 5,280 | 5,247 |
| Environmental Rehabilitation Reserve | 17,799 | 178 | 66 | 0 | 0 | 0 | 0 | | 17,977 | 17,865 |
| RTC/PO/NAB Reserve | 20,153 | 202 | 75 | 0 | 0 | 0 | 0 | | 20,355 | 20,228 |
| Insurance Reserve | 20,016 | 200 | 74 | 20,000 | 0 | 0 | 0 | | 40,216 | 20,090 |
| Economic Development & Marketing Reserve | 0 | 0 | 0 | 18,693 | 0 | 0 | 0 | | 18,693 | 0 |
| | 308,620 | 3,082 | 1,143 | 88,693 | 0 | 0 | 0 | 0 | 400,395 | 309,763 |

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

Note 8 CAPITAL DISPOSALS

| Actual YTD Profit/(Loss) of Asset Disposal | | | | Disposals | Amended Current Budget | | | Comments |
|--|----------------|----------------|---------------|-----------------------------------|------------------------------|------------------------------|-----------------|----------------------|
| Cost | Accum Depr | Proceeds | Profit (Loss) | | YTD 31 12 2016 | | | |
| | | | | | 2016/17 Budget Profit/(Loss) | 2016/17 Actual Profit/(Loss) | Variance | |
| \$ | \$ | \$ | \$ | \$ | \$ | \$ | | |
| | | | | Plant and Equipment | | | | |
| 42,282 | (1,436) | 41,170 | 324 | CEO Vehicle (2) | 0 | 324 | 324 | 1 x changeover done |
| 81,942 | (578) | 79,434 | (1,930) | DCEO Vehicle (4) | 0 | (1,930) | (1,930) | 2 x changeovers done |
| 81,625 | (4,113) | 78,978 | 1,466 | Works Manager Vehicle (3) | 0 | 1,466 | 1,466 | 2 x changeovers done |
| | | | 0 | 11 Tonne Dual Cab Truck (A# 0591) | 43,000 | 0 | (43,000) | |
| 205,849 | (6,127) | 199,582 | (140) | | 43,000 | (140) | (43,140) | |

Comments - Capital Disposal/Replacements

Management vehicles are scheduled to be changed over at 15,000kms

Assets disposed:

| | |
|-----------------|------------------|
| A#890 - Mi 177 | 8 July 2016 |
| A#0682 - Mi 108 | 3 August 2016 |
| A# 0681 - 1 Mi | 7 September 2016 |
| A#897 - Mi 177 | 13 October 2016 |
| A# 892 - Mi 108 | 28 November 2016 |

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

| Note 9: RATING INFORMATION | Rate in \$ | Number of Properties | Rateable Value \$ | Rate Revenue \$ | Interim Rates \$ | Back Rates \$ | Total Revenue \$ | 2016/17 Budget Rate Revenue \$ | 2016/17 Budget Interim Rate \$ | 2016/17 Budget Back Rate \$ | 2016/17 Budget Total Revenue \$ |
|----------------------------------|-----------------------|----------------------------|-------------------------|-----------------------|------------------------|---------------------|------------------------|---|---|--------------------------------------|--|
| RATE TYPE | | | | | | | | | | | |
| General Rate | | | | | | | | | | | |
| GRV - Mingenew & Yandanooka | 13.5884 | 145 | 1,568,940 | 212,194 | (1,077) | | 211,116 | 213,194 | | | 213,194 |
| UV - Rural & Mining | 1.4014 | 113 | 102,310,000 | 1,433,772 | | | 1,433,772 | 1,433,767 | | | 1,433,767 |
| Sub-Totals | | 258 | 103,878,940 | 1,645,966 | (1,077) | 0 | 1,644,889 | 1,646,961 | 0 | 0 | 1,646,961 |
| Minimum Payment | Minimum \$ | | | | | | | | | | |
| GRV - Mingenew & Yandanooka | 655 | 77 | 90,176 | 50,435 | 655 | | 51,090 | 55,675 | 0 | 0 | 55,675 |
| UV - Rural & Mining | 1500 | 37 | 1,353,478 | 55,500 | | | 55,500 | 55,500 | 0 | 0 | 55,500 |
| Sub-Totals | | 114 | 1,443,654 | 105,935 | 655 | 0 | 106,590 | 111,175 | 0 | 0 | 111,175 |
| Concessions | | | | | | | 1,751,479 | | | | 1,758,136 |
| Amount from General Rates | | | | | | | (15,822) | | | | (6,235) |
| Ex-Gratia Rates (CBH) | | | | | | | 1,735,657 | | | | 1,751,901 |
| Specified Area Rates | | | | | | | 34,657 | | | | 34,666 |
| Totals | | | | | | | 0 | | | | 0 |
| | | | | | | | 1,770,314 | | | | 1,786,567 |

Comments - Rating Information

No differential rates levied in 2016/17

Concession provided on GRV properties in Yandanooka Townsite of 50%

Concession provided on UV minimum properties (Resolved at October meeting)

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

| Particulars | Principal 1-Jul-16 | New Loans | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|--------------------------------------|-----------------------|--------------|-------------------------|------------|--------------------------|---------|------------------------|--------|
| | | | YTD Actual | YTD Budget | YTD Actual | Budget | YTD Actual | Budget |
| | | | \$ | \$ | \$ | \$ | \$ | \$ |
| Education & Welfare | | | | | | | | |
| Loan 137 - Senior Citizens Buildings | 96,719 | | 2,505 | 2,543 | 94,214 | 94,176 | 1,798 | 6,424 |
| Housing | | | | | | | | |
| Loan 133 - Triplex | 73,136 | | 5,589 | 5,685 | 67,547 | 67,451 | 769 | 5,317 |
| Loan 134 - SC Housing | 52,130 | | 2,781 | 2,824 | 49,349 | 49,306 | 628 | 3,516 |
| Loan 136 - Staff Housing | 118,462 | | 3,803 | 3,863 | 114,659 | 114,599 | 1,747 | 8,230 |
| Loan 142 - Staff Housing | 65,811 | | 4,769 | 4,829 | 61,042 | 60,982 | 667 | 3,639 |
| Recreation & Culture | | | | | | | | |
| Loan 138 - Pavilion Fitout | 92,850 | | 2,405 | 2,441 | 90,445 | 90,409 | 1,726 | 6,167 |
| Transport | | | | | | | | |
| Loan 139 - Roller | 39,168 | | 7,336 | 7,456 | 31,832 | 31,712 | 470 | 2,603 |
| Loan 141 - Grader | 106,509 | | 11,950 | 12,133 | 94,559 | 94,376 | 1,017 | 6,909 |
| Loan 143 - 2 x Trucks | 54,770 | | 27,066 | 27,385 | 27,704 | 27,385 | 523 | 2,329 |
| Loan 144 - Side Tipping Trailer | 65,812 | | 4,769 | 4,829 | 61,043 | 60,983 | 667 | 3,639 |
| Loan 145 - Drum Roller | 121,810 | 0 | 16,581 | 16,714 | 105,229 | 105,096 | 790 | 4,497 |
| | 887,177 | 0 | 89,556 | 90,702 | 797,621 | 796,475 | 10,801 | 53,270 |

All debenture repayments were financed by general purpose revenue.

Interest Repayment Actual YTD shows negative balances due to Interest accrual to 30 June 2016.

(b) New Debentures

Nil

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

Note 11: GRANTS AND CONTRIBUTIONS

| Program/Details GL | Grant Provider | Approval | 2016-17 Forecast Budget | 2016-17 Original Budget | Variations Additions (Deletions) | Operating 2016/17 Budget | Capital 2016/17 Budget | Recoup Status | |
|--------------------------------------|--|----------|-------------------------------|-------------------------------|--|--------------------------------|------------------------------|-----------------------|-----------------------|
| | | | | | | | | 2016-17 YTD Actual | 2016-17 YTD Budget |
| | | (Y/N) | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| GENERAL PURPOSE FUNDING | | | | | | | | | |
| Financial Assistance Grant - Roads | Grants Commission | Y | 300,824 | 300,824 | 0 | 300,824 | 0 | 203,943 | 150,412 |
| Financial Assistance Grant - General | Grants Commission | Y | 274,126 | 274,126 | 0 | 274,126 | 0 | 188,255 | 137,062 |
| LAW, ORDER, PUBLIC SAFETY | | | | | | | | | |
| ESL Administration Grant | Department of Fire & Emergency Services | Y | 4,400 | 4,400 | 0 | 4,400 | 0 | 4,000 | 4,400 |
| ESL Annual Grant | Department of Fire & Emergency Services | Y | 26,500 | 26,500 | 0 | 26,500 | 0 | 6,625 | 6,625 |
| Bushfire Management Plan | Department of Fire & Emergency Services | Y | 42,500 | 42,500 | 0 | 0 | 42,500 | 0 | 0 |
| HEALTH | | | | | | | | | |
| Childcare Facility Upgrade | MWDC | N | 70,000 | 70,000 | 0 | 0 | 70,000 | 0 | 0 |
| EDUCATION & WELFARE | | | | | | | | | |
| Seniors Week Grant | COTAWA | N | 1,000 | 1,000 | 0 | 1,000 | 0 | 1,000 | 0 |
| Community Christmas Tree | CBH | N | 2,000 | 2,000 | 0 | 2,000 | 0 | 0 | 0 |
| HOUSING | | | | | | | | | |
| Independent Living Units | WCHS | Y | 395,545 | 395,545 | 0 | 0 | 395,545 | 31,818 | 395,545 |
| COMMUNITY AMENITIES | | | | | | | | | |
| Town Planning | NPP | Y | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Thank a Volunteer Day | Department of Local Government & Communities | N | 1,000 | 1,000 | 0 | 1,000 | 0 | 0 | 0 |
| Anzac Day | TBA | N | 3,000 | 3,000 | 0 | 3,000 | 0 | 0 | 0 |
| Rural Womens Day | TBA | N | 1,000 | 1,000 | 0 | 1,000 | 0 | 4,000 | 0 |
| Transfer Station | Mid West Development Commission | Y | 50,000 | 50,000 | 0 | 0 | 50,000 | 45,000 | 50,000 |
| RECREATION AND CULTURE | | | | | | | | | |
| Museum | Lotterywest | N | 10,000 | 10,000 | 0 | 0 | 10,000 | 0 | 10,000 |
| Museum | Museum Committee | Y | 5,000 | 5,000 | 0 | 0 | 5,000 | 0 | 0 |
| Enarty Barn | TBA | N | 50,000 | 50,000 | 0 | 0 | 50,000 | 0 | 0 |
| Littlewell | TBA | N | 15,000 | 15,000 | 0 | 0 | 15,000 | 0 | 0 |
| Railway Station | Lotterywest | N | 35,000 | 35,000 | 0 | 0 | 35,000 | 0 | 0 |
| Football Oval Lights | DSR | Y | 50,000 | 50,000 | 0 | 0 | 150,000 | 0 | 0 |
| Football Oval Lights | Football Club | Y | 30,000 | 30,000 | 0 | 0 | 30,000 | 0 | 0 |
| Hockey Oval Lights | Hockey Club | Y | 13,200 | 13,200 | 0 | 0 | 13,200 | 13,200 | 0 |
| TRANSPORT | | | | | | | | | |
| Direct Grant | Main Roads WA | Y | 72,224 | 72,224 | 0 | 72,224 | 0 | 72,224 | 72,224 |
| Blackspot Funding | Main Roads WA | Y | 40,000 | 40,000 | 0 | 0 | 40,000 | 16,000 | 16,000 |
| Regional Road Group | Main Roads WA | Y | 386,000 | 386,000 | 0 | 0 | 386,000 | 154,400 | 154,000 |
| Roads To Recovery | Department of Infrastructure | Y | 431,176 | 431,176 | 0 | 0 | 431,176 | 289,519 | 289,519 |
| Street Lighting | Main Roads WA | Y | 2,000 | 2,000 | 0 | 2,000 | 0 | 0 | 0 |
| ECONOMIC SERVICES | | | | | | | | | |
| Mingenew Hill Walk Trail | TBA | N | 15,000 | 15,000 | 0 | 0 | 15,000 | 0 | 0 |
| OTHER PROPERTY & SERVICES | | | | | | | | | |
| Industrial Subdivision | Mid West Development Commission | N | 100,000 | 100,000 | 0 | 0 | 100,000 | 0 | 0 |
| Rural Residential Subdivision | Mid West Development Commission | N | 100,000 | 100,000 | 0 | 0 | 100,000 | 0 | 0 |
| TOTALS | | | 2,526,495 | 2,526,495 | 0 | 688,074 | 1,938,421 | 1,029,984 | 1,285,787 |

| | | | | | | | |
|---------------|---------------|------------------|------------------|--|--|------------------|------------------|
| Operating | Operating | 688,074 | 688,074 | | | 480,047 | 370,723 |
| Non-Operating | Non-operating | 1,838,421 | 1,838,421 | | | 549,937 | 915,064 |
| | | <u>2,526,495</u> | <u>2,526,495</u> | | | <u>1,029,984</u> | <u>1,285,787</u> |

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

Note 12: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

| Description | Opening Balance 1 Jul 16 | Amount Received | Amount Paid | Closing Balance 31-Dec-16 |
|--|-----------------------------|--------------------|-----------------|------------------------------|
| | \$ | \$ | \$ | \$ |
| BCITF Levy | 1,374 | 471 | (1,769) | 76 |
| BRB Levy | 1,086 | 405 | (1,374) | 117 |
| Autumn Committee | 974 | 0 | 0 | 974 |
| Community Bus | 2,060 | 140 | 0 | 2,200 |
| ANZAC Day Breakfast Donation | 501 | 0 | 0 | 501 |
| Building Relocation Bond | 1,000 | 0 | 0 | 1,000 |
| Mid West Industry Road Safety Alliance | 35,217 | 52,250 | (34,068) | 53,399 |
| Mingenev Cemetery Group | 4,314 | 0 | 0 | 4,314 |
| Other Bonds | 2,558 | 20 | (70) | 2,508 |
| Rates Incentive Prizes | 200 | 0 | (100) | 100 |
| Rec Centre Kitchen Upgrade | | 0 | 0 | 0 |
| Sinosteel Community Trust Fund | 63,415 | 0 | 0 | 63,415 |
| Tree Planter - LCDC | 88 | 0 | 0 | 88 |
| Weary Dunlop Memorial | 87 | 0 | 0 | 87 |
| Mingenev P & C - NBN Rental | | 0 | 0 | 0 |
| Joan Trust | 961 | 1,200 | 0 | 2,161 |
| Youth Advisory Council | 746 | 0 | 0 | 746 |
| Centenary Committee | 897 | 0 | 0 | 897 |
| Community Christmas Tree | 132 | 300 | 0 | 432 |
| Silverchain Committee | 2,268 | 0 | (2,268) | 0 |
| Nomination Fees | | 0 | 0 | 0 |
| Seniors Donations | | 50 | 0 | 50 |
| | 117,878 | 54,836 | (39,648) | 133,065 |

SHIRE OF MINGENEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 December 2016

Note 13: CAPITAL ACQUISITIONS

| Level of Completion Indicator | Infrastructure Assets | Amended Annual Budget | Original Full Year Budget | YTD Budget | YTD Actual | Variance (Over)/Under | Comment |
|-------------------------------|---|-----------------------|---------------------------|----------------|---------------|-----------------------|----------------|
| | Land Held for Resale | | | | | | |
| | Community Amenities | | | | | | |
| | Other Property & Services | | | | | | |
| | Industrial Area Development | 4504 | 100,000 | 100,000 | 0 | 0 | 100,000 |
| | Rural Residential Area Development | 4644 | 100,000 | 100,000 | 0 | 0 | 100,000 |
| | Other Property & Services Total | | 200,000 | 200,000 | 0 | 0 | 0 |
| | Land Held for Resale Total | | 200,000 | 200,000 | 0 | 0 | 0 |
| | Land & Buildings | | | | | | |
| | Governance | | | | | | |
| | Shire Office | 0594 | 15,000 | 15,000 | 0 | 0 | 15,000 |
| | Housing Total | | 15,000 | 15,000 | 0 | 0 | 15,000 |
| | Health | | | | | | |
| | Child Care Facility | 0075 | 80,000 | 80,000 | 0 | 0 | 80,000 |
| | Health Total | | 80,000 | 80,000 | 0 | 0 | 80,000 |
| | Education & Welfare | | | | | | |
| | Men's Shed Ablution Block | 0048 | 0 | 0 | 0 | 0 | 0 |
| | Education & Welfare Total | | 0 | 0 | 0 | 0 | 0 |
| | Land & Buildings | | | | | | |
| | Housing | | | | | | |
| | Construction - Staff Housing | 9003 | 5,000 | 5,000 | 0 | 3,666 | 1,334 |
| | Construction - Staff Housing | 9005 | 10,000 | 10,000 | 0 | 0 | 10,000 |
| | Construction - Staff Housing | 9006 | 7,000 | 7,000 | 6,999 | 0 | 7,000 |
| | Construction - Staff Housing | 9010 | 10,000 | 10,000 | 9,999 | 0 | 10,000 |
| | Aged Care Units | 0165 | 450,000 | 450,000 | 0 | 1,263 | 448,737 |
| | Silver Chain House | 0166 | 11,000 | 11,000 | 0 | 0 | 11,000 |
| | Housing Total | | 493,000 | 493,000 | 16,998 | 4,929 | 488,071 |
| | Recreation And Culture | | | | | | |
| | Enanty Barn | 0067 | 50,000 | 50,000 | 0 | 0 | 50,000 |
| | Museum | 0068 | 20,000 | 20,000 | 20,000 | 0 | 20,000 |
| | Old Roads Building | 0069 | 12,000 | 12,000 | 0 | 0 | 12,000 |
| | Old Railway Station | 0070 | 35,000 | 35,000 | 0 | 0 | 35,000 |
| | Recreation And Culture Total | | 117,000 | 117,000 | 20,000 | 0 | 117,000 |
| | Transport Total | | | | | | |
| | Depot | 0027 | 18,000 | 18,000 | 0 | 0 | 18,000 |
| | Transport Total | | 18,000 | 18,000 | 0 | 0 | 18,000 |
| | Economic Services | | | | | | |
| | Business Incubator | 5964 | 0 | 0 | 0 | 1,200 | (1,200) |
| | Economic Services Total | | 0 | 0 | 0 | 1,200 | (1,200) |
| | Land & Buildings Total | | 723,000 | 723,000 | 36,998 | 6,129 | 716,871 |
| | Infrastructure - Drainage/Culverts | | | | | | |
| | Transport | | | | | | |
| | Moore Street Drainage | 3284 | 0 | 0 | 0 | 3,102 | (3,102) |
| | Transport Total | | 0 | 0 | 0 | 3,102 | (3,102) |
| | Infrastructure - Drainage/Culverts Total | | 0 | 0 | 0 | 3,102 | (3,102) |

SHIRE OF MINGENEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 December 2016

Note 13: CAPITAL ACQUISITIONS

| Level of Completion Indicator | Infrastructure Assets | Amended Annual Budget | Original Full Year Budget | YTD Budget | YTD Actual | Variance (Over)/Under | Comment |
|--------------------------------------|--|-----------------------|---------------------------|----------------|---------------|-----------------------|----------------|
| Infrastructure - Footpaths | | | | | | | |
| Transport | | | | | | | |
| | Midlands Road Town Footpaths | 1291 | 0 | 0 | 0 | 0 | |
| | Transport Total | | 0 | 0 | 0 | 0 | |
| | Infrastructure - Footpaths Total | | 0 | 0 | 0 | 0 | |
| Infrastructure - Other | | | | | | | |
| Community Amenities | | | | | | | |
| | Waste Transfer Station | 3084 | 185,381 | 185,381 | 0 | 0 | 185,381 |
| | Little Well Project | 0071 | 45,309 | 45,309 | 0 | 0 | 45,309 |
| | Mingenew Hill Project | 0142 | 30,000 | 30,000 | 0 | 0 | 30,000 |
| | Community Amenities Total | | 260,690 | 260,690 | 0 | 0 | 260,690 |
| Recreation | | | | | | | |
| | Hockey Oval Lights | 0076 | 35,000 | 35,000 | 35,000 | 35,000 | 0 |
| | RV Friendly Site Development | 0077 | 0 | 0 | 0 | 170 | (170) |
| | Football Oval Lights | 0140 | 130,000 | 130,000 | 0 | 381 | 129,619 |
| | Water Tanks & Reticulation | 0167 | 20,000 | 20,000 | 0 | 0 | 20,000 |
| | Community Amenities Total | | 185,000 | 185,000 | 35,000 | 35,551 | 149,449 |
| | Infrastructure - Other Total | | 445,690 | 445,690 | 35,000 | 35,551 | 410,139 |
| Furniture & Office Equip. | | | | | | | |
| Governance | | | | | | | |
| | Electronic Whiteboard | 0014 | 3,500 | 3,500 | 0 | 0 | 3,500 |
| | Replacement Computers | 0574 | 8,000 | 8,000 | 0 | 0 | 8,000 |
| | Governance Total | | 11,500 | 11,500 | 0 | 0 | 11,500 |
| Recreation | | | | | | | |
| | Christmas Lights | 0065 | 3,000 | 3,000 | 3,000 | 0 | 3,000 |
| | Recreation Total | | 3,000 | 3,000 | 3,000 | 0 | 3,000 |
| Transport | | | | | | | |
| | Nil | | | | 0 | 0 | 0 |
| | Transport Total | | 0 | 0 | 0 | 0 | 0 |
| | Furniture & Office Equip. Total | | 14,500 | 14,500 | 3,000 | 0 | 14,500 |
| | Infrastructure - Aerodomes Total | | 0 | 0 | 0 | 0 | 0 |

SHIRE OF MINGENEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 December 2016

Note 13: CAPITAL ACQUISITIONS

| Level of Completion Indicator | Infrastructure Assets | | Amended Annual Budget | Original Full Year Budget | YTD Budget | YTD Actual | Variance (Over)/Under | Comment |
|--|--|------|-----------------------|---------------------------|----------------|----------------|-----------------------|---------|
| Plant , Equip. & Vehicles | | | | | | | | |
| Governance | | | | | | | | |
| | CEO Vehicle Replacement | 0554 | 90,000 | 90,000 | 43,000 | 42,989 | 47,011 | |
| | DCEO Vehicle Replacement | 0554 | 180,000 | 180,000 | 84,000 | 83,070 | 96,930 | |
| | 30 KVA Generator | 0554 | 15,000 | 15,000 | | | 15,000 | |
| | Governance Total | | 285,000 | 285,000 | 127,000 | 126,059 | 158,941 | |
| Transport | | | | | | | | |
| | Works Manager Vehicle | 0170 | 135,000 | 135,000 | 82,800 | 82,615 | 52,385 | |
| | Sundry Plant | 0171 | 10,000 | 10,000 | 0 | 0 | 10,000 | |
| | Dual Cab Truck | 0173 | 100,000 | 100,000 | 0 | 0 | 100,000 | |
| | Ride On Mower | 0176 | 30,000 | 30,000 | 0 | 0 | 30,000 | |
| | Road Broom | 0177 | 20,000 | 20,000 | 0 | 0 | 20,000 | |
| | Slasher | 0178 | 20,000 | 20,000 | 0 | 0 | 20,000 | |
| | Transport Total | | 315,000 | 315,000 | 82,800 | 82,615 | 232,385 | |
| Plant , Equip. & Vehicles Total | | | 600,000 | 600,000 | 209,800 | 208,674 | 391,326 | |
| Roads & Bridges | | | | | | | | |
| Transport | | | | | | | | |
| | Yandanooka NE Intersection | BS05 | 60,000 | 60,000 | 0 | 0 | 60,000 | |
| | Roadworks Construction - Own Resources | 0001 | 66,184 | 66,184 | 0 | 0 | 66,184 | |
| | Depot Hill North Road (R2R) | 6066 | 168,319 | 168,319 | 168,314 | 154,149 | 14,170 | |
| | Yandanooka Melara Rd (R2R) | 6067 | 138,347 | 138,347 | 138,345 | 158,716 | (20,369) | |
| | Mooriary Road (R2R) | 6074 | 224,512 | 224,512 | 0 | 32,151 | 192,361 | |
| | Depot Hill Road Reseal (RRG) | RR62 | 139,000 | 139,000 | 0 | 84,717 | 54,283 | |
| | Mingenev Mullewa Road Reseal (RRG) | RR65 | 0 | 0 | 0 | 155 | (155) | |
| | Mingenev Mullewa Road Reseal (RRG) | RR63 | 440,000 | 440,000 | 0 | 0 | 440,000 | |
| | Transport Total | | 1,236,362 | 1,236,362 | 306,659 | 429,889 | 806,473 | |
| Roads (Non Town) Total | | | 1,236,362 | 1,236,362 | 306,659 | 429,889 | 806,473 | |
| Capital Expenditure Total | | | 3,219,552 | 3,219,552 | 591,457 | 683,345 | 2,336,207 | |

9.2.2 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 JANUARY 2017

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 3 February 2017
Author: Nita Jane, Deputy CEO
Senior Officer: Martin Whitely, Chief Executive Officer

Summary

This report recommends that the Monthly Statement of Financial Activity report for the period ending 31 January 2017 is presented to Council for adoption.

Attachment

Finance Report for period ending 31 January 2017.

Background

The Monthly Financial Report to 31 January 2017 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity by Program
- Statement of Capital Acquisitions and Capital Funding
- Explanation of Material Variances
- Net Current Funding Position
- Cash and Investments
- Budget Amendments
- Receivables
- Cash Backed Reserves
- Capital Disposals
- Rating Information
- Information on Borrowings
- Grants & Contributions
- Trust

Comment

| SUMMARY OF FUNDS – SHIRE OF MINGENEW | |
|---|-----------|
| Municipal Account | 1,556,978 |
| Trust Account | 133,373 |
| Reserve Account | 310,084 |

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 February 2017

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 31 January 2017:

| | Current | 30+ Days | 60+ Days | 90+ Days | TOTAL |
|--------|----------------|-----------------|-----------------|-----------------|--------------|
| Amount | 1,838 | 1,061 | 321 | 210 | 3,430 |

Rates Outstanding at 31 January 2017 were:

| | Current | Arrears | TOTAL |
|-------------------|----------------|----------------|----------------|
| Rates | 276,357 | 42,252 | 318,609 |
| Rubbish | 4,873 | 2,070 | 6,943 |
| ESL | 3,235 | 670 | 3,905 |
| Payment Plan Fees | 180 | 0 | 180 |
| TOTAL | 284,645 | 44,992 | 329,637 |

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2016/2017 financial year.

Consultation

Chief Executive Officer
Senior Finance Officer

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - budget estimates to the end of the month to which the statement relates; and
 - actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - an explanation of each of the material variances referred to in subregulation (1)(d); and

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 February 2017

- (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications

Nil

Financial Implications

Financial implications are outlined in comments.

Strategic Implications

Nil

Voting Requirements

Simple Majority

| |
|--|
| OFFICER RECOMMENDATION – ITEM 9.2.2 |
|--|

That the Monthly Statement of Financial Activity for the period 1 July 2016 to 31 January 2017 be received.

SHIRE OF MINGENEW

MONTHLY FINANCIAL REPORT

For the Period Ended 31 January 2017

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Mingenew

Compilation Report

For the Period Ended 31 January 2017

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.
No matters of significance are noted.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 January 2017 of \$1,875,778.

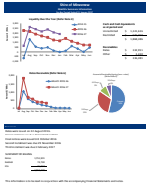
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

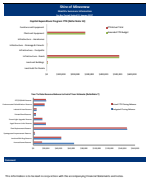
Preparation

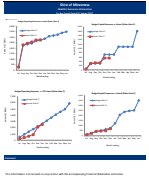
Prepared by: Nita Jane

Reviewed by: Martin Whitely

Date prepared: 6/02/2017







SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 January 2017

| | Note | 2016/17 Forecast Budget | 2016/17 Original Budget (a) | 2016/17 YTD Budget (a) | 2016/17 YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|--|------|-------------------------------|--------------------------------------|---------------------------------|---------------------------------|--------------------|-----------------------|------|
| Operating Revenues | | | | | | | | |
| General Purpose Funding | | \$ 2,384,752 | \$ 2,384,752 | \$ 2,139,114 | \$ 2,183,680 | \$ 44,566 | 2.08% | |
| Governance | | 7,099 | 7,099 | 4,127 | 15,176 | 11,049 | 267.73% | ▲ |
| Law, Order and Public Safety | | 79,070 | 79,070 | 65,102 | 19,870 | (45,232) | (69.48%) | ▼ |
| Health | | 301 | 301 | 175 | 270 | 95 | 54.29% | |
| Education and Welfare | | 3,745 | 3,745 | 3,434 | 2,045 | (1,389) | (40.43%) | |
| Housing | | 118,733 | 118,733 | 68,726 | 61,392 | (7,334) | (10.67%) | |
| Community Amenities | | 85,662 | 85,662 | 83,990 | 81,232 | (2,758) | (3.28%) | |
| Recreation and Culture | | 31,619 | 31,619 | 31,349 | 31,965 | 616 | 1.97% | |
| Transport | | 684,827 | 684,827 | 385,477 | 379,116 | (6,361) | (1.65%) | |
| Economic Services | | 6,824 | 6,824 | 3,955 | 4,393 | 438 | 11.07% | |
| Other Property and Services | | 113,757 | 113,757 | 69,174 | 83,535 | 14,361 | 20.76% | ▲ |
| Total Operating Revenue | | 3,516,389 | 3,516,389 | 2,854,623 | 2,862,676 | (36,513) | | |
| Operating Expense | | | | | | | | |
| General Purpose Funding | | (89,815) | (89,815) | (57,785) | (28,190) | 29,595 | 51.21% | ▲ |
| Governance | | (217,483) | (217,483) | (171,678) | (146,584) | 25,094 | 14.62% | ▲ |
| Law, Order and Public Safety | | (170,044) | (170,044) | (82,907) | (52,832) | 30,075 | 36.28% | ▲ |
| Health | | (75,539) | (75,539) | (45,265) | (32,231) | 13,034 | 28.80% | ▲ |
| Education and Welfare | | (71,760) | (71,760) | (41,271) | (33,855) | 7,416 | 17.97% | ▲ |
| Housing | | (297,992) | (297,992) | (67,218) | (62,036) | 5,182 | 7.71% | |
| Community Amenities | | (372,924) | (372,924) | (172,127) | (96,550) | 75,577 | 43.91% | ▲ |
| Recreation and Culture | | (1,122,947) | (1,122,947) | (660,146) | (611,448) | 48,698 | 7.38% | |
| Transport | | (2,661,632) | (2,661,632) | (1,550,854) | (1,644,993) | (94,139) | (6.07%) | |
| Economic Services | | (395,022) | (395,022) | (182,432) | (147,323) | 35,109 | 19.24% | ▲ |
| Other Property and Services | | 1,220 | 1,222 | (74,975) | (34,888) | 40,087 | 53.47% | ▲ |
| Total Operating Expenditure | | (5,473,938) | (5,473,936) | (3,106,658) | (2,890,930) | 215,728 | | |
| Funding Balance Adjustments | | | | | | | | |
| Add back Depreciation | | 2,360,651 | 2,360,651 | 1,377,019 | 1,363,001 | (14,018) | (1.02%) | |
| Adjust (Profit)/Loss on Asset Disposal | 8 | (36,765) | (36,765) | (3,534) | 869 | 4,403 | (124.58%) | |
| Adjust Provisions and Accruals | | 0 | 0 | 0 | 0 | 0 | | |
| Net Cash from Operations | | 366,337 | 366,339 | 1,121,450 | 1,335,615 | 169,599 | | |
| Capital Revenues | | | | | | | | |
| Grants, Subsidies and Contributions | 11 | 1,795,921 | 1,795,921 | 933,264 | 549,937 | (383,327) | (41.07%) | ▼ |
| Proceeds from Disposal of Assets | 8 | 447,000 | 447,000 | 260,750 | 255,150 | (5,600) | (2.15%) | |
| Total Capital Revenues | | 2,242,921 | 2,242,921 | 1,194,014 | 805,087 | (388,927) | | |
| Capital Expenses | | | | | | | | |
| Land Held for Resale | 13 | (200,000) | (200,000) | 0 | 0 | 0 | | |
| Land and Buildings | 13 | (723,000) | (723,000) | (50,997) | (9,632) | 41,365 | 81.11% | ▲ |
| Infrastructure - Roads | 13 | (1,236,362) | (1,236,362) | (447,679) | (509,204) | (61,525) | (13.74%) | ▼ |
| Infrastructure - Footpaths | 13 | 0 | 0 | 0 | 0 | 0 | | |
| Infrastructure - Drainage & Culverts | 13 | 0 | 0 | 0 | (3,102) | (3,102) | | |
| Infrastructure - Aerodomes | 13 | 0 | 0 | 0 | 0 | 0 | | |
| Infrastructure - Other | | (445,690) | (445,690) | (155,225) | (35,551) | | | |
| Plant and Equipment | 13 | (600,000) | (600,000) | (379,800) | (271,925) | 107,875 | 28.40% | ▲ |
| Furniture and Equipment | 13 | (14,500) | (14,500) | (4,333) | 0 | 4,333 | 100.00% | ▲ |
| Total Capital Expenditure | | (3,219,552) | (3,219,552) | (1,038,034) | (829,415) | 88,946 | | |
| Net Cash from Capital Activities | | (976,631) | (976,631) | 155,980 | (24,328) | (299,981) | | |
| Financing | | | | | | | | |
| Proceeds from New Debentures | | 0 | 0 | 0 | 0 | 0 | | |
| Proceeds from Advances | | 0 | 0 | 0 | 0 | 0 | | |
| Self-Supporting Loan Principal | | 0 | 0 | 0 | 0 | 0 | | |
| Transfer from Reserves | 7 | 0 | 0 | 0 | 0 | 0 | | |
| Advances to Community Groups | | 0 | 0 | 0 | 0 | 0 | | |
| Repayment of Debentures | 10 | (181,409) | (181,409) | (90,702) | (89,556) | 1,146 | 1.26% | |
| Transfer to Reserves | 7 | (91,775) | (91,775) | (1,504) | (1,504) | 0 | 0.00% | |
| Net Cash from Financing Activities | | (273,184) | (273,184) | (92,206) | (91,060) | 1,146 | | |
| Net Operations, Capital and Financing | | (883,478) | (883,478) | 1,185,224 | 1,220,228 | (129,236) | | |
| Opening Funding Surplus(Deficit) | 3 | 688,089 | 688,089 | 688,089 | 655,550 | (32,539) | (4.73%) | |
| Closing Funding Surplus(Deficit) | 3 | (195,389) | (195,389) | 1,873,313 | 1,875,778 | (161,775) | | |

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 January 2017

| | Note | 2016/17 Amended Annual Budget | 2016/17 Original Budget (a) | 2016/17 YTD Budget (a) | 2016/17 YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | |
|---|------|-------------------------------------|-----------------------------------|---------------------------------|---------------------------------|--------------------|-----------------------|---|
| Operating Revenues | | | | | | | | |
| Rates | 9 | \$ 1,786,567 | \$ 1,786,567 | \$ 1,786,567 | \$ 1,770,315 | (16,253) | (0.91%) | |
| Operating Grants, Subsidies and Contributions | 11 | 827,184 | 827,184 | 539,158 | 567,641 | 28,483 | 5.28% | |
| Fees and Charges | | 248,886 | 248,886 | 191,938 | 203,038 | 11,100 | 5.78% | |
| Service Charges | | 0 | 0 | 0 | 0 | 0 | | |
| Interest Earnings | | 22,152 | 22,152 | 12,033 | 19,435 | 7,402 | 61.52% | |
| Other Revenue | | 588,600 | 588,600 | 317,760 | 299,299 | (18,461) | (5.81%) | |
| Profit on Disposal of Assets | 8 | 43,000 | 43,000 | 7,167 | 2,948 | | | |
| Total Operating Revenue | | 3,516,389 | 3,516,389 | 2,854,623 | 2,862,676 | 12,272 | | |
| Operating Expense | | | | | | | | |
| Employee Costs | | (1,017,429) | (1,017,429) | (582,669) | (627,263) | (44,594) | (7.65%) | |
| Materials and Contracts | | (1,119,309) | (1,119,309) | (547,118) | (376,219) | 170,899 | 31.24% | ▲ |
| Utility Charges | | (123,768) | (123,768) | (72,093) | (44,852) | 27,241 | 37.79% | ▲ |
| Depreciation on Non-Current Assets | | (2,360,651) | (2,360,651) | (1,377,019) | (1,363,001) | 14,018 | 1.02% | |
| Interest Expenses | | (54,270) | (54,270) | (27,212) | (13,805) | 13,407 | 49.27% | ▲ |
| Insurance Expenses | | (143,612) | (143,612) | (112,279) | (127,662) | (15,383) | (13.70%) | ▼ |
| Other Expenditure | | (648,664) | (648,662) | (384,635) | (333,709) | 50,926 | 13.24% | ▲ |
| Loss on Disposal of Assets | 8 | (6,235) | (6,235) | (3,633) | (4,420) | | | |
| Total Operating Expenditure | | (5,473,938) | (5,473,936) | (3,106,658) | (2,890,930) | 216,515 | | |
| Funding Balance Adjustments | | | | | | | | |
| Add back Depreciation | | 2,360,651 | 2,360,651 | 1,377,019 | 1,363,001 | (14,018) | (1.02%) | |
| Adjust (Profit)/Loss on Asset Disposal | 8 | (36,765) | (36,765) | (3,534) | 869 | 4,403 | (124.58%) | |
| Adjust Provisions and Accruals | | 0 | 0 | 0 | 0 | 0 | | |
| Net Cash from Operations | | 366,337 | 366,339 | 1,121,450 | 1,335,615 | 219,171 | | |
| Capital Revenues | | | | | | | | |
| Grants, Subsidies and Contributions | 11 | 1,795,921 | 1,795,921 | 933,264 | 549,937 | (383,327) | (41.07%) | ▼ |
| Proceeds from Disposal of Assets | 8 | 447,000 | 447,000 | 260,750 | 255,150 | (5,600) | (2.15%) | |
| Total Capital Revenues | | 2,242,921 | 2,242,921 | 1,194,014 | 805,087 | (388,927) | | |
| Capital Expenses | | | | | | | | |
| Land Held for Resale | 13 | (200,000) | (200,000) | 0 | 0 | 0 | | |
| Land and Buildings | 13 | (723,000) | (723,000) | (50,997) | (9,632) | 41,365 | 81.11% | ▲ |
| Infrastructure - Roads | 13 | (1,236,362) | (1,236,362) | (447,679) | (509,204) | (61,525) | (13.74%) | ▼ |
| Infrastructure - Footpaths | 13 | 0 | 0 | 0 | 0 | 0 | | |
| Infrastructure - Drainage & Culverts | 13 | 0 | 0 | 0 | (3,102) | (3,102) | | |
| Infrastructure - Aerodomes | 13 | 0 | 0 | 0 | 0 | 0 | | |
| Infrastructure - Other | 13 | (445,690) | (445,690) | (155,225) | (35,551) | | | |
| Plant and Equipment | 13 | (600,000) | (600,000) | (379,800) | (271,925) | 107,875 | 28.40% | ▲ |
| Furniture and Equipment | 13 | (14,500) | (14,500) | (4,333) | 0 | 4,333 | 100.00% | ▲ |
| Total Capital Expenditure | | (3,219,552) | (3,219,552) | (1,038,034) | (829,415) | 88,946 | | |
| Net Cash from Capital Activities | | (976,631) | (976,631) | 155,980 | (24,328) | (299,981) | | |
| Financing | | | | | | | | |
| Proceeds from New Debentures | | 0 | 0 | 0 | 0 | 0 | | |
| Proceeds from Advances | | 0 | 0 | 0 | 0 | 0 | | |
| Self-Supporting Loan Principal | | 0 | 0 | 0 | 0 | 0 | | |
| Transfer from Reserves | 7 | 0 | 0 | 0 | 0 | 0 | | |
| Advances to Community Groups | | 0 | 0 | 0 | 0 | 0 | | |
| Repayment of Debentures | 10 | (181,409) | (181,409) | (90,702) | (89,556) | 1,146 | 1.26% | |
| Transfer to Reserves | 7 | (91,775) | (91,775) | (1,504) | (1,504) | 0 | 0.00% | |
| Net Cash from Financing Activities | | (273,184) | (273,184) | (92,206) | (91,060) | 1,146 | | |
| Net Operations, Capital and Financing | | (883,478) | (883,478) | 1,185,224 | 1,220,228 | (79,665) | | |
| Opening Funding Surplus(Deficit) | 3 | 688,089 | 688,089 | 688,089 | 655,550 | (32,539) | (4.73%) | |
| Closing Funding Surplus(Deficit) | 3 | (195,389) | (195,389) | 1,873,313 | 1,875,778 | (112,203) | | |

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF MINGENEW
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 January 2017

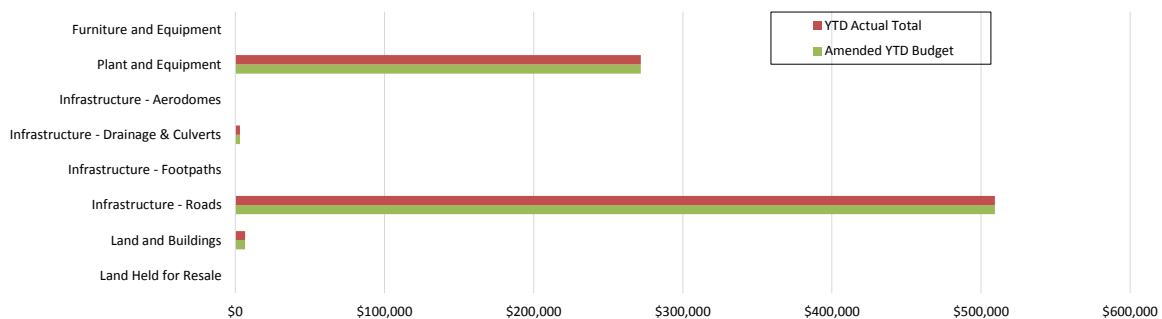
| Capital Acquisitions | Note | YTD 31 01 2017 | | | | | |
|--------------------------------------|------|-----------------------------|--------------------------------------|--------------------------------|------------------------|-----------------------|--------------------|
| | | YTD Actual New /Upgrade (a) | YTD Actual (Renewal Expenditure) (b) | YTD Actual Total (c) = (a)+(b) | Amended YTD Budget (d) | Amended Annual Budget | Variance (d) - (c) |
| Land Held for Resale | 13 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 200,000 | \$ 0 |
| Land and Buildings | 13 | 2,463 | 4,151 | 6,614 | 6,614 | 723,000 | 0 |
| Infrastructure - Roads | 13 | 509,204 | 0 | 509,204 | 509,204 | 1,236,362 | 0 |
| Infrastructure - Footpaths | 13 | 0 | 0 | 0 | 0 | 0 | 0 |
| Infrastructure - Drainage & Culverts | 13 | 0 | 3,102 | 3,102 | 3,102 | 0 | 0 |
| Infrastructure - Aerodomes | 13 | 0 | 0 | 0 | 0 | 0 | 0 |
| Infrastructure - Other | 13 | 35,551 | 0 | 35,551 | 35,551 | 445,690 | 0 |
| Plant and Equipment | 13 | 271,925 | 0 | 271,925 | 271,925 | 600,000 | 0 |
| Furniture and Equipment | 13 | 0 | 0 | 0 | 0 | 14,500 | 0 |
| Capital Expenditure Totals | | 819,144 | 7,254 | 826,397 | 826,397 | 3,219,552 | 0 |

Funded By:

| | | | | |
|--|----------------|------------------|------------------|----------------|
| Capital Grants and Contributions | 549,937 | 933,264 | 1,838,421 | 383,327 |
| Borrowings | 0 | 0 | 0 | 0 |
| Other (Disposals & C/Fwd) | 240,752 | 260,750 | 447,000 | (19,998) |
| Own Source Funding - Cash Backed Reserves | | | | |
| Land and Building Reserve | 0 | 0 | 0 | 0 |
| Sportsground Improvement Reserve | 0 | 0 | 0 | 0 |
| Plant Replacement Reserve | 0 | 0 | 0 | 0 |
| Aged Persons Units Reserve | 0 | 0 | 0 | 0 |
| Street Light Upgrade Reserve | 0 | 0 | 0 | 0 |
| Painted Road Reserve | 0 | 0 | 0 | 0 |
| Industrial Area Reserve | 0 | 0 | 0 | 0 |
| Total Own Source Funding - Cash Backed Reserves | 0 | 0 | 0 | 0 |
| Own Source Funding - Operations | 35,708 | (367,617) | 934,131 | 403,325 |
| Capital Funding Total | 826,397 | 826,397 | 3,219,552 | 0 |

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF MINGENEW
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 January 2017

| | Adopted Budget | Adopted Budget Amendments (Note 5) | Amended Annual Budget | Amended YTD Budget (a) |
|--|--------------------|------------------------------------|-----------------------|------------------------|
| Operating Revenues | \$ | \$ | \$ | \$ |
| General Purpose Funding | 2,384,752 | 0 | 2,384,752 | 2,139,114 |
| Governance | 7,099 | 0 | 7,099 | 4,127 |
| Law, Order and Public Safety | 79,070 | 0 | 79,070 | 65,102 |
| Health | 301 | 0 | 301 | 175 |
| Education and Welfare | 3,745 | 0 | 3,745 | 3,434 |
| Housing | 118,733 | 0 | 118,733 | 68,726 |
| Community Amenities | 85,662 | 0 | 85,662 | 83,990 |
| Recreation and Culture | 31,619 | 0 | 31,619 | 31,349 |
| Transport | 684,827 | 0 | 684,827 | 385,477 |
| Economic Services | 6,824 | 0 | 6,824 | 3,955 |
| Other Property and Services | 113,757 | 0 | 113,757 | 69,174 |
| Total Operating Revenue | 3,516,389 | 0 | 3,516,389 | 2,854,623 |
| Operating Expense | | | | |
| General Purpose Funding | (89,815) | 0 | (89,815) | (57,785) |
| Governance | (217,483) | 0 | (217,483) | (171,678) |
| Law, Order and Public Safety | (170,044) | 0 | (170,044) | (82,907) |
| Health | (75,539) | 0 | (75,539) | (45,265) |
| Education and Welfare | (71,760) | 0 | (71,760) | (41,271) |
| Housing | (297,992) | 0 | (297,992) | (67,218) |
| Community Amenities | (372,924) | 0 | (372,924) | (172,127) |
| Recreation and Culture | (1,122,947) | 0 | (1,122,947) | (660,146) |
| Transport | (2,661,632) | 0 | (2,661,632) | (1,550,854) |
| Economic Services | (395,022) | 0 | (395,022) | (182,432) |
| Other Property and Services | 1,222 | (2) | 1,220 | (74,975) |
| Total Operating Expenditure | (5,473,936) | (2) | (5,473,938) | (3,106,658) |
| Funding Balance Adjustments | | | | |
| Add back Depreciation | 2,360,651 | 0 | 2,360,651 | 1,377,019 |
| Adjust (Profit)/Loss on Asset Disposal | (36,765) | 0 | (36,765) | (3,534) |
| Adjust Provisions and Accruals | 0 | 0 | 0 | 0 |
| Net Cash from Operations | 366,339 | (2) | 366,337 | 1,121,450 |
| Capital Revenues | | | | |
| Grants, Subsidies and Contributions | 1,795,921 | 0 | 1,795,921 | 933,264 |
| Proceeds from Disposal of Assets | 447,000 | 0 | 447,000 | 260,750 |
| Total Capital Revenues | 2,242,921 | 0 | 2,242,921 | 1,194,014 |
| Capital Expenses | | | | |
| Land Held for Resale | (200,000) | 0 | (200,000) | 0 |
| Land and Buildings | (723,000) | 0 | (723,000) | (50,997) |
| Infrastructure - Roads | (1,236,362) | 0 | (1,236,362) | (447,679) |
| Infrastructure - Footpaths | 0 | 0 | 0 | 0 |
| Infrastructure - Drainage & Culverts | 0 | 0 | 0 | 0 |
| Infrastructure - Aerodomes | 0 | 0 | 0 | 0 |
| Infrastructure - Other | (445,690) | 0 | (445,690) | (155,225) |
| Plant and Equipment | (600,000) | 0 | (600,000) | (379,800) |
| Furniture and Equipment | (14,500) | 0 | (14,500) | (4,333) |
| Total Capital Expenditure | (3,219,552) | 0 | (3,219,552) | (1,038,034) |
| Net Cash from Capital Activities | (976,631) | 0 | (976,631) | 155,980 |
| Financing | | | | |
| Proceeds from New Debentures | 0 | 0 | 0 | 0 |
| Proceeds from Advances | 0 | 0 | 0 | 0 |
| Self-Supporting Loan Principal | 0 | 0 | 0 | 0 |
| Transfer from Reserves | 0 | 0 | 0 | 0 |
| Advances to Community Groups | 0 | 0 | 0 | 0 |
| Repayment of Debentures | (181,409) | 0 | (181,409) | (90,702) |
| Transfer to Reserves | (91,775) | 0 | (91,775) | (1,504) |
| Net Cash from Financing Activities | (273,184) | 0 | (273,184) | (92,206) |
| Net Operations, Capital and Financing | (883,478) | (2) | (883,478) | 1,185,224 |
| Opening Funding Surplus(Deficit) | 688,089 | 0 | 688,089 | 688,089 |
| Closing Funding Surplus(Deficit) | (195,389) | (2) | (195,389) | 1,873,313 |

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in 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 12.

(c) Rounding Off Figures

All figures shown in this statement 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

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

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

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale 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.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) 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 rates and periods are:

| | |
|---|----------------|
| Buildings | 25 to 50 years |
| Construction other than Buildings (Public Facilities) | 5 to 50 years |
| Furniture and Equipment | 4 to 10 years |
| Plant and Equipment | 5 to 15 years |
| Heritage Assets | 25 to 50 years |
| Roads | 25 years |
| Footpaths | 50 years |
| Sewerage Piping | 75 years |
| Water Supply Piping and Drainage Systems | 75 years |

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

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 Shire 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 Shire expects to pay and includes related on-costs.

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

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) 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.

(n) 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 of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Excludes rubbish removal charges, interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

"Standing proud, growing strong"

The Strategic Community Plan defines the key objectives of the Shire as:

"Economic: To be a diverse and innovative economy with a range of local employment opportunities.

Environment: A sustainable natural and built environment that meets current and future community needs.

Social: A safe and welcoming community where everyone has the opportunity to contribute and belong.

Civic Leadership: A collaborative and innovative community with strong and vibrant leadership."

(s) Reporting Programs

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

GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

EDUCATION AND WELFARE

Support of day care for children. Autumn Centre for Senior Citizens.
Youth & seniors projects.

HOUSING

Provision and maintenance of rented housing accommodation for pensioners and employees.

COMMUNITY AMENITIES

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

RECREATION AND CULTURE

Parks, gardens and recreation reserves, library services, walk trails, youth recreation,
Public halls and Mingenew Recreation Centre.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase and cleaning of streets.

ECONOMIC SERVICES

Tourism, community development, pest control, building services and private works.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

Note 2: EXPLANATION OF MATERIAL VARIANCES

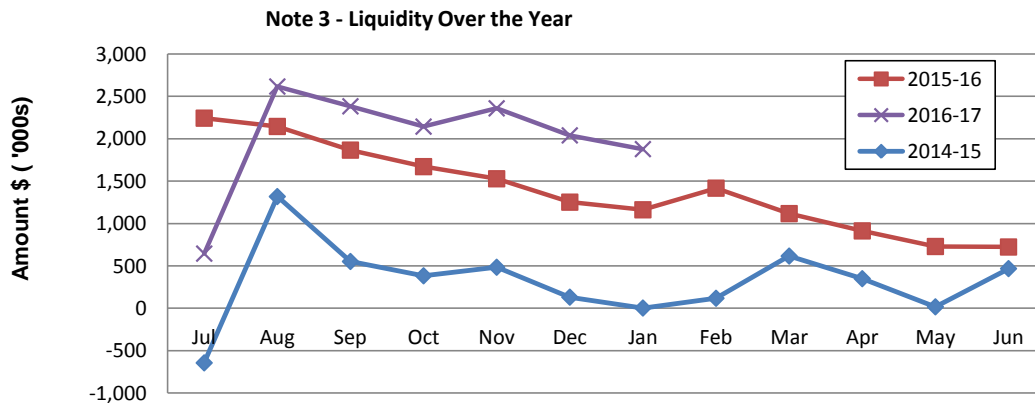
| Reporting Program | Var. \$ | Var. % | Var. | Timing/ Permanent | Explanation of Variance |
|--------------------------------------|-----------|----------|------|----------------------|---|
| Operating Revenues | \$ | % | | | |
| General Purpose Funding | 44,566 | 2.08% | | | |
| Governance | 11,049 | 267.73% | ▲ | | Trainee grant \$7500, Insurance Dividend \$2983 |
| Law, Order and Public Safety | (45,232) | (69.48%) | ▼ | | |
| Health | 95 | 54.29% | | | |
| Education and Welfare | (1,389) | (40.43%) | | | |
| Housing | (7,334) | (10.67%) | | | |
| Community Amenities | (2,758) | (3.28%) | | | |
| Recreation and Culture | 616 | 1.97% | | | |
| Transport | (6,361) | (1.65%) | | | |
| Economic Services | 438 | 11.07% | | | |
| Other Property and Services | 14,361 | 20.76% | ▲ | | MWIRSA Recoups up by \$13k |
| Operating Expenses | | | | | |
| General Purpose Funding | 29,595 | 51.21% | ▲ | | No rates written off to date \$13k, Rating valuations later in the year \$9k, Admin allocations under budget \$5k |
| Governance | 25,094 | 14.62% | ▲ | | Councillor training under budget \$7k, Salaries under budget \$14k |
| Law, Order and Public Safety | 30,075 | 36.28% | ▲ | | Items under budget - CESM \$7k, ESL Grant expenditure \$5813, Bushfire Management Plan \$8k, Other control expenses \$6k, Admin allocations \$2651 |
| Health | 13,034 | 28.80% | ▲ | | Items under budget - Medical practitioner support \$7810, (reduced dental services to date), Maternal & Infant Health under budget \$3k, Admin Allocations \$2k |
| Education and Welfare | 7,416 | 17.97% | ▲ | | Accrued loan interest \$1086, Senior Citizens building under budget \$4337 |
| Housing | 5,182 | 7.71% | | | |
| Community Amenities | 75,577 | 43.91% | ▲ | | Rubbish Site Mtce under budget \$22k, Admin Allocations \$4k |
| Recreation and Culture | 48,698 | 7.38% | | | |
| Transport | (94,139) | (6.07%) | | | Following items are currently over budget - Mtce grading \$72k, Town Road Mtce \$14k, Rural Road Mtce \$26k |
| Economic Services | 35,109 | 19.24% | ▲ | | The following items are currently under budget - Admin allocations \$11k, Building services \$4780, T & P \$3k, Area Promotion \$6k, MIG Office \$3745 |
| Other Property and Services | 40,087 | 53.47% | ▲ | | Following items are currently under budget - Private Works \$6k, Housing Allocations \$16k, Admin Allocations \$17k, Toolbox Talks \$5k, OHS \$4k |
| Capital Revenues | | | | | |
| Grants, Subsidies and Contributions | (383,327) | (41.07%) | ▼ | | Timing of Independent Living Unit Grant |
| Proceeds from Disposal of Assets | (5,600) | (2.15%) | | | Vehicle changeover timing |
| Capital Expenses | | | | | |
| Land Held for Resale | 0 | | | | |
| Land and Buildings | 41,365 | 81.11% | ▲ | | Capital works (Staff Housing) not yet commenced (5 & 15 Field Street, KWH) |
| Infrastructure - Roads | (61,525) | (13.74%) | ▼ | | Project timing ahead of budget |
| Infrastructure - Footpaths | 0 | | | | |
| Infrastructure - Drainage & Culverts | (3,102) | | | | Moore Street drainage finalisation works |
| Infrastructure - Aerodomes | 0 | | | | |
| Plant and Equipment | 107,875 | 28.40% | ▲ | | Timing of purchases |
| Furniture and Equipment | 4,333 | 100.00% | ▲ | | Timing of purchases |
| Financing | | | | | |
| Loan Principal | 1,146 | 1.26% | | | |

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

Note 3: NET CURRENT FUNDING POSITION

| | | Positive=Surplus (Negative=Deficit) | | |
|---|---|-------------------------------------|----------------|------------------|
| | | YTD 31 Jan 2017 | 30th June 2017 | YTD 01 Feb 2016 |
| | | \$ | \$ | \$ |
| Current Assets | | | | |
| Cash - Unrestricted | 4 | 1,341,636 | 621,333 | 1,088,759 |
| Cash - Restricted Reserves | 4 | 310,124 | 308,620 | 274,503 |
| Cash - Restricted Unspent Grants | | 216,626 | 216,626 | 329,818 |
| Investments | | 0 | 0 | 0 |
| Rates - Current | 6 | 332,951 | 37,608 | 108,879 |
| Sundry Debtors | 6 | 3,430 | 1,951 | 4,754 |
| Provision for Doubtful Debts | | (1,585) | (1,585) | (1,585) |
| ESL Levy | | 0 | 4,431 | 0 |
| GST Receivable | | 11,540 | 4,060 | 7,632 |
| Receivables - Other | | 0 | 0 | 0 |
| Inventories - Fuel & Materials | | 6,543 | 13,285 | 2,788 |
| Inventories - Land Held for Resale | | 40,394 | 80,788 | 80,788 |
| | | 2,261,660 | 1,287,118 | 1,896,336 |
| Current Liabilities | | | | |
| Sundry Creditors | | (6,694) | (200,583) | (128,237) |
| GST Payable | | (15,481) | (10,022) | (2,277) |
| PAYG | | (11,211) | 4,497 | (11,872) |
| Accrued Interest on Debentures | | 0 | (34,074) | 24,810 |
| Accrued Salaries & Wages | | (1,977) | (1,977) | 0 |
| Current Employee Benefits Provision | | (261,493) | (261,493) | (239,906) |
| Current Loan Liability | | (91,854) | (181,410) | (70,321) |
| | | (388,711) | (685,063) | (427,804) |
| NET CURRENT ASSETS | | 1,872,949 | 602,055 | 1,468,532 |
| Less: | | | | |
| Cash - Restricted Reserves | | (310,124) | (308,620) | (274,503) |
| Inventories - Land Held for Resale | | (40,394) | (80,788) | (80,788) |
| Add Back: | | | | |
| Current Loan Liability | | 91,854 | 181,410 | 70,321 |
| Cash Backed Employee Provisions | 7 | 261,493 | 261,493 | 239,906 |
| Net Current Funding Position (Surplus / Deficit) | | 1,875,778 | 655,550 | 1,423,468 |

(0)



Comments - Net Current Funding Position

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

Note 4: CASH AND INVESTMENTS

| | Interest Rate | Unrestricted \$ | Restricted \$ | Trust \$ | Total Amount \$ | Institution | Maturity Date |
|-------------------------------|---------------|------------------|----------------|----------------|------------------|-------------|---------------|
| (a) Cash Deposits | | | | | | | |
| Municipal Bank Account | 1.25% | 1,124,710 | 216,626 | | 1,341,336 | NAB | At Call |
| Trust Bank Account | 1.25% | | | 131,779 | 131,779 | NAB | At Call |
| Cash Maximiser Account (Muni) | 0.70% | 0 | 0 | | 0 | NAB | At Call |
| Cash On Hand | Nil | 300 | 0 | | 300 | NAB | At Call |
| Reserve Funds | 1.25% | 0 | 310,124 | | 310,124 | NAB | At Call |
| (b) Term Deposits | | | | | | | |
| Short Term Deposits | 0.00% | 0 | 0 | | 0 | | |
| Total | | 1,125,010 | 526,750 | 131,779 | 1,783,540 | | |

Comments/Notes - Investments

A review of bank accounts held has been undertaken in conjunction with National Australia Bank. Following this review some changes have been made to the type of accounts we use. To improve interest earnings, the Cash Maximiser Accounts are no longer used (they were earning approximately 0.7% interest) and the Municipal, Trust and Reserve accounts are corporate cheque accounts and will earn interest at the RBA cash rate when balances are >\$250,000 and RBA Cash rate -0.25% when balances are <\$250,000

Restricted Cash

(1) Municipal Fund

| Purpose for Funds Being Restricted | Funding Organisation | Date to be Expended | Amount |
|------------------------------------|----------------------------|---------------------|----------------|
| 1 2014/15 Road Projects | Roads to Recovery | 30 June 2018 | 52,905 |
| 2 Rural Watch | Office of Crime Prevention | 30 September 2015 | 3,529 |
| 3 Mingenew Mullewa Rd | 2012/13 CLGF Individual | 28 February 2016 | - |
| 4 Town Revitalisation Plan | NPP | | 60,000 |
| 5 Town Planning Scheme | NPP | | 25,000 |
| 6 Yandanooka Melara Road | Roads to Recovery | | 75,191 |
| 7 | | | |
| Sub-total | | | 216,625 |

SHIRE OF MINGENEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 January 2017

Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

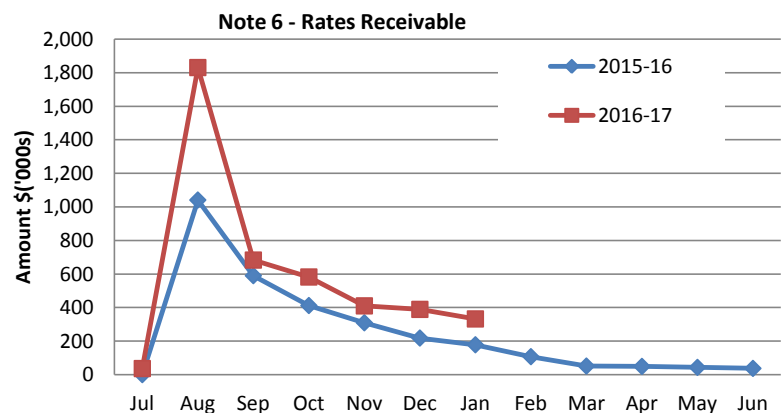
| GL Account Code | Description | Council Resolution | Classification | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|-----------------|------------------------|--------------------|-----------------|---------------------|----------------------------|----------------------------|--------------------------------|
| | Budget Adoption | | Opening Surplus | \$ | \$ | \$ | \$ 0 |
| | | | | 0 | 0 | 0 | |

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

Note 6: RECEIVABLES

Receivables - Rates Receivable

| | YTD 31 Jan 2017 | 30 June 2016 |
|---------------------------------|-----------------|---------------|
| Opening Arrears Previous Years | \$ 37,608 | \$ 37,608 |
| Levied this year | 1,852,748 | 1,709,614 |
| <u>Less</u> Collections to date | (1,557,405) | (1,709,614) |
| Equals Current Outstanding | 332,951 | 37,608 |
| Net Rates Collectable | 332,951 | 37,608 |
| % Collected | 82.39% | 97.85% |

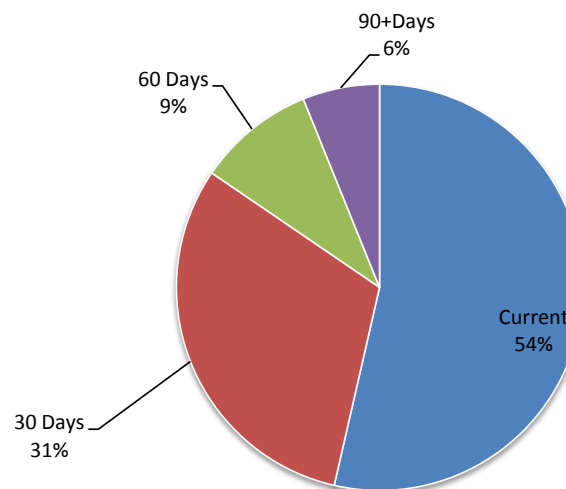


Receivables - General

| | Current | 30 Days | 60 Days | 90+Days |
|--|----------|----------|---------|--------------|
| Receivables - General | \$ 1,838 | \$ 1,061 | \$ 321 | \$ 210 |
| Total Receivables General Outstanding | | | | 3,430 |

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables Rates

Instalment Due Dates:

| | |
|--------------|-----------|
| Instalment 1 | 27-Sep-16 |
| Instalment 2 | 29-Nov-16 |
| Instalment 3 | 3-Feb-17 |
| Instalment 4 | 7-Apr-17 |

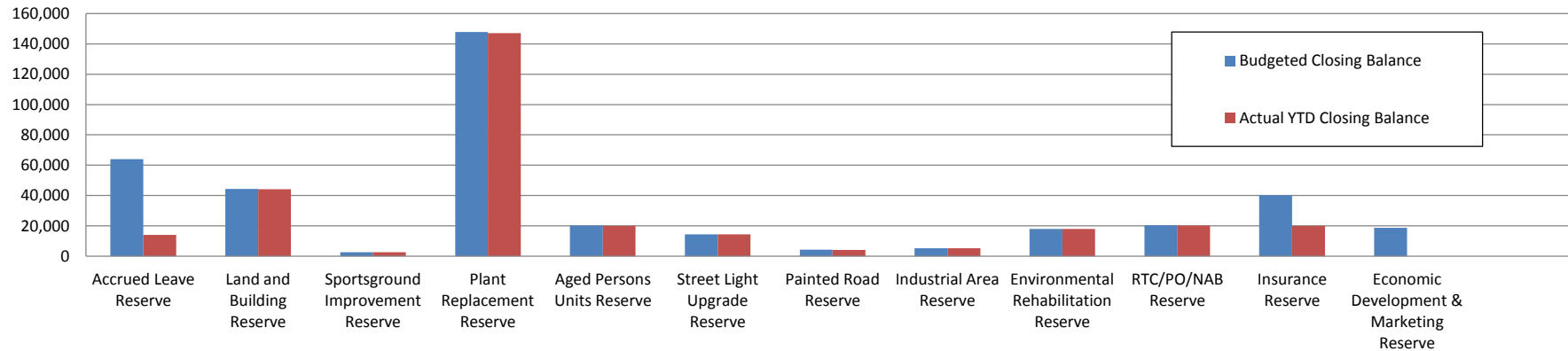
Comments/Notes - Receivables General

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

Note 7: Cash Backed Reserve

| Name | Opening Balance | Budget Interest Earned | Actual Interest Earned | Budget Transfers In (+) | YTD Actual Transfers In (+) | YTD Budget Transfers Out (-) | YTD Actual Transfers Out (-) | Transfer out Reference | Budgeted Closing Balance | Actual YTD Closing Balance |
|--|-----------------|------------------------|------------------------|-------------------------|-----------------------------|------------------------------|------------------------------|------------------------|--------------------------|----------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | | \$ | \$ |
| Accrued Leave Reserve | 13,907 | 139 | 68 | 50,000 | 0 | 0 | 0 | | 64,046 | 13,975 |
| Land and Building Reserve | 43,920 | 439 | 214 | 0 | 0 | 0 | 0 | | 44,359 | 44,134 |
| Sportsground Improvement Reserve | 2,695 | 27 | 13 | 0 | 0 | 0 | 0 | | 2,722 | 2,708 |
| Plant Replacement Reserve | 146,392 | 1,460 | 714 | 0 | 0 | 0 | 0 | | 147,852 | 147,105 |
| Aged Persons Units Reserve | 20,002 | 200 | 98 | 0 | 0 | 0 | 0 | | 20,202 | 20,100 |
| Street Light Upgrade Reserve | 14,307 | 143 | 70 | 0 | 0 | 0 | 0 | | 14,450 | 14,376 |
| Painted Road Reserve | 4,202 | 42 | 20 | 0 | 0 | 0 | 0 | | 4,244 | 4,222 |
| Industrial Area Reserve | 5,228 | 52 | 25 | 0 | 0 | 0 | 0 | | 5,280 | 5,253 |
| Environmental Rehabilitation Reserve | 17,799 | 178 | 87 | 0 | 0 | 0 | 0 | | 17,977 | 17,886 |
| RTC/PO/NAB Reserve | 20,153 | 202 | 98 | 0 | 0 | 0 | 0 | | 20,355 | 20,251 |
| Insurance Reserve | 20,016 | 200 | 97 | 20,000 | 0 | 0 | 0 | | 40,216 | 20,113 |
| Economic Development & Marketing Reserve | 0 | 0 | 0 | 18,693 | 0 | 0 | 0 | | 18,693 | 0 |
| | 308,620 | 3,082 | 1,504 | 88,693 | 0 | 0 | 0 | 0 | 400,395 | 310,124 |

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

Note 8 CAPITAL DISPOSALS

| Actual YTD Profit/(Loss) of Asset Disposal | | | | Disposals | Amended Current Budget | | | Comments |
|--|----------------|----------------|---------------|-----------------------------------|------------------------------|------------------------------|-----------------|----------------------|
| Cost | Accum Depr | Proceeds | Profit (Loss) | | YTD 31 01 2017 | | | |
| | | | | | 2016/17 Budget Profit/(Loss) | 2016/17 Actual Profit/(Loss) | Variance | |
| \$ | \$ | \$ | \$ | \$ | \$ | \$ | | |
| | | | | Plant and Equipment | | | | |
| 85,270 | (2,525) | 82,340 | (405) | CEO Vehicle (2) | 0 | (405) | (405) | 1 x changeover done |
| 81,942 | (578) | 79,434 | (1,930) | DCEO Vehicle (4) | 0 | (1,930) | (1,930) | 2 x changeovers done |
| 81,625 | (4,113) | 78,978 | 1,466 | Works Manager Vehicle (3) | 0 | 1,466 | 1,466 | 2 x changeovers done |
| | | | 0 | 11 Tonne Dual Cab Truck (A# 0591) | 43,000 | 0 | (43,000) | |
| 248,837 | (7,216) | 240,752 | (869) | | 43,000 | (869) | (43,869) | |

Comments - Capital Disposal/Replacements

Management vehicles are scheduled to be changed over at 15,000kms

Assets disposed:

| | |
|-----------------|------------------|
| A#890 - Mi 177 | 8 July 2016 |
| A#0682 - Mi 108 | 3 August 2016 |
| A# 0681 - 1 Mi | 7 September 2016 |
| A#897 - Mi 177 | 13 October 2016 |
| A# 892 - Mi 108 | 28 November 2016 |
| A# 898 - 1 Mi | 9 January 2017 |

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

| Note 9: RATING INFORMATION | Rate in \$ | Number of Properties | Rateable Value \$ | Rate Revenue \$ | Interim Rates \$ | Back Rates \$ | Total Revenue \$ | 2016/17 Budget Rate Revenue \$ | 2016/17 Budget Interim Rate \$ | 2016/17 Budget Back Rate \$ | 2016/17 Budget Total Revenue \$ |
|----------------------------------|-----------------------|----------------------------|-------------------------|-----------------------|------------------------|---------------------|------------------------|---|---|--------------------------------------|--|
| RATE TYPE | | | | | | | | | | | |
| General Rate | | | | | | | | | | | |
| GRV - Mingenew & Yandanooka | 13.5884 | 145 | 1,568,940 | 212,194 | (1,077) | | 211,116 | 213,194 | | | 213,194 |
| UV - Rural & Mining | 1.4014 | 113 | 102,310,000 | 1,433,772 | | | 1,433,772 | 1,433,767 | | | 1,433,767 |
| Sub-Totals | | 258 | 103,878,940 | 1,645,966 | (1,077) | 0 | 1,644,889 | 1,646,961 | 0 | 0 | 1,646,961 |
| Minimum Payment | Minimum \$ | | | | | | | | | | |
| GRV - Mingenew & Yandanooka | 655 | 77 | 90,176 | 50,435 | 655 | | 51,090 | 55,675 | 0 | 0 | 55,675 |
| UV - Rural & Mining | 1500 | 37 | 1,353,478 | 55,500 | | | 55,500 | 55,500 | 0 | 0 | 55,500 |
| Sub-Totals | | 114 | 1,443,654 | 105,935 | 655 | 0 | 106,590 | 111,175 | 0 | 0 | 111,175 |
| Concessions | | | | | | | 1,751,479 | | | | 1,758,136 |
| Amount from General Rates | | | | | | | (15,822) | | | | (6,235) |
| Ex-Gratia Rates (CBH) | | | | | | | 1,735,657 | | | | 1,751,901 |
| Specified Area Rates | | | | | | | 34,657 | | | | 34,666 |
| Totals | | | | | | | 0 | | | | 0 |
| | | | | | | | 1,770,314 | | | | 1,786,567 |

Comments - Rating Information

No differential rates levied in 2016/17

Concession provided on GRV properties in Yandanooka Townsite of 50%

Concession provided on UV minimum properties (Resolved at October meeting)

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

| Particulars | Principal 1-Jul-16 | New Loans | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|--------------------------------------|-----------------------|--------------|-------------------------|------------|--------------------------|---------|------------------------|--------|
| | | | YTD Actual | YTD Budget | YTD Actual | Budget | YTD Actual | Budget |
| | | | \$ | \$ | \$ | \$ | \$ | \$ |
| Education & Welfare | | | | | | | | |
| Loan 137 - Senior Citizens Buildings | 96,719 | | 2,505 | 2,543 | 94,214 | 94,176 | 2,126 | 6,424 |
| Housing | | | | | | | | |
| Loan 133 - Triplex | 73,136 | | 5,589 | 5,685 | 67,547 | 67,451 | 1,013 | 5,317 |
| Loan 134 - SC Housing | 52,130 | | 2,781 | 2,824 | 49,349 | 49,306 | 806 | 3,516 |
| Loan 136 - Staff Housing | 118,462 | | 3,803 | 3,863 | 114,659 | 114,599 | 2,152 | 8,230 |
| Loan 142 - Staff Housing | 65,811 | | 4,769 | 4,829 | 61,042 | 60,982 | 886 | 3,639 |
| Recreation & Culture | | | | | | | | |
| Loan 138 - Pavilion Fitout | 92,850 | | 2,405 | 2,441 | 90,445 | 90,409 | 2,041 | 6,167 |
| Transport | | | | | | | | |
| Loan 139 - Roller | 39,168 | | 7,336 | 7,456 | 31,832 | 31,712 | 611 | 2,603 |
| Loan 141 - Grader | 106,509 | | 11,950 | 12,133 | 94,559 | 94,376 | 1,379 | 6,909 |
| Loan 143 - 2 x Trucks | 54,770 | | 27,066 | 27,385 | 27,704 | 27,385 | 711 | 2,329 |
| Loan 144 - Side Tipping Trailer | 65,812 | | 4,769 | 4,829 | 61,043 | 60,983 | 886 | 3,639 |
| Loan 145 - Drum Roller | 121,810 | 0 | 16,581 | 16,714 | 105,229 | 105,096 | 1,195 | 4,497 |
| | 887,177 | 0 | 89,556 | 90,702 | 797,621 | 796,475 | 13,805 | 53,270 |

All debenture repayments were financed by general purpose revenue.

Interest Repayment Actual YTD shows negative balances due to Interest accrual to 30 June 2016.

(b) New Debentures

Nil

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

Note 11: GRANTS AND CONTRIBUTIONS

| Program/Details GL | Grant Provider | Approval | 2016-17 Forecast Budget | 2016-17 Original Budget | Variations Additions (Deletions) | Operating 2016/17 Budget | Capital 2016/17 Budget | Recoup Status | |
|--------------------------------------|--|----------|-------------------------------|-------------------------------|--|--------------------------------|------------------------------|-----------------------|-----------------------|
| | | | | | | | | 2016-17 YTD Actual | 2016-17 YTD Budget |
| | | (Y/N) | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| GENERAL PURPOSE FUNDING | | | | | | | | | |
| Financial Assistance Grant - Roads | Grants Commission | Y | 300,824 | 300,824 | 0 | 300,824 | 0 | 203,943 | 150,412 |
| Financial Assistance Grant - General | Grants Commission | Y | 274,126 | 274,126 | 0 | 274,126 | 0 | 188,255 | 137,062 |
| LAW, ORDER, PUBLIC SAFETY | | | | | | | | | |
| ESL Administration Grant | Department of Fire & Emergency Services | Y | 4,400 | 4,400 | 0 | 4,400 | 0 | 4,000 | 4,400 |
| ESL Annual Grant | Department of Fire & Emergency Services | Y | 26,500 | 26,500 | 0 | 26,500 | 0 | 13,250 | 13,250 |
| Bushfire Management Plan | Department of Fire & Emergency Services | Y | 42,500 | 42,500 | 0 | 0 | 42,500 | 0 | 42,500 |
| HEALTH | | | | | | | | | |
| Childcare Facility Upgrade | MWDC | N | 70,000 | 70,000 | 0 | 0 | 70,000 | 0 | 0 |
| EDUCATION & WELFARE | | | | | | | | | |
| Seniors Week Grant | COTAWA | N | 1,000 | 1,000 | 0 | 1,000 | 0 | 1,000 | 1,000 |
| Community Christmas Tree | CBH | N | 2,000 | 2,000 | 0 | 2,000 | 0 | 0 | 2,000 |
| HOUSING | | | | | | | | | |
| Independent Living Units | WCHS | Y | 395,545 | 395,545 | 0 | 0 | 395,545 | 31,818 | 395,545 |
| COMMUNITY AMENITIES | | | | | | | | | |
| Town Planning | NPP | Y | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Thank a Volunteer Day | Department of Local Government & Communities | N | 1,000 | 1,000 | 0 | 1,000 | 0 | 0 | 0 |
| Anzac Day | TBA | N | 3,000 | 3,000 | 0 | 3,000 | 0 | 0 | 0 |
| Rural Womens Day | TBA | N | 1,000 | 1,000 | 0 | 1,000 | 0 | 4,000 | 5,000 |
| Transfer Station | Mid West Development Commission | Y | 50,000 | 50,000 | 0 | 0 | 50,000 | 45,000 | 50,000 |
| RECREATION AND CULTURE | | | | | | | | | |
| Museum | Lotterywest | N | 10,000 | 10,000 | 0 | 0 | 10,000 | 0 | 10,000 |
| Museum | Museum Committee | Y | 5,000 | 5,000 | 0 | 0 | 5,000 | 0 | 0 |
| Enarty Barn | TBA | N | 50,000 | 50,000 | 0 | 0 | 50,000 | 0 | 0 |
| Littlewell | TBA | N | 15,000 | 15,000 | 0 | 0 | 15,000 | 0 | 0 |
| Railway Station | Lotterywest | N | 35,000 | 35,000 | 0 | 0 | 35,000 | 0 | 0 |
| Football Oval Lights | DSR | Y | 50,000 | 50,000 | 0 | 0 | 150,000 | 0 | 0 |
| Football Oval Lights | Football Club | Y | 30,000 | 30,000 | 0 | 0 | 30,000 | 0 | 0 |
| Hockey Oval Lights | Hockey Club | Y | 13,200 | 13,200 | 0 | 0 | 13,200 | 13,200 | 0 |
| TRANSPORT | | | | | | | | | |
| Direct Grant | Main Roads WA | Y | 72,224 | 72,224 | 0 | 72,224 | 0 | 72,224 | 72,224 |
| Blackspot Funding | Main Roads WA | Y | 40,000 | 40,000 | 0 | 0 | 40,000 | 16,000 | 16,000 |
| Regional Road Group | Main Roads WA | Y | 386,000 | 386,000 | 0 | 0 | 386,000 | 154,400 | 154,000 |
| Roads To Recovery | Department of Infrastructure | Y | 431,176 | 431,176 | 0 | 0 | 431,176 | 289,519 | 289,519 |
| Street Lighting | Main Roads WA | Y | 2,000 | 2,000 | 0 | 2,000 | 0 | 0 | 0 |
| ECONOMIC SERVICES | | | | | | | | | |
| Mingenev Hill Walk Trail | TBA | N | 15,000 | 15,000 | 0 | 0 | 15,000 | 0 | 0 |
| OTHER PROPERTY & SERVICES | | | | | | | | | |
| Industrial Subdivision | Mid West Development Commission | N | 100,000 | 100,000 | 0 | 0 | 100,000 | 0 | 0 |
| Rural Residential Subdivision | Mid West Development Commission | N | 100,000 | 100,000 | 0 | 0 | 100,000 | 0 | 0 |
| TOTALS | | | 2,526,495 | 2,526,495 | 0 | 688,074 | 1,938,421 | 1,036,609 | 1,342,912 |
| Operating | Operating | | 688,074 | 688,074 | | | | 486,672 | 385,348 |
| Non-Operating | Non-operating | | 1,838,421 | 1,838,421 | | | | 549,937 | 957,564 |
| | | | <u>2,526,495</u> | <u>2,526,495</u> | | | | <u>1,036,609</u> | <u>1,342,912</u> |

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

Note 12: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

| Description | Opening Balance 1 Jul 16 | Amount Received | Amount Paid | Closing Balance 31-Jan-17 |
|--|-----------------------------|--------------------|-----------------|------------------------------|
| | \$ | \$ | \$ | \$ |
| BCITF Levy | 1,374 | 609 | (1,769) | 213 |
| BRB Levy | 1,086 | 631 | (1,430) | 287 |
| Autumn Committee | 974 | 0 | 0 | 974 |
| Community Bus | 2,060 | 140 | 0 | 2,200 |
| ANZAC Day Breakfast Donation | 501 | 0 | 0 | 501 |
| Building Relocation Bond | 1,000 | 0 | 0 | 1,000 |
| Mid West Industry Road Safety Alliance | 35,217 | 52,250 | (41,218) | 46,249 |
| Mingenev Cemetery Group | 4,314 | 0 | 0 | 4,314 |
| Other Bonds | 2,558 | 20 | (70) | 2,508 |
| Rates Incentive Prizes | 200 | 0 | (100) | 100 |
| Rec Centre Kitchen Upgrade | | 0 | 0 | 0 |
| Sinosteel Community Trust Fund | 63,415 | 0 | 0 | 63,415 |
| Tree Planter - LCDC | 88 | 0 | 0 | 88 |
| Weary Dunlop Memorial | 87 | 0 | 0 | 87 |
| Mingenev P & C - NBN Rental | | 0 | 0 | 0 |
| Joan Trust | 961 | 1,200 | 0 | 2,161 |
| Youth Advisory Council | 746 | 0 | 0 | 746 |
| Centenary Committee | 897 | 0 | 0 | 897 |
| Community Christmas Tree | 132 | 300 | 0 | 432 |
| Silverchain Committee | 2,268 | 0 | (2,268) | 0 |
| Nomination Fees | | 0 | 0 | 0 |
| Seniors Donations | | 50 | 0 | 50 |
| | 117,878 | 55,200 | (46,855) | 126,223 |

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

Note 13: CAPITAL ACQUISITIONS

| Level of Completion Indicator | Infrastructure Assets | Amended Annual Budget | Original Full Year Budget | YTD Budget | YTD Actual | Variance (Over)/Under | Comment |
|---|---|-----------------------|---------------------------|----------------|---------------|-----------------------|----------------|
| Land Held for Resale | | | | | | | |
| Community Amenities | | | | | | | |
| Other Property & Services | | | | | | | |
| | Industrial Area Development | 4504 | 100,000 | 100,000 | 0 | 0 | 100,000 |
| | Rural Residential Area Development | 4644 | 100,000 | 100,000 | 0 | 0 | 100,000 |
| | Other Property & Services Total | | 200,000 | 200,000 | 0 | 0 | 0 |
| | Land Held for Resale Total | | 200,000 | 200,000 | 0 | 0 | 0 |
| Land & Buildings | | | | | | | |
| Governance | | | | | | | |
| | Shire Office | 0594 | 15,000 | 15,000 | 5,000 | 0 | 15,000 |
| | Housing Total | | 15,000 | 15,000 | 5,000 | 0 | 15,000 |
| Health | | | | | | | |
| | Child Care Facility | 0075 | 80,000 | 80,000 | 0 | 0 | 80,000 |
| | Health Total | | 80,000 | 80,000 | 0 | 0 | 80,000 |
| Education & Welfare | | | | | | | |
| | Men's Shed Ablution Block | 0048 | 0 | 0 | 0 | 0 | 0 |
| | Education & Welfare Total | | 0 | 0 | 0 | 0 | 0 |
| Land & Buildings | | | | | | | |
| Housing | | | | | | | |
| | Construction - Staff Housing | 9003 | 5,000 | 5,000 | 1,666 | 4,151 | 849 |
| | Construction - Staff Housing | 9005 | 10,000 | 10,000 | 3,333 | 0 | 10,000 |
| | Construction - Staff Housing | 9006 | 7,000 | 7,000 | 6,999 | 0 | 7,000 |
| | Construction - Staff Housing | 9010 | 10,000 | 10,000 | 9,999 | 0 | 10,000 |
| | Aged Care Units | 0165 | 450,000 | 450,000 | 0 | 1,263 | 448,737 |
| | Silver Chain House | 0166 | 11,000 | 11,000 | 0 | 0 | 11,000 |
| | Housing Total | | 493,000 | 493,000 | 21,997 | 5,414 | 487,586 |
| Recreation And Culture | | | | | | | |
| | Town Hall | 2434 | 0 | 0 | 0 | 3,017 | (3,017) |
| | Enanty Barn | 0067 | 50,000 | 50,000 | 0 | 0 | 50,000 |
| | Museum | 0068 | 20,000 | 20,000 | 20,000 | 0 | 20,000 |
| | Old Roads Building | 0069 | 12,000 | 12,000 | 4,000 | 0 | 12,000 |
| | Old Railway Station | 0070 | 35,000 | 35,000 | 0 | 0 | 35,000 |
| | Recreation And Culture Total | | 117,000 | 117,000 | 24,000 | 3,017 | 117,000 |
| Transport Total | | | | | | | |
| | Depot | 0027 | 18,000 | 18,000 | 0 | 0 | 18,000 |
| | Transport Total | | 18,000 | 18,000 | 0 | 0 | 18,000 |
| Economic Services | | | | | | | |
| | Business Incubator | 5964 | 0 | 0 | 0 | 1,200 | (1,200) |
| | Economic Services Total | | 0 | 0 | 0 | 1,200 | (1,200) |
| | Land & Buildings Total | | 723,000 | 723,000 | 50,997 | 9,632 | 716,386 |
| Infrastructure - Drainage/Culverts | | | | | | | |
| Transport | | | | | | | |
| | Moore Street Drainage | 3284 | 0 | 0 | 0 | 3,102 | (3,102) |
| | Transport Total | | 0 | 0 | 0 | 3,102 | (3,102) |
| | Infrastructure - Drainage/Culverts Total | | 0 | 0 | 0 | 3,102 | (3,102) |

SHIRE OF MINGENEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 January 2017

Note 13: CAPITAL ACQUISITIONS

| Level of Completion Indicator | Infrastructure Assets | Amended Annual Budget | Original Full Year Budget | YTD Budget | YTD Actual | Variance (Over)/Under | Comment |
|--------------------------------------|--|-----------------------|---------------------------|----------------|----------------|-----------------------|----------------|
| Infrastructure - Footpaths | | | | | | | |
| Transport | | | | | | | |
| | Midlands Road Town Footpaths | 1291 | 0 | 0 | 0 | 0 | |
| | Transport Total | 0 | 0 | 0 | 0 | 0 | |
| | Infrastructure - Footpaths Total | 0 | 0 | 0 | 0 | 0 | |
| Infrastructure - Other | | | | | | | |
| Community Amenities | | | | | | | |
| | Waste Transfer Station | 3084 | 185,381 | 185,381 | 61,792 | 0 | 185,381 |
| | Little Well Project | 0071 | 45,309 | 45,309 | 15,101 | 0 | 45,309 |
| | Mingenew Hill Project | 0142 | 30,000 | 30,000 | 0 | 0 | 30,000 |
| | Community Amenities Total | | 260,690 | 260,690 | 76,893 | 0 | 260,690 |
| Recreation | | | | | | | |
| | Hockey Oval Lights | 0076 | 35,000 | 35,000 | 35,000 | 35,000 | 0 |
| | RV Friendly Site Development | 0077 | 0 | 0 | 0 | 170 | (170) |
| | Football Oval Lights | 0140 | 130,000 | 130,000 | 43,332 | 381 | 129,619 |
| | Water Tanks & Reticulation | 0167 | 20,000 | 20,000 | 0 | 0 | 20,000 |
| | Community Amenities Total | | 185,000 | 185,000 | 78,332 | 35,551 | 149,449 |
| | Infrastructure - Other Total | | 445,690 | 445,690 | 155,225 | 35,551 | 410,139 |
| Furniture & Office Equip. | | | | | | | |
| Governance | | | | | | | |
| | Electronic Whiteboard | 0014 | 3,500 | 3,500 | 0 | 0 | 3,500 |
| | Replacement Computers | 0574 | 8,000 | 8,000 | 1,333 | 0 | 8,000 |
| | Governance Total | | 11,500 | 11,500 | 1,333 | 0 | 11,500 |
| Recreation | | | | | | | |
| | Christmas Lights | 0065 | 3,000 | 3,000 | 3,000 | 0 | 3,000 |
| | Recreation Total | | 3,000 | 3,000 | 3,000 | 0 | 3,000 |
| Transport | | | | | | | |
| | Nil | | | | 0 | 0 | 0 |
| | Transport Total | | 0 | 0 | 0 | 0 | 0 |
| | Furniture & Office Equip. Total | | 14,500 | 14,500 | 4,333 | 0 | 14,500 |
| | Infrastructure - Aerodomes Total | | 0 | 0 | 0 | 0 | 0 |

SHIRE OF MINGENEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 January 2017

Note 13: CAPITAL ACQUISITIONS

| Level of Completion Indicator | Infrastructure Assets | Amended Annual Budget | Original Full Year Budget | YTD Budget | YTD Actual | Variance (Over)/Under | Comment |
|--|--|-----------------------|---------------------------|------------------|------------------|-----------------------|------------------|
| Plant , Equip. & Vehicles | | | | | | | |
| Governance | | | | | | | |
| | CEO Vehicle Replacement | 0554 | 90,000 | 90,000 | 43,000 | 42,989 | 47,011 |
| | DCEO Vehicle Replacement | 0554 | 180,000 | 180,000 | 84,000 | 126,422 | 53,578 |
| | 30 KVA Generator | 0554 | 15,000 | 15,000 | | | 15,000 |
| Governance Total | | | 285,000 | 285,000 | 127,000 | 169,411 | 115,589 |
| Transport | | | | | | | |
| | Works Manager Vehicle | 0170 | 135,000 | 135,000 | 82,800 | 82,615 | 52,385 |
| | Sundry Plant | 0171 | 10,000 | 10,000 | 0 | 0 | 10,000 |
| | Dual Cab Truck | 0173 | 100,000 | 100,000 | 100,000 | 0 | 100,000 |
| | Ride On Mower | 0176 | 30,000 | 30,000 | 30,000 | 0 | 30,000 |
| | Road Broom | 0177 | 20,000 | 20,000 | 20,000 | 0 | 20,000 |
| | Slasher | 0178 | 20,000 | 20,000 | 20,000 | 19,900 | 100 |
| Transport Total | | | 315,000 | 315,000 | 252,800 | 102,515 | 212,485 |
| Plant , Equip. & Vehicles Total | | | 600,000 | 600,000 | 379,800 | 271,925 | 328,075 |
| Roads & Bridges | | | | | | | |
| Transport | | | | | | | |
| | Yandanooka NE Intersection | BS05 | 60,000 | 60,000 | 0 | 0 | 60,000 |
| | Roadworks Construction - Own Resources | 0001 | 66,184 | 66,184 | 66,184 | 0 | 66,184 |
| | Depot Hill North Road (R2R) | 6066 | 168,319 | 168,319 | 168,314 | 154,149 | 14,170 |
| | Yandanooka Melara Rd (R2R) | 6067 | 138,347 | 138,347 | 138,345 | 158,716 | (20,369) |
| | Mooriary Road (R2R) | 6074 | 224,512 | 224,512 | 74,836 | 32,151 | 192,361 |
| | Depot Hill Road Reseal (RRG) | RR62 | 139,000 | 139,000 | 0 | 84,717 | 54,283 |
| | Mingenev Mullewa Road Reseal (RRG) | RR65 | 0 | 0 | 0 | 79,470 | (79,470) |
| | Mingenev Mullewa Road Reseal (RRG) | RR63 | 440,000 | 440,000 | 0 | 0 | 440,000 |
| Transport Total | | | 1,236,362 | 1,236,362 | 447,679 | 509,204 | 727,158 |
| Roads (Non Town) Total | | | 1,236,362 | 1,236,362 | 447,679 | 509,204 | 727,158 |
| Capital Expenditure Total | | | 3,219,552 | 3,219,552 | 1,038,034 | 829,415 | 2,193,155 |

9.2.3 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 DECEMBER 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 9 February 2017
Author: Julie Borrett, Senior Finance Officer
Senior Officer: Nita Jane, Deputy CEO

Summary

This report recommends that Council confirm the payment of creditors for the month of December 2016 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

Attachment

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

Background

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

Comment

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

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

Nil

Voting Requirements

Simple Majority

| |
|--|
| OFFICER RECOMMENDATION – ITEM 9.2.3 |
|--|

That Council confirm the accounts as presented for December 2016 from the Municipal Fund totalling \$339,999.06 represented by Electronic Funds Transfers of EFT 10453 to EFT10535, Direct Deduction DD7898.1, 2 and 3, DD7908.1, 2 and 3, DD7908.1, 2 and 3, Trust Cheque 492 and Cheque numbers 8110-8118.

Date: 17/01/2017
Time: 11:40:51AM

Shire of MINGENEW
List of Accounts for December 2016

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|-------------------|------------|------------------------------------|---------------------|--------------|---------------|----------|
| 492 | 12/12/2016 | MINGENEW SHIRE COUNCIL | BCITF RETURN | T | | 686.40 |
| 8110 | 05/12/2016 | MINGENEW SHIRE COUNCIL | Payroll deductions | M | | 195.00 |
| 8111 | 05/12/2016 | PALM ROADHOUSE | NEWSPAPERS | M | | 45.60 |
| 8112 | 12/12/2016 | PETTY CASH RECOUP | PETTY CASH | M | | 170.55 |
| 8113 | 12/12/2016 | WATER CORPORATION | WATER | M | | 6,367.70 |
| 8114 | 19/12/2016 | MINGENEW SHIRE COUNCIL | Payroll deductions | M | | 195.00 |
| 8115 | 19/12/2016 | PALM ROADHOUSE | CHARGES | M | | 618.75 |
| 8116 | 19/12/2016 | SYNERGY | POWER | M | | 1,821.45 |
| 8117 | 19/12/2016 | DEPARTMENT OF TRANSPORT | REGOS | M | | 7,567.20 |
| 8118 | 22/12/2016 | SYNERGY | POWER | M | | 7,765.75 |
| EFT10453 | 05/12/2016 | BUNNINGS BUILDING SUPPLIES PTY LTD | CHARGES | M | | 49.95 |
| EFT10454 | 05/12/2016 | Ella SUCKLING | REIMBURSEMENT | M | | 61.95 |
| EFT10455 | 05/12/2016 | DONGARA DRILLING & ELECTRICAL | CHARGES | M | | 2,055.81 |
| EFT10456 | 05/12/2016 | DISCUS | CHARGES | M | | 968.00 |
| EFT10457 | 05/12/2016 | Great Northern Rural Services | CHARGES | M | | 742.08 |
| EFT10458 | 05/12/2016 | JR & A HERSEY PTY LTD | UNIFORM | M | | 4,050.24 |
| EFT10459 | 05/12/2016 | HAINES SIGNS | CHARGES | M | | 132.00 |
| EFT10460 | 05/12/2016 | KELYN TRAINING SERVICES | CHARGES | M | | 2,373.50 |

Date: 17/01/2017
Time: 11:40:51AM

Shire of MINGENEW
List of Accounts for December 2016

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|-------------------|------------|--|---------------------|--------------|---------------|-----------|
| EFT10461 | 05/12/2016 | MINGENEW COMMUNITY RESOURCE CENTRE | CHARGES | M | | 461.00 |
| EFT10462 | 05/12/2016 | MINGENEW HISTORICAL SOCIETY | SALES | M | | 10.00 |
| EFT10463 | 05/12/2016 | MINGENEW IGA X-PRESS & LIQUOR | GROCERIES | M | | 965.08 |
| EFT10464 | 05/12/2016 | Signs Plus | CHARGES | M | | 18.50 |
| EFT10465 | 05/12/2016 | WESTRAC PTY LTD | CHARGES | M | | 5,241.59 |
| EFT10466 | 12/12/2016 | FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS | LEASE | M | | 421.30 |
| EFT10467 | 12/12/2016 | NAB BUSINESS VISA | CREDIT CARD | M | | 3,756.34 |
| EFT10468 | 12/12/2016 | FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS | CHARGES | M | | 841.98 |
| EFT10469 | 12/12/2016 | Australian Taxation Office | BAS | M | | 18,235.00 |
| EFT10470 | 12/12/2016 | AUSTRALIA POST | POSTAGE | M | | 170.63 |
| EFT10471 | 12/12/2016 | AVON WASTE | CHARGES | M | | 2,341.18 |
| EFT10472 | 12/12/2016 | Cr Michelle Bagley | FEES | M | | 3,325.00 |
| EFT10473 | 12/12/2016 | Courier Australia | FREIGHT | M | | 10.30 |
| EFT10474 | 12/12/2016 | CR GARY COSGROVE | FEES | M | | 895.00 |
| EFT10475 | 12/12/2016 | CR KARL CRIDDLE | FEES | M | | 895.00 |
| EFT10476 | 12/12/2016 | DONGARA BUILDING & TRADE SUPPLIES | GOODS | M | | 224.00 |
| EFT10477 | 12/12/2016 | CR LEAH EARDLEY | FEES | M | | 895.00 |
| EFT10478 | 12/12/2016 | FREDS MOWER REPAIRS | CHARGES | M | | 537.90 |

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Time: 11:40:51AM

Shire of MINGENEW
List of Accounts for December 2016

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|-------------------|------------|---|---------------------|--------------|---------------|-----------|
| EFT10479 | 12/12/2016 | GERALDTON TV & RADIO SERVICES | CHARGES | M | | 299.00 |
| EFT10480 | 12/12/2016 | Great Northern Rural Services | CHARGES | M | | 130.99 |
| EFT10481 | 12/12/2016 | GERALDTON LAUNDRY & DRY CLEANING SERVICE | CHARGES | M | | 42.30 |
| EFT10482 | 12/12/2016 | CANINE CONTROL | FEES | M | | 1,012.00 |
| EFT10483 | 12/12/2016 | SHIRE OF KULIN | DONATION | M | | 1,050.00 |
| EFT10484 | 12/12/2016 | Crispian Charles Reginald Lucken | FEES | M | | 895.00 |
| EFT10485 | 12/12/2016 | MINGENEW SPORTS CLUB INC | CHARGES | M | | 900.00 |
| EFT10486 | 12/12/2016 | MIDWEST AERO MEDICAL AIR AMBULANCE P/L | FEES | M | | 2,000.00 |
| EFT10487 | 12/12/2016 | MURDOCH UNIVERSITY | CHARGES | M | | 1,100.00 |
| EFT10488 | 12/12/2016 | MINGENEW BAKERY | CHARGES | M | | 135.40 |
| EFT10489 | 12/12/2016 | MINGENEW IGA X-PRESS & LIQUOR | CHARGES | M | | 500.00 |
| EFT10490 | 12/12/2016 | CR HELEN NEWTON | FEES | M | | 1,470.00 |
| EFT10491 | 12/12/2016 | CR MARGUERITE PEARCE | FEES | M | | 895.00 |
| EFT10492 | 12/12/2016 | Telstra Corporation | TELSTRA | M | | 2,238.32 |
| EFT10493 | 12/12/2016 | MINGENEW FABRICATORS | CHARGES | M | | 269.46 |
| EFT10494 | 14/12/2016 | Shire of Mingenew - Payroll | PAYROLL | M | | 32,605.67 |
| EFT10495 | 14/12/2016 | Australian Services Union | Payroll deductions | M | | 79.05 |
| EFT10496 | 14/12/2016 | CHILD SUPPORT AGENCY | Payroll deductions | M | | 263.48 |

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Time: 11:40:51AM

Shire of MINGENEW
List of Accounts for December 2016

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|-------------------|------------|---------------------------------------|---------------------|--------------|---------------|------------|
| EFT10497 | 14/12/2016 | LGRCEU | Payroll deductions | M | | 20.50 |
| EFT10498 | 19/12/2016 | ANDREWS & CO | CHARGES | M | | 2,750.00 |
| EFT10499 | 19/12/2016 | AVON WASTE | CHARGES | M | | 2,353.31 |
| EFT10500 | 19/12/2016 | BUNNINGS BUILDING SUPPLIES PTY LTD | CHARGES | M | | 1,060.99 |
| EFT10501 | 19/12/2016 | BITUTEK PTY LTD | CHARGES | M | | 135,473.60 |
| EFT10502 | 19/12/2016 | Courier Australia | FREIGHT | M | | 16.13 |
| EFT10503 | 19/12/2016 | STAPLES AUSTRALIA PTY LIMITED | STATIONERY | M | | 225.29 |
| EFT10504 | 19/12/2016 | COOK'S TOURS | CHARGES | M | | 880.00 |
| EFT10505 | 19/12/2016 | DONGARA DRILLING & ELECTRICAL | CHARGES | M | | 170.46 |
| EFT10506 | 19/12/2016 | EVENT NATION | CHARGES | M | | 170.00 |
| EFT10507 | 19/12/2016 | FAIRY DEB | CHARGES | M | | 220.00 |
| EFT10508 | 19/12/2016 | GREAT SOUTHERN FUEL SUPPLIES | FUEL | M | | 13,139.33 |
| EFT10509 | 19/12/2016 | JR & A HERSEY PTY LTD | CHARGES | M | | 212.30 |
| EFT10510 | 19/12/2016 | SHIRE OF IRWIN | CHARGES | M | | 489.50 |
| EFT10511 | 19/12/2016 | JUST POPPED AUSTRALIA PTY LTD | CHARGES | M | | 90.00 |
| EFT10512 | 19/12/2016 | LATERAL ASPECT | CHARGES | M | | 3,758.33 |
| EFT10513 | 19/12/2016 | L&S ELECTRICAL | CHARGES | M | | 295.68 |
| EFT10514 | 19/12/2016 | MINGENEW COMMUNITY RESOURCE CENTRE | CHARGES | M | | 121.68 |

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Time: 11:40:51AM

Shire of MINGENEW
List of Accounts for December 2016

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|-------------------|------------|---|---------------------|--------------|---------------|----------|
| EFT10515 | 19/12/2016 | STARICK TYRES | CHARGES | M | | 1,569.70 |
| EFT10516 | 19/12/2016 | MIDWEST AERO MEDICAL AIR AMBULANCE P/L | FEES | M | | 1,000.00 |
| EFT10517 | 19/12/2016 | MIDWEST GARAGE DOORS | CHARGES | M | | 3,666.30 |
| EFT10518 | 19/12/2016 | MINGENEW TENNIS CLUB INC | CHARGES | M | | 150.00 |
| EFT10519 | 19/12/2016 | MINGENEW SPRING CARAVAN PARK | CHARGES | M | | 1,712.00 |
| EFT10520 | 19/12/2016 | PEST A KILL WA | CHARGES | M | | 2,585.00 |
| EFT10521 | 19/12/2016 | POOL & SPA MART | CHARGES | M | | 145.00 |
| EFT10522 | 19/12/2016 | QUALITY PRESS | CHARGES | M | | 515.13 |
| EFT10523 | 19/12/2016 | LANDMARK | CHARGES | M | | 1,430.76 |
| EFT10524 | 19/12/2016 | Shire Of Three Springs | FEES | M | | 3,646.60 |
| EFT10525 | 19/12/2016 | WESTRAC PTY LTD | CHARGES | M | | 2,002.45 |
| EFT10526 | 19/12/2016 | WILDFLOWER COUNTRY INC. | CHARGES | M | | 295.00 |
| EFT10527 | 19/12/2016 | YOUNG MOTORS | CHARGES | M | | 2,083.05 |
| EFT10528 | 22/12/2016 | COMMERCIAL HOTEL | ACCOMMODATION | M | | 2,640.00 |
| EFT10529 | 22/12/2016 | Courier Australia | FREIGHT | M | | 67.61 |
| EFT10530 | 22/12/2016 | DONGARA DRILLING & ELECTRICAL | CHARGES | M | | 3,258.75 |
| EFT10531 | 22/12/2016 | FREDS MOWER REPAIRS | CHARGES | M | | 202.20 |
| EFT10532 | 22/12/2016 | CANINE CONTROL | FEES | M | | 1,012.00 |

Date: 17/01/2017
 Time: 11:40:51AM

Shire of MINGENEW
List of Accounts for December 2016

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|---------------------------|-------------|---|------------------------------|----------------------|-----------------------|---------------|
| EFT10533 | 22/12/2016 | MINGENEW NETBALL CLUB INC | KIDSPORT PAYMENT | M | | 250.00 |
| EFT10534 | 22/12/2016 | MGB DIESEL CONTRACTING PTY LTD | CHARGES | M | | 15,810.85 |
| EFT10535 | 22/12/2016 | MINGENEW FABRICATORS | CHARGES | M | | 48.13 |
| DD7898.1 | 14/12/2016 | WA SUPER | Payroll deductions | M | | 5,686.46 |
| DD7898.2 | 14/12/2016 | PERSONAL CHOICE PRIVATE FUND EWRAP SUPER | Superannuation contributions | M | | 1,082.73 |
| DD7898.3 | 14/12/2016 | PRIME SUPER | Superannuation contributions | M | | 209.87 |
| DD7908.1 | 28/12/2016 | WA SUPER | Payroll deductions | M | | 5,192.35 |
| DD7908.2 | 28/12/2016 | PERSONAL CHOICE PRIVATE FUND EWRAP SUPER | Superannuation contributions | M | | 1,082.75 |
| DD7908.3 | 28/12/2016 | PRIME SUPER | Superannuation contributions | M | | 209.87 |

REPORT TOTALS

| Bank Code | Bank Name | TOTAL |
|------------------|---------------------------|-------------------|
| M | MUNI - NATIONAL AUST BANK | 339,312.66 |
| T | TRUST- NATIONAL AUST BANK | 686.40 |
| TOTAL | | 339,999.06 |

9.2.4 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 JANUARY 2017

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 9 February 2017
Author: Julie Borrett, Senior Finance Officer
Senior Officer: Nita Jane, Deputy CEO

Summary

This report recommends that Council confirm the payment of creditors for the month of January 2017 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

Attachment

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

Background

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

Comment

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

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

Nil

Voting Requirements

Simple Majority

| |
|--|
| OFFICER RECOMMENDATION – ITEM 9.2.4 |
|--|

That Council confirm the accounts as presented for January 2017 from the Municipal Fund totalling \$215,977.48 represented by Electronic Funds Transfers of EFT10538 to EFT10589, Direct Deduction DD7915.1, 2 and 3, DD7936.1 2 and 3 and Cheque numbers 8119 to 8124.

Date: 07/02/2017
Time: 11:16:13AM

Shire of MINGENEW
List of Accounts for January 2017

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|-------------------|------------|--|---------------------|--------------|---------------|-----------|
| 493 | 16/01/2017 | MINGENEW SHIRE COUNCIL | MWIRSA REFUND CA81 | T | | 2,750.00 |
| 494 | 30/01/2017 | MINGENEW SHIRE COUNCIL | MWIRSA REFUND CA81 | T | | 1,650.00 |
| 8119 | 16/01/2017 | MINGENEW SHIRE COUNCIL | Payroll deductions | M | | 390.00 |
| 8121 | 16/01/2017 | SYNERGY | CHARGES | M | | 30.70 |
| 8122 | 30/01/2017 | MINGENEW SHIRE COUNCIL | Payroll deductions | M | | 195.00 |
| 8123 | 30/01/2017 | PALM ROADHOUSE | CHARGES | M | | 455.90 |
| 8124 | 30/01/2017 | SYNERGY | CHARGES | M | | 2,081.65 |
| EFT10538 | 09/01/2017 | Shire of Mingenew - Payroll | PAYROLL | M | | 28,799.42 |
| EFT10539 | 11/01/2017 | Shire of Mingenew - Payroll | PAYROLL | M | | 31,990.08 |
| EFT10540 | 11/01/2017 | Australian Services Union | Payroll deductions | M | | 158.10 |
| EFT10541 | 11/01/2017 | CHILD SUPPORT AGENCY | Payroll deductions | M | | 526.96 |
| EFT10542 | 11/01/2017 | LGRCEU | Payroll deductions | M | | 41.00 |
| EFT10543 | 16/01/2017 | FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS | CHARGES | M | | 673.83 |
| EFT10544 | 16/01/2017 | Australian Taxation Office | BAS | M | | 3,418.00 |
| EFT10545 | 16/01/2017 | AUSTRALIA POST | POSTAGE | M | | 211.84 |
| EFT10546 | 16/01/2017 | ANDREWS & CO | CHARGES | M | | 1,650.00 |
| EFT10547 | 16/01/2017 | AVON WASTE | CHARGES | M | | 4,719.15 |
| EFT10548 | 16/01/2017 | Butler Settineri | CHARGES | M | | 2,195.60 |

Date: 07/02/2017
Time: 11:16:13AM

Shire of MINGENEW
List of Accounts for January 2017

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|----------------|------------|---|---------------------|-----------|------------|-----------|
| EFT10549 | 16/01/2017 | BLUESTEEL ENTEPRISES PTY LTD | CHARGES | M | | 475.04 |
| EFT10550 | 16/01/2017 | Courier Australia | FREIGHT | M | | 73.48 |
| EFT10551 | 16/01/2017 | CALIBRE CONSULTING | CHARGES | M | | 1,320.00 |
| EFT10552 | 16/01/2017 | DONGARA GLASS AND GLAZING | CHARGES | M | | 42.90 |
| EFT10553 | 16/01/2017 | DONGARA DENISON SMASH REPAIRS | EXCESS | M | | 300.00 |
| EFT10554 | 16/01/2017 | Carine De San Miguel | VOUCHERS | M | | 100.00 |
| EFT10555 | 16/01/2017 | Great Northern Rural Services | CHARGES | M | | 6,914.10 |
| EFT10556 | 16/01/2017 | GREAT SOUTHERN FUEL SUPPLIES | FUEL | M | | 10,984.40 |
| EFT10557 | 16/01/2017 | CANINE CONTROL | FEES | M | | 1,012.00 |
| EFT10558 | 16/01/2017 | LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA | CHARGES | M | | 513.00 |
| EFT10559 | 16/01/2017 | Mingenew - Irwin Group | SPONSORSHIP | M | | 3,300.00 |
| EFT10560 | 16/01/2017 | MIDWEST AERO MEDICAL AIR AMBULANCE P/L | FEES | M | | 500.00 |
| EFT10561 | 16/01/2017 | MARKETFORCE | CHARGES | M | | 944.78 |
| EFT10562 | 16/01/2017 | MINGENEW IGA X-PRESS & LIQUOR | GROCERIES | M | | 1,593.27 |
| EFT10563 | 16/01/2017 | ROAD SIGNS AUSTRALIA | CHARGES | M | | 1,032.24 |
| EFT10564 | 16/01/2017 | SHIRE OF CHAPMAN VALLEY | FEES | M | | 726.00 |
| EFT10565 | 16/01/2017 | SHIRE OF COOROW | CHARGES | M | | 5,382.60 |
| EFT10566 | 16/01/2017 | Telstra Corporation | TELSTRA | M | | 1,872.21 |

Date: 07/02/2017
Time: 11:16:13AM

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List of Accounts for January 2017

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|-------------------|------------|--|---------------------|--------------|---------------|-----------|
| EFT10567 | 16/01/2017 | T- QUIP | CHARGES | M | | 21,890.00 |
| EFT10568 | 16/01/2017 | WESTERN AUSTRALIAN TREASURY CORPORATION | LOAN GUARANTEES | M | | 3,004.11 |
| EFT10569 | 16/01/2017 | WESTRAC PTY LTD | CHARGES | M | | 479.73 |
| EFT10570 | 16/01/2017 | YOUNG MOTORS | CHARGES | M | | 2,837.75 |
| EFT10571 | 25/01/2017 | Shire of Mingenew - Payroll | Payroll | M | | 41,044.86 |
| EFT10572 | 25/01/2017 | Australian Services Union | Payroll deductions | M | | 77.17 |
| EFT10573 | 25/01/2017 | CHILD SUPPORT AGENCY | Payroll deductions | M | | 263.48 |
| EFT10574 | 25/01/2017 | LGRCEU | Payroll deductions | M | | 20.50 |
| EFT10575 | 30/01/2017 | FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS | LEASE | M | | 421.30 |
| EFT10576 | 30/01/2017 | ASB MARKETING | CHARGES | M | | 168.25 |
| EFT10577 | 30/01/2017 | BRAMATT INSTALLATIONS WA | CHARGES | M | | 2,748.90 |
| EFT10578 | 30/01/2017 | DONGARA DRILLING & ELECTRICAL | CHARGES | M | | 332.75 |
| EFT10579 | 30/01/2017 | DONGARA BUILDING & TRADE SUPPLIES | CHARGES | M | | 114.45 |
| EFT10580 | 30/01/2017 | GLASS CO | CHARGES | M | | 268.96 |
| EFT10581 | 30/01/2017 | CANINE CONTROL | FEES | M | | 1,012.00 |
| EFT10582 | 30/01/2017 | LATERAL ASPECT | CHARGES | M | | 3,758.33 |
| EFT10583 | 30/01/2017 | MIDWEST AERO MEDICAL AIR AMBULANCE P/L | CHARGES | M | | 800.00 |
| EFT10584 | 30/01/2017 | PPCA | LICENCE | M | | 220.79 |

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|-----------------------|-------------|--|------------------------------|------------------|-------------------|---------------|
| EFT10585 | 30/01/2017 | Paul Armstrong | CHARGES | M | | 232.00 |
| EFT10586 | 30/01/2017 | PRIME MEDIA GROUP PTY | CHARGES | M | | 5,500.00 |
| EFT10587 | 30/01/2017 | LANDMARK | CHARGES | M | | 663.43 |
| EFT10588 | 30/01/2017 | SEEK LIMITED | CHARGES | M | | 434.50 |
| EFT10589 | 30/01/2017 | PIXIES SCREEN PRINTS | CHARGES | M | | 110.00 |
| DD7915.1 | 11/01/2017 | WA SUPER | Payroll deductions | M | | 5,334.11 |
| DD7915.2 | 11/01/2017 | PERSONAL CHOICE PRIVATE FUND EWRAP SUPER | Superannuation contributions | M | | 1,082.73 |
| DD7915.3 | 11/01/2017 | PRIME SUPER | Superannuation contributions | M | | 243.54 |
| DD7915.4 | 11/01/2017 | BEATTIE PETA SMSF PTY LTD | Superannuation contributions | M | | 150.01 |
| DD7936.1 | 25/01/2017 | WA SUPER | Payroll deductions | M | | 6,648.24 |
| DD7936.2 | 25/01/2017 | PERSONAL CHOICE PRIVATE FUND EWRAP SUPER | Superannuation contributions | M | | 1,082.73 |
| DD7936.3 | 25/01/2017 | PRIME SUPER | Superannuation contributions | M | | 219.09 |
| DD7936.4 | 25/01/2017 | BEATTIE PETA SMSF PTY LTD | Superannuation contributions | M | | 190.52 |

REPORT TOTALS

| Bank Code | Bank Name | TOTAL |
|------------------|---------------------------|-------------------|
| M | MUNI - NATIONAL AUST BANK | 215,977.48 |
| T | TRUST- NATIONAL AUST BANK | 4,400.00 |

Date: 07/02/2017
Time: 11:16:13AM

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|---------------------------|-------------|--------------|----------------------------|----------------------|-----------------------|---------------|
| | | | TOTAL | | | |
| | | TOTAL | 220,377.48 | | | |

NATIONAL BUSINESS MASTERCARD

01 January to 31 January

CEO - Martin Whitely

| | | |
|-------------------------|----|---------------|
| Fuel | \$ | 93.84 |
| Stationery | \$ | 142.87 |
| Meat for BBQ | \$ | 99.95 |
| Retic for CEO House | \$ | 149.69 |
| Refreshments at meeting | \$ | 35.95 |
| Refreshments at meeting | \$ | 24.00 |
| Fuel | \$ | 105.69 |
| Staff Amenities | \$ | 35.00 |
| Bank Fees | \$ | 9.00 |
| | \$ | 695.99 |

Work's Manager - Warren Borrett

| | | |
|-----------|----|---------------|
| Licence | \$ | 132.00 |
| Bank Fees | \$ | 9.00 |
| | \$ | 141.00 |

Manager of Admin and Finance - Nita Jane

| | | |
|-----------|----|---------------|
| Internet | \$ | 363.90 |
| Bank Fees | \$ | 9.00 |
| | \$ | 372.90 |

Total Direct Debit Payment made on 1st February 2017 \$ **1,209.89**

POLICE LICENSING

Direbt Debits from Muni Account

01 January to 31 January

| | | |
|----------------------------|----|-----------|
| Friday, 6 January 2017 | \$ | 1,832.95 |
| Monday, 9 January 2017 | \$ | 3,738.05 |
| Tuesday, 10 January 2017 | \$ | 132.00 |
| Thursday, 12 January 2017 | \$ | 1,663.70 |
| Friday, 13 January 2017 | \$ | 822.25 |
| Monday, 16 January 2017 | \$ | 1,192.70 |
| Tuesday, 17 January 2017 | \$ | 49.80 |
| Wednesday, 18 January 2017 | \$ | 13,287.35 |
| Thursday, 19 January 2017 | \$ | 14,598.00 |
| Friday, 20 January 2017 | \$ | 72.50 |

| | | |
|----------------------------|----|-----------|
| Monday, 23 January 2017 | \$ | 2,152.20 |
| Tuesday, 24 January 2017 | \$ | 153.10 |
| Wednesday, 25 January 2017 | \$ | 578.20 |
| Friday, 27 January 2017 | \$ | 18,778.15 |
| Monday, 30 January 2017 | \$ | 706.75 |
| Tuesday, 31 January 2017 | \$ | 187.00 |

\$ 59,944.70

BANK FEES

**Direct debits from Muni Account
01 January to 31 January**

Total direct debited from Municipal Account **\$ 105.05**

PAYROLL

**Direct Payments from Muni Account
01 January to 31 January**

Wednesday, 11th January 2017 **\$ 45,702.74**
 Wednesday, 25th January 2017 **\$ 59,274.53**

\$ 104,977.27

9.3 ADMINISTRATION

Nil

9.4 TOWN PLANNING

9.4.1 DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT MEMBER NOMINATIONS

| | |
|--------------------------------|---|
| Location/Address: | Shire of Mingenew |
| Name of Applicant: | State Department of Planning |
| Disclosure of Interest: | Nil |
| File Reference: | ADM0246 |
| Date: | 10 January 2017 |
| Author: | Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley |
| Senior Officer: | Martin Whitely, Chief Executive Officer |

Summary

The State Department of Planning have written to Local Governments seeking nominations for 2 Development Assessment Panel ('DAP') members and 2 alternate members. Council can re-nominate the same Councillors currently serving as DAP members or it may wish to forward new nominations.

Attachment

Nil

Background

On 24 March 2011 the *Planning and Development (Development Assessment Panels) Regulations 2011* ('the Regulations') commenced operation leading to the creation of 15 DAP's across the state.

The Mid West/Wheatbelt (Central) DAP consists of 5 members:

- Chairperson (a specialist member);
- 2 specialist members;
- 2 local government representatives from the relevant Local Government;
- 1 specialist member proxy*;
- 1 local government proxy from each local government*.

(* the proxies will only be used when there is failure to reach a quorum, this being the Presiding Member and any two members being in attendance irrespective of whether they are specialist members or Local Government members)

Council resolved at its 19 October 2016 Ordinary Meeting for the following Local Government nominations to serve upon a DAP:

Member - Councillor Michelle Bagley

Member - Councillor Gary Cosgrove

Alternate member/proxy 1 - vacant

Alternate member/proxy 2 - vacant

The State Department of Planning website currently shows Councillor Michelle Bagley and Councillor Gary Cosgrove as the Shire of Mingenew DAP Members.

Comment

On 4 January 2017 the Department of Planning advised that all current DAP member appointments will expire on 26 April 2017 and that current members whose term is expiring have until 28 February 2017 to re-nominate for their positions.

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 February 2017

Council's are requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on your respective DAP as required.

Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020.

All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

Only two of the current Councillors in Cr Bagley and Cr Cosgrove have undertaken the training as required.

When selecting nominees, the Council should consider that local government elections may result in a change to DAP membership if current councillors, who are DAP members, are not re-elected. If members are not re-elected, the local government will need to re-nominate for the Minister's consideration.

All DAP members, except those not entitled to receive sitting fees, will be paid sitting fees on a sessional basis. The presiding member will be paid \$500 per session, and all other members will be paid \$400 per session (and travel allowances). Schedule 2 of the Regulations outlines the Fees for DAP members, and a complete copy of the Regulations can be viewed on the Western Australian legislation database website or provided in hard copy to Councillors upon request.

The Regulations provide that travelling costs that DAP members incur when attending meetings are to be paid to all DAP members, including accommodation and airfares. These costs are to be paid as set out in the current Public Sector Commissioner's Circular on this matter (*2009/20 Reimbursement of Travel Expenses for Members of Government Boards and Committees*). For the avoidance of doubt, all DAP members, including those not entitled to be paid sitting fees, will be entitled for reimbursement for these out-of-pocket expenses.

The financial threshold for activating a mandatory DAP is when the estimated cost of development is \$10million or more (except for the City of Perth where it is \$20million). Applicants have the option of requesting that a DAP assess the application where the total development value is between \$2million and \$10million (between \$2million and \$20million in the City of Perth). Local Governments also have the option of resolving by absolute majority to delegate applications for developments of between \$2million and \$10million value to a DAP for determination if they so choose.

DAP meetings operate as follows:

- meetings will be conducted in a place open to the public;
- a person who has made a submission during the advertising period will be permitted to make a presentation to the DAP;
- in some circumstances, the public may be excluded from a meeting where the application contains commercial information of a confidential nature or information about the personal affairs of a person;
- Code of Conduct will be in place for DAP Members to adhere to;
- a record of meetings and voting outcomes by individual DAP members will be kept and made available to the public via websites;
- annual report will be required by the Department for Planning;
- planning staff from the relevant Local Government will prepare a report and recommendation on the development application for the DAP's consideration in making its determination;
- planning staff from the relevant Local Government will be required to attend the DAP to present the application and provide clarity on the assessment report;

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 February 2017

- secretariat support for the DAP will be provided by the relevant Local Governments on a six monthly rotational basis;
- these duties will include preparing agendas, advertising meetings, organising meetings, taking minutes, publicising meeting outcomes, and notifying applicants and respondents;
- the Chairperson's sessional sitting fee will be higher than the other members to reflect the responsibilities of this role; &
- meeting frequency is proposed to be determined by the individual DAP, meeting frequency will be based on the number of applications submitted for consideration.

Consultation

Martin Whitely, Chief Executive Officer

Statutory Environment

DAP members will be bound by similar requirements regarding their conduct as Local Government Councillors, for example:

- all DAP members will be required to declare any direct or indirect pecuniary interest in a matter, before the meeting on that application commences;
- DAP members will not be permitted to disclose or make improper use of information that they acquire during their time as a member;
- DAP members will be prevented from accepting "prohibited" gifts in all circumstances, and will be permitted to accept other types of gifts ("notifiable" gifts) as long as they notify the Department of Planning;
- Members will be required to comply with the DAP Code of Conduct developed by the Department of Planning; and
- No DAP member will be permitted to make a statement regarding the competence or honesty of a Local Government employee or public sector employee.

A complete copy of the Regulations can be viewed on the Western Australian legislation database website or provided in hard copy to Councillors upon request.

Policy Implications

Nil.

Financial Implications

Strategic Implications

It is alleged by the State Government that DAP's provide the following:

"Development assessment panels are a mix of independent experts and elected representatives, created to be the decision making body for development applications. These panels will have the power to determine applications for development approval, instead of the relevant decision making authority, for development of a certain class and value. The objectives of the proposed development assessment panel model are to:

- *streamline the determination process for particular types of development applications, by eliminating the requirement for dual approval under both the local and region schemes;*
- *involve independent technical experts in the determination process;*
- *encourage an appropriate balance between independent professional advice and local representation in decision-making for significant projects; and*
- *reduce the number of complex development applications being determined by local governments, to allow local governments to focus their resources on strategic planning."*

The Regulations were formulated with the assistance of a working group comprising representatives from WALGA, the Property Council and the Planning Institute of Western Australia. The introduction of

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 February 2017

DAP's was opposed by many Local Governments as it was considered that they could:

- slow the planning system in Western Australia;
- be less democratic than the current Local Government process;
- be more open to corruption than the current Local Government system;
- lead to expensive and unworkable outcomes;
- not lead to better informed decision making;
- add financial burden to Local Governments;
- lead to increased fees and charges for landowners and developers;
- make the response to appeal process unworkable;
- disadvantage the regions; and
- reduce local input and representation.

The existence/performance of DAP's was widely debated by many Local Governments at the 2016 WALGA Annual General Meeting.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.4.1

That Council submit to the Minister of Planning the following Local Government nominations to serve upon a Development Assessment Panel:

Councillor _____ (member); and
Councillor _____ (member).

Councillor _____ (alternate member/proxy); and
Councillor _____ (alternate member/proxy).

9.5 BUILDING

9.5.1 PUBLIC HEALTH ACT 2016

| | |
|--------------------------------|---|
| Location/Address: | Shire of Mingenew |
| Name of Applicant: | Shire of Mingenew |
| Disclosure of Interest: | Nil |
| File Reference: | ADM0131 |
| Date: | 12 January 2017 |
| Author: | Trevor Brandy, Building/EHO Officer |
| Senior Officer: | Martin Whitely, Chief Executive Officer |

Summary

This report recommends that Council review the delegations to the Chief Executive Officer under recent changes to Part 2 of the Public Health Act 2016.

Attachment

Nil

Background

The gazettal of the *Public Health Act 2016* represents a significant update and change to the implementation of environmental health legislation, replacing the *Health Act 1911*. As there is a significant amount of work required to transition to the new regulatory framework, the Department of Health (WA) has advised that implementation is to occur in a staged manner over the next 3 to 5 years.

The old *Health Act 1911* (which will be known as the *Health (Miscellaneous Provisions) Act 1911*), and all regulations made under the Health Act, will continue to be the main enforcement tool used by the Shire's Environmental Health Officers until the provisions of the new Act are proclaimed over the coming years.

There are five (5) stages of implementation, of which Stages 1 and 2 are already in effect and have no practical implications for local government. Stage 3 involves key elements of the administrative framework provided by Part 2 of the *Public Health Act 2016* coming into operation to replace the equivalent administrative framework provided by Part II of the *Health Act 1911*. This includes gazettal of Environmental Health Officers to enforce the provisions of the Act within their local government authority and annual reporting requirements. Stage 3 is expected to occur on 24th January 2017, with works needed to be undertaken to effect this transition within the Shire of Mingenew.

Stage 4 will adopt changes to the *Public Health Act 2016* relating to notifiable infectious diseases and related conditions, prescribed conditions of health, serious public health incident powers and public health emergencies. Date for commencement is yet to be determined. No action by local government is expected during this implementation stage.

Stage 5 will be the most significant stage of implementation for enforcement agencies as it represents the point at which they move from the framework provided by the *Health (Miscellaneous Provisions) Act 1911* to the *Public Health Act 2016*. The development of new regulations under the *Public Health Act 2016* relating to environmental health matters will commence, and feature provisions for:

- the built environment
- water
- body art and personal appearances
- pests and vectors.

Equivalent provisions in the *Health (Miscellaneous Provisions) Act 1911* and regulations and by-laws made under that Act will be repealed.

The following provisions will also commence with the enforcement provisions:

- Public Health Planning
- Public Health Assessments and
- Registration and licensing

Stage 5 will require substantial works by local government to implement this stage. The Department of Health has advised that it will be working closely with Local Government Authorities in the lead up to this stage, including consultation on the development of the required regulations.

All currently employed Environmental Health Officers will automatically be authorised officers and will continue to enforce both the new and the old public health legislation as the transition continues.

However, implementation of Stage 3 requires that they must be provided a certificate of authority, to be produced on request. The Shire's authorised delegate is required to sign the certificate.

Using section 21(1)(b)(i) Part 2 of the new Public Health Act 2016, Council may delegate the powers and duties conferred on it to the Chief Executive Officer or an authorised officer of the Local Government. At this time, the effect of the delegation being sought is minor (sign the certificate), however as further provisions are gazetted to expand the powers of the *Public Health Act 2016*, this delegation will provide for the smooth implementation of these provisions as they are implemented.

Precedent for this is already in place for the Health Act (Delegation 30) which enables the CEO to act on behalf of Council in respect to the Act and associated Regulations. This includes initiating legal action on behalf of the Shire for breaches of the *Health Act 1911*. The current delegation will need to remain in place during the transition to the new *Public Health Act 2016*.

Comment

The designation of authorised officers and the appointment of EHOs is now the responsibility of Local Government (enforcement agency). The Department of Health no longer has a role in the designation or appointment of EHOs/authorised officers.

Once Stage 3 comes into effect, all designations must be made under the Public Health Act 2016, and no longer under the Health Act 1911 (to be renamed the Health (Miscellaneous Provisions) Act 1911)

Section 17 of the new Public Health Act 2016, provides Council the ability to appoint Environmental Health Officers/Authorised Officers without the need to apply for approval from the Health Department of WA. As such Council will need to provide delegation to the CEO to carry out this new function.

Section 24 of the new Public Health Act 2016 provides Council the ability to designate a person or class of persons as Authorised Officers and to issue authority cards to those officers. This function was previously carried out by the Health Department of WA. Council will now need to provide delegation to the CEO to carry this new function.

Local Governments are required to keep a register of delegations and to review the delegations at least once every financial year, as per Local Government Act 1995 sections 5.18 and 5.46.

Consultation

Martin Whitely, Chief Executive Officer

Statutory Environment

Local Government Act 1995 – sections 5.18 and 5.46
Health Act 1911
Public Health Act 2016
Health (Miscellaneous Provisions) Act 1911

Policy Implications

Shire of Mingenew Delegations Register

Financial Implications

Nil

Strategic Implications

Community Strategic Plan
Outcome 4.5.1 – Ensure compliance with local, town planning, building and health and all other relevant legislation.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.5.1

That Council pursuant to Section 21(1)(b)(i) Part 2 of the Public Health Act 2016 resolves to delegate all the powers and duties conferred or imposed on the Shire of Mingenew by the Public Health Act 2016 to the Chief Executive Officer.

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

11.2 STAFF

12.0 CONFIDENTIAL ITEMS

12.1 CEO PERFORMANCE REVIEW

This matter will be dealt with as a confidential item in accordance with Section 5.23 of the Local Government Act as it contains information about a matter affecting an employee which relates to a matter to be discussed at the meeting.

13.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 15 March 2017 commencing at 4.30pm.

14.0 CLOSURE