



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

**Wednesday 18 October 2017**

# Shire of Mingenew

## Ordinary Council Meeting Notice Paper

18 October 2017

Madam President and Councillors,

An ordinary meeting of Council is called for Wednesday, 18 October 2017, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm.

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

14 October 2017

**MINGENEW SHIRE COUNCIL**

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**CHIEF EXECUTIVE OFFICER**  
**18 OCTOBER 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 20 SEPTEMBER 2017 .....	7
7.1.2	BUSH FIRE ADVISORY MEETING HELD 26 SEPTEMBER 2017 .....	31
8.0	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION .....	36
9.0	OFFICERS REPORTS .....	36
9.1	CHIEF EXECUTIVE OFFICER.....	37
9.1.1	CORPORATE BUSINESS PLAN 2017-2021 .....	37
9.1.2	APPOINTMENT OF BUSH FIRE CONTROL OFFICERS.....	87
9.1.3	TENDER – SUPPLY OF BLUE METAL & BITUMEN.....	89
9.1.4	SHIRE OFFICE HOURS – CHRISTMAS PERIOD .....	90
9.1.5	SHIRE OFFICE HOURS – NORMAL OFFICE HOURS.....	92
9.1.6	COMMOM SEAL.....	93
9.2	FINANCE .....	95
9.2.1	FINANCIAL STATEMENTS FOR PERIOD ENDING 30 SEPTEMBER 2017 .....	95
9.2.2	ACCOUNTS FOR PAYMENT – MONTH ENDING 30 SEPTEMBER 2017 .....	127
9.3	ADMINISTRATION .....	139
9.4	TOWN PLANNING .....	139
9.5	BUILDING .....	139
10.0	ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	139
11.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....	139
11.1	ELECTED MEMBERS .....	139
11.2	STAFF.....	139
12.0	CONFIDENTIAL ITEMS.....	139
12.1	CEO PERFORMANCE REVIEW .....	139
13.0	TIME AND DATE OF NEXT MEETING .....	139
14.0	CLOSURE.....	139

## **SHIRE OF MINGENEW**

### **AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 20 September 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 20 SEPTEMBER 2017**



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

**Wednesday 20 September 2017**

## Table of Contents

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	3
2.0	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE .....	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 .....	3
6.0	DECLARATIONS OF INTEREST .....	3
7.0	CONFIRMATION OF PREVIOUS MEETING MINUTES .....	3
7.1.1	ORDINARY MEETING HELD 14 AUGUST 2017 .....	3
8.0	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION .....	4
9.0	OFFICERS REPORTS .....	4
9.1	CHIEF EXECUTIVE OFFICER.....	4
9.1.1	REVIEW OF DELEGATIONS REGISTER .....	4
9.2	FINANCE .....	6
9.2.1	FINANCIAL STATEMENTS FOR PERIOD ENDING 31 AUGUST 2017 .....	6
9.2.2	ACCOUNTS FOR PAYMENT – MONTH ENDING 31 AUGUST 2017 .....	9
9.3	ADMINISTRATION .....	11
9.3.1	FEES & CHARGES – AGED CARE UNIT RENT ADJUSTMENT .....	11
9.3.2	ADOPTION OF COUNCIL LOCAL LAWS .....	14
9.4	TOWN PLANNING .....	19
9.5	BUILDING .....	23
10.0	ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	23
11.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....	23
11.1	ELECTED MEMBERS .....	23
11.2	STAFF.....	24
12.0	CONFIDENTIAL ITEMS.....	24
13.0	TIME AND DATE OF NEXT MEETING .....	24
14.0	CLOSURE.....	24



## SHIRE OF MINGENEW

### AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 20 September 2017 COMMENCING AT 4.30pm

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

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

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

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

#### STAFF

MG Whitely	Chief Executive Officer
D Ojha	Finance Manager
B Bow	Governance Officer
R Brennan	Works Manager
K Matthews	Locum Governance Officer

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

Nil

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

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

#### 5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

#### 6.0 DECLARATIONS OF INTEREST

9.2.2- Cr Lucken declared a financial interest in the item, and as such would vacate the meeting during council consideration of item.

#### 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1.1 ORDINARY MEETING HELD 14 AUGUST 2017

#### COUNCIL DECISION – ITEM 7.1.1

Moved: Cr Eardley

Seconded: Cr Criddle

That the minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 14 August 2017 be confirmed.

CARRIED 5/0

## 8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

## 9.0 OFFICERS REPORTS

### 9.1 CHIEF EXECUTIVE OFFICER

#### 9.1.1 REVIEW OF DELEGATIONS REGISTER

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0342  
**Date:** 14 September 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

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

#### Attachment

Register of Delegations

#### Background

Local Governments are required to keep a register of delegations and to review the delegations at least once every financial year, as per Local Government Act 1995 sections 5.18 and 5.46. These delegations include those from Council to the Chief Executive Officer and Committees, and the Chief Executive Officer to other staff. Council last reviewed the Delegations Register in May 2017.

#### Comment

The purpose of the Review of the Delegations Register is to;

1. Show the addition of the Governance Officer to have the authority to authorise payments, and
2. Include the role of the newly appointed Ranger & Emergency Services Officer, and
3. Update the new logo, and
4. Make a minor grammatical change

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

- Removal of old logo and addition of new logo
- Addition of "Governance Officer" as an authorised person for Delegation No. 1 "Payments from Trust and Municipal Funds".
- Wording amendment for Delegation No. 1 – Payments from Trust and Municipal Funds".
- Addition of Delegation No. 1 "Payments from Trust and Municipal Funds" in the Summary of Delegation to Officers for the Governance Officer
- Removal of all delegations to "Ranger" and "Community Emergency Services Manager" and replaced with "Ranger & Emergency Services Officer".
- All dates changed to reflect the date of review and to show when each delegation has been amended

#### Consultation

Durga Ojha, Finance Manager  
Belinda Bow, Governance Officer

**Statutory Environment**

Local Government (Functions & General) Regulations 1996

Local Government Act 1995 states;

**5.18. Register of delegations to committees**

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

**Policy Implications**

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

**Financial Implications**

Nil

**Strategic Implications**

Community Strategic Plan

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

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

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.1**

That Council;

1. Review and Adopt the amended Delegations Register as presented, and
2. The Chief Executive Officer to provide in writing powers and duties allocated to other persons as per section 5.44 (2) of the Local Government Act 1995

**COUNCIL DECISION – ITEM 9.1.1**

**Moved: Cr Cosgrove**

**Seconded: Cr Eardley**

**That Council;**

1. **Review and Adopt the amended Delegations Register as presented, and**
2. **The Chief Executive Officer to provide in writing powers and duties allocated to other persons as per section 5.44 (2) of the Local Government Act 1995**

**CARRIED 5/0**

## 9.2 FINANCE

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

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

#### Summary

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

#### Attachment

Finance Report for period ending 31 August 2017

#### Background

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

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

#### Comment

<b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>	
Municipal Fund	\$800,996
Restricted Funds (3 Month Term Deposit @ 2.45%)	\$750,000
Restricted Funds	\$0
Trust Fund	\$98,783
Reserve fund (6 Month Term Deposit) @2.55%	\$396,475

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 20 September 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 August 2017:

Amount	Current	30+ Days	60+ Days	90+ Days	TOTAL
	42,699	287	0	56,838	98,838

Rates Outstanding at 31 August 2017 were:

	Current	TOTAL
Rates	1,798,785	1,798,785
Rubbish	70,850	70,850
ESL	26,482	26,482
<b>TOTAL</b>	<b>1,896,117</b>	<b>1,896,117</b>

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2017/18 financial year.

**Consultation**

Chief Executive Officer

**Statutory Environment**

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)
- (1A) In this regulation —
- committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - budget estimates to the end of the month to which the statement relates; and
  - actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - an explanation of each of the material variances referred to in sub regulation (1)(d); and
  - 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 sub regulation (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 2017 to 31 August 2017 be received.

**COUNCIL DECISION – ITEM 9.2.1**

**Moved: Cr Eardley**

**Seconded: Cr Lucken**

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

**CARRIED 5/0**

## 9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 AUGUST 2017

### Disclosure of Financial Interest Item 9.2.2- Cr Lucken

Prior to any consideration of Item 9.2.2, the Presiding Person advised the meeting that she had received a written disclosure of interest from Cr Lucken relating to this matter. Cr Lucken had disclosed a financial interest under the financial provisions of the Act as payment/s are to be received by his business.

4.38pm - Cr Lucken left the meeting and did not participate in discussion or vote on the matter.

<b>Location/Address:</b>	Shire of Mingenew
<b>Name of Applicant:</b>	Shire of Mingenew
<b>File Reference:</b>	ADM0042
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	14 September 2017
<b>Author:</b>	Durga Ojha, Manager of Finance
<b>Senior Officer:</b>	Martin Whitely, Chief Executive Officer

### Summary

This report recommends that Council confirm the payment of creditors for the month of August 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).

List of Payments  
Licensing & Credit Card Payments

### 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 are 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 August 2017 from the Municipal & Trust Fund totalling \$233,373.96 represented by Electronic Funds Transfers of EFT 10986, 11021 and 11028 and 11030. Direct Deduction DD8203.1.1, 2, 3, 4, 5 & 6 , DD 8204.1, 2, 3, 4,&6, Municipal Cheque numbers 8520 to 8522.

**COUNCIL DECISION – ITEM 9.2.2**

**Moved: Cr Eardley**

**Seconded: Cr Criddle**

**That Council confirm the accounts as presented for August 2017 from the Municipal & Trust Fund totalling \$233,373.96 represented by Electronic Funds Transfers of EFT 10986, 11021 and 11028 and 11030. Direct Deduction DD8203.1.1, 2, 3, 4, 5 & 6 , DD 8204.1, 2, 3, 4,&6, Municipal Cheque numbers 8520 to 8522.**

**CARRIED 4/0**

**4:41pm – Cr Lucken returned to the meeting**

**President Bagley read aloud for the benefit of Cr Lucken the Council decision for Agenda Item 9.2.2**



## 9.3 ADMINISTRATION

### 9.3.1 FEES & CHARGES – AGED CARE UNIT RENT ADJUSTMENT

**Location:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0291  
**Date:** 12 September 2017  
**Author:** Belinda Bow, Governance Officer

#### Summary

This report recommends that Council review and adopt the fees and charges associated with the Aged Persons Units as adopted in the 2017/18 budget.

#### Attachment

Department of Housing Rent to Income Policy  
Harcourts Comparative Market Analysis & Property Appraisal Units 1-4 Victoria St  
Public Housing Rent Calculations Changes

#### Background

The Government of Western Australia Housing Authority is committed to providing a rent setting method that is fair and equitable for all public housing tenants. As such, rent must be set using one of 2 methods-

- Tenants pay either 25% of the household income as rent, or
- The market rent for the property; whichever is the lesser amount.

Tenants who occupy their current rental property before 28 March 2016 will receive rent increases until they are paying 25% of the assessable household income as rent or the market rent. The rent increases will be staged with increased limits applied to reduce the impact of the changes for these tenants, the attachments for further information.

Previously, the Mingenew Shire has considered assessable income when setting rental rates for the aged persons units, however incorrect methodology has been applied and thus rent has been undercharged.

Furthermore, there has been no onsite market appraisal for the units in recent times. Consequently different rent rates are currently being charged between the 4 aged persons units and the Shire of Mingenew has been approached by a tenant seeking justification as to why this is occurring.

#### Comment

In response to this query the Shire of Mingenew in consultation with the Department of Housing, has organised an onsite property appraisal through Harcourts Dongara to determine the current market rate. The current market rate for the units is as follows (as per Harcourts report)-

- Units 1, 3 & 4 (2 bedroom)- \$125 to \$170 per week
- Unit 2 (1 bedroom)- \$105 to \$150 per week.

The assessable income of tenants has also been reviewed and the following rent charges have been set for the 2017/18 budget-

- Unit 1, 3 & 4 \$125 per week
- Unit 2 \$105 per week

Documentation informing tenants of rent increases have been issued in accordance with Department of Housing Guidelines. Tenants have been given 60 days notice of the rental increases that does not exceed rent increase limits of \$12 per week.

**Consultation**

Martin Whitely, Chief Executive Officer  
Durga Ojha, Finance Manager  
Department of Housing

**Statutory Environment**

**Local Government Act 1995 section 6.16**

(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.

**Local Government Act 1995 section 6.19**

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.

**Residential Tenancies Act 1987 section 30**

(1) Subject to this section and except where rent payable under a residential tenancy agreement is calculated by reference to the tenant's income, the rent payable under a residential tenancy agreement may be increased by the lessor by written notice to the tenant, in a form approved by the Minister, specifying the amount of the increased rent and the day as from which the increased rent becomes payable, being a day —

- (a) not less than 60 days after the day on which the notice is given; and
- (b) not less than 6 months after the day on which the tenancy commenced, or, if the rent has been increased under this section, the day on which it was last so increased,

but otherwise the rent shall not increase or be increased.

**Policy Implications**

Nil

**Financial Implications**

Variation to the 2017/18 budget fees and charges

**Strategic Implications**

Nil

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION – ITEM 9.3.1**

**That Council**

- 1. Adopts the revised rental charges for the aged persons units of \$125 a week for the 2 bedroom units and \$105 a week for the 1 bedroom unit, and**
- 2. Gives local public notice of the revised rental charges for the aged persons in accordance with s6.19 of the Local Government Act 1995**

**COUNCIL DECISION – ITEM 9.3.1**

**Moved: Cr Eardley**

**Seconded: Cr Lucken**

**That Council**

- 3. Adopts the revised rental charges for the aged persons units of \$125 a week for the 2 bedroom units and \$105 a week for the 1 bedroom unit, and**
- 4. Gives local public notice of the revised rental charges for the aged persons in accordance with s6.19 of the Local Government Act 1995**

**CARRIED 5/0**

### 9.3.2 ADOPTION OF COUNCIL LOCAL LAWS

<b>Location/Address:</b>	Shire of Mingenew
<b>Name of Applicant:</b>	Shire of Mingenew
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM0384
<b>Date:</b>	12 September 2017
<b>Author:</b>	Kelvin Matthews, Locum Governance Officer

#### **Summary**

This report recommends that Council consider comments made to its proposed local laws detailed in Appendix 1 as attached to this report for adoption in accordance with section 3.12 of the Local Government Act 1995.

#### **Attachment**

Local Laws Rubric Matrix

Submissions Received - Department of Local Government, Sport and Cultural Industries

Draft Local Laws incorporating submission comments

#### **Background**

Council resolved at its Ordinary Council Meeting (OCM) dated 19 July 2017 to advertise and invite submissions to the following draft proposed local laws in accordance with section 3.12 of the Local Government Act 1995;

- Repeal Local Laws 2017
- Standing Orders Local Law 2017
- Cemeteries Local Law 2017, and
- Extractive Industries Local Law 2017
- Health Local Law 2016,
- Animal, Environment and Nuisance Local Law 2016
- Waste Local Law 2013
- Fencing Local Law 2017

In accordance with legislative requirements a copy of the proposed local laws were advertised by state-wide public notice (Saturday 22<sup>nd</sup> of July 2017) and a copy of the local laws were provided to the Minister for Local Government. The Council was required to advertise the proposed local laws for a period of no less than six weeks pursuant to section 3.12 (3) (a) (iii) of the Local Government Act 1995 and to consider any submissions received in regards to the local laws at the close of this period. The only submission received was from the Department of Local Government, Sport and Cultural Industries (DLGSC).

Appendix 2 of the agenda report from the OCM dated 19 July 2017 provided a brief descriptive Rubric Matrix regarding the status of Councils local laws. In particular Councils attention was drawn to the following in regard to each local law:

- Repeal Local Law 2017 - required to repeal and amend existing local laws noting that research reveals approximately 45 obsolete Shire of Mingenew Local Laws (some formerly known as By-laws) still exist where the Local Laws Register does not record any repeal.

- Standing Orders Local Law – required in accordance with Part 5, Division 2 of the Local Government Act 1995 and Part 2 of the Local Government (Administration) Regulations 1996 for the proper legislative conduct and procedure of Council (and Committee) Meetings. Council had previously considered a draft Meetings Procedure Local Law in 2016 and has a current Meetings Procedure Policy, however the draft Local Law was not formally adopted by Council and the Policy does not provided legislative compliance in the conduct of Council Meeting (and Committees) procedures.
- Cemeteries Local Law - the purpose of this local law is to provide for the control and regulation of Councils cemetery site for the benefit of the community within its district.
- Extractive Industries Local Law – the purpose of this local law is to provide for the control and regulation of the extraction of materials within the district, where and when applicable.
- Fencing Local Law - the purpose of this local law is to provide for the control and regulation of fencing in accordance with the Dividing fences Act 1961 within its district and has been updated from the gazetted local law of 1999. A building licence is not required for a fence on a rural lo in accordance with Part 3, clause 7 of the local law.
- Health Local Law – required to provide a legislative means of effectively controlling the possibility of health related issues that may adversely impact on the health and well being of the community of the district.
- Animal, Environment and Nuisance Local Law - required to provide a legislative means of effectively controlling the possibility of animal and nuisance related matters that may adversely impact on the health and well-being of the community of the district.
- Waste Local Law - the purpose of this local law is to provide for the control and regulation of Councils waste landfill site and the collection of domestic and commercial waste (putrescible and inert) within its district.

### **Comment**

As noted above the only submission received were comments from the Department of Local Government, Sport and Cultural Industries (“DLGSC”) that suggested a number of changes and edits as detailed in the attached collated DLGSC Appendix 1. These changes and edits are highlighted in each local law for Councils reference and will be removed when the final copies of the local laws are sent to the State Government Gazette and the Committee Clerk of the Joint Standing Committee on Delegated Legislation. Following publication of the local laws in the Government Gazette, Council must comply with the requirements of the Minister’s Local Laws Explanatory Memoranda Directions 2010. That is Council must, within ten working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the WA Parliamentary Joint Standing Committee on Delegated Legislation at the following address –

Committee Clerk  
Joint Standing Committee on Delegated Legislation  
Legislative Council Committee Office  
GPO Box A11  
PERTH WA 6837

### **Consultation**

- All councillors
- Public in accordance with section 3.12(2) of the Local Government Act 1995 whereby Statewide Public Notice calling for submissions was undertaken.

### **Statutory Environment**

The legislative process required when adopting (or amending) local laws is prescribed in sections 3.12 – 3.16 of the Local Government Act 1995 as follows:

➤ **S3.12 - Procedure for making local laws**

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
  - (a) *give Statewide public notice stating that —*
    - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
    - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
    - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*
  - and*
  - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
  - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (3a) *A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.*
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

**\* Absolute majority required.**

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
  - (a) *stating the title of the local law; and*
  - (b) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
  - (c) *advising that copies of the local law may be inspected or obtained from the local government's office.*

- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section —*  
**making** *in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

➤ **S3.14 - Commencement of local laws**

- (1) *Unless it is made under section 3.17, a local law comes into operation on the 14<sup>th</sup> day after the day on which it is published in the Gazette or on such later day as may be specified in the local law.*
- (2) *A local law made under section 3.17 comes into operation on the day on which it is published in the Gazette or on such later day as may be specified in the local law.*

➤ **S3.15 - Local laws to be publicised**

*A local government is to take reasonable steps to ensure that the inhabitants of the district are informed of the purpose and effect of all of its local laws.*

➤ **S3.16 – Periodic review of local laws**

- (1) *Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.*
- (2) *The local government is to give Statewide public notice stating that —*
  - (a) *the local government proposes to review the local law; and*
  - (b) *a copy of the local law may be inspected or obtained at any place specified in the notice; and*
  - (c) *submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.*
- (2a) *A notice under subsection (2) is also to be published and exhibited as if it were a local public notice.*
- (3) *After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.*
- (4) *When its council has considered the report, the local government may determine\* whether or not it considers that the local law should be repealed or amended.*

All of the above local laws will ensure that Council is legislatively compliant in the manner in which it governs its district that simultaneously meets its local needs and circumstances.

**Policy Implications**

The review of Councils Policies is nearing completion that will simultaneously support Councils legislative local law requirements as well as meeting local needs and circumstances.

**Financial Implications**

Payment for advertising of the new local laws and for publication in the State Government Gazette, and is included in Councils 2017-18 budget.

**Strategic Implications**

- Shire of Mingenew Community Strategic Plan 2012 Outcome 4.5.1 – Ensure compliance with local, town planning, building and health and all other relevant legislation.
- Shire of Mingenew Community Strategic Plan 2012 Outcome 4.5.2 – Maintain, review and ensure relevance of Council policies and local laws.

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION – ITEM 9.3.2**

That Council adopt by **ABSOLUTE MAJORITY** the following Shire of Mingenew Local Laws in accordance with section 3.12 of the Local Government Act 1995:

- Repeal Local Law 2017
- Standing Orders Local Law 2017
- Cemeteries Local Law 2017
- Extractive Industries Local Law 2017
- Health Local Law 2017
- Fencing Local Law 2017
- Animal, Environment and Nuisance Local Law 2017, and
- Waste Local Law 2017

**COUNCIL DECISION – ITEM 9.3.2**

Moved: Cr Cosgrove

Seconded: Cr Lucken

That Council adopt by **ABSOLUTE MAJORITY** the following Shire of Mingenew Local Laws in accordance with section 3.12 of the Local Government Act 1995:

- Repeal Local Law 2017
- Standing Orders Local Law 2017
- Cemeteries Local Law 2017
- Extractive Industries Local Law 2017
- Health Local Law 2017
- Fencing Local Law 2017
- Animal, Environment and Nuisance Local Law 2017, and
- Waste Local Law 2017

**CARRIED 5/0**



## 9.4 TOWN PLANNING

### 9.4.1 PROPOSED STATE HERITAGE REGISTER LISTING - MINGENEW POLICE GROUP SITE

<b>Location/Address:</b>	Reserves 7422 & 24354 William Street, Mingenew
<b>Name of Applicant:</b>	State Heritage Council
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM0199
<b>Date:</b>	11 September 2017
<b>Author:</b>	Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley
<b>Senior Officer:</b>	Martin Whitely, Chief Executive Officer

#### Summary

The State Heritage Council has written to Council seeking its comment on the proposed listing of the Mingenew Police Group site on the State Register of Heritage Places. This report recommends that Council advise it has no objection to the listing subject to the management authority's agreement.

#### Attachment

Copy of State Heritage Council submitted information (provided as separate attachment due to its size)

#### Background/Comment

Reserve 7422 on the corner of William Street and Phillip Street is a 2,067m<sup>2</sup> property that contains the former Mingenew Police Station and Residence built in 1897.

Reserve 24354 on the corner of Moore Street and William Street is a 1,014m<sup>2</sup> property that contains the Mingenew Police Station and former Courthouse built in 1964.

**Figure 9.4.1(a) – Aerial Photograph of Reserves 7422 & 24354 William Street, Mingenew**



In 1992 the State Heritage Council entered the former Mingenew Police Station and Residence on the State Register of Heritage Places on an interim basis. In its consideration in 2015 on entering the site

permanently onto the State Register, the State Heritage Council resolved to expand the site under consideration to include the current Mingenew Police Station and former Courthouse site to the north within the listing.

The State Heritage Council is inviting the Shire's comment upon this expanded site area prior to making its determination on this matter. The State Heritage Council's background information has been provided as **Attachment 9.1.1** (provided separately to the agenda due to its size).

**Figure 9.4.1(b) – View of former Mingenew Police Station upon Reserve 7422 looking north-west from William Street with subsequent Mingenew Police Station in background**



**Figure 9.4.1(c) – View of Mingenew Police Station upon Reserve 24354 looking south-west from William Street with former Mingenew Police Station in background**



### **Consultation**

The State Heritage Office have sought the comment of the Shire of Mingenew, being the local government, and the WA Police, being the management authority for Reserves 7422 & 24354, in relation to this matter. The State Heritage Office advised the Shire on 16 August 2017 that it *“can now also*

confirm that WA Police has no objection to the proposed registration of Mingenew Police Group” and prior to that had advised that the Housing Authority, which manages the residence on behalf of WA Police, supported the registration.

### **Statutory Environment**

Reserves 7422 & 24354 are zoned ‘Public Purposes’ under the Shire of Mingenew Local Planning Scheme No.3.

The Shire of Mingenew Municipal Inventory of Heritage Places was prepared in 1995 as a requirement of the *Heritage of Western Australia Act 1990* to record buildings within the district of heritage significance. The Inventory lists the former Mingenew Police Station and Residence as ‘Category 2 - High Level of High level of protection appropriate: provide maximum encouragement to the owner under the town planning scheme to conserve the significance of the place’. The Inventory does not include the existing Mingenew Police Station and former Courthouse.

The *Heritage of Western Australia Act 1990* makes separate provision for the protection of places listed on the State Register of Heritage Places. Entry of a place in the State Register of Heritage Places is official recognition by the State of its significance to the heritage of Western Australia and means that any changes or works proposed for the place need to be referred, usually by the responsible local government, to the State Heritage Office. At present the Mingenew Police Group is listed on the State Register on an interim basis, and there are no permanent entries in the Shire of Mingenew on the State Register.

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

Section 4.2.5 of the Shire of Mingenew Townsite Local Planning Strategy (2006) notes the following in relation to ‘Architectural Heritage’:

*“Mingenew has a large number of important and picturesque heritage buildings. These buildings span various eras and styles and reflect the local building materials for this region. The buildings accommodate a range of uses from civic, retail and tourism, for example, Mingenew Commercial Hotel and the Shire Administration Office.*

*There is currently one building in Mingenew that is registered on the State Heritage Office’s State Register of Heritage Places – the Police Residence at 31 William Street. There are also numerous places of local significance which have been recognised through the Shire’s Heritage Inventory, with several of these also listed on the State Heritage Office’s InHerit database.*

*The Local Planning Strategy lists the following buildings as having State heritage significance (although with the exception of the Police Residence none of these are included on the State Register):*

- *Commercial Hotel - Railway Street;*
- *Post Office Quarters - Railway Street;*
- *Church of the Resurrection - Victoria/Irwin Street;*
- *St Joseph’s Presbytery – William Street/Irwin Street;*
- *Shire Office and Former Hall – Victoria Road;*
- *Old Roads Board Office – Victoria Road; and*
- *Police Residence – William Street.*

*The above-mentioned places are identified on Figure 6 which show that the majority are located in and around the historic centre of the town being Victoria Road and Midlands Road. These heritage places are extremely important as they provide a reference to the historic development of the town over time. The buildings are central to Mingenew's identity, are an integral part of the townscape and crucial to its sense of place and history. Regard to State Planning Policy 3.5 Historic Heritage Conservation should be given when making planning decisions that may affect heritage places.*

*Many of the most significant historic buildings are located on Victoria Road and visitors passing through Mingenew via the Midlands Road would generally not be aware of their presence. There is an opportunity to improve advertising along Midland Road as part of a tourism strategy for the town."*

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.4.1**

**That Council advise the State Heritage Council that it has no objection to the inclusion of the Mingenew Police Group upon the State Register of Heritage Places, inclusive of both Reserve 7422 (former Mingenew Police Station and Residence) and Reserve 24354 (Mingenew Police Station and former Courthouse) providing that this is supported by the relevant management authorities, these being the WA Police and Government Regional Officer Housing.**

**COUNCIL DECISION – ITEM 9.4.1**

**Moved:Cr Lucken**

**Seconded: Cr Cosgrove**

**That Council advise the State Heritage Council that it has no objection to the inclusion of the Mingenew Police Group upon the State Register of Heritage Places, inclusive of both Reserve 7422 (former Mingenew Police Station and Residence) and Reserve 24354 (Mingenew Police Station and former Courthouse) providing that this is supported by the relevant management authorities, these being the WA Police and Government Regional Officer Housing.**

**CARRIED 5/0**

**9.5 BUILDING**

Nil

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

Nil

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

**11.1 ELECTED MEMBERS**

**11.1.1 PURCHASE OF MOTOR GRADER**

President Bagley suggested that Council accept late business to finalise the purchase of a grader from the tenders submitted on 30 June 2017 following the successful completion of the demonstration of the John Deere 670B and Cat 12M graders on Monday 18 September 2017 as previously requested by Council.

**COUNCIL DECISION 11.1.1**

**Moved: Cr Eardley**

**Seconded: Cr Lucken**

**That council consider the urgent business of finalising a grader purchase from tenders submitted.**

**CARRIED 5/0**

In total there were only two submissions received and these were from Hitachi and Westrac. A summary of the tender submissions were included in the Tender Evaluation Matrix with pricing as below. All pricing is GST Exclusive;

<b>Tenderer</b>	<b>Model</b>	<b>Purchase Price</b>	<b>Trade In</b>	<b>Options</b>	<b>Changeover</b>	<b>Comments</b>
Hitachi	670B	\$321,000	\$48,000	\$22,000	\$295,000	Grade Pro cross slope comes as an additional item
Westrac	12M	\$344,800	\$57,000	\$0	\$287,800	Cross slope comes standard with the machine

As you will see from the attached documents the specifications and pricing for both graders are very similar in nature.

**COUNCIL DECISION 11.1.2**

**Moved: Cr Cosgrove**

**Seconded: Cr Eardley**

**That council agree to the outright purchase of the John Deere 670GP Grader from Hitachi.**

**CARRIED 5/0**

**11.2 STAFF**  
Nil

**12.0 CONFIDENTIAL ITEMS**  
Nil

**13.0 TIME AND DATE OF NEXT MEETING**  
Next Ordinary Council Meeting to be held on Wednesday 18 October 2017 commencing at 4.30pm.

**14.0 CLOSURE**  
The President thanked all for attending and declared the meeting closed at 4.55pm.

**These minutes were confirmed at an Ordinary Council meeting on 18 October 2017**

**Signed** \_\_\_\_\_  
**Presiding Officer**

**Date:** \_\_\_\_\_

7.1.2 BUSH FIRE ADVISORY MEETING HELD 26 SEPTEMBER 2017



## **BUSH FIRE ADVISORY COMMITTEE MEETING MINUTES**

**FOR THE MEETING HELD AT THE MINGENEW RECREATION CENTRE ON  
26 September 2017 COMMENCING AT 3.00pm**

### **1.0 DECLARATION OF OPENING**

The Chief Executive Officer welcomed all present and declared the meeting open at 3.05pm

### **2.0 RECORD OF ATTENDANCE / APOLOGIES**

#### **Attendees:**

Murray Thomas  
Martin Whitely  
Ian Comben  
Justin Bagley  
Alex Pearse  
Anthony Smyth  
Ben Cobley  
Daniel Michael  
Tim Dempster  
Jarrod Haley  
Brendan Pearse  
Gavin Pearse  
Ben McTaggart  
Noel Page

#### **Apologies:**

Nick Duane  
Larry Criddle

### **3.0 CONFIRMATION OF MINUTES**

#### **3.1 MINUTES FOR THE MEETING HELD 27 MARCH 2017**

Moved Justin Bagley, Seconded Daniel Michael that the minutes for the meeting held 27 March 2017 be received as a true and correct record.

**CARRIED**



## 4.0 OFFICERS REPORTS

### **Chief Bush Fire Control Officer**

#### **WAERN Radios**

Asked if all of the brigade officers had WAERN radios operational in their vehicles. Ian Comben advised that the installation and maintenance of the WAERN radios was the responsibility of DFES and there was currently no provision for allocating any addition radios.

#### **Brigade Equipment**

It was raised that the brigades could do with some additional PPE and fire goggles. Martin Whitely advised that an order of approximately 20 fire overalls had been completed in June 2017. Fire gloves and goggles were also ordered at the time and on arrival the PPE will be stored in the town fire shed.

#### **Channel 11**

Advised that it should be common practise for Channel 11 to be used when attending a fire. There was some discussion that some farm vehicles may not be able to access Channel 11 so it was suggested that if this was the case then the portable hand held radios could be utilised.

### **Chief Executive Officer**

#### **Ranger & Emergency Services Officer**

An update was provided that the Shire had entered into a shared Ranger & Emergency Services Officer position with Carnamah and Three Springs. Grant Fiddock is the new person. Grant is in Mingenew every Friday and his contact number is 0400 424 545.

There was general discussion on the role of the new officer. CEO explained that Grant's role in relation to the Bush Fire Brigades would be similar to that of the role Rick Ryan performed and that Grant would be replacing Rick Ryan as one of the three contracts along with the Chief Bush Fire Control Officer and the CEO as the listed contact persons in the event of a fire.

### **DFES Area Manager**

#### **Regional Brigades**

Ian thanked all fire officers within the region for their efforts during the 2016/17 fire season as everything seemed to run very smoothly throughout the course of the season.

#### **Regional Superintendent**

Advised that meeting that Craig Smith had been appointed as the new Superintendent for the region and things have been progressing well since he arrived.

#### **Training**

Reiterated that the session today was an information session only and does not come with any formal accreditation. Limited fire officers in the Mingenew brigades have formal qualifications, which does provide a liability issue for the Shire. Suggested training courses to be undertaken included the Fire Control Officer, Introduction to Bush Fire and 2<sup>nd</sup> Commander courses. Training can be arranged in Mingenew for 6 or more participants and these costs will be covered by DFES. If there are less than 6 participants, or for that matter if fire officers wanted to attend other training opportunities, courses are regular run in Geraldton. Fire officers that did want to attend training in Geraldton would have the costs of the course, accommodation and evening meal paid for DFES. Only the cost of travel would be incurred by the participant.

#### **DOAC Meeting**

Little to report form the most meeting held.

**5.0 ELECTION OF OFFICER BEARERS FOR THE 2016/17 FIRE SEASON**

**5.1 Chief Bush Fire Control Officer**

Moved Alex Pearse, Seconded Daniel Michael that Murray Thomas be appointed as the Chief Bush Fire Control Officer

**CARRIED**

**5.2 Deputy Chief Bush Fire Control Officer**

Moved Brendan Pearse Seconded Gavin Pearse that Nick Duane be appointed as the Deputy Chief Bush Fire Control Officer.

**CARRIED**

**5.3 Brigade Bush Fire Control Officers**

Moved Ben Cobley, Seconded Brendan Pearse that the following appointments for the local bush fire brigades be endorsed;

**Yandanooka**

Captain: Nick Duane

Deputy Captain: Just Bagley

**Lockier**

Captain: Daniel Michael

Deputy Captain: Tim Demspter

**Guranu**

Captain: Ben Cobley

Deputy Captain Gavin Elsgood

**Mingenew North**

Captain: Alex Pearse

Deputy Captain: Andrew Green

**Mingenew Town**

Captain: Anthony Smyth

Deputy Captain: Trevor Anderson

**CARRIED**

**5.4 Harvest Bam / Fire Weather Officers / Permit Issuing Officers**

Moved Ben Cobley, Seconded Dan Michael that the following appointments for the local bush fire brigades be endorsed;

**Harvest Ban Officer**

Chief Bush Fire Control Officer – Murray Thomas

**Fire Weather Officers**

Chief Bush Fire Control Officer – Murray Thomas

Chief Executive Officer – Martin Whitely

**Permit Issuing Officers**

Chief Bush Fire Control Officer – Murray Thomas

Chief Executive Officer – Martin Whitely

**CARRIED**

## 6.0 GENERAL BUSINESS

### **Restricted Burning Season**

There was discussion as to the timing of the restricted burning season. Currently the restricted burning season runs from 17 September – 31 October. The general consensus was that this period could be pushed back a couple of weeks to commence at the start of October. There was also discussion on the ability to extend the restricted burning season by a period of 2 weeks if required.

**Moved Ben Copley, Seconded Justin Bagley that the restricted burning period for the 2018/19 fire season commence on 1 October 2018.**

**CARRIED**

### **Brigade Vehicle Licensing**

The question was asked as to the whether or not farm licensed vehicles and non licensed trailers or towable implements that attended fires needed to be licensed. Ian Comben advised that he would look into the matter. Martin Whitely advised that he would also check with the Shire's insurers as to any potential issues.

### **Calculating Harvest Bans**

There was some general discussion on the method for calculating the FDI for implementing a harvest ban. Ben Copley commented that the McArthur manual fire danger meter produced a different reading to other McArthur instruments including the mobile application. The consensus that whatever unit was used, it should be consistent across all brigades and fire weather officers.

**Moved Justin Bagley, Seconded Daniel Michael that the McArthur Grassland Danger Meter Mk4 with a Grass Curing of 100 and Actual Height of 10m mobile application be used when calculating the Fire Danger Index.**

**CARRIED**

### **House Fire**

Ben Copley raised the recent house fire in the town at Mick McCarthy's property. Ben had previously raised many concerns arising from the incident and felt that there was a need to inform the community of the role and the capacity of the volunteers in the case of such an event. There was much discussion on the matter and the consensus was that in the case of such an event occurring in the future that the role of the Mingenew fire brigade officers is to maintain the surroundings of the building and wait for support from Morawa or Dongara rather than to try and extinguish the house fire, unless of course the attendees are appropriately trained to do so.

It was **AGREED** that the Shire prepare an information bulletin to distribute to the general community to inform them of the role of the local fire brigade volunteers, as well as highlighting that in some incidences the volunteers are limited in the scope of works that can performed when attending certain events such as house fires.

## 7.0 TIME AND DATE OF NEXT MEETING

The next Bush Fire Advisory Committee Meeting date to be advised at a later date.

## 8.0 CLOSURE

There being no further business for discussion the meeting was closed at 4:45pm.

**8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

**9.0 OFFICERS REPORTS**

## 9.1 CHIEF EXECUTIVE OFFICER

### 9.1.1 CORPORATE BUSINESS PLAN 2017-2021

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0120  
**Date:** 13 October 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends the endorsement of the Shire of Mingenew's Corporate Business Plan 2017-2021.

#### Attachment

Shire of Mingenew Corporate Business Plan 2017-2021.

#### Background

The Corporate Business Plan ("CBP") is a key component of the Integrated Planning Framework requirements that were introduced in 2012/13. The intent of the Integrated Planning Framework was to ensure improved strategic, financial and asset management planning across the WA local government sector.

#### Comment

The Corporate Business Plan outlines the priorities and strategies that Council will pursue over the next four years to deliver on the community vision documented within the Strategic Community Plan. During the recent review of the Plan, the strategies were amended to reflect a more current perception of the areas that would influence the Shire's direction and community expectations over the next few years. These were in turn assessed against available financial and workforce resources.

The priority for each action has been considered in accordance with available resources, but Council may decide to advance or push back tasks as part of the review of the Plan. The CBP will continue to be reviewed annually at various workshops, thereby providing an opportunity to consider any change in priorities based on the circumstances that prevail at that time. Reporting against the measures will form part of Council's regular reporting systems and also be included in the Annual Report.

Council has the option of:

1. Endorsing the Corporate Business Plan 2017 - 2021 without amendment; or
2. Amending any part of the Corporate Business Plan to reflect a change in priorities.

A simplistic approach to the above is that the Corporate Business Plan is reviewed annually each year during the budget process with the adopted budget forming the outcomes to be achieved in the same corresponding year of the Corporate Business Plan with future years to be reviewed on an ongoing basis.

With community consultation for the Community Strategic Plan review to commence in February 2018, the outcomes from this review will need to be reflected in the Corporate Business Plan document.

**Consultation**

Durga Ojha, Finance Manager  
Rocky Brennan, Works Supervisor

**Statutory Environment**

Section 5.56(1) and (2) of the Act requires that each local government is to plan for the future of the district, by developing plans in accordance with the regulations.

The new regulations also require each local government to include in its Annual Report any changes to either of the above plans.

**Policy Implications**

Nil

**Financial Implications**

The Plan is the key driver for the annual budget and the long term financial plan. This linkage ensures that community priorities are adequately funded and that appropriate and endorsed rating strategies are in place to allow any financial impact on the community to be carefully considered.

There is also an ongoing cost associated with the review of the Corporate Business Plan and reporting on the performance measures for each of the actions within the Plan.

**Strategic Implications**

The Corporate Business Plan has direct links to all of the following documents;

- Community Strategic Plan
- Long Term financial Plan
- Workforce Plan
- Asset Management Plan

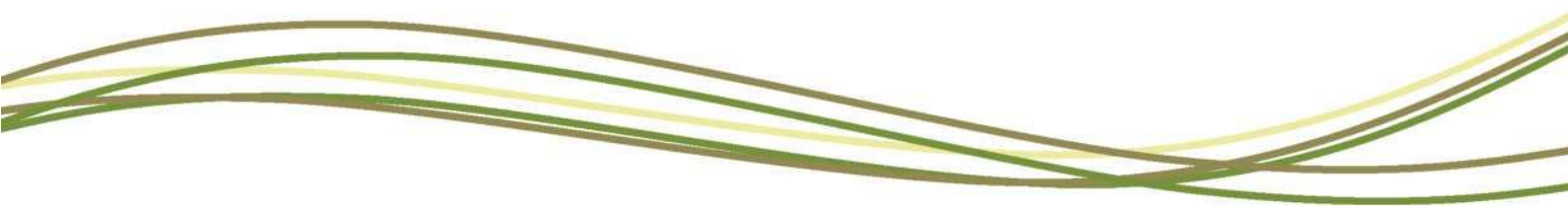
**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.1</b>
--

**That Council;**

- 1. Endorses the Shire of Mingenew Corporate Business Plan 2017 – 2021, and**
- 2. Approves a local public notice being published in accordance with the requirements of the Local Government Act 1995 advising of the endorsement of the Corporate Business Plan.**



Shire of Mingenew  
2017 - 2021

# Corporate Business Plan

Version 8 – Updated October 2017

# Contents

**Message from the Shire President**

**Integrated Strategic Planning**

**Priorities for Mingenew**

**Community Project Descriptions**

**Financial Estimates**

**Operational Risk Assessment**

**Internal Analysis**

**Resource Capability Assessment**







**Our Vision:**

Standing Proud, Growing Strong

**Our Mission:**

To provide strong leadership, quality community services and competent financial management to ensure Mingenew has sustained prosperity

**Our Values**

- Strong leaders, good decisions;
- Striving to be innovative and progressive;
- Respecting our environment and each other; and
- Proud independent community spirit



## Message from the Shire President

The Shire of Mingenew has prepared the Corporate Business Plan to operationalise the Strategic Plan that was developed through consultation with the community. This plan therefore provides the framework by which the Community Strategic Plan can be achieved through partnerships with the community, key regional partners and the State and Australian governments.

The attractiveness of the town as a place to live and build a business will be enhanced through projects identified in this plan. The Shire will also continue to support the strong entrepreneurial culture in the Shire, by supporting the industry, community and networks that strengthens local business and enhances industry competitiveness through research and development.

The Corporate Business Plan outlines how these projects and other key priorities will be achieved in the next four years. Each year the annual budget will be prepared from this plan, and hence it provides a year by year “slice” of the projects and priorities of the Council. In this Corporate Business Plan, Council is affirming its support for delivering core services for the community as well as projects that will drive the future growth and development of the Shire.

This plan also outlines the financial and resourcing impact of this investment. The link to the Long Term Financial Plan and the Workforce Plan is critical, as both the financial capacity and human resource capacity to deliver on this plan has been verified through links to those two plans. This is a guarantee to community that the long term financial sustainability of the Shire has been a key factor in vetting the Corporate Business Plan.

The Shire understands it will need to be strongly collaborative and cooperative with community, industry and government stakeholders to deliver on this plan. The Shire will continue its program of regional involvement in organisations such as the Mid West Development Commission. Through strong partnerships the entrepreneurial culture of the community can be appropriately supported.

This plan has been produced through the input of our Senior Staff and our Councillors. This plan captures the views of the community as expressed in the Community Strategic Plan and will be a key guidance document for Council for the next four years.

Council looks forward to working with the community and key stakeholders to deliver on this plan.

**Michelle Bagley**  
**Shire President Shire of Mingenew**

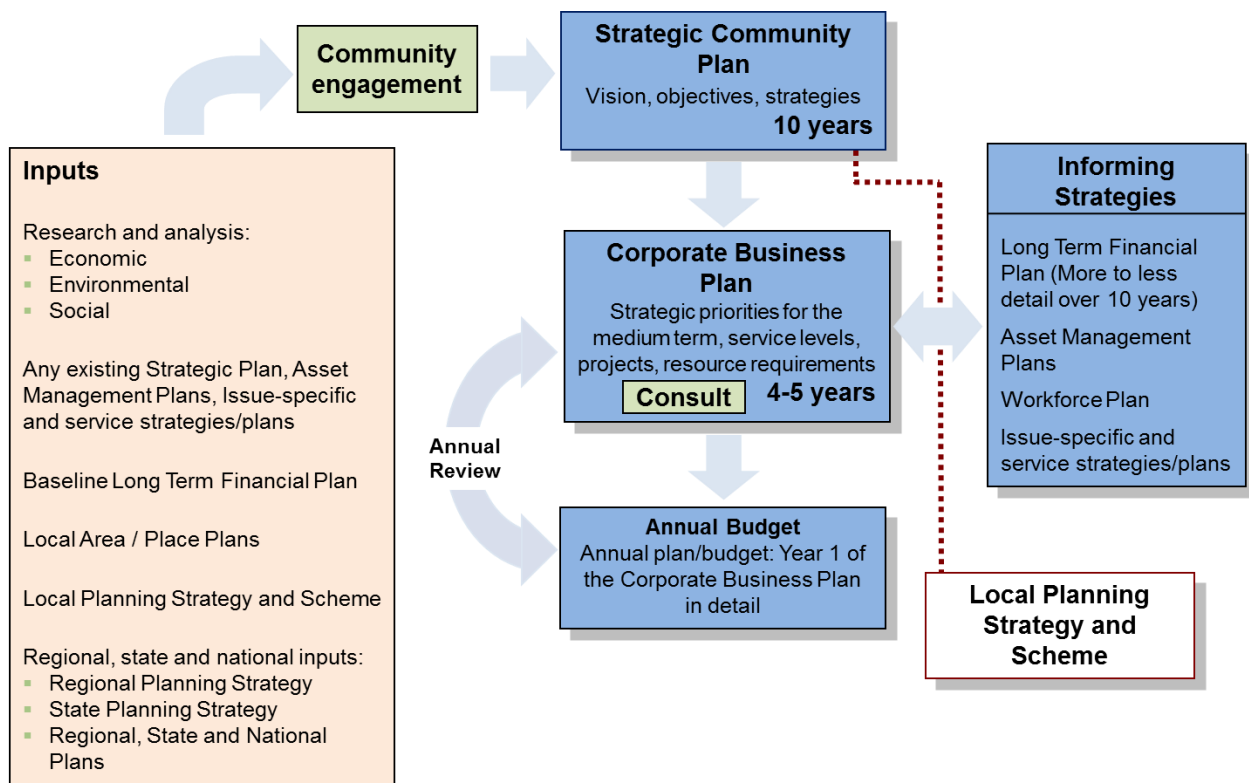


## Corporate Planning

The Shire of Mingenew has introduced an Integrated Strategic Planning framework that will drive all activity.

The framework has been developed according to the Integrated Planning and Reporting Framework and Guidelines which were released in October 2010. Section 5.56(1) of the Local Government Act 2005 requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.

**Diagram 1: Integrated Strategic Planning Framework**



The framework has the following elements:

- 10 year Strategic Community Plan which outlines our vision for the future, our values and our strategic goals. This was adopted by Council in March 2012, with an updated versions endorsed by Council in April 2016. The current plan will be reviewed in the 2017/18 financial year.
- A 4 year Corporate Business Plan which details what we will do to implement the Strategic Community Plan. This document details the key projects and resources required to deliver on the Strategic Community Plan and details the planned project outputs/outcomes, estimated project costs, source of funds, project schedule and resource required to implement projects. The Corporate Business Plan also contains a risk assessment of the Shire's financial and human resource capacity to implement the Plan over the 4 years.
- An Asset Management Plan which enables the Shire to plan and manage the assets so that the community's aspirations can be reached. It is based upon 'whole of life' and 'whole of organisation' approaches and the effective identification and management of risks associated with the use of assets.

- 10 year Long-term Financial Plan which is a high level document that indicates the Shire's long term financial sustainability, allows for early identification of financial issues and their longer term impacts, and shows the financial impacts of plans and strategies.
- A Workforce Development Plan which will analyse the operational capacity of the Shire, contrast that to the strategic needs created by the plans, and identify the capacity, skills and knowledge gaps and how to address them.
- An Annual Financial Budget which will record the planned activities and expenditure for each year; and
- An Annual Report which provides the community with a detail account of what has been achieved each year and progress made towards the Performance Targets and achievement of Corporate Business Plan.

## Priorities for Mingenew

Mingenew has a strong agricultural industry that employs over half the local population. The Shire also features a concentration of employment in the transport industry. Conditions in Mingenew are considered to be one of the best in the North Midlands for agriculture production, with good quality soils and consistent rainfall helping to produce a good variety of commodities. Servicing the resources industry is presenting an opportunity for Mingenew, with companies exploring the possibilities in the Shire, and there is an opportunity for Mingenew to utilise its substantial underground water supply as an asset capable of driving new resource, agriculture and horticulture projects across the North Midlands. <sup>1</sup>

Both this industry context and the Strategic Community Plan outlined that an important element to ensuring population growth will be an increased availability of serviced residential, commercial and industrial land, and ensuring the provision of adequate services to support expected economic growth. The Shire has responded to this need with key projects relating to industrial land provision and development of a business incubator to support the development of small to medium businesses. This will support the Shire and community to lever opportunities from mining or other industries that will develop throughout the region.

Other key issues for the community are to maintain and increase population through good planning and having a long term vision. The planning processes that have been undertaken with the community's input have been a direct response to this issue, and the framework created will continue to generate implementation of projects for the next 4 years. Reviews will also occur during that time, so the community will be able to continue to give input to Council during that time.

The community also asked the Shire to retain the town centre as an attractive place for residents and visitors. The Corporate Business Plan outlines various projects that will further enhance the town centre.

Mingenew's strength is the strong sense of stewardship held by local residents and businesses. The Council will continue to support and encourage this community spirit to ensure the town remains competitive and an attractive place to live and visit. Specific priorities that will be developed are to maintain and enhance Heritage Infrastructure, increasing brand awareness of the Shire, looking at business economic development opportunities, implementing best practise environmental practises, completion of Independent Living accommodation and ongoing support to key community groups will also be maintained.

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<sup>1</sup> North Midlands Economic Development Strategy, Pracsys, 2013

The final key area that the community wishes to see is the encouragement, nurturing and cultivating of new leaders where Council continues to explore opportunities to provide formal and informal leadership training opportunities for upcoming community members. Council has also invested a large internal resource allocation to ensuring the planning, policy and management of the integrated Strategic Planning framework is achieved and excellence in all areas of governance, management and leadership is achieved.

Overall the response to the community's aspirations as outlined in the Community Strategic Plan has been both direct and strategic in nature. The priority projects for Mingenew are:

	High Priority	Medium Priority
<b>Community</b>	1. Support Tourism Development and Promotions	2. Water Park 3. Family Park and playground 4. Maintain and enhance Heritage Infrastructure
<b>Environment</b>	5. Waste Transfer Station	6. Pursuing Sustainability project
<b>Economy</b>	7. Residential and Light Industrial land development 8. Improved Digital Access for community 9. Develop Business Incubator Project 10. Support Local Business and Community Groups	
<b>Built Environment/ Infrastructure</b>	11. Roads program 12. Restoration of Rail Station 13. Aged Accommodation Units 14. Key Worker Housing	15. Relocate Shire Depot and redevelop Land 16. Heavy Traffic By-pass 17. Develop Recreation Complex
<b>Governance/ Civic Leadership</b>	18. Leadership support program 19. Invest in Council's Capacity 20. Leadership and Advocacy role	

## How to read this Delivery Program

The Corporate Business Plan includes a Delivery Program with detailed project plans and program areas for the work to be achieved in the next four years. This Plan will replace the former Plan for the Future and will act as the leading document for all principal activities undertaken by Council during the next four years.

The Projects are linked to Objectives under the Strategic Plan and the Programs are the core business of the Shire. Together they form the total development and core program for the Shire. The categories under the Strategic Plan are:

1. Economic
2. Environment
3. Social
4. Civic Leadership

These have been reordered to implement them into the following five categories:

1. Community
2. Environment
3. Economy
4. Built Environment/Infrastructure
5. Governance/Civic Leadership

All outcomes detailed in the Strategic Plan have a corresponding and matching Project or Program area. This is shown by the Strategic Plan link in the project box in each project or program plan. Some outcomes in the Strategic Plan are very general, and some of those have been grouped together into project areas to be achieved in a grouped program.

The following table shows the links between the Strategic Plan Objectives, the programs or projects under the Corporate Business Plan and the Workforce Plan FTE (full time equivalent) allocations. This demonstrates the strong link between the Strategic Plan, Corporate Business Plan and how it informs the Workforce Plan. It also demonstrates the Shire is addressing all areas of need raised by the community in the Strategic Planning process within the existing resource base.

Recurring operational activities are designated as ongoing actions, which have a recurring annual budget.

## Linkage Diagram

The following diagram shows the link between the Objectives in the Strategic Community Plan and the corresponding programs and projects in the Corporate Business Plan. The final column shows the FTE allocation and staff position for each program/project. The FTE allocation is on a per annum unless specified where a project is to be completed in a specific year.

Strategic Community Plan			Corp Bus Plan	Workforce Plan
Objectives	Outcomes	Actions	Programs or Projects	FTE's and Staff Position (Per Annum unless stated)
<b>Economy</b>  <b>To be a diverse and innovative economic with a range of local employment opportunities</b>	Increase the number of visitors and extend the tourism season within the region	Provide good quality tourism facilities. Consult and support the Mingenew Tourist and Promotions Committee.	<b>Project 1: Support Tourism Development and Promotions</b>	CEO 0.01 FM 0.01 CDO 0.02
		Support and encourage tourism development.	<b>Project 1: Support Tourism Development and Promotions</b>	CEO 0.01 CDO 0.04
		Continue to support local events and encourage new events.	<b>Project 1: Support Tourism Development and Promotions</b>	CEO 0.01 CDO 0.04
		Develop and implement a Tourism Plan.	<b>Project 1: Support Tourism Development and Promotions</b>	CEO 0.01 WS 0.02 CDO 0.04
		Investigate and develop options for additional tourism and service worker accommodation.	<b>Project 1: Support Tourism Development and Promotions</b>	CEO 0.01 FM 0.01 CDO 0.03
		Instigate "Recreational Vehicle" friendly town status.	<b>Project 1: Support Tourism Development and Promotions</b>	CDO 0.02
		Employ a Tourism and Promotional Officer	<b>Project 1: Support Tourism Development and Promotions</b>	
		Install interpretative trails and signage.	<b>Project 1: Support Tourism Development and Promotions</b>	CEO 0.01 CDO 0.03
		Participate and support the Wildflower Country.	<b>Wildflower Country / Midlands Route</b>	CEO 0.01 CDO 0.03
		Increased availability of serviced land	Ensure there are adequate land options available for residential, commercial and industrial purposes.	<b>Project 7: Residential &amp; Light Industrial Land Development</b>
Protect and	Maintain and enhance existing historical	<b>Project 12:</b>	CEO 0.01	



	enhance economic infrastructure	infrastructure and consider heritage listing and funding opportunities.	<b>Restoration of Old Railway Station</b>	FM 0.01 WS 0.01 CDO 0.05
		Continue to lead by example to support business accommodation and investigate options to develop business incubators.	<b>Project 9: Develop a Business Incubator Project</b>	CEO 0.02 (18/19) DCEO 0.01 (18/19) WM 0.01 (18/19)
	Maintain or increase number of local businesses, industries or services	Support and encourage business unity.	<b>Project 10: Support Local Business &amp; Community Groups</b>	CEO 0.01
		Support sustainable farming and other industry developments including mining.	<b>Project 10: Support Local Business &amp; Community Groups</b>	CEO 0.01 WS 0.01
		Encourage and support value adding industries.	<b>Project 10: Support Local Business &amp; Community Groups</b>	CEO 0.01
		Investigate and facilitate community investment in the relocation of the roadhouse.	<b>Project 10: Support Local Business &amp; Community Groups</b>	CEO 0.01 FM 0.01
		Support a buy-local campaign.	<b>Project 10: Support Local Business &amp; Community Groups</b>	CEO 0.01 CDO 0.02
	Ensure the provision of adequate services to support economic growth	Increased availability of power.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01
		Efficient use of water resources within the Shire.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01
		Improved telecommunications.	<b>Project 8: Improved Digital Access for the Community</b>	CEO 0.01
		Lobby to secure the national broadband network.	<b>Project 8: Improved Digital Access for the Community</b>	CEO 0.01
		Investigate options and advocate for alternative sources of power.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01
<b>Environment</b>	Our natural	Support and promote environmental	<b>Project 5:</b>	CEO 0.02 (17/18)

<b>A sustainable natural and built environment that meets current and future community needs</b>	environment is enhanced, promoted, rehabilitated and leveraged.	practices.	<b>Waste Transfer Station</b>	DCEO 0.01 (17/18) WM 0.01 (17/18)
		Efficient use of water resources within the Shire.	<b>Project 6: Pursuing Sustainability</b>	CEO 0.01 WS 0.01
		Promotion of tourism opportunities that are environmentally focussed.	<b>Project 6: Pursuing Sustainability</b>	CDO 0.01
		Lobby government for the protection of natural environment.	<b>Project 6: Pursuing Sustainability</b>	CEO 0.01
		Rehabilitate, protect and conserve shire controlled land.	<b>Project 6: Pursuing Sustainability</b>	CEO 0.01 WS 0.01
		Continue to manage noxious weeds and feral animals.	<b>Project 6: Pursuing Sustainability</b>	WS 0.01
	Indigenous and cultural heritage is acknowledged.	Continue to liaise with the local indigenous and cultural groups.	<b>Project 10: Maintain &amp; Enhance Heritage Infrastructure</b>	
	Retain Mingenew as an attractive town that reflects community values.	Continue to implement the town centre beautification plan.	<b>Project 1: Support Tourism Development and Promotions</b>	CEO 0.01 FM 0.01 WS 0.01
		Maintain the high standard of presentation.	<b>Project 1: Support Tourism Development and Promotions</b>	WS 0.01
		Continue participation in Tidy Towns.	<b>Project 1: Support Tourism Development and Promotions</b>	CDO 0.01
Investigate options for improved shire administration facilities.		<b>Project 16: Relocate Shire Depot and develop Land</b>	CEO 0.01 (20/21) WS 0.01 (20/21)	
Provide recognition and retention of places of heritage.	Maintain and enhance existing historical infrastructure.	<b>Project 4: Maintain &amp; Enhance Heritage Infrastructure</b>	CEO 0.01 FM 0.01 WM 0.01 CDO 0.03	
Safe and functional road and ancillary infrastructure.	Maintain and improve road assets.	<b>Project 11: Roads Program</b>	CEO 0.05 FM 0.02 WM 0.30	
		<b>Project 15: Heavy Traffic Bypass</b>	CEO 0.01 (20/21) WS 0.01 (20/21)	

		Develop and implement a footpath plan.	<b>Project 11: Roads Program</b>	CEO 0.01 WM 0.01
		Develop a plan to improve road signage.	<b>Project 11: Roads Program</b>	CEO 0.01 WM 0.01
	Efficient usage of resources.	Develop and implement a waste management plan.	<b>Project 6: Pursuing Sustainability</b>	CEO 0.02 FM 0.01 WM 0.01
		Promote recycling where practical.	<b>Project 6: Pursuing Sustainability</b>	WM 0.01
		Investigate options for water harvesting.	<b>Project 6: Pursuing Sustainability</b>	CEO 0.01 WS 0.01
		Lobby governments for the efficient use of natural resources.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01
<b>Social</b>	Maintain and increase population	Ensure there are adequate land options available for residential, commercial and industrial purposes.	<b>Project 7: Residential and Light Industrial Land Development</b>	CEO 0.02 FM 0.01 WS 0.01
<b>A safe and welcoming community where everyone has the opportunity to contribute and belong.</b>	Maintain the provision of high quality community infrastructure.	Investigate and develop a water park.	<b>Project 2: Develop Water Park</b>	CEO 0.01 (2020/21)
		Continue to support youth swimming lessons.	<b>Project 10: Support Local Business &amp; Community Groups</b>	
		Maintain and further develop the recreation complex.	<b>Project 17: Develop Recreation Complex</b>	CEO 0.02 (19/20) DCEO 0.01 (19/20) WM 0.01 (19/20)
		Continue to develop senior's facilities.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01
		Investigate and encourage youth facilities and services.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01
		Continue to support child care facilities.	<b>Project 10: Support Local Business &amp; Community Groups</b>	CEO 0.01 CDO 0.01
		Continue to provide facilities to support local community organizations.	<b>Project 10: Support Local Business &amp; Community Groups</b>	CEO 0.01 CDO 0.02
		Undertake improvements to the Mingenew Main Hall.	<b>Project 10: Support Local</b>	CEO 0.01 FM 0.01

		<b>Business &amp; Community Groups</b>	WS 0.01
	Implement 10 Year Sport and Recreation Plan.	<b>Project 10: Support Local Business &amp; Community Groups</b>	CEO 0.03 CDO 0.02
	Obtain and maintain a bus for community services.	<b>Project 10: Support Local Business &amp; Community Groups</b>	WS 0.01
	Improve and beautify the cemetery.	<b>Project 10: Support Local Business &amp; Community Groups</b>	CEO 0.01 WS 0.01 CDO 0.01
	Investigate and develop a family park and playground	<b>Project 3: Develop Family Park</b>	CEO 0.01 (17/18)
Improved capacity of education and training.	Advocate for bus services for students travelling to higher education.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01 WS 0.01
	Support and promote local traineeships.	<b>Project 19: Invest in Council's Capacity</b>	CEO 0.01
	Continue to support the provision of higher education and vocational training in our region.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01
	Continue to support the local school.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01
Affordable housing options that respond to community needs.	Provide information on the CHA subsidised loans.	<b>Project 22: Leadership and Advocacy Role</b>	CEO 0.01 FM 0.01
	Provide accommodation for service workers and housing for seniors.	<b>Project 14: Key Worker Housing</b>	CEO 0.01 (17/18) FM 0.01 (17/18) WS 0.01 (17/18)
	Continue to develop housing for shire employees.	<b>Project 14: Key Worker Housing</b>	CEO 0.01
	Investigate options to utilise vacant houses on farming properties.	<b>Project 10: Support Local Business &amp; Community Groups</b>	CDO 0.01
	Develop new housing for aged through a	<b>Project 13:</b>	CEO 0.03

	JV program.	<b>Independent Living Units</b>	FM 0.01 WS 0.01
Improved community health and well-being.	Increased access to appropriate medical services.	<b>Ongoing</b>	CEO 0.01 FM 0.01 WS 0.01 CDO 0.05
	Continue to support medical practitioners and other health organizations.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01
	Improved provision of home and community care service.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01 CDO 0.01
	Promote a drug free culture within the community.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01 CDO 0.01
	Encourage and support shire staff and the community to participate in community organizations.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01
Community events continue to be supported.	Continue to provide quality facilities for events.	<b>Project 10: Support Local Business &amp; Community Groups</b>	CEO 0.01
	Continue to provide administrative support for event organizations.	<b>Project 10: Support Local Business &amp; Community Groups</b>	CEO 0.01 FM 0.02 CDO 0.03
	Identify opportunities for special events.	<b>Project 10: Support Local Business &amp; Community Groups</b>	CEO 0.01 FM 0.01 WS 0.01 CDO 0.01
Maintain a safe community environment	Implement strategies contained in the Community Safety and Crime Prevention Plan.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01 CDO 0.01
	Undertake a review and upgrade of Street Lighting in the Mingenew town site.	<b>Project 20: Leadership and Advocacy Role</b>	FM 0.02
	Continuously improve emergency services.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01
	Continue to lobby to maintain and enhance police services.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01
	Promote participation in emergency service organisations.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01
<b>Civic</b>	A well informed	Continue to support community groups.	<b>Project 10:</b> CEO 0.02

<b>Leadership</b>  <b>A collaborate and innovative community with strong and vibrant leadership</b>	and engaged community and actively participates.		<b>Support Local Business &amp; Community Groups</b>	CDO 0.10
		Provide and encourage leadership within the community.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01 CDO 0.01
		Improve our levels of engagement and communication with all sectors of our community.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.02 FM 0.02 WS 0.02
		Nurture and encourage young community leaders.	<b>Project 18: Leadership Support Program</b>	CEO 0.01 CDO 0.01
	Community volunteers continue to be supported and acknowledged.	<b>Project 20: Leadership and Advocacy Role</b>	CDO 0.01	
An open and accountable local government that is respected, professional and trustworthy.	Continue to deliver quality local government services and facilities.		<b>Project 19: Invest in Council's Capacity</b>	CEO 0.02 FM 0.02 WS 0.02 GO 0.30
	To be strong advocates representing the Shire's interests.		<b>Project 19: Invest in Council's Capacity</b>	CEO 0.02 FM 0.02 WS 0.02 GO 0.20
	Provide long term strategic leadership.		<b>Project 19: Invest in Council's Capacity</b>	CEO 0.01 GO 0.20
	Provision of professional development opportunities for Councillors and staff.		<b>Project 19: Invest in Council's Capacity</b>	CEO 0.01
	Annual customer feedback surveys.		<b>Project 19: Invest in Council's Capacity</b>	CDO 0.01
	Maintain a high standard of customer service with a can-do attitude.		<b>Project 19: Invest in Council's Capacity</b>	All Staff
	Improved partnerships.	To collaborate and investigate opportunities for shared services in cooperation with other local, state and Australian Government agencies, industry and community organizations.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.02 FM 0.01
Local term planning and strategic management.	Develop and implement the Long Term Financial plan.	<b>Project 19: Invest in Council's Capacity</b>	CEO 0.01 FM 0.05	
	Develop and implement the Workforce Management plan.	<b>Project 19: Invest in</b>	CEO 0.01 GO 0.05	

		<b>Council's Capacity</b>	
	Develop and implement Asset Management planning.	<b>Project 19: Invest in Council's Capacity</b>	CEO 0.01 FM 0.05
	Develop and implement the Corporate Business Plan.	<b>Project 19: Invest in Council's Capacity</b>	CEO 0.02 FM 0.01
	Develop and implement an Information Communications Technology Plan.	<b>Project 19: Invest in Council's Capacity</b>	FM 0.02 GO 0.05
Achieve a high level of compliance.	Ensure compliance with local, town planning, building and health and all other legislation.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.02 FM 0.05
	Maintain, review and ensure relevance of Council policies and local laws.	<b>Project 20: Leadership and Advocacy Role</b>	CEO 0.01

## Delivery Program: Program Areas and Project Plans

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

### Program Area: Community Amenities, Recreation and Culture, Education and Welfare and Health

This program area includes core services provided to the community to improve their well-being, access to health services, community events and support to community groups and all recreation and cultural programs provided by the Shire.

#### Program Costs

Cost	2017/18	2018/19	2019/20	2020/21	Total	Recurrent Cost Post 2020/21
	\$	\$	\$	\$	\$	
<b>Annual Program Costs</b>	<b>277,933</b>	<b>257,500</b>	<b>117,500</b>	<b>567,500</b>	<b>1,220,433</b>	<b>182,500</b>

#### Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Administration	Chief Executive Officer	0.10
Administration	Finance Manager	0.04
Works & Services	Works Supervisor	0.05
Public Relations	Community Development Officer	0.26



**Project 1: Support Tourism Development and Promotions****HIGH PRIORITY****Project Manager:** CDO Shire of Mingenew**External Stakeholders:** Mingenew Tourist and Promotions Committee**Strategic Plan Link:** 1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 1.1.7, 1.1.8, 1.1.9, 2.1.3**Project Description****Scope statement:**

Mingenew has an active Tourism group and Council will support the group through in-kind support and through an annual budget allocation including projects such as the Wildflower Country Group. Tourism infrastructure requests eg. New toilets will be consider on an as needs basis. Council has also embarked on an exciting Branding Awareness program in the 2016/17 financial year and will be built upon in future years.

**Project outputs:**

- In kind support
- Annual budget allocation

**Project outcomes:**

- Good quality tourism facilities
- Tourism promotion for community and region
- Interpretative trails and signage

**Project Costs**

<b>Cost</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Total</b>	<b>Recurrent Cost Post 2020/21</b>
	\$	\$	\$	\$	\$	
Tourist & Promotions Committee	6,000	2,500	2,500	2,500	13,500	2,500
Area Promotion – Advertising	18,000	10,000	10,000	10,000	48,000	10,000
Wildflower Country Group	5,000	5,000	5,000	5,000	20,000	5,000
Branding Awareness	85,000	75,000	75,000	75,000	310,000	75,000
Annual Budget (in-kind)	5,500	5,000	5,000	5,000	20,500	5,000
<b>TOTAL</b>	<b>119,500</b>	<b>97,500</b>	<b>97,500</b>	<b>97,500</b>	<b>412,000</b>	<b>97,500</b>

**Source of Funds**

<b>Funding Sources</b>	<b>Amount</b>	<b>Status</b>
Council funding	119,500	2017/18 Budget
<b>Council funding</b>	<b>292,500</b>	<b>Future Budgets</b>

**Project Resourcing and Skill/Capacity Level**

<b>Resources Required</b>	<b>Level</b>	<b>FTE Estimation</b>
Promotion & Development	Chief Executive Officer	0.07
Promotion & Development	Finance Manager	0.02
Promotion & Development	Works Supervisor	0.02
Promotion & Development	Community Development Officer	0.23

**Measuring Success**

<b>Outcomes</b>	<b>Tangible indicators of success</b>	<b>Measured by</b>
Tourism numbers increase by 5% /annum	Increase in visitation	Mingenew Tourist and Promotions Committee figures

**Project 2: Develop Water Park****MEDIUM PRIORITY****Project Manager:** CEO Shire of Mingenew**External Stakeholders:** Mid West Development Commission – Royalties for Regions, Lotterywest,**Strategic Plan Link:** 3.2.1**Project Description****Scope statement:**

It will be part of an overall children's activity playground including existing skate park and installation of a water park with a number of water features to encourage play and recreation. It will link to the Cecil Newton Park which will create a child/young person recreation precinct in the Main Street.

**Project outputs:**

- Applications for Royalties for Regions and Lotterywest
- Concept Plans developed by specialist and Water park constructed

**Project outcomes:**

The facility will provide a fun recreational activity and facility for young people across diverse age groups. Overall, it will enable the community to be attractive to new residents who consider services for children to be important when choosing a town to live.

**Project Costs**

Cost	2017/18 \$	2018/19 \$	2019/20 \$	2020/21 \$	Total \$	Recurrent Cost Post 2020/21
Concept Plans	0	0	0	10,000	10,000	0
Construction	0	0	0	440,000	440,000	50,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>450,000</b>	<b>450,000</b>	<b>50,000</b>

**Source of Funds**

Funding Sources	Amount	Status
Royalties for Regions	200,000	Application to be completed
Lotterywest	200,000	Application to be completed
Shire funds	50,000	Future budget

**Project Schedule**

Major Milestones	Date	Output
Funding applications completed and successful	2020/21	Funding achieved
Concept plans developed and approved	2020/21	Concept agreed & signed off by Council
Construction and installation of park	2020/21	Water Park constructed
Opening organised	2020/21	Opening Celebrations Christmas 2021

**Project Resourcing and Skill/Capacity Level**

Resources Required	Level	FTE Estimation
CEO	Manager	0.01 (2020/21)

**Measuring Success**

Outcomes	Tangible indicators of success	Measured by
Families and young children satisfaction with facility	Community feedback	Community Survey

**Project 3: Family Park - Playground****MEDIUM PRIORITY****Project Manager:** CEO Shire of Mingenew**External Stakeholders:** Mid West Development Commission & Lotterywest,**Strategic Plan Link:** 3.2.7**Project Description****Scope statement:**

Create a children's activity playground area with features to encourage play, learning and recreation.

**Project outputs:**

- Applications for Lotterywest & Mid West Development Commission
- Concept Plans developed by specialist
- Family Park constructed

**Project outcomes:**

The facility will provide a fun recreational activity and facility for young people across early year age groups.

Overall, it will enable the community to be attractive to new families with young children who consider safe areas to meet, play and develop to be important when choosing a town to live.

**Project Costs**

<b>Cost</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Total</b>	<b>Recurrent Cost Post 2020/21</b>
	\$	\$	\$	\$	\$	
Concept Plans	0	0	0	0	0	
Construction	100,000	0	0	0	100,000	5,000
<b>TOTAL</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>5,000</b>

**Source of Funds**

<b>Funding Sources</b>	<b>Amount</b>	<b>Status</b>
Mid West Development Commission	0	Application to be completed
Lotterywest	100,000	Application to be completed
Shire funds	0	Future budget

**Project Schedule**

<b>Major Milestones</b>	<b>Date</b>	<b>Output</b>
Funding applications completed and successful	2017/18	Funding achieved
Concept plans developed and approved	2017/18	Concept agreed and signed off by Council
Construction and installation of park	2017/18	Family Park constructed
Opening organised	2017/18	Opening Celebrations

**Project Resourcing and Skill/Capacity Level**

<b>Resources Required</b>	<b>Level</b>	<b>FTE Estimation</b>
CEO	Manager	0.01 (2017/18)
Finance Manager	Manager	0.01 (2017/18)
Works Staff	Works Supervisor	0.01 (2017/18)

**Measuring Success**

<b>Outcomes</b>	<b>Tangible indicators of success</b>	<b>Measured by</b>
Families and young children satisfaction with facility	Community feedback	Community Survey
Community participation	Usage of Park	Number of families

**Project 4: Maintain and Enhance Heritage Infrastructure****MEDIUM PRIORITY**

**Project Manager:** Works Supervisor Shire of Mingenew  
**External Stakeholders:** LotteryWest, Heritage Commission  
**Strategic Plan Link:** 2.4.1, 1.3.1

**Project Description****Scope statement:**

Heritage buildings are a key part of the built and cultural heritage of Mingenew and provide a key attraction for tourism. Under the Municipal Inventory, 3 sites are considered to be high priority and they include Enanty Barn, Old Railway Station and the Old Roads Board Building. These will be preserved according to the conservation requirements.

An annual program and budget has been allocated against which funds will be obtained to carry out an ongoing program. This program includes the Enanty Barn and the Old Roads Board Building. (The Old Railway Station is a separate project under the Corporate Business Plan)

**Project outputs:**

- Key buildings will be maintained
- Community's heritage will be protected, interpreted and appreciated

**Project outcomes:**

- Maintain and restore key buildings in the Townscape that are culturally important to the community.
- Maximise tourism opportunities as a destination on the Wildflower Way.

**Project Costs**

<b>Cost</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Total</b>	<b>Recurrent Cost Post 2020/21</b>
	\$	\$	\$	\$	\$	
Annual Budget - mtce	17,233	20,000	20,000	20,000	77,233	20,000
Enanty Barn	10,000	40,000			50,000	2,500
Mingenew Museum	25,000				20,000	2,500
Old Roads Board Building	6,200				12,000	2,500
War Memorial		100,000			100,000	2,500
<b>TOTAL</b>	<b>58,433</b>	<b>160,000</b>	<b>20,000</b>	<b>20,000</b>	<b>259,233</b>	<b>30,000</b>

**Source of Funds**

<b>Funding Sources</b>	<b>Amount</b>	<b>Status</b>
Council contribution	98,998	Current Budget/Forward Budgets
Heritage Council (Enanty Barn)	40,000	Not confirmed
MWDC (War Memorial)	100,000	Not confirmed
MWDC / Committee (Museum)	20,235	Not confirmed

### Project Schedule

Major Milestones	Date	Output
Annual works program	Per annum	Ongoing conservation works
Enanty Barn	2017/18	Completion of restoration works
Museum	2017/18	Completion of restoration works
Old Roads Board	2017/18	Completion of restoration works
War Memorial	2018/19	Completion of restoration works

### Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.01
Finance Manager	Manager	0.01
Works Supervisor	Manager	0.01
Community Development Officer	Officer	0.03

### Measuring Success

Outcomes	Tangible indicators of success	Measured by
Heritage buildings maintained	Community Satisfaction	Community survey

## Environment Project Plans

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

### Program Area: Environment

This program area includes core services provided to the community to improve the environment, and includes waste management services, and Parks and Gardens.

### Program Costs

Cost	2017/18	2018/19	2019/20	2020/21	Total	Recurrent Cost Post 2020/21
	\$	\$	\$	\$	\$	
<b>Annual Program Costs</b>	<b>201,991</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>	<b>516,991</b>	<b>105,000</b>

### Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Administration, Works & Finance	Chief Executive Officer	0.10
Administration, Works & Finance	Finance Manager	0.02
Administration, Works & Finance	Works Supervisor	0.07
Administration, Works & Finance	Community Development Officer	0.04

**Project 5: Waste Transfer Station****HIGH PRIORITY****Project Manager:** CEO Shire of Mingenew**External Stakeholders:** Department of Environment Regulation / Mid West Development Commission**Strategic Plan Link:** 2.6.1, 2.6.2**Project Description****Scope statement:**

The construction of the transfer station will allow for better waste control and public safety at the existing landfill site and support better recycling and reduction of waste to landfill.

**Project outputs:**

- Construction of transfer station at the existing Refuse Waste Site

**Project outcomes:**

- Completion of manned transfer station and implementation of waste management services
- Rehabilitation of current waste site

**Project Costs**

Cost	2017/18 \$	2018/19 \$	2019/20 \$	2020/21 \$	Total \$	Recurrent Cost Post 2020/21
Construction of transfer Station	140,000	40,000	40,000	40,000	260,000	40,000
<b>TOTAL</b>	<b>140,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>260,000</b>	<b>40,000</b>

**Source of Funds (to be reviewed once project is sufficiently developed)**

Funding Sources	Amount	Status
Council Contribution - Construction	90,000	Budget Allocation 2017/18
MWDC (RGS)	50,000	Funding approved
Council Contribution	120,000	Ongoing operational costs

**Project Schedule (to be reviewed once project is sufficiently developed)**

Major Milestones	Date	Output
Funding applications completed	2016/17	Funding achieved
Concept plans developed and approved	2016/17	Concept plan signed off by Council
Construction	2017/18	Transfer Station constructed
Opening organised	2017/18	Opening December 2017

**Project Resourcing and Skill/Capacity Level**

Resources Required	Level	FTE Estimation
CEO	Manager	0.02
Finance Manager	Manager	0.01
Works Supervisor	Manager	0.01

**Measuring Success**

Outcomes	Tangible indicators of success	Measured by
Project plan undertaken	Plan completed	Project started
Transfer Site constructed	Waste transfer station implemented	Transfer Station Opened

**Project 6: Pursuing Sustainability****MEDIUM PRIORITY****Project Manager:** CEO Shire of Mingenew**External Stakeholders:** Mingenew Irwin Group, DAFWA, DEC, NACC**Strategic Plan Link:** 1.5.2, 2.1, 1.5.5, 1.5.2**Project Description****Scope statement:**

This project brings together a number of key actions from the Community Strategic Plan which will be implemented under a general project area called "pursuing sustainability". They include:

- Support sustainable farming projects
- Efficient use of water resources
- Investigate options and advocate for alternative sources of power
- Support and promote environmental management practices
- Lobby government for the protection of natural environment
- Rehabilitate, protect and conserve shire controlled land
- Manage native flora and fauna
- Management of feral animals
- Investigate options for water harvesting
- Manage rehabilitation of gravel pits

**Project outputs:**

- Key environmental projects achieved through Council providing in kind support for funded projects.

**Project outcomes:**

Mingenew will encourage participation in town, shire and regional improvement programs and nurture a stronger sense of stewardship within the community.

**Project Costs**

Cost	2017/18 \$	2018/19 \$	2019/20 \$	2020/21 \$	Total \$	Recurrent Cost Post 2020/21
MIG contribution	26,991	30,000	30,000	30,000	116,991	30,000
Gravel Pit rehabilitation	25,000	25,000	25,000	25,000	100,000	25,000
Wild Dog Control	10,000	10,000	10,000	10,000	40,000	10,000
<b>TOTAL</b>	<b>61,991</b>	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>	<b>256,991</b>	<b>65,000</b>

**Source of Funds (to be reviewed once project is sufficiently developed)**

Funding Sources	Amount	Status
Council Contribution	61,991	2017/18 Budget
Council Contribution	195,000	Future Budgets

**Project Resourcing and Skill/Capacity Level**

Resources Required	Level	FTE Estimation
CEO	Manager	0.06
Finance Manager	Manager	0.01
Works Supervisor	Manager	0.06
Community Development Officer	Manager	0.01

**Measuring Success**

Outcomes	Tangible indicators of success	Measured by
Improved environmental indicators	Annual research program	MIG feedback



## Economy Project Plans

To be a diverse and innovative economy with a range of local employment opportunities

### Program Area: Economic Services, Housing, Law, Order and Public Safety

This program area includes core services provided to the community to ensure their safety, providing housing and ensure the growth and development of the Shire.

#### Program Costs

Cost	2017/18	2018/19	2019/20	2020/21	Total	Recurrent Cost Post 2020/21
	\$	\$	\$	\$	\$	
<b>Annual Program Costs</b>	<b>355,000</b>	<b>507,500</b>	<b>212,500</b>	<b>122,500</b>	<b>1,197,500</b>	<b>42,500</b>

#### Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Administration	Chief Executive Officer	0.24
Administration	Finance Manager	0.08
Works & Services	Works Supervisor	0.08
Public Relations	Community Development Officer	0.23

**Project 7: Residential and Light Industrial Land Development****HIGH PRIORITY**

**Project Manager:** CEO Shire of Mingenew  
**External Stakeholders:** Mid West Development Commission  
**Strategic Plan Link:** 1.2.1, 3.1.1

**Project Description****Scope statement:**

Mingenew currently has sufficient residential land available for sale within the community (approximately 60 blocks), however a watching brief will be implemented to ensure that the development of new residential land is undertaken in a timely manner as growth proceeds. Demand for light industrial land is the key area of demand for Mingenew which has a number of options to develop industrial land. They include:

- Lot 1 Eleanor Street (subdivided industrial blocks)
- Crown land near Mingenew Hill

**Project outputs:**

- Watching brief on residential demand and sales
- Actively develop light industrial sites based upon demand, apply for headworks grants for subdivisions
- Completion of Townsite Strategy Plan

**Project outcomes:**

Increased number of new businesses, new industry and investment in Mingenew.

**Project Costs**

Cost	2017/18	2018/19	2019/20	2020/21	Total	Recurrent Cost Post 2020/21
	\$	\$	\$	\$	\$	
Eleanor Street Subdivision	200,000	0	0	0	200,000	10,000
Rural Residential Subdivision	0	100,000	100,000	100,000	300,000	10,000
<b>TOTAL</b>	<b>200,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>500,000</b>	<b>20,000</b>

**Source of Funds**

Funding Sources	Amount	Status
Headworks Grant	350,000	Application to be completed
Council Contribution	150,000	Forward Budget

**Project Schedule**

Major Milestones	Date	Output
Complete Town Expansion Plan	2016/17	Completed Plan
Apply Headworks Grant	2017/18	Headworks funding
Complete Industrial Subdivision	2017/18	Industrial land available for sale
Rural Residential	2020/21	Rural Residential land available for sale

**Project Resourcing and Skill/Capacity Level**

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.03
Finance Manager	Manager	0.02
Works Supervisor	Manager	0.02

**Measuring Success**

Outcomes	Tangible indicators of success	Measured by
Industrial land developed to demand	New businesses	Number new businesses
Residential Land developed	New residents to town	Number of new residents

**Project 8: Improved Digital Communications Access for the Community** **HIGH PRIORITY**

**Project Manager:** CEO Shire of Mingenew  
**External Stakeholders:** NBN Co. & Telecommunications Service Providers / MWDC  
**Strategic Plan Link:** 1.5.3, 1.5.4

**Project Description**

**Scope statement:**

The North Midland Council's are currently pursuing a strategy to improve mobile phone tower coverage through construction of a network of mobile phone towers in the North Midlands.

The Shire has leased land to NBN Co. to build a wireless transmission tower, which will potentially give all of Mingenew high-speed wireless communications, however alternate services also need to be explored.

**Project outputs:**

- Increase mobile phone coverage
- High speed wireless technology installed

**Project outcomes:**

That the Shire of Mingenew will not be disadvantaged by lack of mobile or digital services.

**Project Costs**

Cost	2017/18	2018/19	2019/20	2020/21	Total	Recurrent Cost Post 2020/21
	\$	\$	\$	\$	\$	
North Midlands Digital Strategy	15,000	100,000	100,000	10,000	225,000	10,000
<b>TOTAL</b>	<b>15,000</b>	<b>100,000</b>	<b>100,000</b>	<b>10,000</b>	<b>225,000</b>	<b>10,000</b>

**Source of Funds**

Funding Sources	Amount	Status
Mid West Development Commission	200,000	Application for funding submitted
Council Contribution	15,000	2017/18 Budget
Council Contribution	10,000	Future Budgets

**Project Resourcing and Skill/Capacity Level**

Resources Required	Level	FTE Estimation
Administration	Chief Executive Officer	0.02

**Measuring Success**

Outcomes	Tangible indicators of success	Measured by
Mobile & Internet coverage	Community satisfaction	Annual Community Survey

**Project 9: Develop a Business Incubator Project****HIGH PRIORITY****Project Manager:** CEO Shire of Mingenew**External Stakeholders:** Mingenew Business Community / Mid West Development Commission**Strategic Plan Link:** 1.3.2, 1.4.3**Project Description****Scope statement:**

The project will develop a business incubator on available industrial land to make available ready-to-lease business facilities for small/micro industrial or contracting businesses that would like to establish in Mingenew.

**Project outputs:**

- Business Planning and feasibility study (based on Northampton model)
- Concept and design plan
- Funding obtained
- Construction and fill units

**Project outcomes:**

- Strong local Business to Business servicing through prevention of business leakage, ensuring higher business productivity and capacity to source business services to meet local needs, ensuring construction and trades work can be completed in reasonable time frames

**Project Costs**

Cost	2017/18 \$	2018/19 \$	2019/20 \$	2020/21 \$	Total \$	Recurrent Cost Post 2020/21
Concept and Design Plan	25,000	0	0	0	25,000	
Construct Incubator	75,000	300,000	5,000	5,000	385,000	5,000
<b>TOTAL</b>	<b>100,000</b>	<b>300,000</b>	<b>5,000</b>	<b>5,000</b>	<b>410,000</b>	<b>5,000</b>

**Source of Funds**

Funding Sources	Amount	Status
Council Contribution	25,000	2017/18 Budget
Mid West Investment Plan	250,000	Funding to be sourced
Council Contribution	135,000	Future Budgets

**Project Schedule**

Major Milestones	Date	Output
Concept and Design plan	2017/18	Building Plans
Funding	2017/18	Application for funding submitted
Construct incubator units	2018/19	Units constructed and filled
Opening	2018/19	Opening ceremony

**Project Resourcing and Skill/Capacity Level**

Resources Required	Level	FTE Estimation
CEO	Manager	0.02
Finance Manager	Manager	0.01
Works Supervisor	Manager	0.01

**Measuring Success**

Outcomes	Tangible indicators of success	Measured by
Number of new businesses	New Businesses established	New business in community

**Project 10: Support Local Business and Community Groups****HIGH PRIORITY****Project Manager:** CEO/CDO Shire of Mingenew**External Stakeholders:** CRC, Local Business Association, Local Indigenous Groups**Strategic Plan Link:** 1.4.1, 1.4.2, 1.4.5, 2.2.1**Project Description****Scope statement:**

The Shire provides ongoing support to numerous community groups that hold large community events, manage essential community services and provide valuable support to key sectors of the community. Peppercorn rental, in-kind support and subsidised housing are made available to these groups.

In addition the Shire will make available \$3,000 per annum to the business community to pursue the idea of a shop local campaign.

The Shire will also provide support for heritage based development at Littlewell Aboriginal Reserve.

**Project outputs:**

- Support for community & cultural groups

**Project outcomes:**

- Strong community organisations

**Project Costs**

Cost	2017/18 \$	2018/19 \$	2019/20 \$	2020/21 \$	Total \$	Recurrent Cost Post 2020/21
Buy Local Campaign	5,000	5,000	5,000	5,000	20,000	5,000
Little Well Project	35,000	2,500	2,500	2,500	42,500	2,500
<b>TOTAL</b>	<b>40,000</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>62,500</b>	<b>7,500</b>

**Source of Funds**

Funding Sources	Amount	Status
Council Contribution	26,420	2017/18 Budget
Lotterywest	13,580	2017/18 Budget
Council Contribution	22,500	Future Budgets

**Project Resourcing and Skill/Capacity Level**

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.17
Finance Manager	Manager	0.05
Works Supervisor	Manager	0.05
Community Development Officer	Officer	0.23

**Measuring Success**

Outcomes	Tangible indicators of success	Measured by
Strong community organisations	Community strength	Ongoing success of community groups
Strong community organisations	Community strength	Volunteering numbers in each census
Strong cultural relationships	Cultural engagement	Visitation numbers at Little Well Reserve

## Built Environment and Infrastructure Project Plans

A sustainable built environment that meets current and future community needs

### Program Area: Transport, and Other Property and Services

This program area includes core services that provide enabling infrastructure for the community.

#### Program Costs

Cost	2017/18	2018/19	2019/20	2020/21	Total	Recurrent Cost Post 2020/21
	\$	\$	\$	\$	\$	
<b>Annual Program Costs</b>	<b>4,416,515</b>	<b>1,650,000</b>	<b>3,250,000</b>	<b>7,085,000</b>	<b>16,386,515</b>	<b>1,735,000</b>

#### Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Administration	Chief Executive Officer	0.17
Administration	Finance Manager	0.06
Works & Services	Works Supervisor	0.38
Public Relations	Community Development Officer	0.05

**Project Manager:** Works Supervisor, Shire of Mingenew  
**External Stakeholders:** Main Roads & Department of Infrastructure  
**Strategic Plan Link:** 2.5.1, 2.5.2 and 2.5.3

### Project Description

#### Scope statement:

The Shire of Mingenew has an extensive road network that comprises sealed and unsealed roads. The upkeep and management of this network is essential to the overall sustainability of the Shire. Management of the road system includes the road pavement, drainage, street lighting, verge maintenance and signage.

#### Project outputs:

- Kilometres roads upgraded or maintained each year
- Town site footpaths & drainage

#### Project outcomes:

- Road condition improvement
- Safer roads

#### Project Costs

Cost	2017/18 \$	2018/19 \$	2019/20 \$	2020/21 \$	Total \$	Recurrent Cost Post 2020/21
Infrastructure Program	3,971,515	1,500,000	1,550,000	1,600,000	8,621,515	1,600,000
<b>TOTAL</b>	<b>3,971,515</b>	<b>1,500,000</b>	<b>1,550,000</b>	<b>1,600,000</b>	<b>8,621,515</b>	<b>1,600,000</b>

#### Source of Funds

Funding Sources	Amount	Status
Council Contribution	630,624	2017/18 Budget
Grant Funding (RTR, RRG & Main Roads))	3,340,891	2017/18 Budget
Council Contribution	1,500,000	Future Budgets
Grant Funding (RTR, RRG & Main Roads)	3,150,000	Future Budgets

#### Project Schedule

Major Milestones	Date	Output
Annual road program	Ongoing	Maintenance of asset condition

#### Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.07
Finance Manager	Manager	0.02
Works Supervisor	Manager	0.32

#### Measuring Success

Outcomes	Tangible indicators of success	Measured by
Maintain Road condition	Community satisfaction	Annual Survey
Safe access to and from other towns	Safety of road network	Accidents per annum on shire roads

**Project 12: Restoration of Old Railway Station****HIGH PRIORITY****Project Manager:** CDO, Shire of Mingenew**External Stakeholders:** Lotterywest**Strategic Plan Link:** 1.3.1**Project Description****Scope statement:**

The Old Railway Station Building will be renovated and converted into an arts and crafts centre for community use.

**Project outputs:**

- Restored heritage building

**Project outcomes:**

- Community group usage of a key heritage building

**Project Costs**

Cost	2017/18 \$	2018/19 \$	2019/20 \$	2020/21 \$	Total \$	Recurrent Cost Post 2020/21
Undertake Restoration works	35,000	95,000	50,000	50,000	230,000	10,000
<b>TOTAL</b>	<b>35,000</b>	<b>95,000</b>	<b>50,000</b>	<b>50,000</b>	<b>230,000</b>	<b>10,000</b>

**Source of Funds**

Funding Sources	Amount	Status
Council Contribution	35,000	2017/18 Budget
Lotterywest	150,000	Future Applications
Council Contribution )	45,000	Future Budgets

**Project Schedule**

Major Milestones	Date	Output
Undertake restoration works	2017/18	Construction works commenced
Continue restoration works	2018/19	Construction works completed

**Project Resourcing and Skill/Capacity Level**

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.01 (2016/17)
Finance Manager	Manager	0.01 (2016/17)
Works Supervisor	Manager	0.01 (2016/17)
Community Development	Officer	0.05 (2016/17)

**Measuring Success**

Outcomes	Tangible indicators of success	Measured by
Building restored successfully	Community satisfaction	Annual community survey



**Project 13: Independent Living Units****HIGH PRIORITY****Project Manager:** CEO/CDO Shire of Mingenew**External Stakeholders:** Seniors, HACC, WA Health Services, MWDC, Department of Housing**Strategic Plan Link:** 3.2.4, 3.4.2, 3.4.5**Project Description****Scope statement:**

To develop aged care accommodation to meet current and future demand. The Project is in three stages with only Stage 1 & Stage 2 to be completed in the current 4 year Corporate Business Plan (2016/17 – 2019/20)

- Stage 1, 2 units
- Stage 2, 2 units
- Stage 3, 3 units

**Project outputs:**

- 7 new aged care units

**Project outcomes:**

Current and future aged care housing needs is addressed in a timely manner, enabling older people to age in their own community.

**Project Costs**

Cost	2017/18 \$	2018/19 \$	2019/20 \$	2020/21 \$	Total \$	Recurrent Cost Post 2020/21
Concept Plans/Design	0	0	35,000	0	35,000	
Construct Stage 1	265,000	10,000	10,000	10,000	295,000	10,000
Construction Stage 2	0	0	580,000	20,000	600,000	10,000
Construction Stage 3	0	0	0	900,000	900,000	10,000
<b>TOTAL</b>	<b>265,000</b>	<b>10,000</b>	<b>625,000</b>	<b>930,000</b>	<b>1,830,000</b>	<b>30,000</b>

**Source of Funds**

Funding Sources	Amount	Status
Council Contribution	74,927	2017/18 Budget
WA Country Health Services	190,073	Funding successful – 17/18 Budget
Council Contribution	465,000	Future Budgets
Department of Housing JV	800,000	Application to be developed
Mid West Development Commission	300,000	Application to be developed

**Project Schedule**

Major Milestones	Date	Output
Construction - Stage 1	2017/18	Independent Living housing
Construction - Stage 2	2019/20	Independent Living housing
Construction - Stage 3	2020/21	Independent Living housing

**Project Resourcing and Skill/Capacity Level**

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.03
Finance Manager	Manager	0.01
Works Supervisor	Manager	0.01

**Measuring Success**

Outcomes	Tangible indicators of success	Measured by
Aged Persons' housing needs met in timely manner	Number of people who can age safely in place	Retention of aged demographic place

**Project Manager:** CEO Shire of Mingenew  
**External Stakeholders:** Business Community  
**Strategic Plan Link:** 3.4.3

### Project Description

#### Scope statement:

The Project will build key worker housing for key staff positions within the community. The first stage of the project is to build 2 modular units with a shared living area.

#### Project outputs:

- 2 modular units

#### Project outcomes:

- Provide accommodation to attract key workers to Mingenew

#### Project Costs

Cost	2017/18 \$	2018/19 \$	2019/20 \$	2020/21 \$	Total \$	Recurrent Cost Post 2020/21
Completion of Units	5,000	5,000	5,000	5,000	20,000	5,000
<b>TOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>20,000</b>	<b>5,000</b>

#### Source of Funds

Funding Sources	Amount	Status
Council Contribution	5,000	2017/18 Budget
Council Contribution	15,000	Future Budgets

#### Project Schedule

Major Milestones	Date	Output
Completion of 2 group dwellings	2016/17	Group dwellings completed
Completion of Fencing & Landscaping	2017/18	Project completed in its entirety

#### Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.02
Finance Manager	Manager	0.01
Works Supervisor	Manager	0.01

#### Measuring Success

Outcomes	Tangible indicators of success	Measured by
Provide high quality accommodation	Key workers can access quality accommodation	Occupancy of housing

**Project 15: Heavy Traffic By-pass****MEDIUM PRIORITY****Project Manager:** CEO Shire of Mingenew**External Stakeholders:** Main Roads, Transport Companies and Heavy Vehicle Operators, Tradespeople**Strategic Plan Link:** 2.3**Project Description****Scope statement:**

Develop a heavy vehicle by-pass around the Mingenew Central Business District (CBD).

**Project outputs:**

- Heavy vehicle by-pass

**Project outcomes:**

- Development of Main Street of Mingenew into a tourism and retail precinct

**Project Costs**

Cost	2017/18	2018/19	2019/20	2020/21	Total	Recurrent Cost Post 2020/21
	\$	\$	\$	\$	\$	
Feasibility Study	0	0	20,000	2,000,000	2,020,000	20,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>2,000,000</b>	<b>2,020,000</b>	<b>20,000</b>

**Source of Funds**

Funding Sources	Amount	Status
Council contribution	20,000	Future budget
Other Grants	2,000,000	Applications to be developed

**Project Schedule**

Major Milestones	Date	Output
Complete Feasibility study	2019/20	Feasibility study
Fund project	2019/20	Funding achieved
Construct project	2020/21	Bypass constructed
Opening ceremony	2020/21	Project opening

**Project Resourcing and Skill/Capacity Level**

Resources Required	Level	FTE Estimation
CEO	Manager	0.01 (2020/21)
Works Supervisor	Manager	0.01 (2020/21)

**Measuring Success**

Outcomes	Tangible indicators of success	Measured by
Development of by-pass	Vibrant Main street	Traffic Count Main Street

**Project 16: Relocate Shire Depot and Redevelop Vacated Land****MEDIUM PRIORITY****Project Manager:** CEO/Works Supervisor Shire of Mingenew**External Stakeholders:** Community**Strategic Plan Link:** 2.3.4**Project Description****Scope statement:**

Council will relocate the existing Shire Depot from 2019 to 2020 at a cost of \$1.5M. This will make this site available for either residential development or as a possible business incubator site.

**Project outputs:**

- Relocated Shire Depot
- Land available for development

**Project outcomes:**

- New and improved shire depot
- Opportunity to develop vacated land that depot was on

**Project Costs**

Cost	2017/18	2018/19	2019/20	2020/21	Total	Recurrent Cost Post 2020/21
	\$	\$	\$	\$	\$	
Relocation of Depot and subdivision costs	0	0	0	1,500,000	1,500,000	20,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>20,000</b>

**Source of Funds**

Funding Sources	Amount	Status
Council contribution	1,500,000	2020/21 Budget

**Project Schedule**

Major Milestones	Date	Output
Construction new depot	2020/21	New Depot available for use
Clear in-town depot	2020/21	Land vacated
Rehabilitate vacated land	2020/21	Land rehabilitated
Subdivide land available for sale	2020/21	Subdivision complete

**Project Resourcing and Skill/Capacity Level**

Resources Required	Level	FTE Estimation
CEO	Manager	0.01 (2019/20)
Works Supervisor	Manager	0.01 (2019/20)

**Measuring Success**

Outcomes	Tangible indicators of success	Measured by
New depot constructed and vacated depot gains environmental clearance	New depot	Staff satisfaction with new premises
Land available for development	Land available	Development of land

**Project 17: Develop Recreation Complex****MEDIUM PRIORITY**

**Project Manager:** CEO Shire of Mingenew  
**External Stakeholders:** Sporting Groups, Sport and Recreation  
**Strategic Plan Link:** 3.2.9

**Project Description****Scope statement:**

Firstly to install oval lights at the Recreation Centre oval then to look at a Recreation Centre redevelopment.

**Project outputs:**

- Oval lights installed at Recreation Centre
- Increasing the capacity of the Recreation Centre

**Project outcomes:**

- Increase in sporting and community events

**Project Costs**

Cost	2017/18	2018/19	2019/20	2020/21	Total	Recurrent Cost Post 2020/21
	\$	\$	\$	\$	\$	
Oval lights	140,000	0	0	0	140,000	
Feasibility Study	0	40,000	0	0	40,000	
Recreation Upgrade	0	0	1,000,000	1,000,000	2,000,000	50,000
<b>TOTAL</b>	<b>140,000</b>	<b>40,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>2,180,000</b>	<b>50,000</b>

**Source of Funds**

Funding Sources	Amount	Status
Council contribution - Lights	45,000	2017/18 Budget
CSRFF Sport and Recreation - Lights	50,000	Funding Application successful – 16/17
Community Clubs – Lights	45,000	Contribution confirmed – 16/17
Council contribution - Upgrade	540,000	Forward Budgets
CSRFF Sport and Recreation - Upgrade	650,000	Funding Application to be submitted
MWDC - Upgrade	300,000	Funding Application to be submitted
Sport & Recreation Upgrade	550,000	Funding application to be submitted

**Project Schedule**

Major Milestones	Date	Output
Funding application	2016/17	Lighting funding received
Install lighting	2017/18	Lights installed
Recreation Centre Development Plan	2018/19	Plan to improve Recreation Centre facility

**Project Resourcing and Skill/Capacity Level**

Resources Required	Level	FTE Estimation
Chief Executive Officer	Manager	0.02
Finance Manager	Manager	0.01
Works Supervisor	Manager	0.01

**Measuring Success**

Outcomes	Tangible indicators of success	Measured by
Increased facility usage	Increase number of events	Event numbers

## Governance and Civic Leadership

A collaborative and innovative community with strong and vibrant leadership.

### Program Area: Governance

This program area includes core services provided to the community to administrate the programs of the Shire and ensure the financial sustainability of the Shire is built into the long-term.

### Program Costs

Cost	2017/18	2018/19	2019/20	2020/21	Total	Recurrent Cost Post 2020/21
	\$	\$	\$	\$	\$	
<b>Annual Program Costs</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>15,000</b>	<b>5,000</b>

### Project Resourcing and Skill/Capacity Level

Resources Required	Level	FTE Estimation
Administration	Chief Executive Officer	0.39
Administration	Finance Manager	0.28
Works & Services	Works Supervisor	0.07
Governance	Governance Officer	0.80
Public Relations	Community Development Officer	0.07

**Project 18: Leadership Support Program****HIGH PRIORITY**

**Project Manager:** CEO Shire of Mingenew  
**External Stakeholders:** Mid West Leadership Program  
**Strategic Plan Link:** 4.1, 4.2

**Project Description****Scope statement:**

Formal and informal leadership training opportunities will be provided to enable succession of leaders through the Council and in key leadership positions within the Community.

**Project outputs:**

- Leadership training program provided each year locally, or 1-2 members of community sponsored to undertake leadership training and bring skills home to community.

**Project outcomes:**

Network of skilled local leaders

**Project Costs**

<b>Cost</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Total</b>	<b>Recurrent Cost Post 2020/21</b>
	\$	\$	\$	\$	\$	
Leadership training	0	5,000	5,000	5,000	15,000	5,000
<b>TOTAL</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>15,000</b>	<b>5,000</b>

**Source of Funds**

<b>Funding Sources</b>	<b>Amount</b>	<b>Status</b>
Council contribution	15,000	Forward budgets

**Project Schedule**

<b>Major Milestones</b>	<b>Date</b>	<b>Output</b>
Advertise to community	2018/19	Expressions of interest received
Source training	2018/19	Training providers identified
Undertake training and keep engagement going	2017 - 2021	At least 1 new leaders per year

**Project Resourcing and Skill/Capacity Level**

<b>Resources Required</b>	<b>Level</b>	<b>FTE Estimation</b>
Chief Executive Officer	Manager	0.01
Community Development	Officer	0.01

**Measuring Success**

<b>Outcomes</b>	<b>Tangible indicators of success</b>	<b>Measured by</b>
Strong leadership	Greater community engagement	Increase number of community events, increased attendance
Proactive Council	Improved relationship Council and community	More interaction between Councillors and community
Greater choice of Councillors	Younger nominees for vacancies	More nominees for vacant seats

**Project Manager:** CEO Shire of Mingenew

**External Stakeholders:**

**Strategic Plan Link:** 4.4, 4.5

**Project Description**

**Scope statement:**

This project includes a range of key activities that will enable the Shire to be a highly professional organisation providing excellence in all areas of governance, management and leadership.

**Project outputs:**

- Staff training and development
- Professional Development opportunities for Councillors
- Mentor community leaders to become Councillors
- Traineeships within the Shire
- Implemented Integrated planning and reporting framework
- Implement annual customer feedback surveys
- Review of Council policies and laws
- Investigate new sources of revenue and income
- Maintain effective and efficient ICT systems
- Maintain links with regional bodies such as MWDC & DSR
- Continue involvement with Main Roads WA through the Regional Road Group

**Project outcomes:**

- Long term sustainable Council

**Project Resourcing and Skill/Capacity Level**

Resources Required	Level	FTE Estimation (each year)
Delivering Quality Services	Chief Executive Officer	0.07
Delivering Quality Services	Finance Manager	0.04
Delivering Quality Services	Works Supervisor	0.04
Delivery Quality Services	Community Development Officer	0.01
Deliver Quality Services	Governance Officer	0.80
Integrated Strategic Planning	Chief Executive Officer	0.05
Integrated Strategic Planning	Finance Manager	0.13

**Measuring Success**

Outcomes	Tangible indicators of success	Measured by
Community satisfaction with Council Leadership, development and services	Community satisfaction	Annual Survey
Long term financial sustainability of Council whilst meeting community needs	Financial strength of Council	Financial ratios



**Project 20: Leadership and Advocacy Role****HIGH PRIORITY****Project Manager:** CEO Shire of Mingenew**External Stakeholders:** All major service providers, State and Australian Government Agencies**Strategic Plan Link:** 4.3**Project Description****Scope statement:**

Continue to lobby and advocate for key government and infrastructure services, help resolve community issues and act on opportunities.

**Project outputs:**

Advocacy on key issues such as:

- Lobby for quality education within region
- Lobby for enhanced power supply
- Lobby for Roads funding
- Advocate and support the maintenance of adequate police and emergency services
- Lobby for regional health infrastructure
- Investigate funding opportunities for key infrastructure projects

**Project outcomes:**

Ensure Agencies and Service providers provide a level of service that meets community needs and expectations.

**Project Resourcing and Skill/Capacity Level**

Resources Required	Level	FTE Estimation
Stakeholder relationships	Chief Executive Officer	0.26
Stakeholder relationships	Finance Manager	0.11
Stakeholder Relationships	Works Supervisor	0.03
Stakeholder Relationships	Community Development Officer	0.05

**Measuring Success**

Outcomes	Tangible indicators of success	Measured by
Agencies and Service Providers meet community needs	Community needs met	Annual community survey

## Resource Capability Assessment

The overall resources required to implement the Corporate Business Plan across the four years are within the capacity of existing staff resources. The FTE requirements for 2016/17 year to implement this plan are:

- Chief Executive Officer 1.00
- Finance Manager 0.48
- Works Supervisor 0.65
- Governance Officer 0.80
- Community Development Officer 0.65

These estimated FTE's are within current staffing allocations and will be able to be delivered within current capacities. The Development Plan for the Shire is very conservative and although it does meet the needs of the community as defined in the Strategic Community Plan, only key priorities will be funded and developed in the next 4 years to ensure the Shire also meets its financial sustainability requirements.

The Shire's key strategy for managing times when demand for key staff exceeds supply is to use a local/regionally based network of contractors who know the Shire, have established relationships with the Council and Senior Staff and can get work completed quickly and on budget. The key issue with this model is the continued loss of corporate knowledge from the Shire, so the depth of the business systems are quite critical to ensure knowledge is captured within each project/contract and as much as possible retained within the Shire knowledge base.

Key issues for the Shire are the key person dependencies created by the flat line and small staff structure. This will create challenges for the Shire in managing succession planning for key roles. The mentoring approach suggested already will be the key management strategy to manage the lack of succession, and to support the building of a regional workforce.

## Financial Estimates

The Financial Estimates in this plan assume the majority contribution for each project occurs through grants funding for capital works. This has been achieved through reducing project scope or delaying projects to future Corporate Business Plan's.

The updated Corporate Business Plan costings have been attached to this Plan as a reference document. The costs are summarised in the table below. The total expenditure under this plan at the time of adoption is as outlined in the following table.

### Costings Summary Corporate Community Plan

	2017/18	2018/19	2019/20	2020/21
<b>Council Contribution</b>	1,180,240	1,010,000	1,090,000	1,585,000
<b>Mid West Dev Comm</b>	125,000	375,000	100,000	300,000
<b>Lotterywest</b>	100,000	5,0000	5,0000	400,000
<b>WA Health Services</b>	190,073		400,000	400,000
<b>Main Roads</b>	3,340,891	700,000	750,000	800,000
<b>Dept of Infrastructure</b>		300,000	300,000	300,000
<b>Royalties for Regions</b>			300,000	
<b>DSR</b>	50000		650,000	550,000
<b>Other</b>	265,235	90000	5,0000	3,550,000
<b>TOTAL</b>	<b>5,251,439</b>	<b>2,525,000</b>	<b>3,690,000</b>	<b>7,885,000</b>

The key impact from the projects is mainly delivered by the Depot Project. All other projects are able to be funded from grants programs or they will not proceed. The Depot Project is internally funded and has a substantial impact on the financial ratios as it will be delivered through an increase in borrowings.

The two key risks that this plan exemplifies is the high degree of dependence upon external revenue sources to develop the community's infrastructure. The second key risk are borrowings and the level of reserve funds. This risk has been addressed through various methods including a debt refinancing, organizational restructure and service delivery reviews carried out in the 2016/17 financial year.

The fiscal outlook for the Shire requires a conservative financial management approach into the future. The Corporate Business Plan has been developed on this basis and will enable the Shire to both meet the needs of the community and improve its long term financial health.

### **Assets of the Shire**

Council provides a range of infrastructure assets to enable services to be delivered to the community.

This plan covers the following assets:-

- Roads comprising roadways (597km),
- Bridges (5), culverts (315),
- Railway crossings (5),
- Road signs (315),
- Floodways (17),
- Footpaths and kerbing

Buildings comprising

- Recreation (12),
- Council/depot (7),
- Public/civic (11) and
- Housing (8)

Other assets covering

- Recreation (12),
- Public/civic (4) and
- Waste (1)

There are two key indicators of cost to provide the services.

- The life cycle cost being the average cost over the life cycle of the asset, and
- The total maintenance and capital renewal expenditure required to deliver existing service levels in the next 10 years covered by Council's long term financial plan.

The life cycle cost to provide the infrastructure service is estimated at \$2,155,379 per annum. Council's planned life cycle expenditure for year 1 of the asset management plan is \$3,971,515, which gives a life cycle sustainability index of 1.84. This figure is somewhat misleading since a significant portion of the amount shown for year 1 relates to flood damage works to be undertaken by the Shire in the 2017/18 financial year. .

## Operational Risk Assessment

The following section outlines key systems, processes and resources of the Shire and assesses the current risks to those areas and proposes mitigation measures to be adopted where impact is high.

<b>Systems</b>			
<b>Risk</b>	<b>Assessment of Risk</b>	<b>Impact</b>	<b>Mitigation</b>
Document Management	The time cost of the document management system is inefficient and frustrating for staff.	<b>HIGH</b> The knowledge base of the organisation is held in the document management system which has not been well maintained in the past.	Invest in electronic data management systems that protect data integrity against individual work practices, establish Standard Operating Procedures and monitor their implementation. All staff to be trained in the system.
Project Management	Projects are managed by staff based upon individual systems and there is no consistent project management system in place	<b>HIGH</b> Projects need to be fully planned to enable most efficient work flows within organisation and community	Project Management Training has been undertaken. Implement electronic project management system and ensure all projects are managed through system.
Stakeholder Management System	Stakeholders are managed by Key staff and Councillors through on going communication, without a clear managed process	<b>MEDIUM</b> The current system works as the organisation is small, however increasing the project load will cause the current system to be put under pressure. Loss of any individual will cause loss of key relationships.	Stakeholder relationships to be managed through an electronic management system which records interactions, relationships and follow-up actions required.
ICT system	Current ICT system is sufficient for current resourcing	<b>MEDIUM</b> ICT systems can quickly reach their tipping point, and the functionality of new technology can greatly enhance workforce productivity	Monitor effectiveness and remote access and communication systems between staff and Councillors.
<b>Processes</b>			
HR Processes	Succession Planning challenging due to size of organisation. Attraction and retention of key staff has been difficult in the region. Active Performance management is required to build the organisational culture that is desired	<b>HIGH</b> Having the right team is critical to any successful organisation. Building that team over time and retaining key skill sets will be essential to build efforts to increase productivity.	Introduce a formalised mentoring approach that supports strong HR management at Senior levels. Implement excellent HR systems. Build the regional workforce in roles that are best delivered at that level. Provide flexible working arrangements for staff, and ensure childcare is provided in the community.
Workforce Planning and Cost Modelling	Key cost of organisation is labour cost and work utilisation of all roles difficult to assess, hence making cost control difficult to implement.	<b>HIGH</b> Some roles can be over-utilised and some under and without appropriate work force planning the mismatch is difficult to detect or remedy.	Effective job planning, detailed job descriptions, and monitoring or work output to be implemented to ensure over and under productivity can be managed.
Skills Development	Skills gaps and development to overcome gaps could be a risk	<b>MEDIUM</b> Over reliance on key staff due to ineffective middle management skills/capacity	Training is up to date in organisation however needs related to Corp Bus Plan and project development/ fundraising to be further developed.

Resources			
Workforce	Capacity to develop a high performing organisation that is highly productive and utilises the core staff cost to the best outcome for the community.	<b>HIGH</b> High performing parts of any organisation are affected by lower performance and the culture is set by the “lowest bar” over time. Building a high performance culture is a function of good systems, modelling behaviour and consistent leadership.	Implement systems to monitor work output and measure performance of all staff. All Senior Staff to display values that show productivity and effectiveness is critical. Ensure staff understand staff costs to community outcomes is important to Council.
Council	The task of balancing fiscal responsibility and responding to the community is a key risk for Council.	<b>HIGH</b> Ongoing good leadership is critical within the Council group, as cohesive responsible decision making will be required for many years.	Community expectations about what Council can deliver need to be managed. All consultation processes need the clear context of the fiscal responsibility required by the Shire.
Asset Base	Depreciating asset base which cannot be maintained on revenue base	<b>MEDIUM</b> Long term the Shire will face increasing challenges to develop new infrastructure or community projects and maintain existing assets.	Rationalise existing asset base at every opportunity and only add high value projects that deliver clear outcomes, including revenue generation opportunities. Continue to invest in regional processes that optimise revenue base of the Shires in the region.

## Internal Analysis

### Required improvements

The following proposed improvements for the internal management of the Shire will support the core goals of developing the community and improving financial sustainability. They relate to the mitigation measures outlined in the risk analysis.

1. Stakeholder relationships to be managed through an electronic management system which records interactions, relationships and follow-up actions required.
2. Monitor effectiveness and remote access and communication systems between staff and Councillors.
3. Introduce a formalised mentoring approach that supports strong HR management at senior levels.
4. Build the regional workforce in roles that are best delivered at that level. Provide flexible working arrangements for staff, and ensure childcare is provided in the community.
5. Effective job planning, detailed job descriptions, and monitoring of work output to be implemented to ensure over and under productivity can be managed.
6. Training is up to date in organisation, however, needs to be related to Corporate Business Plan and project development/ fundraising to be further developed.
7. Implement systems to monitor work output and measure performance of all staff. All Senior Staff to display values that show productivity and effectiveness is critical. Ensure staff understand that staff costs to community outcomes are important to Council.
8. Community expectations about what Council can deliver need to be managed. All consultation processes need the clear context of the fiscal responsibility required by the Shire.
9. Rationalise existing asset base at every opportunity and only add high value projects that deliver clear outcomes, including revenue generation opportunities.
10. Continue to invest in regional processes that optimise revenue base of the Shires in the region

## Measuring our Success

Within each Strategic Theme there are a number of key objectives which have specific measurement criteria which are either output or outcome based. These will be used by the Shire to monitor the achievement of the plan. They will be used to monitor project activity, but not reported on in the Annual Report.

Key Performance measures have been set against the 5 strategy areas. These KPM's are designed to be reported against annually in the Shires Annual Plan. This will enable the community to track progress against the objectives and to also understand the impact of the plan's implementation.

Strategy Number	Strategic Area	Key Performance Measures
1	Infrastructure and Natural Assets	Community satisfaction community services (annual survey) Community satisfaction town amenity (annual survey) Community satisfaction core services eg. Roads, pathways (annual survey)
2	Industry and business development	Land Availability for projects Nil waste targets achieved
3	People and place	Annual community satisfaction with cultural, heritage and recreation services (annual survey)
4	Community capacity	Volunteering rate each census period Community satisfaction with engagement with Council (annual survey)
5	Council's capacity	Improvement in Financial ratios Low employee turnover Successful fundraising for key projects

### Acknowledgements

This plan has been developed with the active assistance of key staff within the Shire of Mingenew. They include the Chief Executive Officer Martin Whitely, Finance Manager Durga Ojha, Works Supervisor Rocky Brennan and Shire Councillors..

### Attachments

Nil

Signed: .....

**Michelle Bagley**  
Shire President

Date: .....

Signed: .....

**Martin Whitely**  
Chief Executive Officer

Date: .....

The Corporate Business plan has been endorsed by the Shire of Mingenew at its' Ordinary Meeting held on  
26 June 2013 – Resolution number 130603  
20 April 2016 – Council Decision 9.1.1  
21 September 2016 – Council Decision 9.1.1  
18 October 2017 – Council Decision 9.1.1

### 9.1.2 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0147  
**Date:** 13 October 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council appoints Bush Fire Officers for the Shire of Mingenew for the 2017/18 fire season.

#### **Attachment**

Nil

#### **Background**

The Mingenew Bush Fire Advisory Meeting was held on Tuesday 26 September 2017. At this meeting the Bush Fire Advisory Committee made recommendations for the appointment of Bush Fire Control Officers including the positions of Chief Fire Control Officer, Deputy Chief Fire Control Officer & Fire Weather Officers.

#### **Comment**

The following positions were endorsed at the Bush Fire Advisory Committee meeting;

#### **Chief Bush Fire Control Officer**

Murray Thomas

#### **Deputy Chief Bush Fire Control Officer**

Nick Duane

#### **Permit Issuing Officers**

Murray Thomas

Martin Whitely

#### **Fire Weather Officers**

Murray Thomas

Martin Whitely

#### **Bush Fire Control Officers**

##### **Mingenew Town**

Captain – Anthony Smyth

Deputy Captain – Trevor Anderson

##### **Yandanooka**

Captain - Nick Duane

Deputy Captain - Justin Bagley

##### **Lockier**

Captain - Daniel Michael

Deputy Captain - Tim Dempster

##### **Guranu**

Captain - Ben Cobley

Deputy Captain – Gavin Elsgood

**Mingenew North**

Captain - Alex Pearse

Deputy Captain - Andrew Green

**Consultation**

Shire of Mingeneew Fire Brigades

**Statutory Environment**

Bush Fire Act 1954

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Community Strategic Plan

Outcome 3.7.3 – Continuously improve emergency services

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.2**

**That Council endorse the recommendations of the Bush Fire Advisory Committee for the relevant Bush Fire Control Officer dignitaries for the 2017/18 fire season as follows;**

**Chief Bush Fire Control Officer – Murray Thomas**

**Deputy Chief Bush Fire Control Officer – Nick Duane**

**Permit Issuing Officers - Murray Thomas & Martin Whitely**

**Fire Weather Officers - Murray Thomas & Martin Whitely**

**Bush Fire Control Officers**

**Mingenew Town**

**Captain – Anthony Smyth**

**Deputy Captain – Trevor Anderson**

**Yandanooka**

**Captain - Nick Duane**

**Deputy Captain - Justin Bagley**

**Lockier**

**Captain - Daniel Michael**

**Deputy Captain - Tim Dempster**

**Guranu**

**Captain - Ben Cobley**

**Deputy Captain – Gavin Elsgood**

**Mingenew North**

**Captain - Alex Pearse**

**Deputy Captain - Andrew Green**



### 9.1.3 TENDER – SUPPLY OF BLUE METAL & BITUMEN

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0113  
**Date:** 13 October 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends the appointment of a suitably qualified contractor for the supply of bitumen and aggregate of the Shire's 2017/18 road program.

#### **Attachment**

A copy of all the submissions received to be circulated prior to the meeting

#### **Background**

Tenders were called for the supply of bitumen and aggregate of the Shire's 2017/18 road program through WALGA eQuotes and close at 12pm on Monday 16 October 2017.

#### **Comment**

A summary of the tender submissions received will be circulated to Council prior to the meeting.

#### **Consultation**

Nil

#### **Statutory Environment**

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

#### **Policy Implications**

Policy No. 3007 – Purchasing Policy

#### **Financial Implications**

All submissions received were within the Shire's budget allocation for the works to be completed.

#### **Strategic Implications**

Community Strategic Plan  
Outcome 2.5.1 – Maintain and improve road assets.

#### **Voting Requirements**

Simple Majority

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

**That Council award the supply of bitumen and aggregate of the Shire's 2017/18 road program.**

#### 9.1.4 SHIRE OFFICE HOURS – CHRISTMAS PERIOD

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0089  
**Date:** 13 October 2017  
**Author:** Martin Whitely, Chief Executive Officer

##### Summary

This report recommends that Council approves the Shire Office to be closed over the Christmas and New Year period.

##### Attachment

Nil

##### Background

During the Christmas and New Year period it is proposed that the Shire Office be closed from 12pm on Friday 22 December 2017 until Friday 5 January 2018, re-opening as per usual on Monday 8 January 2018. This will mean that any payments or licensing will not be processed during this period. This works out to be four normal working days. With sufficient notification the community will be able to make alternate arrangements for licensing and other payments and a skeleton works crew will still be on board during the break for any road maintenance.

##### Comment

Staff will be required to take annual leave or RDO's during this period and the proposed office hours will be as follows;

Wednesday 20 December 2017	8.30am to 5.00pm
Thursday 21 December 2017	8.3am to 5.00pm
Friday 22 December 2017	8.30am to 12.00pm
Saturday 23 December 2017	Closed
Sunday 24 December 2017	Closed
Monday 25 December 2017	Closed
Tuesday 26 December 2017	Closed
Wednesday 27 December 2017	Closed
Thursday 28 December 2017	Closed
Friday 29 December 2017	Closed
Saturday 30 December 2017	Closed
Sunday 31 December 2017	Closed
Monday 1 January 2018	Closed
Tuesday 2 January 2018	Closed
Wednesday 3 January 2018	Closed
Thursday 4 January 2018	Closed
Friday 5 January 2018	Closed
Saturday 6 January 2018	Closed
Sunday 7 January 2018	Closed
Monday 8 January 2018	8.30am to 5.00pm

##### Consultation

Notification of the office opening times will be published in the Mingenew Matters and Shire Office noticeboard in the months leading up to Christmas.

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

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

**That Council;**

- 1. Endorse the Shire Office to be closed for normal business from 12pm on Friday 22 December 2017 through to Friday 5 January 2018 inclusive, and**
- 2. Notification of the office hours over the Christmas period are advertised in the Mingenew Matters**

### 9.1.5 SHIRE OFFICE HOURS – NORMAL OFFICE HOURS

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0089  
**Date:** 13 October 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council approves the Shire Office to change the current office hours.

#### **Attachment**

Nil

#### **Background**

Currently the opening hours for the Shire Office are 9.00am – 4.30pm. Licensing is available to the public from 9.00am – 4.00pm which aligns with the Department of Transport operational times.

#### **Comment**

It is likely that the current office opening hours were endorsed to align with the licensing operating hours at the Department of Transport in Perth. Currently staff are in the office from 8.00am – 5.00pm and the phone lines are answered during this time.

I am recommending that the Shire move the opening time forward to 8.30am and keep the closing time at 4.30pm. This will still allow 30 minutes in the morning prior to opening and 30 minutes after the closing time each day to reconcile the till, licensing, petty cash, etc which will be sufficient time to carry out these duties. Licensing will still only be available from 9.00am – 4.00pm, however opening at 8.30am will allow an additional 30 minutes each day for people to attend the office for non licensing enquiries.

#### **Consultation**

Notification of the new office opening times will be published in the Mingenew Matters and Shire Office noticeboard in the months leading up to Christmas.

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Nil

#### **Voting Requirements**

Simple Majority

#### **OFFICER RECOMMENDATION – ITEM 9.1.5**

**That Council endorse the normal Shire Office opening hours be amended to open at 8.30am and close at 4.30pm Monday to Friday and that public notice is given for the new opening hours.**

### 9.1.6 COMMOM SEAL

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0396  
**Date:** 13 October 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

This report seeks Council endorsement to use the common seal for the purpose of gazetting the local laws endorsed by Council at the September 2017 Ordinary Meeting.

#### Attachment

Nil

#### Background

At the September 2017 Ordinary Meeting Council resolved to adopt local laws in accordance with section 3.12 of the Local Government Act 1995. Part of this process is to have these local laws gazetted which will require the use of the Shire's common seal to be affixed and the documentation signed by the President and Chief Executive Officer.

#### Comment

Section 9.49A of the Local Government Act 1995 requires a document to be executed which contains the common seal to be signed by the President and Chief Executive Officer (or other Senior Employee of which there are none) and to be approved by Council to do so.

#### Consultation

Nil

#### Statutory Environment

Section 9.49A of the Local Government Act 1995 states;

##### **9.49A. Execution of documents**

- (1) A document is duly executed by a local government if —
  - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
  - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
  - (a) the mayor or president; and
  - (b) the chief executive officer or a senior employee authorised by the chief executive officer,each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

*[Section 9.49A inserted by No. 17 of 2009 s. 43.]*

**Policy Implications**

Nil

**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

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

**That Council endorse the common seal to be affixed to the following documents;**

- **Repeal Local Law 2017**
- **Standing Orders Local Law 2017**
- **Cemeteries Local Law 2017**
- **Extractive Industries Local Law 2017**
- **Health Local Law 2017**
- **Fencing Local Law 2017**
- **Animal, Environment and Nuisance Local Law 2017, and**
- **Waste Local Law 2017**

## 9.2 FINANCE

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

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0304  
**Date:** 14 October 2017  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

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

#### Attachment

Finance Report for period ending 30 September 2017

#### Background

The Monthly Financial Report to 30 September 2017 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

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

#### Comment

<b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>	
Municipal Fund & Cash on Hand	\$458,511
3 Month Term Deposit @ 2.45%	\$750,000
3 Month Term Deposit @ 2.45%	\$750,000
Restricted Funds	\$568,498
Trust Fund	\$69,940
Reserve fund (6 Month Term Deposit) @ 2.55%	\$396,475

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 18 October 2017

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 30 September 2017:

Amount	Current	30+ Days	60+ Days	90+ Days	TOTAL
	80,621	3,225	77	704	84,627

Rates Outstanding at 30 September 2017 were:

	September 2017	August 2017
Rates	603,004	1,798,785
Rubbish	23,669	70,850
ESL	7,709	26,482
<b>TOTAL</b>	<b>634,382</b>	<b>1,896,117</b>

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2017/18 financial year.

**Consultation**

Chief Executive Officer

**Statutory Environment**

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

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

(1A) In this regulation —

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

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - (b) budget estimates to the end of the month to which the statement relates; and
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - (b) an explanation of each of the material variances referred to in sub regulation (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 sub regulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

**Policy Implications**

Nil

**Financial Implications**

Financial implications are outlined in comments.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

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

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

# SHIRE OF MINGENEW

## MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 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
Note 1      Significant Accounting Policies	9 - 15
Note 2      Explanation of Material Variances	16
Note 3      Net Current Funding Position	17
Note 4      Cash and Investments	18
Note 5      Budget Amendments	19
Note 6      Receivables	20
Note 7      Cash Backed Reserves	21
Note 8      Capital Disposals	22
Note 9      Rating Information	23
Note 10     Information on Borrowings	24
Note 11     Grants and Contributions	25
Note 12     Trust	26
Note 13     Capital Acquisitions	27-29

## **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 30 September 2017 of \$3,008,825.

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

## **Preparation**

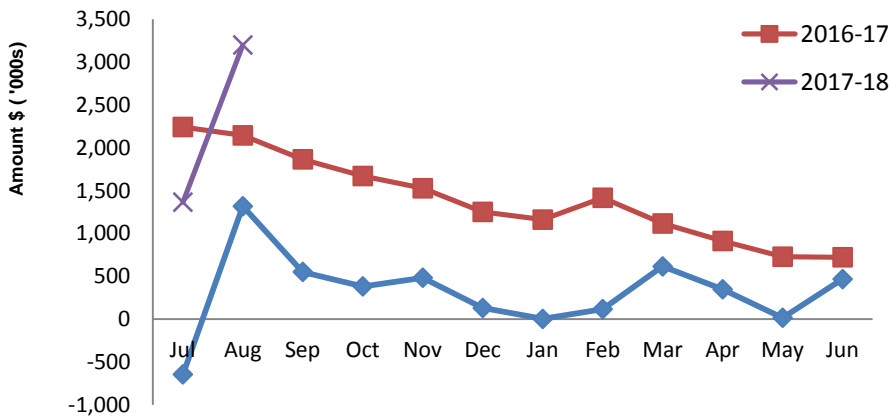
Prepared by: Martin Whitely  
Reviewed by: Martin Whitely  
Date prepared: 14/10/2017

# Shire of Mingenew

## Monthly Summary Information

For the Period Ended 30 September 2017

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



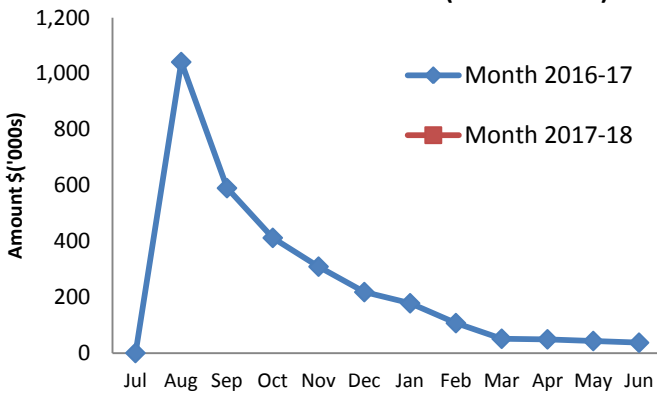
**Cash and Cash Equivalents as at period end**

Unrestricted	\$ 1,958,511
Restricted	\$ 964,973
	<u>\$ 2,923,484</u>

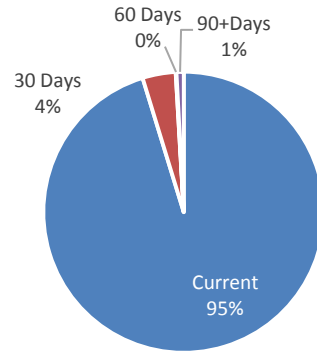
**Receivables**

Rates	\$ 634,382
Other	\$ 84,627
	<u>\$ 719,009</u>

**Rates Receivable (Refer Note 6)**



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



**Comments**

Rates were issued on 20 August 2017.  
 First instalment was due 29 September 2017.  
 Second Instalment was due 30 November 2017  
 Third instalment was due 31 January 2018  
 4th & Final instalment was due 1 April 2018

**SUMMARY OF BILLING**

Rates	1,816,567
Rubbish	71,291
ESL	27,450
	<u>1,915,308</u>

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

# Shire of Mingenew

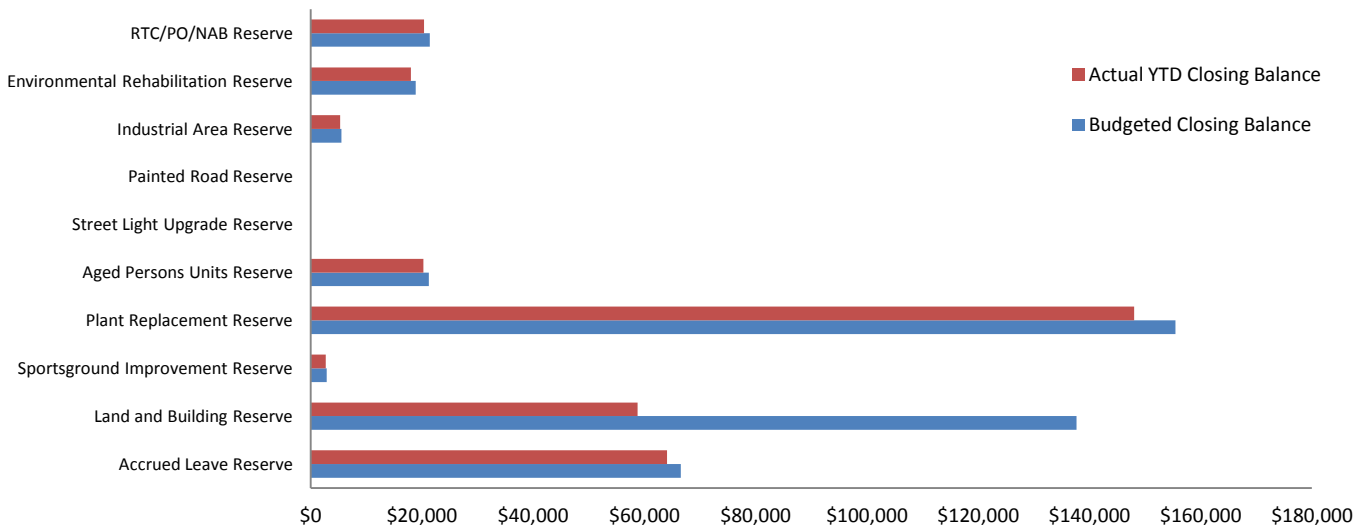
## Monthly Summary Information

For the Period Ended 30 September 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.

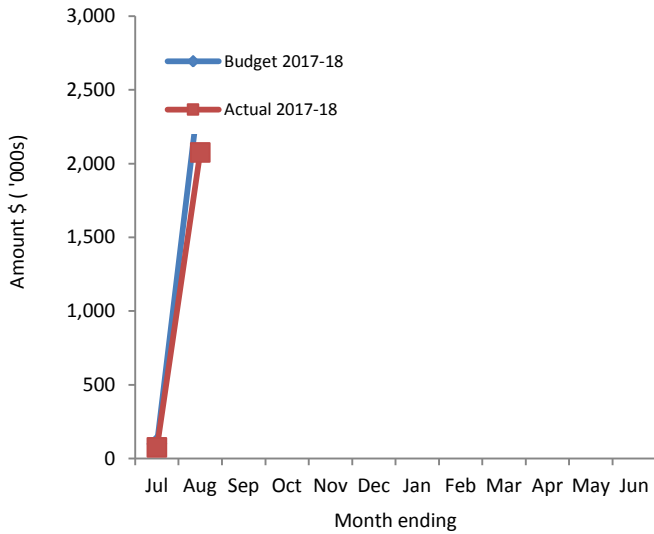
# Shire of Mingenew

## Monthly Summary Information

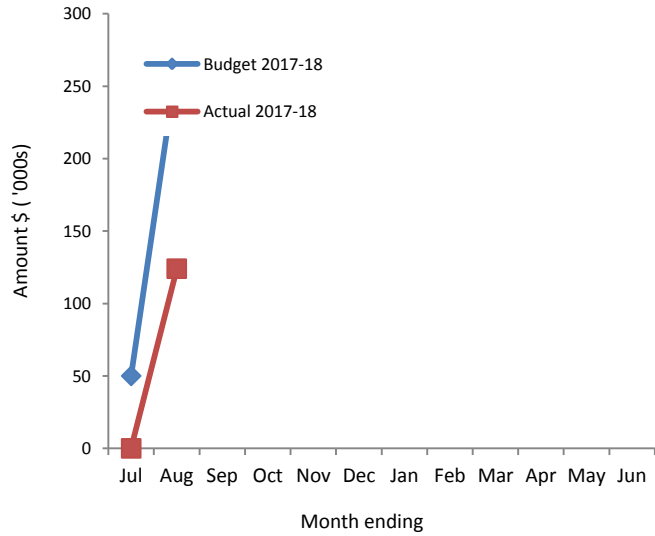
For the Period Ended 30 September 2017

### Revenues

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

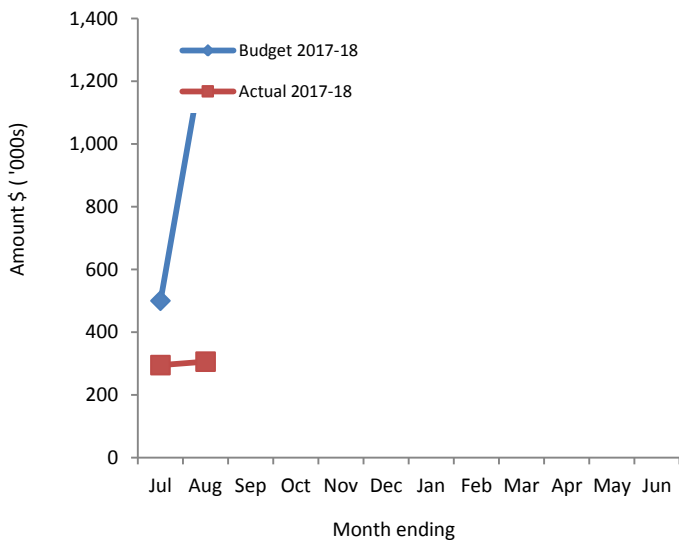


Budget Capital Revenue -v- Actual (Refer Note 2)

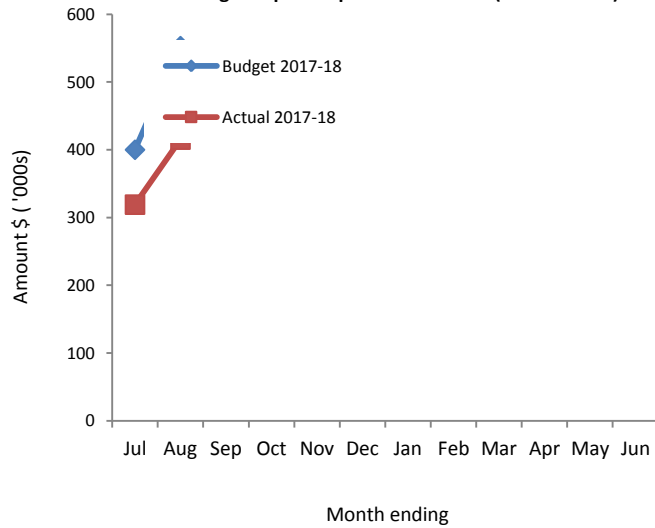


### Expenditure

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 30 September 2017**

Note	2017/18 Original Budget (a)	2017/18 YTD Budget (a)	2017/18 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>	\$	\$	\$	\$	%	
General Purpose Funding	2,018,070	1,867,694	1,899,721	32,027	1.71%	
Governance	12,586	3,144	3,020	(124)	(3.94%)	
Law, Order and Public Safety	60,874	7,716	447	(7,269)	(94.21%)	
Health	371	90	45	(45)	(49.50%)	
Education and Welfare	3,755	933	0	(933)	(100.00%)	
Housing	104,924	26,220	25,938	(282)	(1.08%)	
Community Amenities	83,595	77,625	76,773	(852)	(1.10%)	
Recreation and Culture	38,665	9,660	32,329	22,669	234.67%	▲
Transport	3,372,042	843,006	101,309	(741,697)	(87.98%)	▼
Economic Services	11,355	2,826	3,369	543	19.21%	
Other Property and Services	157,475	39,360	18,909	(20,451)	(51.96%)	▼
<b>Total Operating Revenue</b>	<b>5,863,712</b>	<b>2,878,274</b>	<b>2,161,861</b>	<b>(748,440)</b>		
<b>Operating Expense</b>						
General Purpose Funding	(47,511)	(11,871)	(10,368)	1,503	12.66%	▲
Governance	(205,931)	(103,158)	(181,931)	(78,773)	(76.36%)	▼
Law, Order and Public Safety	(124,627)	(31,131)	(26,933)	4,198	13.49%	▲
Health	(111,511)	(27,855)	(14,207)	13,648	49.00%	▲
Education and Welfare	(76,019)	(18,984)	(11,009)	7,975	42.01%	▲
Housing	(163,757)	(40,893)	(33,746)	7,147	17.48%	▲
Community Amenities	(314,842)	(72,423)	(65,329)	7,094	9.79%	
Recreation and Culture	(895,693)	(223,875)	(261,709)	(37,834)	(16.90%)	▼
Transport	(5,227,876)	(1,306,893)	(442,337)	864,556	66.15%	▲
Economic Services	(400,524)	(100,086)	(63,827)	36,259	36.23%	▲
Other Property and Services	(114,012)	(28,455)	163,435	191,890	674.36%	▲
<b>Total Operating Expenditure</b>	<b>(7,682,303)</b>	<b>(1,965,624)</b>	<b>(947,961)</b>	<b>1,017,663</b>		
<b>Funding Balance Adjustments</b>						
Add back Depreciation	2,190,310	547,566	436,762	(110,804)	(20.24%)	▼
Adjust (Profit)/Loss on Asset Disposal	(40,000)	0	0	0		
Adjust Provisions and Accruals	0	0	0	0		
<b>Net Cash from Operations</b>	<b>331,719</b>	<b>1,460,216</b>	<b>1,650,662</b>	<b>158,419</b>		
<b>Capital Revenues</b>						
Grants, Subsidies and Contributions	1,429,305	243,567	326,984	83,417	34.25%	▲
Proceeds from Disposal of Assets	365,650	102,246	4,545	(97,701)	(95.55%)	▼
<b>Total Capital Revenues</b>	<b>1,794,955</b>	<b>345,813</b>	<b>331,530</b>	<b>(14,283)</b>		
<b>Capital Expenses</b>						
Land Held for Resale	(200,000)	(49,998)	0	49,998	100.00%	▲
Land and Buildings	(867,720)	(141,894)	(212,072)	(70,178)	(49.46%)	▼
Infrastructure - Roads	(1,177,100)	(294,249)	(300,627)	(6,378)	(2.17%)	
Infrastructure - Other	(617,000)	(154,227)	(157,164)			
Plant and Equipment	(742,364)	(185,583)	(24,909)	160,674	86.58%	▲
Furniture and Equipment	(21,000)	(5,247)	0	5,247	100.00%	▲
<b>Total Capital Expenditure</b>	<b>(3,625,184)</b>	<b>(831,198)</b>	<b>(694,772)</b>	<b>139,363</b>		
<b>Net Cash from Capital Activities</b>	<b>(1,830,229)</b>	<b>(485,385)</b>	<b>(363,242)</b>	<b>125,080</b>		
<b>Financing</b>						
Transfer from Reserves	0	0	0	0		
Proceed from new debenture	85,507	0	0	0		
Repayment of Debentures	(150,774)	0	0	0		
Transfer to Reserves	(125,510)	0	0	0		
<b>Net Cash from Financing Activities</b>	<b>(190,777)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Net Operations, Capital and Financing</b>	<b>(1,689,287)</b>	<b>974,831</b>	<b>1,287,420</b>	<b>283,499</b>		
<b>Opening Funding Surplus(Deficit)</b>	<b>1,722,222</b>	<b>1,722,222</b>	<b>1,721,405</b>	<b>(817)</b>	<b>(0.05%)</b>	
<b>Closing Funding Surplus(Deficit)</b>	<b>32,937</b>	<b>2,697,053</b>	<b>3,008,825</b>	<b>282,682</b>		

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

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

**SHIRE OF MINGENEW**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 September 2017**

	Note	2017/18 Original Budget (a)	2017/18 YTD Budget (a)	2017/18 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
<b>Operating Revenues</b>							
Rates	9	\$ 1,816,567	\$ 1,817,324	\$ 1,816,568	(756)	(0.04%)	
Operating Grants, Subsidies and Contributions	11	3,023,945	748,473	75,651	(672,822)	(89.89%)	▼
Fees and Charges		257,210	121,002	146,462	25,460	21.04%	▲
Interest Earnings		65,440	16,344	10,984	(5,360)	(32.80%)	
Other Revenue		660,550	165,132	112,197	(52,935)	(32.06%)	▼
Profit on Disposal of Assets	8	40,000	9,999	0			
<b>Total Operating Revenue</b>		<b>5,863,712</b>	<b>2,878,274</b>	<b>2,161,861</b>	<b>(706,414)</b>		
<b>Operating Expense</b>							
Employee Costs		(1,456,983)	(364,092)	(150,349)	213,743	58.71%	▲
Materials and Contracts		(3,097,470)	(809,307)	(188,589)	620,718	76.70%	▲
Utility Charges		(136,355)	(34,062)	(17,364)	16,698	49.02%	▲
Depreciation on Non-Current Assets		(2,190,310)	(547,566)	(436,762)	110,804	20.24%	▲
Interest Expenses		(22,523)	(5,613)	(2,640)	2,973	52.96%	▲
Insurance Expenses		(91,762)	(33,275)	(65,275)	(32,000)	(96.17%)	▼
Other Expenditure		(686,900)	(171,709)	(86,982)	84,727	49.34%	▲
Loss on Disposal of Assets	8	0	0	0			
<b>Total Operating Expenditure</b>		<b>(7,682,303)</b>	<b>(1,965,624)</b>	<b>(947,961)</b>	<b>1,017,663</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		2,190,310	547,566	436,762	(110,804)	(20.24%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(40,000)	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Cash from Operations</b>		<b>331,719</b>	<b>1,460,216</b>	<b>1,650,662</b>	<b>200,445</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	1,429,305	243,567	326,984	83,417	34.25%	▲
Proceeds from Disposal of Assets	8	365,650	102,246	4,545	(97,701)	(95.55%)	▼
<b>Total Capital Revenues</b>		<b>1,794,955</b>	<b>345,813</b>	<b>331,530</b>	<b>(14,283)</b>		
<b>Capital Expenses</b>							
Land Held for Resale	13	(200,000)	(49,998)	0	49,998	100.00%	▲
Land and Buildings	13	(867,720)	(141,894)	(212,072)	(70,178)	(49.46%)	▼
Infrastructure - Roads	13	(1,177,100)	(294,249)	(300,627)	0	0	
Infrastructure - Other	13	(617,000)	(154,227)	(157,164)			
Plant and Equipment	13	(742,364)	(185,583)	(24,909)	160,674	86.58%	▲
Furniture and Equipment	13	(21,000)	(5,247)	0	5,247	100.00%	▲
<b>Total Capital Expenditure</b>		<b>(3,625,184)</b>	<b>(831,198)</b>	<b>(694,772)</b>	<b>145,741</b>		
<b>Net Cash from Capital Activities</b>		<b>(1,830,229)</b>	<b>(485,385)</b>	<b>(363,242)</b>	<b>131,458</b>		
<b>Financing</b>							
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups	10	85,507	0	0	0		
Repayment of Debentures	10	(150,774)	0	0	0		
Transfer to Reserves	7	(125,510)	0	0	0		
<b>Net Cash from Financing Activities</b>		<b>(190,777)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,689,287)</b>	<b>974,831</b>	<b>1,287,420</b>	<b>331,903</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,722,222</b>	<b>1,722,222</b>	<b>1,721,405</b>	<b>(817)</b>	<b>(0.05%)</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>32,937</b>	<b>2,697,053</b>	<b>3,008,825</b>	<b>331,086</b>		

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

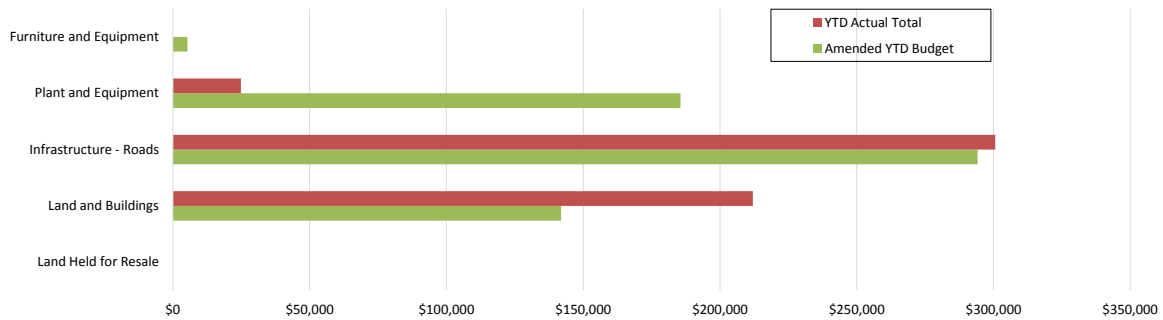
This statement is to be read in conjunction with the accompanying Financial Statements and notes.



**SHIRE OF MINGENEW**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 30 September 2017

		YTD 30 09 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	\$ 0	\$ 0	\$ 0	\$ 0	\$ 200,000	\$ 0
Land and Buildings	13	212,072		212,072	141,894	867,720	70,178
Infrastructure - Roads	13	300,627		300,627	294,249	1,177,100	6,378
Infrastructure -Other	13	157,164		157,164	154,227	617,000	2,937
Plant and Equipment	13	24,909		24,909	185,583	742,364	(160,674)
Furniture and Equipment	13	0		0	5,247	21,000	(5,247)
<b>Capital Expenditure Totals</b>		<b>694,772</b>	<b>0</b>	<b>694,772</b>	<b>781,200</b>	<b>3,625,184</b>	<b>(86,428)</b>

Capital Expenditure Program YTD



**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 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 30 September 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 30 September 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 30 September 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 30 September 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 30 September 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 30 September 2017**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(s) Reporting Programs (Continued)**

**EDUCATION AND WELFARE**

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

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.



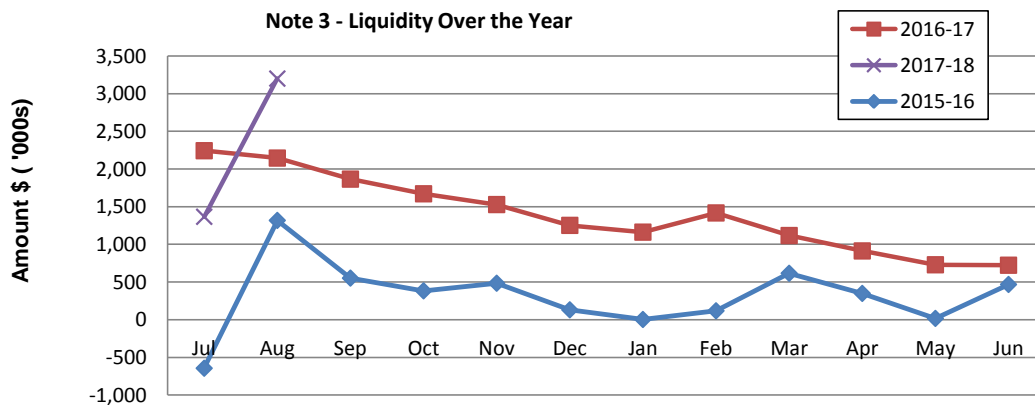
**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
General Purpose Funding	32,027	1.71%			Nil
Governance	(124)	(3.94%)			Nil
Law, Order and Public Safety	(7,269)	(94.21%)			Nil
Health	(45)	(49.50%)			Nil
Education and Welfare	(933)	(100.00%)			Nil
Housing	(282)	(1.08%)			Nil
Community Amenities	(852)	(1.10%)			Nil
Recreation and Culture	22,669	234.67%	▲		Nil
Transport	(741,697)	(87.98%)	▼		Timing of receiving flood damage grants
Economic Services	543	19.21%			Nil
Other Property and Services	(20,451)	(51.96%)	▼		Nil
<b>Operating Expenses</b>					
General Purpose Funding	1,503	12.66%	▲		Nil
Governance	(78,773)	(76.36%)	▼		ABC Allocations
Law, Order and Public Safety	4,198	13.49%	▲		Nil
Health	13,648	49.00%	▲		Nil
Education and Welfare	7,975	42.01%	▲		Nil
Housing	7,147	17.48%	▲		Nil
Community Amenities	7,094	9.79%			Nil
Recreation and Culture	(37,834)	(16.90%)	▼		Nil
Transport	864,556	66.15%	▲		Flood damage works
Economic Services	36,259	36.23%	▲		Tourism area promotion
Other Property and Services	191,890	674.36%	▲		Plant & Overhead Allocations
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	83,417	34.25%	▲		Timing of receiving RRG grants
Proceeds from Disposal of Assets	(97,701)	(95.55%)	▼		Timing of disposal of assets
<b>Capital Expenses</b>					
Land Held for Resale	49,998	100.00%	▲		Industrial subdivision allocation
Land and Buildings	(70,178)	(49.46%)	▼		Independent Living Units
Infrastructure - Roads	(6,378)	(2.17%)			Nil
Infrastructure - Footpaths	0				Nil
Infrastructure - Drainage & Culverts	0				Nil
Infrastructure - Aerodromes	0				Nil
Plant and Equipment	160,674	86.58%	▲		Timing of purchases
Furniture and Equipment	5,247	100.00%	▲		Timing of purchases
<b>Financing</b>					
Loan Principal	0				Nil

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2017**

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 30 Sep 2017	30th June 2017	YTD 30 Sep 2016
		\$	\$	\$
<b>Current Assets</b>				
Cash - Unrestricted	4	1,958,511	1,276,249	1,504,697
Cash - Restricted Reserves	4	396,475	396,475	309,270
Cash - Restricted Unspent Grants		568,498	568,498	216,626
Investments		0	0	0
Rates - Current	6	634,382	83,832	688,298
Sundry Debtors	6	84,627	79,873	55,908
Provision for Doubtful Debts		(1,585)	(1,585)	(1,585)
ESL Levy		0	0	0
GST Receivable		45,175	30,077	18,113
Receivables - Other		0	0	0
Inventories - Fuel & Materials		3,197	3,197	9,087
Inventories - Land Held for Resale		40,394	40,394	80,788
		3,729,674	2,477,010	2,881,202
<b>Current Liabilities</b>				
Sundry Creditors		(201,213)	(261,624)	(85,372)
GST Payable		(35,527)	(29,012)	(18,451)
PAYG		(33,993)	(12,709)	(7,241)
Accrued Interest on Debentures		(11,269)	(13,414)	0
Accrued Salaries & Wages		(1,977)	(1,977)	(1,977)
Current Employee Benefits Provision		(231,014)	(231,014)	(261,493)
Current Loan Liability		(150,775)	(150,775)	(113,346)
		(665,769)	(700,525)	(487,880)
<b>NET CURRENT ASSETS</b>		<b>3,063,905</b>	<b>1,776,485</b>	<b>2,393,322</b>
<b>Less:</b>				
Cash - Restricted Reserves		(396,475)	(396,475)	(309,270)
Inventories - Land Held for Resale		(40,394)	(40,394)	(80,788)
<b>Add Back:</b>				
Current Loan Liability		150,775	150,775	113,346
Cash Backed Employee Provisions	7	231,014	231,014	261,493
<b>Net Current Funding Position (Surplus / Deficit)</b>		<b>3,008,825</b>	<b>1,721,405</b>	<b>2,378,103</b>



**Comments - Net Current Funding Position**

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2017**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
3 Month term Deposit	2.45%	1,500,000			1,500,000	NAB	31 December 2017
Municipal Bank Account	1.25%	458,211	568,498		1,026,709	NAB	At Call
Trust Bank Account	1.25%			69,940	69,940	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	2.55%	0	396,475		396,475	NAB	30 December 2017
<b>(b) Term Deposits</b>							
Short Term Deposits	0.00%	0	0		0		
<b>Total</b>		<b>458,511</b>	<b>964,973</b>	<b>69,940</b>	<b>2,993,424</b>		

**Comments/Notes - Investments**

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

**Restricted Cash**

**(1) Municipal Fund**

Purpose for Funds Being Restricted	Funding Organisation	Due Date to be Expended	Amount
1 Various Roads	Roads to Recovery	30 June 2019	151,206
2 Town Revitalisation Plan	Department of Planning	30 June 2018	60,000
3 Town Planning Scheme	Department of Planning	30 June 2018	25,000
4 Special Purpose Grants - Bridges	Financial Assistance Grants	30 June 2018	210,000
5 Mingenew Transfer Station	Mid West Development Commission	31 December 2017	45,000
6 Mingenew Museum	Mid West Development Commission	31 December 2017	13,712
7 Little Well Reserve	Lotterywest	30 June 2018	13,580
8 Recreation Oval Lights	DSR	43,100	50,000
<b>Sub-total</b>			<b>568,498</b>

**Shire of Mingenew**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 30 September 2017**

**Note 5: BUDGET AMENDMENTS**

**udget since budget adoption. Surplus/(Deficit)**

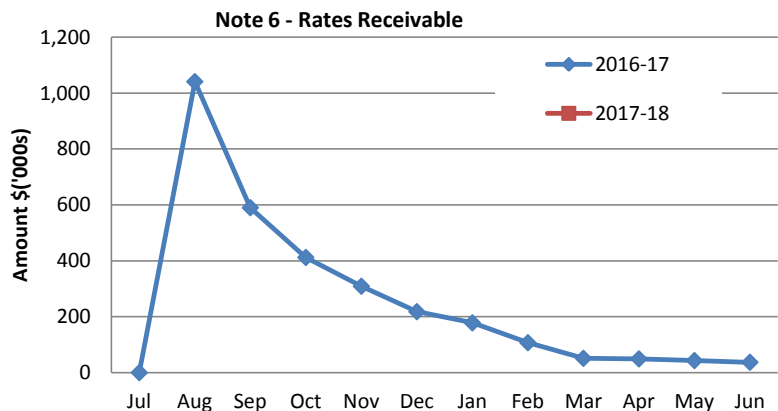
GL Account / Job No.	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption</b> Actual Opening value as per audited financial report 30/6/2017		Opening Surplus(Deficit)	\$	\$	\$	\$
							<b>1,722,222</b>
							<b>1,722,222</b>
	<b>Amended Budget Cash Position as per Council Resolution</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>1,722,222</b>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2017**

**Note 6: RECEIVABLES**

**Receivables - Rates & Rubbish Receivable**

	<b>YTD 30 Sep 2017</b>	<b>30 June 2016</b>
Opening Arrears Previous Years	\$ 83,832	\$ 83,832
Levied this year	1,852,748	1,757,549
<u>Less</u> Collections to date	<b>(1,302,198)</b>	<b>(1,757,549)</b>
Equals Current Outstanding	<b>634,382</b>	<b>83,832</b>
<b>Net Rates Collectable</b>	<b>634,382</b>	<b>83,832</b>
% Collected	67.24%	95.45%



**Comments/Notes - Receivables Rates**

Instalment Due Dates:

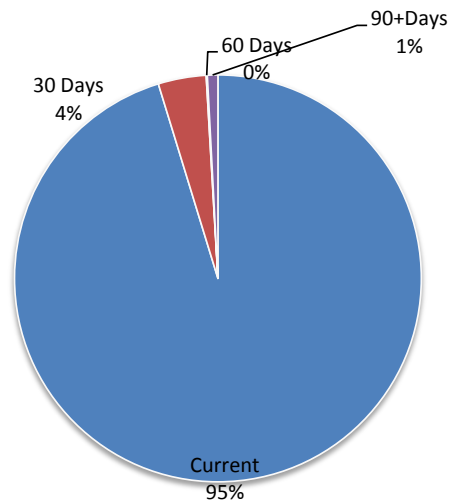
Instalment 1	30-Sep-17
Instalment 2	30-Nov-17
Instalment 3	31-Jan-18
Instalment 4	1-Apr-18

**Receivables - General**

	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+Days</b>
Receivables - General	\$ 80,621	\$ 3,225	\$ 77	\$ 704
<b>Total Receivables General Outstanding</b>				<b>84,627</b>

Arr

**Note 6 - Accounts Receivable (non-rates)**



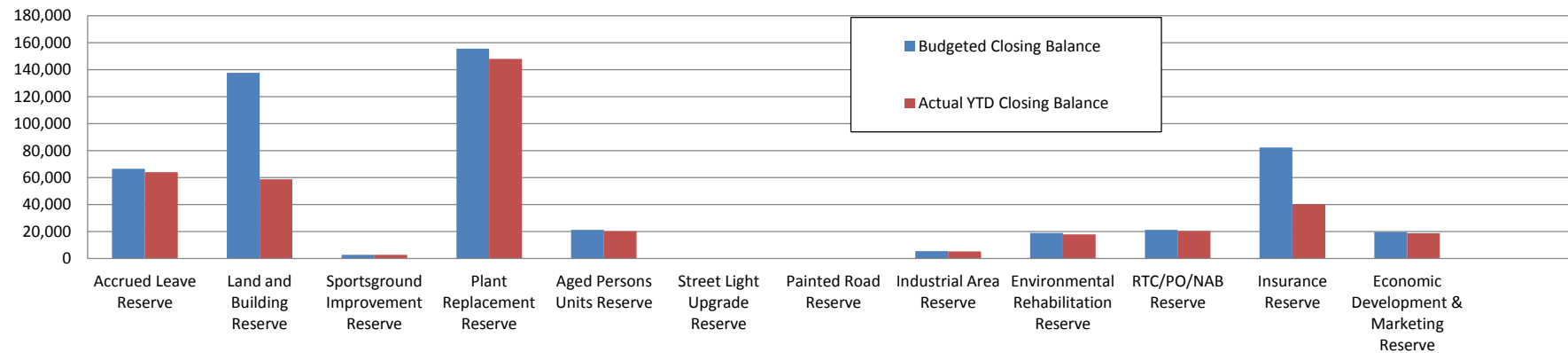
**Comments/Notes - Receivables General**

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 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	64,065	1,250	0	1,250	0	0			66,565	64,065
Land and Building Reserve	58,767	1,450	0	77,450	0	0			137,667	58,767
Sportsground Improvement Reserve	2,725	60	0	60	0	0	0		2,845	2,725
Plant Replacement Reserve	148,056	3,700	0	3,700	0	0	0		155,456	148,056
Aged Persons Units Reserve	20,230	500	0	500	0	0	0		21,230	20,230
Street Light Upgrade Reserve	0	0	0	0	0	0	0		0	0
Painted Road Reserve	0	0	0	0	0	0	0		0	0
Industrial Area Reserve	5,287	125	0	125	0	0	0		5,537	5,287
Environmental Rehabilitation Reserve	18,002	450	0	450	0	0	0		18,902	18,002
RTC/PO/NAB Reserve	20,382	500	0	500	0	0	0		21,382	20,382
Insurance Reserve	40,243	1,000	0	41,000	0	0	0		82,243	40,243
Economic Development & Marketing Reserve	18,719	475	0	475	0	0	0		19,669	18,719
	0			0	0	0	0			
	<b>396,475</b>	<b>9,510</b>	<b>0</b>	<b>125,510</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>531,495</b>	<b>396,475</b>

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



**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2017**

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 09 2017			
					2017/18 Budget Profit/(Loss)	2017/18 Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
0			0	<b>Plant and Equipment</b>				
			0	CEO Vehicle		0		
			0	DCEO Vehicle		0	0	
			0	Works Manager Vehicle		0	0	
0	0	0	0		0	0	0	

**Comments - Capital Disposal/Replacements**

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 2017

**9. RATING INFORMATION**

RATE TYPE	Rate in \$	Number of properties	Rateable value \$	2017/18 interim rates \$	2017/18 back rates \$	Actual Rate Revenue \$	2017/18 Budgeted rate revenue \$	2017/18 Budgeted interim rates \$	2017/18 Budgeted back rates \$	2017/18 Budgeted total revenue \$
<b>General rate</b>										
GRV - Mingenew	0.145400	129	1,131,000	0	0	164,447	164,447	0	0	164,447
GRV - Yandanooka	0.145400	2	13,884	0	0	2,019	2,019	0	0	2,019
GRV- Commercial	0.145400	14	349,700			50,846	50,846			50,846
GRV - Industrial	0.145400	1	12,480			1,815	1,815			1,815
UV Rural & Mining	0.013350	120	110,861,500			1,480,001	1,480,001			1,480,001
UV Mining	0.013350	0	0			0	0			0
<b>Sub-Totals</b>		266	112,368,564	0	0	1,699,128	1,699,128	0	0	1,699,128
<b>Minimum payment \$</b>										
<b>Minimum payment</b>										
GRV - Mingenew	682	64	28,026	0	0	43,648	43,648	0	0	43,648
GRV - Yandanooka	682	0	0	0	0	0	0	0	0	0
GRV- Commercial	682	9	6,200			6,138	6,138			6,138
GRV - Industrial	682	2	1,850			1,364	1,364			1,364
UV Rural & Mining	1025	23	671,100			23,575	23,575			23,575
UV Mining	1025	8	39,885			8,200	8,200			8,200
<b>Sub-Totals</b>		106	747,061	0	0	82,925	82,925	0	0	82,925
		<b>372</b>	<b>113,115,625</b>	<b>0</b>	<b>0</b>	<b>1,782,053</b>	<b>1,782,053</b>	<b>0</b>	<b>0</b>	<b>1,782,053</b>
Discounts/concessions (Refer note 13)						(1,009)				(1,009)
<b>Total amount raised from general rates</b>						<b>1,781,044</b>				<b>1,781,044</b>
Specified area rates (Refer note 10)						0				0
Ex Gratia Rates						35,524				35,523
<b>Total rates</b>						<b>1,816,568</b>				<b>1,816,567</b>



**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 2017

**10. INFORMATION ON BORROWINGS**

**(a) Debenture Repayments**

Particulars	Principal 1-Jul-17	Refinancing Cost	Principal Repayments		Principal Outstanding		Interest Repayments	
			YTD Actual	YTD Budget	YTD Actual	Budget	YTD Actual	Budget
			\$	\$	\$	\$	\$	\$
<b>Education &amp; Welfare</b>								
Loan 137 - Senior Citizens Buildings	91,633	11,102	0	19,576	0	72,057	312	3,088
<b>Housing</b>								
Loan 133 - Triplex	61,766	7,483	0	13,195	0	48,571	218	1,967
Loan 134 - SC Housing	46,481	5,631	0	9,930	0	36,551	163	1,499
Loan 136 - Staff Housing	110,736	13,416	0	23,656	0	87,080	382	3,738
Loan 142 - Staff Housing	56,153	6,803	0	11,996	0	44,157	199	1,726
<b>Recreation &amp; Culture</b>								
Loan 138 - Pavilion Fitout	87,967	10,658	0	18,792	0	69,175	299	2,964
<b>Transport</b>								
Loan 139 - Roller	24,255	2,939	0	5,182	0	19,073	115	727
Loan 141 - Grader	82,243	9,964	0	17,570	0	64,673	317	2,523
Loan 143 - 2 x Trucks	0		0	0	0	0	60	0
Loan 144 - Side Tipping Trailer	56,154	6,803	0	11,996	0	44,158	199	1,726
Loan 145 - Drum Roller	88,381	10,708	0	18,881	0	69,500	376	2,565
	705,769	85,507	0	150,774	0	554,995	2,640	22,523

All debenture repayments were financed by general purpose revenue.

**(b) New Debentures**

Nil

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 2017

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2017-18 Forecast Budget	2017-18 Original Budget	Variations Additions (Deletions)	Operating 2017/18 Budget	Capital 2017/18 Budget	Recoup Status	
								2017-18 YTD Actual	2017-18 YTD Budget
		(Y/N)	\$	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>									
Financial Assistance Grant - Roads	Grants Commission	Y	167,449	167,449	0	0	167,449	37,179	41,862
Financial Assistance Grant - General	Grants Commission	Y	142,313	142,313	0	142,313	0	32,436	35,577
<b>LAW, ORDER, PUBLIC SAFETY</b>									
ESL Administration Grant	Department of Fire & Emergency Services	Y	4,000	4,000	0	4,000	0	0	999
ESL Annual Grant	Department of Fire & Emergency Services	Y	23,194	23,194	0	23,194	0	0	5,799
Bushfire Management Plan	Department of Fire & Emergency Services	Y	30,000	30,000	0	30,000	0	0	0
<b>HEALTH</b>									
Nil		N	0	0	0	0	0	0	0
<b>EDUCATION &amp; WELFARE</b>									
Seniors Week Grant	COTAWA	N	1,000	1,000	0	1,000	0	0	249
Community Christmas Tree	CBH	N	2,000	2,000	0	2,000	0	0	498
<b>HOUSING</b>									
Independent Living Units	WCHS	Y	0	0	0	0	0	0	0
<b>COMMUNITY AMENITIES</b>									
Thank a Volunteer Day	Department of Local Government & Communities	N	2,000	2,000	0	1,000	0	0	0
Transfer Station	Mid West Development Commission	Y	5,000	5,000	0	0	5,000	0	1,248
<b>RECREATION AND CULTURE</b>									
Museum	MWDC	N	1,523	1,523	0	0	1,523	0	378
Museum	Museum Committee	Y	5,000	5,000	0	0	0	0	1,248
Enanty Barn	TBA	N	0	0	0	0	0	0	0
Littlewell	TBA	N	0	0	0	0	0	0	0
Railway Station	Lotterywest (Town Hall)	N	210,000	210,000	0	0	210,000	0	0
Railway Station	Lotterywest	N	35,000	35,000	0	0	35,000	0	8,748
Football Oval Lights	DSR	Y	200,000	200,000	0	0	200,000	0	0
Football Oval Lights	Football Club	Y	30,000	30,000	0	0	0	0	0
Expo for lighting Tower	Expo Lights	Y	15,000	15,000	0	0	45,000	0	0
Hockey Oval Lights	Hockey Club	Y	0	0	0	0	0	0	0
<b>TRANSPORT</b>									
Flood Damage Funding	WADRRRA	Y	2,759,248	2,759,248	0	2,759,248	0	0	689,811
Direct Grant	Main Roads WA	Y	41,594	41,594	0	41,594	0	0	10,398
Blackspot Funding	Main Roads WA	Y	0	0	0	0	0	0	0
Regional Road Group	Main Roads WA	Y	515,333	515,333	0	0	515,333	202,484	128,832
Financial Assistance Special Grant - Bridge	Department of Infrastructure	Y	0	0	0	0	0	124,500	0
Roads To Recovery	Department of Infrastructure	Y	0	0	0	0	0	0	0
Street Lighting	Main Roads WA	Y	2,500	2,500	0	2,500	0	0	624
<b>ECONOMIC SERVICES</b>									
Mingenev Hill Walk Trail	TBA	N	0	0	0	0	0	0	0
<b>OTHER PROPERTY &amp; SERVICES</b>									
Industrial Subdivision	Mid West Development Commission	N	150,000	150,000	0	0	150,000	0	62,499
Rural Residential Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
<b>TOTALS</b>			<b>4,442,154</b>	<b>4,442,154</b>	<b>0</b>	<b>3,006,849</b>	<b>1,429,305</b>	<b>396,599</b>	<b>988,770</b>
Operating	Operating		3,012,849	3,012,849	0	3,006,849	0	156,936	745,203
Non-Operating	Non-operating		1,429,305	1,429,305	0	0	1,429,305	239,663	243,567
Contribution & Reimbursement	Operating & Non Operating		11,096	11,096				6,036	
			<u>4,453,250</u>	<u>4,453,250</u>				<u>402,635</u>	<u>988,770</u>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 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 17	Amount Received	Amount Paid	Closing Balance 30-Sep-17
	\$	\$	\$	\$
BCITF Levy	0	495	0	495
BRB Levy	4	511	(458)	57
Autumn Committee	974	0	0	974
Community Bus	2,200	400	(400)	2,200
ANZAC Day Breakfast Donation	501	0	0	501
Building Relocation Bond	1,000	0	0	1,000
Mid West Industry Road Safety Alliance	21,294	63,700	(32,020)	52,974
Mingeneew Cemetery Group	4,314	0	0	4,314
Bonds		145	(145)	0
Housing Bonds	1,428			1,428
Cool Room Bond	530			530
Outdoor Camera Bond	350			350
Animal Trap Bond	0	100	0	100
Projector Screen	0	0	(100)	(100)
Other Bonds	200			200
Rates Incentive Prizes	100	0	0	100
Sinosteel Community Trust Fund	0	0	0	0
Tree Planter - LCDC	88	0	0	88
Weary Dunlop Memorial	87	0	0	87
Mingeneew P & C - NBN Rental	0	0	0	0
Joan Trust	2,161	0	0	2,161
Youth Advisory Council	746	0	0	746
Centenary Committee	897	0	0	897
Community Christmas Tree	432	0	0	432
Silverchain Committee	0	0	0	0
Seniors Donations	50	0	0	50
	<b>37,356</b>	<b>65,351</b>	<b>(33,123)</b>	<b>69,585</b>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 2017

**Note 13: CAPITAL ACQUISITIONS**

Infrastructure Assets		Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under
Land Held for Resale						
Community Amenities						
Other Property & Services						
Industrial Area Development	4504	200,000	200,000	49,998	0.00	200,000
<b>Total Land Held for Resale</b>		<b>200,000</b>	<b>200,000</b>	<b>49,998</b>	<b>0</b>	<b>200,000</b>
<b>Land &amp; Buildings</b>						
Shire Office	A001	10,000	10,000	2,499	0.00	10,000
Child Care Facility	0075	20,000	20,000	4,998	0.00	20,000
Lot 66 Shenton Street	H001	5,000	5,000	1,248	0.00	5,000
13 Moore Street	H005	5,000	5,000	1,248	0.00	5,000
King Street Triplex - Unit 1	H008	4,000	4,000	996	0.00	4,000
King Street Triplex - Unit 2	H009	4,000	4,000	999	0.00	4,000
King Street Triplex - Unit 3	H010	4,020	4,020	1,002	0.00	4,020
Staff Housing - 34 William Street (ex Silver Chain)	H011	12,000	12,000	2,994	0.00	12,000
Staff Housing - 2 Bedroom Key Worker Housing	H007	5,000	5,000	1,248	0.00	5,000
Lot 5 Field Street	H002	7,500	7,500	1,875	0.00	7,500
Lot 15 Field Street	H003	10,000	10,000	2,496	0.00	10,000
Lot 89 Victoria Street	H004	5,000	5,000	1,248	0.00	5,000
Aged Care Units	0165	265,000	265,000	66,249	212,072.00	52,928
Silver Chain House	0166	0	0	0	0.00	0
Town Hall	2434	300,000	300,000	0	0.00	300,000
Enanty Barn	0067	10,000	10,000	2,499	0.00	10,000
Museum	0068	25,000	25,000	6,249	0.00	25,000
Old Roads Building	0069	6,200	6,200	1,548	0.00	6,200
Old Railway Station	0070	70,000	70,000	17,499	0.00	70,000
Business Incubator	5964	100,000	100,000	24,999	0.00	100,000
<b>Total Land &amp; Building Total</b>		<b>867,720</b>	<b>867,720</b>	<b>141,894</b>	<b>212,072</b>	<b>655,648</b>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 2017

**Note 13: CAPITAL ACQUISITIONS**

Infrastructure Assets		Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under
<b>Infrastructure - Other</b>						
Waste Transfer Station	3084	140,000	140,000	34,992	0.00	140,000
Little Well Project	0071	35,000	35,000	8,745	0.00	35,000
Mingenev Hill Project	0142	40,000	40,000	9,993	0.00	40,000
Net Ball Court	0169	150,000	150,000	37,500	0.00	150,000
Bride Street Recreation Area	0141	100,000	100,000	24,999	0.00	100,000
Football Oval Lights	0140	140,000	140,000	34,998	157,164.0	(17,164)
Water Tanks & Reticulation	0167	12,000	12,000	3,000	0.00	12,000
<b>Total Other Infrastructure</b>		<b>617,000</b>	<b>617,000</b>	<b>154,227</b>	<b>157,164</b>	<b>459,836</b>
<b>Furniture &amp; Office Equip.</b>						
Office PC's & Laptops	A201	8,000	8,000	1,998	0.00	8,000
Council Chamber - Tables & Chairs	A302	10,000	10,000	2,499	0.00	10,000
Christmas Lights	0065	3,000	3,000	750	0.00	3,000
<b>Total Furniture &amp; Office Equip.</b>		<b>21,000</b>	<b>21,000</b>	<b>5,247</b>	<b>0</b>	<b>21,000</b>
<b>Plant , Equip. &amp; Vehicles</b>						
<b>Governance</b>						
CEO Vehicle Replacement	A100	135,000	135,000	33,750	0.00	135,000
DCEO Vehicle Replacement	A101	86,000	86,000	21,498	0.00	86,000
Works Manager Vehicle	0170	86,000	86,000	21,498	0.00	86,000
Sundry Plant	0171	10,000	10,000	2,499	0.00	10,000
Portable Traffic Lights	0172	35,000	35,000	8,748	0.00	35,000
Grader	0174	345,000	345,000	86,250	0.00	345,000
Road Broom	0177	25,000	25,000	6,249	0.00	25,000
Slasher	0178	20,364	20,364	5,091	24,909.09	(4,545)
<b>Total Plant, EQUIP &amp; Vehicles</b>		<b>742,364</b>	<b>742,364</b>	<b>185,583</b>	<b>24,909</b>	<b>717,455</b>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 2017

**Note 13: CAPITAL ACQUISITIONS**

Infrastructure Assets		Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under
<b>Roads &amp; Bridges</b>						
Roadworks Construction - Own Resources	0001	72,500	72,500	18,117	0.00	72,500
Mooriary Road (R2R)	6074	121,600	121,600	30,396	115,244.35	6,356
Special Purpose Grant - Yarragadee Bridge	6075	210,000	210,000	52,500	0.00	210,000
Mingenew Mullewa Road Reseal (RRG)	RR65	450,000	450,000	112,494	138,010.35	311,990
Mingenew Mullewa Road Reseal (RRG)	RR63	0	0	0	(317.97)	318
Nanekine Road	1205	0	0	0	213.49	(213)
RRG - Coalseam Road	RR61	323,000	323,000	80,742	47,476.47	275,524
<b>Total Roads &amp; Bridges</b>		<b>1,177,100</b>	<b>1,177,100</b>	<b>294,249</b>	<b>300,626.69</b>	<b>876,473</b>
<b>Capital Expenditure Total</b>		<b>3,625,184</b>	<b>3,625,184</b>	<b>831,198</b>	<b>694,772</b>	<b>2,930,412</b>

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

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Disclosure of Interest:** Nil  
**Date:** 13 October 2017  
**Author:** Martin Whitely, Chief Executive Officer

### **Summary**

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

<b>OFFICER RECOMMENDATION – ITEM 9.2.2</b>
--

**That Council confirm the accounts as presented for September 2017 from the Municipal & Trust Fund totalling \$438,678.84 represented by Electronic Funds Transfers of EFT 11022 to 11027, 11029 and EFT 11031 to 11080, Direct Deduction DD8213.1.1, 2, 3, 4, 5 & 6 , DD 8226.1, 2, 3, 4,&6, Municipal Cheque numbers 8523 to 8524 and Trust Cheque number 504.**



Date: 14/10/2017  
Time: 3:48:00AM

Shire of MINGENEW  
List of Accounts for 1 September 2017 to 30 September 2017

USER: ADMINISTRATOR  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
504	28/09/2017	Building Comission	BRB LEVVY FOR AUGUST 2017	T		457.65
8523	13/09/2017	SYNERGY	Power Account for period 21/06/2017 - 18/08/2017	M		4,901.95
8524	28/09/2017	SYNERGY	Rec Centre Power Account for September 2017	M		3,047.15
EFT11022	04/09/2017	LGIS INSURANCE BROKING	Motor Vehicle Insurance 2017/2018	M		33,061.66
EFT11023	04/09/2017	LGIS LIABILITY	LGIS management liability insurance 17/18	M		12,437.81
EFT11024	04/09/2017	LGIS WORKCARE	LGIS worker compensation 17/18	M		13,354.26
EFT11025	04/09/2017	LGIS PROPERTY	Property Insurance 2017/2018	M		25,868.84
EFT11026	04/09/2017	Shire of Mingenew - Payroll	SHIRE MONEY PAID IN TRUST BY MRWA THERE FORE REFUNDED TO MUNI	T		28,700.10
EFT11027	04/09/2017	MINGENEW MIDWEST EXPO	EXPO PASS INVOICE	T		20.00
EFT11029	13/09/2017	Telstra Corporation	Telstra Account for August 2017	M		1,442.39
EFT11031	21/09/2017	Donald Hyne Berry	TRUST REFUND FOR CAT TRAP HIRE	T		50.00
EFT11032	21/09/2017	CORRINA MICHAEL	REFUND OF COOL ROOM HIRE - POLO X	T		145.00
EFT11033	21/09/2017	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	Printer Billing for August 2017	M		1,250.06
EFT11034	21/09/2017	RMS Regional Media Specialists	Billboard advertisement on Brand Highway & Midlands Rd	M		13,398.00
EFT11035	21/09/2017	Australian Services Union	Payroll deductions	M		54.90
EFT11036	21/09/2017	AUSTRALIA POST	August 2017 Postage Fees	M		380.02
EFT11037	21/09/2017	AVON WASTE	Rubbish Services for weeks ending 11th & 18th August 2017	M		4,893.44
EFT11038	21/09/2017	Butler Settineri	Audit fees 2017	M		5,700.09

Date: 14/10/2017  
Time: 3:48:00AM

Shire of MINGENEW  
List of Accounts for 1 September 2017 to 30 September 2017

USER: ADMINISTRATOR  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11039	21/09/2017	Courier Australia	Freight for August	M		247.29
EFT11040	21/09/2017	CHILD SUPPORT AGENCY	Payroll deductions	M		536.84
EFT11041	21/09/2017	LANDGATE	February 2017 Transactions	M		61.50
EFT11042	21/09/2017	DORMA	Repairs to Automatic Entry Door	M		225.39
EFT11043	21/09/2017	DONGARA DENISON SMASH REPAIRS	Repairs to MI 177	M		300.00
EFT11044	21/09/2017	ELDERS LIMITED	Purchase of Fertiliser	M		1,046.10
EFT11045	21/09/2017	EJ DIESEL	Service for Vehicle MI 283	M		867.00
EFT11046	21/09/2017	FESA	2017/18 ESL	M		27,450.00
EFT11047	21/09/2017	GERALDTON MOWER & REPAIR SPECIALISTS	Mower Blades	M		139.20
EFT11048	21/09/2017	GHD PTY LTD	Coalseam Road Cost Estimate	M		7,688.53
EFT11049	21/09/2017	GREAT SOUTHERN FUEL SUPPLIES	Fuel Account for the Month of July 2017	M		22,235.30
EFT11050	21/09/2017	IRWIN PLUMBING SERVICES	Fix septic at 114 Shenton Street	M		627.00
EFT11051	21/09/2017	LO-GO APPOINTMENTS	Recruitment of Governance Officer - Kelvin Matthews	M		7,798.00
EFT11052	21/09/2017	Len Hobson	Len Hobson - Flood Damage Consulting	M		3,250.00
EFT11053	21/09/2017	LGRCEU	Payroll deductions	M		54.82
EFT11054	21/09/2017	MINGENEW SHIRE COUNCIL	Payroll deductions	M		280.00
EFT11055	21/09/2017	MORAWA SHIRE	Tom O'Toole Event	M		750.00
EFT11056	21/09/2017	MINGENEW MIDWEST EXPO	Reimbursement of Expo Tickets 2017	M		40.00

Date: 14/10/2017  
Time: 3:48:00AM

Shire of MINGENEW  
List of Accounts for 1 September 2017 to 30 September 2017

USER: ADMINISTRATOR  
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11057	21/09/2017	MINGENEW BAKERY	Bakery Account August 2017	M		66.00
EFT11058	21/09/2017	MINGENEW IGA X-PRESS & LIQUOR	IGA account for the month of August 2017	M		266.24
EFT11059	21/09/2017	Officeworks	Delivery Fee	M		5.95
EFT11060	21/09/2017	Option Refrigeration & Air Conditioning	Service and Repairs to turf bar fridges	M		3,387.89
EFT11061	21/09/2017	Optum	EAP Contract Period - 10/04/2017 to 09/04/2018	M		3,300.00
EFT11062	21/09/2017	PALM ROADHOUSE	Road House Account for period May - August 2017	M		341.20
EFT11063	21/09/2017	Plunkett Homes	Progress Payment on Unit 2 Lot 43 Shenton Street	M		93,988.00
EFT11064	21/09/2017	QUANTUM SURVEYS PTY LTD	Subdivision Fees	M		2,226.50
EFT11065	21/09/2017	RPS Australia East Pty Ltd	Townsite Revitalisation Plan	M		11,000.00
EFT11066	21/09/2017	LANDMARK	Coupling and Quick Fix for Rec Centre	M		1,714.78
EFT11067	21/09/2017	S&C SMART	Gravel for Roads to Recovery Construction	M		28,600.00
EFT11068	21/09/2017	Shire Of Three Springs	Shared Community ESM	M		1,659.66
EFT11069	21/09/2017	WALGA	Registration fees for 2017 WALGA Convention	M		4,960.07
EFT11071	28/09/2017	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	Billing Period for June 2017	M		352.40
EFT11072	28/09/2017	LANDGATE	SLIP Subscription Services	M		2,604.20
EFT11073	28/09/2017	GERALDTON MOWER & REPAIR SPECIALISTS	Purchase of Mower Blades	M		139.20
EFT11074	28/09/2017	GHD PTY LTD	Amendment of Cost Estimate and Report to MRWA Requirements	M		621.50
EFT11075	28/09/2017	HOPPYS PARTS R US	Purchase of Slasher Blades	M		80.05

Date: 14/10/2017  
Time: 3:48:00AM

Shire of MINGENEW  
List of Accounts for 1 September 2017 to 30 September 2017

USER: ADMINISTRATOR  
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11076	28/09/2017	Shire Of Kellerberrin	Reimbursements for Meals	M		530.22
EFT11077	28/09/2017	LO-GO APPOINTMENTS	Recruitment fee for Governance Officer	M		14,251.69
EFT11078	28/09/2017	MINGENEW IGA X-PRESS & LIQUOR	IGA account for July 2017	M		735.82
EFT11079	28/09/2017	PEMCO DIESEL PTY LTD	Repairs to Side Tipping Trailer	M		11,271.04
EFT11080	28/09/2017	PUBLIC LIBRARIES WESTERN AUSTRALIA	PUBLIC LIBRARIES WESTERN AUSTRALIA LMEMBERSHIP	M		110.00
EFT11081	28/09/2017	WILSON MACHINERY	Purchase of new Parkland Mower for Golf Club	M		22,400.00
EFT11082	28/09/2017	Martin Gerard Whitely	Reimbursement of various expenses incurred from Personal credit card	M		272.48
DD8213.1	06/09/2017	WA SUPER	Payroll deductions	M		3,673.77
DD8213.2	06/09/2017	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,115.21
DD8213.3	06/09/2017	MLC SUPER FUND	Superannuation contributions	M		77.82
DD8213.4	06/09/2017	Sun Super	Superannuation contributions	M		217.50
DD8213.5	06/09/2017	PRIME SUPER	Superannuation contributions	M		274.04
DD8213.6	06/09/2017	BEATTIE PETA SMSF PTY LTD	Superannuation contributions	M		188.57
DD8226.1	20/09/2017	WA SUPER	Payroll deductions	M		3,613.41
DD8226.2	20/09/2017	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,115.21
DD8226.3	20/09/2017	MLC SUPER FUND	Superannuation contributions	M		77.82
DD8226.4	20/09/2017	Sun Super	Superannuation contributions	M		217.50
DD8226.5	20/09/2017	PRIME SUPER	Superannuation contributions	M		274.04

Date: 14/10/2017  
Time: 3:48:00AM

Shire of MINGENEW  
List of Accounts for 1 September 2017 to 30 September 2017

USER: ADMINISTRATOR  
PAGE: 5

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
DD8226.6	20/09/2017	BEATTIE PETA SMSF PTY LTD	Superannuation contributions	M		188.77

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
M	MUNI - NATIONAL AUST BANK	409,306.09
T	TRUST- NATIONAL AUST BANK	29,372.75
<b>TOTAL</b>		<b>438,678.84</b>

**Licensing , Payroll and Credit Card Transactions**

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**Transport Licensing**

Direct Debit from Muni bank  
1/9/2017 to 30/9/2017                      \$10,558.05

**Staff payroll**

PPE 07/09/2017                              \$25,511.17  
PPE 19/09/2017                              \$24,676.29

**Credit Card**

CEO's Credit Card - September 2017    \$5,065.60



Statement for  
**NAB Business Visa**  
 NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
 Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &  
 AEDT Saturday and Sunday  
 Fax 1300 363 658  
 Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)

SHIRE OF MINGENEW  
 PO BOX 120  
 MINGENEW WA 6522

Statement Period 29 August 2017 to 28 September 2017  
 Company Account No: 4557 0499 0113 6149  
 Facility Limit: \$14,500

**Your Account Summary**

Balance from previous statement	\$4,298.74 DR
Payments and other credits	\$4,298.74 CR
Purchases, cash advances and other debits	\$5,056.60 DR
Interest and other charges	\$9.00 DR
<b>Closing Balance</b>	<b>\$5,065.60 DR</b>

**YOUR DIRECT DEBIT PAYMENT OF \$5,065.60 WILL BE  
 CHARGED TO ACCOUNT 000086833- 0000508355531 ON  
 02/10/2017 AS PER OUR AGREEMENT.**



271/21/01/M02791/S007292/1014583

## Transaction record for: Billing account

Date	Amount A\$	Details	Reference
30 Aug 2017	\$4,298.74 CR	DIRECT DEBIT PAYMENT	74557047241
<b>Total for this Period:</b>	<b>\$4,298.74 CR</b>		



NAB Telephone Banking: transfer funds by phone from your nominated NAB accounts to your NAB Business Visa account. Phone 1300 498 594, between 7am and 9pm AEST, Monday to Friday, 8am and 6pm AEST, Saturday and Sunday



NAB Internet Banking: transfer funds from your NAB cheque or savings account to your NAB Business Visa account using NAB Internet Banking at nab.com.au



Bill Code: 1008. Ref: Select the card number you are making the payment to. Contact your participating bank, credit union or building society to make this payment from your cheque or savings account. BPAY payments may be delayed until the next banking business day, due to processing cut-off times. Maximum BPAY payment amount is AU \$100,000 per payment.

## Cardholder summary

If you have recently switched to a new product or had a Lost/Stolen replacement of your card, your cardholder summary may not reconcile with the account balance. The closing balance in "Your Account Summary" section of this statement reflects your correct balance and amount payable. Please login to your Internet Banking or NAB Connect account to review your most up to date transaction listing.

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3715-8903	MR MARTIN GERARD WHI	\$7,500	\$0.00	\$5,056.60	\$9.00	\$5,065.60
4557-0499-0113-6149	BILLING ACCOUNT	\$0	\$4,298.74 CR	\$0.00	\$0.00	\$4,298.74 CR
			\$4,298.74 CR	\$5,056.60 DR	\$9.00 DR	\$766.86 DR

## Transaction type

Purchase

## Annual percentage rate

0.000%

## Daily percentage rate

0.00000%





Statement for

**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday  
Fax 1300 363 658  
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

**Cardholder Details**

Cardholder Name: MR MARTIN GERARD WHITELEY  
Account No: 4557 0455 3715 8903  
Statement Period: 29 August 2017 to 28 September 2017  
Cardholder Limit: \$7,500

RECEIVED 06 OCT 2017

**Transaction record for: MR MARTIN GERARD WHITELEY**

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
30 Aug 2017	\$23.60	MINGENEW BAKERY MINGENEW	MEETING (PLANNING)				03134169141
4 Sep 2017	\$179.90	WESTNET PERTH	OFFICE INTERNET				74564727244
		RECURRING DIRECT DEBIT.	STATE AMENITIES				
7 Sep 2017	\$376.51	WOOLWORTHS 4328 GERALDTON	COUNCIL REFRESHMENTS				03182708818
13 Sep 2017	\$80.20 ✓	DUN DIRECT CHITTERING	FUEL				74564457256
13 Sep 2017	\$2,000.00 ✓	GOLF BOX JOONDALUP JOONDALUP	GOLF DAY - RECOVERABLE				02193465665
13 Sep 2017	\$923.00 ✓	BIG W 0441 JOONDAL JOONDALUP	" "				02210905748
13 Sep 2017	\$861.90 ✓	WOOLWORTHS 4258 WANNEROO	" "				02220664406
14 Sep 2017	\$300.00 ✓	BUNNINGS 389000 JOONDALUP	" "				74940527256

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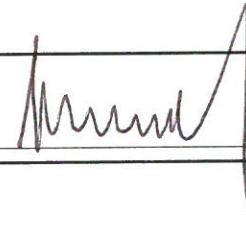
Transaction record for: MR MARTIN GERARD WHITELY (continued)

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
18 Sep 2017	\$1.49	APPLE ITUNES STORE SYDNEY	1-CLOUD STORAGE				74211987260
18 Sep 2017	\$140.00	DONGARA TOURIST PARK DONGARA	GOLF DAY				74940527258
25 Sep 2017	\$170.00 ✓	DONGARA TOURIST PARK DONGARA	GOLF DAY.				74940527265
28 Sep 2017	\$9.00	CARD FEE					74557047271
<b>Total for this period</b>	<b>\$5,065.60</b>		<b>Totals</b>				

**Employee declaration**

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: \_\_\_\_\_



Date: 13.10.2017

**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**

Nil

**11.2 STAFF**

Nil

**12.0 CONFIDENTIAL ITEMS**

**12.1 CEO PERFORMANCE REVIEW**

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

**13.0 TIME AND DATE OF NEXT MEETING**

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

**14.0 CLOSURE**