



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

**Wednesday 21 June 2017**

**SHIRE OF MINGENEW**

# Shire of Mingenew

## Ordinary Council Meeting Notice Paper

21 June 2017

Madam President and Councillors,

An ordinary meeting of Council is called for Wednesday, 21 June 2017, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm.

**Martin Whitely**  
**Chief Executive Officer**

16 June 2017

**MINGENEW SHIRE COUNCIL**

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**CHIEF EXECUTIVE OFFICER**  
**16 JUNE 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

**21 June 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 19 APRIL 2017



**MINUTES FOR THE  
ORDINARY COUNCIL MEETING  
HELD ON**

**Wednesday 19 April 2017**

**SHIRE OF MINGENEW**

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## SHIRE OF MINGENEW

### MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON 19 April 2017 COMMENCING AT 4.30pm

#### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President, Cr Bagley, declared the meeting open at 4.30pm and welcomed all in attendance.

#### 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MA Bagley	President	Rural Ward
HM Newton	Councillor	Town Ward
GJ Cosgrove	Councillor	Rural Ward
MP Pearce	Councillor	Town Ward
KL Criddle	Councillor	Rural Ward
LM Eardley	Councillor	Town Ward
CR Lucken	Councillor	Town Ward

#### STAFF

MG Whitely	Chief Executive Officer
D Ojha	Finance Manager

#### APOLOGIES

Nil

#### 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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

There being no members of public the President proceeded with the meeting allowing a period of 15 minutes for questions from the public up until 4:46pm

#### 5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

#### 6.0 DECLARATIONS OF INTEREST

Nil

#### 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

##### 7.1.1 ORDINARY MEETING HELD 15 MARCH 2017

**COUNCIL DECISION – ITEM 7.1.1**

Moved Cr Eardley

Seconded Cr Criddle

That the minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 15 March 2017 be confirmed.

**CARRIED: 7/0**

**7.1.2 AUDIT COMMITTEE MEETING HELD 15 MARCH 2017**

**COUNCIL DECISION – ITEM 7.1.2**

**Moved Cr Newton**

**Seconded Cr Eardley**

**That the minutes of the Audit Committee of the Shire of Mingenew held in the Council Chambers on 15 March 2017 be confirmed.**

**CARRIED: 7/0**

**7.1.3 SPECIAL MEETING HELD 29 MARCH 2017**

**AMENDMENT**

**Moved Cr Newton**

**Seconded Cr Pearce**

**That the wording for the Council Decision to re-open the meeting to the public be amended from “Carried 6/0” to “Carried 7/0”**

**CARRIED 7/0**

**COUNCIL DECISION – ITEM 7.1.3**

**Moved Cr Newton**

**Seconded Cr Pearce**

**That the minutes of the Special Meeting of the Shire of Mingenew held in the Council Chambers on 29 March 2017 be confirmed.**

**CARRIED: 7/0**

**7.1.4 BUSH FIRE ADVISORY MEETING HELD 27 MARCH 2017**

**COUNCIL DECISION – ITEM 7.1.4**

**Moved Cr Pearce**

**Seconded Cr Criddle**

**That the minutes of the Bush Fire Advisory Meeting held in the Council Chambers on 27 March 2017 be received.**

**CARRIED: 7/0**

## 8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

## 9.0 OFFICERS REPORTS

### 9.1 CHIEF EXECUTIVE OFFICER

#### 9.1.1 DONGARA HEALTH CARE DEVELOPMENT

**Location/Address:** Shire of Irwin  
**Name of Applicant:** WA Country Health Services  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0131  
**Date:** 11 April 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends the appointment of 2 delegates to the Dongara Health Care Redevelopment Project User Group.

#### **Attachment**

Dongara Health Care Redevelopment Project User Group Terms of Reference

#### **Background**

A letter has been received by WA Country Health inviting the Shires of Irwin and Mingenew to have a representative on the Dongara Health Care Redevelopment Project User Group. The Group will consist of 8 members being;

- 2 members from the Midwest WA Country Health Services
- 2 members from the District Health Advisory Committee
- 2 members from local government being 1 from the Shire of Irwin and 1 from the Shire of Mingenew
- 2 members from the community being 1 from Irwin and 1 from Mingenew

#### **Comment**

The invitation to have 2 representatives on the Project User Group is a good opportunity for the Mingenew community to have some input into the Dongara Health Care Redevelopment. The Shire representatives can be either an elected member or officer and there are no restrictions on the community representative although it would make sense that the community representative be someone that already has an involvement with health services within Mingenew.

#### **Consultation**

If Council chose not to elect or approach a community representative to be part of the User Group then the invitations could be extended to the public.

#### **Statutory Environment**

Nil

**Policy Implications**

**Policy No. 1003**

**ELECTION TO COMMITTEES**

Nomination of Councillor/s to Positions in Council/Committees - Prior to any nomination being made the person being nominated be advised of the proposal, and appointment to the position will be subject to the approval of the nominee.

**Financial Implications**

Nil

**Strategic Implications**

Community Strategic Plan

Outcome 4.2.2 – To be strong advocates representing the Shire's interests

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.1**

That Council nominate 2 delegates for the Dongara Health Care Redevelopment Project User Group

**COUNCIL DECISION – ITEM 9.1.1**

Moved Cr Pearce

Seconded Cr Cosgrove

That Council nominate call for expressions of interest for a community representative for the Dongara Health Care Redevelopment Project User Group and present the item back to Council when the expressions of interest have closed.

The Presiding Person advised the meeting that the reason for the change would need to be recorded in the minutes.

Moved Cr Pearce

Seconded Cr Cosgrove

That the reason the officer recommendation was changed was because Council thought it was appropriate for invitations to be extended to the public for the community representative.

**CARRIED 7/0**



### 9.1.2 2017/18 INSURANCE RENEWAL DECLARATION

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0372  
**Date:** 13 April 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends the endorsement of adjustments to property valuations proposed within the 2017/18 Property Schedule as part of the insurance renewal declaration.

#### Attachment

2017/18 Property Schedule

#### Background

Council have discussed on different occasions the amount of insurance premiums paid on a yearly basis. For the commencement of the 2015/16 financial year the decision was made to increase the insurance excess for the Shire's property schedule from \$1,000 to \$5,000. This decision resulted in savings of approximately \$20,000 a year with the savings being transferred into an Insurance Reserve. The Shire will have a \$40,000 balance in the Insurance Reserve at the end of the 2016/17 financial year.

Council discussions also revolved around looking at some of the property valuations contained within the property schedule to see if any of these valuations could be reduced to meet the needs of Council and to effectively lower the amount of the insurance premiums. Each year an insurance review is carried out with Local Government Insurance Services ("LGIS") and as part of the standard review an extensive review of the property schedule was carried out and the proposed amendments from this review are tabled for Council discussion.

#### Comment

As part of the Fair Value accounting requirements valuations for all buildings and property were completed by Craig Butler from NS Advisory. Craig Butler carried out the previous assessment in 2014 when the firm was called Integral Project Creation Pty Ltd. The valuations completed include "Fair Value" and "Insurance" valuations. The Fair Value valuations are used for accounting purposes and determine the written down value of the asset and the depreciation calculations while the Insurance valuations provide an indicative value for the replacement of the asset in the event that they are destroyed by a fire or similar event.

The methodology for the extensive insurance review that I have carried out is as follows. Firstly, the insurance valuations provided were used as a starting point for the valuations to be used in the property schedules. This meant that all valuations were adjusted to reflect the valuations provided for the replacement of the assets contained in the property schedule. Some of the current values were increased while others were reduced. In summary, as a result of the valuations provided it meant that Council did not insure any assets for a value greater than their assessed value.

Secondly, the review identified that some assets from the insurance valuations had excluded from the schedule and needed to be included. Most notably were the two Karara houses which are leased by the Shire. Although the Shire does not own the assets the lease agreement does state that the Shire is responsible for the building insurance costs, as such these properties were added to the scheduled. These items are displayed in the table below.

**Items not included under Insurance Values Included on Register**

Description	Location	Value
Depot No. 2 Shelter / Shed	Mingenew Mullewa Rd	\$30,000
Dwelling	109 Victoria Street, Mingenev (Karara House)	\$400,000
Dwelling	114 Shenton Street, Mingenev (Karara House)	\$400,000

Following discussions with Andrew Greig at LGIS it was suggested that a number of smaller assets currently insured did not require to be insured on an individual basis and could be included under a blanket cover. These assets were removed and are shown separately in the schedule under Miscellaneous Plant.

**Items Covered Under Miscellaneous Plant (Not Insured Separately)**

Description	Location	Value
Men's Shed Ablution Block	Donald Street, Mingenev	\$24,000
Bowling Club Shed	Bride Street	\$90,000
Plant Nursery, Depot 1	Linthorne St.	\$7,400
Cemetery - Limestone Entry Statement	Cemetery, Midlands Road	\$25,000
Cemetery - Fencing (Ringlock)	Cemetery, Midlands Road	\$5,500
Cemetery - Fencing (Pine log post and rail)	Cemetery, Midlands Road	\$4,100
Cemetery - Fencing (Metal Mesh)	Cemetery, Midlands Road	\$5,500
Cemetery - Information Board	Cemetery, Midlands Road	\$6,900
Cemetery - Shelter	Cemetery, Midlands Road	\$12,000
Cemetery - Niche Wall	Cemetery, Midlands Road	\$8,300
Cemetery - Poly Water Tank on metal stand	Cemetery, Midlands Road	\$2,800
Depot Hill - Information Board	Depot Hill Road	\$6,900
Depot Hill - Pine Log Fencing	Depot Hill Road	\$5,500
Depot Hill - Metal Entry Statement	Depot Hill Road	\$2,500
Depot Hill - Metal Picnic Setting	Depot Hill Road	\$2,300
Depot Hill - Entry Statement for walk	Depot Hill Road	\$4,100
Depot Hill - Information Board	Depot Hill Road	\$6,200
Drovers Rest - Shelter	Mingenew Mullewa Road	\$8,000
Standpipe - Linthorne Street	Linthorne St.	\$3,300
Samuel Pole Phillips Park - Banner Poles	Linthorne St.	\$2,800
Depot - Metal Mesh perimeter fencing	Linthorne St.	\$26,000
Tennis/Bowling Playground - Limestone edging	Bride Street	\$8,300
Cecil Newton Park - Picnic Settings (3)	Shenton Street	\$10,000
Cecil Newton Park - Shade Sail	Shenton Street	\$6,900
Cecil Newton Park - Limestone edging around gardens	Shenton Street	\$8,700
Cecil Newton Park - Colourbond fencing	Shenton Street	\$12,000
Cecil Newton Park - BBQ	Shenton Street	\$11,000
Cecil Newton Park - Wheat Stalks	Midlands Road, Mingenev	\$21,000

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Information Bay	Midlands Road, Mingenew	\$8,300
Sportsground Road - Flag Poles (4)	Sportsground Road (Memorial)	\$17,000
Entry Statement - Midlands Road	Midlands Road, Mingenew	\$8,300
Entry Statement - Mingenew Mullewa Road	Mingenew Mullewa Road	\$8,300
Entry Statement - Midlands Road	Midlands Road, Mingenew	\$9,000
Bowling Green - Timber park seats (6)	Bride Street	\$10,000
Bowling Green - Metal bowling shelter	Bride Street	\$10,000
Bowling Green - Metal shelter (2)	Bride Street	\$2,800
Bowling Green - Metal park seat (3)	Bride Street	\$6,700
Standpipe - Victoria Street	Victoria Street	\$2,800
Caravan Dump Point (Dump Ezy)	Midlands Road, Mingenew	\$12,000
Railway Reserve - Truck Ballast & town map	Midlands Road, Mingenew	\$4,100
Railway Reserve - Tourist Street Signs	Midlands Road, Mingenew	\$17,000
Railway Reserve - Timber Bench Seats	Midlands Road, Mingenew	\$9,100
Railway Reserve - Flagpole	Midlands Road, Mingenew	\$1,100
Polocrosse Grounds - Poly water tank	Ernest St	\$6,200
Polocrosse Grounds - Poly water tank on metal stand	Ernest St	\$9,700
Skatepark - Hardstand	Shenton Street	\$69,000
Skatepark - Basketball backboard	Shenton Street	\$2,800
Skatepark - Shade Sail post	Shenton Street	\$3,300
Integrated Play Equipment - Samuel Pole Phillips Park	Linthorne St.	\$28,000
Triple Swing Set - Samuel Pole Phillips Park	Linthorne St.	\$3,400
Pendulum Swing - Samuel Pole Phillips Park	Linthorne St.	\$6,900
Integrated Play Equipment - Tennis Club	Bride Street	\$39,000
Spring Rocker - Tennis Club	Bride Street	\$1,900

It is important to note that these assets tabled above are still insured up to a total value of \$374,754 as per the figure included at line 206 of the Property Schedule.

Next, I made the assumption that since we have an excess of \$5,000 that it was not necessary to insure all assets included within the schedule. The rationale used was that any asset under the value of \$7,500 would not be insured and if necessary the replacement of these assets, if required, would be deducted from the insurance reserve. It was noted that a number of assets previously insured were under \$5,000 which would not be claimed in any event since the premium would be greater than the replacement value. As an example, if there was an asset in the schedule worth \$7,000 that needed to be replaced the Shire would only receive \$2,000 after the premiums were deducted so it would be best to self-insure these items. Items under \$7,500 that have been included from the schedule are tabled below.

**Items Under \$7,500 Not Insured**

<b>Description</b>	<b>Location</b>	<b>Value</b>
Ticket Box	Recreation Ground	\$4,500
Switchboard Room-Sportsground incl. contents	Mingenew	\$4,300
Depot Hill - Information Board	Depot Hill Road	\$6,200
Tennis Courts - Poly Water Tank	Bride Street	\$6,200
Bowling Club - Fencing	Bride Street	\$6,700
Hockey Nets	Sportsground Road	\$3,400
Hockey Field - Metal Spectators Benching	Sportsground Road	\$6,700
Hockey Field - Poly water tank	Sportsground Road	\$5,500
Recreation Centre - Main Oval - Lighting (7 x 8m)	Sportsground Road	\$6,900
Recreation Centre - Colourbond fencing	Sportsground Road	\$4,100
Recreation Centre - Pump Shed	Sportsground Road	\$4,900
Depot 2 - Poly water tank	Mingenew Mullewa Road	\$6,300
Spring Rocker - Recreation Centre	Sportsground Road	\$4,800
Twin Swing Set - Recreation Centre	Sportsground Road	\$3,400

Finally and probably most importantly, the valuations of specific buildings and infrastructure were assessed on an individual basis to see if the value currently insured was actually required by Council. This process involved the assumption that in the event of some buildings or assets being destroyed that they would either (1) not be replaced or (2) be replaced but not to the same extent that the replacement cost of the asset was valued. As an example, The Shire Office, Chambers and old Lesser Hall kitchen are valued at \$3,620,000 in the property schedule, however I have made the assumption that if the Shire Office, Chambers and old Lesser Hall kitchen were to be burnt down then Council would not replace the building back to its original condition and that an amount of \$1,000,000 would be sufficient to build a fit for purpose Shire Administration building.

For some other assets the assumption was made that if that building was destroyed that it would not be replaced. An example being the Yandanooka Hall which is currently insured for \$793,000. I have made the assumption that if the Yandanooka Hall was to be burnt down that the Shire would not replace the building back to its original condition, therefore there is no point insuring the building for the full value. However, by applying \$100,000 cover for the Yandanooka Hall then this would probably be adequate to cover any incidental damage that may be sustained.

This methodology was applied to other similar assets and in some cases the assumption was made that if an asset was destroyed that it would not be replaced at all, therefore it would not be insured. In some instances the valuations were reduced to reflect what I felt was a more realistic cost to replace with a like for like asset and in other cases the assets had been duplicated so they were removed.

These items are tabled below and it is important that Council are comfortable with the methodology used as the insurance coverage will be limited the revised insurance valuations. As a comparison, the insurance premium for the property insurance for 2016/17 was \$77,935 and based on the insurance premiums being the same as 2016/17 the premium for the 2017/18 financial year would be \$40,052.

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It is also prudent to mention that in addition to the insurance premiums charged, LGIS also provide the Shire with a number of other free and/or subsidised services such as counselling, risk management and health and well-being.

**Insurance Valuations adjusted as per Council Resolution**

<b>Description</b>	<b>Location</b>	<b>Assessed Value</b>	<b>Insured Value</b>
Yandanooka Hall & Ablutions	Yandanooka	\$793,000	\$100,000
Mingenew Town Hall	Victoria Street	\$1,520,000	\$500,000
Shire Office, Chambers & Kitchen	Victoria Street	\$3,620,000	\$1,000,000
Workshop & Store	Linthorne Street	\$310,000	\$0
Workshop Plant Shed	Linthorne Street	\$380,000	\$150,000
Silver Chain Ambulance Shelter	Phillip Street	\$91,000	\$0
Netball Shed	Mingenew Sportsground	\$140,000	\$50,000
Oil Recycling Shed	Mingenew Mullewa Road	\$15,000	\$0
Recycling Shed	Mingenew Mullewa Road	\$66,000	\$0
Turf Club Shed	Mingenew Sportsground	\$170,000	\$0
Depot No. 2 Store Shed	Mingenew Mullewa Road	\$66,000	\$30,000
Depot Workshop	Linthorne Street	\$380,000	\$200,000
Dwelling	Lot 89 Victoria Street (Noel)	\$270,000	\$150,000
Dwelling	Lot 66 Shenton Street (CEO)	\$530,000	\$400,000
Dwelling	5 Field Street (Works)	\$450,000	\$400,000
Dwelling	Lot 90 William Street (Durga)	\$380,000	\$300,000
Dwelling	13 Moore Street (Paulette)	\$370,000	\$300,000
Turf Club Bar	Mingenew Sportsground	\$660,000	\$300,000
Old Post Office (MIG Office)	Midlands Road	\$960,000	\$500,000
Tennis Pavilion	Bride Street	\$260,000	\$100,000
Rural Transaction Centre (CRC, Post Office, NAB)	Midlands Road	\$1,590,000	\$1,000,000
Senior Citizen Building	Phillip Street	\$670,000	\$300,000
Men's Shed	Donald Street	\$140,000	\$70,000
Basketball/Netball Court Lights	Mingenew Sportsground	\$93,000	\$40,000
Refuse Site / Transfer Station	Mingenew South Road	\$74,000	\$0
Disused Tennis Courts	Bride Street	\$100,000	\$0
Multi-purpose Court Lighting	Mingenew Sports Ground	\$140,000	\$40,000
Multi-purpose Court Lighting	Mingenew Sports Ground	\$47,000	\$20,000
Recreation Centre Water Tanks (2)	Mingenew Sports Ground	\$96,000	\$40,000
Shire Carport	Victoria Street	\$55,000	\$25,000
Refuse Site / Rifle Club Shed	Mingenew South Road	\$67,000	\$0

I will be recommending that Council endorse the proposed changes tabled above and that the savings resulting from the proposed changes be transferred into the Shire's Insurance Reserve.

**Consultation**

Craig Butler, NS Advisory

Andrew Greig, LGIS

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

The proposed amendments will result in savings of approximately \$35-40k per annum for Council. It is proposed that these savings be transferred into the Shire's Insurance Reserve.

**Strategic Implications**

Community Strategic Plan

Outcome 4.2.3 – Provide long term strategic leadership

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.2**

**That Council**

1. Endorse the proposed changes to the insurance valuations as per the attached 2017/18 Property Schedule, and
2. That any savings resulting from the reduction in property insurance premiums be transferred into the Insurance Reserve.

**MOTION**

Moved Cr Cosgrove

Seconded Cr Pearce

**That Council**

1. Endorse the proposed changes to the insurance valuations as per the attached 2017/18 Property Schedule, and
2. That any savings resulting from the reduction in property insurance premiums be transferred into the Insurance Reserve.

**CARRIED 7/0**

**AMENDMENT**

Moved Cr Newton

Seconded Cr Pearce

That the 2017/18 Property Schedule be amended so that the Expo Shed and Turf Club Shed are both insured to the value of \$75,000 instead of the tabled insured values of \$150,000 for the Expo Shed and \$0 for the Turf Club Shed.

CARRIED 7/0

**AMENDMENT**

**Moved Cr Pearce**

**Seconded Cr Newton**

**That the items listed under Plant less than \$7,500 not insured be reinstated to the 2017/18 Property Schedule and insured for the values listed under the Building (Insurance Limit of Liability) column.**

CARRIED 7/0

**The Presiding Person put the amended motion;**

**That Council**

- 1. Endorse the proposed changes to the insurance valuations as per the attached 2017/18 Property Schedule, and**
- 2. That the 2017/18 Property Schedule be amended so that the Expo Shed and Turf Club Shed are both insured to the value of \$75,000 instead of the tabled insured values of \$150,000 for the Expo Shed and \$0 for the Turf Club Shed**
- 3. That the items listed under Plant less than \$7,500 not insured be reinstated to the 2017/18 Property Schedule and insured for the values listed under the Building (Insurance Limit of Liability) column, and**
- 4. That any savings resulting from the reduction in property insurance premiums be transferred into the Insurance Reserve.**

CARRIED 7/0

### 9.1.3 NATIVE SEED COLLECTION

**Location/Address:** Pilbara Street, Jane Brook, Perth  
**Name of Applicant:** Ms Jeanette Taylor  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0013  
**Date:** 14 April 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that Council consider an application for the collection of salt bush seeds and quandong fruit with the Shire of Mingenew.

#### Attachment

Letter from Jeanette Taylor

#### Background

A letter has been received from a Jeanette Taylor seeking permission to collect native salt bushes and quandong fruit within the Shire of Mingenew. A copy of the letter is attached.

#### Comment

It is not unusual for applicants to write to Shire's requesting to collect native seeds within reserve land occupied by the Shire. I do have some concerns that the applicant is seeking to remove whole salt bush plants, as such I think it needs to be stipulated that only salt bush seeds may be removed. There is also a requirement that the applicant obtain a license under the Wildlife Conservation Act 1950 which will form part of the condition in approving the request.

#### Consultation

Nil

#### Statutory Environment

Wildlife Conservation Act 1950

#### Policy Implications

### 6001 PICKING WILDFLOWERS

Collection of flora (including fire wood) from land under control of Council (i.e. road reserves, vested reserves, freehold etc) is prohibited unless.

- Approval granted subject to applicant obtaining approval from the Department of Environment and CALM
- Collection of flora must be undertaken in accordance with the Environmental Protection Act and Regulations Information on legislative requirements can be obtained from Department of Environment.

#### Financial Implications

Nil

#### Strategic Implications

Community Strategic Plan

Outcome 2.1.1 – Support and promote environmental management practises.

#### Voting Requirements

Simple Majority



**OFFICER RECOMMENDATION – ITEM 9.1.3**

That Council approve the request from Jeanette Taylor to collect salt bush seeds and quandong fruit from reserves vested in the Shire of Mingenew under the following terms and conditions;

1. All person collecting seeds and fruit are to be licensed according to the Wildlife Conservation Act 1950 and will abide by the conditions of the license, and
2. Permission is for the period of the date of approval to 30 June 2018, and
3. Collection is only to be undertaken by Jeanette Taylor, or persons directly employed by her that have obtained a license under the Wildlife Conservation Act 1950
4. Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds, and
5. All care will be taken not to avoid the disturbance of fauna habitat, and
6. All care will be taken to avoid any disturbance that may lead to soil degradation
7. A fee of \$110 will apply for each financial year that the request is approved

**COUNCIL DECISION – ITEM 9.1.3**

Moved Cr Cosgrove

Seconded Cr Criddle

That Council approve the request from Jeanette Taylor to collect salt bush seeds and quandong fruit from reserves vested in the Shire of Mingenew under the following terms and conditions;

1. All person collecting seeds and fruit are to be licensed according to the Wildlife Conservation Act 1950 and will abide by the conditions of the license, and
2. Permission is for the period of the date of approval to 30 June 2018, and
3. Collection is only to be undertaken by Jeanette Taylor, or persons directly employed by her that have obtained a license under the Wildlife Conservation Act 1950
4. Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds, and
5. All care will be taken not to avoid the disturbance of fauna habitat, and
6. All care will be taken to avoid any disturbance that may lead to soil degradation
7. A fee of \$110 will apply for each financial year that the request is approved

**CARRIED 7/0**

#### 9.1.4 FEES & CHARGES - NATIVE SEED COLLECTION

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0100  
**Date:** 14 April 2017  
**Author:** Martin Whitely, Chief Executive Officer

##### Summary

This report recommends that Council introduce a fee for the collection of native seeds and other associated plant requests within the Shire of Mingenew.

##### Attachment

Nil

##### Background

Council do not have any provision within the current Schedule of Fees & Charges to charge a fee for the collection of native seeds. The introduction of a new fee requires an Absolute Majority of Council and the new fee will also need to be advertised to the public.

##### Comment

The introduction of a fee for the collection of native seeds within the Shire will ensure that people making requests are genuine in their request to Council's and intend to comply with the conditions imposed with the permits granted.

##### Consultation

Nil

##### Statutory Environment

Local Government Act 1995 states

#### 6.16. Imposition of fees and charges

- (1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

*\* Absolute majority required.*

- (2) A fee or charge may be imposed for the following —
  - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
  - (b) supplying a service or carrying out work at the request of a person;
  - (c) subject to section 5.94, providing information from local government records;
  - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
  - (e) supplying goods;
  - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
  - (a) imposed\* during a financial year; and

- (b) amended\* from time to time during a financial year.

\* *Absolute majority required.*

#### **6.17. Setting level of fees and charges**

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
  - (a) the cost to the local government of providing the service or goods; and
  - (b) the importance of the service or goods to the community; and
  - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
  - (a) under section 5.96; or
  - (b) under section 6.16(2)(d); or
  - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
  - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
  - (b) limit the amount of a fee or charge in prescribed circumstances.

#### **6.18. Effect of other written laws**

- (1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —
  - (a) determine an amount that is inconsistent with the amount determined under the other written law; or
  - (b) charge a fee or charge in addition to the amount determined by or under the other written law.
- (2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

#### **6.19. Local government to give notice of fees and charges**

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

#### **Policy Implications**

Nil

#### **Financial Implications**

The imposition of a collection fee will have a minimal impact on the Shire's Fees & Charges.

#### **Strategic Implications**

Community Strategic Plan

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

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION – ITEM 9.1.4**

**That Council;**

- 1. Introduce a fee for the collection of native seeds and/or plant fruit, and**
- 2. The fee charged will be \$110 per annum, and**
- 3. Gives local public notice of the proposed introduction of a fee for the collection of native seeds under s6.19 of the Local Government Act 1995**

**COUNCIL DECISION – ITEM 9.1.4**

**Moved Cr Cosgrove**

**Seconded Cr Pearce**

**That Council;**

- 1. Introduce a fee for the collection of native seeds and/or plant fruit, and**
- 2. The fee charged will be \$110 per annum, and**
- 3. Gives local public notice of the proposed introduction of a fee for the collection of native seeds under s6.19 of the Local Government Act 1995**

**CARRIED 7/0**

### 9.1.5 RESTRICTED BURNING

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Bush Fire Advisory Committee  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0147  
**Date:** 14 April 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that Council consider a motion from the Bush Fire Advisory Meeting held on 27 March 2017 relating to the current ban on burning in the Shire on Sunday's.

#### Attachment

Nil

#### Background

At the Ordinary Council Meeting held on 21 April 2010 Council moved a motion to make Sunday a burning free day throughout the entirety of the year. The motion moved was as such;

**100414**                    **MOVED:**        Cr PJ Gledhill  
                                 **SECONDED:** Cr MP Pearce

**That Council declares that the Shire of Mingenew will have Sunday's as a burn free day all year round.**

**CARRIED**  
**Voting 7/0**

#### Comment

The Chief Executive Officer raised at the Concept Forum in November 2016 that it had been brought to his attention that the current fire notices distributed did not make mention of the no burning on Sunday motion previously endorsed by Council. As discussed at the November 2016 Council Forum the matter was raised at the next Bush Fire Advisory held on 27 March 2017 where the following motion was passed;

**Moved Justin Bagley                    Seconded Ben Cobley**

**That burning on Sunday is allowed once the fire season had been declared open.**

**CARRIED**

#### Consultation

Mingenew Bush Fire Advisory Committee

#### Statutory Environment

Nil

#### Policy Implications

Nil

**Financial Implications**

Nil

**Strategic Implications**

Community Strategic Plan

Outcome 4.2.2 – To be strong advocated representing the Shire's interests

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.5**

**That Council**

1. Support the motion moved by the Bush Fire Advisory Committee to allow burning on Sundays during the opening burning season, and
2. That the decision to allow burning on Sundays during the open season comes into effect as of the date of the Council Resolution

**COUNCIL DECISION – ITEM 9.1.5**

Moved Cr Cosgrove

Seconded Cr Eardley

**That Council**

1. Support the motion moved by the Bush Fire Advisory Committee to allow burning on Sundays during the opening burning season, and
2. That the decision to allow burning on Sundays during the open season comes into effect as of the date of the Council Resolution

CARRIED 6/1

### 9.1.6 MURCHISON REGIONAL ABORIGINAL CORPORATION

**Location/Address:** 25 Crawford Street, Geraldton  
**Name of Applicant:** Murchison Aboriginal Regional Corporation  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0034  
**Date:** 14 April 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council consider a request from the Murchison Regional Aboriginal Corporation for a rates exemption.

#### **Attachment**

Murchison Regional Aboriginal Corporation Submission

#### **Background**

A request has been received from the Murchison Regional Aboriginal Corporation ("MRAC") seeking an exemption for property owned by MRAC and leased to a third party on the basis that the property does not constitute rateable land since it is used exclusively for charitable purposes.

#### **Comment**

Section 6.26(2) of the Local Government Act 1995 stipulates land that is considered as not rateable MRAC argue that land within the Shire of Mingenew is exempt under Section 6.26(2)(g) since the land is used exclusively for charitable purposes.

The definition of a charitable purpose is generally required to fall under one of the following areas;

- The relief of poverty, age and impotence
- The advancement of education
- The advancement of religion, and
- Other purposes beneficial to the community

A person may make an objection under Section 6.76(1)(a)(ii) of the Local Government Act 1995 on the basis that the land or part of the land is not rateable land.

Section 6.76(2)(a) clearly identifies that an objection is to be made to the local government in writing within 42 days of service of a rates notice under Section 6.41 of the Local Government Act 1995.

Section 6.76(4) of the Local Government Act 1995 allows the local government to extend the time for making the objection for such period as it thinks fit.

As the objection is dated 28 February 2017 and was received by the Shire of Mingenew on 2 March 2017, this clearly falls outside of the 42 day period as specified under Section 6.76 of the Local Government Act 1995. There is no requirement for Council to consider objections outside of this period under Section 6.76 of the Local Government Act 1995.

The applicant has the right under Section 6.78 of the Local Government Act 1995 to apply to the State Administrative Tribunal for a review of the decision of the local government to refuse to extend the time for making an objection against the rate record.

MRAC own two properties in the Shire of Mingenew, a house located at 14 Field Street and vacant land located at 2 View Street. An exemption is only sought for the property at 14 Field Street which is currently tenanted to Ms Imelda Jones. Shire rates levied on this property in 2016/17 were \$1,448.52.

### Consultation

Nil

### Statutory Environment

#### Local Government Act 1995

#### 6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.
- (2) The following land is not rateable land —
  - (a) land which is the property of the Crown and —
    - (i) is being used or held for a public purpose; or
    - (ii) is unoccupied, except —
      - (I) where any person is, under paragraph (e) of the definition of **owner** in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the *Mining Act 1978* in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or
      - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of **owner** in section 1.4 occupies or makes use of the land;
  - and
  - (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and
  - (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
  - (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and
  - (e) land used exclusively by a religious body as a school for the religious instruction of children; and
  - (f) land used exclusively as a non-government school within the meaning of the *School Education Act 1999*; and
  - (g) land used exclusively for charitable purposes; and
  - (h) land vested in trustees for agricultural or horticultural show purposes; and
  - (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the *Financial Management Act 2006*) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and



- (j) land which is exempt from rates under any other written law; and
  - (k) land which is declared by the Minister to be exempt from rates.
- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
- (4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the *Gazette*.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

*[Section 6.26 amended by No. 36 of 1999 s. 247; No. 77 of 2006 Sch. 1 cl. 102; No. 24 of 2009 s. 506 (correction to reprint in Gazette 7 Sep 2012 p. 4329).]*

#### **6.76. Grounds of objection**

- (1) A person may, in accordance with this section, object to the rate record of a local government on the ground —
- (a) that there is an error in the rate record —
    - (i) with respect to the identity of the owner or occupier of any land; or
    - (ii) on the basis that the land or part of the land is not rateable land;
  - or
  - (b) if the local government imposes a differential general rate, that the characteristics of the land recorded in the rate record as the basis for imposing that rate should be deleted and other characteristics substituted.
- (2) An objection under subsection (1) is to —
- (a) be made to the local government in writing within 42 days of the service of a rate notice under section 6.41; and
  - (b) identify the relevant land; and
  - (c) set out fully and in detail the grounds of objection.
- (3) An objection under subsection (1) may be made by the person named in the rate record as the owner of land or by the agent or attorney of that person.
- (4) The local government may, on application by a person proposing to make an objection, extend the time for making the objection for such period as it thinks fit.
- (5) The local government is to promptly consider any objection and may either disallow it or allow it, wholly or in part.
- (6) After making a decision on the objection the local government is to promptly serve upon the person by whom the objection was made written notice of its decision on the objection and a statement of its reason for that decision.

**6.78. Review of decision to refuse to extend time for objection**

A person who is dissatisfied with a decision of the local government to refuse to extend the time for making an objection against the rate record may apply to the State Administrative Tribunal for a review of the decision.

*[Section 6.78 amended by No. 55 of 2004 s. 695.]*

**Policy Implications**

Nil

**Financial Implications**

If Council agree to the rates exemption an amount of \$1,448.52 in rates will be refunded.

**Strategic Implications**

Community Strategic Plan

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

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.6**

That Council do not accept the notice of objection from the Murchison Aboriginal Regional Corporation for rateable properties within the Shire of Mingenew for the 2016/17 financial year as the notice of objection falls outside of the prescribed timeframe in accordance with Section 6.76 (2)(a) of the Local Government Act 1995.

**MOTION**

Moved Cr Cosgrove

Seconded Cr Pearce

That Council do not accept the notice of objection from the Murchison Aboriginal Regional Corporation for rateable properties within the Shire of Mingenew for the 2016/17 financial year as the notice of objection falls outside of the prescribed timeframe in accordance with Section 6.76 (2)(a) of the Local Government Act 1995.

**CARRIED 7/0**

**AMENDMENT**

Moved Cr Pearce

Seconded Cr Eardley

That a second part be added to the recommendation “That a request be made to the Northern Country Zone to consider obtaining a legal opinion on exempt land under Section 6.26(2)(g) used exclusively for charitable purposes on behalf of all Shires within the zone and that the Northern Country Zone seek WALGA to pursue the matter on behalf of all local governments.”

**COUNCIL DECISION – ITEM 9.1.6**

The Presiding Person put the amended motion;

That Council;

1. Do not accept the notice of objection from the Murchison Aboriginal Regional Corporation for rateable properties within the Shire of Mingenew for the 2016/17 financial year as the notice of objection falls outside of the prescribed timeframe in accordance with Section 6.76 (2)(a) of the Local Government Act 1995.
2. That a request be made to the Northern Country Zone to consider obtaining a legal opinion on exempt land under Section 6.26(2)(g) used exclusively for charitable purposes on behalf of all Shires within the zone and that the Northern Country Zone seek WALGA to pursue the matter on behalf of all local governments.

CARRIED 7/0

The Presiding Person advised the meeting that the reason for the change would need to be recorded in the minutes.

Moved Cr Pearce

Seconded Cr Eardley

That the reason the officer recommendation was changed was to raise, as a matter of importance, with the Northern Country Zone the long term repercussions of the financial impact that could result from organisations registering as charitable organisations to obtain rates exemptions under the Local Government Act 1995.

CARRIED 7/0

## 9.2 FINANCE

### 9.1.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 MARCH 2017

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0304  
**Date:** 13 April 2017  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### Summary

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

#### Attachment

Finance Report for period ending 31 March 2017

#### Background

The Monthly Financial Report to 31 March 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

<b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>	
Municipal Account	\$1,645,832
Business Cash Maximiser (Municipal Funds)	0
Trust Account	\$116,236
Reserve Maximiser Account	\$330,920

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 April 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 March 2017:

	<b>Current</b>	<b>30+ Days</b>	<b>60+ Days</b>	<b>90+ Days</b>	<b>TOTAL</b>
Amount	64,510	1,723	40	351	66,624

Rates Outstanding at 31 March 2017 were:

	<b>Current</b>	<b>Arrears</b>	<b>TOTAL</b>
Rates	171,335	24,175	195,510
Rubbish	5,222	1,351	6,573
ESL	1,781	349	2,130
Payment Plan Fees	160	0	160
<b>TOTAL</b>	<b>178,798</b>	<b>25,875</b>	<b>204,373</b>

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2016/17 financial year.

**Consultation**

Martin Whitely, Chief Executive 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 —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (b) budget estimates to the end of the month to which the statement relates; and
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) 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 —

- (a) 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
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
  - (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 March 2017 be received.**

**COUNCIL DECISION – ITEM 9.2.1**

**Moved Cr Newton**

**Seconded Cr Eardley**

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

**CARRIED 7/0**

### 9.1.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 MARCH 2017

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Disclosure of Interest:** Nil  
**Date:** 13 April 2017  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council confirm the payment of creditors for the month of March 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**

Martin Whitely, Chief Executive Officer

#### **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 9.2.2**

That Council confirm the accounts as presented for March 2017 from the Municipal & Trust Fund totalling \$282,632.36 represented by Electronic Funds Transfers of EFT 10644 to EFT10732, Direct Deduction DD7993.1, 2,3 and 4 DD8011.1, 2,3,4&5, Trust Cheque 501,502 & 503, Trust EFT 10719 Municipal Cheque numbers 8131-8136.

**COUNCIL DECISION – ITEM 9.2.2**

Moved Cr Newton

Seconded Cr Lucken

That Council confirm the accounts as presented for March 2017 from the Municipal & Trust Fund totalling \$282,632.36 represented by Electronic Funds Transfers of EFT 10644 to EFT10732, Direct Deduction DD7993.1, 2,3 and 4 DD8011.1, 2,3,4&5, Trust Cheque 501,502 & 503, Trust EFT 10719 Municipal Cheque numbers 8131-8136.

CARRIED 7/0



**9.3 ADMINISTRATION**

Nil

**9.4 TOWN PLANNING**

Nil

**9.5 BUILDING**

Nil

**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 RANGER & EMERGENCY SERVICES OFFICER**

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 and/or a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**COUNCIL DECISION – MEETING CLOSED TO PUBLIC**

Moved Cr Pearce

Seconded Cr Eardley

That the meeting be closed to members of the public in accordance with section 5.23 of the Local Government as it contains information about a matter affecting an employee and/or a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

CARRIED 7/0

The meeting was closed to the public at 5:00pm.

**COUNCIL DECISION – MEETING REOPENED TO PUBLIC**

Moved Cr Eardley

Seconded Cr Cosgrove

That the meeting be reopened to members of the public.

CARRIED 7/0

The meeting was re-opened to the public at 5:09pm.

**COUNCIL DECISION – ITEM 12.1**

Moved Cr Cosgrove

Seconded Cr Eardley

That Council;

1. Gives notice to Canine Control that the Shire will not be extending the current contract beyond 30 June 2017, and
2. Advises DFES, Shire of Three Springs, Shire of Morawa and the Shire of Perenjori that the Shire of Mingenew will not be renewing the Memorandum of Understanding for the provision of a shared Community Emergency Services Manager and that 3 months' notice is given as per Clause 17 of the Memorandum of Understanding, and
3. Authorises the Chief Executive Officer to write to the Shire of Carnamah and Three Springs informing these local governments that Council are committed to the shared services arrangement of a Ranger & Emergency Services Officer on the basis that the Shire of Mingenew would be allocated up to 20% of the resources available to a maximum of \$25,000 per annum

CARRIED 5/2

Full details of Item 12.1 Ranger & Emergency Services Officer are held in the Shire of Administration office in a "Confidential Items" file.

**13.0 TIME AND DATE OF NEXT MEETING**

Next Ordinary Council Meeting to be held on Wednesday 17 May 2017 commencing at 4.30pm.

**14.0 CLOSURE**

The Presiding Person closed the meeting at 5:10pm.

DRAFT



**MINUTES FOR THE  
ORDINARY COUNCIL MEETING  
HELD ON**

**Wednesday 17 May 2017**

**SHIRE OF MINGENEW**

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## SHIRE OF MINGENEW

### AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 17 May 2017 COMMENCING AT 4.30pm

#### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President, Cr Bagley, declared the meeting open at 4.30pm and welcomed all in attendance.

#### 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MA Bagley	President	Rural Ward
HM Newton	Councillor	Town Ward
GJ Cosgrove	Councillor	Rural Ward
MP Pearce	Councillor	Town Ward
KL Criddle	Councillor	Rural Ward
LM Eardley	Councillor	Town Ward
CR Lucken	Councillor	Town Ward

##### STAFF

MG Whitely	Chief Executive Officer
D Ojha	Finance Manager

##### APOLOGIES

Nil

#### 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

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

4.31pm – The Presiding Person opened public question time and explained that a minimum time of 15 minutes was allowed from the public.

4.32pm – Mr Peter Smith of Canine Control entered the meeting

Mr Peter Smith addressed Council on his achievements as the ranger at the Shire of Mingenew over a period of 11 years. Mr Smith voiced his disappointment that his contract had not been renewed by Council however thanked council and the community for their support during his tenure.

The President thanked Mr Peter Smith for his service to Mingenew over the last 11 years.

4.47pm – Mr Peter Smith left the meeting

**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 19 APRIL 2017

**8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**9.0 OFFICERS REPORTS**

DRAFT

## 9.1 CHIEF EXECUTIVE OFFICER

### 9.1.1 DONGARA HEALTH CARE DEVELOPMENT

**Location/Address:** Shire of Irwin  
**Name of Applicant:** WA Country Health Services  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0131  
**Date:** 9 May 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends the appointment of 2 delegates to the Dongara Health Care Redevelopment Project User Group.

#### Attachment

Nil

#### Background

In late March 2017 the Shire received a letter from WA Country Health inviting the Shires of Irwin and Mingenew to have a representative on the Dongara Health Care Redevelopment Project User Group ("User Group"). The User Group will consist of 8 members being;

- 2 members from the Midwest WA Country Health Services
- 2 members from the District Health Advisory Committee
- 2 members from local government being 1 from the Shire of Irwin and 1 from the Shire of Mingenew
- 2 members from the community being 1 from Irwin and 1 from Mingenew

The matter was discussed at the April 2017 Ordinary Meeting where Council resolved to call for expressions of interest for a community representative for the Dongara Health Care Redevelopment Project User Group and present the item back to Council when the expressions of interest have closed.

#### Comment

Expressions of interest for the community representative was displayed on the Shire's public notice board on 21 April 2017 and advertised in the Mingenew Matters the following week. Expressions of Interest closed on 8 May 2017 and no submissions were received.

I attended the Dongara Health Care Redevelopment Project User Group on Tuesday 9 May 2017 and there were 6 people at the meeting, with only the one representative from Irwin and Mingenew. From the meeting on Tuesday the impression I was given is that the focus of the group will be to (1) look at the logistics of the layout of the existing Dongara Health Centre and (2) oversee the tender process and project management.

Given that the User Group consists of staff from the Dongara Health Centre my thoughts are that these people are best placed to provide input into the design of the building from an operation point of view. I do see some value in the Shire of Mingenew being involved in this process and more so with the tender process and project management as we will be able to provide some valuable input in these areas. I don't necessarily see that not having a community representative as part of the User Group will disadvantage Mingenew in any way, however I am in no way opposed to a community representative being involved. Given that no expressions of interest were received for the community representative position my thoughts are that the Chief Executive Officer attend the meetings and if any of the Councillors are interested in attending the User Group then they be nominated for the community representative position.



**Consultation**

Community consultation for the community representative was carried out.

**Statutory Environment**

Nil

**Policy Implications**

**Policy No. 1003**

**ELECTION TO COMMITTEES**

Nomination of Councillor/s to Positions in Council/Committees - Prior to any nomination being made the person being nominated be advised of the proposal, and appointment to the position will be subject to the approval of the nominee.

**Financial Implications**

Nil

**Strategic Implications**

Community Strategic Plan

Outcome 4.2.2 – To be strong advocates representing the Shire's interests

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.1**

**That Council nominate 2 delegates for the Dongara Health Care Redevelopment Project User Group**

**COUNCIL DECISION – ITEM 9.1.1**

**Moved Cr Eardley**

**Seconded Cr Newton**

**That Council nominate the Chief Executive Officer as the Delegate and President Bagley as the proxy for the Dongara Health Care Redevelopment Project User Group.**

**CARRIED 7/0**

### 9.1.2 REVIEW OF DELEGATIONS REGISTER

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0342  
**Date:** 2 May 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends the review and adoption of the Delegations Register.

#### Attachment

Register of Delegations

#### 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 February 2017.

#### Comment

The recommended changes to the Register of Delegations have been highlighted in yellow. A summary of the proposed changes are shown below;

- All references to Works Manager changed to Works Supervisor
- All references to Finance Officer deleted
- All reference to Customer Service Officer deleted
- All dates changed to reflect the date of review and to show when each delegation has been amended
- Delegation No. 2 – Reduced purchase order authorisation for Level 2 from \$60,000 to \$10,000
- Delegation No.2 – Addition of Governance Officer as a Level 2 person
- Delegation No. 7 – Addition of Council Policy 5007 – Reimbursement of Utility Charges as resolved at the August 2016 Ordinary Council Meeting
- Delegation No. 27 – Addition of Council Policy 7007 as resolved at the February 2017 Ordinary Council Meeting
- Delegation No. 39 – Reference to Public Health Act 1911 changed to Public Health Act 2016 as resolved at the February 2017 Ordinary Council Meeting
- Delegation No. 40 – Reference to Public Health Act 1911 changed to Public Health Act 2016 as resolved at the February 2017 Ordinary Council Meeting

#### 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**

Shire of Mingenew Register of Delegations and all policy associated with this document.

**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 9.1.2**

That Council;

1. Review and Adopt the amended Delegations Register as presented, and
2. 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

**COUNCIL DECISION – ITEM 9.1.2**

Moved Cr Lucken

Seconded Cr Cosgrove

That Council;

1. Review and Adopt the amended Delegations Register as presented, and
2. 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

**CARRIED 7/0**

### 9.1.3 REVIEW OF PURCHASING POLICY

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0133  
**Date:** 8 May 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends proposed changes to the Shire's Purchasing Policy.

#### **Attachment**

Draft Purchasing Policy - with proposed changes highlighted in yellow.

#### **Background**

The Shire's Purchasing Policy was last reviewed and amended at the December 2015 Ordinary Council Meeting after the State Government passed legislation to increase the tender threshold from \$100,000 to \$150,000 and legislative amendments dealing with the tendering process for good and services within Local Government were made to the Local Government (Functions & General) Regulations 1996.

#### **Comment**

A review of the current Purchasing Policy was completed in May 2017 and attached for Council consideration are the changes which are highlighted in yellow.

The review recommends changes to part 4.3 of the Purchasing Policy which deals with purchasing thresholds and the changes are summarised as follows;

- First threshold criteria reduced from \$9,999 to \$4,999
- Expenditure under \$5,000 does not require official quotations however must follow a series of value for money principles
- Third criteria reduced from \$49,999 to \$39,999
- Three Quotations are now required for amounts greater than \$40,000
- Reference to the amended thresholds changed within the document

The only other amendment is at the bottom page 6 under "Public Tender" information where the wording has been simplified to read "Tenders are to be opened in accordance with Regulation 16 of the Local Government (Functions & General) Regulations 1996."

The proposed changes will result in less administration burdens for staff purchasing items of a lower value and place greater emphasis on the need to obtain additional quotations when purchasing items of a greater value.

#### **Consultation**

Nil

#### **Statutory Environment**

Local Government Act 1995  
Local Government (Functions & General) Regulations  
State Records Act 2000 (WA)

**Policy Implications**

Shire's Purchasing Policy

**Financial Implications**

Reducing the threshold not to obtain quotations under \$5,000 will result in less administration burdens on staff and result in greater operating efficiencies.

**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 9.1.3**

That Council review and adopt the Purchasing Policy as presented.

**COUNCIL DECISION – ITEM 9.1.3**

Moved Cr Cosgrove

Seconded Cr Lucken

That Council review and adopt the Purchasing Policy as presented.

CARRIED 7/0

#### 9.1.4 MINGENEW IRWIN GROUP TIDY TOWNS NOMINATION

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Mingenew Irwin Group  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0204  
**Date:** 10 May 2017  
**Author:** Martin Whitely, Chief Executive Officer

##### **Summary**

This report recommends that Council endorse a request from the Mingenew Irwin Group to make a submission for the Tidy Towns Sustainable Community Awards 2017.

##### **Attachment**

Draft Application Form

##### **Background**

The Shire has received a request from the Mingenew Irwin Group ("MIG") to submit an application for the Tidy Towns Sustainable Community Awards 2017. The application will be for the garden project that MIG completed outside of the MIG Bankwest Centre and applications close 1 June 2017.

##### **Comment**

Initially I had some concerns when I was informed that MIG was looking to make a submission to be included in the Tidy Towns 2017 as I felt this should be a decision of Council, however in looking at the request from MIG the application they are proposing to submit falls into one of the Tidy Towns categories, being the Sustainable Community Awards rather than the overall banner of Tidy Towns.

MIG have commenced the application, which is attached and would like Council endorsement before proceeding with making a formal application. I have no objections with MIG making a submission for their garden project under the Tidy Towns Sustainable Community Awards 2017.

##### **Consultation**

Ella Budrikis, Community Development Officer

##### **Statutory Environment**

Nil

##### **Policy Implications**

Nil

##### **Financial Implications**

Nil

##### **Strategic Implications**

Community Strategic Plan

Outcome 2.1.1 – Support and promote environmental management practises

##### **Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.4</b>
--

**That Council endorse the request from the Mingenew Irwin Group to make a submission for the Tidy Towns Sustainable Community Awards 2017**

**COUNCIL DECISION – ITEM 9.1.4**

**Moved Cr Pearce**

**Seconded Cr Lucken**

**That Council endorse the request from the Mingenew Irwin Group to make a submission for the Tidy Towns Sustainable Community Awards 2017**

**CARRIED 7/0**

**DRAFT**

### 9.1.5 LOCAL GOVERNMENT LEGISLATIVE BURDENS

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0147  
**Date:** 8 May 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that Council consider a motion be put forward to the Northern Country Zone of the Western Australian Local Government Association (WALGA) to address the issue of legislative and compliance burdens placed on Western Australian local government authorities.

#### Attachment

List of Legislative Burden Issues

#### Background

At the Western Australian Local Government (WALGA) Northern Country Zone (“NCZ”) meeting held on 20 February 2017 concern was expressed on the continual legislative burdens being placed on local government authorities. The burden was seen as being a combination of the plethora of additional legislative impost being introduced, the existing superfluous legislation already in place and the interpretation of the legislation by the executive arm of government on how the requirements of the Act and Regulations should be implemented.

As a result of the discussion at the NCZ meeting the CEOs were requested to develop a list of legislative burdens to be presented back to the Zone for consideration on further action.

The CEOs (and other Senior Staff) met on 9 March 2017 to compile a list of agreed legislative burden issues. Garry Keeffe, CEO Shire of Northampton has taken the lead on the issue and has compiled the CEO’s consensus list, which is provided in the **Attachment** for Council information and determination. Not all the items presented to the CEOs meeting were retained, however the majority of items presented were included on the consensus list.

The Shire of Chapman Valley presented their case at the NCZ Meeting on Monday 24 April 2017 and support has been requested from all other local governments within the zone.

#### Comment

The CEOs felt that the best approach to take in regards to the legislative burden issues (bearing in mind we are only dealing with the *Local Government Act and Regulations* at this time) was to recommend the NCZ take these concerns to each individual WALGA Zone in the first instance to:

- Seek any additional items they consider being a burden to be added to the list; and to approach the WALGA State Council from the bottom up, rather than going directly from the NCZ to WALGA and having WALGA take control of the item, making it a top-down approach.
- Co-opt the services of someone with local government experience undertake an analysis of what the legislation says and what the Department of Local Government is interpreting how the legislation should be implemented.

There is a fear amongst some CEOs that the issue may be glossed over at a WALGA State Council level unless there is not pre-determined support from the Zones in the first instance, hence the strategy to work this through the Zones in the first instance before going to the WALGA State Council.



There is also concern amongst the CEOs over the way the Department of Local Government & Communities (DLGC) interpret the Local Government Act and Regulations. Such interpretations invariably surface as DLGC Guidelines or Best Practice Procedures, which are passed down the local government authorities to implement. A classic example of this is the recent DLGC Guidelines on how to review the Integrated Planning and Reporting documents currently in place across the industry which places a significant burden on already stretched resources in our Shires.

### **Consultation**

As previously mentioned, the NCZ has briefly discussed the issue, requesting the NCZ CEOs work on a list a strategy to promote the mater of legislative burdens.

The NCZ CEOs and other Senior Staff have discussed their concerns and developed the list legislative burdens associated with the Local Government Act & Regulations only (at this stage).

The intention is for all NCZ member local government authorities to discuss the matter and bring their positions to the next NCZ meeting for consideration.

### **Statutory Environment**

*Local Government Act, 1995 & associated Regulations.*

There appears to be an appetite from the recently elected Labour State Government to undertake a review of the *Local Government Act, 1995 & Associated Regulations*. However; the informal feedback coming from the DLGC is any such review should be minimalistic. The DLGC suggested approach to a review is not supported by a majority of NCZ CEOs with our feeling being a wholesale review needs to be undertaken to address the legislative burdens already in place under the legislation.

### **Policy Implications**

No existing Policies/Procedures effected.

### **Financial Implications**

The financial Implications associated with superfluous overburdening legislation has not been formally measured or analysed. However; in a presentation given in the early 2000's by Shane Silcox, CEO City of Melville, indicated the costs of legislative compliance in local government is approximately \$12m per annum. Below is an extract from the Shane's presentation:

*"In Western Australia the growth in legislation from the 1960s as documented in the Business Regulation Action Plan by the Business Council of Australia has been some 185% to a staggering 20,000 pages of primary legislation in 2000. That is from approximately 7,000 pages of primary legislation in 1960's, 11,000 pages in 1970's, 14,000 pages in the 1980's, 18,000 pages in the 1990's and 20,000 pages in the 2000's.*

*Unfortunately, many regulations conceived to fix one problem often lead to unintended consequences, sometimes requiring more legislation...and the cycle goes on!*

*And the cost of this exponential growth, or exuberance, is estimated at 8% of GDP. In fact the cost of regulation for small and medium-sized Australian businesses in 1998, suggests the OECD, is estimated at more than \$17 billion. Additionally, the Federal government alone spent some \$4.5 billion on the administrative costs of Commonwealth regulatory bodies.*

*Studies in the USA have identified that the cost of compliance is about 1.5% of revenues...in Western Australia the combined Local Government revenues is some \$829m hence the cost of compliance in this state alone is over \$12m.*

*Overall it is unfortunate that compliance has dominated debate since the 1990's with our society becoming more litigious in the process. Australian taxpayers, consumers and ratepayers ultimately pay the price of this exuberance both from a compliance and risk management perspective."*

It would fair to state the issue has worsened significantly since the early 2000's and I am sure the legislation cost across the local government sector would closer to \$20m per annum. However, as you would imagine, ascertaining the actual costs burden would be a major exercise and one I am sure this Shire alone (or even the NCZ member LGAs) could not afford to the time or resources to undertake.

### **Long Term Financial Plan (LTFP):**

The Shire's LTFP must take into account the operational costs of the organisation, which then must take into account the costs to ensure compliance with legislative requirements and the implementation of legislation as it is being determined by the DLGC (i.e. *Best Practice*).

I am sure that anyone that has been involved in the industry for an extended period of time can state, without fear, the administrative burdens placed on the organisations has been significant over this period of time. These administrative burdens are invariably directly associated with the legislative (and DLGC interpretation) burdens place on local governments during this period. It would also be fair to state the Financial Assistance Grants which are designed to funds made available to local government to provide services to constituents, has not kept pace with the legislative imposition place on local government.

### **Strategic Implications**

Community Strategic Plan

Outcome 4.2.2 – To be strong advocated representing the Shire's interests

Outcome 4.5.1 – ensure compliance with local, town planning, building and health and all other legislation.

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

### **Voting Requirements**

Simple Majority

## **OFFICER RECOMMENDATION – ITEM 9.1.5**

**Council advises the Northern Country Zone of the Western Australian Local Government Association (WALGA) the following in regards to the issue of legislative and compliance burdens placed on Western Australian local government authorities:**

- 1. It supports the list of legislative issue, which need to be reviewed as presented by the NCZ Chief Executive Officers and Senior Staff;**
- 2. Recommends the Northern Country Zone local government authorities co-opt the service of an appropriately qualified and experienced individual or organisation to analyse the legislative requirements of the Local Government Act and associated Regulations in comparison to the interpretation of this legislation by the executive arm of State Government;**
- 3. Recommends the Northern Country Zone approach all WALGA Zones seeking any additional items to be added to (or expanded upon) the current list of legislative issue, which need to be reviewed as presented by the Northern Country Zone Chief Executive Officers and Senior Staff;**
- 4. Recommend an approach not be made to the WALGA State Council on this matter until feedback has been obtained from all WALGA Zones to ensure this matter is presented to the State Council with prior Zone support and/or input.**

**COUNCIL DECISION – ITEM 9.1.5**

**Moved Cr Cosgrove**

**Seconded Cr Eardley**

**Council advises the Northern Country Zone of the Western Australian Local Government Association (WALGA) the following in regards to the issue of legislative and compliance burdens placed on Western Australian local government authorities:**

- 1. It supports the list of legislative issue, which need to be reviewed as presented by the NCZ Chief Executive Officers and Senior Staff;**
- 2. Recommends the Northern Country Zone local government authorities co-opt the service of an appropriately qualified and experienced individual or organisation to analyse the legislative requirements of the Local Government Act and associated Regulations in comparison to the interpretation of this legislation by the executive arm of State Government;**
- 3. Recommends the Northern Country Zone approach all WALGA Zones seeking any additional items to be added to (or expanded upon) the current list of legislative issue, which need to be reviewed as presented by the Northern Country Zone Chief Executive Officers and Senior Staff;**
- 4. Recommend an approach not be made to the WALGA State Council on this matter until feedback has been obtained from all WALGA Zones to ensure this matter is presented to the State Council with prior Zone support and/or input.**

**CARRIED 7/0**

## 9.1.6 REFINANCING OF LOANS

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0139  
**Date:** 10 May 2017  
**Author:** Martin Whitely, Chief Executive Officer

### Summary

This report recommends that Council consider refinancing the current loans into the one loan facility.

### Attachment

WA Treasury Loan Repayment Schedules

### Background

Currently the Shire has 10 different loan facilities. These loan facilities range in rates of interest being paid, ranging from 3.21% to 6.73% and the length of term with the most current loan due to be paid out on 5 September 2018 and the last of the loans due to be paid out on 21 April 2029. A breakdown of the 10 loans is included in the attachment.

### Comment

I have made some enquiries to WA Treasury with regards to refinancing our existing loans into one loan and fixing this loan for a period of 5, 7 and 10 years. Tabled below are the principal and interest repayments for the various options.

Year	Existing Loans	Fixed for 5 Years	Fixed for 7 Years	Fixed for 10 Years
2016/17	\$18,537			
2017/18	\$171,646	\$171,761	\$126,866	\$94,021
2018/19	\$163,044	\$171,761	\$126,866	\$94,021
2019/20	\$135,906	\$171,761	\$126,866	\$94,021
2020/21	\$86,962	\$171,761	\$126,866	\$94,021
2021/22	\$78,897	\$171,761	\$126,866	\$94,021
2022/23	\$45,151		\$126,865	\$94,021
2023/24	\$40,759		\$126,865	\$94,021
2024/25	\$36,361			\$94,021
2025/26	\$36,361			\$94,021
2026/27	\$36,361			\$94,020
2027/28	\$21,233			
2028/29	\$21,233			
<b>TOTAL</b>	<b>\$892,451</b>	<b>\$858,805</b>	<b>\$888,060</b>	<b>\$940,208</b>

Unfortunately as a result of the existing loans all being fixed at interest rates higher than the current market, there are penalty rates which would need to be paid when refinancing the loans into any of the 3 options tabled below. The total cost of refinancing the existing loans would be \$73,021 and this penalty amount has been included in the figures provided above.

As you can see there are only small cost savings in looking to refinance over 5 years (\$33,646) and 7 years (\$4,391), while the 10 year option will actually incur an addition \$47,757 in costs if this option was chosen. While there are not significant cost savings with the 7 year loan option, the repayments in the first 3 years will result in positive cash flows for the Shire and the loans will be repaid in full in the 2023/24 financial year which is 5 years earlier than the current loan arrangements.

The Indicative Loan Repayments Schedules are based on Semi Annual Compounding Annuities. There is an option to have Quarterly or Monthly Compounding Annuities, which based on the 7 year fixed loan term would result in additional interest savings of \$2,768.54 and \$4,617.73 respectively. Although the savings are relatively insignificant over the period of the loan, they are still savings and the added benefit of paying more regular payments is that the payment of the 0.7% loan guarantee is also reduced as this component is calculated semi-annually on the balance of the loan so the more payments that are being paid then the less the loan guarantee payment will be.

It is my recommendation that Council look at refinancing the current loans into 1 loan fixed for a period of 7 years at 2.78% per annum, or similar depending on the frequency of payments chosen.

Traditionally, the months of May and June in each year have been the busiest time for processing local government loan applications so WA Treasury have advised local governments that should they wish to raise new loans, or in our situation refinance existing loans that the requests be made prior to the end of the financial year.

Since the term of the loan is being affected and Council would be refinancing the penalty payments, the refinancing of the loan would be considered as a major variation under the Local Government (Financial Management) Regulations 1996 therefore public notice of the proposed loan refinancing is required.

#### Consultation

Tamara Marsh, WA Treasury

#### Statutory Environment

#### Local Government Act 1995

#### 6.20. Power to borrow

- (1) Subject to this Act, a local government may —
  - (a) borrow or re-borrow money; or
  - (b) obtain credit; or
  - (c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit,

to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.

- (2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (**power to borrow**) and details of that proposal have not been included in the annual budget for that financial year —
  - (a) unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and
  - (b) the resolution to exercise that power is to be by absolute majority.
- (3) Where a local government has exercised a power to borrow and —
  - (a) it does not wish to proceed with the performance of the function or the exercise of the power for which the power to borrow was exercised; or
  - (b) after having completed the performance of the function or the exercise of the power for which the power to borrow was exercised, any part of the money borrowed, credit obtained or financial accommodation arranged has not been expended or utilized,

the local government may resolve\* to expend the money or utilize the credit or financial accommodation for another purpose if one month's local public notice is given of the proposed change of purpose.

\* *Absolute majority required.*

- (4) A local government is not required to give local public notice under subsection (3) —
  - (a) where the change of purpose has been disclosed in the annual budget of the local government for the relevant financial year; or
  - (b) in such other circumstances as are prescribed.
- (5) A change of purpose referred to in subsection (3) is to be disclosed in the annual financial report for the year in which the change occurs.

#### 6.21. Restrictions on borrowing

- (1) Where, under section 6.20(1), a regional local government borrows money, obtains credit or arranges for financial accommodation to be extended to the regional local government that money, credit or financial accommodation is to be secured only —
  - (a) by the regional local government giving security over the financial contributions of the participants to the regional local government's funds as set out or provided for in the establishment agreement for the regional local government; or
  - (b) by the regional local government giving security over Government grants which were not given to the regional local government for a specific purpose; or
  - (c) by a participant giving security over its general funds to the extent agreed by the participant.
- (1a) Despite subsection (1)(a) and (c), security cannot be given over —
  - (a) the financial contributions of a particular participant to the regional local government's funds; or
  - (b) the general funds of a particular participant,if the participant is not a party to the activity or transaction for which the money is to be borrowed by, the credit is to be obtained for, or the financial accommodation is to be extended to, the regional local government.
- (2) Where, under section 6.20(1), a local government borrows money, obtains credit or arranges for financial accommodation to be extended to the local government that money, credit or financial accommodation is only to be secured by giving security over the general funds of the local government.
- (3) The Treasurer or a person authorised in that behalf by the Treasurer may give a direction in writing to a local government with respect to the exercise of its power under section 6.20(1) either generally or in relation to a particular proposed borrowing and the local government is to give effect to any such direction.
- (4) In this section and in section 6.23 —

**general funds** means the revenue or income from —

  - (a) general rates; and
  - (b) Government grants which were not given to the local government for a specific purpose; and
  - (c) such other sources as are prescribed.

**Local Government (Financial Management) Regulations 1996**

**20. When local public notice not required for exercise of power to borrow (Act s. 6.20(2)(a))**

(1) A local government is not required to give local public notice of a proposal to exercise a power to borrow when the power is to be exercised to re-finance a loan or to continue other financial accommodation (whether with the same or another bank or financial institution) except where the re-financing or continuation is a major variation.

(2) In this regulation —

**major variation** means a variation in the terms of a loan or other financial accommodation which is —

- (a) a capitalisation of interest accruals; or
- (b) an increase in the term of the loan or other financial accommodation;

**re-finance** in relation to a loan or other financial accommodation (the **existing loan**), means to borrow an amount (the **new loan**) which is, at the date of the new loan —

- (a) equal to the principal amount owing on the existing loan; or
- (b) not more than \$5 000 more or less than the principal amount owing on the existing loan,

for the principal purpose of paying out the existing loan or preserving the credit originally provided by the existing loan.

**21. When local public notice not required for change of use of borrowed money (Act s. 6.20(4)(b))**

A local government is not required to give local public notice of a proposed change of use of money borrowed where the amount to be used for a purpose other than the purpose for which it was borrowed —

- (a) does not exceed \$5 000 in a financial year; or
- (b) where the money proposed to be borrowed by the local government is to be used to meet expenditure authorised by the mayor or president

**Policy Implications**

Nil

**Financial Implications**

The recommendation to refinance the current loans into one facility fixed for 7 years will have negligible saving over the period of the new loan, however it will free up some cash flow in the first three years of the loan.

**Strategic Implications**

Community Strategic Plan

Outcome 4.2.3 – Provide long term strategic leadership

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.6**

**That Council;**

- 1. Roll the existing loans 133, 134, 136, 137, 138, 139, 141, 142, 144 and 145 with the West Australian Treasury Corporation into one consolidated loan amount, and**
- 2. The existing loans are refinanced with the West Australian Treasury Corporation, and**
- 3. The loan is fixed for a period of 7 years, and**

4. Chief Executive Officer be authorised to negotiate the rate of the interest calculated on the loan and the frequency of the payments (Currently 2.78% per annum calculated on a semi-annual compounding basis) , and
5. The loan refinancing is completed as soon as is practically possible, and
6. The Shire gives local public notice of the proposed loan refinancing in accordance with Section 6.20 of the Local Government Act 1995

**MOTION**

Moved Cr Pearce

Seconded Cr Lucken

That Council;

1. Roll the existing loans 133, 134, 136, 137, 138, 139, 141, 142, 144 and 145 with the West Australian Treasury Corporation into one consolidated loan amount, and
2. The existing loans are refinanced with the West Australian Treasury Corporation, and
3. The loan is fixed for a period of 7 years, and
4. Chief Executive Officer be authorised to negotiate the rate of the interest calculated on the loan and the frequency of the payments, and
5. The loan refinancing is completed as soon as is practically possible, and
6. The Shire gives local public notice of the proposed loan refinancing in accordance with Section 6.20 of the Local Government Act 1995

CARRIED 7/0

**AMENDMENT**

Moved Cr Cosgrove

Seconded Cr Lucken

That part 3 of the motion be amended to fix the loan for “5 years” instead of 7 years.

CARRIED 6/1

The Presiding Person put the amended motion;

That Council

1. Roll the existing loans 133, 134, 136, 137, 138, 139, 141, 142, 144 and 145 with the West Australian Treasury Corporation into one consolidated loan amount, and
2. The existing loans are refinanced with the West Australian Treasury Corporation, and
3. The loan is fixed for a period of 5 years, and
4. Chief Executive Officer be authorised to negotiate the rate of the interest calculated on the loan and the frequency of the payments, and
5. The loan refinancing is completed as soon as is practically possible, and
6. The Shire gives local public notice of the proposed loan refinancing in accordance with Section 6.20 of the Local Government Act 1995

CARRIED 6/1



### 9.1.7 MINGENEW MIDWEST EXPO

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0047  
**Date:** 11 May 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council consider a request from the Mingenew Midwest Expo ("Expo") to paint a mural on the Recreation Centre forecourt wall.

#### **Attachment**

Submission from Mingenew Midwest Expo

#### **Background**

The Mingenew Midwest Expo will be celebrating its 35th year in 2017 and to commemorate this milestone are looking to undertake a community arts project which will culminate with a mural being painted on the southern side forecourt wall at the Recreation Centre.

The project will involve a community engagement process leading into the Expo in June/July which will host events such as school workshops and an interactive community roadshow. Community groups and visitors to Expo are encouraged to participate in the painting of the mural which will be a permanent display at the Recreation Centre.

An artist from Perth will be engaged to complete the project and the project will be fully funded by Plum Grove subject to approval from the Shire to use the wall for the mural.

#### **Comment**

While the work is expected to be untraditional it proposed to be innovative, rather than abstract with a clear sense of story. The end mural is expected to be colourful and tell the story of Mingenew, our farming community and our future.

The proposed area for the mural to be located is in the undercover area of the Recreation Centre forecourt. The location has been selected since the area is undercover and is expected to be a high traffic throughout the event which is aimed at encouraging people to participate in the painting of the mural.

The proposed area appears to be a suitable area as the current aesthetics of the wall in the under cover area are plain at best, however the concern may be that the proposed mural could be perceived as being invasive as the proposed site area is approximately 2.4m high and 6m wide.

The mural will be a permanent painting so If Council agree with the location then consideration needs to be given to the suitability of the mural given that it will be a feature at the chosen location for many years to come.

Council could consider to place certain conditions of the mural to be painted to ensure that the final product is deemed suitable, however placing conditions on the type of mural to be painted may inhibit the ambitions of the artist being engaged.

#### **Consultation**

Hellene McTaggart, Mingenew Mid West Expo

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

There are no financial impacts on the Shire for the proposed project however need to consider the future cost of needing to repaint the mural at some stage in the future.

**Strategic Implications**

Community Strategic Plan

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

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION – ITEM 9.1.7**

**That Council;**

- 1. Agree to the proposal from the Mingenew Mid West Expo to allow a mural to be painted on the southern side of the undercover area of the Recreation Centre forecourt area, and**
- 2. That the size of the mural will be to a maximum height of the wall area and is not to exceed 6m in width**

Cr Newton had previously declared an Impartiality Interest in Agenda Item 9.1.7 as she was the Chairperson of the Mingenew Midwest Expo and informed Council that she would not be voting on the matter but was not requested to leave the meeting.

The Chief Executive Officer had also previously declared an Impartiality Interest in Agenda Item 9.1.7 as he was a board member of the Mingenew Midwest Expo.

**COUNCIL DECISION – ITEM 9.1.7**

**Moved Cr Lucken**

**Seconded Cr Criddle**

**That Council;**

- 1. Agree to the proposal from the Mingenew Mid West Expo to allow a mural to be painted on the southern side of the undercover area of the Recreation Centre forecourt area, and**
- 2. That the size of the mural will be to a maximum height of the wall area and is not to exceed 6m in width**

**CARRIED 6/0**

## 9.2 FINANCE

### 9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 30 APRIL 2017

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0304  
**Date:** 10 May 2017  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that the Monthly Statement of Financial Activity report for the period ending 30 April 2017 is presented to Council for adoption.

#### Attachment

Finance Report for period ending 30 April 2017

#### Background

The Monthly Financial Report to 30 April 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

<b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>	
Municipal Account	\$1,637,243
Business Cash Maximiser (Municipal Funds)	0
Trust Account	\$116,236
Reserve Maximiser Account	\$331,301

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 17 May 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 30 April 2017:

	<b>Current</b>	<b>30+ Days</b>	<b>60+ Days</b>	<b>90+ Days</b>	<b>TOTAL</b>
Amount	33,651	63,000	643	391	97,685

Rates Outstanding at 30 April 2017 were:

	<b>Current</b>	<b>Arrears</b>	<b>TOTAL</b>
Rates	83,234	1,443	84,677
Rubbish	6,267	372	6,639
ESL	1,781	72	1,853
Payment Plan Fees	140	0	140
<b>TOTAL</b>	<b>91,422</b>	<b>1,887</b>	<b>93,309</b>

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2016/17 financial year.

**Consultation**

Chief Executive 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 —
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - (b) budget estimates to the end of the month to which the statement relates; and
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) 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 —
  - (a) 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
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and

- (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 30 April 2017 be received.**

**COUNCIL DECISION – ITEM 9.2.1**

**Moved Cr Criddle**

**Seconded Cr Cosgrove**

**That the Monthly Statement of Financial Activity for the period 1 July 2016 to 30 April 2017 be received.**

**CARRIED 7/0**

## 9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 30 APRIL 2017

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Disclosure of Interest:** Nil  
**Date:** 10 May 2017  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

### **Summary**

This report recommends that Council confirm the payment of creditors for the month of April 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 9.2.2**

That Council confirm the accounts as presented for April 2017 from the Municipal & Trust Fund totalling \$103,279.10 represented by Electronic Funds Transfers of EFT 10733 to EFT10742 and 10745 to 10766 and EFT10778 to EFT 10780. EFT10743 & EFT10767 to EFT10777 has been cancelled, Direct Deduction DD8029.1.1, 2,3, 4 ,5, DD8036.1, 2, DD8052.1,2 and DD8053.1,2,3,4 & 5, Municipal Cheque numbers 8502 to 8507.

**COUNCIL DECISION – ITEM 9.2.2**

Moved Cr Eardley

Seconded Cr Lucken

That Council confirm the accounts as presented for April 2017 from the Municipal & Trust Fund totalling \$103,279.10 represented by Electronic Funds Transfers of EFT 10733 to EFT10742 and 10745 to 10766 and EFT10778 to EFT 10780. EFT10743 & EFT10767 to EFT10777 has been cancelled, Direct Deduction DD8029.1.1, 2,3, 4 ,5, DD8036.1, 2, DD8052.1,2 and DD8053.1,2,3,4 & 5, Municipal Cheque numbers 8502 to 8507.

CARRIED 7/0

## 9.3 ADMINISTRATION

### 9.3.1 WRITE OFF DEBT – PRIVATE WORKS: RR & MI BICKFORD

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** A400  
**Date:** 8 May 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that Council authorise the CEO to write off an invoice previously raised for private works carried out for RR & MI Bickford.

#### Attachment

Letters from RR & MI Bickford  
Letters to RR & MI Bickford  
Photos of the site works completed  
Invoice 8021

#### Background

The Shire of Mingenew was approached by the Bickford's to complete site works for their proposed dwelling at Lot 4 Phillip Street, Mingenew. Initial consultation was between the then Works Manager Warren Borrett and the Bickford's regarding the scope of works for the site works to be completed.

After soon commencing the site works the Bickford's raised concerns with the CEO that the works being completed were not as previously agreed. As there was no documentation to the original works agreed upon the CEO requested that the Works Manager consult with the Bickford's to ascertain the scope of works to be completed and agreed upon and a letter outlining the works to be completed by the Shire was duly signed by both parties on 2 March 2017.

The site works were completed by the Shire immediately after the signing of the letter and a further letter was received by the Bickford's on 10 March 2017 advising that they were not satisfied with the works completed.

After not hearing from the complainant after receiving the letter I wrote to the Bickford's on 5 April 2017 seeking further clarification as to why they were not satisfied with the works completed and met with them shortly afterwards in person on 11 April 2017 to discuss the matter.

#### Comment

The difficulty arising in this situation appears that the expectations from the Bickford's and the Shire as to the level of the scope of site works is substantially different. When meeting with the Bickford's on 11 April 2017 I asked what measures could be taken by the Shire to resolve the matter. The Bickford's indicated that they were not in favour on the Shire completing additional site works to rectify any concerns they may have. I asked the Bickford's if they would be satisfied if the Shire was to write the debt off on the basis that the matter would then be resolved and that no further correspondence would be entered into following this agreement and they were keen for this arrangement to be implemented.

The site works completed by the Shire were done with internal plant and staff, so there are little of no material costs incurred with the completion of the site works. While writing off the debt will have a financial impact on the 2016/17 financial year it will have little impact on the cash flow position of the organisation. As I only have delegated authority to write off debts under \$100 I am requesting that Council support this decision to waive the private works fees for Invoice 8021.



It is my recommendation that the invoice be written so as to keep the matter amicable.

**Consultation**

Rodney & Muriel Bickford

**Statutory Environment**

Local Government Act 1995

**5.42. Delegation of some powers and duties to CEO**

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
  - (a) this Act other than those referred to in section 5.43; or
  - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

\* *Absolute majority required.*
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

**5.43. Limits on delegations to CEO**

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

**6.12. Power to defer, grant discounts, waive or write off debts**

- (1) Subject to subsection (2) and any other written law, a local government may —
  - (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money,

which is owed to the local government.

\* *Absolute majority required.*

**Policy Implications**

Shire of Mingenew Register of Delegations

**04 POWER TO WAIVE OR WRITE OFF DEBTS**

Function to be performed for the purposes of section 6.12 (1) (b) & (c) of the Local Government Act 1995, the Chief Executive Officer is delegated the power to approve the waiver or write off of an amount of money not exceeding \$100.00 which, in the Chief Executive Officer's opinion, is unrecoverable subject to all such waivers and write offs being subsequently notified to Council.

**Financial Implications**

Writing off Invoice 8021 would result in a reduction of \$1,772.73 (GST Exclusive) in private works fees in the 2016/17 financial year.

**Strategic Implications**

Community Strategic Plan

Outcome 4.2.6 – Maintain a high standard of customer service with a can do attitude

**Voting Requirements**

Absolute Majority

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**OFFICER RECOMMENDATION – ITEM 9.3.1**

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**That Council;**

- 1. Agree to write off debtor invoice 8021 to the value of \$1,950 (GST Inclusive) charged to RR & MI Bickford for private works at Lot 4 Phillip Street, Mingenew, and**
- 2. That Invoice 8021 is written off on the basis that RR & MI Bickford agree to making no further claims to the Shire of Mingenew for works not completed to their satisfaction in preparing the site works at Lot 4 Phillip Street, Mingenew**

Cr Newton had previously declared a Proximity Interest in Agenda Item 9.3.1 as she owned land adjacent to RR & MI Bickford and informed Council that she would not be voting on the matter but was not requested to leave the meeting.

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**COUNCIL DECISION – ITEM 9.3.1**

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**Moved Cr Cosgrove**

**Seconded Cr Criddle**

**That Council;**

- 1. Agree to write off debtor invoice 8021 to the value of \$1,950 (GST Inclusive) charged to RR & MI Bickford for private works at Lot 4 Phillip Street, Mingenew, and**
- 2. That Invoice 8021 is written off on the basis that RR & MI Bickford agree to making no further claims to the Shire of Mingenew for works not completed to their satisfaction in preparing the site works at Lot 4 Phillip Street, Mingenew**

**CARRIED 6/0**

### 9.3.2 WRITE OFF DEBT – PRIVATE WORKS: RR & MI BICKFORD

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** A400  
**Date:** 8 May 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council authorise the CEO to write off an invoice previously raised for private works carried out for RR & MI Bickford.

#### **Attachment**

Letter from RR & MI Bickford  
Invoice 7982

#### **Background**

In January 2017 I was informed by staff that the Shire of Mingenew was approached by the Bickford's to slash their block at Lot 4 Phillip Street, Mingenew. These works were completed by the Shire the next day on 6 January 2017. In the letter from the Bickford's on 16 February 2017 they state that they were not satisfied with the amount of works completed when they received their invoice for the works completed. There is no documentation between the Shire and the Bickford's agreeing to the works to be completed.

#### **Comment**

The difficulty arising in this situation is that there is no documentation where the Bickford's have agreed to what slashing was expected. Again, it appears that the expectations from the Bickford's and the Shire as to the level of the scope of site works is substantially different.

The private works completed by the Shire were completed with internal plant and staff, so there were no material costs incurred with the completion of the site works. While writing off the debt will have a financial impact on the 2016/17 financial year it will have little impact on the cash flow position of the organisation.

It is my recommendation that the original invoice be written off and the Shire raise a new invoice being for 1 hour hire of the tractor & slasher. I believe it is reasonable to charge a minimum of 1 hour for any slashing works that the Shire would complete as private works.

As I only have delegated authority to write off debts under \$100 I am requesting that Council support this decision to waive the private works fees for Invoice 7982.

#### **Consultation**

Rodney & Muriel Bickford

#### **Statutory Environment**

Local Government Act 1995

### 5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
  - (a) this Act other than those referred to in section 5.43; or
  - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

*\* Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

#### **5.43. Limits on delegations to CEO**

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

#### **6.12. Power to defer, grant discounts, waive or write off debts**

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money,

which is owed to the local government.

*\* Absolute majority required.*

#### **Policy Implications**

#### **Shire of Mingenew Register of Delegations**

#### **04 POWER TO WAIVE OR WRITE OFF DEBTS**

Function to be performed for the purposes of section 6.12 (1) (b) & (c) of the Local Government Act 1995, the Chief Executive Officer is delegated the power to approve the waiver or write off of an amount of money not exceeding \$100.00 which, in the Chief Executive Officer's opinion, is unrecoverable subject to all such waivers and write offs being subsequently notified to Council.

#### **Financial Implications**

Writing off Invoice 7982 and generating a new invoice as per the recommendation would result in a reduction of \$336.36 (GST Exclusive) in private works fees in the 2016/17 financial year.

**Strategic Implications**

Community Strategic Plan

Outcome 4.2.6 – Maintain a high standard of customer service with a can do attitude

**Voting Requirements**

Absolute Majority

---

**OFFICER RECOMMENDATION – ITEM 9.3.2**

---

**That Council;**

- 1. Agree to write off debtor invoice 7982 to the value of \$520 (GST Inclusive) charged to RR & MI Bickford for private works at Lot 4 Phillip Street, Mingenew, and**
- 2. That a new invoice be raised for an amount of \$150 (GST Inclusive) being a charge for a minimum of one hour hire of the tractor & slasher as per the 2016/17 Fees & Charges Schedule**

Cr Newton had previously declared a Proximity Interest in Agenda Item 9.3.1 as she owned land adjacent to RR & MI Bickford and informed Council that she would not be voting on the matter but was not requested to leave the meeting.

---

**COUNCIL DECISION – ITEM 9.3.2**

---

**Moved Cr Pearce**

**Seconded Cr Cosgrove**

**That Council;**

- 1. Agree to write off debtor invoice 7982 to the value of \$520 (GST Inclusive) charged to RR & MI Bickford for private works at Lot 4 Phillip Street, Mingenew, and**
- 2. That a new invoice be raised for an amount of \$150 (GST Inclusive) being a charge for a minimum of one hour hire of the tractor & slasher as per the 2016/17 Fees & Charges Schedule**

**CARRIED 6/0**

### 9.3.3 WRITE OFF DEBT – HIRE OF FACILITIES: MINGENEW IRWIN GROUP

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** DM68  
**Date:** 8 May 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council waive hire charges for the Recreation Centre.

#### **Attachment**

Letter of Complaint  
Invoice 8015

#### **Background**

In February 2017 the Mingenew Irwin Group (“MIG”) hired the Recreation Centre facilities for a Grain Research & Development (“GRD”) and MIG Crop Update. After the GRD event held in February 2017 a verbal complaint was made by MIG over the cleanliness of the facilities that were hired. On Wednesday 22 February 2017 a written complaint was filed by MIG after they came to collect the keys for the Recreation Centre & Turf Bar Facilities and commented that the facilities were still in the same state from the event earlier in the month.

#### **Comment**

As a result of the complaint made on 22 February 2017 MIG arranged to have the facility cleaned at their cost. They have since spoken with the CEO and commented that the state of the facilities was unacceptable. I forwarded the complaint to the cleaner and our records show that both facilities had been cleaned in the days leading up to both events.

I spoke with Laura Dorman on 8 March to apologise for any convenience and again with Sally McTaggart on 11 April 2017. I advised Sally that in light of the circumstances I would be happy to waive the hire costs for the GRD event held on 24 February 2017. As I only have delegated authority to write off debts under \$100 I am requesting that Council support this decision to waive the hire fees for MIG.

Clearly there appears to a difference in opinion as to whether the facilities had been cleaned, however given that MIG paid for their own cleaner prior to the event held on 24 February 2017 it is my recommendation that the invoice be written off to keep the matter amicable.

#### **Consultation**

Laura Dorman, Mingenew Irwin Group  
Sally McTaggart, Mingenew Irwin Group

#### **Statutory Environment**

Local Government Act 1995

### 5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
  - (a) this Act other than those referred to in section 5.43; or
  - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

*\* Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

#### **5.43. Limits on delegations to CEO**

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

#### **6.12. Power to defer, grant discounts, waive or write off debts**

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money,

which is owed to the local government.

*\* Absolute majority required.*

#### **Policy Implications**

#### **Shire of Mingenew Register of Delegations**

#### **04 POWER TO WAIVE OR WRITE OFF DEBTS**

Function to be performed for the purposes of section 6.12 (1) (b) & (c) of the Local Government Act 1995, the Chief Executive Officer is delegated the power to approve the waiver or write off of an amount of money not exceeding \$100.00 which, in the Chief Executive Officer's opinion, is unrecoverable subject to all such waivers and write offs being subsequently notified to Council.

#### **Financial Implications**

Writing off Invoice 8015 will result in a reduction of \$454.55 (GST Exclusive) in hire fees for the 2016/17 financial year.

**Strategic Implications**

Community Strategic Plan

Outcome 4.2.6 – Maintain a high standard of customer service with a can do attitude

**Voting Requirements**

Absolute Majority

---

**OFFICER RECOMMENDATION – ITEM 9.3.3**

---

**That Council agree to write off Invoice 8015 in its entirety.**

Cr Newton had previously declared an Impartiality Interest in Agenda Item 9.3.1 as she was a board member of the Mingenew Irwin Group and informed Council that she would not be voting on the matter but was not requested to leave the meeting.

Cr Lucken had previously declared an Impartiality Interest in Agenda Item 9.3.1 as his wife was the cleaner at the Shire informed Council that he would not be voting on the matter but was not requested to leave the meeting.

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**COUNCIL DECISION – ITEM 9.3.3**

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**Moved Cr Pearce**

**Seconded Cr Cosgrove**

**That Council agree to write off Invoice 8015 in its entirety.**

**LOST 3/2**

**The Presiding Person advised the meeting that the reason for the change would need to be recorded in the minutes.**

**Moved Cr Pearce**

**Seconded Cr Criddle**

**That the reason the officer recommendation was changed was because Council was of the opinion that the Turf Bar facilities were a difficult facility to keep clean since it is effectively a shed and that the facility should be hired on the understanding that the facility is hired as is.**

**CARRIED 5/0**



## 9.4 TOWN PLANNING

### 9.4.1 MINGENEW TOWNSITE MOBILE PHONE TOWER

<b>Location/Address:</b>	13 (Lot 1) Shenton Street, Mingenew
<b>Name of Applicant:</b>	Visionstream for Telstra
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM0075
<b>Date:</b>	29 March 2017
<b>Author:</b>	Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley
<b>Senior Officer:</b>	Martin Whitely, Chief Executive Officer

#### Summary

Council approved an application for a 25m high mobile phone mast at 13 (Lot 1) Shenton Street, Mingenew at its 20 July 2016 meeting. Council is now in receipt of an amended application seeking approval for a 35m high mast.

#### Attachment

Copy of submitted development application.

#### Background

Lot 1 is a 994m<sup>2</sup> property in the Mingenew townsite, owned by Telstra, located on the south-western corner of the Shenton Street and King Street intersection. The property contains a telephone exchange building, a small shed and a 10m telecommunications mast.

**Figure 9.4.1(a) – Location Plan for 13 (Lot 1) Shenton Street, Mingenew**



The application approved by Council at its 20 July 2016 meeting consists of the following:

- 25m high grey monopole (replacing the existing 10m high steel pole);
- 6 panel antennas and amplifiers mounted on the top of the pole (taking the total height of the facility to 27m above ground level);
- 3m x 2m (6m<sup>2</sup>), 3m high approx. equipment shed at the base of the pole.

The revised application now submitted to Council for its consideration consist of the following:

- 35m high grey monopole (the proposed site for the mast has moved approximately 8m south-west of the previous proposed mast location due to design and structural constraints);
- 6 panel antennas and amplifiers mounted at a height of 25m on the pole;
- addition of a 0.9m radio dish atop the pole;
- 3m x 2m (6m<sup>2</sup>), 3m high approx. equipment shed at the base of the pole.

**Figure 9.4.1(b) – View of proposed site looking south-west from Shenton Street**



**Figure 9.4.1(c) – View of proposed site looking south from King Street**



The submitted development plans, that elaborate upon this proposal and includes a site plan and an elevation plan that illustrates the proposed pole height in comparison to the existing pole height, has been provided as **Attachment 9.4.1**.

**Comment**

Lot 1 Shenton Street is zoned 'Residential 12.5' under the Shire of Mingenew Local Planning Scheme No.3 ('the Scheme').

The application would meet the definition of 'Telecommunications Infrastructure' which is defined under Schedule 1 of the Scheme as follows:

*"means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with, a telecommunications network."*

'Telecommunications Infrastructure' is not listed, however, in the Zoning Table of the Scheme, and this application must therefore be addressed through Section 4.4.2 of the Scheme:

*"4.4.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonable be determined as falling within the type, class or genus of activity of any other use category the Local Government may:*

- (a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
- (b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or*
- (c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted."*

Council may determine in accordance with Section 4.4.2(a) that a mobile phone tower is consistent with the objectives of the 'Residential' zone which are listed in the Scheme as follows:

*"The use of land in the Residential Zone shall be consistent with the following objectives:*

- the zone shall be predominantly residential in nature;*
- non-residential uses permitted under the provision of the Scheme shall be of service to, compatible in character and of a scale and operation which is not detrimental to the predominant residential use;*
- any non-residential use shall not detract from or adversely affect the residential amenity of the area."*

The application could be assessed under the definition of a 'Public Utility' which is listed as a 'Permitted' use within the 'Residential' zone, however, it is considered that the definition of 'Telecommunications Infrastructure' is more appropriate in this instance. 'Public Utility' is defined under Schedule 1 of the Scheme as follows:

*"means any work or undertaking constructed or maintained by a public authority or the Council as may be required to provide water, sewerage, electricity, gas, drainage, communications or other similar services."*

Section 5.7 of the Scheme addresses the issue of visual amenity by limiting the height of development under which Shire staff may approve an application under delegated authority to 10m in height, after which an application must be referred to Council for its consideration.

*"5.7.1 No site shall be developed or building or structure constructed to contain more than two storeys or exceed 10m in height from the natural mean ground level of the site. Council may use its discretion and vary these requirements if it can be assured that any height variation proposed will not affect the privacy enjoyed by neighbouring*



*developments and is sympathetic with the scale and character of the surrounding built environment.”*

*“5.7.3.1 Free standing structures such as promotional towers and radio/TV masts proposed to exceed the height limit shall be individually assessed by the Council, after due consideration of the effect such a structure may have on established views and amenity generally.”*

In its consideration of the application it is suggested that the application has some merit on the following grounds:

- there is practical need for the development to exceed 10m in height;
- although the development will be highly visible from within the townsite, and particularly the neighbouring residences, it is not uncommon for radio, phone and television masts that serve a community need to be sited in urban areas/townsites;
- the design of the mobile phone tower is a monopole rather than a guyed mast or 4-sided pylon design and might therefore be considered to be the least prominent style of these forms of facility;
- the cost to the community of limited mobile phone reception can include personal, business and emergency communication; &
- the proposed mast would be co-located with an existing Telstra exchange building facility, and involve the replacement of an existing mast with another, albeit much larger, mast.

#### **Consultation**

Council is not required to undertake community consultation for this application should it be considered under Section 4.4.2(a) of the Scheme.

It is noted that the site is located within a residential area and has residences immediately abutting to the south and west. Council may therefore choose to advertise the application for public comment under Sections 4.4.2(b) and 9.4 of the Scheme should it wish to seek comment on the proposal and return the matter to a future meeting of Council for consideration of any received submissions, prior to making its determination.

In their original proposal the applicant advised that they intended to conduct their own public notification process as follows:

- *Run a newspaper ad in the local paper (Geraldton Guardian);*
- *Sent letters to the two adjoining landowners;*
- *Uploaded the RFNSA consultation page; and*
- *Sent a letter to Mingenew Primary School.*

*The notification period will run from 11/07/2016 to 22/07/2016. Also submissions have been directed to Visionstream, and I will provide you with a summary if we receive any submissions.”*

### **Statutory Environment**

The Commonwealth *Telecommunications Act 1997* exempts telecommunications equipment from environmental and planning legislation except where the facility does not meet the definition of a 'low impact' facility, in this case requiring the lodgement of a planning application and assessment by Council of this matter.

In addition to the requirements of the *Telecommunications Act 1997* and the *Planning and Development Act 2005* the applicant is also bound by the *Telecommunications Code of Practice 1997*, and the Australian Communications and Media Authority's *Radiocommunications Licence Conditions (Apparatus Licence) Determination 2003*.

### **Policy Implications**

The Western Australian Planning Commission have prepared Statement of Planning Policy 5.2 'Telecommunications Infrastructure' (2015) for applications for above and below ground telecommunications infrastructure other than those facilities exempted under the *Telecommunications Act 1997*. The policy has the following objectives:

- facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs;
- manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure;
- ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons; and,
- promote a consistent approach in the preparation, assessment and determination of planning decisions for telecommunications infrastructure.

Section 5.1 of the policy recognises that in many instances the primary impact of a mobile phone tower is a visual one and provides the following guidance:

*"For telecommunications infrastructure to be effective, structures are generally located prominently, at high points in the landscape or on top of buildings, where they are more likely to be visible to the public.*

*The planning authority may exercise discretion in addressing the visual impacts of telecommunications infrastructure. Visual impacts of an infrastructure development proposal should be assessed by applying the following set of policy measures to guide the location, siting and design of the structure.*

*5.1.1 The benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area.*

- i) Assessment of the visual impact of development proposals for telecommunications infrastructure should be made on a case by case basis;*
- ii) Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible:*
  - a) be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;*
  - b) be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;*
  - c) not be located on sites where environmental, cultural heritage, social and visual landscape values maybe compromised and*
  - d) display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;*

- iii) *In addition to the existing exemptions under the Telecommunication Act, local governments should consider exempting telecommunications infrastructure from the requirement for development approval where:*
- a) *The infrastructure has a maximum height of 30 metres from finished ground level;*
  - b) *The proposal complies with the policy measures outlined in this policy; and*
  - c) *The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2011);*
- iv) *Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community; and*
- v) *Telecommunications infrastructure should be collocated and whenever possible:*
- a) *Cables and lines should be located within an existing underground conduit or duct; and*
  - b) *Overhead lines and towers should be co-located with existing infrastructure and/or within existing infrastructure corridors and/or mounted on existing or proposed buildings."*

The applicant is considered to have satisfactorily addressed the key assessment criteria of WAPC State Planning Policy 5.2 in Table 1 and Section 6 of the documentation submitted with the original application (that was provided as an attachment to the 20 July 2016 Council Agenda).

#### **Financial Implications**

The applicant made payment of the \$960 planning application fee with the original application. The application would not have a budgetary impact to Council.

#### **Strategic Implications**

The proposed mobile phone tower would assist in meeting the following outcomes identified within the Shire of Mingenew Strategic Community Plan (2012):

Outcome 1.5 – Ensure the provision of adequate services to support economic growth.

Outcome 1.5.3 – Improved telecommunications.

#### **Voting Requirements**

Simple Majority

### **OFFICER RECOMMENDATION – ITEM 9.4.1**

**That Council grant formal planning approval for the revised application for Telecommunications Infrastructure upon 13 (Lot 1) Shenton Street, Mingenew (inclusive of a 35m high mast) subject to compliance with the following:**

#### **Conditions:**

- 1 Development shall generally be in accordance with plans included within Attachment 9.1.1 to the Council Agenda report and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.**
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.**

- 3 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
- 4 The applicant must submit and adhere to a Traffic Management Plan to the approval of the local government for the temporary closure of Shenton Street during the construction phase of the development.

Notes:

- (a) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority, and Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.
- (b) The facility must be in compliance with any separate requirements of the Civil Aviation Safety Authority.
- (c) Should the applicant be aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

<b>COUNCIL DECISION – ITEM 9.4.1</b>
--------------------------------------

Moved Cr Lucken

Seconded Cr Eardley

That Council grant formal planning approval for the revised application for Telecommunications Infrastructure upon 13 (Lot 1) Shenton Street, Mingenew (inclusive of a 35m high mast) subject to compliance with the following:

Conditions:

- 1 Development shall generally be in accordance with plans included within Attachment 9.1.1 to the Council Agenda report and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 3 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
- 4 The applicant must submit and adhere to a Traffic Management Plan to the approval of the local government for the temporary closure of Shenton Street during the construction phase of the development.

Notes:

- (a) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority, and Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.
- (b) The facility must be in compliance with any separate requirements of the Civil Aviation Safety Authority.
- (c) Should the applicant be aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

LOST 7/0

The Presiding Person advised the meeting that the reason for the change would need to be recorded in the minutes.

Moved Cr Newton

Seconded Cr Pearce

That the reason the officer recommendation was not supported changed was because Council was of the opinion that;

1. A 35m tower located in the town site was not aesthetically pleasing and could be perceived as being invasive for adjacent landowners, and
2. A more appropriate site could be located to install the 35m tower

CARRIED 7/0

## 9.5 BUILDING

Nil

## 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

Nil



**13.0 TIME AND DATE OF NEXT MEETING**

Next Ordinary Council Meeting to be held on Wednesday 21 June 2017 commencing at 4.30pm.

Cr Newton informed the meeting that she was tendering her resignation effective immediately. The President thanked Cr Newton for her service to the Community and Council as a Councillor for the last 6 years.

**14.0 CLOSURE**

The Presiding Person closed the meeting at 5:40pm.

DRAFT

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 21 June 2017

7.1.2 ORDINARY MEETING HELD 17 MAY 2017

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 21 June 2017

7.1.3 SPECIAL MEETING HELD 1 JUNE 2017



**MINUTES FOR THE  
SPECIAL COUNCIL MEETING  
HELD ON  
THURSDAY  
1 June 2017**

**SHIRE OF MINGENEW**

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## SHIRE OF MINGENEW

### AGENDA FOR SPECIAL MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 1 June 2017 COMMENCING AT 6.00pm

#### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President, Cr Bagley, declared the meeting open at 6.00pm and welcomed all in attendance.

#### 1.1 ELECTION OF DEPUTY PRESIDENT

Under section 2.15 of the Local Government Act 1995 a Deputy Mayor or Deputy President is to be elected by the Council under Schedule 2.3, Division 2.

Under Schedule 2.3, Division 2 an extraordinary vacancy occurs under Section 2.34(1)(b) of the Local Government Act 1995 where an elected member resigns from office.

Council are required to elect a Deputy President at the first meeting of Council after an extraordinary vacancy occurs in office under section 7(1)(b) of Schedule 2.3, Division 2 of the Local Government Act 1995.

Section 8 of Schedule 2.3, Division 2 of the Local Government Act 1995 outlines the process for the election of the Deputy President.

#### **8. How deputy mayor or deputy president is elected**

- (1) The council is to elect a councillor (other than the mayor or president) to fill the office.
- (2) The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.
- (3) Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

(7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

Local Government Act 1995

**5.13. Deputy presiding members, functions of**

If, in relation to the presiding member of a committee —

- (a) the office of presiding member is vacant; or
- (b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member.

**5.14. Who acts if no presiding member**

If, in relation to the presiding member of a committee —

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

The swearing in of the Deputy President will be performed by the President.

**President Bagley nominated Cr Cosgrove for the role of Deputy President. Cr Cosgrove accepted the nomination and there being no other nominations, Cr Cosgrove was elected unopposed as Deputy President. Cr Cosgrove undertook the Declaration of Office before President Bagley.**

**2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

MA Bagley	President	Rural Ward
GJ Cosgrove	Councillor	Rural Ward
KL Criddle	Councillor	Rural Ward
CR Lucken	Councillor	Town Ward

**STAFF**

MG Whitley	Chief Executive Officer
D Ojha	Finance Manager

**APOLOGIES**

LM Eardley	Councillor	Town Ward
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**3.0 PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

There being no members of public the President proceeded with the meeting allowing a period of 15 minutes for questions from the public up until 6:19pm

**4.0 DECLARATIONS OF INTEREST**

Nil

**5.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**6.0 OFFICERS REPORTS**

DRAFT



## 6.1 CHIEF EXECUTIVE OFFICER

### 6.1.1 EXTRAORDINARY VACANCY – POSTPONEMENT OF ELECTION

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0022  
**Date:** 29 May 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that Council consider seeking the approval of the WA Electoral Commissioner to postpone the Election for the Extraordinary Vacancies in the Town Ward following the resignation of the sitting councillors, Helen Newton and Marguerite Pearce until the ordinary Election Day on 21 October 2017.

#### Attachment

Nil

#### Background

Section 4.8 of the *Local Government Act 1995* (the Act) provides that in the event of the office of councillor becoming vacant under sections 2.32 or 2.33 of the Act, an election to fill the office is to be held.

Section 4.17 (2) of the Act provides:-

If a member's office becomes vacant under section 2.32 —

- (a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but,
- (b) before the third Saturday in July in that election year

The Council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

#### Comment

The vacancy in the office of councillor occurred pursuant to section 2.32 (b) of the Act, as both members resigned from the office.

In accordance with Item 4 of the Table to section 2.28 (2) of the Act, the term of office for Cr Pearce would have expired on the ordinary election day in 2017, while the term of office for Cr Newton would have expired on the ordinary election day in 2019.

Due to the timing of the vacancy the legislation provides for the vacancy to remain unfilled. It is recommended that Council seek the approval of the WA Electoral Commissioner to postpone the election until the 2017 Ordinary Election day.

Although it could be argued that the postponement of the election will deny electors of the Town Ward full representation on Council, the ward is still adequately served by the remaining two members.

The statutory requirements for the conduct of an election requires a minimum lead up time of 70 days, meaning the earliest date an election could be held would be 18 August 2017 if the request was to be approved by the WA Electoral Commissioner within a week of the Council resolution. This would result in one of the newly elected members having a term of just one month before having to contest an election again in October 2017.

It is therefore considered appropriate that the election be postponed until the ordinary Election Day in October 2017.

**Consultation**

Nil

**Statutory Environment**

Local Government Act 1995

**Policy Implications**

Policy 1007 – Council Meeting Policy & Procedures

**Financial Implications**

There would a financial cost to Council if an extraordinary election was to be held prior to the Ordinary Council elections in October 2017.

**Strategic Implications**

Community Strategic Plan

Outcome 4.2.2 – To be strong advocates representing the Shire's interests

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 6.1.1**

**That Council;**

**Pursuant to section 4.17 (2) of the *Local Government Act 1995*, seeks the approval of the WA Electoral Commissioner to allow the vacant office of councillors in the Town Ward to remain vacant until the ordinary election day in October 2017.**

**COUNCIL DECISION – ITEM 6.1.1**

**Moved Cr Lucken**

**Seconded Cr Criddle**

**That Council;**

**Pursuant to section 4.17 (2) of the *Local Government Act 1995*, seeks the approval of the WA Electoral Commissioner to allow the vacant office of councillors in the Town Ward to remain vacant until the ordinary election day in October 2017.**

**CARRIED 4/0**

**7.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
Nil

**8.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**  
Nil

**9.0 CONFIDENTIAL ITEMS**  
Nil

**10.0 CLOSURE**  
The Presiding Person closed the meeting at 6:20pm.

DRAFT

**8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

**9.0 OFFICERS REPORTS**

## **9.1 CHIEF EXECUTIVE OFFICER**

### **9.1.1 2017 WA LOCAL GOVERNMENT CONVENTION**

**Location/Address:** 170 Railway Parade, West Leederville  
**Name of Applicant:** WALGA  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0059  
**Date:** 12 June 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends the registration of Councillors & CEO to attend the 2017 WA Local Government Convention.

#### **Attachment**

2017 WA Local Government Convention programme attached.

#### **Background**

The 2017 WA Local Government Convention will be held on Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> August 2017 at the Perth Convention Centre. Prior to the official opening of the convention the State and Local Government Forum will be held on the Wednesday 2<sup>nd</sup> August from 8.30am – 12.30pm, followed by the WALGA Annual General Meeting from 1.30pm – 5.30pm and the welcoming reception from 5.30pm – 7.00pm.

#### **Comment**

Rooms have been tentatively booked at the Adina Apartment Hotel which is located directly opposite the Perth Convention Centre. The rooms have been booked for three nights, checking in on the Tuesday and checking out on the Friday and we have until 10 July 2017 to make any cancellations without any penalty.

The previous couple of years Council have only registered for the Thursday of the convention and my thoughts were that we would do the same this year as well as attending the State and Local Government Forum, WALGA Annual General Meeting and Welcoming Reception on the Wednesday.

The delegates to attend the convention has been discussed by Council, but has not yet been finalised. My recommendation is that Councillors wanting to attend the event are registered as we have previously made consideration for attendance at the event in the 2016/17 Budget.

#### **Consultation**

Nil

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Funds have been allocated for attendance at the WA Local Government Convention.

#### **Strategic Implications**

Community Strategic Plan

Outcome 4.2.2 – To be strong advocates representing the Shire's interests

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.1**

**That registrations are completed for Councillors and/or the CEO as required to attend the WA Local Government Convention commencing Thursday 3 August 2017.**

# 2017 WA Local Government Convention

Wednesday 2 - Friday 4  
August 2017

Perth Convention and Exhibition Centre  
21 Mounts Bay Road, Perth



Information  
and Registration

# Members *first*

PRESENTED BY



WALGA

FOUNDING CORPORATE PARTNER



WALGA is a not-for-profit organisation

lgis is a not-for-profit organisation

# Event partners



## Founding Corporate Partner

LGIS is proud to partner with WALGA at the WA Local Government Convention. We understand the importance of this major annual event and the exceptional opportunities it delivers for the WA Local Government sector.

LGIS ensures the long term protection of Western Australian Local Government through a member-owned industry based self-insurance scheme. Local Governments across WA combine their resources to self-insure their property, civil liability exposures, bushfire volunteer personal accident, workers compensation, and bulk purchase external insurance for excess coverage. With this, risk management underpins the success of the Scheme, good governance as well as ensuring a safer workplace and community. A comprehensive risk management support program tailored to the individual needs of the sector is provided as a complimentary benefit of LGIS membership.

The local LGIS team look forward to meeting with you at the Convention to talk about how we might be able to support the WA Local Government sector in delivering services and protecting communities; with a range of protection solutions that go beyond insurance.



## Principal Sponsor

Civic Legal is pleased to be the Principal Sponsor of the WALGA Convention once again, continuing our commitment to the WA Local Government sector. When you work with us, you will receive clear advice and strong representation. We are responsive and easy to work with. Our lawyers regularly deal with the latest and most confusing issues that face Local Governments, so they are equipped to assist you with whatever legal problem your Local Government may face. Whether you need to comply with the disclosure regime on gifts and travel contributions, determine which industrial relations scheme your Local Government fits into or simply manage day-to-day issues, we have the capability to assist. Come past our booth during the Convention to ask us any of your burning questions, or just to say hello!

## Supporting Sponsors



## Convention Supporter





# An invitation

It is again my pleasure to invite all Elected Members, CEOs and Senior Managers to attend the 2017 WA Local Government Convention, scheduled for Wednesday, 2 to Friday, 4 August at the Perth Convention & Exhibition Centre (PCEC).

Themed *Members First*, the program reflects WALGA's fresh perspective on how to better understand and respond to the needs of Local Government by focusing on improving Member engagement and service. We have a renewed emphasis on practical sessions and this year's program incorporates three concurrent sessions covering topics such as Emergency Management, community engagement, waste and recycling, and implications of the new NDIS, to name a few. There is also an opportunity to participate in field trips to view the new Perth Stadium and visit the Cockburn ARC, the City of Cockburn's new major recreation and aquatic centre, as well as the City of Stirling's Balcatta Recycling Centre.

WALGA's annual Convention provides an outstanding opportunity to explore Local Government issues, share experiences, and exchange views and ideas to take back to your Council. The event gets underway with WALGA's AGM, followed by two days of plenary and concurrent sessions. Known as a community iron man and one of the world's leading authorities on local economic development, Ernesto Sirolli will open the conference and also lead one of our many concurrent sessions. Other keynote speakers include Stephen Yarwood, former Lord Mayor of the City of Adelaide and Urban Futurist at city2050, and Idris Mootee, a highly acclaimed strategic innovation expert who provides counsel to CEOs and management boards on critical matters in strategy and innovation. The conference will close with the annual Gala Dinner and I'm thrilled to announce Australian comedian Dave Hughes as the After-Dinner Entertainment.

A significant contingent of industry suppliers will make up the trade exhibition to show off their latest offerings to the Local Government sector. I encourage you to take this once a year opportunity to meet with these valuable suppliers and be updated on what is currently available.

I would like to express appreciation for the valuable support provided by the Convention Founding Partner LGIS and Principal Sponsor Civic Legal. I also wish to thank our Supporting Sponsors, RAC and Synergy, as well as the City of Perth for their continuing support for the popular Banners in the Terrace competition.

I look forward to seeing you in August.



Cr Lynne Craigie  
President



# About the event

## Who should attend?

The WA Local Government Convention and Trade Exhibition is presented specifically for those engaged in the Local Government sector.

The conference sessions aim to support and inform Mayors, Presidents, Elected Members and Chief Executive Officers. Additional attendance by General Managers, Directors and other senior managers is also highly recommended. Available options include full conference participation and daily registration.

## Optional breakfasts

### Thursday, 3 August

Australian Local Government Women's Association (ALGWA) AGM and Breakfast (\$55pp)

### Friday, 4 August

Convention Breakfast with Matthew Pavlich (\$88pp)

## Social activities

The Partner Program offers an interesting range of options for accompanying guests, including a full day tour of the Ferguson Valley post-Convention. Social networking functions include the Opening Welcome Reception, Sundowner and the closing Gala Dinner on Friday evening.

## Elected Member training

To facilitate progress with the Elected Member Development Program, a number of modules are again being offered prior to the Convention, as well as after the Convention. Full details are enclosed in a separate flyer – enquiries to [training@walga.asn.au](mailto:training@walga.asn.au)



## Banners in the terrace

### 2016 Overall Winner – Shire of Coolgardie

Take some time to view the outstanding display of this year's creative entries in the Banners in the Terrace competition – flying high along St Georges and Adelaide Terraces between Sunday, 23 July and Saturday 5, August.



# The program

## Tuesday, 1 August

- 3.30pm – 5.30pm **Mayors and Presidents' Forum (PCEC)**  
 5.30pm – 7.00pm **Mayors and Presidents' Reception**

## Wednesday, 2 August

- 10.00am **Delegate Service Desk open for Convention Registration (PCEC Level 2)**  
 12.00pm – 1.00pm **Luncheon for 2017 WALGA Honours Recipients**  
 1.30pm – 5.30pm **WALGA Annual General Meeting (includes presentation of Honours Awards)**  
 5.30pm – 7.00pm **Convention Opening Welcome Reception**  
 A welcoming space to network your way through an evening of food, beverages, music and friendly conversation. Included in Full Delegate Registration.

## Thursday, 3 August

- 7.00am **Delegate Service Desk open for Registration (PCEC Level 2)**  
 7.00am – 8.30am **ALGWA (WA) AGM and Breakfast.**  
 Register online via Delegate Registration. Other enquiries to Cr Janet Davidson OAM JP, City of Perth – M: 0417 974 936 or janetdavidsonjp@hotmail.com  
 8.00am – 8.45am **Light Breakfast in the Trade Pavilions for Delegates**  
 An opportunity to catch up with Exhibitors and each other over a croissant and glass of orange juice.

9.00am

**There is no geography to intelligence and there is no geography to passion - Opening Keynote Address from Dr Ernesto Sirolli**

*"The future of every community lies in capturing the passion, energy and imagination of its own people." – Dr Ernesto Sirolli*

Dr Ernesto Sirolli is a community iron man and one of the world's leading authorities on local economic development. He began working in International Aid in Africa in 1971 and has since worked globally in projects to promote local entrepreneurship and local self-determination. One of Ernesto's early projects was in Esperance in 1985, where he pioneered a unique economic development approach based on harnessing the passion, determination, intelligence, and resourcefulness of the local people. This locally managed resource has been in operation for over 30 years.

Ernesto will explore how to transform economic fortunes in communities through a person-centered approach to economic development. That is, how can positive change be affected in communities through harnessing the power and innovation of entrepreneurs already living in those very communities.

*Ernesto Sirolli, Founder of the Sirolli Institute*



**10.30am – 11.15am Refreshments****11.15am****Session 2 Concurrent sessions**

All delegates will be asked to indicate session preference when registering to assist with venue planning.

**Community Enterprise Facilitation®**

Enterprise Facilitation® aims to promote local economic growth by providing support to local entrepreneurs from within a community by nurturing the resourcefulness of its people. Convinced that the future of every community lies in capturing the passion, intelligence, imagination and resources of its people, Ernesto Sirolli developed Enterprise Facilitation® as a person-centered approach to local economic development.

This session will explore how Enterprise Facilitation® applies to your community by demonstrating that the provision of caring, competent, dedicated advice and support to entrepreneurs is as important as the development of physical infrastructures to the development of a stable and prosperous economy.

**Engaging Young People in Local Communities**

Engaging with youth goes beyond giving young people a voice, it is about ensuring young people are valued and that their contribution is respected, considered and acted upon. Meaningful youth engagement is a partnership where together, a genuine sense of ownership of decision-making and vision sharing is built.

Technology is changing the way we communicate. This session explores contemporary options and opportunities for involving young people in the affairs of Local Government and their community.

**Innovation in Local Government**

Local Government is increasingly being tasked with solving very complex problems. RDA Perth has hosted a unique forum to start the conversation around innovation in Local Government and what technologies might be utilised to assist with many of the day to day activities that Local Government undertakes for their communities. Following the forum the ideas identified are being developed by a group of entrepreneurs, innovators and technologists to develop 'outside-the-box' solutions. These approaches will be presented at this concurrent session.

**Field Trip: Cockburn ARC**

Cockburn ARC is the City of Cockburn's major recreation and aquatic centre at Cockburn Central West. It is one of the largest developments of its kind in Australia, providing state-of-the-art aquatic and recreation facilities and the new home of the Fremantle Football Club.

**1.00pm - 2.00pm****Lunch**



2.00pm

### Session 3 Concurrent sessions

All delegates will be asked to indicate session preference when registering to assist with venue planning.

#### A Taste of Waste

Waste management is one of the most important and highly rated services that Local Government provides. To whet your appetite for waste, this session will provide you with a 'taste' of each of the different service types, from kerbside recycling, to verge collections, all the way to rural landfills. You will have the opportunity to hear about some of the funding available and Better Practice approaches being put in place by the Waste Authority, and the Department of Environment Regulation will provide an update on their Regulatory Reform process, including the highly anticipated Environmental Standard: Rural landfills.

The session will conclude with the opportunity to ask questions and discuss the different services, funding and regulatory developments with our engaging and knowledgeable speakers.

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#### Engaged and Empowered Citizens

Engaged and empowered citizens generate optimism about the future. They produce good decisions to meet tough community challenges and contribute to economic and cultural vitality. This session will explore how a civic engagement approach to decision making can lead to innovation and deliver better results to your communities. It will also outline how to improve engagement with your community and highlight community participatory models that are being used across Australia and overseas to improve the inclusiveness and liveability of local communities.

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#### Innovative Infrastructure

Local Government roads and infrastructure assets may look very different in the future. Emerging technologies are offering innovative opportunities to assist Local Governments and their communities realise significant benefits and efficiencies when it comes to planning, building, operating and maintaining key infrastructure.

This session will provide an insight into the ways ground-breaking technologies can be applied to roads, bridges, street lighting and other infrastructure. It will encourage different thinking as to how a Local Government can meet the demands of modern communities.

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#### Field Trip: Perth Stadium I

An exclusive opportunity for twenty (20) Full Delegates to enjoy a behind the scenes tour of the Stadium structure including a sneak peek of the team facilities and premium product areas plus a close-up view of the surrounding Stadium Park.

Tour attendees will hear about the fan-first initiatives, including the state-of-the-art Stadium technology being installed in the venue, have the opportunity to sit in seats, view the artwork surrounding the Stadium and in the surrounding Park, plus see the latest progress on the new Swan River Pedestrian Bridge and Perth Stadium Station.

Please refer to the end of the Program for more information on this Field Trip.

3.45pm - 4.30pm

#### Refreshments



4.30pm

**Session 4 What The Future Holds**

How many times have you thought you were in control and then something new hits the scene and turns everything on its head? All the rules you thought you had learned about the world are no longer true and you struggle to understand where you fit. Urban Futurist and former Mayor of Adelaide Stephen Yarwood understands disruption and will help you to recognise it and use it to your advantage. It's not a new thing – you've lived with it all your life. Stephen will present examples of disruption at work in the recent past, reveal what technologies are currently unfolding that will change the way we live and work, and point to the things that will shape the long term future of our communities and society at large.

*Stephen Yarwood, Urban Futurist at city2050 & Former Lord Mayor of the City of Adelaide*

*Stephen Yarwood appears by arrangement with ICMI*

5.30pm – 7.00pm

**Sundowner in the Trade Pavilions**

Relax and meet your fellow delegates while enjoying a selection of beer, wine, soft drinks and a variety of finger food. The Sundowner is included in your Full Delegate Registration or Day Delegate Registration.

*\* Please be aware that the Mayors and Presidents' Reception usually held on Thursday evening will now be held on Tuesday, 1 August at the PCEC, following the Mayors and Presidents' Forum.*

**FRIDAY, 4 AUGUST**

7.00am

**Delegate Service Desk open**

7.30am – 8.45am

**Convention Breakfast with Matthew Pavlich**

A super athlete and Fremantle's most decorated player in its 18-year history, Matthew Pavlich was Captain of the Fremantle Dockers for nine years and six time All Australian. Retiring in 2016, Pavlich is the Dockers' career leader in games played and goals scored, and led Fremantle to the club's first Grand Final appearance. Pavlich speaks about the game of AFL with insightful stories demonstrating what it means to him to put 'Members First'.

*Matthew Pavlich appears by arrangement with TLA Australia*



9.00am

**Banners in the Terrace Awards**

9.15am

**Session 5 The State Of Play**

A conversation around the inside of Australian politics – both Federal and State - from two master commentators exploring what it all means for the many and varied issues facing Australians today.

*Liam Bartlett, 60 Minutes reporter, award winning broadcaster and journalist*

*Paul Murray, Former Editor of The West Australian, broadcaster, award winning journalist*

*Liam Bartlett and Paul Murray appear by arrangement with Cheryl Gardiner & Associates*

10.15am – 11.00am **Refreshments**

11.00am

## Session 6 Concurrent sessions

All delegates will be asked to indicate session preference when registering to assist with venue planning.

### Funding, More Funding and a Fire Service

The Special Inquiry into the Waroona Fire made a number of recommendations that have the potential to change the Emergency Management landscape. The previous State Government had accepted all of the recommendations and in 2017, the Local Government sector has been engaged on a number of fronts: in the development of a submission to the independent review of the Emergency Services Levy (ESL); as a member of an interagency working group to tackle the long standing issues associated with the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA); and as a stakeholder with a vested interest in the possible creation of a rural fire service. This year is all about funding, more funding and a possible new fire service.

These three bodies of work are fundamental to the way in which the Emergency Management arrangements operate and have implications on the current roles and responsibilities of Local Government. This session will provide an opportunity for you to hear from some of those leading these projects. You will be provided with an update on the status of the projects, likely impacts on the sector and opportunities for engagement. A panel discussion based on your questions from the floor will allow you to ask those burning questions on these critical issues.

### Delivering Change with the NDIS

The Federal Government is introducing the National Disability Insurance Scheme (NDIS) in July 2017. The \$22 billion scheme is the biggest social policy program since Medicare but unlike other states and territories, which will operate under a centralised system, the WA NDIS will be locally-administered and run by the State Government through the Disability Services Commission. There is an expectation that Local Government will understand, respond to and support the new self-service system being introduced.

Local Government has a responsibility under the *WA Disability Services Act 2003* to make provision for services and infrastructure that support people with disabilities to participate Disability Access and Inclusion plans (DAIPs). This session will explore the new scheme, the role of Local Government and what it means for your communities.

### Welcome to the Community

Did you know nearly 30 per cent of Western Australians are born overseas? Today, WA is the state with the highest proportion of migrants in its resident population, with around one in three people born overseas. And did you also know, WA also has the fastest growing population of all the States and Territories?

Thriving communities which support the diversity of people's different backgrounds and their circumstances are appreciated and positively valued. In this context Local Government needs to be adaptive and ready to deliver policy and services which support community cohesion and promote trust. This session will explore how Local Government can encourage and foster welcoming communities.



## Field Trip: Perth Stadium II

An exclusive opportunity for twenty (20) Full Delegates to enjoy a behind the scenes tour of the Stadium structure including a sneak peek of the team facilities and premium product areas plus a close-up view of the surrounding Stadium Park.

Tour attendees will hear about the fan-first initiatives, including the state-of-the-art Stadium technology being installed in the venue, have the opportunity to sit in seats, view the artwork surrounding the Stadium and in the surrounding Park, plus see the latest progress on the new Swan River Pedestrian Bridge and Perth Stadium Station.

*Please refer to the end of the Program for more information on this Field Trip.*

## Field Trip: Balcatta Recycling Centre

This is your opportunity to join an exclusive tour of the newly refurbished City of Stirling Balcatta Recycling Centre. The Recycling Centre is home to a fantastic 'Tip Shop' which, after extensive renovations, now boasts an on-site café. The Tip Shop is operated in partnership with Workpower, who offer employment for people with and without disabilities. The Recycling Centre also hosts a Household Hazardous Waste Facility, a free recycled materials and goods drop off and a modern transfer station.

**12.45pm – 1.45pm Lunch**

**1.45pm**

## Session 7 Design Thinking

Idris Mootee is a highly acclaimed strategic innovation expert with a long history of working as an advisor to top executives of Fortune 500 companies. Recognising that many organisations understand the importance of innovation but fall short when it comes to execution, Idris partners with global clients across sectors to identify and implement strategic innovation processes, address critical challenges in innovation program design, and develop new-game strategies.

*Idris Mootee, CEO, Idea Couture*

*Idris Mootee appears by arrangement with Saxton Speakers Bureau*



## Official Close of the 2017 Local Government Convention

**3.00pm - 3.30pm Refreshments**

**7.00pm – 11.30pm Pre-Dinner Drinks and Gala Dinner, PCEC BelleVue Ballroom**

Put aside business for the night and enjoy a three-course meal, beverages, dancing, and an after-dinner laugh by Australian comedian, Dave Hughes.



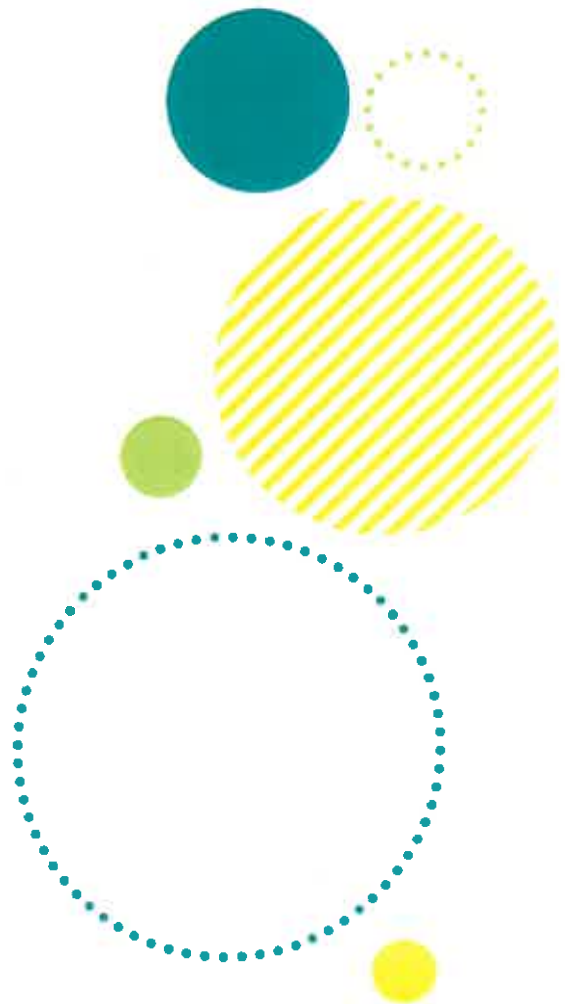
## Perth Stadium Field Trip - Important Information

Due to the considerable interest anticipated and limited space, registration on this tour will be conducted using a ballot system. Following the close of registration on Tuesday, 4 July, all Councils with at least one Full Delegate who have registered interest in attending one of the two offered Perth Stadium Field Trips, will be placed into a draw. The first forty (40) Councils drawn will be notified and asked to nominate one representative to participate in the tour. It will be up to individual Councils on how they decide on the representative.

If you're interested in participating in this tour, please consider the below conditions before submitting your registration.

- To allow enough time for the tour, attendees may be required to depart during the preceding refreshment break
- The Perth Stadium is a construction site and for safety reasons wheelchairs or prams are not permitted. All tour attendees must be of reasonable fitness and able to walk around the site unaided.
- Attendees must attend a site safety induction, complete the Multiplex Site Induction Form and wear the supplied Personal Protective Equipment (PPE) before the tour takes place.
- All attendees are required to wear long sleeves and long pants. Hard hats, high visibility vests and steel capped safety boots can be provided.
- Attendees of each site tour will not be permitted to take photos or video whilst on the tour.

Please note that those interested in joining this tour will be asked to indicate a second preference when registering as a Delegate, should they not be successful during the ballot process.



# Partner activities

Registration required for all activities - prices include GST

## Wednesday, 2 August

### Opening Welcome Reception

\$60

5.30pm – 7.00pm

## Thursday, 3 August

### Light Breakfast in the Trade Exhibition

\$30

8.00am – 8.45am

### Channel 9 Studios

10.00am – 12.30pm

Take advantage of this opportunity to get a behind-the-scenes look of the most advanced news studio in the Southern Hemisphere. This Nine News Perth tour will give you a greater understanding of how live television is brought to life from start to finish. It includes a peek into the director's control room, edit suites, news room, makeup and wardrobe and the two studios. There may even be chance to get behind the desk and read the latest breaking news!

Channel Nine has given permission for participants to video and take photos whilst on this tour.

**Includes:** Channel 9 tour and morning tea  
\$60 (minimum 10 – maximum 20)

### Ten Pin Bowling

11.15am – 2.30pm

Let the good times roll at an authentic retro ten pin bowling alley where the sixties come alive. Here is a chance to show off all those fancy moves.

**Includes:** Two games, shoe hire, lunch and transfers  
\$95 (minimum 10 – maximum 20)

### High Tea at Elizabeth Quay

1.30pm – 4.00pm

Join us for us for a walk of discovery around Perth's Elizabeth Quay together with the stories behind the history of the area and the works of art. A delectable high tea will follow at an iconic restaurant overlooking the city waters.

**Includes:** High Tea (including loose leaf tea and a glass of bubbles) and a guided tour of Elizabeth Quay  
\$95 (minimum 10 – maximum 20)

### Sundowner in the Trade Exhibition

\$60

5.30pm – 7.00pm

\* Please be aware that the Mayors and Presidents' Reception usually held on Thursday evening will now be held on Tuesday, 1 August at the PCEC, following the Mayors and Presidents' Forum.

## Friday, 4 August

### Breakfast with Matthew Pavlich

(at the PCEC)

\$88

7.30am – 8.45am

### Photography Walking Tour

8.00am – 12.00pm

Do you know the Rule of Thirds? Discover the answer on this snapshot photo walking tour. Professional photographer Rob Miller will teach you how to capture the right photo on your smart phones and digital cameras.

Please remember to bring your smart phone, digital camera and walking shoes.

**Includes:** Photographer and morning tea  
\$120 (minimum 10 – maximum 20)

### Guildford Walk

9.00am – 3.00pm

Step back in time on this trip to Guildford, the third settlement of the Swan River Colony. The first stop is a visit to Guildford Grammar School, including a guided tour of the historic Guildford Grammar chapel, a look at the "half safe vehicle" and morning tea in the school Dining Hall. It's then on to the National Heritage Precinct of Guildford where a member of the Guildford Historical Society will be our guide.

Weather permitting a leisurely picnic lunch will be held down by the river at Fisherman's Wharf, and there will be some free time at the end of the tour to wander along the James Street precinct to check out the quirky shops.

**Includes:** Coach transport, morning tea, lunch, Guildford Grammar guide, Guildford Historical Society guide  
\$150 (minimum 10 – maximum 22)

## Pucker Up: The Lip Lab

9.30am – 1.00pm

Create your own signature lipstick. Do this by selecting your base, colour, flavour, and additive (lip plumper, SPF or anti-oxidant). This is a fun workshop for the ladies and to be able to wear their signature lipstick to the Gala Dinner and be able to say "I made it".

**Includes:** Lipstick workshop and morning tea  
**\$110** (minimum 10 – maximum 30)

## Foraging for Food in Kings Park

1.30pm – 3.30pm

The bush was the Noongar people's supermarket. It provided everything they needed, including edible bush tucker plants and important bush medicines for healing minor ailments. On this tour you will see bush tucker and medicinal plants in their natural environment, and gain a full understanding about the Noongar Six Seasons. A delicious afternoon tea infused with traditional herbs and spices is provided to add further to your cultural experience.

**Includes:** Bush Tucker walk and talk, and afternoon tea  
**\$65** (minimum 15 – maximum 25)

## Convention Gala Dinner (at the PCEC)

7.00pm – 11.30pm

**\$120** for partners of Full Delegates and Life Members  
**\$190** for all other guests

## Saturday, 5 August

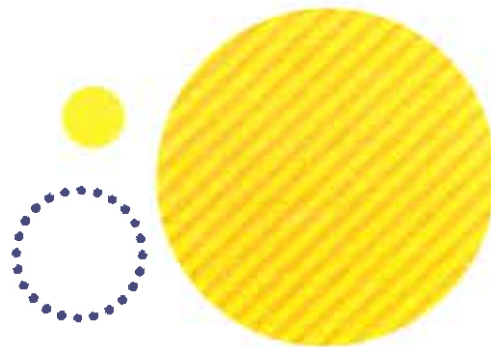
An additional option for Delegates and Partners.

### Ferguson Valley Tour

8.15am – 4.30pm

Shhh... this is the one to discover a little known destination within a couple of hours of Perth. After leaving the Convention Centre it's all aboard the Australind Train to Brunswick Junction where we will be met by a local coach company for the scenic drive around the Ferguson Valley. This is a hidden valley nestled in the lush rolling countryside with some funky wineries and breweries, one of which will be our lunch stop. If we are lucky we might see a gnome or two before heading back to the city by coach.

**Includes:** Australind train and comfortable coach transport, morning tea, lunch, middy size cider/beer tasting, and accompanying guide  
**\$210** (minimum 15 – maximum 32)



# General information

## ONLINE CONVENTION REGISTRATIONS – a simple process.

Visit [www.walga.asn.au/LGC17](http://www.walga.asn.au/LGC17) - then go to the Registration tab to complete your registration online.

Full Delegate fees cover the daily conference program, lunches and refreshments – the Opening Reception on Wednesday, 2 August and the Sundowner on Thursday, 3 August.

The Convention Breakfast on Friday morning and Convention Gala Dinner on Friday evening are optional, and a ticket fee applies.

## Convention fees

Prices are per person and are all inclusive of GST.

Deadline for all Registrations is Tuesday, 4 July 2017

### Convention Registration

Full Delegate	\$1,475
WALGA Life Members	Complimentary

### Day Delegate Registration

Day: Thursday, 4 August	\$780 (includes Sundowner)
Day: Friday, 5 August	\$725

## Optional Extras

### Gala Dinner

Full Delegate & Partner	\$120 each
WALGA Life Member & Partner	\$120 each
Gala Dinner Only	\$190 each

### Breakfast

ALGWA Breakfast (Thursday)	\$55
Convention Breakfast with Matthew Pavlich (Friday)	\$88

### Partners/Guests

Opening Reception (Wednesday)	\$60
Sundowner (Thursday)	\$60
Lunch (Thursday)	\$50
Lunch (Friday)	\$50
Partner Tours	Individual tour fees as listed

*Please contact WALGA for more information should your partner like to attend a particular conference session.*

**Elected Member Professional Development**  
– see enclosed leaflet for details.

## Changes to your registration

You can modify your online booking at any time before the close of registrations by using the link provided in your confirmation email. Once you have completed your registration, a tax invoice with a confirmation number will be emailed to you. Click on the link and enter your Confirmation Number to make any changes or additions to your reservation.

Registration cancellations must be advised in writing prior to the deadline date of **Tuesday, 4 July 2017**. Thereafter full fees are payable. Alternatively, a registration may be transferred to another member of the Council.

## Special requirements

Special dietary requirements, mobility or any other special needs should be indicated when registering – WALGA will use its best endeavours to meet these requests.

## Accommodation

Hotel information and booking forms are available at [www.walga.asn.au](http://www.walga.asn.au). Reservations are to be made direct with the hotel. Please note that city hotels have limited guest parking so clarify these arrangements when booking.

## Inter-venue transfers

A limited service will be provided between CBD hotels and the PCEC for the **Gala Dinner** on Friday evening. The limited transfer schedule will be displayed at the Delegate Service Desk.

The convenient, free and frequent bus services operating within the CBD are recommended for transfers between city hotels and the PCEC – for detailed information on these services go to [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au) - and hotel staff can offer some local advice to guests.

## PCEC parking

For those requiring daily parking, WALGA can arrange for a multi-entry (24 hour access) parking space in the underground car park at the PCEC at a daily cost of \$39. Parking space requests must be indicated on the registration form – **please note the non-extendable deadline for these requests is Tuesday, 4 July 2017.**



**9.1.2 2017 WALGA ANNUAL GENERAL MEETING VOTING DELEGATES**

**Location/Address:** 170 Railway Parade, West Leederville  
**Name of Applicant:** WALGA  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0059  
**Date:** 12 June 2017  
**Author:** Martin Whitely, Chief Executive Officer

**Summary**

This report recommends the appointment of voting delegates and proxies for the 2017 WALGA Annual General Meeting.

**Attachment**

Nil

**Background**

The WALGA Annual General Meeting will be held on 2 August 2017 at the Perth Convention Centre in the lead up to the Local Government Convention. Two voting delegates from each participating Shire are required to be registered with WALGA by 3 July 2017.

**Comment**

Generally the President & Deputy President have been the voting delegates for the Shire, with proxy voting delegates chosen from either attendees at the event each year. I don't see any reason why this would need to change.

**Consultation**

Nil

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Community Strategic Plan

Outcome 4.2.2 – To be strong advocates representing the Shire's interests

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.2**

**That Council appoint;**

- 1. Cr Bagley & Cr Cosgrove as voting delegates for the 2017 WALGA Annual General Meeting, and**
- 2. Cr \_\_\_\_\_ & CEO as the proxy voting delegates**



### 9.1.3 HIRE OF COOL ROOM POLICY

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0423  
**Date:** 14 June 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council review a copy of the Draft Mobile Cool Room Policy.

#### **Attachment**

Draft Mobile Cool Room Policy

#### **Background**

At the May 2017 Concept Forum there was discussion with regards to the history of the mobile cool room and hiring out of the cool room. At the Concept Forum the Council consensus was that the cool room was originally purchased by the Lions and then given to the Shire on the basis that the cool room be made available to all community groups and residents within the Shire of Mingenew free of charge (bond still applicable) and that a fee be charged for hiring to any interested persons outside of the Shire of Mingenew. The CEO advised that he would present an item to Council at the next meeting with a Policy for the hire for review by Council.

#### **Comment**

As discussed at the May 2017 Concept Forum a policy for the hire of mobile cool room has been drafted that will allow the Mingenew community to hire the mobile cool room free of charge. As per the adopted 2016/17 Fees & Charges a bond of \$145 is still applicable even though there will be no hire charge. The mobile cool room is still available for hire for members outside of Mingenew with a hire fee of \$130.

#### **Consultation**

All councillors

#### **Statutory Environment**

Local Government Act 1995

#### **Policy Implications**

If Council agree to the officer recommendation a new Mobile Cool Room Policy would be adopted.

#### **Financial Implications**

Nil

#### **Strategic Implications**

Community Strategic Plan

Outcome 3.6.1 - Continue to provide quality facilities for events

#### **Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.3</b>
--

**That the information is received and that a final copy of the Mobile Cool Room Policy is presented at the July 2017 Ordinary Meeting.**

**SHIRE OF MINGENEW**



**(DRAFT) COMMUNITY MOBILE COOL ROOM POLICY**

**JUNE 2017**



**Objective**

- To provide facilities to the Mingenew district community for recreational, community, sporting and other activities as required.
- To manage the facilities in a way that ensures equitable, appropriate and affordable access to the Mingenew district community.
- To maximise community use of facilities through planned asset maintenance and upgrade, promotion of the availability of facilities, booking planning and related events.
- To generate income from the use of facilities to partially fund maintenance and upkeep of the facilities.

**Policy**

**General**

1. Council will manage the *Mobile Cool Room* on behalf of the Mingenew community for use of the facility by the community. The *Mobile Cool Room* will be stored at the Shire of Mingenew Works Depot located at Linthorne Street, Mingenew.
2. Council will maintain management responsibility of the *Mobile Cool Room* including all booking functions and maintenance requirements.
3. The *Mobile Cool Room* will be available free of charge to any member or community/recreational organization **residing within** the Mingenew district.

4. The *Mobile Cool Room* will be available at a nominal charge to any member or community/recreational organization **residing outside** of the Mingenew district in accordance with Councils annual budget fees and charges schedule.
5. Council will set fees and charges for the use of the *Mobile Cool Room* through its annual budget process. Council will determine these fees and charges for the use of the *Mobile Cool Room* on a basis where the fees and charges will not be levied on a cost recovery basis; rather revenue collected from its fees and charges will go towards the maintenance and upkeep of the facility.
6. Council will maintain all insurances and indemnities required and keep the *Mobile Cool Room* in a good condition to ensure safe access and use by the community.

#### Conditions of Use

1. Priority of access and use of the *Mobile Cool Room* facility will be given as follows:
  - The community organization or member must reside within the Mingenew district to be eligible for non-charge use of the *Mobile Cool Room* facility.
  - Any community organization or member who reside outside of the Mingenew district will attract a charge for the hire of the *Mobile Cool Room* facility in accordance with Councils annual fees and charges schedule.
  - The community organization or member is responsible for the collection and return of the *Mobile Cool Room* facility from/to the Council Works Depot.
  - The community organization or member is responsible for completing the correct documentation (Booking Hire and Use

Agreement form) and collection/return of keys to the Shire of Mingenew for the use of the *Mobile Cool Room*.

3. Access to use of the *Mobile Cool Room* facility will be on the following general terms (where applicable):
- No use or access of the facility without the prior agreement of the Council through the completion of the Hire and Use Agreement form.
  - The facility must be locked when not in use and at the end of hire/use period.
  - The facility must be returned in a good and clean condition. In the event of any damage or a requirement to do any additional cleaning, the user will be responsible for the cost incurred.
  - A bond deposit of \$145 must be paid for issuance of the key for the facility in accordance with Councils annual budget Fees and Charges schedule. This will be refunded on return of the facility and the key to the Councils Works Depot. The key must be returned on the next working day after the facility has been used, or sooner if arranged.
  - The deposit of the \$145 bond is held by Council as a guarantee of compliance with the conditions as specified in this policy and the Booking Hire and Use Agreement.
  - No permanent fixtures or fittings can be placed in the facility.
  - The Shire must be advised of any proposed activity regarding the use of the facility that requires a permit or licence (eg selling of alcohol & food).
  - The Council reserves the right to refuse or cancel facility hire or use if the Council believes any proposed activity in the precinct is dangerous, hazardous or affects the amenity of the facility.

7. Notwithstanding any request for the use of the facility, the Council reserves the right to refuse any such request or to cancel a booking once made for any reason.

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Key Performance Indicators:                      Extent to which the community understands the policy as demonstrated by the use of the facility and compliance with the terms and conditions of use.

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Keywords:    Mobile Cool Room facility.  
Hire & use of facility.  
Free of charge use.

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Related Policies:                                      Community/Recreational Facilities, Finance, Administration.

Related Procedures:                                      Hire and Use Booking Agreement form.

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Delegation Level:                                      CEO, Finance Manager, Community Services Officer & Customer Services Officer.

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Adopted by Council:                                      19 July 2017

Resolution #:    Council Decision 9.1.xx

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Review Date:    No later than 31 December 2017.

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Consultation:    Community to be advised of policy via the *Mingenew Matters*.

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Authority:    Local Government Act 1995.

---

Strategic Plan Link:                                      Shire of Mingenew 2012 Community Strategic Plan - Social Outcome 3.6

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**A copy of this policy has been inserted into the Shire of Mingenew's  
Policy and Procedures Manual.**

#### 9.1.4 2016/17 INTERIM MANAGEMENT LETTER

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0081  
**Date:** 14 June 2017  
**Author:** Martin Whitely, Chief Executive Officer

##### Summary

This report recommends that Council endorse the recommendation from the Audit Committee to receive the Interim Management Letter and the proposed course of action to address the matters raised in the Interim Management Letter.

##### Attachment

Interim Management Letter

##### Background

Butler Settineri conducted their interim audit on site on 2-3 May 2017. The corresponding draft management letter was emailed to the President and CEO for comment on 1 June 2017. The CEO forwarded responses to Butler Settineri on 9 June 2017 and the final Interim Management as tabled was received on 13 June 2017.

##### Comment

As tabled in the Interim Management Letter I have provided comments to the matters raised in the report. In addition to the comments made in the Interim Management Letter I acknowledge that as the CEO an appropriate course of action should be presented to Council on how these matters raised in the report will be addressed. As such my recommendations on the proposed course of action are as follows;

##### Written Quotes for Expenditure

At the May 2017 Ordinary Meeting Council reviewed the Shire's Purchasing Policy. The Purchasing Policy requires all expenditure between \$5,000 - \$9,999 to have at least one verbal or written quotation, at least two written quotations for expenditure between \$10,000 - \$39,999, at least three written quotations for expenditure between \$40,000 - \$149,999 will all expenditure of \$150,000 and above required to follow the tender process.

Where written quotes are required, it is the responsibility of the person committing the expenditure to ensure that all written quotes are to be attached to the purchase order relating to the expenditure as evidence of the written quotes obtained.

##### Tenders

All tenders, whether by WALGA e-Quotes or otherwise must be opened by at least two authorised persons. It is also the responsibility of the authorised persons opening the tender to ensure that these details are recorded in the Tender Register. For all tenders not conducted by WALGA e-Quotes all submissions received by email will be made to a separate [tenders@mingenew.wa.gov.au](mailto:tenders@mingenew.wa.gov.au) email address that is only to be accessed after the closing deadline of the tender.

##### Credit Card Expenditure

Receipts are required for all credit card transactions and where possible any additional supporting information should be provided. For example if accommodation, meal or meeting costs are incurred on the credit card confirmation of scheduled meetings could be provided to further support the credit card receipts.

##### Segregation of Duties

Currently the Governance Officer vacancy does limit the ability to implement additional control measures. Further segregation of duties control will be implemented when the Governance Officer position is filled.

**Consultation**

Durga Ojha, Finance Manager  
Marius van der Merwe, Butler Settineri

**Statutory Environment**

Local Government Act 1995  
Local Government (Audit) Regulations 1996  
Local Government (Functions & General) Regulations 1996

**Policy Implications**

Purchasing Policy  
Credit Card Policy  
Delegations Register

**Financial Implications**

Nil

**Strategic Implications**

Community Strategic Plan  
Outcome 4.2.2 – An open and accountable local government that is respected, professional and trustworthy  
Outcome 4.5.1 – Ensure compliance with local, town planning, building and health and all other relevant legislation

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.4</b>
--

**That Council endorse the Audit Committee recommendation to;**

- 1. Receive the Interim Management Letter prepared by Butler Settineri and the comments provided by the CEO, and**
- 2. Instruct the CEO to implement the following course of action to address the matters raised in the Interim Management Letter**
  - (a) All written quotes for expenditure required as per the Shire's Purchasing Policy are to be attached to the purchase order relating to the expenditure**
  - (b) All tenders are to be opened by at least two authorised persons, recorded and documented in the tender file by the authorised persons and a separate [tenders@mingenew.wa.gov.au](mailto:tenders@mingenew.wa.gov.au) be established for tenders submitted by email**
  - (c) Receipts are required for all credit card transactions and where possible additional supporting documentation is to be provided in support of the receipts**
  - (d) Segregation of duties to be addressed when the Governance Officer position is filled**

MvdM : RH  
MING01

13 June 2017

Ms M Bagley  
The President  
The Shire of Mingenew  
PO Box 120  
MINGENEW WA 6522

Dear Michelle

## **SHIRE OF MINGENEW**

We wish to advise that we have recently completed the interim audit of the above mentioned Council for the year ended 30 June 2017.

The Australian Auditing and Assurance Standards Board encourages auditors to issue a management letter on completion of each audit as a means of advising Council of any matters noted during the course of the audit.

Our interim audit involves the review of only those systems and controls adopted by the Council upon which we wish to rely for the purposes of determining our interim audit procedures. Furthermore, our interim audit should not be relied upon to disclose defalcations or other similar irregularities, although their disclosure, if they exist, may well result from the procedures we undertake. While we have considered the control environment in accordance with Australian Auditing Standards, we have not tested controls and hence do not comment on whether systems and controls are operating effectively.

We advise that we have not encountered any other matters during the course of our interim audit that we believe should be brought to your attention other than the following:

### **Written quotes for expenditure**

As reported in the Financial Management Review report dated August 2016, we continue to note that in certain instances the Shire failed to obtain a minimum of two written quotes for purchases exceeding \$10,000 as required by the current purchasing policy. We also noted that the reason for selecting one supplier quote over another was not documented.

#### *What can go wrong:*

Suppliers may not be provided with an equal opportunity to provide services to the Shire with the result that the best suppliers and prices may not be selected.

*Risk rating:* Medium



*Management comment:*

At the May 2017 Ordinary Council Meeting the CEO's recommendation to amend the purchase order authorisation for the Finance Manager and Works Supervisor (previously Deputy Chief Executive Officer and Works Manager) to reduce the level of authority down from \$60,000 to \$10,000 was endorsed by Council. This means that only the CEO has the ability to financially commit the Shire to amounts in excess of \$10,000 which will ensure that any financial commitment above \$10,000 is the responsibility of the CEO.

**Tender process for programs**

As reported in the Financial Management Review report dated August 2016, we continue to note that quotations in respect of tenders requested through WALGA e-Quotes are opened solely by the CEO. A recommendation was made for another manager to be present when the e-Quotes are opened after the tender closing date and to sign the tender documents as evidence of the review thereof. On review of the tender relating to the Lighting Towers which closed on 21 October 2016, no evidence of this recommendation being implemented was documented.

*What can go wrong:*

Tenders may be opened before the closing date and information gained used to manipulate the remaining tenders to be received. This compromises the tender process which may lead to suppliers not being provided with an equal opportunity to provide services to the Shire with the result that the best suppliers and prices may not be selected.

*Risk rating:* High

*Management comment:*

WALGA e-Quotes cannot be accessed prior to the tender submission deadline and information received through WALGA e-Quotes cannot be amended. All tenders received through WALGA e-Quotes are then presented to Council so I am at a loss how this could be considered a "high" risk.

The Lighting Towers tenders were opened with the Deputy Chief Executive Officer present, however this was not documented in the tender file. In relation to this tender I spoke with Marius van der Merwe at my concerns that there could potentially be the perception that tenders received prior to the closing date could be accessed by the CEO as tender submissions were submitted to the [ceo@mingenew.wa.gov.au](mailto:ceo@mingenew.wa.gov.au) email address. It was agreed that this perception could be avoided by having all submissions send to a separate [tenders@mingenew.wa.gov.au](mailto:tenders@mingenew.wa.gov.au) or similar email address which will be auctioned for future tenders outside of WALGA e-Quotes.

Section 16(3)(a) of the Local Government (Functions and General) Regulations 1996 clearly states that tenders may be opened by only one person.

## **Credit card expenditure**

On review of the expenditure of the CEO's credit card it was noted that there was a lack of sufficient details on the supporting documentation to ascertain whether the expenditure incurred was of a business or personal nature.

### *What can go wrong:*

Expenditure of a personal nature may be incurred thus resulting in financial loss to the Shire.

*Risk rating:* Medium - High

### *Management comment:*

The CEO credit card statement includes narrations, albeit brief narrations due to the space provided, of transactions incurred which are supported by invoices. All credit card expenses incurred by the CEO are tabled at the Ordinary Council meeting each month for Council information and comment. Transactions on the CEO credit card are consistent with that would be expected from a rural local government CEO (ie. Fuel, accommodation, meeting expenses, etc) while other expenditure more uncommon (ie. Fire brigade items) are clearly documented what the expenditure is for.

Taking into consideration the information provided on the monthly statements, the supporting documentation, the amount of the transactions and the reporting to Council I do not agree with the comments and that this would be considered "high" risk.

## **Segregation of duties and levels of controls**

From our review of the Shire's control environment we have noted a lack of segregation of duties within the general financial administrative process.

A recent staff restructuring has seen various employees being made redundant including the senior Finance Officer and Works Manager.

The duties of the senior Finance Officer have been taken up by the newly appointed Finance Manager who is now not only responsible for reviewing transactions and reconciliations, but also for performing reconciliations and capturing transactions to the synergy soft accounting system. The Finance Manager also has access to online banking and is tasked with uploading of batch payments to online banking for release by the CEO.

The duties of the Works Manager have been taken up by the Works Supervisor who now oversees the works programs in relation to roads including the daily supervision of the works crew and the ordering process in conjunction with the CEO.

All other works programs including capital and maintenance projects in town are now overseen by the CEO directly who is now responsible for all aspects of these programs including obtaining quotes, placing orders, reviewing invoices and approving payments.

We appreciate that due to the nature and size of the Shire, management oversees all the functions within the Shire, however as a result of the staff restructuring, there is now even more limited segregation of duties within the general financial administrative process and we recommend that this should be continually considered by the management in designing compensating controls.

*What can go wrong:*

As there is now even more limited segregation of duties within the general financial administrative process with fewer layers of control, there is a greater potential for management override of controls which could lead to potential fraud and error.

*Risk rating:* Medium - High

*Management comment:*

I appreciate that within a small organisation that the segregation of duties will be associated with some level of risk, however this risk can be reduced by ensuring stop checks are in place which I believe they presently are. Regardless of the number of staff that may review transactions there is still the ability for fraudulent activity. What I consider as the most crucial stop check in a small organisation is to ensure that all payments made are authorised by two staff. Previously payments were predominately authorised by the Finance Officer and Deputy Chief Executive Officer while payments are now authorised by the Finance Manager and CEO which I see as a much higher level of quality control.

We wish to thank the Shire of Mingenew staff for their assistance during the interim audit.

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

Yours sincerely  
BUTLER SETTINERI (AUDIT) PTY LTD



MARIUS VAN DER MERWE CA  
Director

### 9.1.5 LATERAL ASPECT – BRANDING & PROMOTION

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0433  
**Date:** 14 June 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that Council consider making a financial commitment to the launch of the Shire of Mingenew’s new branding campaign.

#### Attachment

Suggested Branding & Promotion Schedule

#### Background

At the May 2017 Concept Forum Lily Ward and Steve Spicer of Lateral Aspect to provide Council with an update on the status of the Mingenew branding project. At the forum Council were handed a hard copy of a presentation detailing examples of the branding material and there was general discussion on the new logo, E-Newsletter, Website and launch of the new product. Lily Ward advised that the website would soon be going live and following a period of a couple of weeks with the website being operational that some sort of community event could be arranged for an official launch of the new branding strategy for the Shire. A date suggested for the launch was mid to late June 2017.

#### Comment

The new Shire website went live on 12 June 2017 and promotional marketing material has been ordered to assist with an official launch of the Shire’s brand. Speaking with Lateral Aspect they would like Council to make an allocation of funds available to assist in the marketing and promotion of the new brand.

There are currently no funds allocated in the 2016/17 for marketing and promotion of the new branding campaign as funds were only allocated for the conceptual design, implementation of the new website and related resources.

There are three main areas of promotion that have been suggested by Lateral Aspect to target, these are digital, television and billboards. Lateral Aspect is suggesting that the period from June to September be targeted each year to coincide with the wildflower season and have suggested the following spend as a minimum in the following areas and all pricing is GST Exclusive;

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Digital	1,200	1,200	1,200									1,200
Television	2,500	2,500	2,500									2,500
Billboard(s)	2,590	1,250	1,250									1,250
<b>TOTAL</b>	<b>\$6,290</b>	<b>\$4,950</b>	<b>\$4,950</b>									<b>\$4,950</b>

Digital advertising includes a Google Adwords and Facebook campaign at a cost of \$1,200 month. Ideally the digital advertising would be maintained throughout the year to maintain a presence in the market.

Television is self explanatory and additional funds could be allocated for targeting greater television audiences as the allocation of \$2,500 will buy approximately 500 x 30 second commercials a month.

## MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 21 June 2017

The cost to advertise on Billboards is \$1,250 a month however there is also a one off production cost of \$1,340 to produce the material to be displayed on the billboard. The billboards are operated by Ooh Media and they have 8 different locations around our location These locations are Shown in the attachment. The billboard that is being suggested for the Shire to use is the one located at Arrowsmith on the Brand Hwy approximately 40km from the Brand Hwy / Midlands Rd intersection.

Based on the table with the proposed minimum spend from Lateral Aspect the cost for marketing and promotion for 4 months in the 2017/18 financial year will be \$21,140. If the digital advertising was to be maintained outside of the wildflower season this would be an additional \$9,600.

My recommendation is that an allocation of \$30,000 be made for branding marketing & promotion in the 2017/18 financial year to enable Lateral Aspect to commence work to coincide with a launch of the new branding product in early July 2017 and Council will have the opportunity to revisit the branding marketing & promotion allocation when adopting the budget.

An allocation of \$30,000 would mean that Lateral Aspect would be able to achieve all three forms of advertising as well as maintaining a digital presence for 12 months, albeit this allocation would need to be reduced slightly for the other 8 months to stay within the \$30,000 allocation.

### **Consultation**

Lily Ward, Lateral Aspect

Mark Lucas, Lateral Aspect

Ella Budrikis, Community Development Officer

### **Statutory Environment**

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

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**

Purchasing Policy

### **Financial Implications**

There is a financial consideration to proceed with the marketing of the launch of the Shire's branding campaign. The recommendation is to allow for an amount of \$30,000 in the 2017/18 Budget for branding and promotion of the "See you in Mingenew" campaign. Council have the option to provide a greater allocation when the budget process is completed and adopted in August 2017.

**Strategic Implications**

Community Strategic Plan

Outcome 1.1.3 – Support and encourage tourism development

Outcome 1.1.4 – Continue to support local events and promote new events

**Voting Requirements**

Absolute Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.5</b>
--

**That Council;**

- 1. Accept the proposed advertising campaign suggested by Lateral Aspect, and**
- 2. An allocation of \$30,000 be made in the 2017/18 Budget for the branding advertising campaign**

Digital Media Budget

	June	July	August	September	October	November	December	January	February	March	April	May	June
AdWords	500	500	500	500									500
Facebook	500	500	500	500									500
Management	200	200	200	200									200
	1200	1200	1200	1200	0	0	0	0	0	0	0	0	1200

6000 plus GST

Mingenew Media Budget

	July	August	September	October	November	December	January	February	March	April	May	June
Regional TV (WIN Sponsorship deal)	2500	2500	2500									2500
Regional Billboard x 1	1250	1250	1250									1250
Production costs for Billboard	1340											1250
	5090	3750	3750	0	0	0	0	0	0	0	0	5000

Billboard located at Arrowsmith, Brand Highway, Northbound

17590 plus GST



# ooh!<sup>®</sup> UN MISS ABLE

**Shire of Mingenew**

**Prepared for Glenn Doust at Regional Media Specialists**

23<sup>rd</sup> February 2017





IN A WORLD OF MISSABLE MEDIA, oOh! IS

**UNMISSABLE**

IN A TIME OF AD RESISTANT AND IN CONTROL CONSUMERS,  
oOh! LETS THE ADVERTISER CONTROL THE EXPERIENCE.

# CONSUMERS CAN'T HELP CONSUMING oOh!

WE CAN'T BE



SWITCHED  
OFF



BLOCKED



MUTED



SKIPPED



MINIMISED

**oOh!**<sup>®</sup>  
Unmissable



## DRIVE BY < 3 SEC

### AWARENESS

#### A QUICK PRODUCT TRUTH

Airport Externals  
Large Format  
Posters

Bus Sides & Backs  
Street Furniture  
Taxi Backs



## WALK BY 8 SEC+

### AWARENESS

### ENGAGEMENT

### DESCRIPTION OF USP

### INTERACTION

### CONSIDERATION

Airport Interiors  
Universities  
Retail

Cinema Digitals  
Trolley Bays  
Train Stations  
Experiential



## STAND BY 15 SEC+

### AWARENESS

### ENGAGEMENT

### FULL DESCRIPTION OF PRODUCT BENEFITS

### INTERACTION

### CONSIDERATION

Airport Lounges  
Sports & Health  
Venues

Food Courts  
Cafés

CBD Lifts  
Toilets  
Cross Platform  
Bus Interiors



# ROAD

**oOh! ROAD GIVES BRANDS UNMISSABLE SCALE AND COVERAGE ACROSS AUSTRALIA, WITH A PERSISTENT, POWERFUL AND PHYSICAL PRESENCE.**

Presence. You either have it or you don't!

Only oOh! delivers national coverage that can make your brand Unmissable all across Australia.

No other provider can deliver a truly national billboard solution.

Give your brand the breadth of presence it deserves when and where it is needed most with oOh! Road's targeted packages.

**oOh!**<sup>®</sup>  
Unmissable





**RENAULT. MADE FOR YOU.**

DRIVE THE CHANGE



CLEARANCE  
4.6m

**YOU CAN'T  
MISS oOh!**



# oOh! WA Regional – Jan 2017

oOh! Media Static ●  
oOh! Media Digital ●



Map as of May 2015



# Shire of Mingenew – Road Summary

## Availability

No.	Site	Location	Size	Direction	Market	Install	20-Mar	17-Apr	15-May
1	PMO-01A	WA, Pithara, 24 Great Northern Hwy	8.3 x 2.2m	Northbound	10,000	900	✓	✓	✓
1	PMO-01B	WA, Pithara, 24 Great Northern Hwy	8.3 x 2.2m	Southbound	10,000	900	✓	✓	✓
2	PMO-02A	WA, Wubin, 209 Great Northern Hwy	8.3 x 2.2m	Northbound	10,000	900	✓	✓	✓
2	PMO-02B	WA, Wubin, 209 Great Northern Hwy	8.3 x 2.2m	Southbound	10,000	900	✓	✓	✓
4	PMO-04A	WA, Maya, Mullewa-Wubin Rd	8.3 x 2.2m	Southbound	10,000	900	✓	✓	✓
4	PMO-04B	WA, Maya, Mullewa-Wubin Rd	8.3 x 2.2m	Northbound	10,000	900	✓	✓	✓
19	PMO-19A	WA, Arrowsmith, Brand Hwy	8.3 x 2.2m	Northbound	10,000	900	✓	✓	✓
19	PMO-19B	WA, Arrowsmith, Brand Hwy	8.3 x 2.2m	Southbound	10,000	900	✓	✓	✓
30	PMO-30A	WA, Three Springs, Midlands Road	8.3 x 2.2m	Southbound	10,000	900	✓	✓	✓
30	PMO-30B	WA, Three Springs, Midlands Road	8.3 x 2.2m	Northbound	10,000	900	✓	✓	✓
34	PMO-34A	WA, Ballidu, Northam-Pithara Rd	8.3 x 2.2m	Northbound	10,000	900	✓	✓	✓
34	PMO-34B	WA, Ballidu, Northam-Pithara Rd	8.3 x 2.2m	Southbound	10,000	900	✓	✓	✓
35	PMO-35A	WA, Miling, Great Northern Hwy	8.3 x 2.2m	Southbound	10,000	900	✓	✓	✓
35	PMO-35B	WA, Miling, Great Northern Hwy	8.3 x 2.2m	Northbound	10,000	900	✓	✓	✓

## Investment

<b>Market Rate</b>	\$10,000 per site per lunar
<b>Client Rate</b>	\$1,250 per site per lunar
<b>Installation</b>	\$900 per install
<b>Production</b>	\$440 per poster

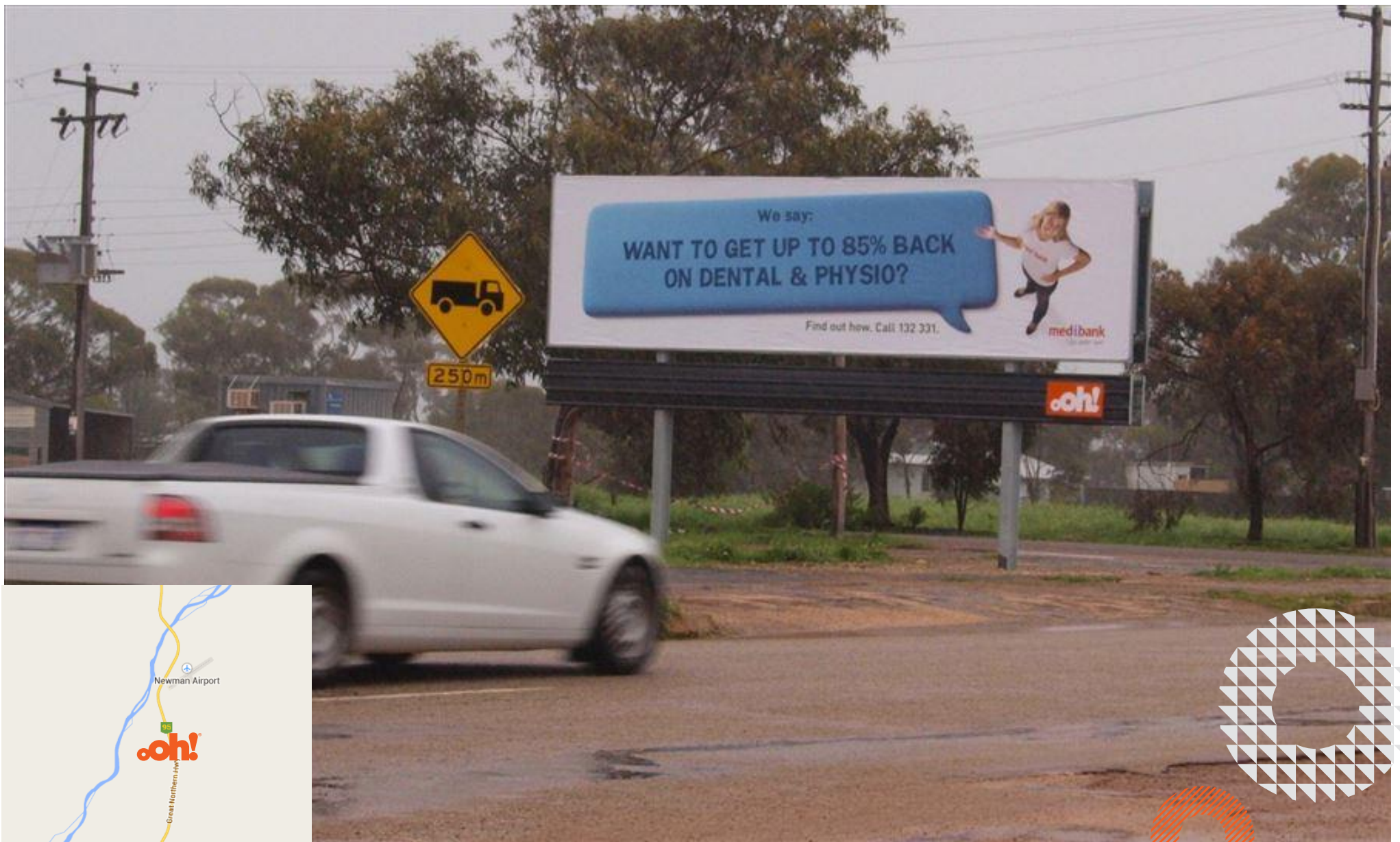
\*All rates are excluding GST. Production & Installation is additional to the media rate.

\*Client Rate is based on per site per lunar period (4-weeks)

\*Sites are subject the availability at the time of booking







PMO-01A

**WA, Pithara, 24 Great Northern Hwy**

**Format**

**Size**

**Direction**

**Centre Type**

**TV Coverage Area**

Super 8

8.3 x 2.2m

Northbound

Rural Town Centre

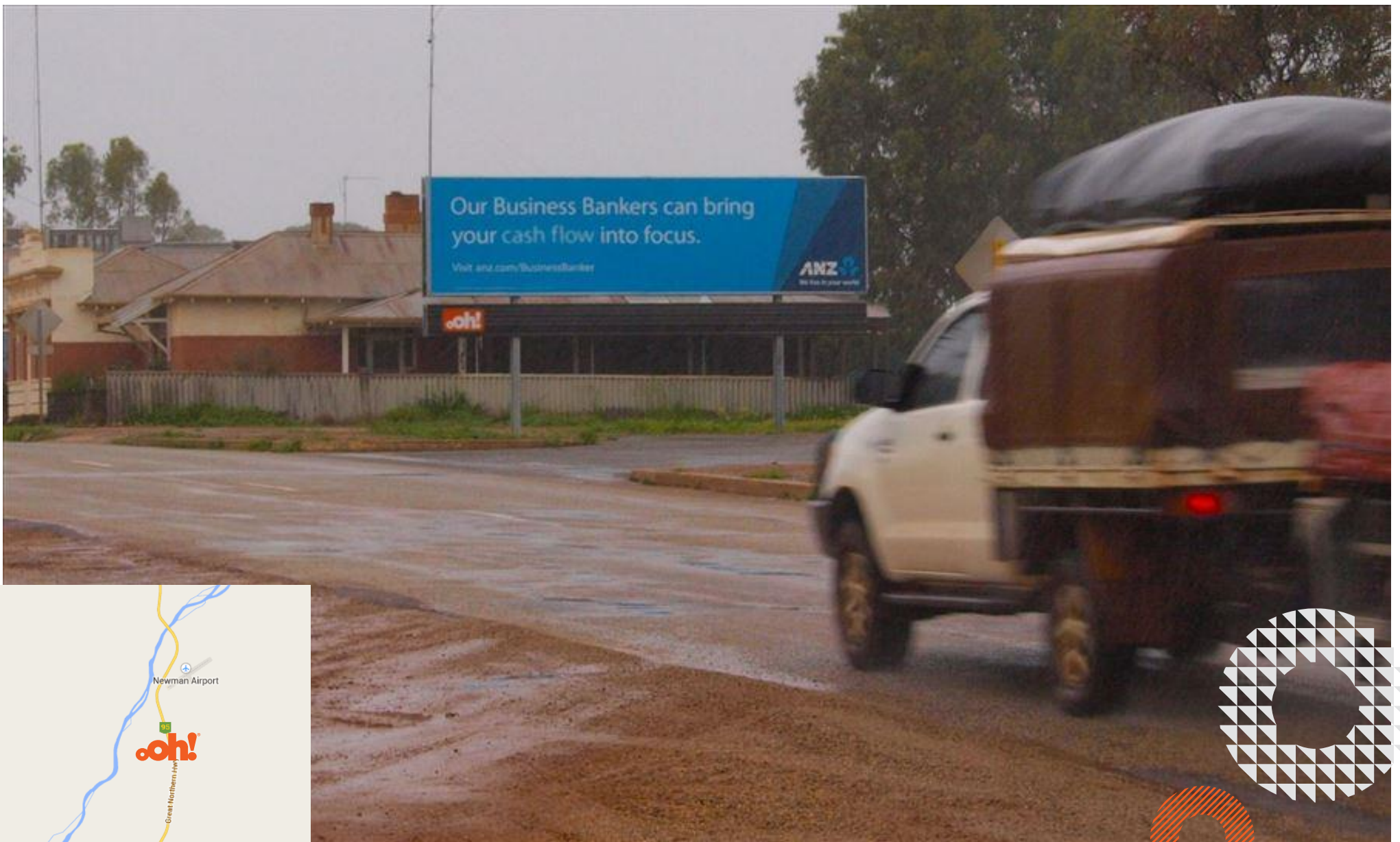
North

**Description**

Situated on the Great Northern Highway, this site targets traffic heading Northbound towards Port Hedland and Newman and other surrounding areas.



**oh!**  
Unmissable



PMO-01B

**WA, Pithara, 24 Great Northern Hwy**

**Format**

**Size**

**Direction**

**Centre Type**

**TV Coverage Area**

Super 8

8.3 x 2.2m

Southbound

Rural Town Centre

North

**Description**

Situated on the Great Northern Highway, this site targets traffic heading Southbound from Port Hedland and Newman towards Perth.



**oh!**  
Unmissable





PMO-02A

**WA, Wubin, 209 Great Northern Hwy**

**Format**

**Size**

**Direction**

**Centre Type**

**TV Coverage Area**

Super 8

8.3 x 2.2m

Northbound

Rural Town Centre

North

**Description**

Positioned in the Northern WA agricultural region, this site targets traffic heading Northbound to and the areas of Port Hedland and Newman from Perth.

**oh!**  
Unmissable



PMO-02B

**WA, Wubin, 209 Great Northern Hwy**

**Format**

**Size**

**Direction**

**Centre Type**

**TV Coverage Area**

Super 8

8.3 x 2.2m

Southbound

Rural Town Centre

North

**Description**

Positioned in the Northern WA agricultural region, this site targets traffic heading Southbound from the areas of Port Hedland and Newman towards Perth.



**oh!**<sup>®</sup>  
Unmissable





PMO-04A

**WA, Maya, Mullewa-Wubin Rd**

**Format**

Super 8

**Size**

8.3 x 2.2m

**Direction**

Southbound

**Centre Type**

Rural Town Centre

**TV Coverage Area**

North

**Description**

Positioned in the Northern WA agricultural region, this site targets traffic heading Southbound from the areas of Port Hedland and Newman towards Perth.

**oh!**<sup>®</sup>  
Unmissable



PMO-04B

**WA, Maya, Mullewa-Wubin Rd**

**Format**

Super 8

**Size**

8.3 x 2.2m

**Direction**

Northbound

**Centre Type**

Rural Town Centre

**TV Coverage Area**

North

**Description**

Positioned in the Northern WA agricultural region, this site targets traffic heading Northbound to the areas of Port Hedland and Newman from Perth.







PMO-19A  
**WA, Arrowsmith,  
 Brand Hwy**

**Format** Super 8  
**Size** 8.3 x 2.2m  
**Direction** Northbound  
**Centre Type** Rural Town Centre  
**TV Coverage Area** East

**Description**  
 Located about 318km north of Perth, this site targets traffic heading Northbound on the Brand Highway towards Dongara and further to Geraldton.

**oh!**<sup>®</sup>  
 Unmissable



PMO-19B  
**WA, Arrowsmith,  
 Brand Hwy**

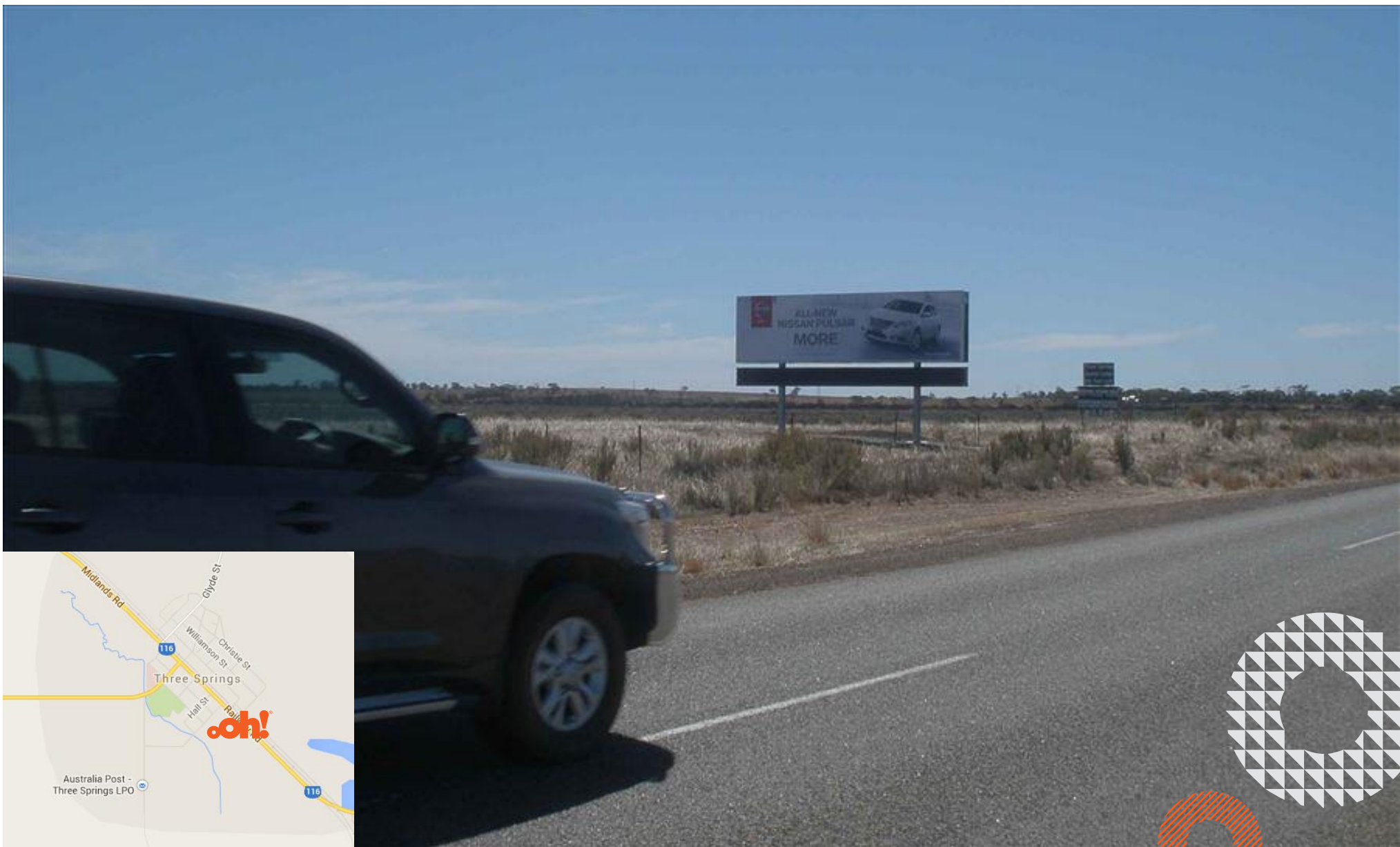
**Format** Super 8  
**Size** 8.3 x 2.2m  
**Direction** Southbound  
**Centre Type** Rural Town Centre  
**TV Coverage Area** East

**Description**  
 Located about 318km north of Perth, this site captures traffic heading Southbound from Geraldton on the Brand Highway towards Perth.



**oh!**  
 Unmissable





PMO-30A

**WA, Three Springs,  
Midlands Road**

**Format**

**Size**

**Direction**

**Centre Type**

**TV Coverage Area**

Super 8

8.3 x 2.2m

Southbound

Rural Town Centre

North

**Description**

Located in the town of Three Springs, 313 km north of Perth where Wheat Farming is the main industry and is home to the largest talc mine in the southern hemisphere. This site captures traffic heading Southbound from the Northern regions towards Perth.





PMO-30B

**WA, Three Springs,  
Midlands Road**

**Format**

Super 8

**Size**

8.3 x 2.2m

**Direction**

Northbound

**Centre Type**

Rural Town Centre

**TV Coverage  
Area**

North

**Description**

Located in the town of Three Springs, 313 km north of Perth where Wheat Farming is the main industry and is home to the largest talc mine in the southern hemisphere. This site captures traffic heading Northbound from Perth towards the popular Northern mining regions.







PMO-34A

**WA, Ballidu, Northam-Pithara Rd**

**Format**

**Size**

**Direction**

**Centre Type**

**TV Coverage Area**

Super 8

8.3 x 2.2m

Northbound

Rural Town Centre

North

**Description**

Situated at the town of Ballidu located in the Wheatbelt region of Western Australia, about 217 kilometres north of Perth. This site captures all local and tourist traffic travelling on the Northam-Pithara Rd.



**oh!**  
Unmissable





PMO-34B

**WA, Ballidu, Northam-Pithara Rd**

**Format**

**Size**

**Direction**

**Centre Type**

**TV Coverage Area**

Super 8

8.3 x 2.2m

Southbound

Rural Town Centre

North

**Description**

Situated at the town of Ballidu located in the Wheatbelt region of Western Australia, about 217 kilometres north of Perth. This site captures all local and tourist traffic travelling on the Northam-Pithara Rd.



**oh!**  
Unmissable





PMO-35A  
**WA, Miling, Great Northern Hwy**

**Format** Super 8  
**Size** 8.3 x 2.2m  
**Direction** Southbound  
**Centre Type** Rural Town Centre  
**TV Coverage Area** North

**Description**  
 Located on the Gresat Northern Highway, this super 8 structure impacts traffic heading southbound towards Perth.



**oh!**<sup>®</sup>  
 Unmissable





PMO-35B

**WA, Miling, Great Northern Hwy**

**Format**

**Size**

**Direction**

**Centre Type**

**TV Coverage Area**

Super 8

8.3 x 2.2m

Northbound

Rural Town Centre

North

**Description**

Located on the Great Northern Highway, this Super 8 structure targets traffic as they head northbound towards the northern regions of WA.



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Unmissable



# RETAIL

**oOh! RETAIL GIVES BRAND UNMISSABLE RELEVANCE AND RECALL, REACHING 68% OF AUSTRALIANS EVERY FORTNIGHT**

Whether your brand is in the store or beyond the store oOh! Retail delivers the Unmissable relevance of being there when and where decisions are being made.

For the hundreds of brands represented in our 530+ centres Australia wide, oOh! Retail delivers a mass audience in a 'relevance hunter' mindset day in and day out.

The interactive, high touch, high frequency, high dwell time and highly targetable nature of oOh! Retail makes it Unmissable.

**oOh!**  
Unmissable





GALAXY S5.  
Double data.  
Boom.  
Vodafone  
Power to you!

GALAXY S5.  
Double data.  
Boom.

Vodafone  
Power to you.



More 1GB, that's  
**3GB**  
\$60 plan

Samsung  
GALAXY S5

Head to Vodafone now.

**YOU CAN'T  
MISS oOh!**



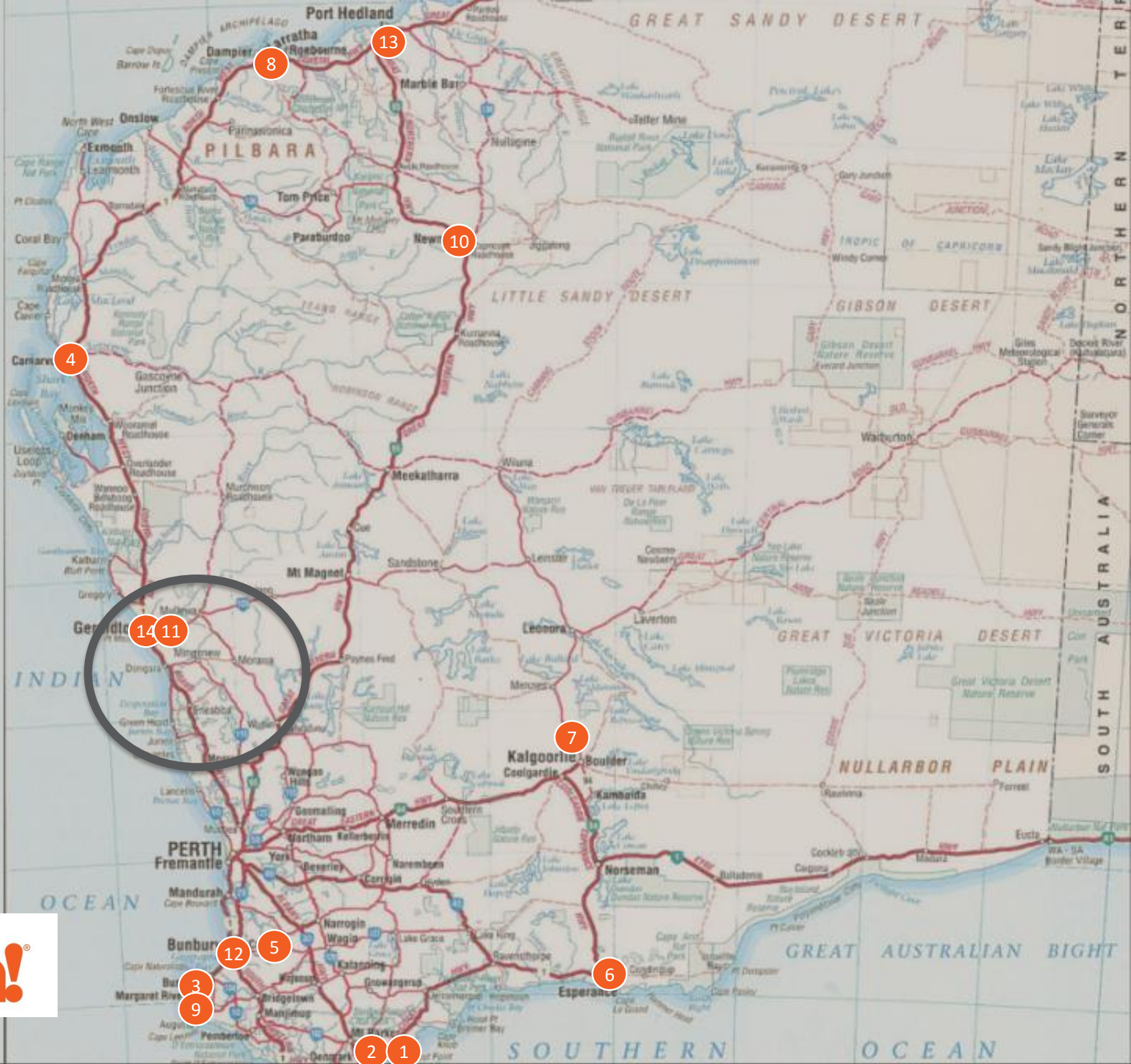
# Western Australia

## LEGEND

- Major Highway
- Main Road
- Minor Road
- National Route/Highway Number
- National Park / Reserve
- Regional Reserve
- Aboriginal Land
- Lake / Intermittent Lake

0 100 200 300 km

© Hema Maps Pty Ltd 2017 Cartography - Ray Martin



PERTH  
SHOPPING CENTRE  
COVERAGE  
Map as at January 2017



# Shire of Mingenew – Retail Summary

## Availability

No.	Shopping Centre	6-Mar	20-Mar	3-Apr	17-Apr	1-May	15-May	29-May
11	Northgate Shopping Centre		2.	7.	7.	9.	9.	9.
14	Stirlings Shopping Centre			2.	4.	4.	3.	3.
<b>Total</b>		<b>0</b>	<b>2</b>	<b>9</b>	<b>11</b>	<b>13</b>	<b>12</b>	<b>12</b>

## Investment

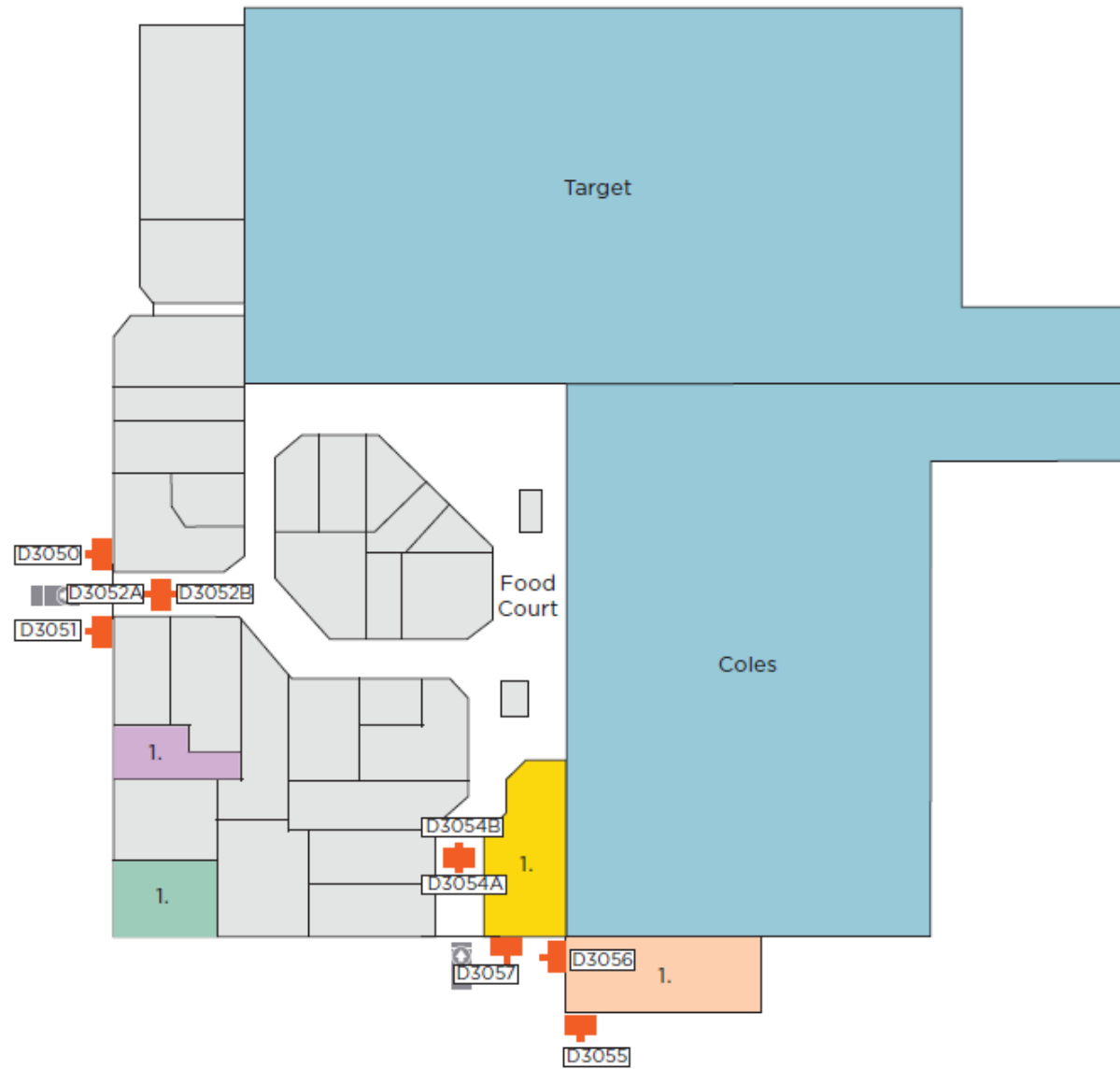
<b>Market Rate</b>	\$1,400 per panel per fortnight
<b>Client Rate</b>	\$500 per panel per fortnight
<b>Installation</b>	Included
<b>Production</b>	\$120 per poster

\*All rates are excluding GST. Production & Installation is additional to the media rate.

\*Client Rate is based on per panel per fortnight (2-weeks)

\*Sites are subject the availability at the time of booking





### WA - NORTHGATE SHOPPING CENTRE

LEGEND				BANKS	LIQUOR RETAILERS	CHEMISTS	TELECO'S		
ShopaLite Panel	Pedestrian Walkways	Car Park Ramp Entrance	1. NAB	1. Liquorland	1. Pharmacy	1. Telstra	Car Park	General Retailers	
Landscape Digital	Pedestrian Entrance/Exits	Car Park Entrance/Exits					Mini Major Retailers	Major Retailers	
Digital Panel	Bus Transit	Travelator/Escalator					Entertainment Retailers		
	Major Roads								





### WA - STIRLINGS SHOPPING CENTRE

LEGEND	Retail Categories				Other Features	
	BANKS	LIQUOR RETAILERS	CHEMISTS	TELECO'S	Car Park	General Retailers
<ul style="list-style-type: none"> <li> ShopALite Panel</li> <li> Landscape Digital</li> <li> Digital Panel</li> </ul>	<ul style="list-style-type: none"> <li> Pedestrian Walkways</li> <li> Pedestrian Entrance/Exits</li> <li> Bus Transit</li> <li> Major Roads</li> </ul>	<ul style="list-style-type: none"> <li> Car Park Ramp Entrance</li> <li> Car Park Entrance/Exits</li> <li> Travelator/Escalator</li> </ul>	<ul style="list-style-type: none"> <li>1. Woolworths Liquor</li> </ul>	<ul style="list-style-type: none"> <li>1. Pharmacy</li> </ul>	<ul style="list-style-type: none"> <li>1. Telstra</li> </ul>	<ul style="list-style-type: none"> <li> Car Park</li> <li> General Retailers</li> <li> Mini Major Retailers</li> <li> Major Retailers</li> <li> Entertainment Retailers</li> </ul>



**ooh!**<sup>®</sup>  
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**Sydney**

Level 2  
76 Berry Street  
North Sydney  
NSW 2060  
T 02 9927 5555

**Melbourne**

Level 3  
165 Fitzroy Street  
St Kilda  
VIC 3182  
T 03 8598 0700

**Brisbane**

3 Prospect Street  
Fortitude Valley  
QLD 4006  
T 07 3620 2900

**Adelaide**

Level 1  
77 King William Street  
North Adelaide  
SA 5006  
T 08 8367 3222

**Perth**

Media Tonic  
201 Subiaco Road  
Subiaco  
WA 6008  
T 08 9388 7844

### 9.1.6 HOLMWOOD FARMS – REIMBURSEMENT FOR DAMAGED FENCE

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0071  
**Date:** 15 June 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council consider reimbursing Holmwood Farms for damage sustained to their fence line on the Mingenew Mullewa Rd.

#### **Attachment**

Letter from Holmwood Farms

#### **Background**

At the Annual Electors Meeting on 15 February 2017 Mr Jon Holmes informed Council that he had sustained damage to his fences on the Mingenew Mullewa Rd, Coalseam Rd and Depot Hill Rd when the Shire had undertaken clearing of roadside vegetation on these roads and asked if the Shire would have any insurance in place to cover such damage. The CEO commented that he would look into the insurance side of things and that it was disappointing from the Shire's perspective that where damage had been caused by the Shire that this had not been communicated back to the landowner and resolved in an amicable manner.

#### **Comment**

After speaking with the insurers they informed me that we will in all likelihood be able to make a claim a claim under our Motor Vehicle policy since the grader is included under this policy. There is a possibility that the claim may not be accepted however we will not for certain until such time that a claim is made. We have an excess of \$300 on the Motor Vehicle policy that would need to be paid.

Quotes were requested from both Elders and Landmark 200 x 1650mm galvanised posts and 10 x 200m of 7/90/60 ringlock fencing. The quote from Landmark is \$4,285 and I am still waiting on the quote from Elders. Both prices are GST exclusive. As a comparative the online pricing from Rural Fencing Supplies in Maddington was \$3,486 + freight.

#### **Consultation**

Jon Holmes  
Andrew Greig, LGIS

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

There is a financial cost of only \$300 if the Shire is able to make a claim under the Motor Vehicle Policy, however if a claim was unsuccessful and Council agree to the request from Holmwood Farms then the financial cost would be around \$4,000. There are funds allocated in the Rural Road Maintenance budget that could be used to pay for the reimbursement.

**Strategic Implications**

Community Strategic Plan

Outcome 4.1.3 – Improve our levels of engagement and communication with all sectors of our community

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.6</b>
--

**That Council;**

- 1. Agree to reimburse Holmwood Farms for the damage sustained to their fence line on the Mingenew Mullewa Road by way of purchasing 200 x 1650mm galvanised posts and 10 x 200m of 7/90/60 ringlock fencing as per their request, and**
- 2. That an insurance claim is lodged for the cost of the fencing materials, and**
- 3. That measures be put in place to ensure there is better communication with landowners when clearing roadside vegetation**



Holmwood Farms  
"Holmwood"  
P.O. Box 78  
Mingenew, W.A. 6522  
holmwood@bigpond.com

ABN 46-975-405-855  
Ph: 99728011  
Mob Jon: 0429 728 011  
Mob Jill: 0427 728 011  
Mob Rob: 0427 728 015

Date: 12 /06/ 2017

CEO—Mr. Martin Whitely  
Shire of Mingeneu  
PO Box 120  
Mingenew WA 6522

Dear Martin,

RE: Damage to Fence situated Mingeneu Mullewa Road, near "Urella", by the Shire Clearing Roadside Vegetation 2017.

Further to discussion at the last Rate Payers Meeting ( Feb 2017), we request the Shire purchase two (2) kilometres of fencing material ( 200 of 165cm posts and 10 of 200 metre rolls of 7/90/60 ringlock fence) as compensation for the damage done to our fence.

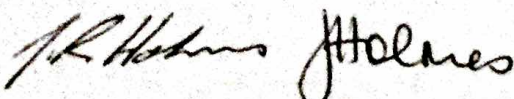
We have 3.9 kilometres along the Mingeneu Mullewa Road. From our northern boundary heading South, the first 700 metres very little damage has occurred. The next 2.6 kilometres has been severely damaged, either by removal of trees or undercutting the fence with the grader. Some of the posts are totally exposed.

We have 600 metres of fence at the Southern end where trees will be removed next year by the Shire. We will remove the fence and the trees before this work begins and replace the fence. Could we please have communication of when the Shire plan to execute the road work on this road.

In the future, we will try and make sure nothing grows on the road verge within a metre of our fences. We have approximately 50 kilometres of roadside fence in the Mingeneu Shire.

We request that your grader operators be instructed to come no closer than half a metre of our fences.

Yours Sincerely,



Jon Holmes

Jill Holmes

Rob Holmes

Aimee Holmes

Director

Director

Director

Partner

Holmwood Pty Ltd

## 9.2 FINANCE

### 9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 MAY 2017

<b>Location/Address:</b>	Shire of Mingenew
<b>Name of Applicant:</b>	Shire of Mingenew
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM0304
<b>Date:</b>	14 June 2017
<b>Author:</b>	Durga Ojha, Manager of Finance
<b>Senior Officer:</b>	Martin Whitely, Chief Executive Officer

#### Summary

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

#### MFA Attachment-1

Finance Report for period ending 31 May 2017

#### Background

The Monthly Financial Report to 31 May 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

<b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>	
Municipal Account	\$1,637,243
Business Cash Maximiser (Municipal Funds)	0
Trust Account	\$113076
Reserve Maximiser Account	\$331,750

## MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 21 June 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 May 2017:

	<b>Current</b>	<b>30+ Days</b>	<b>60+ Days</b>	<b>90+ Days</b>	<b>TOTAL</b>
Amount	255,123	151,347	65,970	427	472,867

Rates Outstanding at 31 May 2017 were:

	<b>Current</b>	<b>Arrears</b>	<b>TOTAL</b>
Rates	81,857	1,200	83,057
Rubbish	6,150	350	6,500
ESL	1,750	60	1,810
Payment Plan Fees	140	0	140
<b>TOTAL</b>	<b>89,897</b>	<b>1,610</b>	<b>91,507</b>

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2016/17 financial year.

### **Consultation**

Chief Executive 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 – 21 June 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

<b>OFFICER RECOMMENDATION – ITEM 9.2.1</b>
--

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

**SHIRE OF MINGENEW**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 May 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 May 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 May 2017 of \$1,768,280.

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

### Preparation

Prepared by: Durga Ojha

Reviewed by: Martin Whitely

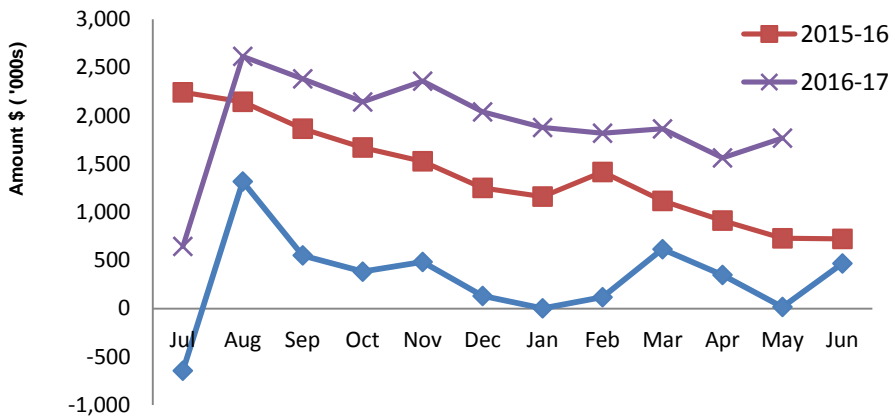
Date prepared: 14/06/2017

# Shire of Mingenew

## Monthly Summary Information

For the Period Ended 31 May 2017

**Liquidity Over the Year (Refer Note 3)**



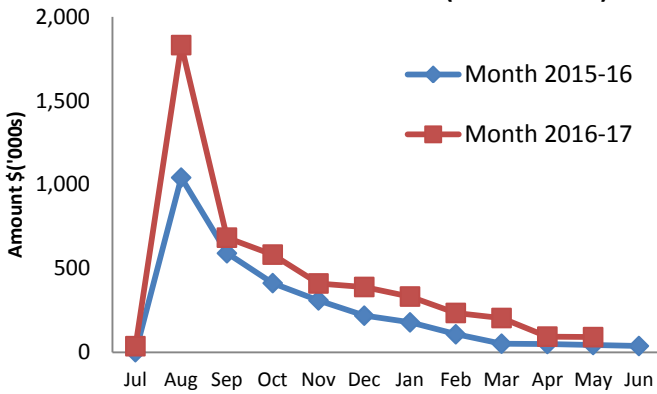
**Cash and Cash Equivalents as at period end**

Unrestricted	\$ 746,786
Restricted	\$ 852,536
	\$ 1,599,323

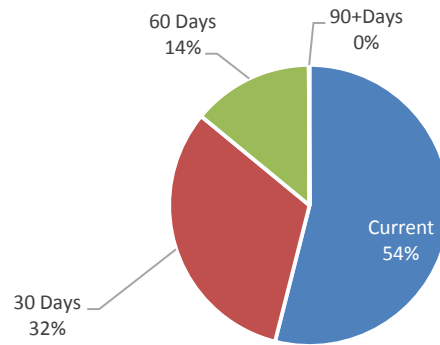
**Receivables**

Rates	\$ 90,507
Other	\$ 472,857
	\$ 563,364

**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  
 Third instalment was due 3 February 2017  
 4th & Final instalment was due 7 April 2017

**SUMMARY OF BILLING**

Rates	1,751,901
Rubbish	74,790
ESL	26,057
	1,852,748

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

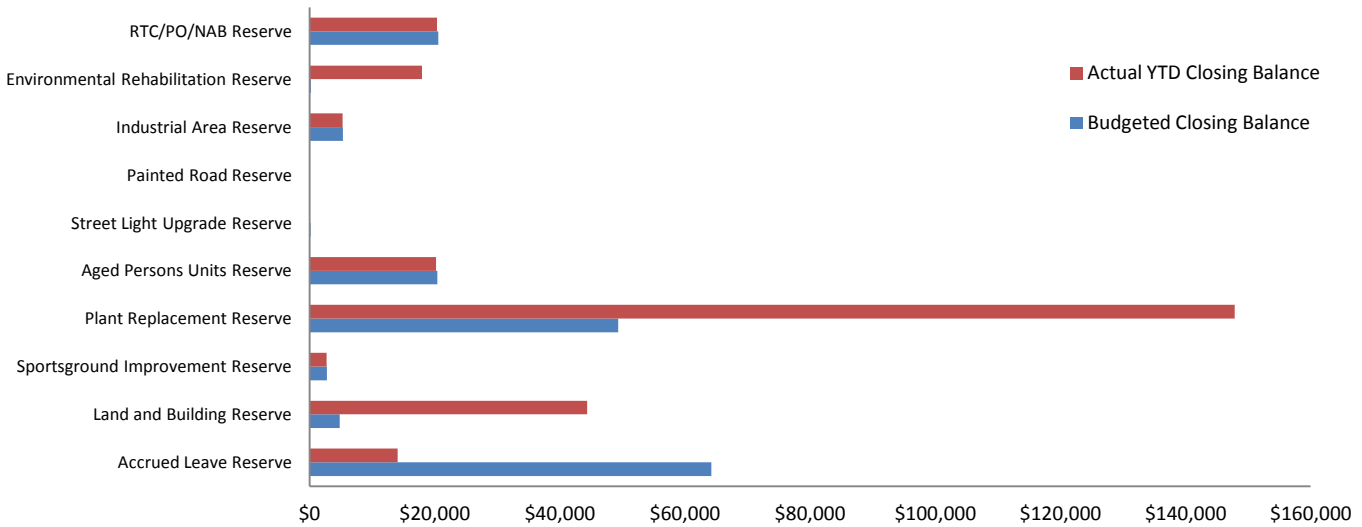


**Shire of Mingenew**  
**Monthly Summary Information**  
For the Period Ended 31 May 2017

**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.

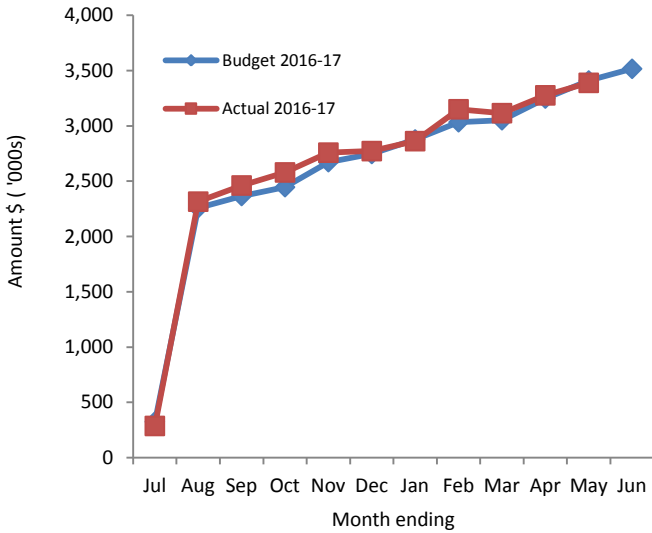
# Shire of Mingenew

## Monthly Summary Information

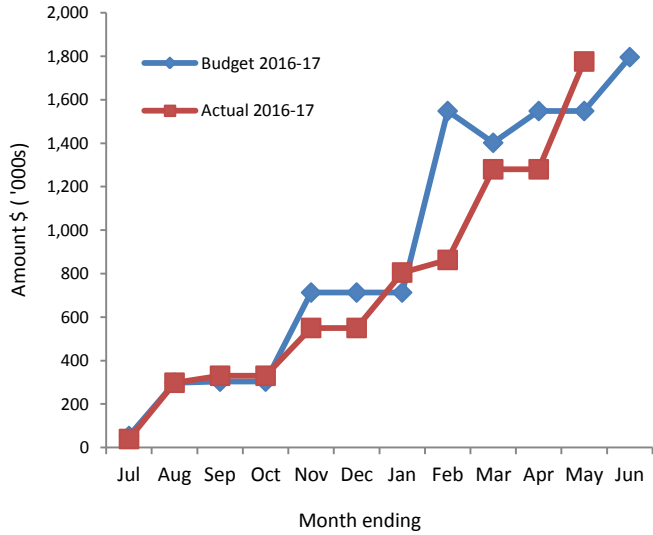
For the Period Ended 31 May 2017

### Revenues

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

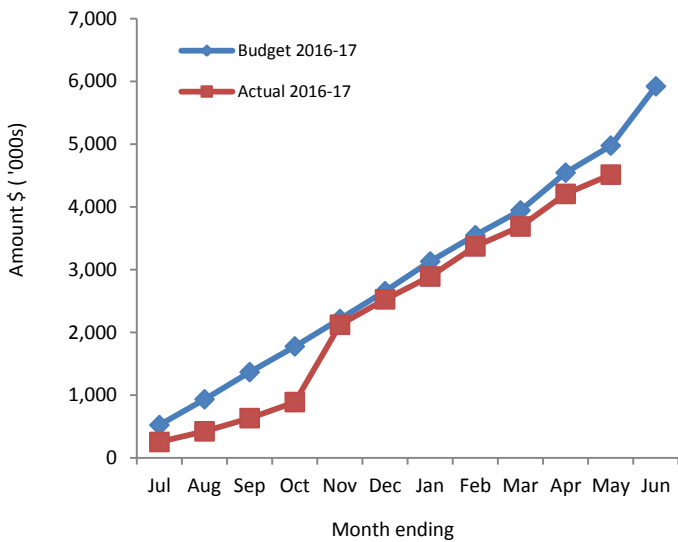


**Budget Capital Revenue -v- Actual (Refer Note 2)**

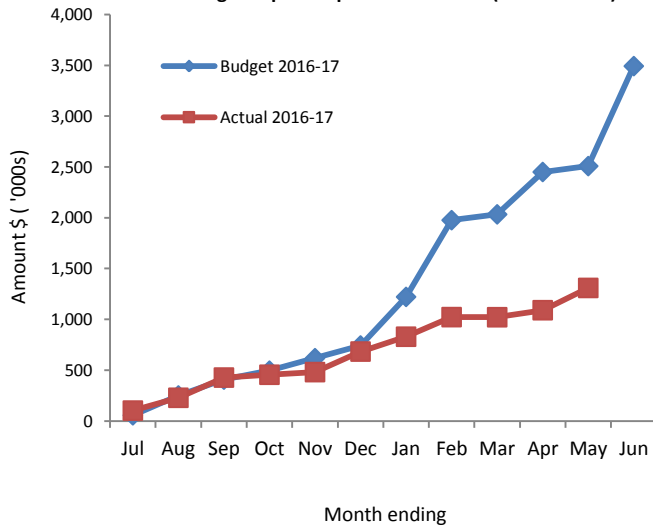


### Expenditure

**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 May 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.
<b>Operating Revenues</b>								
General Purpose Funding		\$ 2,372,597	\$ 2,384,752	\$ 2,357,246	\$ 2,364,422	\$ 7,176	% 0.30%	
Governance		17,559	7,099	16,055	16,733	678	4.23%	
Law, Order and Public Safety		77,070	79,070	27,869	26,642	(1,227)	(4.40%)	
Health		301	301	275	2,870	2,595	943.64%	
Education and Welfare		3,745	3,745	3,682	2,306	(1,376)	(37.36%)	
Housing		118,733	118,733	107,098	108,121	1,023	0.95%	
Community Amenities		83,577	85,662	86,178	82,162	(4,016)	(4.66%)	
Recreation and Culture		31,619	31,619	31,553	55,690	24,137	76.50%	▲
Transport		608,803	684,827	603,337	615,526	12,189	2.02%	
Economic Services		6,224	6,824	5,665	5,740	75	1.32%	
Other Property and Services		137,929	113,757	123,236	177,740	54,504	44.23%	▲
<b>Total Operating Revenue</b>		<b>3,458,159</b>	<b>3,516,389</b>	<b>3,362,194</b>	<b>3,457,952</b>	<b>88,582</b>		
<b>Operating Expense</b>								
General Purpose Funding		(83,815)	(89,815)	(54,439)	(50,310)	4,129	7.58%	
Governance		(111,671)	(217,483)	(162,978)	(210,820)	(47,842)	(29.35%)	▼
Law, Order and Public Safety		(170,044)	(170,044)	(152,567)	(91,496)	61,071	40.03%	▲
Health		(73,039)	(75,539)	(67,160)	(57,285)	9,875	14.70%	▲
Education and Welfare		(69,760)	(76,146)	(70,617)	(56,185)	14,432	20.44%	▲
Housing		(297,992)	(297,992)	(110,064)	(78,487)	31,577	28.69%	▲
Community Amenities		(372,924)	(372,924)	(350,735)	(184,355)	166,380	47.44%	▲
Recreation and Culture		(1,122,947)	(1,118,561)	(1,026,087)	(903,400)	122,687	11.96%	▲
Transport		(2,662,628)	(2,662,628)	(2,441,336)	(2,513,293)	(71,957)	(2.95%)	▼
Economic Services		(392,522)	(395,022)	(314,080)	(271,300)	42,780	13.62%	▲
Other Property and Services		(28,448)	1,552	(121,538)	(96,651)	24,887	20.48%	▲
<b>Total Operating Expenditure</b>		<b>(5,385,790)</b>	<b>(5,474,602)</b>	<b>(4,871,601)</b>	<b>(4,513,580)</b>	<b>358,021</b>		
<b>Funding Balance Adjustments</b>								
Add back Depreciation		2,360,651	2,360,651	2,163,887	1,970,175	(193,712)	(8.95%)	
Adjust (Profit)/Loss on Asset Disposal	8	(36,765)	(36,765)	(30,126)	1,617	31,743	(105.37%)	
Adjust Provisions and Accruals		0	0	0	0	0		
<b>Net Cash from Operations</b>		<b>396,255</b>	<b>365,673</b>	<b>624,354</b>	<b>916,164</b>	<b>284,634</b>		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions	11	2,242,506	1,795,921	1,366,271	1,375,369	9,098	0.67%	
Proceeds from Disposal of Assets	8	447,000	447,000	409,750	335,150	(74,600)	(18.21%)	▼
<b>Total Capital Revenues</b>		<b>2,689,506</b>	<b>2,242,921</b>	<b>1,776,021</b>	<b>1,710,519</b>	<b>(65,502)</b>		
<b>Capital Expenses</b>								
Land Held for Resale	13	(200,000)	(200,000)	0	(682)	(682)	(100.00%)	
Land and Buildings	13	(1,023,000)	(723,000)	(78,995)	(126,235)	(47,240)	(59.80%)	▼
Infrastructure - Roads	13	(1,452,561)	(1,236,362)	(1,182,551)	(783,192)	399,359	33.77%	▲
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		(445,000)	(445,000)	(409,007)	(35,551)			
Plant and Equipment	13	(589,900)	(600,000)	(421,900)	(360,653)	61,247	14.52%	▲
Furniture and Equipment	13	(14,500)	(14,500)	(11,997)	0	11,997	100.00%	▲
<b>Total Capital Expenditure</b>		<b>(3,724,961)</b>	<b>(3,218,862)</b>	<b>(2,104,450)</b>	<b>(1,309,415)</b>	<b>421,580</b>		
<b>Net Cash from Capital Activities</b>		<b>(1,035,455)</b>	<b>(975,941)</b>	<b>(328,429)</b>	<b>401,105</b>	<b>356,078</b>		
<b>Financing</b>								
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	258,778	195,363	195,363	18,598	(176,765)	(90.48%)	
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(181,409)	(181,409)	(181,404)	(181,409)	(5)	(0.00%)	
Transfer to Reserves	7	(91,775)	(91,775)	(41,729)	(41,729)	0	0.00%	
<b>Net Cash from Financing Activities</b>		<b>(14,406)</b>	<b>(77,821)</b>	<b>(27,770)</b>	<b>(204,539)</b>	<b>(176,769)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(653,606)</b>	<b>(688,089)</b>	<b>268,155</b>	<b>1,112,729</b>	<b>463,943</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>653,606</b>	<b>688,089</b>	<b>653,606</b>	<b>655,550</b>	<b>1,944</b>	<b>0.30%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(0)</b>	<b>(0)</b>	<b>921,761</b>	<b>1,768,280</b>	<b>465,887</b>		

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 May 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)	
<b>Operating Revenues</b>								
Rates	9	\$ 1,769,967	\$ 1,786,567	\$ 1,757,980	\$ 1,757,532	\$ (448)	% (0.03%)	
Operating Grants, Subsidies and Contributions	11	763,239	827,184	801,176	816,024	14,848	1.85%	
Fees and Charges		236,201	248,886	228,442	255,925	27,483	12.03%	▲
Service Charges		0	0	0	0	0		
Interest Earnings		27,152	22,152	24,805	32,192	7,387	29.78%	
Other Revenue		618,600	588,600	513,956	593,086	79,130	15.40%	▲
Profit on Disposal of Assets	8	43,000	43,000	35,835	3,192			
<b>Total Operating Revenue</b>		<b>3,458,159</b>	<b>3,516,389</b>	<b>3,362,194</b>	<b>3,457,952</b>	<b>128,401</b>		
<b>Operating Expense</b>								
Employee Costs		(974,354)	(1,017,429)	(877,178)	(1,123,692)	(246,514)	(28.10%)	▼
Materials and Contracts		(1,051,072)	(1,119,309)	(951,256)	(586,352)	364,904	38.36%	▲
Utility Charges		(117,268)	(123,768)	(111,463)	(85,146)	26,317	23.61%	▲
Depreciation on Non-Current Assets		(2,360,651)	(2,360,651)	(2,163,887)	(1,970,175)	193,712	8.95%	
Interest Expenses		(53,270)	(54,270)	(53,262)	(36,127)	17,135	32.17%	▲
Insurance Expenses		(143,612)	(143,612)	(137,374)	(127,662)	9,712	7.07%	
Other Expenditure		(679,328)	(649,328)	(571,472)	(579,617)	(8,145)	(1.43%)	
Loss on Disposal of Assets	8	(6,235)	(6,235)	(5,709)	(4,809)			
<b>Total Operating Expenditure</b>		<b>(5,385,790)</b>	<b>(5,474,602)</b>	<b>(4,871,601)</b>	<b>(4,513,580)</b>	<b>357,121</b>		
<b>Funding Balance Adjustments</b>								
Add back Depreciation		2,360,651	2,360,651	2,163,887	1,970,175	(193,712)	(8.95%)	
Adjust (Profit)/Loss on Asset Disposal	8	(36,765)	(36,765)	(30,126)	1,617	31,743	(105.37%)	
Adjust Provisions and Accruals		0	0	0	0	0		
<b>Net Cash from Operations</b>		<b>396,255</b>	<b>365,673</b>	<b>624,354</b>	<b>916,164</b>	<b>323,553</b>		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions	11	2,242,506	1,795,921	1,366,271	1,375,369	9,098	0.67%	
Proceeds from Disposal of Assets	8	447,000	447,000	409,750	335,150	(74,600)	(18.21%)	▼
<b>Total Capital Revenues</b>		<b>2,689,506</b>	<b>2,242,921</b>	<b>1,776,021</b>	<b>1,710,519</b>	<b>(65,502)</b>		
<b>Capital Expenses</b>								
Land Held for Resale	13	(200,000)	(200,000)	0	(682)	(682)	(100.00%)	
Land and Buildings	13	(1,023,000)	(723,000)	(78,995)	(126,235)	(47,240)	(59.80%)	▼
Infrastructure - Roads	13	(1,452,561)	(1,236,362)	(1,182,551)	(783,192)	399,359	33.77%	▲
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	(445,000)	(445,000)	(409,007)	(35,551)			
Plant and Equipment	13	(589,900)	(600,000)	(421,900)	(360,653)	61,247	14.52%	▲
Furniture and Equipment	13	(14,500)	(14,500)	(11,997)	0	11,997	100.00%	▲
<b>Total Capital Expenditure</b>		<b>(3,724,961)</b>	<b>(3,218,862)</b>	<b>(2,104,450)</b>	<b>(1,309,415)</b>	<b>421,580</b>		
<b>Net Cash from Capital Activities</b>		<b>(1,035,455)</b>	<b>(975,941)</b>	<b>(328,429)</b>	<b>401,105</b>	<b>356,078</b>		
<b>Financing</b>								
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	258,778	195,363	195,363	18,598	(176,765)	(90.48%)	
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(181,409)	(181,409)	(181,404)	(181,409)	(5)	(0.00%)	
Transfer to Reserves	7	(91,775)	(91,775)	(41,729)	(41,729)	0	0.00%	
<b>Net Cash from Financing Activities</b>		<b>(14,406)</b>	<b>(77,821)</b>	<b>(27,770)</b>	<b>(204,539)</b>	<b>(176,769)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(653,606)</b>	<b>(688,089)</b>	<b>268,155</b>	<b>1,112,729</b>	<b>502,862</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>653,606</b>	<b>688,089</b>	<b>653,606</b>	<b>655,550</b>	<b>1,944</b>	<b>0.30%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(0)</b>	<b>(0)</b>	<b>921,761</b>	<b>1,768,280</b>	<b>504,806</b>		

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 May 2017

		YTD 31 05 2017					
Capital Acquisitions	Note	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	682	0	682	682	200,000	0
Land and Buildings	13	97,357	7,132	104,489	104,489	1,023,000	0
Infrastructure - Roads	13	780,259	2,933	783,192	783,192	1,452,561	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	445,000	0
Plant and Equipment	13	360,653	0	360,653	360,653	589,900	0
Furniture and Equipment	13	0	0	0	0	14,500	0
<b>Capital Expenditure Totals</b>		<b>1,274,502</b>	<b>13,167</b>	<b>1,287,669</b>	<b>1,287,669</b>	<b>3,724,961</b>	<b>0</b>

**Funded By:**

Capital Grants and Contributions	1,375,369	1,366,271	1,972,047	9,098
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	320,752	409,750	447,000	(88,998)
<b>Own Source Funding - Cash Backed Reserves</b>				
Land and Building Reserve	0	0	0	0
Sportsground Improvement Reserve	0	0	40,000	0
Plant Replacement Reserve	0	0	0	0
Aged Persons Units Reserve	0	0	100,000	0
Street Light Upgrade Reserve	14,376	0	0	14,376
Painted Road Reserve	4,222	0	14,449	4,222
Industrial Area Reserve	0	0	0	0
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>(18,598)</b>	<b>195,363</b>	<b>195,363</b>	<b>(213,961)</b>
<b>Own Source Funding - Operations</b>	<b>(408,453)</b>	<b>(683,715)</b>	<b>956,102</b>	<b>275,263</b>
<b>Capital Funding Total</b>	<b>1,287,669</b>	<b>1,287,669</b>	<b>3,724,961</b>	<b>0</b>

Comments and graphs

Capital Expenditure Program YTD



**Shire of Mingenew**  
**STATEMENT OF BUDGET REVIEW**  
**(Statutory Reporting Program)**  
**For the Period Ended 28th February 2017**

FM Reg  
33A (1)

FM Reg 33A(2A)(a)

FM Reg 33A(2A)(c)

FM Reg 33A

FM Reg Sch 1

Note	Budget v Actual		Variance Permanent (c)	Predicted		
	Annual Budget \$ (a)	YTD Actual \$ (b)		Variance Timing (Carryover) (d)	Year End \$ (a)+(c)+(d)	
	\$	\$	\$	\$	\$	
<b>Operating Revenues</b>						
Governance	7,099	15,552	10,460		17,559	▲
General Purpose Funding	2,384,752	2,369,908	(12,155)		2,372,597	▼
Law, Order and Public Safety	79,070	19,922	(2,000)		77,070	▼
Health	301	270	0		301	
Education and Welfare	3,745	2,045	0		3,745	
Housing	118,733	69,236	0		118,733	
Community Amenities	85,662	81,829	(2,085)		83,577	▼
Recreation and Culture	31,619	32,091	0		31,619	
Transport	684,827	464,911	(76,022)		608,805	▼
Economic Services	6,824	4,749	(600)		6,224	▼
Other Property and Services	113,757	92,207	24,172		137,929	▲
	<b>3,516,389</b>	<b>3,152,720</b>	<b>(58,230)</b>	<b>0</b>	<b>3,458,159</b>	
<b>Operating Expense</b>						
Governance	(217,483)	(155,560)	105,812		(111,671)	▼
General Purpose Funding	(89,815)	(32,569)	6,000		(83,815)	▼
Law, Order and Public Safety	(170,044)	(63,916)	0		(170,044)	
Health	(75,539)	(35,915)	2,500		(73,039)	▼
Education and Welfare	(71,760)	(37,175)	2,000		(69,760)	▼
Housing	(297,992)	(81,148)	0		(297,992)	
Community Amenities	(372,924)	(113,665)	0		(372,924)	
Recreation and Culture	(1,122,947)	(682,273)	0		(1,122,947)	
Transport	(2,662,628)	(1,949,454)	0		(2,662,628)	
Economic Services	(395,022)	(190,893)	2,500		(392,522)	▼
Other Property and Services	1,552	(28,111)	(30,000)		(28,448)	▲
	<b>(5,474,602)</b>	<b>(3,370,680)</b>	<b>88,812</b>	<b>0</b>	<b>(5,385,790)</b>	
<b>Funding Balance Adjustment</b>						
Add Back Depreciation	2,360,651	1,541,613	0		2,360,651	
Adjust (Profit)/Loss on Asset Disposal	(36,765)	1,861	0		(36,765)	
Adjust Provisions and Accruals	0	0	0		0	
<b>Net Operating</b>	<b>365,673</b>	<b>1,325,514</b>	<b>30,582</b>	<b>0</b>	<b>396,255</b>	
<b>Capital Revenues</b>						
Grants, Subsidies & Contributions	1,795,921	549,937	446,585		2,242,506	▲
Proceeds from Disposal of Assets	447,000	295,150	0		447,000	
	<b>2,242,921</b>	<b>845,087</b>	<b>446,585</b>	<b>0</b>	<b>2,689,506</b>	
<b>Capital Expenses</b>						
Land Held for Resale	(200,000)	(682)	0		(200,000)	
Land and Buildings	(723,000)	(9,617)	(300,000)		(1,023,000)	▲
Plant and Equipment	(600,000)	(313,744)	10,100		(589,900)	▼
Furniture and Equipment	(14,500)	0	0		(14,500)	
Infrastructure Assets - Roads	(1,236,362)	(515,211)	(216,199)		(1,452,561)	▲
Infrastructure Assets - Other	(445,000)	(35,551)	0		(445,000)	
Total Capital Expenditure	<b>(3,218,862)</b>	<b>(874,805)</b>	<b>(506,099)</b>	<b>0</b>	<b>(3,724,961)</b>	
<b>Net Cash from Capital Activities</b>	<b>(975,941)</b>	<b>(29,718)</b>	<b>(59,514)</b>	<b>0</b>	<b>(1,035,455)</b>	
<b>Financing</b>						
Transfer from Reserves	195,363	18,598	63,415		258,778	▲
Proceeds from New Debentures	0	0	0		0	
Repayment of Debentures	(181,409)	(107,653)	0		(181,409)	
Advances to Community Groups	0	0	0		0	
Transfer to Reserves	(91,775)	(40,478)	0		(91,775)	
<b>Net Cash from Financing Activities</b>	<b>(77,821)</b>	<b>(129,532)</b>	<b>63,415</b>	<b>0</b>	<b>(14,406)</b>	
<b>Net Capital</b>	<b>(1,053,762)</b>	<b>(159,250)</b>	<b>3,901</b>	<b>0</b>	<b>(1,049,861)</b>	
<b>Net Operating, Capital and Financing</b>	<b>(688,089)</b>	<b>1,166,264</b>	<b>34,485</b>	<b>0</b>	<b>(653,604)</b>	
Opening Funding Surplus(Deficit)	688,089	653,606	(34,485)		653,604	▼
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>1,819,870</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 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 May 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 May 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 May 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 May 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 May 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 May 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
<b>Operating Revenues</b>	\$	%			
General Purpose Funding	7,176	0.30%			Nil
Governance	678	4.23%			Nil
Law, Order and Public Safety	(1,227)	(4.40%)			Nil
Health	2,595	943.64%			Nil
Education and Welfare	(1,376)	(37.36%)			Nil
Housing	1,023	0.95%			Nil
Community Amenities	(4,016)	(4.66%)			Nil
Recreation and Culture	24,137	76.50%	▲		LGIS insurance settlements for Town hall \$23,088
Transport	12,189	2.02%			Nil
Economic Services	75	1.32%			Nil
Other Property and Services	54,504	44.23%	▲		Fuel revision of diesel fuel rebate is done which is more than budgeted \$63K
<b>Operating Expenses</b>					
General Purpose Funding	4,129	7.58%			Nil
Governance	(47,842)	(29.35%)	▼		Internal admin allocation under budget \$84K and redundancy payment is over \$30K
Law, Order and Public Safety	61,071	40.03%	▲		Bushfire management plan expenses under budget\$32K
Health	9,875	14.70%	▲		Medical practitioner expenses are less than budgeted\$8K
Education and Welfare	14,432	20.44%	▲		Senior citizens building under budget \$8K
Housing	31,577	28.69%	▲		Staff housing maintenance under budget \$41K
Community Amenities	166,380	47.44%	▲		Refuse site maintenance under budget by \$12K, Mingenew revitalization project money has not been spent yet \$30K, Asbestos manager plan money has not been spent yet\$49K, Town Planning Scheme has not been finalised yet \$56K.
Recreation and Culture	122,687	11.96%	▲		the following expenses are under budget: Public garden and reserve expenses are under budget \$76K, Assets depreciation \$14K
Transport	(71,957)	(2.95%)	▼		Following items are currently over budget - Mtce grading \$91k, Town Road Mtce \$5k, Rural Road Mtce \$104k
Economic Services	42,780	13.62%	▲		The following items are currently under budget - MIG office maintenance\$7.5K, Area Promotion \$5.8K, admin allocation 13K
Other Property and Services	24,887	20.48%	▲		Following items are currently over and under budget - Redundancy payment is over by \$91K, Plant parts & repair is over by \$31K , Plant depreciation is under by \$100K
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	9,098	0.67%			Regional Roads group grants received earlier than expected 173K
Proceeds from Disposal of Assets	(74,600)	(18.21%)	▼		Proceed from sale of assets less than expected 76K
<b>Capital Expenses</b>					
Land Held for Resale	(682)	(100.00%)			Capital works (Staff Housing) not yet commenced (5 & 15 Field Street, KWH)
Land and Buildings	(47,240)	(59.80%)	▼		Road construction cost are less than budgeted \$399 K
Infrastructure - Roads	399,359	33.77%	▲		
Infrastructure - Footpaths	0				
Infrastructure - Drainage & Culverts	(3,102)				
Infrastructure - Aerodromes	0				
Plant and Equipment	61,247	14.52%	▲		Timing of purchases
Furniture and Equipment	11,997	100.00%	▲		Timing of purchases
<b>Financing</b>					
Loan Principal	(5)	(0.00%)			

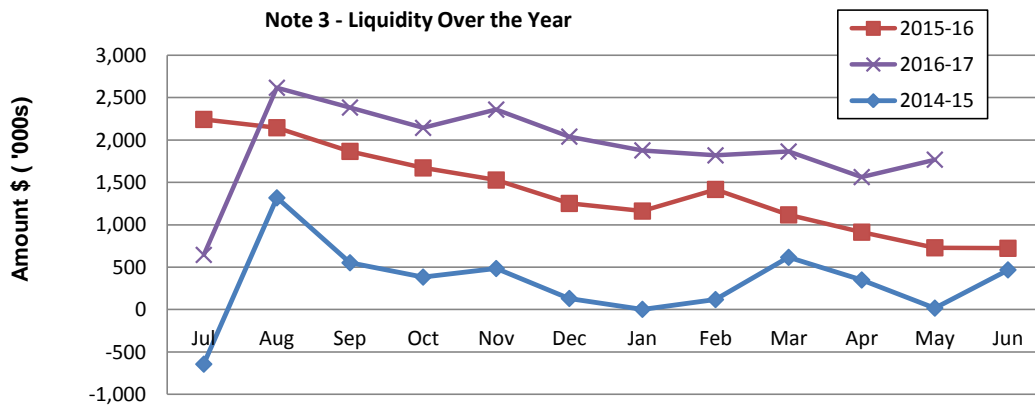


**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2017**

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 May 2017	30th June 2017	YTD 31 May 2016
		\$	\$	\$
<b>Current Assets</b>				
Cash - Unrestricted	4	746,786	621,333	365,700
Cash - Restricted Reserves	4	331,750	308,620	308,376
Cash - Restricted Unspent Grants		520,786	216,626	329,818
Investments		0	0	0
Rates - Current	6	90,507	37,608	42,659
Sundry Debtors	6	472,857	1,951	13,012
Provision for Doubtful Debts		(1,585)	(1,585)	(1,585)
ESL Levy		0	4,431	0
GST Receivable		16,737	4,060	0
Receivables - Other		0	0	0
Inventories - Fuel & Materials		4,196	13,285	1,072
Inventories - Land Held for Resale		40,394	80,788	80,788
		2,222,430	1,287,118	1,139,841
<b>Current Liabilities</b>				
Sundry Creditors		(10,055)	(200,583)	(50,380)
GST Payable		(48,191)	(10,022)	0
PAYG		(21,782)	4,497	4,497
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		(1)	(181,410)	(1)
		(343,501)	(685,063)	(260,981)
<b>NET CURRENT ASSETS</b>		<b>1,878,929</b>	<b>602,055</b>	<b>878,860</b>
<b>Less:</b>				
Cash - Restricted Reserves		(331,750)	(308,620)	(308,376)
Inventories - Land Held for Resale		(40,394)	(80,788)	(80,788)
<b>Add Back:</b>				
Current Loan Liability		1	181,410	1
Cash Backed Employee Provisions	7	261,493	261,493	239,906
<b>Net Current Funding Position (Surplus / Deficit)</b>		<b>1,768,280</b>	<b>655,550</b>	<b>729,603</b>

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**Comments - Net Current Funding Position**

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

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
Municipal Bank Account	1.25%	746,486	520,786		1,267,272	NAB	At Call
Trust Bank Account	1.25%			113,076	113,076	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	331,750		331,750	NAB	At Call
(b) <b>Term Deposits</b>							
Short Term Deposits	0.00%	0	0		0		
<b>Total</b>		<b>746,786</b>	<b>852,536</b>	<b>113,076</b>	<b>1,712,399</b>		

**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	Due Date to be Expended	Amount
1 Moorriary Rd	Roads to Recovery	30 June 2019	180,786
2 Town Revitalisation Plan	Department of Planning	30 June 2018	60,000
3 Town Planning Scheme	Department of Planning	30 June 2018	25,000
4 Special Purpose Grants - Bridges	Financial Assistance Grants	30 June 2018	210,000
5 Mingenew Transfer Station	Mid West Development Commission	30 June 2017	45,000
<b>Sub-total</b>			<b>520,786</b>

**Shire of Mingenew**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 28th February 2017**

**Note 5: BUDGET AMENDMENTS**

**udget since budget adoption. Surplus/(Deficit)**

GL Account / Job No.	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption</b>		Opening Surplus(Deficit)	\$	\$	\$	\$ 688,089
	Actual Opening value as per audited financial report 30/6/2016					(34,483)	653,606
0121	Interim Rates Levied	Proposed	Operating Revenue		1,000		654,606
0131	Rates Legal Fees Recovered	Proposed	Operating Revenue			(1,100)	653,506
0141	Rates Concessions Granted	Proposed	Operating Revenue			(16,000)	637,506
0082	Rates Written Off	Proposed	Operating Expenses			(500)	637,006
0472	Rating Valuations	Proposed	Operating Expenses		5,000		642,006
0432	Interest on Overdraft	Proposed	Operating Revenue		1,000		643,006
0091	General Purpose Grant	Proposed	Operating Revenue		(886)		642,120
0041	Special Purpose Grants	Proposed	Operating Revenue		210,000		852,120
0071	Local Road Grants	Proposed	Operating Revenue		331		852,451
0061	Rates Penalty Interest	Proposed	Operating Revenue		5,000		857,451
0012	Conference Expenses	Proposed	Operating Expenses		5,000		862,451
0092	Councillor Training	Proposed	Operating Expenses		6,000		868,451
0122	Refreshments & Functions	Proposed	Operating Expenses		3,000		871,451
0523	Reimbursements	Proposed	Operating Revenue		11,000		882,451
0773	Contributions to Vehicle Expenses	Proposed	Operating Revenue			(540)	881,911
0262	LSL	Proposed	Operating Expenses		16,075		897,986
0272	Admin Salaries	Proposed	Operating Expenses		15,000		912,986
0302	Staff Training	Proposed	Operating Expenses		5,000		917,986
0322	Staff Conferences	Proposed	Operating Expenses		7,000		924,986
0392	Telephone	Proposed	Operating Expenses		4,000		928,986
0502	Consultants	Proposed	Operating Expenses		10,000		938,986
532	Asset Management	Proposed	Operating Expenses		28,737		967,723
0772	Administration Vehicles	Proposed	Operating Expenses		6,000		973,723
0703	Fines & Penalties	Proposed	Operating Revenue			(1,000)	972,723
0833	Dog / Cat Registration	Proposed	Operating Revenue			(1,000)	971,723
1002	Maternal & Infant Health Clinic	Proposed	Operating Expenses		4,000		975,723
1492	Mosquito Control	Proposed	Operating Expenses			(1,500)	974,223
1652	Senior Citizens Building	Proposed	Operating Expenses		2,000		976,223
1803	Domestic Refuse Removal	Proposed	Operating Revenue		2,160		978,383
1923	Commercial Refuse Removal	Proposed	Operating Revenue			(5,040)	973,343
1983	Septic Tank Fees	Proposed	Operating Revenue			(500)	972,843
2223	Development Application Fees	Proposed	Operating Expenses		300		973,143

**Shire of Mingenew**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 28th February 2017**

**Note 5: BUDGET AMENDMENTS**

**udget since budget adoption. Surplus/(Deficit)**

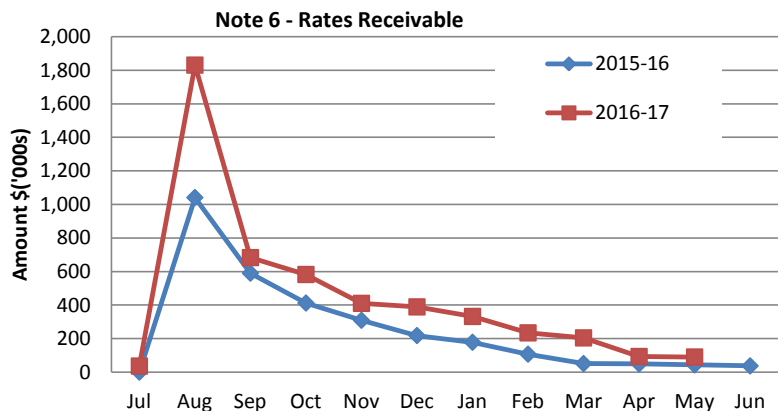
GL Account / Job No.	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
2363	Cemetery Fees	Proposed	Operating Revenue		495		973,638
2393	Sundry Income	Proposed	Operating Revenue		500		974,138
2433	Grant Contributions	Feb 17 - 9.1.1	Capital Revenue		236,585		1,210,723
4203	Roads To Recovery Funding	Proposed	Operating Revenue		(76,374)		1,134,349
3533	Street Lighting Subsidy	Proposed	Operating Expenses		352		1,134,701
4273	Water Sales	Proposed	Operating Revenue			(600)	1,134,101
4232	Water Supply Stand Pipes	Proposed	Operating Expenses		2,500		1,136,601
4333	Charges - Private Works Various	Proposed	Operating Revenue			(7,500)	1,129,101
4483	Insurance Rebates	Proposed	Operating Revenue		1,672		1,130,773
4472	Fuel & Oils	Proposed	Operating Expenses		10,000		1,140,773
4482	Tyres & Sundries	Proposed	Operating Expenses		10,000		1,150,773
4492	Parts & Repairs	Proposed	Operating Expenses			(20,000)	1,130,773
4623	Mid West Industry Road Safety Alliance Reimbursements	Proposed	Operating Revenue		30,000		1,160,773
4662	Mid West Industry Road Safety Alliance Expenses	Proposed	Operating Expenses			(30,000)	1,130,773
	Town Hall Refurbishment	Proposed	Capital Expenses			(300,000)	830,773
6066	Depot Hill North Rd - RTR	Proposed	Capital Expenses		14,170		844,943
6067	Yandanooka Melara Rd - RTR	Proposed	Capital Expenses			(20,369)	824,574
	Special Purpose Grant - Yarragadee Bridge	Proposed	Capital Expenses			(210,000)	614,574
176	Ride on Mower	Proposed	Capital Expenses		10,100		624,674
	Transfer of Trust Funds	Proposed	Capital Revenue		63,415		688,089
<b>Amended Budget Cash Position as per Council Resolution</b>				<b>0</b>	<b>650,132</b>	<b>(650,132)</b>	<b>688,089</b>

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

**Note 6: RECEIVABLES**

**Receivables - Rates & Rubbish Receivable**

	YTD 31 May 2017	30 June 2016
Opening Arrears Previous Years	\$ 37,608	\$ 37,608
Levied this year	1,852,748	1,709,614
Less Collections to date	(1,799,849)	(1,709,614)
Equals Current Outstanding	<b>90,507</b>	<b>37,608</b>
<b>Net Rates Collectable</b>	<b>90,507</b>	<b>37,608</b>
% Collected	95.21%	97.85%



**Comments/Notes - Receivables Rates**

Instalment Due Dates:

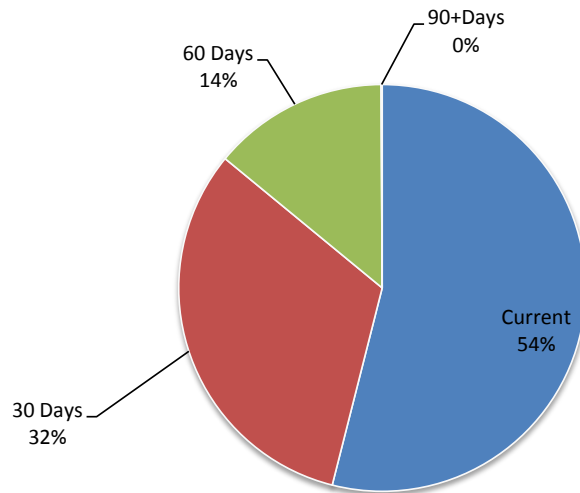
Instalment 1	27-Sep-16
Instalment 2	29-Nov-16
Instalment 3	3-Feb-17
Instalment 4	7-Apr-17

**Receivables - General**

	Current	30 Days	60 Days	90+Days
Receivables - General	\$ 255,123	\$ 151,347	\$ 65,970	\$ 427
<b>Total Receivables General Outstanding</b>	<b>472,867</b>			

An

**Note 6 - Accounts Receivable (non-rates)**



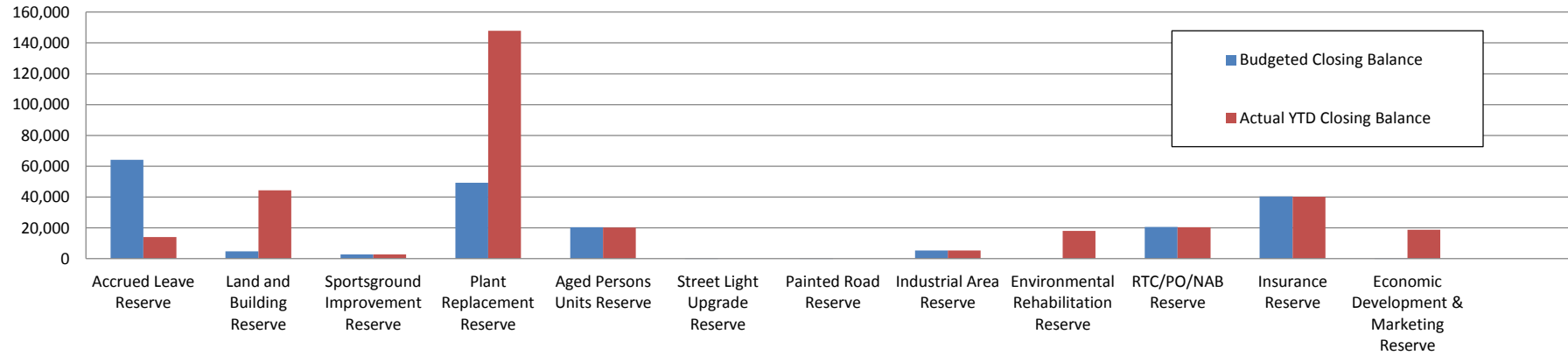
**Comments/Notes - Receivables General**

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 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	141	50,139	0	0	0		64,185	14,048
Land and Building Reserve	43,920	439	446	439	0	(40,000)	0		4,798	44,366
Sportsground Improvement Reserve	2,695	27	27	27	0	0	0		2,749	2,722
Plant Replacement Reserve	146,392	1,460	1,485	1,460	0	(100,000)	0		49,312	147,877
Aged Persons Units Reserve	20,002	200	203	200	0	0	0		20,402	20,205
Street Light Upgrade Reserve	14,307	143	70	143	0	(14,449)	(14,376)		144	0
Painted Road Reserve	4,202	42	20	42	0	(4,244)	(4,222)		42	0
Industrial Area Reserve	5,228	52	53	52	0	0	0		5,332	5,281
Environmental Rehabilitation Reserve	17,799	178	181	178	0	(17,977)	0		178	17,980
RTC/PO/NAB Reserve	20,153	202	204	202	0	0	0		20,557	20,357
Insurance Reserve	20,016	200	203	20,200	20,000	0	0		40,416	40,219
Economic Development & Marketing Reserve	0	0	98	18,693	18,598	(18,693)	0		0	18,696
	<b>308,620</b>	<b>3,082</b>	<b>3,131</b>	<b>91,775</b>	<b>38,598</b>	<b>(195,363)</b>	<b>(18,598)</b>	<b>0</b>	<b>208,114</b>	<b>331,750</b>

**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 May 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 05 2017			
					2016/17 Budget Profit/(Loss)	2016/17 Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				<b>Plant and Equipment</b>				
85,270	(2,525)	82,340	(405)	CEO Vehicle (2)	0	(405)	(405)	2x changeover done
123,547	(1,794)	119,434	(2,319)	DCEO Vehicle (4)	0	(2,319)	(2,319)	3 x changeovers done
123,443	(6,175)	118,978	1,710	Works Manager Vehicle (3)	0	1,710	1,710	3x changeovers done
			0	11 Tonne Dual Cab Truck (A# 0591)	43,000	0	(43,000)	
<b>332,261</b>	<b>(10,494)</b>	<b>320,752</b>	<b>(1,014)</b>		<b>43,000</b>	<b>(1,014)</b>	<b>(44,014)</b>	

**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
A#900- Mi 177	9 February 2017
A#901- Mi108	17-March-2017

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 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 \$
<b>RATE TYPE</b>											
<b>General Rate</b>											
GRV - Mingenew & Yandanooka	13.5884	145	1,568,940	212,194	(66)		212,127	213,194			213,194
UV - Rural & Mining	1.4014	113	102,310,000	1,433,772	(13,793)		1,419,979	1,433,767			1,433,767
<b>Sub-Totals</b>		258	103,878,940	1,645,966	(13,860)	0	1,632,107	1,646,961	0	0	1,646,961
<b>Minimum Payment</b>	<b>Minimum \$</b>										
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
<b>Sub-Totals</b>		114	1,443,654	105,935	655	0	106,590	111,175	0	0	111,175
Concessions							1,738,697				1,758,136
<b>Amount from General Rates</b>							(15,822)				(6,235)
Ex-Gratia Rates (CBH)							<b>1,722,875</b>				<b>1,751,901</b>
Specified Area Rates							34,657				34,666
<b>Totals</b>							0				0
							<b>1,757,532</b>				<b>1,786,567</b>

**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 May 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
			\$	\$	\$	\$	\$	\$
<b>Education &amp; Welfare</b>								
Loan 137 - Senior Citizens Buildings	96,719		5,086	5,086	91,633	91,633	4,961	6,424
<b>Housing</b>								
Loan 133 - Triplex	73,136		11,370	11,370	61,766	61,766	3,286	5,317
Loan 134 - SC Housing	52,130		5,649	5,648	46,481	46,482	2,314	3,516
Loan 136 - Staff Housing	118,462		7,727	7,726	110,735	110,736	5,792	8,230
Loan 142 - Staff Housing	65,811		9,658	9,658	56,153	56,153	2,415	3,639
<b>Recreation &amp; Culture</b>								
Loan 138 - Pavilion Fitout	92,850		4,883	4,882	87,967	87,968	4,763	6,167
<b>Transport</b>								
Loan 139 - Roller	39,168		14,913	14,912	24,255	24,256	1,655	2,603
Loan 141 - Grader	106,509		24,266	24,266	82,243	82,243	4,277	6,909
Loan 143 - 2 x Trucks	54,770		54,770	54,770	(0)	0	1,365	2,329
Loan 144 - Side Tipping Trailer	65,812		9,658	9,658	56,154	56,154	2,415	3,639
Loan 145 - Drum Roller	121,810	0	33,429	33,428	88,381	88,382	2,884	4,497
	887,177	0	181,409	181,404	705,768	705,773	36,127	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 May 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	Up Status	
									2016-17 YTD Budget
		(Y/N)	\$	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>									
Financial Assistance Grant - Roads	Grants Commission	Y	301,155	300,824	331	300,824	0	294,176	300,824
Financial Assistance Grant - General	Grants Commission	Y	273,240	274,126	(886)	274,126	0	280,219	274,124
<b>LAW, ORDER, PUBLIC SAFETY</b>									
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	19,875	19,875
Bushfire Management Plan	Department of Fire & Emergency Services	Y	42,500	42,500	0	0	42,500	0	0
<b>HEALTH</b>									
Childcare Facility Upgrade	MWDC	N	70,000	70,000	0	0	70,000	0	0
<b>EDUCATION &amp; WELFARE</b>									
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
<b>HOUSING</b>									
Independent Living Units	WCHS	Y	395,545	395,545	0	0	395,545	395,455	395,545
<b>COMMUNITY AMENITIES</b>									
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
<b>RECREATION AND CULTURE</b>									
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
Enanty 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	13,580	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
<b>TRANSPORT</b>									
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	327,333	154,000
Financial Assistance Special Grant - Bridge	Department of Infrastructure	Y	210,000	0	210,000	0	0	210,000	210,000
Roads To Recovery	Department of Infrastructure	Y	354,802	431,176	(76,374)	0	431,176	354,802	431,176
Street Lighting	Main Roads WA	Y	2,352	2,000	352	2,000	0	2,352	0
<b>ECONOMIC SERVICES</b>									
Mingenew Hill Walk Trail	TBA	N	15,000	15,000	0	0	15,000	0	0
<b>OTHER PROPERTY &amp; SERVICES</b>									
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
<b>TOTALS</b>			<b>2,659,918</b>	<b>2,526,495</b>	<b>133,423</b>	<b>688,074</b>	<b>1,938,421</b>	<b>2,053,216</b>	<b>1,946,168</b>

Operating	Operating	687,871	730,574			677,846	679,447
Non-Operating	Non-operating	1,972,047	1,795,921			1,375,369	1,056,721
Contribution & Reimbursement	Operating & Non Operating	179,682	139,110			138,178	
		<u>2,839,600</u>	<u>2,665,605</u>			<u>2,191,394</u>	<u>1,736,168</u>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 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-May-17
	\$	\$	\$	\$
BCITF Levy	1,374	641	(2,014)	0
BRB Levy	1,086	801	(1,883)	4
Autumn Committee	974	0	0	974
Community Bus	2,460	140	(400)	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	39,650	52,250	(58,302)	33,598
Mingenev Cemetery Group	4,314	0	0	4,314
Bonds		0	0	
Housing Bonds	1,428			1,428
Cool Room Bond	530			530
Outdoor Camera Bond	350			350
Animal Trap Bond	50		(50)	0
Projector Screen	0	20	(20)	0
Other Bonds	200			200
Rates Incentive Prizes	200	0	(100)	100
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	6,190	(6,190)	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
Seniors Donations	0	50	0	50
	<b>122,711</b>	<b>61,592</b>	<b>(71,227)</b>	<b>113,076</b>

SHIRE OF MINGENEW  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 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
<b>Land Held for Resale</b>							
<b>Community Amenities</b>							
<b>Other Property &amp; Services</b>							
	Rural Residential Area Development	4504	100,000	100,000	0	0	100,000
	Industrial Area Development	4644	100,000	100,000	0	682	99,318
	<b>Other Property &amp; Services Total</b>		<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>682</b>	<b>682</b>
	<b>Land Held for Resale Total</b>		<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>682</b>	<b>682</b>
<b>Land &amp; Buildings</b>							
<b>Governance</b>							
	Shire Office	0594	15,000	15,000	15,000	0	15,000
	<b>Housing Total</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>
<b>Health</b>							
	Child Care Facility	0075	80,000	80,000	0	0	80,000
	Child Care Facility	0074	0	0	0	22	(22)
	<b>Health Total</b>		<b>80,000</b>	<b>80,000</b>	<b>0</b>	<b>22</b>	<b>79,978</b>
<b>Education &amp; Welfare</b>							
	Men's Shed Ablution Block	0048	0	0	0	0	0
	<b>Education &amp; Welfare Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Land &amp; Buildings</b>							
<b>Housing</b>							
	Construction - Staff Housing	9003	5,000	5,000	4,998	4,151	849
	Construction - Staff Housing	9005	10,000	10,000	9,999	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	92,535	357,465
	Silver Chain House	0166	11,000	11,000	0	0	11,000
	<b>Housing Total</b>		<b>493,000</b>	<b>493,000</b>	<b>31,995</b>	<b>96,686</b>	<b>396,314</b>
<b>Recreation And Culture</b>							
	Town Hall	2434	300,000	0	0	2,981	297,019
	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	12,000	0	12,000
	Old Railway Station	0070	35,000	35,000	0	0	35,000
	<b>Recreation And Culture Total</b>		<b>417,000</b>	<b>117,000</b>	<b>32,000</b>	<b>2,981</b>	<b>414,019</b>
<b>Transport Total</b>							
	Depot	0027	18,000	18,000	0	0	18,000
	<b>Transport Total</b>		<b>18,000</b>	<b>18,000</b>	<b>0</b>	<b>0</b>	<b>18,000</b>
<b>Economic Services</b>							
	Wild flower country sites	0143	0	0	0	21,746	(21,746)
	Business Incubator	5964	0	0	0	4,800	(4,800)
	<b>Economic Services Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>26,546</b>	<b>(4,800)</b>
	<b>Land &amp; Buildings Total</b>		<b>1,023,000</b>	<b>723,000</b>	<b>78,995</b>	<b>126,235</b>	<b>918,511</b>
<b>Infrastructure - Drainage/Culverts</b>							
<b>Transport</b>							
	Moore Street Drainage	3284	0	0	0	3,102	(3,102)
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>3,102</b>	<b>(3,102)</b>
	<b>Infrastructure - Drainage/Culverts Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>3,102</b>	<b>(3,102)</b>

SHIRE OF MINGENEW  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 31 May 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
<b>Infrastructure - Footpaths</b>							
<b>Transport</b>							
	Midlands Road Town Footpaths	1291	0	0	0	0	
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Infrastructure - Footpaths Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure - Other</b>							
<b>Community Amenities</b>							
	Waste Transfer Station	3084	185,000	185,000	185,376	0	185,000
	Little Well Project	0071	45,000	45,000	45,303	0	45,000
	Mingenew Hill Project	0142	30,000	30,000	0	0	30,000
	<b>Community Amenities Total</b>		<b>260,000</b>	<b>260,000</b>	<b>230,679</b>	<b>0</b>	<b>260,000</b>
<b>Recreation</b>							
	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	129,996	381	129,619
	Water Tanks & Reticulation	0167	20,000	20,000	13,332	0	20,000
	<b>Community Amenities Total</b>		<b>185,000</b>	<b>185,000</b>	<b>178,328</b>	<b>35,551</b>	<b>149,449</b>
	<b>Infrastructure - Other Total</b>		<b>445,000</b>	<b>445,000</b>	<b>409,007</b>	<b>35,551</b>	<b>409,449</b>
<b>Furniture &amp; Office Equip.</b>							
<b>Governance</b>							
	Electronic Whiteboard	0014	3,500	3,500	2,332	0	3,500
	Replacement Computers	0574	8,000	8,000	6,665	0	8,000
	<b>Governance Total</b>		<b>11,500</b>	<b>11,500</b>	<b>8,997</b>	<b>0</b>	<b>11,500</b>
<b>Recreation</b>							
	Christmas Lights	0065	3,000	3,000	3,000	0	3,000
	<b>Recreation Total</b>		<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>
<b>Transport</b>							
	Nil				0	0	0
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Furniture &amp; Office Equip. Total</b>		<b>14,500</b>	<b>14,500</b>	<b>11,997</b>	<b>0</b>	<b>14,500</b>
	<b>Infrastructure - Aerodomes Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

SHIRE OF MINGENEW  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 31 May 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
<b>Plant , Equip. &amp; Vehicles</b>							
<b>Governance</b>							
	CEO Vehicle Replacement	0554	90,000	90,000	43,000	86,340	3,660
	DCEO Vehicle Replacement	0554	180,000	180,000	84,000	124,889	55,111
	30 KVA Generator	0554	15,000	15,000			15,000
	<b>Governance Total</b>		<b>285,000</b>	<b>285,000</b>	<b>127,000</b>	<b>211,229</b>	<b>73,771</b>
<b>Transport</b>							
	Works Manager Vehicle	0170	135,000	135,000	135,000	124,433	10,567
	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	19,900	30,000	19,900	0	19,900
	Road Broom	0177	20,000	20,000	20,000	0	20,000
	Slasher	0178	20,000	20,000	20,000	24,991	(4,991)
	<b>Transport Total</b>		<b>304,900</b>	<b>315,000</b>	<b>294,900</b>	<b>149,424</b>	<b>155,476</b>
<b>Plant , Equip. &amp; Vehicles Total</b>			<b>589,900</b>	<b>600,000</b>	<b>421,900</b>	<b>360,653</b>	<b>229,247</b>
<b>Roads &amp; Bridges</b>							
<b>Transport</b>							
	Yandanooka NE Intersection	BS05	60,000	60,000	0	2,933	57,067
	Roadworks Construction - Own Resources	0001	66,184	66,184	66,184	0	66,184
	Depot Hill North Road (R2R)	6066	154,149	168,319	154,144	154,149	0
	Yandanooka Melara Rd (R2R)	6067	158,716	138,347	158,715	158,716	(0)
	Mooriary Road (R2R)	6074	224,512	224,512	224,508	36,151	188,361
	Yarragadee Bridge (R2R)	6075	210,000	0	0	0	210,000
	Depot Hill Road Reseal (RRG)	RR62	139,000	139,000	139,000	84,717	54,283
	Mingenev Mullewa Road Reseal (RRG)	RR65	0	0	0	346,525	(346,525)
	Mingenev Mullewa Road Reseal (RRG)	RR63	440,000	440,000	440,000	0	440,000
	<b>Transport Total</b>		<b>1,452,561</b>	<b>1,236,362</b>	<b>1,182,551</b>	<b>783,192</b>	<b>669,369</b>
<b>Roads (Non Town) Total</b>			<b>1,452,561</b>	<b>1,236,362</b>	<b>1,182,551</b>	<b>783,192</b>	<b>669,369</b>
<b>Capital Expenditure Total</b>			<b>3,724,961</b>	<b>3,218,862</b>	<b>2,104,450</b>	<b>1,309,415</b>	<b>2,238,656</b>

## 9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 MAY 2017

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Disclosure of Interest:** Nil  
**Date:** 14 June 2017  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

### **Summary**

This report recommends that Council confirm the payment of creditors for the month of May 2017 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

### **MFA Attachment-2 &3**

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

<b>OFFICER RECOMMENDATION – ITEM 9.2.2</b>
--

**That Council confirm the accounts as presented for May 2017 from the Municipal & Trust Fund totalling \$381,861.13 represented by Electronic Funds Transfers of EFT 10779,10781 to EFT10846 and 10853 to 10855, Direct Deduction DD8070.1, 2, 3, 4&5, DD8089.1, 2, 3, 4&5 DD8101.1,2,3,4 & Municipal Cheque numbers 8508 to 8510.**



Date: 14/06/2017  
Time: 2:11:46PM

Shire of MINGENEW  
List of Accounts for 1 May 2017 to 31 May 2017

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
8508	19/05/2017	SYNERGY	Power Account for Office 16/02/17 to 20/04/17	M		8,542.65
8509	29/05/2017	Officeworks	Office Supplies	M		250.39
8510	29/05/2017	SYNERGY	Power Account for Sports centre from 12th April to 10th May 2017	M		1,554.70
EFT10779	05/05/2017	WILSON MACHINERY	20% Deposit for Parkland Mower	M		5,600.00
EFT10781	12/05/2017	Australian Services Union	Payroll deductions	M		26.35
EFT10782	12/05/2017	AUSTRALIA POST	Postage fees for the month of March 2017	M		153.60
EFT10783	12/05/2017	AVON WASTE	Weekly rubbish collection services	M		2,388.94
EFT10784	12/05/2017	MOORE STEPHENS	Fees for professional service rendered for redundancy payment	M		330.00
EFT10785	12/05/2017	BATAVIA COAST AUTO ELECTRICAL PTY LTD	Repair loose fitting, evacuate and regas aircon on Case Tractor	M		660.20
EFT10786	12/05/2017	CHILD SUPPORT AGENCY	Payroll deductions	M		263.48
EFT10787	12/05/2017	LANDGATE	Valuer general RUV Charge,Schedule R2017/2	M		64.70
EFT10788	12/05/2017	DONGARA DRILLING & ELECTRICAL	Light & Oven inspection	M		392.70
EFT10789	12/05/2017	GREENFIELD TECHNICAL SERVICES	Mingenew Morawa/ Yandy Rd feasibility study	M		2,236.30
EFT10790	12/05/2017	GREAT NORTHERN RURAL SERVICES	Inline /Angle retic VLV for turf club	M		769.36
EFT10791	12/05/2017	GREAT SOUTHERN FUEL SUPPLIES	Fuel purchase for the month of March 2017	M		17,256.55
EFT10792	12/05/2017	IW PROJECTS PTY LTD	Mingenew Landfill - Contaminated Site Investigation (DEC 16- MAR 17)	M		15,515.50
EFT10793	12/05/2017	LATERAL ASPECT	SERVICE FEE MARCH 2017	M		3,758.33
EFT10794	12/05/2017	LGIS RISK MANAGEMENT	Midwest Regional Risk Coordination Programme 30/03/2017	M		2,933.70

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Shire of MINGENEW  
List of Accounts for 1 May 2017 to 31 May 2017

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10795	12/05/2017	LGRCEU	Payroll deductions	M		20.50
EFT10796	12/05/2017	MINGENEW SHIRE COUNCIL	Payroll deductions	M		110.00
EFT10797	12/05/2017	STARICK TYRES	Route Control S Trailer Tyre Fitted	M		633.60
EFT10798	12/05/2017	Mitchell and Brown	Purchase of convection Microwave - APU 2	M		1,075.00
EFT10799	12/05/2017	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	DOCTORS VISITING FEES 8,15,22,29 of March including bulk billing se	M		3,000.00
EFT10800	12/05/2017	MGB DIESEL CONTRACTING PTY LTD	Cat Grader repair charge	M		10,350.89
EFT10801	12/05/2017	PEST A KILL WA	Termite Inspections on various council properties	M		297.00
EFT10802	12/05/2017	STATEWIDE BEARINGS	4X VEE BELT FOR TORO MOWER	M		87.96
EFT10803	12/05/2017	TOTALLY WORKWEAR	Oliver AT55 ZIP SIDE BOOT BLACK 9.5	M		180.00
EFT10804	12/05/2017	VELPIC	Velpic online contractor management monthly fees for the period 15 April 1	M		385.00
EFT10805	12/05/2017	WESTRAC PTY LTD	Investigate event for high exhaust temperatures on Cat truck	M		761.37
EFT10806	12/05/2017	Dome Cafe	Mingenew community care senior's lunch	M		240.00
EFT10807	15/05/2017	PLE Computers	Purchase of NAS Drive for Server & Freight	M		227.99
EFT10808	15/05/2017	AUSTRALIA POST	Postage Fees ending 30/04/2017	M		50.17
EFT10809	15/05/2017	BINGO AUSTRALIA PTY LTD	Bingo books for Seniors	M		232.10
EFT10810	15/05/2017	DONGARA BUILDING & TRADE SUPPLIES	Supply Cable Location for underground services on entrance to Mingenew	M		264.00
EFT10811	15/05/2017	LATERAL ASPECT	Service Fee April 2017	M		3,758.33
EFT10812	15/05/2017	MCDONALDS WHOLESALERS	Spaghetti, Baked Beans & Plastic Plates for ANZAC Day	M		42.53

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Shire of MINGENEW  
List of Accounts for 1 May 2017 to 31 May 2017

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10813	15/05/2017	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Professional Services from 31/08/2016 to 12/10/2016	M		6,500.00
EFT10814	15/05/2017	MINGENEW BAKERY	April Bakery Bill	M		363.53
EFT10815	15/05/2017	PALM ROADHOUSE	News Paper & Milk supplies in the office	M		40.00
EFT10816	15/05/2017	SUNSET IT SOLUTIONS	Activity account for the month of APRIL 2017	M		2,794.00
EFT10817	19/05/2017	Australian Taxation Office	April BAS return	M		16,820.00
EFT10818	25/05/2017	ANDREWS & CO	MARCH/APRIL SOCIAL MEDIA	T		3,300.00
EFT10819	29/05/2017	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	Printer billing for period APRIL 2017	M		581.88
EFT10820	29/05/2017	Australian Services Union	Payroll deductions	M		26.35
EFT10821	29/05/2017	AVON WASTE	Weekly Rubbish Collection Services	M		2,334.13
EFT10822	29/05/2017	BITUTEK PTY LTD	Bituminous Spray Seal Works	M		120,938.40
EFT10823	29/05/2017	Courier Australia	Courier Costs	M		119.61
EFT10824	29/05/2017	CHILD SUPPORT AGENCY	Payroll deductions	M		263.48
EFT10825	29/05/2017	DELTAZONE NOMINEES PTY LTD T/AS MIDWEST FIRE PROTECTION SERVICES	Service of Shire Fire Equipment April 2017	M		715.00
EFT10826	29/05/2017	ELDERS LIMITED	Cement Rapidset	M		504.90
EFT10827	29/05/2017	GREAT SOUTHERN FUEL SUPPLIES	Fuel Purchase for the Month of May 2017	M		8,349.45
EFT10828	29/05/2017	JR & A HERSEY PTY LTD	Safety Equipment & Hardware: Spray, Tape Measure, Duct Tape, Cutoff D	M		556.02
EFT10829	29/05/2017	CANINE CONTROL	Ranger Services for the Shire of Mingenew	M		1,012.00
EFT10830	29/05/2017	LGRCEU	Payroll deductions	M		20.50

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Shire of MINGENEW  
List of Accounts for 1 May 2017 to 31 May 2017

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10831	29/05/2017	MINGENEW SHIRE COUNCIL	Payroll deductions	M		110.00
EFT10832	29/05/2017	STARICK TYRES	Batteries for various plant items	M		333.91
EFT10833	29/05/2017	MINGENEW IGA X-PRESS & LIQUOR	IGA Account for the month of April 2017	M		1,237.18
EFT10834	29/05/2017	MGB DIESEL CONTRACTING PTY LTD	B serive for CAT MI 028	M		1,093.73
EFT10835	29/05/2017	PEMCO DIESEL PTY LTD	Service for MI 125	M		837.60
EFT10836	29/05/2017	Plunkett Homes	Unit 2 Lot 43 Shenton Street Slab	M		77,538.00
EFT10837	29/05/2017	LANDMARK	Rapid set cement for wildflower country	M		222.29
EFT10838	29/05/2017	SHIRE OF COOROW	Resource Sharing: Building Surveyor - January 2017 to April 2017	M		3,584.30
EFT10839	29/05/2017	Telstra Corporation	Telstra Accounts for the month of April 2017	M		1,654.90
EFT10840	29/05/2017	TUDOR HOUSE	Plain PVC Banner - Banners in the Terrace	M		126.50
EFT10841	29/05/2017	VELPIC	Velpic Monthly SaaS Fee 15 MAY TO 14 JUNE	M		385.00
EFT10842	29/05/2017	WALGA	Special Breakfast with Hon Templeman - 23rd May 2017	M		50.00
EFT10843	29/05/2017	WESTRAC PTY LTD	Troubleshoot Gauges and Indicators on MI 027	M		1,067.28
EFT10844	29/05/2017	Shire Of Wandering	Mobile phone usage for March, April & May	M		300.00
EFT10845	29/05/2017	Shire Of Three Springs	Community Emergency Services Manager Costs for 01/01/2017 to 31/03/2017	M		3,741.27
EFT10846	30/05/2017	Australian Taxation Office	FBT Returns 2017	M		2,745.10
EFT10853	31/05/2017	NAB BUSINESS VISA	May corporate credit card purchases	M		1,926.58
EFT10854	31/05/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan repayment #145	M		18,536.50

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List of Accounts for 1 May 2017 to 31 May 2017

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10855	31/05/2017	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	May Photocopier loan repayment	M		421.30
DD8070.1	03/05/2017	WA SUPER	Payroll deductions	M		3,471.11
DD8070.2	03/05/2017	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,115.21
DD8070.3	03/05/2017	MLC SUPER FUND	Superannuation contributions	M		75.34
DD8070.4	03/05/2017	PRIME SUPER	Superannuation contributions	M		209.87
DD8070.5	03/05/2017	BEATTIE PETA SMSF PTY LTD	Superannuation contributions	M		187.34
DD8089.1	17/05/2017	WA SUPER	Payroll deductions	M		4,234.30
DD8089.2	17/05/2017	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,115.21
DD8089.3	17/05/2017	MLC SUPER FUND	Superannuation contributions	M		75.34
DD8089.4	17/05/2017	PRIME SUPER	Superannuation contributions	M		397.31
DD8089.5	17/05/2017	BEATTIE PETA SMSF PTY LTD	Superannuation contributions	M		188.57
DD8101.1	31/05/2017	WA SUPER	Payroll deductions	M		3,559.92
DD8101.2	31/05/2017	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,115.21
DD8101.3	31/05/2017	MLC SUPER FUND	Superannuation contributions	M		75.34
DD8101.4	31/05/2017	PRIME SUPER	Superannuation contributions	M		274.04
DD8101.5	31/05/2017	BEATTIE PETA SMSF PTY LTD	Superannuation contributions	M		202.44

## Licensing , Payroll and Credit Card Transaction

### **Transport Licensing**

Direct Debit from Muni bank  
1/5/2017 to 31/5/2017                      \$13,929.15

### **Staff payroll**

PPE 3/5/2017                                      \$22,326.39  
PPE 17/5/2017                                    \$27,080.48  
PPE 31/5/2017                                   \$22,243.69

### **Credit Card**

CEO's Credit Card - April 2017              \$837.45  
CEO's Credit Card - May 2017                \$1,089.89

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**Shire of MINGENEW**  
**List of Accounts for 1 May 2017 to 31 May 2017**

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
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**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
M	MUNI - NATIONAL AUST BANK	<b>378,561.13</b>
T	TRUST- NATIONAL AUST BANK	<b>3,300.00</b>
<b>TOTAL</b>		<b>381,861.13</b>

**9.3 ADMINISTRATION**

Nil

**9.4 TOWN PLANNING**



## 9.4.1 PROPOSED BOUNDARY RATIONALISATION, YANDANOOKA

**Location/Address:** Lots 110 & 500 Midlands Road, Yandanooka  
**Name of Applicant:** HTD Surveyors for S & F Fowler  
**Disclosure of Interest:** Nil  
**File Reference:** A733  
**Date:** 16 June 2017  
**Author:** Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley  
**Senior Officer:** Martin Whitely, Chief Executive Officer

### Summary

Council is in receipt of correspondence from the Western Australian Planning Commission ('WAPC') seeking its comment upon an application to amend the boundaries of Lots 110 & 500 Midlands Road, Yandanooka. This report recommends that Council support the application.

### Attachment

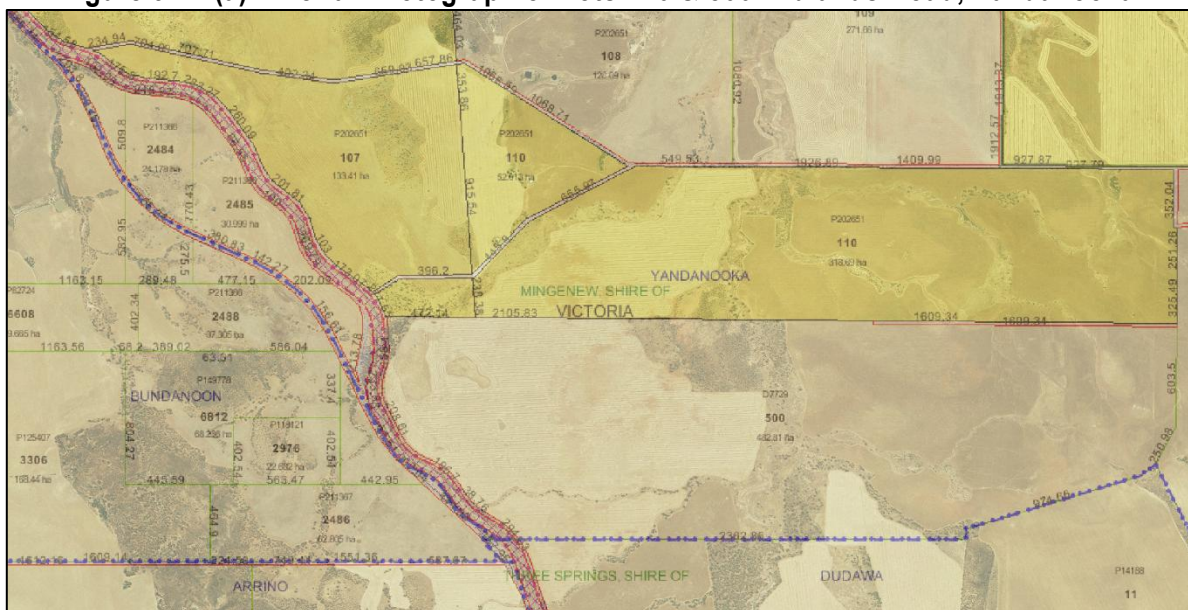
Copy of submitted development application.

### Background/Comment

Lot 110 Midlands Road, Yandanooka is a 370.83ha property, owned by Steve & Francene Fowler, located on the eastern side of Midlands Roads and the southern side of Mount Scratch Road. Lot 110 contains a residence and associated outbuildings.

Lot 500 Midlands Road, Yandanooka is a 494.71ha property, owned by Spring Valley Pty Ltd (Directors Steve & Francene Fowler), located on the eastern side of Midlands Roads. Lot 500 is located immediately north of the local government boundary with the Shire of Three Springs.

**Figure 9.4.1(a) – Aerial Photograph of Lots 110 & 500 Midlands Road, Yandanooka**



Both properties are largely cleared and used for cropping purposes, with the exception of some remnant vegetation along watercourse tributaries and outcrops.

The applicant is seeking to realign the boundary of the 2 lots to create a 36.2ha lot that contains the existing residence and outbuildings, and a balance 829.3ha lot that contains the farming area.

The applicant's submitted supporting correspondence and subdivision plan, that elaborates further upon this proposal has been provided as **Attachment 9.4.1**.

**Figure 9.4.1(b) – View of residence and outbuildings upon Lot 110**



### **Consultation**

The WAPC is not obliged to undertake any public consultation in its assessment of subdivision applications, but has referred the application out to the Shire of Mingenew, Department of Mines and Petroleum, Department of Parks and Wildlife, Main Roads WA, Public Transport Authority, Water Corporation and Western Power inviting comment.

### **Statutory Environment**

Lots 110 & 500 Midlands Road, Yandanooka are zoned 'Rural/Mining' under the Shire of Mingenew Local Planning Scheme No.3 ('the Scheme').

In its consideration of this application Council should give regard to Section 4.2 of the Scheme, which lists the objectives of the 'Rural/Mining' zone as follows:

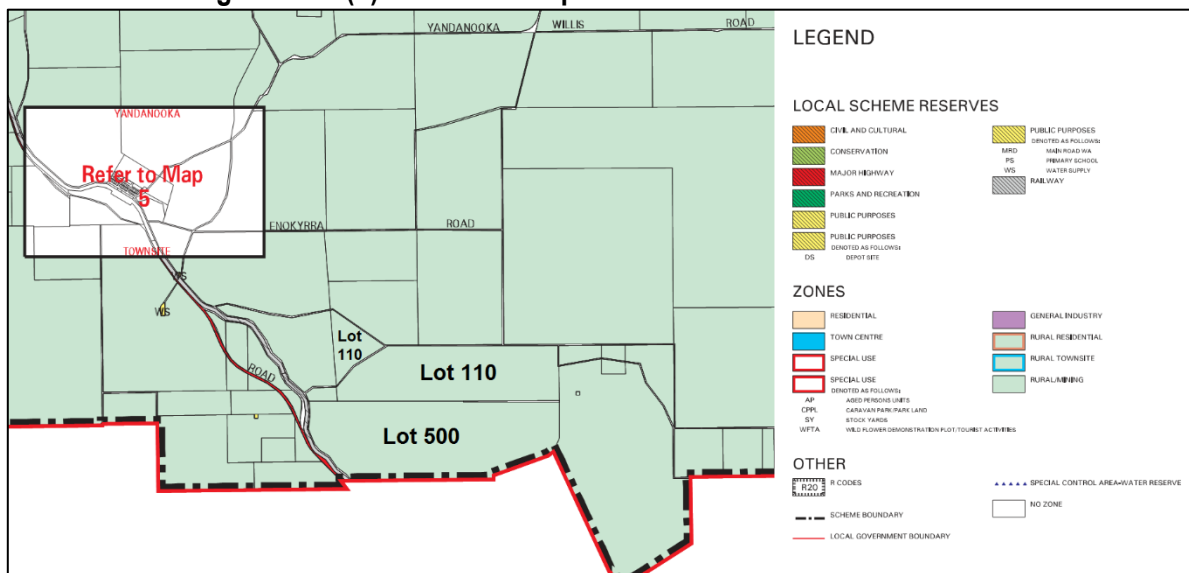
*"The use of land in the Rural-Mining Zone shall be consistent with the following objectives:*

- to provide for rights of vehicular access, unfettered as to time, location and circumstance, to any land subject of a planning approval;*
- to ensure the preservation of the rural character and appearance of land within the zone;*
- to protect the economic viability of agricultural production via support only for subdivision or boundary relocation which retains or results in lot or location sizes which facilitate ongoing agricultural activity.*
- to preserve and protect the natural undeveloped land areas throughout the zone and to provide for the planting of trees and other suitable vegetation via the imposition of conditions on any planning consent issued, in order to assist in*

*balancing the greenhouse effect, provide shade, prevent erosion, reduce salinity and provide habitats for native fauna.”*

The application may be considered to meet the objectives of the Shire’s ‘Rural/Mining’ zone, as it would not create any additional lots, would not require the removal of remnant vegetation, and the smallest lot arising from the boundary rationalisation would not be smaller than several existing lots to the south-west in the Yandanooka locality.

**Figure 9.4.1(c) – Scheme Map extract relevant to Lot 110 & 500**



Council should also give consideration to Section 5.23.4 of the Scheme, which lists the following relevant to subdivision in the ‘Rural/Mining’ zone:

*“5.23.4.1 Council will only support subdivision of rural land that is consistent with Commission Policy DC3.4 ‘Subdivision of Rural Land’.*

*5.23.4.2 Council will not approve any development of land where, in the opinion of Council, such development would adversely affect the rural landscape or be contrary to the continued agricultural usage of the land.”*

The application’s level of consistency with WAPC Policy DC3.4 is discussed in the Policy Implications section of this report.

**Policy Implications**

The WAPC have the following policies relevant to this application:

- Statement of Planning Policy 2.5 – Rural Planning (2016); &
- Development Control Policy 3.4 - Subdivision of Rural Land (2016).

State Planning Policies are prepared and adopted by the WAPC under statutory procedures set out in part 3 of the *Planning and Development Act 2005*. The WAPC and Local Governments must have due regard to the provisions of State Planning Policies when preparing or amending Local Planning Schemes and when making decisions on planning matters. The State Administrative Tribunal is also required to take account of State Planning Policies when determining appeals.

Statement of Planning Policy 2.5 has the following objectives

- “(a) support existing, expanded and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food;*
- (b) provide investment security for existing, expanded and future primary production and promote economic growth and regional development on rural land for rural land uses;*
- (c) outside of the Perth and Peel planning regions, secure significant basic raw material resources and provide for their extraction;*
- (d) provide a planning framework that comprehensively considers rural land and land uses, and facilitates consistent and timely decision-making;*
- (e) avoid and minimise land use conflicts;*
- (f) promote sustainable settlement in, and adjacent to, existing urban areas; and*
- (g) protect and sustainably manage environmental, landscape and water resource assets.”*

The WAPC’s Development Control Policies sit within a structure which is established under the State Planning Strategy and Statement of Planning Policy No.1 State Planning Framework. Development Control Policy 3.4 is used by the WAPC as the basis for determining applications for the subdivision of rural land.

WAPC Policy No.3.4 has a general presumption against the subdivision of rural land but makes some provision as follows:

*“5 General policy provisions*

*It is the opinion of the WAPC that rural land uses are the highest and best use for rural zoned land. Where an alternative use is proposed, such as residential, the use must be planned in a strategy or scheme and zoned accordingly.*

*When determining subdivision proposals on rural land, the following measures will be applied:*

- (a) the creation of new or smaller lots will be by exception;*
- (b) proposals will be considered against strategies and schemes;*
- (c) adequate buffer distances for sensitive and/or incompatible land uses can be achieved; and*
- (d) proposals will be assessed against any relevant State planning policies and/or operational policies.*

*6 Circumstances under which rural subdivision may be considered*

*In considering applications under section 6 (a) to (e), the WAPC will consider rural subdivision in the following exceptional circumstances:*

- (a) to realign lot boundaries with no increase in the number of lots, where the resultant lots will not adversely affect rural land uses;*
- (b) to protect and actively conserve places of cultural and natural heritage;*
- (c) to allow for the efficient provision of utilities and infrastructure and/or for access to natural resources;*

- (d) *in the Homestead lot policy area (Appendix 2), to allow for the continued occupation of existing homesteads when they are no longer used as part of a farming operation; and*
- (e) *for other unusual or unanticipated purposes which, in the opinion of the WAPC, do not conflict with this and other relevant policies and are necessary in the public interest.*

*Although the WAPC seeks to minimise the creation of new or smaller rural lots, there are some circumstances where subdivision of rural land may be appropriate in order to promote better land management and achieve environmental, cultural and/or social benefits. These forms of subdivision, which may result in additional dwelling entitlements, are considered to provide incentives for rural subdivision. As such the remainder of this policy outlines the applicable standards for rural subdivision.”*

### *“6.3 Property rationalisation to improve land management*

*Many rural properties comprise multiple titles and landowners may wish to subdivide to achieve better land management. Subdivision may also present opportunities to create access to landlocked lots.*

*Multiple lots in one ownership may be rationalised provided that:*

- (a) *there is no increase in the number of lots;*
- (b) *the new boundaries achieve improved environmental and land management practices and minimise adverse impacts on rural land use;*
- (c) *no new roads are created, unless supported by the local government;*
- (d) *new vehicle access points on State roads are minimised; and*
- (e) *rural living sized lots (1-40 hectares), created as a result of the rationalisation, have appropriate buffer from adjoining farming uses and water resources, and may have notifications placed on title advising that the lot is in a rural area and may be impacted by primary production.*

*Former road reserves and small remnant portions of lots are not considered lots for the purpose of boundary rationalisation.*

*In instances where a subdivision only proposes to realign existing lot boundaries, where no change to the land use and/or landform is proposed, and no additional development is proposed, applications for property rationalisation may be unconditionally approved.*

### *“6.6 Homestead lots*

*The creation of Homestead lots is intended to allow primary producers to continue to occupy their dwelling when they cease to farm, and provide settlement opportunities in areas where land fragmentation is limited and unlikely to increase. Homestead lots are to be created in a manner that is consistent with the rural character and landscape of a locality. Homestead lots may be facilitated through boundary rationalisation or the creation of a new lot.*



*Homestead lots may therefore be created to enable an approved existing house on a rural lot to continue to be occupied provided that:*

- (a) the land is in the DC 3.4 Homestead lot policy area (refer Appendix 2);*
- (b) the homestead lot has an area between one and four hectares, or up to 20 hectares to respond to the landform and include features such as existing outbuildings, services or water sources;*
- (c) there is an adequate water supply for domestic, land management and fire management purposes;*
- (d) the dwelling is connected to a reticulated electricity supply or an acceptable alternative is demonstrated;*
- (e) the homestead lot has access to a constructed public road;*
- (f) the homestead lot contains an existing residence that can achieve an appropriate buffer from adjoining rural land uses;*
- (g) a homestead lot has not been excised from the farm in the past;*
- (h) the balance lot is suitable for the continuation of the rural land use, and generally consistent with prevailing lot sizes, where it can be shown that this is consistent with the current farming practices at the property; and*
- (i) the dwelling on a homestead lot must be of a habitable standard and may be required to be certified as habitable by the local government.*

*Where there are a number of existing approved dwellings on a rural lot, more than one homestead lot may be considered as a one-off application.”*

The proposed Lot 1 would not meet the requirements of a homestead lot under WAPC Policy DC3.4 being 36.2ha in area, but the application could be considered to meet the criteria of Parts 6(a) and 6.3.

### **Financial Implications**

The application would not have a budgetary impact to Council.

However it is considered that the subdivider/future landowners of Lot 1 & 2 should be advised that should the creation of Lots 1 and 2 give rise to any expectation that the standard of vehicle access requires upgrading to service Lots 1 & 2, that the cost of such upgrading (if deemed necessary and undertaken by the local government) shall be at borne by the requesting parties, and that there should not be expectation that the local government shall make contribution to such upgrades.

### **Strategic Implications**

The Shire of Mingenew Local Planning Strategy (2006) notes the following in relation to subdivision in the 'Rural/Mining' zone.

*“Section 7.5 (f) Rural Mining*

*This zone embraces the majority of the Shire area and the major objective of the zone classification is to preserve the current agricultural practice which exists throughout the same. With the above in mind Council is mindful of the need to preserve the present system of land tenure via its non-support of further rural land subdivision.”*

### **Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.1</b>
--

That Council advise the Western Australian Planning Commission that it supports the proposed boundary rationalisation of Lots 110 & 500 Midlands Road, Yandanooka (WAPC Application No.155126) subject to the following:

Condition:

- 1 All buildings and effluent disposal systems having the necessary clearance from the new boundaries as required under the relevant legislation including the Local Planning Scheme and Building Regulations of Australia.
- 2 Easement being created upon Lot 107 providing right of access to Lots 1 and 2.

Advice Note:

- (a) That the subdivider/future landowners of Lot 1 & 2 be advised that should the creation of Lots 1 and 2 give rise to any expectation that the standard of vehicle access requires upgrading to service Lots 1 & 2, that the cost of such upgrading (if deemed necessary and undertaken by the local government) shall be at borne by the requesting parties, and that there should not be expectation that the local government shall make contribution to such upgrades.



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**Our Ref: 127/17**  
**Enquiries: Brad Collard**

21<sup>st</sup> April 2017

The Regional Manager  
Department for Planning and Infrastructure  
Midwest Regional Office  
10/209 Foreshore Drive  
GERALDTON WA 6531



Dear Sir/Madam

**Proposed Subdivision: 110 & 500 Midlands Road, Yandanooka**

The attached application proposes to subdivide lots 110 and 500 to create 2 lots. It is proposed to create lot 1 which contains an existing dwelling and associated outbuildings to separate it from the existing farming operations carried out on the remainder of the land. The soil within lot 1 is sandy light soil vulnerable to wind erosion which isn't generally suitable for cropping. As the existing farming operations mainly comprise cropping the subdivision to create proposed lot 1 will have negligible impact on the existing rural operations. Also the existing dwelling on proposed lot 1 is surplus to the requirements of the existing farming operation.

The separation of proposed lot 1 will allow it to be used in a manner more appropriate to the existing soil conditions such as a grazing operation where with suitable stocking levels vegetation levels could be maintained to stabilise the soil. The subdivision would allow and encourage the land to be managed in a more environmentally sustainable manner. The proposed lot configuration will minimise any potential land use conflicts. The subdivision will help with the retention of the population levels within this rural area without having an adverse impact on the rural use or production capability.

Access to proposed lot 1 is intended to be secured by creating an easement over the existing access track which passes over adjoining lot 107 through to the Midlands Road.

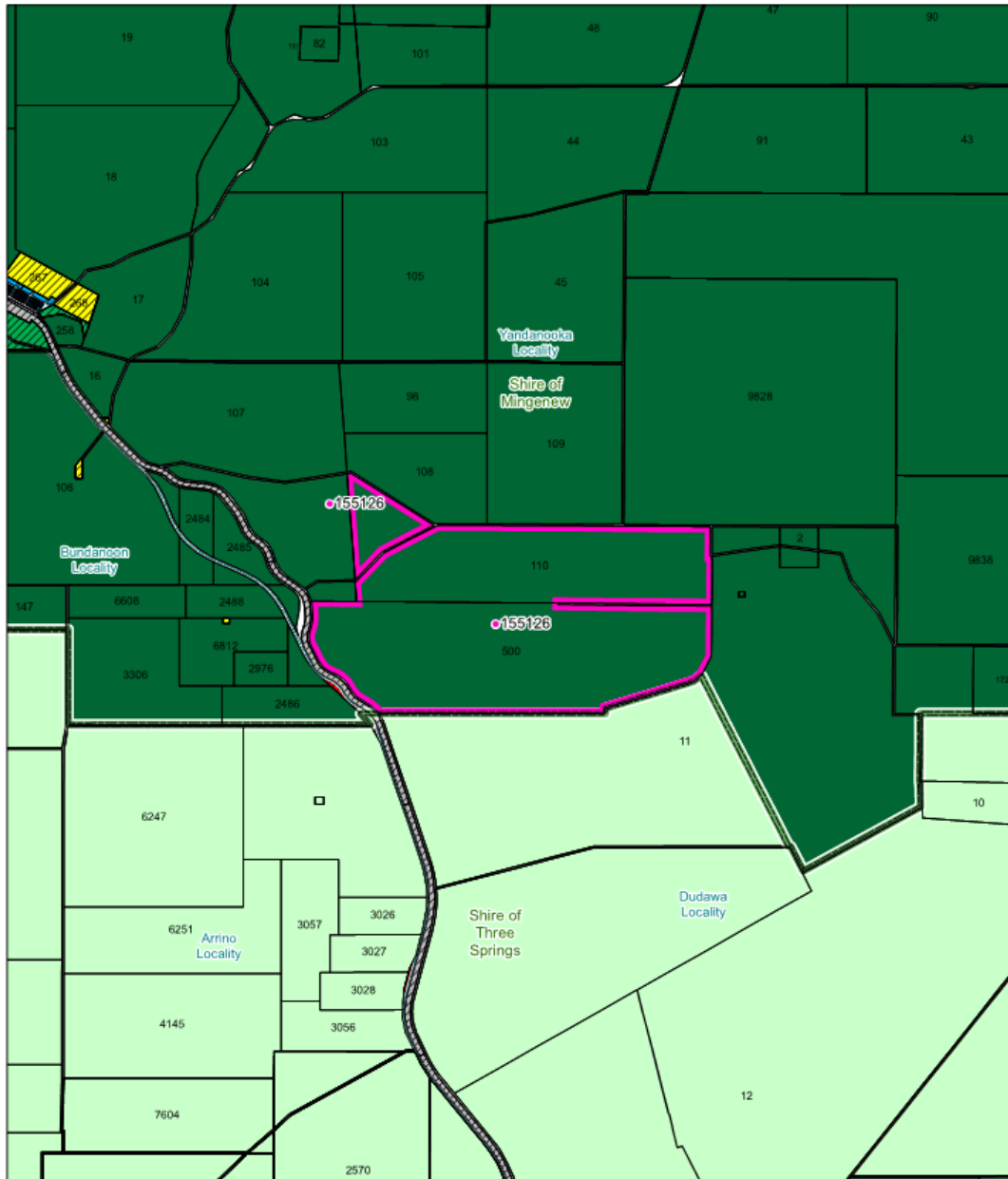
Portions of the subject land are classified as bushfire prone areas under the Department of Fire and Emergency Services Map of Bushfire Prone Areas 2016. A Bushfire Attack Level Assessment/Bushfire Management Plan in accordance with State Planning Policy 3.7 has been omitted from this subdivision application based on the following:

The proposed subdivision does not:

- Result in the intensification of development (or land use);
- Result in an increase of residents or employees;
- Involve the occupation of employees on site for any considerable amount of time; or
- Result in an increase to the bushfire threat







**Location Plan for:  
Subdivision Application**

This data is to be used only for the processing of a  
Subdivision Application

Application Number: **155126**

Decision: **Outstanding**

Printed: **1/05/2017**



Department of  
Planning



Western  
Australian  
Planning  
Commission

Produced by GeoSpatial Research and Modelling, Department of Planning, Perth WA  
Base information supplied by Western Australian Land Information Authority LI 862-2016-1

**Application Status**

Outstanding

**Existing LPS Zones and Reserves**

- Local distributor road
- Local road
- Main roads
- Parks and recreation
- Primary distributor road
- Public purposes
- Railway
- Railways
- Rural
- Rural townsite
- Rural/mining

**Easements and Referrals**

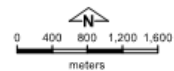
Easements

**Region Scheme Reserves**

**Localities & Local Government Boundaries**

Local government boundary

Locality



**9.5 BUILDING**

Nil

**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**

Nil

**13.0 TIME AND DATE OF NEXT MEETING**

Next Ordinary Council Meeting to be held on Wednesday 19 July 2017 commencing at 4.30pm.

**14.0 CLOSURE**