



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

Wednesday 15 March 2017

SHIRE OF MINGENEW



Shire of Mingenew

Ordinary Council Meeting Notice Paper

15 March 2017

Madam President and Councillors,

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

Martin Whitely
Chief Executive Officer

10 March 2017

MINGENEW SHIRE COUNCIL

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Mingenew Shire Council for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Mingenew Shire Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement occurring during Council/Committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of Mingenew Shire Council during the course of any meeting is not intended to be and is not taken as notice of approval from the Mingenew Shire Council. The Mingenew Shire Council warns that anyone who has an application lodged with the Mingenew Shire Council must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Mingenew Shire Council in respect of the application.

CHIEF EXECUTIVE OFFICER
10 MARCH 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).

Table of Contents

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	6
2.0	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....	6
3.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	6
4.0	PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....	6
5.0	APPLICATIONS FOR LEAVE OF ABSENCE.....	6
6.0	DECLARATIONS OF INTEREST.....	6
7.0	CONFIRMATION OF PREVIOUS MEETING MINUTES.....	6
7.1.1	ORDINARY MEETING HELD 15 FEBRUARY 2017.....	9
7.1.2	ANNUAL ELECTORS MEETING HELD 15 FEBRUARY 2017.....	57
8.0	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION.....	64
9.0	OFFICERS REPORTS.....	64
9.1	CHIEF EXECUTIVE OFFICER.....	65
9.1.1	2016 COMPLIANCE AUDIT RETURN.....	65
9.1.2	RAV NETWORK REVIEW COMMITTEE.....	67
9.1.3	TOWN HALL REFURBISHMENT COMMITTEE.....	69
9.1.4	ROAD INSPECTION.....	71
9.1.5	BUDGET REVIEW.....	72
9.2	FINANCE.....	73
9.2.1	FINANCIAL STATEMENTS FOR PERIOD ENDING 28 FEBRUARY 2017.....	73
9.2.2	ACCOUNTS FOR PAYMENT – MONTH ENDING 28 FEBRUARY 2017.....	108
9.3	ADMINISTRATION.....	117
	Nil.....	117
9.4	TOWN PLANNING.....	117
	Nil.....	117
9.5	BUILDING.....	117
	Nil.....	117
10.0	ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	117
11.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....	117
11.1	ELECTED MEMBERS.....	117
11.2	STAFF.....	117
12.0	CONFIDENTIAL ITEMS.....	117
13.0	TIME AND DATE OF NEXT MEETING.....	117
14.0	CLOSURE.....	117

SHIRE OF MINGENEW

AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 15 March 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 15 FEBRUARY 2017**



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

Wednesday 15 February 2017

SHIRE OF MINGENEW



Table of Contents

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2.0	ATTENDANCE	3
3.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4.0	PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	3
5.0	APPLICATIONS FOR LEAVE OF ABSENCE	4
6.0	DECLARATIONS OF INTEREST	4
7.0	CONFIRMATION OF PREVIOUS MEETING MINUTES	4
7.1.1	ORDINARY MEETING HELD 21 DECEMBER 2016	4
7.1.2	AUDIT COMMITTEE MEETING HELD 21 DECEMBER 2016	4
8.0	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION.....	5
9.0	OFFICERS REPORTS	5
9.1	CHIEF EXECUTIVE OFFICER	6
9.1.1	SINO STEEL FUNDS.....	6
9.1.2	ROAD CLOSURE POLICY	9
9.1.3	MID WEST AERO MEDICAL	11
9.1.4	EMERGENCY SERVICES REVIEW LEVY	13
9.1.5	TENDER – TOWN HALL REFURBISHMENT	16
9.1.6	REVIEW OF DELEGATIONS REGISTER	20
9.1.7	MINGENEW TURF CLUB.....	22
9.2	FINANCE	25
9.2.1	FINANCIAL STATEMENTS FOR PERIOD ENDING 31 DECEMBER 2016	25
9.2.2	FINANCIAL STATEMENTS FOR PERIOD ENDING 31 JANUARY 2017	28
9.2.3	ACCOUNTS FOR PAYMENT – MONTH ENDING 31 DECEMBER 2016	31
9.2.4	ACCOUNTS FOR PAYMENT – MONTH ENDING 31 JANUARY 2017	33
9.3	ADMINISTRATION	35
9.4	TOWN PLANNING.....	36
9.4.1	DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT MEMBER NOMINATIONS	36
9.5	BUILDING	40
9.5.1	PUBLIC HEALTH ACT 2016.....	40
10.0	ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	43
11.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	43
11.1	ELECTED MEMBERS	43
11.1.1	MINGENEW TENNIS CLUB.....	43
11.2	STAFF	45
11.2.1	SILVER CHAIN HOUSING ARRANGEMENTS	45
12.0	CONFIDENTIAL ITEMS.....	49
12.1	CEO PERFORMANCE REVIEW.....	49
13.0	TIME AND DATE OF NEXT MEETING	50
14.0	CLOSURE.....	50

SHIRE OF MINGENEW

MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON 15 February 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 ATTENDANCE

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

APOLOGIES

Nil

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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

4.32pm – The Presiding Person opened public question time and explained that a minimum time of 15 minutes was allowed from the public.

4.33pm – Mr Murray Thomas entered the meeting

Mr Murray Thomas addressed Council on behalf of the Mingenew Tennis Club. Mr Thomas informed Council that for a number of years now the Tennis Club have been having discussions about the possibility of reinstating the tennis courts to the north of the existing courts. The club have been fundraising for a number of years now and the decision had been made to look at building an additional 2-3 synthetic or hard courts which would also include replacing the existing fencing to the north of the existing courts. At this stage a decision had not been made as to whether any additional lighting would be included with the project.

Mr Thomas explained to Council that membership is currently very strong at the Tennis Club and with the facilities being used for junior coaching and school clinics the club feel they can demonstrate the need for the installation of additional courts.

The President asked Mr Thomas if the Tennis Club had prepared any cost estimates for the project and if the Tennis Club were looking any funding opportunities or making a budget submission to Council for a financial contribution. Mr Thomas explained to Council that at this stage no cost estimates had been obtained for the project, however it was the intention of the Tennis Club to seek funding from the Department of Sport & Recreation and make a funding submission to Council.

The Chief Executive Officer explained to Mr Thomas that there are two rounds of funding under the Community Sporting and Recreation Facilities Fund (CSRFF) coordinated by the Department of Sport & Recreation. The Small Grants round is for projects up to \$200,000 and the closing date is March and August each year, while there is also an Annual Grants round for larger projects in excess of \$200,000 which closes in September each year.

4.41pm – Mr Murray Thomas left the meeting

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

6.0 DECLARATIONS OF INTEREST

Item 9.1.7 – The President declared an interest as the Treasurer of the Mingenew Turf Club and advised that she would not be participating in discussions and would be leaving the meeting.

Item 12.1.1 – The Chief Executive Officer declared a financial interest in the item, as such would vacate the meeting during Council consideration of the item.

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1.1 ORDINARY MEETING HELD 21 DECEMBER 2016

COUNCIL DECISION – ITEM 7.1

Moved Cr Criddle

Seconded Cr Eardley

That the minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 21 December 2016 be confirmed.

CARRIED: 7/0

7.1.2 AUDIT COMMITTEE MEETING HELD 21 DECEMBER 2016

COUNCIL DECISION – ITEM 7.2

Moved Cr Eardley

Seconded Cr Newton

That the minutes of the Audit Committee Meeting of the Shire of Mingenew held in the Council Chambers on 21 December 2016 be received.

CARRIED: 7/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

9.0 OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 SINO STEEL FUNDS

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

Summary

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

Attachment

Sino Steel Memorandum of Understanding

Background

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

Comment

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

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

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

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

Consultation

All Councillors
Lotterywest
Community survey on refurbishing the Town Hall

Statutory Environment

Local Government Act 1995 states as follows;

6.8. Expenditure from municipal fund not included in annual budget

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

Policy Implications

Nil

Financial Implications

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

Strategic Implications

Community Strategic Plan

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

Outcome 2.4.1 – Maintain and enhance existing historical infrastructure

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

Outcome 3.6.1 – Continue to provide quality facilities for events

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.1.1
--

That Council

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

COUNCIL DECISION – ITEM 9.1.1

Moved Cr Cosgrove

Seconded Cr Criddle

That Council

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

CARRIED 7/0

9.1.2 ROAD CLOSURE POLICY

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

Summary

This report recommends that Council adopt a Road Closure Policy.

Attachment

Road Closure Policy

Background

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

Comment

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

Consultation

Full Council

Statutory Environment

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

Policy Implications

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

Financial Implications

Nil

Strategic Implications

Community Strategic Plan
Outcome 2.5.1 - Maintain and improve road assets

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.2
--

That Council adopt the Road Closure Policy as tabled.

MOTION

Moved Cr Cosgrove

Seconded Cr Eardley

That Council adopt the Road Closure Policy as tabled.

AMENDMENT

Moved Cr Cosgrove

Seconded Cr Pearce

That the wording in part 2 of the Policy Statement the Road Closure Policy be amended from “is delegated the power to” to read “has delegated powers as instructed by the Chief Executive Officer and/or President”.

CARRIED 7/0

COUNCIL DECISION – ITEM 9.1.2

The Presiding Person put the amended motion;

That Council adopt the Road Closure Policy as tabled with the revised wording amendment.

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 Cosgrove

Seconded Cr Pearce

That the reason the officer recommendation was changed was to clarify the delegated authority role of the Manager of Works in the process of closing roads.

CARRIED 7/0

9.1.3 MID WEST AERO MEDICAL

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

Summary

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

Attachment

Letter from Midwest Aero Medical
Memorandum of Understanding

Background

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

Comment

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

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

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

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

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

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

Consultation

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

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

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

Strategic Implications

Community Strategic Plan

Outcome 3.5.1 - Increased access to appropriate medical services

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

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.3

That Council;

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

COUNCIL DECISION – ITEM 9.1.3

Moved Cr Pearce

Seconded Cr Eardley

That Council;

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

CARRIED 7/0

9.1.4 EMERGENCY SERVICES REVIEW LEVY

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

Summary

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

Attachment

Review of the Emergency Services Levy Issues Paper

Background

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

Comment

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

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

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

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

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

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 15 March 2017

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

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

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

Consultation

WALGA

Statutory Environment

Local Government Act 1995

Fire and Emergency Services Act 1998

Bush Fires Act 1954

Fire Brigades Act 1942

FESA Act 1998

Economic Regulation Authority Act 2003

Policy Implications

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

Financial Implications

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

Strategic Implications

Community Strategic Plan

Outcome 3.7.3 -Continuously improve emergency services

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.4

That Council;

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

COUNCIL DECISION – ITEM 9.1.4

Moved Cr Eardley

Seconded Cr Criddle

That Council;

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

CARRIED 7/0

9.1.5 TENDER – TOWN HALL REFURBISHMENT

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

Summary

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

Attachment

Tender Document
 Tender Submissions received including additional information

Background

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

Comment

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

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

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

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

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

Consultation

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

Statutory Environment

Local Government Act 1995

3.57. Tenders for providing goods or services

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

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

11A. Purchasing policies for local governments

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

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

11. When tenders have to be publicly invited

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

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

or

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

or

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

or

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

or

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

or

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

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

Policy Implications

Policy No. 3007 – Purchasing Policy

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

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

Outcome 3.6.1 – Continue to provide quality facilities for events

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.5

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

COUNCIL DECISION – ITEM 9.1.5

Moved Cr Lucken

Seconded Cr Eardley

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

CARRIED 7/0

9.1.6 REVIEW OF DELEGATIONS REGISTER

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

Summary

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

Attachment

Nil

Background

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

Comment

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

Consultation

Nil

Statutory Environment

Local Government (Functions & General) Regulations 1996

Local Government Act 1995 states;

5.18. Register of delegations to committees

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

Policy Implications

Policy No. 3007 – Purchasing Policy

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

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

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.6

That Council;

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

COUNCIL DECISION – ITEM 9.1.6

Moved Cr Cosgrove

Seconded Cr Criddle

That Council;

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

CARRIED 7/0

9.1.7 MINGENEW TURF CLUB

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

Summary

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

Attachment

Letter from Mingenew Turf Club

Background

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

Comment

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

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

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

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

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

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Policy No. 3004 – Donations & Grants

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

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

Exceptions to the above will be Disaster or emergency appeals.

Financial Implications

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

Strategic Implications

Community Strategic Plan

Outcome 3.6.1 – Continue to provide quality facilities for events

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.7
--

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

5.05pm – President Bagley left the meeting and Deputy President Newton assumed the role of Presiding Person.

MOTION

Moved Cr Pearce

Seconded Cr Criddle

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

AMENDMENT

Moved Cr Pearce

Seconded Cr Eardley

That the amount of the contribution be amended to “\$4,000” instead of \$4,200”.

CARRIED 6/0

COUNCIL DECISION – ITEM 9.1.7

The Presiding Person put the amended motion;

That Council support the request from the Mingenew Turf Club by making a contribution of \$4,000 towards replacing the fencing at the front of the Recreations Centre / Turf Club pavilion.

CARRIED 6/0

Deputy President Newton advised the meeting that the reason for the change would need to be recorded in the minutes.

Moved Cr Eardley

Seconded Cr Pearce

That the reason the officer recommendation was changed was to reflect the amount requested in the letter from the Mingenew Turf Club which was \$4,000 and not \$4,200 as per the office recommendation.

CARRIED 6/0

5.09pm – President Bagley returned to the meeting

Deputy President Newton read aloud for the benefit of President Bagley the Council decision for Agenda Item 9.1.7

5.10pm – President Bagley returned as the Presiding Person.

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 DECEMBER 2016

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

Summary

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

Attachment

Finance Report for period ending 31 December 2016.

Background

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

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

Comment

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

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 15 March 2017

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

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

Rates Outstanding at 31 December 2016 were:

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

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

Consultation

Chief Executive Officer
Senior Finance Officer

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

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

(1A) In this regulation —

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

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- (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 December 2016 be received.

COUNCIL DECISION – ITEM 9.2.1

Moved Cr Newton

Seconded Cr Criddle

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

CARRIED 7/0

9.2.2 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 JANUARY 2017

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

Summary

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

Attachment

Finance Report for period ending 31 January 2017.

Background

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

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

Comment

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

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 15 March 2017

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

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

Rates Outstanding at 31 January 2017 were:

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

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

Consultation

Chief Executive Officer
Senior Finance Officer

Statutory Environment

Local Government Act 1995 Section 6.4
Local Government (Financial Management) Regulations 1996 Section 34

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

(1A) In this regulation —

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

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- (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 9.2.2

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

COUNCIL DECISION – ITEM 9.2.2

Moved Cr Newton

Seconded Cr Criddle

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

CARRIED 7/0

9.2.3 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 DECEMBER 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 9 February 2017
Author: Julie Borrett, Senior Finance Officer
Senior Officer: Nita Jane, Deputy CEO

Summary

This report recommends that Council confirm the payment of creditors for the month of December 2016 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

Attachment

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

Background

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

Comment

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

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.3

That Council confirm the accounts as presented for December 2016 from the Municipal Fund totalling \$339,999.06 represented by Electronic Funds Transfers of EFT 10453 to EFT10535, Direct Deduction DD7898.1, 2 and 3, DD7908.1, 2 and 3, DD7908.1, 2 and 3, Trust Cheque 492 and Cheque numbers 8110-8118.

COUNCIL DECISION – ITEM 9.2.3

Moved Cr Cosgrove

Seconded Cr Criddle

That Council confirm the accounts as presented for December 2016 from the Municipal Fund totalling \$339,999.06 represented by Electronic Funds Transfers of EFT 10453 to EFT10535, Direct Deduction DD7898.1, 2 and 3, DD7908.1, 2 and 3, DD7908.1, 2 and 3, Trust Cheque 492 and Cheque numbers 8110-8118.

CARRIED 7/0

9.2.4 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 JANUARY 2017

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 9 February 2017
Author: Julie Borrett, Senior Finance Officer
Senior Officer: Nita Jane, Deputy CEO

Summary

This report recommends that Council confirm the payment of creditors for the month of January 2017 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

Attachment

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

Background

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

Comment

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

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.4

That Council confirm the accounts as presented for January 2017 from the Municipal Fund totalling \$215,977.48 represented by Electronic Funds Transfers of EFT10538 to EFT10589, Direct Deduction DD7915.1, 2 and 3, DD7936.1 2 and 3 and Cheque numbers 8119 to 8124.

COUNCIL DECISION – ITEM 9.2.4

Moved Cr Cosgrove

Seconded Cr Criddle

That Council confirm the accounts as presented for January 2017 from the Municipal Fund totalling \$215,977.48 represented by Electronic Funds Transfers of EFT10538 to EFT10589, Direct Deduction DD7915.1, 2 and 3, DD7936.1 2 and 3 and Cheque numbers 8119 to 8124.

CARRIED 7/0

9.3 ADMINISTRATION

Nil

9.4 TOWN PLANNING

9.4.1 DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT MEMBER NOMINATIONS

Location/Address: Shire of Mingenew
Name of Applicant: State Department of Planning
Disclosure of Interest: Nil
File Reference: ADM0246
Date: 10 January 2017
Author: Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley
Senior Officer: Martin Whitely, Chief Executive Officer

Summary

The State Department of Planning have written to Local Governments seeking nominations for 2 Development Assessment Panel ('DAP') members and 2 alternate members. Council can re-nominate the same Councillors currently serving as DAP members or it may wish to forward new nominations.

Attachment

Nil

Background

On 24 March 2011 the *Planning and Development (Development Assessment Panels) Regulations 2011* ('the Regulations') commenced operation leading to the creation of 15 DAP's across the state.

The Mid West/Wheatbelt (Central) DAP consists of 5 members:

- Chairperson (a specialist member);
- 2 specialist members;
- 2 local government representatives from the relevant Local Government;
- 1 specialist member proxy*;
- 1 local government proxy from each local government*.

(* the proxies will only be used when there is failure to reach a quorum, this being the Presiding Member and any two members being in attendance irrespective of whether they are specialist members or Local Government members)

Council resolved at its 19 October 2016 Ordinary Meeting for the following Local Government nominations to serve upon a DAP:

Member - Councillor Michelle Bagley

Member - Councillor Gary Cosgrove

Alternate member/proxy 1 - vacant

Alternate member/proxy 2 - vacant

The State Department of Planning website currently shows Councillor Michelle Bagley and Councillor Gary Cosgrove as the Shire of Mingenew DAP Members.

Comment

On 4 January 2017 the Department of Planning advised that all current DAP member appointments will expire on 26 April 2017 and that current members whose term is expiring have until 28 February 2017 to re-nominate for their positions.

Council's are requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on your respective DAP as required.

Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020.

All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

Only two of the current Councillors in Cr Bagley and Cr Cosgrove have undertaken the training as required.

When selecting nominees, the Council should consider that local government elections may result in a change to DAP membership if current councillors, who are DAP members, are not re-elected. If members are not re-elected, the local government will need to re-nominate for the Minister's consideration.

All DAP members, except those not entitled to receive sitting fees, will be paid sitting fees on a sessional basis. The presiding member will be paid \$500 per session, and all other members will be paid \$400 per session (and travel allowances). Schedule 2 of the Regulations outlines the Fees for DAP members, and a complete copy of the Regulations can be viewed on the Western Australian legislation database website or provided in hard copy to Councillors upon request.

The Regulations provide that travelling costs that DAP members incur when attending meetings are to be paid to all DAP members, including accommodation and airfares. These costs are to be paid as set out in the current Public Sector Commissioner's Circular on this matter (*2009/20 Reimbursement of Travel Expenses for Members of Government Boards and Committees*). For the avoidance of doubt, all DAP members, including those not entitled to be paid sitting fees, will be entitled for reimbursement for these out-of-pocket expenses.

The financial threshold for activating a mandatory DAP is when the estimated cost of development is \$10million or more (except for the City of Perth where it is \$20million). Applicants have the option of requesting that a DAP assess the application where the total development value is between \$2million and \$10million (between \$2million and \$20million in the City of Perth). Local Governments also have the option of resolving by absolute majority to delegate applications for developments of between \$2million and \$10million value to a DAP for determination if they so choose.

DAP meetings operate as follows:

- meetings will be conducted in a place open to the public;
- a person who has made a submission during the advertising period will be permitted to make a presentation to the DAP;
- in some circumstances, the public may be excluded from a meeting where the application contains commercial information of a confidential nature or information about the personal affairs of a person;
- Code of Conduct will be in place for DAP Members to adhere to;
- a record of meetings and voting outcomes by individual DAP members will be kept and made available to the public via websites;
- annual report will be required by the Department for Planning;
- planning staff from the relevant Local Government will prepare a report and recommendation on the development application for the DAP's consideration in making its determination;
- planning staff from the relevant Local Government will be required to attend the DAP to present the application and provide clarity on the assessment report;

- secretariat support for the DAP will be provided by the relevant Local Governments on a six monthly rotational basis;
- these duties will include preparing agendas, advertising meetings, organising meetings, taking minutes, publicising meeting outcomes, and notifying applicants and respondents;
- the Chairperson's sessional sitting fee will be higher than the other members to reflect the responsibilities of this role; &
- meeting frequency is proposed to be determined by the individual DAP, meeting frequency will be based on the number of applications submitted for consideration.

Consultation

Martin Whitely, Chief Executive Officer

Statutory Environment

DAP members will be bound by similar requirements regarding their conduct as Local Government Councillors, for example:

- all DAP members will be required to declare any direct or indirect pecuniary interest in a matter, before the meeting on that application commences;
- DAP members will not be permitted to disclose or make improper use of information that they acquire during their time as a member;
- DAP members will be prevented from accepting "prohibited" gifts in all circumstances, and will be permitted to accept other types of gifts ("notifiable" gifts) as long as they notify the Department of Planning;
- Members will be required to comply with the DAP Code of Conduct developed by the Department of Planning; and
- No DAP member will be permitted to make a statement regarding the competence or honesty of a Local Government employee or public sector employee.

A complete copy of the Regulations can be viewed on the Western Australian legislation database website or provided in hard copy to Councillors upon request.

Policy Implications

Nil.

Financial Implications

Strategic Implications

It is alleged by the State Government that DAP's provide the following:

"Development assessment panels are a mix of independent experts and elected representatives, created to be the decision making body for development applications. These panels will have the power to determine applications for development approval, instead of the relevant decision making authority, for development of a certain class and value. The objectives of the proposed development assessment panel model are to:

- *streamline the determination process for particular types of development applications, by eliminating the requirement for dual approval under both the local and region schemes;*
- *involve independent technical experts in the determination process;*
- *encourage an appropriate balance between independent professional advice and local representation in decision-making for significant projects; and*
- *reduce the number of complex development applications being determined by local governments, to allow local governments to focus their resources on strategic planning."*

The Regulations were formulated with the assistance of a working group comprising representatives from WALGA, the Property Council and the Planning Institute of Western Australia. The introduction of

DAP's was opposed by many Local Governments as it was considered that they could:

- slow the planning system in Western Australia;
- be less democratic than the current Local Government process;
- be more open to corruption than the current Local Government system;
- lead to expensive and unworkable outcomes;
- not lead to better informed decision making;
- add financial burden to Local Governments;
- lead to increased fees and charges for landowners and developers;
- make the response to appeal process unworkable;
- disadvantage the regions; and
- reduce local input and representation.

The existence/performance of DAP's was widely debated by many Local Governments at the 2016 WALGA Annual General Meeting.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.4.1

That Council submit to the Minister of Planning the following Local Government nominations to serve upon a Development Assessment Panel:

Councillor _____ (member); and
Councillor _____ (member).

Councillor _____ (alternate member/proxy); and
Councillor _____ (alternate member/proxy).

OFFICER RECOMMENDATION – ITEM 9.4.1

Moved Cr Cosgrove

Seconded Cr Criddle

That Council submit to the Minister of Planning the following Local Government nominations to serve upon a Development Assessment Panel:

**Councillor Cosgrove (member); and
Councillor Newton (member)**

**Councillor Criddle (alternate member/proxy); and
Councillor Eardley (alternate member/proxy)**

CARRIED 7/0

9.5 BUILDING

9.5.1 PUBLIC HEALTH ACT 2016

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0131
Date:	12 January 2017
Author:	Trevor Brandy, Building/EHO Officer
Senior Officer:	Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council review the delegations to the Chief Executive Officer under recent changes to Part 2 of the Public Health Act 2016.

Attachment

Nil

Background

The gazettal of the *Public Health Act 2016* represents a significant update and change to the implementation of environmental health legislation, replacing the *Health Act 1911*. As there is a significant amount of work required to transition to the new regulatory framework, the Department of Health (WA) has advised that implementation is to occur in a staged manner over the next 3 to 5 years.

The old *Health Act 1911* (which will be known as the *Health (Miscellaneous Provisions) Act 1911*), and all regulations made under the Health Act, will continue to be the main enforcement tool used by the Shire's Environmental Health Officers until the provisions of the new Act are proclaimed over the coming years.

There are five (5) stages of implementation, of which Stages 1 and 2 are already in effect and have no practical implications for local government. Stage 3 involves key elements of the administrative framework provided by Part 2 of the *Public Health Act 2016* coming into operation to replace the equivalent administrative framework provided by Part II of the *Health Act 1911*. This includes gazettal of Environmental Health Officers to enforce the provisions of the Act within their local government authority and annual reporting requirements. Stage 3 is expected to occur on 24th January 2017, with works needed to be undertaken to effect this transition within the Shire of Mingenew.

Stage 4 will adopt changes to the *Public Health Act 2016* relating to notifiable infectious diseases and related conditions, prescribed conditions of health, serious public health incident powers and public health emergencies. Date for commencement is yet to be determined. No action by local government is expected during this implementation stage.

Stage 5 will be the most significant stage of implementation for enforcement agencies as it represents the point at which they move from the framework provided by the *Health (Miscellaneous Provisions) Act 1911* to the *Public Health Act 2016*. The development of new regulations under the *Public Health Act 2016* relating to environmental health matters will commence, and feature provisions for:

- the built environment
- water
- body art and personal appearances
- pests and vectors.

Equivalent provisions in the *Health (Miscellaneous Provisions) Act 1911* and regulations and by-laws made under that Act will be repealed.

The following provisions will also commence with the enforcement provisions:

- Public Health Planning
- Public Health Assessments and
- Registration and licensing

Stage 5 will require substantial works by local government to implement this stage. The Department of Health has advised that it will be working closely with Local Government Authorities in the lead up to this stage, including consultation on the development of the required regulations.

All currently employed Environmental Health Officers will automatically be authorised officers and will continue to enforce both the new and the old public health legislation as the transition continues.

However, implementation of Stage 3 requires that they must be provided a certificate of authority, to be produced on request. The Shire's authorised delegate is required to sign the certificate.

Using section 21(1)(b)(i) Part 2 of the new Public Health Act 2016, Council may delegate the powers and duties conferred on it to the Chief Executive Officer or an authorised officer of the Local Government. At this time, the effect of the delegation being sought is minor (sign the certificate), however as further provisions are gazetted to expand the powers of the *Public Health Act 2016*, this delegation will provide for the smooth implementation of these provisions as they are implemented.

Precedent for this is already in place for the Health Act (Delegation 30) which enables the CEO to act on behalf of Council in respect to the Act and associated Regulations. This includes initiating legal action on behalf of the Shire for breaches of the *Health Act 1911*. The current delegation will need to remain in place during the transition to the new *Public Health Act 2016*.

Comment

The designation of authorised officers and the appointment of EHOs is now the responsibility of Local Government (enforcement agency). The Department of Health no longer has a role in the designation or appointment of EHOs/authorised officers.

Once Stage 3 comes into effect, all designations must be made under the Public Health Act 2016, and no longer under the Health Act 1911 (to be renamed the Health (Miscellaneous Provisions) Act 1911)

Section 17 of the new Public Health Act 2016, provides Council the ability to appoint Environmental Health Officers/Authorised Officers without the need to apply for approval from the Health Department of WA. As such Council will need to provide delegation to the CEO to carry out this new function.

Section 24 of the new Public Health Act 2016 provides Council the ability to designate a person or class of persons as Authorised Officers and to issue authority cards to those officers. This function was previously carried out by the Health Department of WA. Council will now need to provide delegation to the CEO to carry this new function.

Local Governments are required to keep a register of delegations and to review the delegations at least once every financial year, as per Local Government Act 1995 sections 5.18 and 5.46.

Consultation

Martin Whitely, Chief Executive Officer

Statutory Environment

Local Government Act 1995 – sections 5.18 and 5.46
Health Act 1911
Public Health Act 2016
Health (Miscellaneous Provisions) Act 1911

Policy Implications

Shire of Mingenew Delegations Register

Financial Implications

Nil

Strategic Implications

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.5.1

That Council pursuant to Section 21(1)(b)(i) Part 2 of the Public Health Act 2016 resolves to delegate all the powers and duties conferred or imposed on the Shire of Mingenew by the Public Health Act 2016 to the Chief Executive Officer.

COUNCIL DECISION – ITEM 9.5.1

Moved Cr Cosgrove

Seconded Cr Criddle

That Council pursuant to Section 21(1)(b)(i) Part 2 of the Public Health Act 2016 resolves to delegate all the powers and duties conferred or imposed on the Shire of Mingenew by the Public Health Act 2016 to the Chief Executive Officer.

CARRIED 7/0

10.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

11.1 ELECTED MEMBERS

The President advised the meeting that she would like to introduce an urgent item of business. The reason for the urgency was that if the Mingenew Tennis Club was looking to put forward a proposal for funding to Council then some clear direction should be given to the club.

COUNCIL DECISION – ITEM 11.1

Moved Cr Newton

Seconded Cr Cosgrove

That Council consider an item relating to the Mingenew Tennis Club.

CARRIED 7/0

11.1.1 MINGENEW TENNIS CLUB

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0473
Date:	14 February 2017
Author:	Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council formally respond to the Mingenew Tennis Club following their attendance earlier in the meeting during public question time.

Attachment

Nil

Background

Mr Murray Thomas, Mingenew Tennis Club addressed Council earlier in the meeting during public question time about the Tennis Club's proposed project to install 2-3 new hard court playing surfaces.

Comment

With the upcoming round of Department of Sport and Recreation Small Grant funding closing 31 March 2017 Council need to give the Mingenew Tennis Club some clear direction as whether the project would gain "in principle" support from Council and information that would need to be submitted to Council for further consideration.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There is no provision in the 2016/17 budget for Council to make a financial contribution to the Mingenew Tennis Club. Any request to the Shire for a financial contribution would be considered as part of the 2017/18 budget process.

Strategic Implications

Community Strategic Plan

Outcome 3.2.7 – Continue to provide facilities to support local community organisations and ensure the best use of community infrastructure

Outcome 3.4.3 – Continue to provide quality facilities for events

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 11.1.1

Moved Cr Cosgrove

Seconded Cr Eardley

That Council;

- 1. Provide “in principle” support for the project on a 1/3rd, 1/3rd a 1/3rd basis, and**
- 2. CEO to liaise with Tennis Club to obtain costings for the project, and**
- 3. Any request for budget submissions are to be made to the Shire by the end of May 2017**

CARRIED 7/0

11.2 STAFF

The President advised the meeting that the CEO had requested to introduce an urgent item of business. The reason for the urgency was that if a Finance Manager was appointed and required housing then there was currently no staff housing available to offer the Finance Manager.

COUNCIL DECISION – ITEM 11.2

Moved Cr Pearce

Seconded Cr Eardley

That Council consider the item relating to the current Silver Chain housing arrangements.

CARRIED 7/0

11.2.1 SILVER CHAIN HOUSING ARRANGEMENTS

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0473
Date:	14 February 2017
Author:	Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council adopt a weekly rental for the 1 bedroom unit on Shenton Street to be leased to Silver Chain.

Attachment

Silver Chain Tenancy Agreement

Background

In January 2017 I had an informal conversation with Andrea Campbell at Silver Chain whether she would consider letting the Shire use the 3x2 Bedroom house on Phillips Street currently leased to Silver Chain as an option for Staff Housing. The alternate option offered by the Shire would be to lease the fully furnished 1 bedroom unit on Shenton Street.

Comment

The reason for having the informal conversation arose for several reasons;

- We have scheduled maintenance for the house being painting, replacing the vinyl flooring and a few other minor maintenance issues which will be easier to complete with the property vacated, and
- With recent staff changes there is a current shortage of staff housing
- We have a couple of staff members that have recently or will soon have had new editions with their partners and I would like to offer them a larger house if possible since they are currently both tenanted in our 2x1 units and have been long term employees for the past 8 years.

Andrea was more than accommodating towards the initial request and on viewing the 1 bedroom unit was keen to proceed as she mentioned that she would like to see a young family living in the house as it seemed a little bit of a waste at the moment with her only being there 2 nights a week.

Following further conversations with Andrea I emailed Lesley Pearson & Corrina Michael on 14 January 2017 formally requesting if Silver Chain would consider the alternate accommodation options to which Lesley responded very promptly the same day that she had no objections to the request.

The current lease agreement commenced on 1 November 2003 for a period of 15 years and is due to expire on 6 October 2018. The monthly lease amount is \$737 which is the same amount since the commencement of the agreement. When I emailed Lesley Pearson I make the recommendation that I would suggest to Council that the rent be reduced to \$600 month as I thought this was a fair compromise since they would be moving into a smaller premise.

An option to Council is to leave the monthly lease fee as \$737 month with the Council to pay the utilities for the 1 bedroom unit. I was also proposing a two year lease with a further two year option. I thought this would be the most suitable option since while a one bedroom unit may be adequate for the current staffing arrangements at Silver Chain, ideally the Shire should be looking to have another property available in the future in case the next staff member has a family or simply requires a larger property to reside in.

The current rate as per the Fees & Charges Schedule for the 1 bedroom unit is \$155 a week. There is currently no nightly or monthly amount adopted within the Fees & Charges, but based on \$155 a week this would equate to \$672 a month. It is fair to assume that a monthly rate would be offered at less than the cumulative weekly rate.

Consultation

Ms Andrea Campbell
Ms Lesley Pearson
Mrs Michelle Bagley, President

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

5001 ALLOCATIONS OF STAFF HOUSING

When Council Housing becomes available it will firstly be offered to Council Staff and the Chief Executive Officer is given the power to approve all housing allocations. Should Council Staff not require housing assistance, then the vacant residence/s is to be offered for lease by advertisement at the current market rental value.

5002 RESIDENTIAL RENTALS/LEASES

All residential rentals/leases will be covered by a written agreement in accordance with the Residential Tenancies Act and will include a bond. The bond amounts are to be set by Council for both Council employees and private tenants and be reviewed annually.

Council employee tenants are to be given the option of paying the bond amount by instalment deductions from their pay.

5003 TELEPHONES IN COUNCIL AND STAFF HOUSES

Payment of telephone expenses in staff residences will form part of contract negotiations with individual staff members. Amounts exceeding negotiated amount within the individual's contractual agreement are to be reimbursed in full by the employee.

Policy Amended – August 2016 (Item 9.1.4)

5004 WATER CHARGES IN STAFF HOUSES (COUNCIL OWNED)

That Council will pay all water accounts for staff residences up to an agreed amount as part of its operating maintenance. The current approved amount is \$750 per year unless otherwise negotiated in the employment contract. Amounts exceeding the \$750 threshold or the negotiated amount within an individual's contractual agreement are to be reimbursed in full by the employee.

Policy Amended – August 2016 (Item 9.1.4)

5005 WATER CHARGES FOR STAFF (OCCUPYING NON-COUNCIL PROPERTY)

That Council pay water rate charges for staff whilst occupying non-council properties within the Shire of Mingenew.

Policy Amended – August 2016 (Item 9.1.4)

5006 WATER CHARGES FOR NON-STAFF PERSONS OCCUPYING COUNCIL PROPERTY

Council meets the cost of the annual water and sewerage rates as part of its operating maintenance programme.

5007 REIMBURSEMENT OF UTILITY CHARGES

Where an employee has entered into a negotiated contract with Council with respect to the provision of multiple utility allowances, the amount to be reimbursed is the net amount of the combined utility charges in excess of the total agreed amount for these utilities. Council may at its own discretion resolve to waive the reimbursement of utility charges if they are of the opinion that these charges have incurred as the result of extenuating circumstances.

Policy Adopted – August 2016 (Item 9.1.4)

Financial Implications

If the recommendation is passed by Council there will be a small reduction (\$1,644) in revenue raised from the lease agreement with Silver Chain.

Strategic Implications

Community Strategic Plan

Outcome 3.4.2 – Provide accommodation for service workers

Outcome 3.4.3 – Continue to develop housing for shire employees

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 11.2.1

That Council;

- 1. Terminates the existing lease with Silver Chain for the property at Lot 90 Phillips Street Mingenew, and**
- 2. Enters into a new lease agreement with Silver Chain for a two year period with an option two year period at the 1 Bedroom Unit on Shenton Street, Mingenew, and**
- 3. Authorises the CEO to negotiate the preferred lease fee with Silver Chain as either \$600 per month excluding utilities or \$737 per month inclusive of utility charges, and**
- 4. That the Shire make all reasonable efforts in the future to ensure that more substantial accommodation is made to Silver Chain upon their request in the future**

OFFICER RECOMMENDATION – ITEM 11.2.1

Moved Cr Lucken

Seconded Cr Cosgrove

That Council;

- 1. Terminates the existing lease with Silver Chain for the property at Lot 90 Phillips Street Mingenew, and**
- 2. Enters into a new lease agreement with Silver Chain for a two year period with an option two year period at the 1 Bedroom Unit on Shenton Street, Mingenew, and**
- 3. Authorises the CEO to negotiate the preferred lease fee with Silver Chain as either \$600 per month excluding utilities or \$737 per month inclusive of utility charges, and**
- 4. That the Shire make all reasonable efforts in the future to ensure that more substantial accommodation is made to Silver Chain upon their request in the future**

CARRIED 6/1

12.0 CONFIDENTIAL ITEMS

12.1 CEO PERFORMANCE REVIEW

This matter will be dealt with as a confidential item in accordance with Section 5.23 of the Local Government Act as it contains information about a matter affecting an employee which relates to a matter to be discussed at the meeting.

5:41pm – The CEO left the meeting

COUNCIL DECISION – MEETING CLOSED TO PUBLIC

Moved Cr Cosgrove

Seconded Cr Eardley

That the meeting be closed to members of the public in accordance with section 5.23 of the Local Government Act to allow council to discuss a matter that concerns information about a matter affecting an employee which relates to a matter to be discussed at the meeting.

CARRIED 7/0

COUNCIL DECISION – ITEM 12.1

Moved Cr Cosgrove

Seconded Cr Eardley

That:

- 1. The Performance Review of the Chief Executive Officer be received, and**
- 2. The Chief Executive Officer receives a 3% increase on his salary effective from his anniversary date.**

CARRIED 7/0

COUNCIL DECISION – MEETING REOPENED TO PUBLIC

Moved Cr Cosgrove

Seconded Cr Eardley

That the meeting be reopened to members of the public.

CARRIED 7/0

5:50pm – The CEO returned to the meeting

President Bagley read aloud for the benefit of the CEO the Council decision for Agenda Item 12.1.1

13.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 15 March 2017 commencing at 4.30pm.

14.0 CLOSURE

The Presiding Person closed the meeting at 5.52pm.

7.1.2 ANNUAL ELECTORS MEETING HELD 15 FEBRUARY 2017



**MINUTES FOR THE
ANNUAL ELECTORS MEETING
HELD ON
WEDNESDAY
15 February 2016**

SHIRE OF MINGENEW



Contents

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2.0	ATTENDANCE.....	3
3.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4.0	DECLARATIONS OF INTEREST.....	3
5.0	CONFIRMATION OF PREVIOUS MEETING MINUTES	3
5.1	ANNUAL ELECTORS MEETING HELD 10 FEBRUARY 2016.....	3
6.0	REPORTS	4
6.1	PRESIDENTS REPORT.....	4
6.2	CHIEF EXECUTIVE OFFICERS REPORT.....	4
6.3	FINANCIAL REPORT FOR YEAR ENDED 30 JUNE 2016	4
6.4	AUDITORS REPORT	4
6.5	STATUTORY REPORTS	5
7.0	GENERAL BUSINESS	5
7.1	Shire Staffing.....	5
7.2	CBH.....	5
7.3	Narandagy Road	5
7.4	Road Signage.....	6
7.5	Roadside Verges.....	6

SHIRE OF MINGENEW

MINUTES FOR THE ELECTORS MEETING HELD IN COUNCIL CHAMBERS ON 10 February 2016 COMMENCING AT 6.05pm

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 6.05pm and welcomed all in attendance.

2.0 ATTENDANCE

MA Bagley	President	Rural Ward
GJ Cosgrove	Councillor	Rural Ward
HM Newton	Councillor	Town Ward
LM Eardley	Councillor	Town Ward
MP Pearce	Councillor	Town Ward
KL Criddle	Councillor	Rural Ward
CR Lucken	Councillor	Town Ward
MG Whitely	Chief Executive Officer	
Peter Ward	Elector	
Jon Holmes	Elector	
Steph Bligh-Lee	Elector	

APOLOGIES

Peter Horwood	Elector
Jill Thomas	Elector
Ian Thomas	Elector
Jill Homes	Elector
David Bagley	Elector

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.0 DECLARATIONS OF INTEREST

Nil

5.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

5.1 ANNUAL ELECTORS MEETING HELD 10 FEBRUARY 2016

COUNCIL DECISION – ITEM 5.1

Moved Cr Newton

Seconded Cr Lucken

That the minutes of the annual electors meeting held in the council chambers on 10 February 2016 be confirmed.

CARRIED

6.0 REPORTS

6.1 PRESIDENTS REPORT

COUNCIL DECISION – ITEM 6.1

Moved Cr Newton

Seconded Cr Eardley

That the President's Report be received as presented.

CARRIED

6.2 CHIEF EXECUTIVE OFFICERS REPORT

The CEO gave a brief overview of the events that have unfolded to date during the 2016/17 financial year prior to the adoption of the Chief Executive Officer Report.

COUNCIL DECISION – ITEM 6.2

Moved Cr Lucken

Seconded Cr Eardley

That the Chief Executive Officer's Report be received as presented.

CARRIED

6.3 FINANCIAL REPORT FOR YEAR ENDED 30 JUNE 2016

COUNCIL DECISION – ITEM 6.3

Moved Cr Newton

Seconded Cr Cosgrove

That the Financial Report for Year Ended 30 June 2016 be received as presented.

CARRIED

6.4 AUDITORS REPORT

COUNCIL DECISION – ITEM 6.4

Moved Cr Pearce

Seconded Cr Cosgrove

That the Auditors Report be received as presented.

CARRIED

6.5 STATUTORY REPORTS

COUNCIL DECISION – ITEM 6.5

Moved Cr Newton

Seconded Cr Cosgrove

That the Statutory Reports included in the Annual Report of the Shire of Mingenew for year ended 30 June 2016 be received as presented.

CARRIED

7.0 GENERAL BUSINESS

7.1 Shire Staffing

Mr Jon Holmes raised his concerns at the lack of shire staff availability outside of office hours. Mr Holmes cited several occasions where he or members of his family had been called out to assist with pulling out vehicles that had come unstuck during periods of inclement weather and felt this was more of a responsibility of the Shire, not the individual landowner.

Council agreed that measures need to be in place to ensure that shire staff are on call to assist with emergencies outside of office hours.

7.2 CBH

Mr Peter Ward highlighted that as a result of the good farming season around 600,000 tonnes of grain was received at the Mingenew CBH receival point and based on an average of \$300 tonne this equated to \$180m of grain received in Mingenew. Given the enormity of the amount of grain received, Mr Ward felt there should be more of a contribution from CBH to the Shire to assist with maintaining and improving infrastructure, in particular road infrastructure given the quantity of heavy vehicles accessing Shire roads to access the receival point.

Council agreed that CBH should have more of a financial obligation in maintaining Shire infrastructure and would pursue the matter.

7.3 Narandagy Road

Ms Steph Bligh-Lee asked if funds previously allocated in the budget several years ago that were reallocated to the Depot Hill crossing had been re-established in the budget for the Narandagy Road to be re-sheeted this year.

The President responded that there was no allocation in the 2016/17 budget to re-sheet the Narandagy Road.

The CEO commented that Council were aware of a number of roads that the Shire would like to improve. Unfortunately the Shire resources were limited to the number of roads that could be upgraded each year, however a long term road program was in place to address the situation.

7.4 Road Signage

Mr Jon Holmes suggested that the Shire should look at putting up permanent signage on certain roads within the Shire that should be closed to general traffic during periods of heavy rainfall. Mr Holmes also made comment that while the signage in place at Coalseam National Park was good, it could do with rewording as the signage in place was old signage from a previous location at Depot Hill and not specific to the Coalseam Rd.

Council commented that a Road Closure Policy had just need adopted at the earlier meeting and this policy would be implemented in future and that the installation of permanent signage did have merit.

7.5 Roadside Verges

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.

8.0 CLOSURE

There being no further business, the Shire President thanked all for attending and declared the meeting closed at 6.40 pm.

These minutes were confirmed at an Ordinary Council meeting on 15 March 2017.

Signed _____
Presiding Officer

Date: _____

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9.0 OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 2016 COMPLIANCE AUDIT RETURN

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0057
Date: 9 March 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council review and adopts the 2016 Compliance Audit Return for the period 1 January 2016 to 31 December 2016.

Attachment

A copy of the completed Compliance Audit Return is attached for Council consideration.

Background

Every year local government is required to carry out a compliance audit for the period 1 January to 31 December. Section 7.13 of the Local Government Act 1995 requires Council to complete the Compliance Audit Return in the form specified by the Department of Local Government and Communities and return by 31 March in the year that the Compliance Audit Return is completed.

Comment

There were areas of non compliance identified during the completion of the 2016 Return.

Consultation

Nil

Statutory Environment

Local Government Act 1995
Local Government (Functions & General) Regulations 1996
Local Government (Administration) Regulations 1996
Local Government (Audit) Regulations 1996
Local Government (Elections) Regulations 1997
Local Government (Rules of Conduct) Regulations 2007

Policy Implications

The Shire's Policy Manual should adhere with items contained within the Compliance Audit Return.

Financial Implications

Nil

Strategic Implications

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.1

That Council;

Adopt the 2016 Compliance Audit Return for the period 1 January 2016 to 31 December 2016.

9.1.2 RAV NETWORK REVIEW COMMITTEE

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0197
Date: 9 March 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the establishment of a Committee to commence a review of the RAV Network in the Shire of Mingenew.

Attachment

Nil

Background

A meeting was held on Thursday 13 October 2016 by a group of local farmers raising concerns over some of the conditions currently imposed by Main Roads on RAV Network roads and in some cases the omission of certain roads for part of the RAV Network. Of particular concern were conditions placed on both the Coalseam and Mingenew Mullewa Road's that trucks are not to operate during school bus hours. Since that meeting the CEO has been liaising with Main Roads regarding a number of anomalies with roads on the RAV network in the Shire of Mingenew.

Comment

The purpose of the Committee would be to provide feedback and advice in relation to the road network within the Shire of Mingenew and providing the CEO with the required information to liaise with Main Roads to allow the assessment of selected roads that would be beneficial in having their current RAV category reviewed. The information from Main Roads will also allow Council to plan for any proposed works that may need to be completed in the 2017/18 financial year to have these roads added to the network.

Currently there are three Council Committees and these are the Audit Committee, Executive Management Committee and Independent Living Units Working Group Committee.

Under the Local Government Act 1995 a Committee must consist of 3 or more persons and may include elected members, employees and other persons. Council Committee meetings are generally open to the public with the exception of the matters listed at section 5.23(2) of the Local Government Act where the meeting would be closed to the public.

Consultation

Nil

Statutory Environment

Local Government Act 1995 – Section 5.8 & 5.9
Local Government Act 1995 – Section 5.16, 5.17 & 5.18
Local Government Act 1995 – Section 5.22 & 5.23

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

Outcome 1.4.2 – Support sustainable farming and other industry developments including mining

Outcome 2.5.1 – Maintain and improve road assets

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.2
--

That Council appoint Cr Cosgrove, Cr Lucken and the CEO to the RAV Network Review Committee.

9.1.3 TOWN HALL REFURBISHMENT COMMITTEE

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0013
Date: 9 March 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the establishment of a Committee to oversee the refurbishment of The Mingenew Town Hall.

Attachment

Nil

Background

At the February Ordinary Meeting Council were presented with the tenders submitted for the refurbishment of the town hall. We also have an insurance claim in at the moment due to damage sustained to the ceiling in the storm event at the end of the January. On the basis that the claim is approved and we are looking to replace the ceiling it would seem prudent to replace the roof at the same time which may present itself as an opportune time to establish a working group for the project.

Comment

The purpose of the Committee would be to provide feedback and advice in relation to the scope of works to be undertaken in the event that refurbishment works do commence on the town hall in the 2016/17 financial year.

I am currently in the process of putting in a funding application to Lotterywest to help fund the refurbishment and thought that it would be prudent to establish a working group so that we are to progress any works that may need to be completed in the 2016/17 financial year.

Currently there are three Council Committees and these are the Audit Committee, Executive Management Committee and Independent Living Units Working Group Committee.

Under the Local Government Act 1995 a Committee must consist of 3 or more persons and may include elected members, employees and other persons. Council Committee meetings are generally open to the public with the exception of the matters listed at section 5.23(2) of the Local Government Act where the meeting would be closed to the public.

Consultation

Nil

Statutory Environment

Local Government Act 1995 – Section 5.8 & 5.9
Local Government Act 1995 – Section 5.16, 5.17 & 5.18
Local Government Act 1995 – Section 5.22 & 5.23

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

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

Outcome 3.6.1 – Continue to provide quality facilities for events

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.3
--

That Council seek nominations from interested elected members to form a Town Hall Refurbishment Committee.

9.1.4 ROAD INSPECTION

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0201
Date: 9 March 2017
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council set a date to conduct a road inspection of the Shire of Mingenew in preparation for the 2017/18 Budget.

Attachment

Nil

Background

Council in the past have conducted road inspections in the Shire. The last road inspection appears as if it was conducted on 16 April 2014.

Comment

It would be a valuable exercise for Council to conduct a road inspection to assist with the 2017/18 Budget preparation. In terms of timing, for the road inspection to take place it would be best to schedule it no later than the April Council Meeting which will be held on Wednesday 19 April 2017.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Community Strategic Plan
Outcome 2.5.1 – Maintain and improve road assets

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.4
--

That Council set a date to conduct a road inspection of the Shire to assist with the preparation of the 2017/18 Budget.

9.1.5 BUDGET REVIEW

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0130
Date: 9 March 2017
Author: Martin Whitely, Chief Executive Officer

Summary

Council is requested to review and adopt the documentation tabled for the 2016/17 Budget Review.

Attachment

Detailed Budget Review Documents

Background

Regulation 33A of the Local Government (Financial Management) requires a local government to carry out a review of its annual budget between 1 January and 31 March each financial year.

Comment

There are various timing and permanent timing variances that have been addressed in the budget review. Explanations for these variances are provided in the Budget Review commentary and a conservative approach has been taken in finalising the forecast closing surplus position.

Consultation

Durga Ojha, Finance Manager

Statutory Environment

Local Government (Audit) Regulations 1996

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

The Budget Review process is an integral part of the integrated planning frameworks and risk management processes carried out by Council.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.5
--

That Council

1. Adopts the 2016/17 Budget Review as tabled, and
2. That administration staff make the required budget amendments within the chart of accounts to reflect those changes adopted in “Note 4 – Predicted Variances” within the 2016/17 Budget Review document.

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 28 FEBRUARY 2017

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0304
Date:	3 March 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 28 February 2017 is presented to Council for adoption.

Attachment

Finance Report for period ending 28 February 2017.

Background

The Monthly Financial Report to 28 February 2017 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

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

Comment

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	\$1,637,243
Business Cash Maximiser (Municipal Funds)	0
Trust Account	\$132,232
Reserve Maximiser Account	\$330,499

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 March 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 28 February 2017:

	Current	30+ Days	60+ Days	90+ Days	TOTAL
Amount	1,625	40	487	271	2,423

Rates Outstanding at 28 February 2017 were:

	Current	Arrears	TOTAL
Rates	175,158	42,452	217,610
Rubbish	4,503	2,070	6,573
ESL	1,995	670	2,665
Payment Plan Fees	200	0	200
TOTAL	181,856	45,192	227,048

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

Consultation

Chief Executive Officer
Senior Finance Officer

Statutory Environment

Local Government Act 1995 Section 6.4
Local Government (Financial Management) Regulations 1996 Section 34

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

(1A) In this regulation —

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

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- (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 28 February 2017 be received.

SHIRE OF MINGENEW
MONTHLY FINANCIAL REPORT
For the Period Ended 28 February 2017

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Compilation Report	2
Monthly Summary Information	3 - 5
Statement of Financial Activity by Program	6
Statement of Financial Activity By Nature or Type	7
Statement of Capital Acquisitions and Capital Funding	8
Statement of Budget Amendments	9
Note 1 Significant Accounting Policies	10 - 16
Note 2 Explanation of Material Variances	17
Note 3 Net Current Funding Position	18
Note 4 Cash and Investments	19
Note 5 Budget Amendments	20
Note 5a Budget Amendments - Corporate Business Plan	21-22
Note 6 Receivables	23
Note 7 Cash Backed Reserves	24
Note 8 Capital Disposals	25
Note 9 Rating Information	26
Note 10 Information on Borrowings	27
Note 11 Grants and Contributions	28
Note 12 Trust	29
Note 13 Capital Acquisitions	30-32

Shire of Mingenew

Compilation Report

For the Period Ended 28 February 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 28 February 2017 of \$1,819,870.

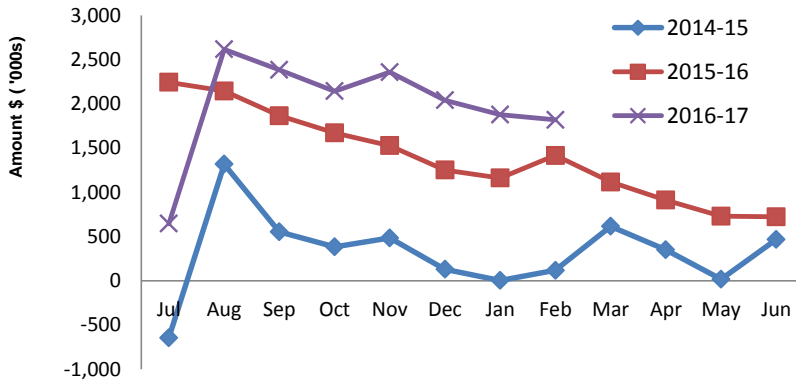
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation

Prepared by: Durga Ojha
Reviewed by: Martin Whitely
Date prepared: 3/03/2017

Shire of Mingenew
Monthly Summary Information
 For the Period Ended 28 February 2017

Liquidity Over the Year (Refer Note 3)



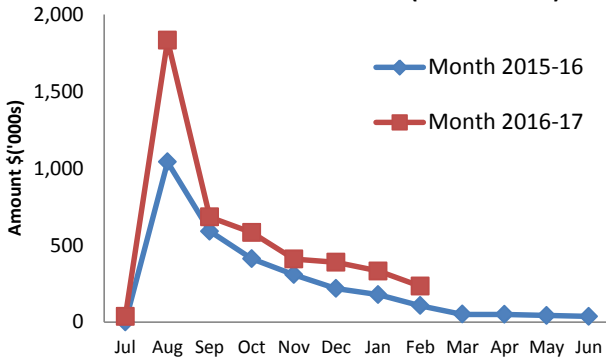
Cash and Cash Equivalents as at period end

Unrestricted	\$ 1,420,917
Restricted	\$ 547,125
	\$ 1,968,042

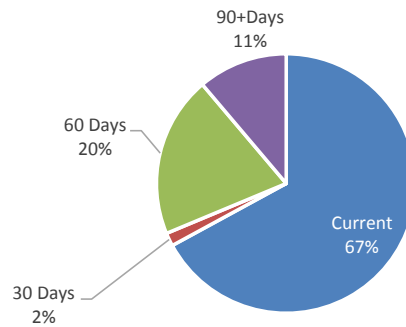
Receivables

Rates	\$ 234,607
Other	\$ 2,423
	\$ 237,030

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

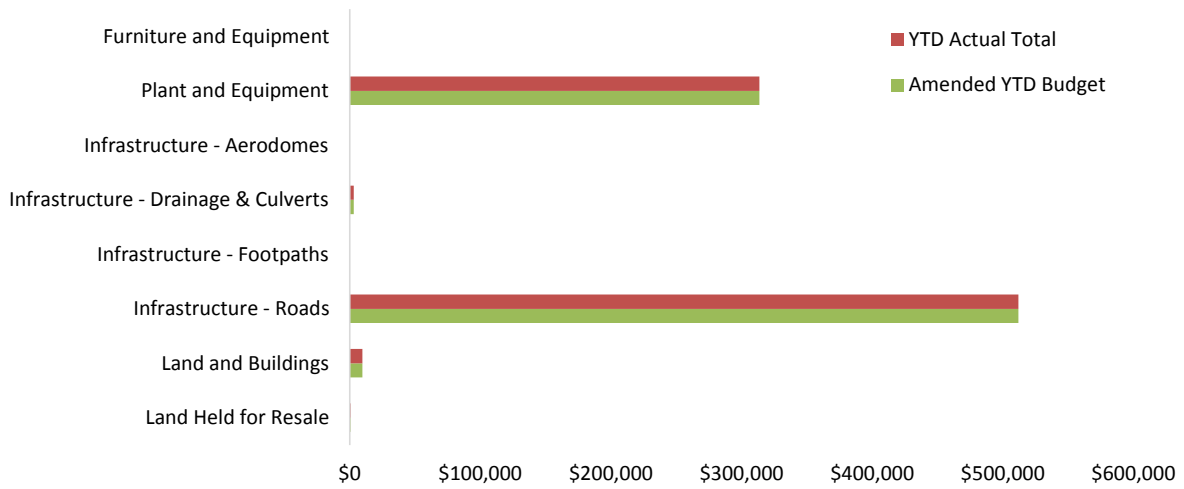
SUMMARY OF BILLING

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

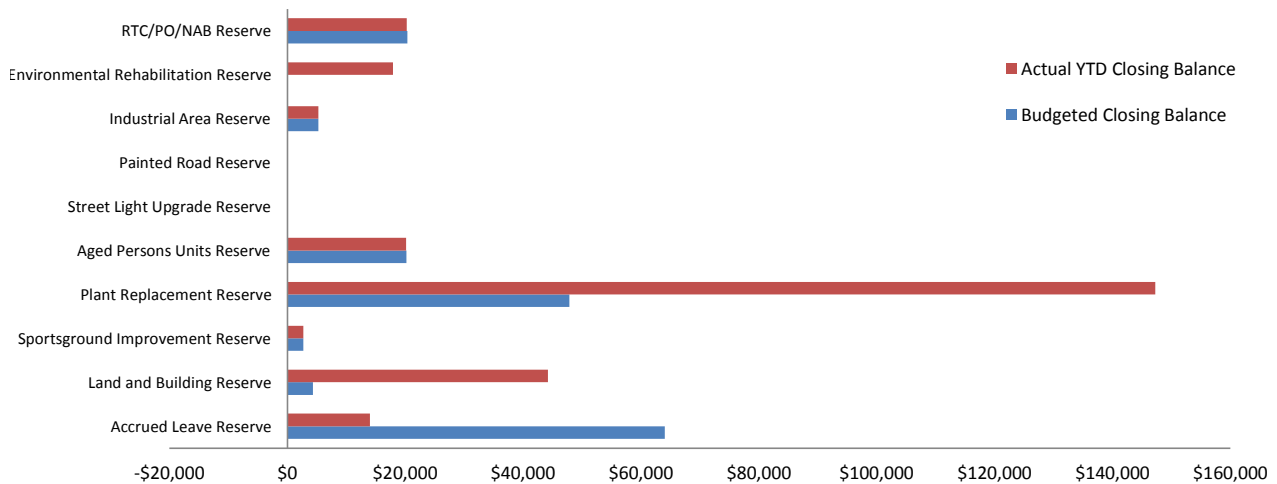
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Mingenew
Monthly Summary Information
 For the Period Ended 28 February 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.

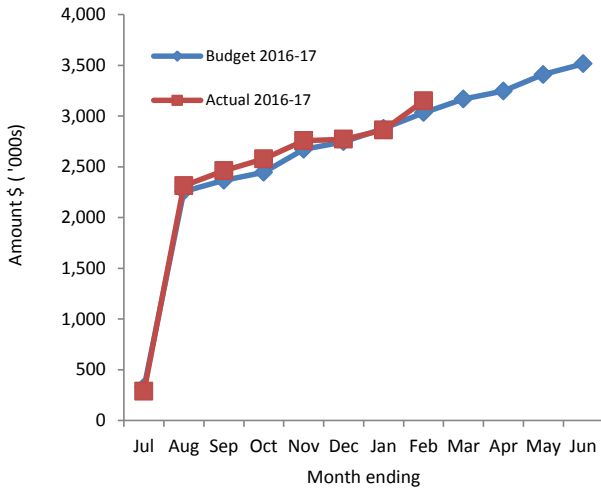
Shire of Mingenew

Monthly Summary Information

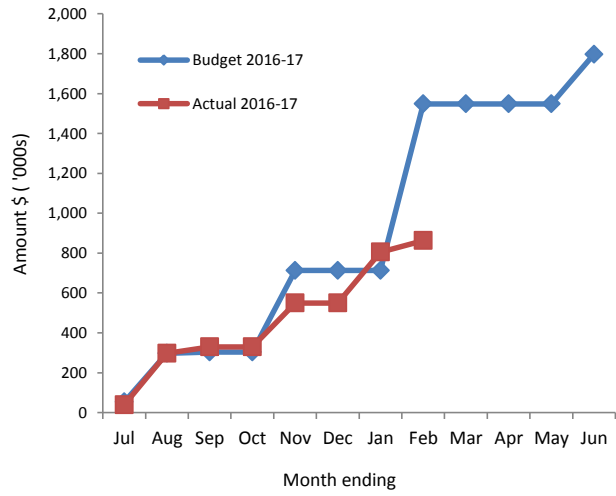
For the Period Ended 28 February 2017

Revenues

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

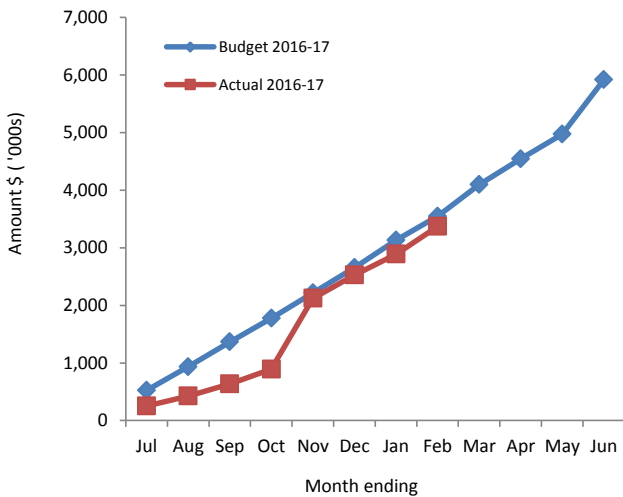


Budget Capital Revenue -v- Actual (Refer Note 2)

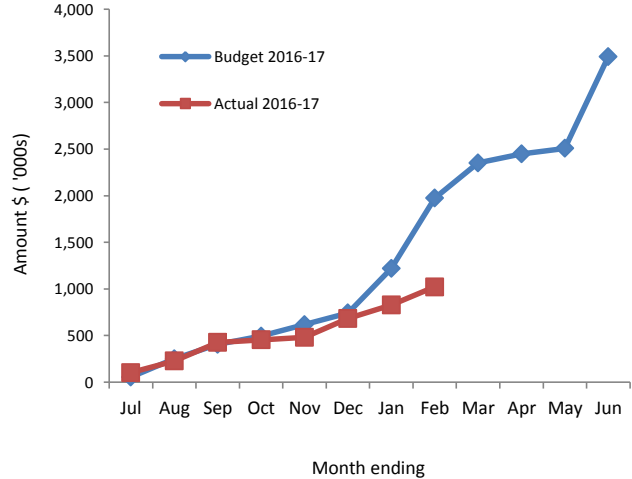


Expenditure

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 28 February 2017

Note	2016/17 Forecast Budget	2016/17 Original Budget (a)	2016/17 YTD Budget (a)	2016/17 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
General Purpose Funding	\$ 2,384,752	\$ 2,384,752	\$ 2,284,786	\$ 2,369,908	\$ 85,121	3.73%	
Governance	7,099	7,099	4,700	15,552	10,852	230.90%	▲
Law, Order and Public Safety	79,070	79,070	22,738	19,922	(2,816)	(12.39%)	
Health	301	301	200	270	70	35.00%	
Education and Welfare	3,745	3,745	3,496	2,045	(1,451)	(41.49%)	
Housing	118,733	118,733	78,319	69,236	(9,083)	(11.60%)	
Community Amenities	85,662	85,662	84,320	81,829	(2,491)	(2.95%)	
Recreation and Culture	31,619	31,619	31,400	32,091	691	2.20%	
Transport	684,827	684,827	439,942	462,967	23,025	5.23%	
Economic Services	6,824	6,824	4,520	4,749	229	5.07%	
Other Property and Services	113,757	113,757	78,651	92,207	13,556	17.24%	▲
Total Operating Revenue	3,516,389	3,516,389	3,033,072	3,150,776	32,582		
Operating Expense							
General Purpose Funding	(89,815)	(89,815)	(64,183)	(32,569)	31,614	49.26%	▲
Governance	(217,483)	(217,483)	(199,031)	(155,560)	43,471	21.84%	▲
Law, Order and Public Safety	(170,044)	(170,044)	(100,322)	(63,916)	36,406	36.29%	▲
Health	(75,539)	(75,539)	(51,308)	(35,915)	15,393	30.00%	▲
Education and Welfare	(71,760)	(71,760)	(46,708)	(37,175)	9,533	20.41%	▲
Housing	(297,992)	(297,992)	(78,000)	(81,148)	(3,148)	(4.04%)	
Community Amenities	(372,924)	(372,924)	(192,446)	(113,665)	78,781	40.94%	▲
Recreation and Culture	(1,122,947)	(1,122,947)	(751,957)	(682,273)	69,684	9.27%	
Transport	(2,662,628)	(2,662,628)	(1,774,432)	(1,949,454)	(175,022)	(9.86%)	▼
Economic Services	(395,022)	(395,022)	(209,208)	(190,893)	18,315	8.75%	
Other Property and Services	1,552	1,552	(80,603)	(28,111)	52,492	65.12%	▲
Total Operating Expenditure	(5,474,602)	(5,474,602)	(3,548,198)	(3,370,680)	177,518		
Funding Balance Adjustments							
Add back Depreciation	2,360,651	2,360,651	1,573,736	1,541,613	(32,123)	(2.04%)	
Adjust (Profit)/Loss on Asset Disposal	(36,765)	(36,765)	(10,182)	1,861	12,043	(118.28%)	
Adjust Provisions and Accruals	0	0	0	0	0		
Net Cash from Operations	365,673	365,673	1,048,428	1,323,570	190,020		
Capital Revenues							
Grants, Subsidies and Contributions	1,795,921	1,795,921	1,074,921	549,937	(524,984)	(48.84%)	▼
Proceeds from Disposal of Assets	447,000	447,000	298,000	295,150	(2,850)	(0.96%)	
Total Capital Revenues	2,242,921	2,242,921	1,372,921	845,087	(527,834)		
Capital Expenses							
Land Held for Resale	(200,000)	(200,000)	0	(682)	(682)	(100.00%)	
Land and Buildings	(723,000)	(723,000)	(64,996)	(9,617)	55,379	85.20%	▲
Infrastructure - Roads	(1,236,362)	(1,236,362)	(1,101,515)	(512,109)	589,406	53.51%	▲
Infrastructure - Footpaths	0	0	0	0	0		
Infrastructure - Drainage & Culverts	0	0	0	(3,102)	(3,102)		
Infrastructure - Aerodomes	0	0	0	0	0		
Infrastructure - Other	(445,000)	(445,000)	(275,450)	(35,551)			
Plant and Equipment	(600,000)	(600,000)	(379,800)	(313,744)	66,056	17.39%	▲
Furniture and Equipment	(14,500)	(14,500)	(5,666)	0	5,666	100.00%	▲
Total Capital Expenditure	(3,218,862)	(3,218,862)	(1,827,427)	(874,805)	712,724		
Net Cash from Capital Activities	(975,941)	(975,941)	(454,506)	(29,718)	184,890		
Financing							
Proceeds from New Debentures	0	0	0	0	0		
Proceeds from Advances	0	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0	0		
Transfer from Reserves	195,363	195,363	195,363	18,598	(176,765)	(90.48%)	
Advances to Community Groups	0	0	0	0	0		
Repayment of Debentures	(181,409)	(181,409)	(108,520)	(107,653)	867	0.80%	
Transfer to Reserves	(91,775)	(91,775)	(40,478)	(40,478)	0	0.00%	
Net Cash from Financing Activities	(77,821)	(77,821)	46,365	(129,532)	(175,897)		
Net Operations, Capital and Financing	(688,089)	(688,089)	640,287	1,164,320	199,013		
Opening Funding Surplus(Deficit)	688,089	688,089	688,089	655,550	(32,539)	(4.73%)	
Closing Funding Surplus(Deficit)	0	0	1,328,376	1,819,870	166,474		

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 28 February 2017

	Note	2016/17 Amended Annual Budget	2016/17 Original Budget (a)	2016/17 YTD Budget (a)	2016/17 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
Operating Revenues								
Rates	9	\$ 1,786,567	\$ 1,786,567	\$ 1,786,567	\$ 1,757,860	(28,707)	(1.61%)	
Operating Grants, Subsidies and Contributions	11	827,184	827,184	648,425	770,449	122,024	18.82%	▲
Fees and Charges		248,886	248,886	203,066	214,672	11,606	5.72%	
Service Charges		0	0	0	0	0		
Interest Earnings		22,152	22,152	13,871	22,343	8,472	61.08%	
Other Revenue		588,600	588,600	366,809	382,504	15,695	4.28%	
Profit on Disposal of Assets	8	43,000	43,000	14,334	2,948			
Total Operating Revenue		3,516,389	3,516,389	3,033,072	3,150,776	129,090		
Operating Expense								
Employee Costs		(1,017,429)	(1,017,429)	(674,431)	(724,015)	(49,584)	(7.35%)	
Materials and Contracts		(1,119,309)	(1,119,309)	(627,016)	(474,551)	152,465	24.32%	▲
Utility Charges		(123,768)	(123,768)	(82,392)	(62,750)	19,642	23.84%	▲
Depreciation on Non-Current Assets		(2,360,651)	(2,360,651)	(1,573,736)	(1,541,613)	32,123	2.04%	
Interest Expenses		(54,270)	(54,270)	(33,407)	(18,976)	14,431	43.20%	▲
Insurance Expenses		(143,612)	(143,612)	(119,415)	(127,662)	(8,247)	(6.91%)	
Other Expenditure		(649,328)	(649,328)	(433,649)	(416,305)	17,344	4.00%	
Loss on Disposal of Assets	8	(6,235)	(6,235)	(4,152)	(4,809)			
Total Operating Expenditure		(5,474,602)	(5,474,602)	(3,548,198)	(3,370,680)	178,175		
Funding Balance Adjustments								
Add back Depreciation		2,360,651	2,360,651	1,573,736	1,541,613	(32,123)	(2.04%)	
Adjust (Profit)/Loss on Asset Disposal	8	(36,765)	(36,765)	(10,182)	1,861	12,043	(118.28%)	
Adjust Provisions and Accruals		0	0	0	0	0		
Net Cash from Operations		365,673	365,673	1,048,428	1,323,570	287,184		
Capital Revenues								
Grants, Subsidies and Contributions	11	1,795,921	1,795,921	1,074,921	549,937	(524,984)	(48.84%)	▼
Proceeds from Disposal of Assets	8	447,000	447,000	298,000	295,150	(2,850)	(0.96%)	
Total Capital Revenues		2,242,921	2,242,921	1,372,921	845,087	(527,834)		
Capital Expenses								
Land Held for Resale	13	(200,000)	(200,000)	0	(682)	(682)	(100.00%)	
Land and Buildings	13	(723,000)	(723,000)	(64,996)	(9,617)	55,379	85.20%	▲
Infrastructure - Roads	13	(1,236,362)	(1,236,362)	(1,101,515)	(512,109)	589,406	53.51%	▲
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)	(275,450)	(35,551)			
Plant and Equipment	13	(600,000)	(600,000)	(379,800)	(313,744)	66,056	17.39%	▲
Furniture and Equipment	13	(14,500)	(14,500)	(5,666)	0	5,666	100.00%	▲
Total Capital Expenditure		(3,218,862)	(3,218,862)	(1,827,427)	(874,805)	712,724		
Net Cash from Capital Activities		(975,941)	(975,941)	(454,506)	(29,718)	184,890		
Financing								
Proceeds from New Debentures		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	7	195,363	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)	(108,520)	(107,653)	867	0.80%	
Transfer to Reserves	7	(91,775)	(91,775)	(40,478)	(40,478)	0	0.00%	
Net Cash from Financing Activities		(77,821)	(77,821)	46,365	(129,532)	(175,897)		
Net Operations, Capital and Financing		(688,089)	(688,089)	640,287	1,164,320	296,177		
Opening Funding Surplus(Deficit)	3	688,089	688,089	688,089	655,550	(32,539)	(4.73%)	
Closing Funding Surplus(Deficit)	3	0	0	1,328,376	1,819,870	263,638		

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 28 February 2017

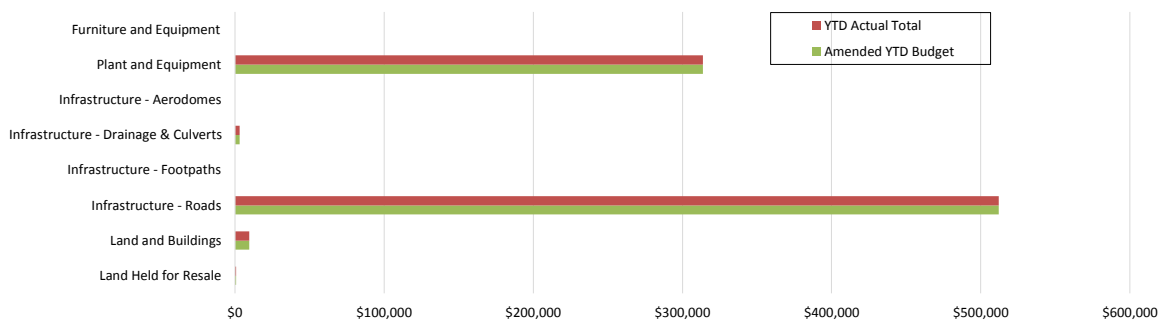
		YTD 28 02 2017					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land Held for Resale	13	682	0	682	682	200,000	0
Land and Buildings	13	2,485	7,132	9,617	9,617	723,000	0
Infrastructure - Roads	13	512,109	0	512,109	512,109	1,236,362	0
Infrastructure - Footpaths	13	0	0	0	0	0	0
Infrastructure - Drainage & Culverts	13	0	3,102	3,102	3,102	0	0
Infrastructure - Aerodomes	13	0	0	0	0	0	0
Infrastructure - Other	13	35,551	0	35,551	35,551	445,000	0
Plant and Equipment	13	313,744	0	313,744	313,744	600,000	0
Furniture and Equipment	13	0	0	0	0	14,500	0
Capital Expenditure Totals		864,571	10,234	874,805	874,805	3,218,862	0

Funded By:

Capital Grants and Contributions	549,937	1,074,921	1,838,421	524,984
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	280,752	298,000	447,000	(17,248)
Own Source Funding - Cash Backed Reserves				
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
Total Own Source Funding - Cash Backed Reserves	(18,598)	195,363	195,363	(213,961)
Own Source Funding - Operations	44,115	(693,479)	583,629	737,595
Capital Funding Total	874,805	874,805	3,218,862	0

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF MINGENEW
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 28 February 2017

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
General Purpose Funding	2,384,752	0	2,384,752	2,284,786
Governance	7,099	0	7,099	4,700
Law, Order and Public Safety	79,070	0	79,070	22,738
Health	301	0	301	200
Education and Welfare	3,745	0	3,745	3,496
Housing	118,733	0	118,733	78,319
Community Amenities	85,662	0	85,662	84,320
Recreation and Culture	31,619	0	31,619	31,400
Transport	684,827	0	684,827	439,942
Economic Services	6,824	0	6,824	4,520
Other Property and Services	113,757	0	113,757	78,651
Total Operating Revenue	3,516,389	0	3,516,389	3,033,072
Operating Expense				
General Purpose Funding	(89,815)	0	(89,815)	(64,183)
Governance	(217,483)	0	(217,483)	(199,031)
Law, Order and Public Safety	(170,044)	0	(170,044)	(100,322)
Health	(75,539)	0	(75,539)	(51,308)
Education and Welfare	(71,760)	0	(71,760)	(46,708)
Housing	(297,992)	0	(297,992)	(78,000)
Community Amenities	(372,924)	0	(372,924)	(192,446)
Recreation and Culture	(1,122,947)	0	(1,122,947)	(751,957)
Transport	(2,662,628)	0	(2,662,628)	(1,774,432)
Economic Services	(395,022)	0	(395,022)	(209,208)
Other Property and Services	1,552	0	1,552	(80,603)
Total Operating Expenditure	(5,474,602)	0	(5,474,602)	(3,548,198)
Funding Balance Adjustments				
Add back Depreciation	2,360,651	0	2,360,651	1,573,736
Adjust (Profit)/Loss on Asset Disposal	(36,765)	0	(36,765)	(10,182)
Adjust Provisions and Accruals	0	0	0	0
Net Cash from Operations	365,673	0	365,673	1,048,428
Capital Revenues				
Grants, Subsidies and Contributions	1,795,921	0	1,795,921	1,074,921
Proceeds from Disposal of Assets	447,000	0	447,000	298,000
Total Capital Revenues	2,242,921	0	2,242,921	1,372,921
Capital Expenses				
Land Held for Resale	(200,000)	0	(200,000)	0
Land and Buildings	(723,000)	0	(723,000)	(64,996)
Infrastructure - Roads	(1,236,362)	0	(1,236,362)	(1,101,515)
Infrastructure - Footpaths	0	0	0	0
Infrastructure - Drainage & Culverts	0	0	0	0
Infrastructure - Aerodomes	0	0	0	0
Infrastructure - Other	(445,000)	0	(445,000)	(275,450)
Plant and Equipment	(600,000)	0	(600,000)	(379,800)
Furniture and Equipment	(14,500)	0	(14,500)	(5,666)
Total Capital Expenditure	(3,218,862)	0	(3,218,862)	(1,827,427)
Net Cash from Capital Activities	(975,941)	0	(975,941)	(454,506)
Financing				
Proceeds from New Debentures	0	0	0	0
Proceeds from Advances	0	0	0	0
Self-Supporting Loan Principal	0	0	0	0
Transfer from Reserves	195,363	0	195,363	195,363
Advances to Community Groups	0	0	0	0
Repayment of Debentures	(181,409)	0	(181,409)	(108,520)
Transfer to Reserves	(91,775)	0	(91,775)	(40,478)
Net Cash from Financing Activities	(77,821)	0	(77,821)	46,365
Net Operations, Capital and Financing	(688,091)	0	(688,089)	640,287
Opening Funding Surplus(Deficit)	688,089	0	688,089	688,089
Closing Funding Surplus(Deficit)	0	0	0	1,328,376

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 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 28 February 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 28 February 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 28 February 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 28 February 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 28 February 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 28 February 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

EDUCATION AND WELFARE

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

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

Note 2: EXPLANATION OF MATERIAL VARIANCES

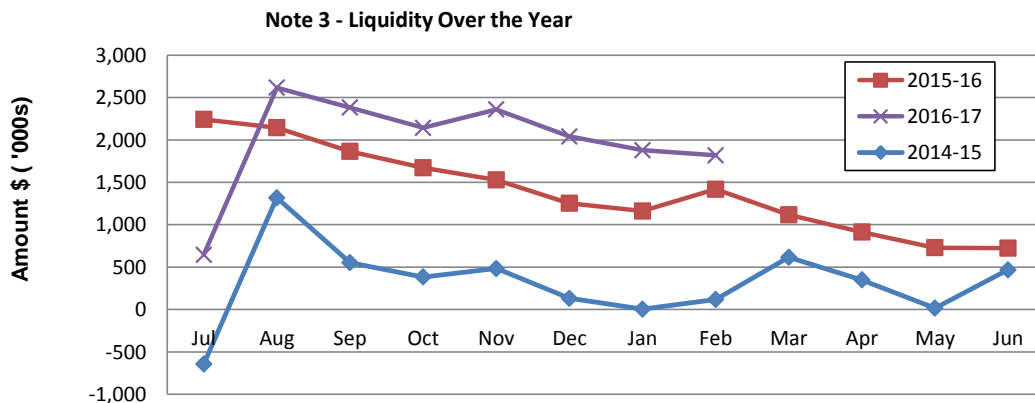
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding	85,121	3.73%			FAG grants Includes the special roads grants of \$104,726 and Rates Concession of \$-15,822
Governance	10,852	230.90%	▲		Trainee grant \$7500, Insurance Dividend \$2983
Law, Order and Public Safety	(2,816)	(12.39%)			
Health	70	35.00%			
Education and Welfare	(1,451)	(41.49%)			
Housing	(9,083)	(11.60%)			
Community Amenities	(2,491)	(2.95%)			
Recreation and Culture	691	2.20%			
Transport	23,025	5.23%			Police licensing is \$35929
Economic Services	229	5.07%			
Other Property and Services	13,556	17.24%	▲		MWIRSA Recoups up by \$13k
Operating Expenses					
General Purpose Funding	31,614	49.26%	▲		Rating valuations later in the year \$9k, Admin allocations under budget \$5k Councillor training under budget \$7K, Salaries under budget \$11k, LSL under budget \$16K, staff conference expenses \$8K
Governance	43,471	21.84%	▲		Items under budget - CESM \$5k, ESL Grant expenditure \$5,042, Bushfire Management Plan \$16k, Other control expenses \$6k.
Law, Order and Public Safety	36,406	36.29%	▲		Items under budget - Medical practitioner support\$9K, (reduced dental services to date), Maternal & Infant Health under budget \$3.7k, Admin Allocations \$2.5k
Health	15,393	30.00%	▲		Senior Citizens building under budget \$5,317
Education and Welfare	9,533	20.41%	▲		
Housing	(3,148)	(4.04%)			
Community Amenities	78,781	40.94%	▲		Under Budget Expenses: Rubbish Site Mtce under budget \$21k, Town planning scheme \$17k and Mingenew Revitalisation Project \$10,000.
Recreation and Culture	69,684	9.27%			Under Budget Expenses: Depreciation of fixed assets \$11,240, Library Operation \$5,245, Community support expenses \$10,000 & Parks & Garden maintenance expenses \$17,825
Transport	(175,022)	(9.86%)	▼		Following items are currently over budget - Mtce grading \$70k, Town Road Mtce \$12k, Rural Road Mtce \$84k
Economic Services	18,315	8.75%			The following items are currently under budget - Admin allocations \$47k, Building services \$4780, T & P \$3k, Area Promotion \$23K, MIG Office \$8,873
Other Property and Services	52,492	65.12%	▲		Following items are currently under budget - Housing Allocations \$25k, Admin Allocations \$21k, Toolbox Talks \$6520, OHS \$4460
Capital Revenues					
Grants, Subsidies and Contributions	(524,984)	(48.84%)	▼		Timing of Independent Living Unit Grant
Proceeds from Disposal of Assets	(2,850)	(0.96%)			
Capital Expenses					
Land Held for Resale	(682)	(100.00%)			
Land and Buildings	55,379	85.20%	▲		Capital works (Staff Housing) not yet commenced (5 & 15 Field Street, KWH)
Infrastructure - Roads	589,406	53.51%	▲		Road construction cost are less than budgeted due to timing issue
Infrastructure - Footpaths	0				
Infrastructure - Drainage & Culverts	(3,102)				Moore Street drainage finalisation works
Infrastructure - Aerodomes	0				
Plant and Equipment	66,056	17.39%	▲		Timing of purchases
Furniture and Equipment	5,666	100.00%	▲		Timing of purchases
Financing					
Loan Principal	867	0.80%			

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 28 Feb 2017	30th June 2017	YTD 29 Feb 2016
		\$	\$	\$
Current Assets				
Cash - Unrestricted	4	1,420,917	621,333	1,088,759
Cash - Restricted Reserves	4	330,499	308,620	274,503
Cash - Restricted Unspent Grants		216,626	216,626	329,818
Investments		0	0	0
Rates - Current	6	234,607	37,608	108,879
Sundry Debtors	6	2,423	1,951	4,754
Provision for Doubtful Debts		(1,585)	(1,585)	(1,585)
ESL Levy		0	4,431	0
GST Receivable		14,617	4,060	7,632
Receivables - Other		0	0	0
Inventories - Fuel & Materials		5,994	13,285	2,788
Inventories - Land Held for Resale		40,394	80,788	80,788
		2,264,492	1,287,118	1,896,336
Current Liabilities				
Sundry Creditors		(50,087)	(200,583)	(128,237)
GST Payable		(14,918)	(10,022)	(2,277)
PAYG		(6,746)	4,497	(11,872)
Accrued Interest on Debentures		0	(34,074)	24,810
Accrued Salaries & Wages		(1,977)	(1,977)	0
Current Employee Benefits Provision		(261,493)	(261,493)	(239,906)
Current Loan Liability		(73,757)	(181,410)	(70,321)
		(408,979)	(685,063)	(427,804)
NET CURRENT ASSETS		1,855,513	602,055	1,468,532
Less:				
Cash - Restricted Reserves		(330,499)	(308,620)	(274,503)
Inventories - Land Held for Resale		(40,394)	(80,788)	(80,788)
Add Back:				
Current Loan Liability		73,757	181,410	70,321
Cash Backed Employee Provisions	7	261,493	261,493	239,906
Net Current Funding Position (Surplus / Deficit)		1,819,870	655,550	1,423,468

0.00



Comments - Net Current Funding Position

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	1.25%	1,420,617	216,626		1,637,243	NAB	At Call
Trust Bank Account	1.25%			132,232	132,232	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	330,499		330,499	NAB	At Call
(b) Term Deposits							
Short Term Deposits	0.00%	0	0		0		
Total		1,420,917	547,125	132,232	2,100,273		

Comments/Notes - Investments

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

Restricted Cash

(1) Municipal Fund

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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 5: BUDGET AMENDMENTS

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

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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 5 (a): BUDGET AMENDMENTS - CORPORATE BUSINESS PLAN LINKAGE

A number of additional operating actions were forecast to be undertaken during the current period of the Corporate Business Plan CBP which result in additional operating expenditure or revenue. The additional activities for the current year are summarised below along with the amount included within the budget and budget amendments.

Strategy Ref	Strategy	Action Ref	Action	2015/16 per CBP	GL Account	Adopted Budget	Amended Budget	YTD Expenditure
ECONOMIC								
1.1	Increase the number of visitors and extend the tourism season within the region	Project 1	Support Tourism Development and Promotions	41,000	3912	800	68,900	32,291
		Project 6	Wildflower Way and Artbelt	50,000	3942	4000	6,400	0
1.2	Increased availability of serviced, residential, commercial and industrial land	Project 9	Residential and Light Industrial Land Development					
1.3	Protect and enhance economic infrastructure	Project 14	Restoration of old Railway Station					
1.4	To maintain or increase the number of local businesses, industries and services	Project 11	Develop a Business Incubator Project					
		Project 12	Support local business and community groups	1,000				
			Improved digital communications access for the community and provide leadership and advocacy role					
1.5	Ensure the provision of adequate services to support economic growth	Project 22						
						32,930		
ENVIRONMENT								
2.1	Our natural environment is enhanced, promoted, rehabilitated and leveraged so it continues to be an asset to our community	Project 8	Pursuing sustainability project	41,000				
		Project 7	Waste Transfer Station Project		3892	3,000	3,000	3,000
2.2	Our indigenous and cultural heritage is acknowledged	Project 5	Maintain and enhance heritage infrastructure		3102	400	800	100
2.3	To retain MingeneW as an attractive town that is a comfortable and welcoming place to live and visit, and reflects our lifestyle values	Project 1	Support Tourism Development and Promotions	20,000				
		Project 18	Relocate Shire depot and Redevelop Vacated Land		2642	181,503	225,048	98,215
2.4	To provide recognition and retention of places of heritages	Project 5	Maintain and enhance heritage infrastructure	30,000				
		Project 4.2	Restoration of old Railway Station		3042	35,000	0	0
					3122	9,500	1,174	529
					3054	17,000	117,000	0
2.5	Safe and functional road and ancillary infrastructure	Project 12	Roads Program	1,508,000				
		Project 17	Heavy Traffic Bypass			1,873,585		

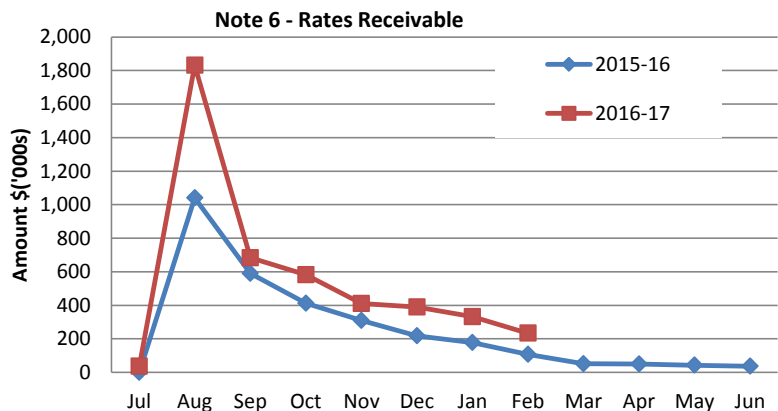
Strategy Ref	Strategy	Action Ref	Action	2015/16 per CBP	GL Account		Adopted Budget	Amended Budget	YTD Expenditure
ECONOMIC									
2.6	Efficient usage of resources	Project 8 Project 22	Pursuing sustainability project Leadership and Advocacy			Maintenance	515,481		
SOCIAL									
3.1	Maintain and increase population	Project 9	Residential and Light Industrial Land Development						
3.2	Maintain the provision of high quality community infrastructure	Project 22	Develop Water Park						
				1652		Senior Citizens Building	7,747	18,058	6,698
				2322		Public Conveniences	20,627	20,298	18,781
				2652		Sporting Complex & Amenities	278,545	366,848	278,208
				2834		Recreation Centre Upgrades	33,200	0	0
3.3	Improved capacity of education and training					Library	64,315		
3.4	Affordable housing options that respond to community needs	Project 15 Project 16	Independent Living Units Key Worker Housing	9010		Key Worker Housing	104,500	10,000	0
3.5	Improved community health and well-being	Project 12	Upgrade Medical Facility - Ambulance setdown at Silver Chain						
				3112		Mingenev Mens Shed	25,000	1,407	699
				3082		Arts & Crafts Centre	1,970	3,369	3,928
				1582		GP & Dental Services Support	31,634	30,750	11,487
3.6	Community events continue to be supported			1682		Community Christmas Tree	1,500	4,386	3,834
				2312		Community Activities	1,150	5,000	4,761
3.7	Maintain a safe community environment			0752		Ranger Services	23,340	27,420	18,831
				0742		Community Emergency Services Manager	15,000	18,000	6,957
CIVIC LEADERSHIP									
4.1	A well informed and engaged community that actively participates	Project 12 Project 22	Support Local Business & Community Groups Leadership and advocacy role	7,500					
4.2	An open and accountable local government that is respected, professional and trustworthy	Project 21	Invest in Council's Capacity						
4.3	Improved partnerships	Project 22	Leadership and advocacy role						
4.4	Long term planning and strategic management	Project 21	Invest in Council's capacity						
4.5	Achieve a high level of compliance	Project 22	Leadership and advocacy role						
					0502	Consultants - Record Keeping	4,000	15,000	316
Total				1,698,500			3,285,727	942,858	488,634

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 28 Feb 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	(1,655,749)	(1,709,614)
Equals Current Outstanding	234,607	37,608
Net Rates Collectable	234,607	37,608
% Collected	87.59%	97.85%



Receivables - General

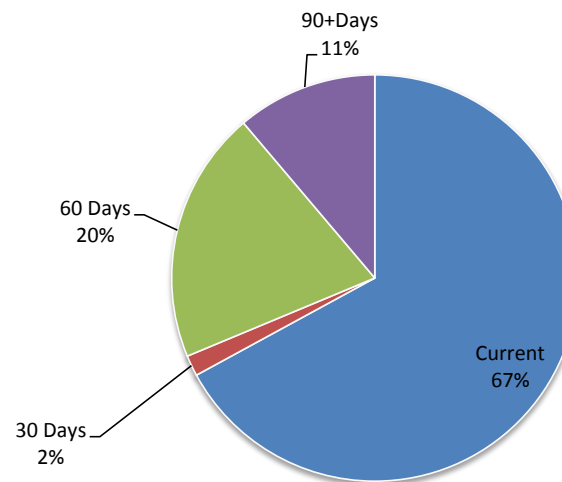
Receivables - General

Total Receivables General Outstanding

	Current	30 Days	60 Days	90+Days
Receivables - General	\$ 1,625	\$ 40	\$ 487	\$ 271
Total Receivables General Outstanding				2,423

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables Rates

Instalment Due Dates:

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

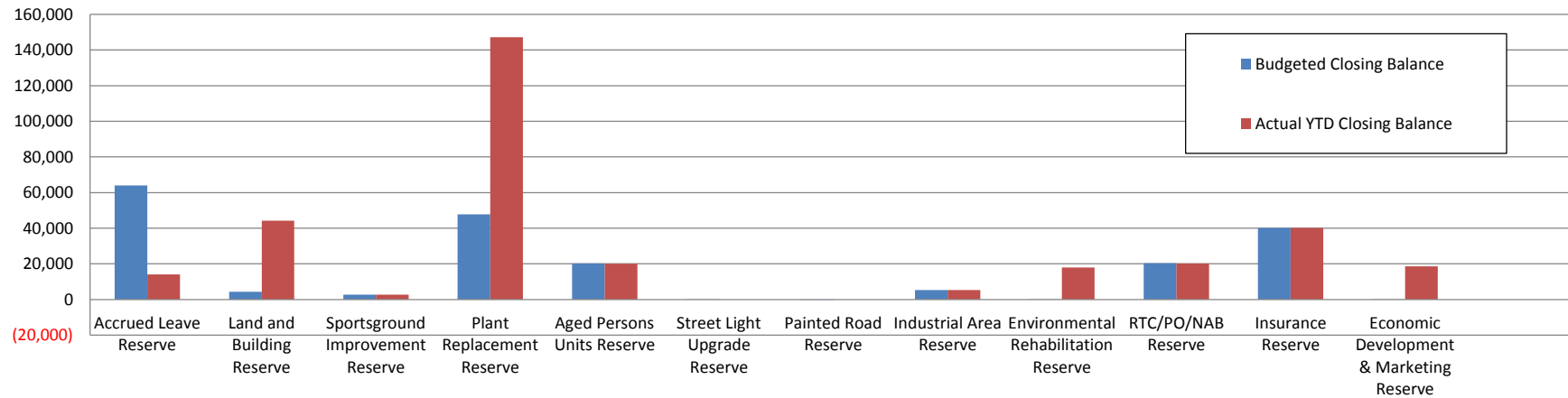
Comments/Notes - Receivables General

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 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	85	50,000	0	0	0		64,046	13,992
Land and Building Reserve	43,920	439	268	0	0	(40,000)	0		4,359	44,188
Sportsground Improvement Reserve	2,695	27	16	0	0	0	0		2,722	2,711
Plant Replacement Reserve	146,392	1,460	892	0	0	(100,000)	0		47,852	147,283
Aged Persons Units Reserve	20,002	200	122	0	0	0	0		20,202	20,124
Street Light Upgrade Reserve	14,307	143	70	0	0	(14,449)	(14,376)		1	0
Painted Road Reserve	4,202	42	20	0	0	(4,244)	(4,222)		(0)	0
Industrial Area Reserve	5,228	52	32	0	0	0	0		5,280	5,259
Environmental Rehabilitation Reserve	17,799	178	108	0	0	(17,977)	0		0	17,908
RTC/PO/NAB Reserve	20,153	202	123	0	0	0	0		20,355	20,276
Insurance Reserve	20,016	200	122	20,000	20,000	0	0		40,216	40,138
Economic Development & Marketing Reserve	0	0	22	18,693	18,598	(18,693)	0		0	18,621
	308,620	3,082	1,880	88,693	38,598	(195,363)	(18,598)	0	205,032	330,499

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 28 February 2017

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 28 02 2017			
					2016/17 Budget Profit/(Loss)	2016/17 Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
85,270	(2,525)	82,340	(405)	CEO Vehicle (2)	0	(405)	(405)	2x changeover done
123,547	(1,794)	119,434	(2,319)	DCEO Vehicle (4)	0	(2,319)	(2,319)	3 x changeovers done
81,625	(4,113)	78,978	1,466	Works Manager Vehicle (3)	0	1,466	1,466	2 x changeovers done
			0	11 Tonne Dual Cab Truck (A# 0591)	43,000	0	(43,000)	
290,442	(8,432)	280,752	(1,258)		43,000	(1,258)	(44,258)	

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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 9: RATING INFORMATION

RATE TYPE	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 \$
General Rate											
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	(13,465)		1,420,307	1,433,767			1,433,767
Sub-Totals		258	103,878,940	1,645,966	(13,532)	0	1,632,435	1,646,961	0	0	1,646,961
Minimum Payment	Minimum \$										
GRV - Mingenew & Yandanooka	655	77	90,176	50,435	655		51,090	55,675	0	0	55,675
UV - Rural & Mining	1500	37	1,353,478	55,500			55,500	55,500	0	0	55,500
Sub-Totals		114	1,443,654	105,935	655	0	106,590	111,175	0	0	111,175
Concessions							1,739,025				1,758,136
Amount from General Rates							(15,822)				(6,235)
Ex-Gratia Rates (CBH)							1,723,203				1,751,901
Specified Area Rates							34,657				34,666
Totals							0				0
							1,757,860				1,786,567

Comments - Rating Information

No differential rates levied in 2016/17

Concession provided on GRV properties in Yandanooka Townsite of 50%

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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			YTD Actual	YTD Budget	YTD Actual	Budget	YTD Actual	Budget
			\$	\$	\$	\$	\$	\$
Education & Welfare								
Loan 137 - Senior Citizens Buildings	96,719		2,505	2,543	94,214	94,176	2,126	6,424
Housing								
Loan 133 - Triplex	73,136		11,370	11,370	61,766	61,766	3,286	5,317
Loan 134 - SC Housing	52,130		2,781	2,824	49,349	49,306	806	3,516
Loan 136 - Staff Housing	118,462		3,803	3,863	114,659	114,599	2,152	8,230
Loan 142 - Staff Housing	65,811		4,769	4,829	61,042	60,982	886	3,639
Recreation & Culture								
Loan 138 - Pavilion Fitout	92,850		2,405	2,441	90,445	90,409	2,041	6,167
Transport								
Loan 139 - Roller	39,168		7,336	7,456	31,832	31,712	611	2,603
Loan 141 - Grader	106,509		24,266	24,266	82,243	82,243	4,277	6,909
Loan 143 - 2 x Trucks	54,770		27,066	27,385	27,704	27,385	711	2,329
Loan 144 - Side Tipping Trailer	65,812		4,769	4,829	61,043	60,983	886	3,639
Loan 145 - Drum Roller	121,810	0	16,581	16,714	105,229	105,096	1,195	4,497
	887,177	0	107,653	108,520	779,524	778,657	18,976	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 28 February 2017

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2016-17 Forecast Budget	2016-17 Original Budget	Variations Additions (Deletions)	Operating 2016/17 Budget	Capital 2016/17 Budget	Recoup Status	
								2016-17 YTD Actual	2016-17 YTD Budget
		(Y/N)	\$	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING									
Financial Assistance Grant - Roads	Grants Commission	Y	300,824	300,824	0	300,824	0	305,914	225,618
Financial Assistance Grant - General	Grants Commission	Y	274,126	274,126	0	274,126	0	282,382	205,593
LAW, ORDER, PUBLIC SAFETY									
ESL Administration Grant	Department of Fire & Emergency Services	Y	4,400	4,400	0	4,400	0	4,000	4,400
ESL Annual Grant	Department of Fire & Emergency Services	Y	26,500	26,500	0	26,500	0	13,250	13,250
Bushfire Management Plan	Department of Fire & Emergency Services	Y	42,500	42,500	0	0	42,500	0	0
HEALTH									
Childcare Facility Upgrade	MWDC	N	70,000	70,000	0	0	70,000	0	0
EDUCATION & WELFARE									
Seniors Week Grant	COTAWA	N	1,000	1,000	0	1,000	0	1,000	1,000
Community Christmas Tree	CBH	N	2,000	2,000	0	2,000	0	0	2,000
HOUSING									
Independent Living Units	WCHS	Y	395,545	395,545	0	0	395,545	31,818	395,545
COMMUNITY AMENITIES									
Town Planning	NPP	Y	0	0	0	0	0	0	0
Thank a Volunteer Day	Department of Local Government & Communities	N	1,000	1,000	0	1,000	0	0	0
Anzac Day	TBA	N	3,000	3,000	0	3,000	0	0	0
Rural Womens Day	TBA	N	1,000	1,000	0	1,000	0	4,000	5,000
Transfer Station	Mid West Development Commission	Y	50,000	50,000	0	0	50,000	45,000	50,000
RECREATION AND CULTURE									
Museum	Lotterywest	N	10,000	10,000	0	0	10,000	0	10,000
Museum	Museum Committee	Y	5,000	5,000	0	0	5,000	0	0
Enarty Barn	TBA	N	50,000	50,000	0	0	50,000	0	0
Littlewell	TBA	N	15,000	15,000	0	0	15,000	0	0
Railway Station	Lotterywest	N	35,000	35,000	0	0	35,000	0	0
Football Oval Lights	DSR	Y	50,000	50,000	0	0	150,000	0	0
Football Oval Lights	Football Club	Y	30,000	30,000	0	0	30,000	0	0
Hockey Oval Lights	Hockey Club	Y	13,200	13,200	0	0	13,200	13,200	0
TRANSPORT									
Direct Grant	Main Roads WA	Y	72,224	72,224	0	72,224	0	72,224	72,224
Blacksport Funding	Main Roads WA	Y	40,000	40,000	0	0	40,000	16,000	16,000
Regional Road Group	Main Roads WA	Y	386,000	386,000	0	0	386,000	154,400	154,000
Roads To Recovery	Department of Infrastructure	Y	431,176	431,176	0	0	431,176	289,519	431,176
Street Lighting	Main Roads WA	Y	2,000	2,000	0	2,000	0	0	0
ECONOMIC SERVICES									
Mingenev Hill Walk Trail	TBA	N	15,000	15,000	0	0	15,000	0	0
OTHER PROPERTY & SERVICES									
Industrial Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
Rural Residential Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
TOTALS			2,526,495	2,526,495	0	688,074	1,938,421	1,232,707	1,585,806

Operating	Operating	688,074	688,074			682,770	529,085
Non-Operating	Non-operating	1,838,421	1,838,421			549,937	1,056,721

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 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 28-Feb-17
	\$	\$	\$	\$
BCITF Levy	1,374	641	(1,982)	32
BRB Levy	1,086	801	(1,430)	457
Autumn Committee	974	0	0	974
Community Bus	2,060	140	0	2,200
ANZAC Day Breakfast Donation	501	0	0	501
Building Relocation Bond	1,000	0	0	1,000
Mid West Industry Road Safety Alliance	35,217	52,250	(41,218)	46,249
Mingenev Cemetery Group	4,314	0	0	4,314
Other Bonds	2,558	20	(70)	2,508
Rates Incentive Prizes	200	0	(100)	100
Rec Centre Kitchen Upgrade	0	0	0	0
Sinosteel Community Trust Fund	63,415	0	0	63,415
Tree Planter - LCDC	88	0	0	88
Weary Dunlop Memorial	87	0	0	87
Mingenev P & C - NBN Rental	0	6,190	0	6,190
Joan Trust	961	1,200	0	2,161
Youth Advisory Council	746	0	0	746
Centenary Committee	897	0	0	897
Community Christmas Tree	132	300	0	432
Silverchain Committee	2,268	0	(2,268)	0
Nomination Fees	0	0	0	0
Seniors Donations	0	50	0	50
	117,878	61,592	(47,068)	132,402

SHIRE OF MINGENEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 28 February 2017

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
	Land Held for Resale						
	Community Amenities						
	Other Property & Services						
	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
	Other Property & Services Total		200,000	200,000	0	682	682
	Land Held for Resale Total		200,000	200,000	0	682	682
	Land & Buildings						
	Governance						
	Shire Office	0594	15,000	15,000	10,000	0	15,000
	Housing Total		15,000	15,000	10,000	0	15,000
	Health						
	Child Care Facility	0075	80,000	80,000	0	0	80,000
	Child Care Facility	0074	0	0	0	22	(22)
	Health Total		80,000	80,000	0	22	79,978
	Education & Welfare						
	Men's Shed Ablution Block	0048	0	0	0	0	0
	Education & Welfare Total		0	0	0	0	0
	Land & Buildings						
	Housing						
	Construction - Staff Housing	9003	5,000	5,000	3,332	4,151	849
	Construction - Staff Housing	9005	10,000	10,000	6,666	0	10,000
	Construction - Staff Housing	9006	7,000	7,000	6,999	0	7,000
	Construction - Staff Housing	9010	10,000	10,000	9,999	0	10,000
	Aged Care Units	0165	450,000	450,000	0	1,263	448,737
	Silver Chain House	0166	11,000	11,000	0	0	11,000
	Housing Total		493,000	493,000	26,996	5,414	487,586
	Recreation And Culture						
	Town Hall	2434	0	0	0	2,981	(2,981)
	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	8,000	0	12,000
	Old Railway Station	0070	35,000	35,000	0	0	35,000
	Recreation And Culture Total		117,000	117,000	28,000	2,981	117,000
	Transport Total						
	Depot	0027	18,000	18,000	0	0	18,000
	Transport Total		18,000	18,000	0	0	18,000
	Economic Services						
	Business Incubator	5964	0	0	0	1,200	(1,200)
	Economic Services Total		0	0	0	1,200	(1,200)
	Land & Buildings Total		723,000	723,000	64,996	9,617	716,364
	Infrastructure - Drainage/Culverts						
	Transport						
	Moore Street Drainage	3284	0	0	0	3,102	(3,102)
	Transport Total		0	0	0	3,102	(3,102)
	Infrastructure - Drainage/Culverts Total		0	0	0	3,102	(3,102)

SHIRE OF MINGENEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 28 February 2017

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
Infrastructure - Footpaths							
Transport							
	Midlands Road Town Footpaths	1291	0	0	0	0	
	Transport Total	0	0	0	0	0	
	Infrastructure - Footpaths Total	0	0	0	0	0	
Infrastructure - Other							
Community Amenities							
	Waste Transfer Station	3084	185,000	185,000	123,584	0	185,000
	Little Well Project	0071	45,000	45,000	30,202	0	45,000
	Mingenew Hill Project	0142	30,000	30,000	0	0	30,000
	Community Amenities Total		260,000	260,000	153,786	0	260,000
Recreation							
	Hockey Oval Lights	0076	35,000	35,000	35,000	35,000	0
	RV Friendly Site Development	0077	0	0	0	170	(170)
	Football Oval Lights	0140	130,000	130,000	86,664	381	129,619
	Water Tanks & Reticulation	0167	20,000	20,000	0	0	20,000
	Community Amenities Total		185,000	185,000	121,664	35,551	149,449
	Infrastructure - Other Total		445,000	445,000	275,450	35,551	409,449
Furniture & Office Equip.							
Governance							
	Electronic Whiteboard	0014	3,500	3,500	0	0	3,500
	Replacement Computers	0574	8,000	8,000	2,666	0	8,000
	Governance Total		11,500	11,500	2,666	0	11,500
Recreation							
	Christmas Lights	0065	3,000	3,000	3,000	0	3,000
	Recreation Total		3,000	3,000	3,000	0	3,000
Transport							
	Nil				0	0	0
	Transport Total		0	0	0	0	0
	Furniture & Office Equip. Total		14,500	14,500	5,666	0	14,500
	Infrastructure - Aerodomes Total		0	0	0	0	0

SHIRE OF MINGENEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 28 February 2017

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
Plant , Equip. & Vehicles							
Governance							
	CEO Vehicle Replacement	0554	90,000	90,000	43,000	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
Governance Total			285,000	285,000	127,000	211,229	73,771
Transport							
	Works Manager Vehicle	0170	135,000	135,000	82,800	82,615	52,385
	Sundry Plant	0171	10,000	10,000	0	0	10,000
	Dual Cab Truck	0173	100,000	100,000	100,000	0	100,000
	Ride On Mower	0176	30,000	30,000	30,000	0	30,000
	Road Broom	0177	20,000	20,000	20,000	0	20,000
	Slasher	0178	20,000	20,000	20,000	19,900	100
Transport Total			315,000	315,000	252,800	102,515	212,485
Plant , Equip. & Vehicles Total			600,000	600,000	379,800	313,744	286,256
Roads & Bridges							
Transport							
	Yandanooka NE Intersection	BS05	60,000	60,000	0	0	60,000
	Roadworks Construction - Own Resources	0001	66,184	66,184	66,184	0	66,184
	Roadworks Construction - Own Resources	3124	0	0	0	490	(490)
	Depot Hill North Road (R2R)	6066	168,319	168,319	168,314	154,149	14,170
	Yandanooka Melara Rd (R2R)	6067	138,347	138,347	138,345	158,716	(20,369)
	Mooriary Road (R2R)	6074	224,512	224,512	149,672	32,151	192,361
	Depot Hill Road Reseal (RRG)	RR62	139,000	139,000	139,000	84,717	54,283
	Mingenew Mullewa Road Reseal (RRG)	RR65	0	0	0	81,885	(81,885)
	Mingenew Mullewa Road Reseal (RRG)	RR63	440,000	440,000	440,000	0	440,000
Transport Total			1,236,362	1,236,362	1,101,515	512,109	724,253
Roads (Non Town) Total			1,236,362	1,236,362	1,101,515	512,109	724,253
Capital Expenditure Total			3,218,862	3,218,862	1,827,427	874,805	2,148,402

9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 28 FEBRUARY 2017

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 7 March 2017
Author: Julie Borrett, Senior Finance Officer
Senior Officer: Durga Ojha, Manager of Finance

Summary

This report recommends that Council confirm the payment of creditors for the month of February 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 February 2017 from the Municipal Fund totalling \$201,138.33 represented by Electronic Funds Transfers of EFT 10590 to EFT10643, Direct Deduction DD7959.1, 2,3 and 4 DD7971.1, 2 and 3, DD7908.1, 2,3 & 4, Trust Cheque 495,496 & 497 and Cheque numbers 8125-8130.

Date: 02/03/2017
Time: 2:51:04PM

Shire of MINGENEW
List of Accounts for February 2017

USER: SFO
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
495	06/02/2017	Building & Construction Industry Training Fund	DEC-JAN BCTIF RETURN	T		213.25
496	06/02/2017	Builder's Registration Board	DEC & JAN RETURN	T		226.60
497	06/02/2017	MINGENEW SHIRE COUNCIL	MRIWSA REFUND CP85	T		5,500.00
8125	13/02/2017	MINGENEW SHIRE COUNCIL	Payroll deductions	M		195.00
8126	13/02/2017	SYNERGY	SYNERGY	M		1,762.70
8127	23/02/2017	MINGENEW SHIRE COUNCIL	Payroll deductions	M		195.00
8128	23/02/2017	PALM ROADHOUSE	CHARGES	M		50.60
8129	23/02/2017	SYNERGY	POWER	M		3,641.60
8130	23/02/2017	WATER CORPORATION	WATER	M		8,151.34
EFT10590	01/02/2017	SUNSET IT SOLUTIONS	CHARGES	M		2,276.90
EFT10591	06/02/2017	NAB BUSINESS VISA	CREDIT CARD	M		2,534.02
EFT10592	06/02/2017	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		640.78
EFT10593	06/02/2017	ACMA	CHARGES	M		108.00
EFT10594	06/02/2017	Courier Australia	FREIGHT	M		26.65
EFT10595	06/02/2017	DONGARA DRILLING & ELECTRICAL	CHARGES	M		233.64
EFT10596	06/02/2017	GREAT NORTHERN RURAL SERVICES	CHARGES	M		1,110.41
EFT10597	06/02/2017	PETER GROOM SETTLEMENTS	CHARGES	M		736.70
EFT10598	06/02/2017	STARICK TYRES	CHARGES	M		2,228.60

Date: 02/03/2017
Time: 2:51:04PM

Shire of MINGENEW
List of Accounts for February 2017

USER: SFO
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10599	06/02/2017	MINGENEW HISTORICAL SOCIETY	HISTORY BOOK SALES	M		20.00
EFT10600	06/02/2017	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	FEES	M		1,000.00
EFT10601	06/02/2017	MGB DIESEL CONTRACTING PTY LTD	CHARGES	M		716.87
EFT10602	06/02/2017	PEMCO DIESEL PTY LTD	CHARGES	M		61.22
EFT10603	06/02/2017	MINGENEW FABRICATORS	CHARGES	M		440.00
EFT10604	08/02/2017	Shire of Mingenew - Payroll	PAYROLL	M		30,185.29
EFT10605	08/02/2017	Australian Services Union	Payroll deductions	M		52.70
EFT10606	08/02/2017	CHILD SUPPORT AGENCY	Payroll deductions	M		263.48
EFT10607	08/02/2017	LGRCEU	Payroll deductions	M		20.50
EFT10608	13/02/2017	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	LEASE	M		421.30
EFT10609	13/02/2017	NAB BUSINESS VISA	CREDIT CARD	M		1,209.89
EFT10610	13/02/2017	AUSTRALIA POST	POSTAGE	M		42.07
EFT10611	13/02/2017	AVON WASTE	CHARGES	M		2,338.83
EFT10612	13/02/2017	CANINE CONTROL	FEES	M		1,012.00
EFT10613	13/02/2017	MINGENEW P & C	CHARGES	M		678.00
EFT10614	13/02/2017	MGB DIESEL CONTRACTING PTY LTD	CHARGES	M		1,494.35
EFT10615	13/02/2017	ROWE GROUP	CHARGES	M		1,428.35
EFT10616	13/02/2017	SHIRE OF COOROW	CHARGES	M		280.00

Date: 02/03/2017
Time: 2:51:04PM

Shire of MINGENEW
List of Accounts for February 2017

USER: SFO
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10617	13/02/2017	Telstra Corporation	TELSTRA	M		1,804.65
EFT10618	13/02/2017	MINGENEW FABRICATORS	CHARGES	M		1,310.38
EFT10619	13/02/2017	WARREGO ENERGY PTY LTD	Rates refund for assessment A836 LOT PEP70/00469 MINING TENEMENT MINGENEW 6522	M		500.00
EFT10620	14/02/2017	VELPIC	CHARGES	M		385.00
EFT10621	22/02/2017	Shire of Mingenew - Payroll	PAYROLL	M		31,555.76
EFT10622	22/02/2017	Australian Services Union	Payroll deductions	M		52.70
EFT10623	22/02/2017	CHILD SUPPORT AGENCY	Payroll deductions	M		277.12
EFT10624	22/02/2017	LGRCEU	Payroll deductions	M		20.50
EFT10625	23/02/2017	Australian Taxation Office	BAS	M		15,674.00
EFT10626	23/02/2017	ANDREWS & CO	CHARGES	M		2,200.00
EFT10627	23/02/2017	AVON WASTE	CHARGES	M		2,317.69
EFT10628	23/02/2017	DONGARA DRILLING & ELECTRICAL	CHARGES	M		1,391.55
EFT10629	23/02/2017	DONGARA MID WEST WASTE	CHARGES	M		550.00
EFT10630	23/02/2017	LANDMARK	CHARGES	M		661.10
EFT10631	23/02/2017	T- QUIP	CHARGES	M		3,613.35
EFT10632	23/02/2017	WILDFLOWER COUNTRY INC.	CHARGES	M		27,500.00
EFT10633	23/02/2017	YOUNG MOTORS	CHARGES	M		2,377.75
EFT10634	27/02/2017	GERALDTON MOWER & REPAIR SPECIALISTS	CHARGES	M		85.00

Date: 02/03/2017
Time: 2:51:04PM

Shire of MINGENEW
List of Accounts for February 2017

USER: SFO
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10635	27/02/2017	GREAT NORTHERN RURAL SERVICES	CHARGES	M		329.12
EFT10636	27/02/2017	GREAT SOUTHERN FUEL SUPPLIES	FUEL	M		13,813.40
EFT10637	27/02/2017	LATERAL ASPECT	CHARGES	M		3,758.33
EFT10638	27/02/2017	Mitchell and Brown	CHARGES	M		60.00
EFT10639	27/02/2017	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	FEES	M		1,500.00
EFT10640	27/02/2017	MARKETFORCE	CHARGES	M		502.64
EFT10641	27/02/2017	PRIME MEDIA GROUP PTY	CHARGES	M		5,500.00
EFT10642	27/02/2017	SEASIDE SIGNS	CHARGES	M		24.20
EFT10643	27/02/2017	Shire Of Three Springs	FEES	M		4,006.61
DD7959.1	08/02/2017	WA SUPER	Payroll deductions	M		5,115.18
DD7959.2	08/02/2017	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,082.73
DD7959.3	08/02/2017	PRIME SUPER	Superannuation contributions	M		211.51
DD7959.4	08/02/2017	BEATTIE PETA SMSF PTY LTD	Superannuation contributions	M		187.22
DD7971.1	22/02/2017	WA SUPER	Payroll deductions	M		5,721.73
DD7971.2	22/02/2017	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,082.73
DD7971.3	22/02/2017	PRIME SUPER	Superannuation contributions	M		219.08
DD7971.4	22/02/2017	BEATTIE PETA SMSF PTY LTD	Superannuation contributions	M		190.51

Date: 02/03/2017
Time: 2:51:04PM

Shire of MINGENEW
List of Accounts for February 2017

USER: SFO
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
---------------------------	-------------	-------------	----------------------------	----------------------	-----------------------	---------------

REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	201,138.33
T	TRUST- NATIONAL AUST BANK	5,939.85
TOTAL		207,078.18

NATIONAL BUSINESS MASTERCARD

01 February to 28 February

CEO - Martin Whitely

Fuel	\$	93.84
Stationery	\$	142.87
Meat for BBQ	\$	99.95
Retic for CEO House	\$	149.69
Refreshments at meeting	\$	35.95
Refreshments at meeting	\$	24.00
Fuel	\$	105.69
Staff Amenities	\$	35.00
Bank Fees	\$	9.00
	\$	695.99

Work's Manager - Warren Borrett

Licence	\$	132.00
Bank Fees	\$	9.00
	\$	141.00

Manager of Admin and Finance - Nita Jane

Internet	\$	363.90
Bank Fees	\$	9.00
	\$	372.90

Total Direct Debit Payment made on 1st February 2017 \$ **1,209.89**

POLICE LICENSING

Direct Debits from Muni Account

01 February to 28 February

Wednesday, 1 February 2017	\$	718.55
Thursday, 2 February 2017	\$	25.30
Friday, 3 February 2017	\$	33,177.40
Monday, 6 February 2017	\$	1,529.45
Tuesday, 7 February 2017	\$	877.40
Wednesday, 8 February 2017	\$	93.40
Thursday, 9 February 2017	\$	3,630.30
Friday, 10 February 2017	\$	13,457.35
Monday, 13 February 2017	\$	443.25
Tuesday, 14 February 2017	\$	332.40

Wednesday, 15 February 2017	\$	5,891.65
Thursday, 16 February 2017	\$	2,069.70
Friday, 17 February 2017	\$	368.90
Monday, 20 February 2017	\$	353.35
Tuesday, 21 February 2017	\$	6,326.70
Wednesday, 22 February 2017	\$	105.75
Thursday, 23 February 2017	\$	2,404.00
Friday, 24 February 2017	\$	124.35
Monday, 27 February 2017	\$	4,784.60
Tuesday, 28 February 2017	\$	470.30
	\$	77,184.10

BANK FEES

Direct debits from Muni Account 01 February to 28 February

Total direct debited from Municipal Account	\$	289.07
---	----	---------------

PAYROLL

Direct Payments from Muni Account 01 February to 28 February

Wednesday, 8th February 2017	\$	41,987.63
Wednesday, 22nd February 2017	\$	45,974.84
	\$	87,962.47

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

13.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 19 April 2017 commencing at 4.30pm.

14.0 CLOSURE