



AGENDA FOR THE ORDINARY COUNCIL MEETING

18 SEPTEMBER 2019



Ordinary Council Meeting Notice Paper

18 September 2019

An Ordinary Meeting of Council is called for Wednesday, 18 September 2019, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm. Members of the public are most welcome to attend.

Nils Hay
Chief Executive Officer
13 August 2019

DISCLAIMER

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Mingenew expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

PROCEDURE FOR PUBLIC QUESTION TIME, DEPUTATIONS, PRESENTATIONS AND PETITIONS AT COUNCIL MEETINGS

Council thanks you for your participation in Council Meetings and trusts that your input will be beneficial to all parties. Council has a high regard for community input where possible, in its decision making processes.

Petitions A formal process where members of the community present a written request to the Council.	Deputations A formal process where members of the community request permission to address Council or Committee on an issue.	Presentations An occasion where awards/gifts may be accepted by the Council on behalf of the community, when the Council makes a presentation to a worthy recipient or when agencies may present a proposal that will impact on the Local Government
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PROCEDURE FOR DEPUTATIONS

The Council allows for members of the public to make a deputation to Council on an issue related to Local Government business. Any person or group wishing to be received as a deputation by the Council shall send to the CEO an application:

- I. Setting out the agenda item to which the deputation relates;
- II. Whether the deputation is supporting or opposing the officer's or Committee's recommendation; and
- III. Include sufficient detail to enable a general understanding of the purpose of the deputation.

Notice of deputations need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact the Shire via telephone on 99281192 or email governance@mingenew.wa.gov.au to arrange your deputation.

Where a deputation has been agreed to, during the meeting the Presiding Member will call upon the relevant person(s) to come forward and address Council.

A Deputation invited to attend a Council meeting:

- I. is not to exceed five (5) persons, only two (2) of whom may address the Council, although others may respond to specific questions from Members;
- II. is not to address the Council for a period exceeding ten (10) minutes without the agreement of the Council; and
- III. additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.

Council is unlikely to take any action on the matter discussed during the deputation without first considering an officer's report on that subject in a later Council agenda.

PROCEDURE FOR PRESENTATION

Notice of presentations being accepted by Council on behalf of the community, or agencies presenting a proposal, need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact the Shire via telephone on 99281102 or email governance@mingenew.wa.gov.au to arrange your presentation.

Where the Council is making a presentation to a worthy recipient, the recipient will be advised in advance and asked to attend the Council meeting to receive the award.

All presentations will be received / awarded by the Shire President or an appropriate Councillor.

PROCEDURE FOR PETITIONS

Please note the following protocol for submissions of petitions. Petitions must:

- be addressed to the Shire President.
- be made by electors of the district.
- state the request on each page of the petition.
- contain the names, addresses and signatures of the elector(s) making the request, and the date each elector signed.
- contain a summary of the reasons for the request.
- state the name and address of the person whom arranged the petition for correspondence to be delivered to, as correspondence is not sent to all the signatures on the petition.

Where a petition does not relate to or conform to the above it may be treated as an 'informal' petition and the Chief Executive Officer may at his discretion forward the petition to Council accompanied by an officer report.

PROCEDURE FOR PUBLIC QUESTION TIME

The Council extends a warm welcome to you in attending any meeting of the Council. Council is committed to involving the public in its decision-making processes whenever possible, and the ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective.

Council (as required by the Local Government Act 1995) sets aside a period of 'Public Question Time' to enable a member of the public to put up to two (2) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Shire President may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

Having regard for the requirements and principles of Council, the following procedures will be applied in accordance with the Shire of Mingenew Standing Orders Local Law 2017:

1. Public Questions Time will be limited to fifteen (15) minutes.
2. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following "Responses to Previous Public Questions Taken on Notice".
3. Each member of the public asking a question will be limited to two (2) minutes to ask their question(s).
4. Questions will be limited to two (2) per person.
5. Please state your name and address, and then ask your question.
6. Questions should be submitted to the Chief Executive Officer in writing by 5pm on the day before the meeting and be signed by the author. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward.
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

- **During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.**
- **Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Council.**
- **Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Council is not permitted without the permission of the Presiding Member.**

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**AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON
18 SEPTEMBER 2019 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**
Nil.
- 4.0 PUBLIC QUESTION TIME/PUBLIC STATEMENT TIME**
- 5.0 APPLICATIONS FOR LEAVE OF ABSENCE**
- 6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**
- 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**

7.1 ORDINARY COUNCIL MEETING HELD 21 AUGUST 2019

OFFICER RECOMMENDATION - ITEM 7.1

That the Minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 21 August 2019 be confirmed as a true and accurate record of proceedings.

- 8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**
- 9.0 DECLARATIONS OF INTEREST**
- 10.0 RECOMMENDATIONS OF COMMITTEES**

10.1 EXECUTIVE MANAGEMENT COMMITTEE MEETING HELD 30 AUGUST 2019

OFFICER RECOMMENDATION - ITEM 10.1.1

That the minutes of the Executive Management Committee meeting held in the Council Chambers on 30 August 2019 be received.

EXECUTIVE MANAGEMENT COMMITTEE RECOMMENDATION TO COUNCIL – ITEM 10.1.2

That Council:

- 1. Endorses the amended Focus Areas and Actions for July 2019 to June 2019.**

11.0 REPORTS BY THE CHIEF EXECUTIVE OFFICER

11.1 IMPOSITION OF NEW FEES & CHARGES 2019/20 – COMMERCIAL-SIZED BULK BINS

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	ADM0305
Disclosure of Interest:	Nil
Date:	2 September 2019
Author:	Erin Greaves, Governance Officer and Jeremy Clapham, Finance Manager
Authorising Officer:	Nils Hay, Chief Executive Officer
Voting Requirements:	Absolute Majority

Summary

As part of the new Waste Collection and Disposal Services contract, the Shire is able to offer eligible residents the option of commercial-sized bulk bins (1.5m³ and 3m³). For Council to appropriately recover costs it is recommended that Council impose an annual collection charge for these bins and include the new charges in the Shire's Fees & Charges schedule.

Key Points

- The new Cleanaway contract commences on Monday, 23 September 2019
- The Shire can now offer provision and collection of commercial-sized bins for properties included on the collection route
- Collection of the 1.5m³ and 3.0m³ commercial-sized bins will be conducted on Fridays fortnightly

OFFICER RECOMMENDATION – ITEM 11.1

That Council, by Absolute Majority, imposes the following new fees in relation to rubbish collection services:

REFUSE CHARGES					
	Unit	2019/20 Total Cost	2018/19 Total Cost	Statutory or Council Fee	GST Y/N
Commercial 1.5m ³ Bin Collection (Annual Charge or Pro rata)	Per bin	\$1,000.00	-	C	N
Commercial 3.0m ³ Bin Collection (Annual Charge or Pro rata)	Per bin	\$1,250.00	-	C	N

With the charges taking effect as of 23 September 2019.

Background

The Shire of Mingenew has not historically offered waste collection services to residents outside of the Mingenew townsite, or maintained fees and charges for bins greater than 240L.

Comment

The new Waste Collection and Disposal Services contract provides for a new commercial-sized bin collection service that is available to residents within the Mingenew townsite and along the rubbish collection truck routes.

It is proposed that residents will be charged pro rata for the first year and then charged as part of the Rates Notice each subsequent year.

In order to impose a charge for this service, Council are required to resolve, by Absolute Majority, the proposed charge and give public notice of its intention to do so.

Consultation

- Leadership Team
- Neighbouring local governments
- Tenderers of Waste Collection Services

Statutory Environment

Local Government Act 1995

6.16. Imposition of fees and charges

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

** Absolute majority required.*

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed* during a financial year; and*
- (b) amended* from time to time during a financial year.*

** Absolute majority required.*

6.17. Setting level of fees and charges

(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

- (a) the cost to the local government of providing the service or goods; and*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider.*

(2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.

(3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —

- (a) under section 5.96; or*
- (b) under section 6.16(2)(d); or*
- (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*

(4) Regulations may —

- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or*
- (b) limit the amount of a fee or charge in prescribed circumstances.*

6.18. Effect of other written laws

(1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —

(a) determine an amount that is inconsistent with the amount determined under the other written law;
or

(b) charge a fee or charge in addition to the amount determined by or under the other written law.

(2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

6.19. Local government to give notice of fees and charges

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

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

Policy Implications

Nil.

Financial Implications

The proposed charge has been calculated on a cost recovery basis and will therefore, have a minimal effect on the Shire's financial position, given that the costs will be charged by Cleanaway and recovered through the ratepayer.

Strategic Implications

Community Strategic Plan

Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

11.2 FEES AND CHARGES 2019/20 AMENDMENT – COMMUNITY BUS HIRE

Location/Address: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0305
Date: 3 September 2019
Author: Erin Greaves, Governance Officer
Authorising Officer: Nils Hay
Voting Requirements: Absolute Majority

Summary

An error in the formulation of the Fees and Charges Table (as it relates to Community Bus Vehicle Hire) has occurred for the 2019/20 financial year and requires correction.

Key Points

- The current Fees & Charges 2019/20 reflect a higher charge rate for local businesses than non-local businesses, which does not reflect the amendment to the Fees & Charges established in 2018/19 and current practice
- An absolute majority decision is required to impose or amend the Shire's Fees and Charges
- Local public notice is required to be given outlining the amendment and when it will apply form

OFFICER RECOMMENDATION

That Council amends the Shire of Mingenew Fees & Charges 2019/20 relevant to the hire of the Community Bus by:

a) Deleting the following fees and charges:

COMMUNITY BUS VEHICLE HIRE					
	Unit	2019/20 Total Cost	2018/19 Total Cost	Statutory or Council Fee	GST Y/N
Category 1 – Mingenew Primary School & Seniors	Per day	80.00	79.00	C	Y
Category 2 – Community & Sporting Groups, Shire Ratepayers	Per day	90.00	85.00	C	Y
Category 2 – Mingenew Based Business / Commercial Enterprise	Per day	290.00	285.00	C	Y
Category 3 – Non local Business / Commercial / Private Groups	Per day	220.00	215.00	C	Y
COMMUNITY BUS BONDS					
Bus Hire Bond (applicable to all categories)	Per hire event or season	310.00	-	C	N
Cleaning Bond (applicable to all categories)	Per hire event or season	105.00	-	C	N
COMMUNITY BUS KILOMETRE FEE					
Category 1 – Mingenew Primary School & Seniors	Per kilometre on travel > 250kms	0.75	0.75	C	Y
Category 2 – Community & Sporting Groups, Shire Ratepayers	Per kilometre on travel > 250kms	1.60	1.59	C	Y
Category 2 – Mingenew Based Business / Commercial Enterprise	Per kilometre on travel > 250kms	1.60	1.59	C	Y
Category 3 – Non local Business / Commercial / Private Groups	Per kilometre	2.20	2.15	C	Y

b) Adopting in lieu, the following fees and charges:

COMMUNITY BUS VEHICLE HIRE					
	Unit	2019/20 Total Cost	2018/19 Total Cost	Statutory or Council Fee	GST Y/N
Category 1 – Mingenew Primary School & Seniors	Per day	80.00	79.00	C	Y
Category 2 – Mingenew Community & Sporting Groups, Ratepayers and Mingenew Based Business / Commercial Enterprise	Per day	90.00	85.00	C	Y
Category 3 – Non-local Business / Commercial / Private Groups	Per day	220.00	215.00	C	Y
COMMUNITY BUS BONDS					
Bus Hire Bond (applicable to all categories)	Per hire event or season	310.00	-	C	N
Cleaning Bond (applicable to all categories)	Per hire event or season	105.00	-	C	N
COMMUNITY BUS KILOMETRE FEE					
Category 1 – Mingenew Primary School & Seniors	Per kilometre on travel > 250kms	0.75	0.75	C	Y
Category 2 – Community & Sporting Groups, Shire Ratepayers and Mingenew Based Business / Commercial Enterprise	Per kilometre on travel > 250kms	1.60	1.59	C	Y
Category 3 – Non local Business / Commercial / Private Groups	Per kilometre on travel > 250kms	2.20	2.15	C	Y

c) Giving local public notice of the amended charges, that are to apply from 1 October 2019.

Attachment

11.2 1.4.3 Community Bus Hire Policy (current)

Background

The Shire of Mingenew generally sets its fees and charges annually as part of the budget adoption process. The Fees and Charges Table was adopted by Council at its 17 July 2019 meeting (item 14.1 – Late Item - Adoption of 2019/20 Budget) however the Community Bus hire charges require reconsideration to align with Council's decision to combine the category 2 user types - *Mingenew Based Business/Commercial Enterprises* and *Category 2- Community & Sporting Groups and Ratepayers* on 17 October 2018 at an Ordinary Council meeting.

Comment

The Fees & Charges, as it stands, requires that *Non local Business / Commercial / Private Groups* (Category 3) pay less than *Mingenew Based Business / Commercial Enterprises*. This discrepancy was identified in 2018 and amended by Council but not transferred to the final Fees & Charges 2019/20 adopted this year.

In identifying this discrepancy, staff recognise a need to review the Community Bus Hire Policy and associated terms and conditions, procedures and forms. The current policy is confusing and conflicts with current practice. It is proposed that this review will be conducted in the second quarter of this financial year.

Consultation

Nil.

Statutory Environment

Local Government Act 1995

6.16. Imposition of fees and charges

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

** Absolute majority required.*

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed* during a financial year; and*
- (b) amended* from time to time during a financial year.*

** Absolute majority required.*

6.19. Local government to give notice of fees and charges

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

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

Policy Implications

Council's Community Bus Hire Policy, last adopted in December 2016, requires review to ensure relevancy and consistency with the fee structure, and will be presented to Council at a future meeting.

Financial Implications

The proposed fee amendment is likely to have minimal impact on the Shire's revenue.

A review of the Policy and associated procedures should provide Shire staff with direction and consistency in applying the fees and charges, and potentially resulting in increased revenue.

Strategic Implications

Community Strategic Plan

Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner



COUNCIL POLICY

Community

1.4.3

Title:	1.4.3 COMMUNITY BUS HIRE
Adopted:	21 December 2016
Reviewed:	3 September 2019
Associated Legislation:	Local Government Act 1995
Associated Documents:	Community Assistance Scheme 2019/20 Supporting the Community Procedures Delegation Register- CD02 Debts, Waiver, Concessions, Write Off and Recovery
Review Responsibility:	Community Development Officer
Delegation:	Chief Executive Officer

Previous Policy Number/s 3004

BUS BOOKINGS

There are three categories of groups requesting to hire the Shire Community Bus;

- Category 1 – Mingenew Primary School and Seniors
- Category 2 – Community and Sports Groups
- Category 3 – Business/Commercial and Private Groups

When booking the bus each category is required to complete the relevant booking form and nominate a driver who has been authorized by the Shire of Mingenew.

A bond is applicable to all bus hire categories; this bond is to be made up of the following:

- A bus hire bond to the value of the vehicle's insurance excess; and
- A cleaning bond of \$60

Note: Council has a list of endorsed drivers, if a hire group wishes to use its own driver, that driver must obtain endorsement from Council prior to the hire event.

CATEGORY 1

MINGENEW PRIMARY SCHOOL & SENIORS

Mingenew Primary School and Mingenew Autumn group are two of the most regular bus users; the fee for this category is to be included in the Schedule of Fees & Charges and reviewed annually but is not to exceed 50% of the Category 3 daily hire rate, with no fee for kilometres travelled.

As regular users, the bond amount is payable once and will be held in a trust account by Council. On each return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded. Any cleaning/repair costs will be deducted from the bond and the hirer will be advised.

The Community Bus must be returned with a full fuel tank; however, with the prior approval of the Chief Executive Officer, this requirement may be waived.



CATEGORY 2

COMMUNITY and SPORTS GROUPS

For Community and Sports Groups located within the Shire of Mingenew the hire fee is to be included in the Schedule of Fees and Charges and reviewed annually but is not to exceed 50% of the Category 3 daily hire rate for usage within the Midwest Region, or 100% of the Category 3 daily hire rate for usage outside the Midwest Region. The charge for kilometres travelled is not to exceed 50% of the Category 3 cents per kilometre.

As regular users, the bond amount can be payable once and will be held in a trust account by Council or to pay the bond before the bus is collected, on each return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded. When all conditions have been met, the hire form will be signed off and if all is clean and no damage, the bond can be refunded less the kilometres used charge or if the bond is being retained by Council in Trust, then payment of the kilometre used charge must be received in full.

Note: By prior agreement with the Shire, an invoice can be issued for the daily hire fee and kilometres travelled charge.

The Community Bus must be returned with a full fuel tank; however, with the prior approval of the Chief Executive Officer, this requirement may be waived.

CATEGORY 3

BUSINESS/COMMERCIAL, PRIVATE GROUPS

(Hire to users in this category is at the discretion of the Shire's Chief Executive Officer)

Category 3 covers individuals, or any group not covered by Categories 1 or 2; charges for this category, including a per kilometre charge are to be included in the Schedule of Fees & Charges and reviewed annually. The Community Bus must be returned with a full fuel tank.

There is also a requirement for the hirer to pay the bond before the bus is collected, on return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded. When all hire conditions have been met, the hire form will be signed off and if all is clean and no damage, the bond will be refunded less the kilometres used charge and the cost for fuel, if the bus has not been refuelled prior to return.

11.3 NEW COUNCIL POLICIES AND POLICY MANUAL REVIEW SCHEDULE

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0489
Disclosure of Interest: Nil
Date: 5 June 2019
Author: Erin Greaves – Governance Officer and Jeremy Clapham - Finance Manager
Voting Requirements: Simple Majority

Summary

A review of the Shire of Mingenew's Policy Manual has been undertaken to ensure compliance and relevance to the community's current and future needs and is available for Council's consideration. In addition, it is recommended that a review of Council's Policy Manual be scheduled based on Policy Area, to ensure the resourcing impact on staff is acceptable and Council policies are regularly monitored for compliance and applicability.

Key Points

- The Shire has identified three policies which are presented for Council consideration and have been based on either WALGA model policies or those adopted by other local governments, ensuring their relevance to the local context.
- Council's policies have historically been reviewed individually and on an as needs basis. The proposed scheduling provides a more systematic and efficient process.
- It is open to Council to review, amend, revoke or develop new policies as required, outside of the scheduled individual policies.
- The ICT Policy allows Council to mitigate its security and access risks by setting control measures for the use of computers, electronic devices, mobile phones and other forms of information and communication technology.
- The Pre-qualified Suppliers policy and associated management procedure provides guidance around purchasing activities at the local and regional level.
- The Fees & Charges Policy and associated management procedure establishes the circumstances under which Council will impose Fees and Charges in accordance with statutory requirements. It also recognises Council's desire to subsidise the community's sporting groups by providing recreation facilities below full cost recovery.

OFFICER RECOMMENDATION – ITEM 11.3

That Council:

1. **Adopts the following new policies (as attached):**
 - a) **1.2.8 Information & Communications Technology (ICT) Policy**
 - b) **1.2.9 Pre-qualified Suppliers Policy**
 - c) **1.3.8 Fees & Charges Policy**

2. Endorses the policy review schedule, as follows:

Policy Area	When	Next Review	Comment
Elected Members	Biennially	November 2019	Following each local government election
Administration	Biennially	February 2020	These policies are fairly standard and not likely to require regular change.
Finance	Annually	September 2021	Scheduled to allow for any recommended improvements to be made from the Annual Audit process
Community	Triennially	October 2019	The Community Bus policy has been identified as needing immediate review.
Works	Triennially	April 2020	Road Closure policy just developed. Gravel Acquisition policy not likely to require regular review.

NOTE: Policies within the Council Policy Manual may be reviewed and amended or revoked at any time by Council decision, as required. The Review Schedule has been developed to ensure a systematic and efficient approach to reviewing the policies is adopted and implemented as a measure of good governance.

Attachment

- 11.3.1 1.2.8 Information & Communications Technology (ICT) Policy
- 11.3.2 1.2.9 Pre-qualified Suppliers Policy
- 11.3.3 1.3.8 Fees & Charges Policy
- 11.3.4 Consolidated Policy Manual as at July 2019

Background

Whilst there is no statutory requirement for Council to review its Policy Manual, it is considered better practice to ensure Council have a relevant and current policy stance that reflects the ongoing changes within local government and our community.

Many of the policies have been developed using WALGA's model policies or are based on other local government's policies that have been recognised for good governance. Some policies may have been developed or modified to suit our individual or local circumstances.

Comment

The policies within the Policy Manual are strategic, outcome focused and set governing principles, guiding the direction of the organisation, and are to be considered for endorsement by Council.

The management procedures included, following the relevant Council Policy, are developed for administrative and operational purposes and endorsed by the CEO.

A summary of any changes made to the Policy Manual throughout 2019 is provided in the table below, including the proposals for this meeting:

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 18 September 2019

Policy Number	Policy Title	Description of Change
1.1.1	Elected Member Entitlements	Amended policy provides clarity for elected members and management on budgeting and payment of applicable entitlements.
1.4.2	Community Support	Formulated to guide the decision-making process and implementation of the Community Assistance Scheme.
1.3.8	Employee Superannuation	Policy to ensure a consistent approach to superannuation contributions, in addition to the required super guarantee.
1.5.2	Road Closure	New policy adopted at the 17 July 2019 Ordinary Council meeting.
1.2.7	Discrimination, Harassment and Bullying	Was withdrawn from Council's Policy Manual and incorporated into the recently adopted HR Policies and Procedures, as adopted at the 21 August 2019 Ordinary Council meeting.
LPP1	Outbuilding	This Local Planning Policy was amended at the 21 August 2019 Ordinary Council meeting.
1.2.8	ICT	New Policy
1.2.9	Pre-Qualified Suppliers	New Policy
1.3.8	Fees & Charges	New Policy

A consolidated version of the Policy Manual will be issued to Councillors following this meeting.

Consultation

- Leadership Team
- Council Forum

Statutory Environment

Local Government Act 1995

Policy Implications

As outlined.

Financial Implications

There are no direct financial implications

Strategic Implications

Community Strategic Plan

Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

The Council Policy Manual has been developed to complement existing legislation and guide decision making. Guidance on local application is provided where required.



COUNCIL POLICY

Administration

1.2.9

Title:	1.2.9 Information & Communications Technology (ICT) Usage
Adopted:	
Last Reviewed:	New Policy – Not Applicable
Associated Legislation:	Local Government Act 1995
Associated Documents:	Code of Conduct
Review Responsibility:	Chief Executive Officer and Finance Manager Chief Executive Officer
Delegation:	

Objective:

To ensure the security and integrity of the Shire's ICT environment and set out the rights and obligations of Shire staff (including contractors, volunteers and any person performing work for or with the Shire of Mingenew in any capacity).

Policy Statement:

Effective security is a team effort involving the participation and support of every Shire of Mingenew employee who deals with information and/or information systems and devices. Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy. For the purposes of this policy the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the Shire of Mingenew in any capacity.

General Use of ICT Equipment

- While the Shire of Mingenew's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remain the property of the Shire. Because of the need to protect the Shire's network, the confidentiality of personal (non-work-related) information stored on any network device belonging to the Shire cannot be guaranteed; and
- A degree of personal use is allowed on the Shire of Mingenew's equipment/devices/systems. Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles:
 - Personal use should be conducted either before or after contracted hours of work or authorised breaks;

- Personal use should be limited and brief, avoiding excessive download or transmission. An example of acceptable personal use would be conducting brief transactions through internet banking;
 - Personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials;
 - Managers/Supervisors will determine the specific acceptable personal use for their respective business areas as this will differ according to the needs of each group; and
 - If there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or manager for guidance.
- For security and network maintenance purposes, authorised individuals within the Shire of Mingenew may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.
 - The Shire of Mingenew reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.
 - All emails sent by Shire of Mingenew staff should include their 'signature' in the format specified by the Shire of Mingenew's style guide or as otherwise advised by the CEO.
 - Computers should be locked when stepping away from the works station to prevent unauthorised access.
 - Computers to be shut down when leaving the workplace for the day.

Security and Proprietary Information

- All information stored on the Shire of Mingenew's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their supervisor or manager for guidance;
- Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed regularly, in accordance with Shire of Mingenew's advice from the person responsible for ICT (presently the Finance Manager);
- All devices connected to the Shire of Mingenew's computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software; and
- People must use caution when opening files received from unknown senders.

Unacceptable Use

The information in this policy provides a framework for activities which fall into the category of unacceptable use, but do not represent an exhaustive list. Some users are exempted from these restrictions during the course of carrying out responsibilities related to their role. Under no circumstances is any user authorised to engage in any activity that is illegal under local, state, federal or international law while connected to or utilising Shire of Mingenew ICT systems or resources.

System and Network Activities

The following activities are not permitted:

- Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Shire of Mingenew or the end user;
- Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire of Mingenew or the end user does not have an active license;
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate manager should be consulted prior to export of any material where status is unclear;
- Introduction of malicious programs or code into the network or onto devices connected to the network;
- Revealing your account password to others or allowing use of your account by others;
- The Shire of Mingenew's equipment is not be used for the downloading or distribution of any material that could be considered as offensive. If a user receives such material they should notify their supervisor and also the Finance Manager;
- Making fraudulent offers of products, items, or services, or running private business interests via any Shire of Mingenew equipment, device or account; and
- Undertaking private work.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position:

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access;
- Executing any form of network monitoring which will intercept data not intended for the user's host;
- Attempting to avoid or bypass Shire of Mingenew's network security measures;
- Interfering with any other user's account, by whatever means; and
- Using the system in a way that could damage or affect the performance of the network in any way.

Email and Communications Activities

The following activities are not permitted:

- Except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of "junk mail" or other advertising material, jokes, or chain communication to individuals who did not specifically request such material;
- Any form of harassment via electronic/ICT means;
- Unauthorised use, or forging, of email header information;
- Solicitation of communication for any other electronic address, other than that of the poster's account, with the intent to harass or to collect replies;
- Creating or forwarding "chain letters" or "pyramid" schemes of any type;
- Use of any of the Shire of Mingenew's network or systems for the purpose of generating unsolicited communications;
- Providing information about, or lists of the Shire of Mingenew's employees to parties outside Shire of Mingenew or to personal email addresses;
- Communicating in a manner that could adversely affect the reputation or public image of Shire of Mingenew; and
- Communicating in a manner that could be construed as making statements or representations on behalf of Shire of Mingenew without the Shire of Mingenew's express permission to do so; and

Users should also endeavor to clean out their Inbox, Sent Items, Deleted Items and other email boxes on a regular basis, by either deletion or saving in the central record system. A size limit per mailbox may be implemented to ensure that the system is functioning optimally.

Remote Access

Users with remote access should be reminded that, when they are connected to the Shire of Mingenew's network, their machines are an extension of that network, and as such are subject to the same rules and regulations that apply to the Shire of Mingenew's corporate equipment and systems. That is, their machines need to connect and communicate reliably with the Shire of Mingenew's network and servers to ensure the security and integrity of data and records.

Users are reminded of the following conditions relating to remote access to the Shire of Mingenew's system:

- Family members must not violate any of the Shire of Mingenew's policies, perform illegal activities, or use the access for outside business interests;
- The device that is connected remotely to the Shire of Mingenew's corporate network should be secure from access by external non-Shire of Mingenew parties and should be under the complete control of the user;
- The use of non-Shire of Mingenew email accounts (e.g. Yahoo, Hotmail, Gmail etc.) or other external resources is not permitted for the conduct of Shire of Mingenew business, thereby ensuring official business is not confused with personal business; and

- All devices (whether personal or corporate) connected to the Shire of Mingenew's networks via remote access technologies should have up-to-date anti-malicious-code software.

Provision and Use of Mobile Phones and Information/ Communication Devices

Some people will be supplied with a mobile phone and/or other mobile computing device if it is deemed necessary to their position. All mobile devices supplied remain the property of the Shire of Mingenew and users must not change service providers unless permitted to do so.

Where a mobile device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the Shire of Mingenew should be through the Shire of Mingenew's server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to use the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received providing the device is accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

Consequences of Breaching This Policy

- Any user found to have breached this policy may be subject to disciplinary action including possible termination of employment. The Shire of Mingenew may also be obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.
- Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the user being obligated to pay any extra costs incurred.

Variation to This Policy

This policy may be cancelled or varied from time to time. All the Shire of Mingenew s employees will be notified of any variation to this policy by the normal correspondence method. All users of the organisations ICT are responsible for reading this policy prior to accessing the organisations ICT.



Title:	1.3.9 PRE-QUALIFIED SUPPLIERS POLICY
Adopted:	
Reviewed:	-
Associated Legislation:	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
Associated Documents:	Purchasing Procedure Code of Conduct
Review Responsibility:	Finance Manager
Delegation:	N/A

Objective:

The Shire will consider establishing a Panel for purchasing activity when of the following factors apply:

- It determines that a range of similar goods or services are required to be purchased on a continuing and regular basis;
- The purchases are considered vital, but of low value, and may be needed prior to a purchase order being completed;
- There are numerous potential suppliers in the local and regional procurement-related market sector(s) that offer 'value for money';
- The purchasing activity under the intended Panel is considered to be of a low risk;
- The Panel will streamline and improve procurement processes; and
- It has the capacity to establish, manage the risks and achieve the benefits expected of the proposed Panel.

Policy Statement:

The Shire is committed to developing and operating efficient, effective, economical and sustainable procedures for the procurement of all goods and services and adopting a value for money approach, which allows the best possible procurement outcome to be achieved.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct and in compliance with the Shire's Purchasing Policy.

1.3.9 PRE-QUALIFIED SUPPLIERS PROCEDURES

Relevant Council Policy

1.3.9 Pre-Qualified Suppliers Policy

Approval Date:

Appendix: Nil

Relevant CEO Directive

N/A

Review: Annual

Objective:

The Shire will consider establishing a Panel for purchasing activity when of the following factors apply:

- It determines that a range of similar goods or services are required to be purchased on a continuing and regular basis;
- The purchases are considered vital, but of low value, and may be needed prior to a purchase order being completed;
- There are numerous potential suppliers in the local and regional procurement-related market sector(s) that offer 'value for money';
- The purchasing activity under the intended Panel is considered to be of a low risk;
- The Panel will streamline and improve procurement processes; and
- It has the capacity to establish, manage the risks and achieve the benefits expected of the proposed Panel.

Panel Establishment

Should the Shire determine it is advantageous to establish a Panel, it must do so in accordance with Part 4, Division 3 of the Local Government (Functions and General) Regulations and its internal procurement procedures.

- A Panel may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.
- Panels may be established for a minimum of 1 year and a maximum of 3 years or other length of time deemed appropriate by the Shire.
- Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.
- Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to the Panel, or to each category within the Panel, on the basis of best 'value for money'.
- In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.
- Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

Panel Purpose

The Shire may establish a Panel for the purpose of:

Trades Panel

to allow sub-contract assistance in operational requirements on an as-needed basis. Establishment of a Panel in this instance negates the requirement for quotes. A Trades Panel may include such categories as electrician, plumber or similar.

Purchasing from a Panel

Each pre-qualified supplier appointed to the Panel (Supplier) provides a schedule of rates (Schedule) accepted by the Shire as part of their appointment to the Panel. This Schedule will be fixed for the term of the Panel and will ensure that each Supplier has been afforded an identical opportunity to quote for the supply requirements.

The Shire may award any quantity of work to any Supplier on the basis of their schedule and availability. A purchase order will be issued before works commence except urgent purchases for which a purchase order will be issued after works commence.

An urgent purchase is defined as an unanticipated purchase which is required in response to an urgent situation with immediate attention.

Distributing Work Amongst a Support Panel

In considering the distribution of work amongst a Trades Panel, the Shire will consider the Supplier's:

- Accepted Schedule;
- Performance during the term of the Panel;
- Capability relative to the particular item of work;
- Response time and/or availability; and
- Vicinity to the work location.

Panel Communication Agreement

The Shire will ensure clear, consistent, and regular communication between all parties to a Panel.

Panel Record Keeping

All documentation and communication relating to the establishment of, and subsequent procurement from a Panel shall be processed through the Shire's internal record management system, as appropriate, to ensure an identifiable audit trail exists. This will include such items as the initial request for applications, all invitations to quote, clarification correspondence, responses received, and all procurement documentation.



1.3.8

Title:	1.3.8 FEES AND CHARGES POLICY
Adopted:	To be confirmed
Reviewed:	New Policy – Not applicable
Associated Legislation:	Local Government Act 1995 Local Government (Financial Management) Regulation
Associated Documents:	Code of Conduct Fees and Charges Procedure Fees and Charges list
Review Responsibility:	Finance Manager
Delegation:	N/A

Objective:

The purpose of this policy is to establish a fair and equitable fee structure which reflects actual reasonable costs for services and goods provided by the Shire.

Policy Statement:

The Shire, in accordance with s6.16 of the Local Government Act 1995 (Act), may impose and recover a fee or charge for any goods or services it provides or proposes to provide, other than a service for which a service charge is imposed.

The Shire will impose Fees and Charges for:

- Providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the Shire;
- Supply a service or carrying out work at the request of a person;
- Subject to section 5.94 of the Act, providing information from Shire records;
- Receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- Supplying goods; and
- Such other services or goods as may be prescribed.

In setting the level of a fee or charge (s6.17 of the Act) for a service or for goods the Shire is required to take into consideration the following factors:

- a) The cost to the local government of providing the service or goods;
- b) The importance of the service or goods to the community; and
- c) The price at which the service or goods could be provided by an alternative provider.

A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.

In addition to this, the National Competition Policy requires that local government review its fees, charges and services with a view to identifying whether these should be adjusted to ensure they are not unfair and uncompetitive when compared with the private sector. While many of the services provided by the Shire are specific to local government, there are others, which may be provided by the private sector.

The provision of services and goods additional to those provided as core business operations require resourcing and have an inherent cost. The Shire adopts a 'user contributes' approach to the provision of services and goods in order that the cost burden is fairly set and spread more equitably amongst customers.

The basic principles considered in establishing Shire fees and charges will be:

- Charges which reflect the true cost of providing a facility;
- Compliance with the Local Government Act 1995 and associated Regulations;
- Fees for service on a cost recovery basis;
- Importance of the service to the Community; and
- Compliance with Goods and Services Tax (GST).

Costs associated with the provision of services and goods will be reviewed annually as part of the annual budget development process.

1.3.8 FEES AND CHARGES PROCEDURE

Relevant Council Policy

1.3.7 Fees and Charges Policy

Approval Date: To be confirmed

Appendix - Nil

Relevant CEO Directive

Nil

Review: Biennial

Objective:

To ensure effective controls, policies and procedures to the imposition and setting of fees and charges for services and goods provided by the Shire.

Legislation:

Local Government Act 1995 s5.94, s6.16 and s6.17

Local Government (Financial Management) Regulation

National Competition Policy

Procedures:**1. Use of and Admission to Shire Property or Facilities**

Fees and charges shall apply to the use and or hire of Shire owned, controlled, managed or maintained facilities for a specific period such as:

- Campgrounds and Caravan Park;
- Cemeteries;
- Community Centres, Halls and Venues;
- Community Bus;
- Library;
- Museums;
- Residence;
- Ovals;
- Parks and Gardens;
- Roads;
- Reserves;
- Sporting Grounds;
- Thoroughfares;
- Recreational Venues.

Hire charges will be determined on a venue or facility basis, and will consider the following criteria:

- Peak or off-peak seasons;
- Permanent, temporary or one-off booking;
- The type of use;
- The age and condition of the venue.

Indoor Hire Charges will aim to recover 100% cost recovery of operating costs to maintain premises and provide for future additional replacement premises.

Outdoor Hire Charges will aim to recover 100% of the annual maintenance cost for all outside Shire owned, controlled, managed or maintained facilities.

2. Supplying a Service

Services may include but are not restricted to the provision of the following;

- Admission and use of Shire owned, controlled, managed or maintained facilities;
- Assessment of approvals: receiving an application for approval and granting an approval;
- Carrying out works at the request of a person;
- Giving or supply of information;
- Granting and issue of a certificate, license or permit;
- Installation of signs;
- Making an inspection;
- Providing written advice;
- Undertaking private works and construction.

Fees for the provision of services shall aim at recovering the full economic cost of providing the service.

3. Information from Shire Records

The giving or supply of information may include the provision of the following;

- Copies of Council documents including, Council Agendas/Minutes, Electoral Rolls, reissue of Rate Notices, Inspection of Plans.

4. Applications for Approval, Inspections, Licence, Permit, Authorisation or Certificate

Community Events, Sporting Events, Markets, Stalls etc, may require applications for:

- Approvals;
- Assessment;
- Authorisation;
- Certificates;
- Licences;
- Inspections;
- Permits.

5. Goods

Includes the provision of anything, which may be tangible, such as:

- Issuing of documents including approval, certificates, licenses and permits;
- Installation of Signs;
- Use of Plant and Equipment;
- Sale of Materials.

Fees for the provision of goods will aim at recovering the full economic cost of producing the goods.

6. Infringements

Includes the provision of non-compliance breaches, such as:

- Dog;
- Cat;
- Fire Break.

Infringements will aim at recovering the full economic cost of non-compliance breach.

7. Sporting Clubs

Given the importance to the community and local social fabric, it is not expected that full cost recovery will be realistically achievable from our sporting clubs for use of the Shire's recreation facilities.

Instead, the Shire will seek to enter into agreements with the relevant clubs which outline their annual fees and the mutually expected obligations of both parties.



POLICY MANUAL 2019

Updated 17 July 2019

(NPP191138)



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FOREWORD

Introduction

The Local Government Act 1995 empowers Council in the determination of policy under section 2.7 Role of Council - “(2)(b) determine the local government’s policies.”

In simple terms policy provides guidance as to what is to be done, procedures provide how it is to be done and delegation provides who can do it.

This manual contains both Council and Shire (Operational) Policies to guide both its direction and operation. It is to be used in conjunction with the:

- I. Shire of Mingenew Delegation Register; and the
- II. Shire of Mingenew Procedure Manual.

Policies within this manual are expressed in broad terms to achieve flexibility within Shire procedures whilst still allowing for good governance.

Definitions

The Shire of Mingenew has defined policy as:

A guiding statement intended to influence decisions and action.



COUNCIL POLICY

1.1.1

Elected Members

Title:	1.1.1 ELECTED MEMBERS ENTITLEMENTS
Adopted:	20 February 2018
Last Reviewed:	20 February 2018
Associated Legislation:	Sections 5.98, 5.98A, 5.99, 5.99A and 5.100A of the Local Government Act 1995. Regulations 30, 31, 32 and 34AC of the Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975
Associated Documents:	
Review Responsibility:	Chief Executive Officer
Delegation:	-

Previous Policy Number/s 1004, 1005, 1006, 1.1.1

Objective:

The Shire of Mingenew's Elected Members are required to carry out certain functions and responsibilities under the Local Government Act. In order to assist in the facilitation of their roles this policy details the entitlements that Elected Members must be provided with in order to be effective in their role.

Policy Statement:

In recognition of the complexity and demands on Elected Members in undertaking their role, the Shire of Mingenew is committed to ensuring adequate funding is included within the Annual Budget to allow for

- a) Elected Member compensation and reimbursement;
- b) The provision of appropriate facilities, equipment, material and information to support professional development; and
- c) Acknowledgement of service.

1. Payment of Fees and Allowances

1.1 Annual Meeting Attendance Fees In lieu of Council Meeting and Committee Meeting Attendance Fees:

- a) In lieu of paying the *President* meeting attendance fee for each prescribed meeting, the Shire will pay 33% of the maximum annual attendance fee set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
- b) In lieu of paying *Councillors* a meeting attendance fee for each prescribed meeting, the Shire will pay 40% of the maximum annual attendance fee set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
- c) Payments will be made quarterly in arrears on a pro-rata basis throughout the annual period.



1.2 Annual Local Government Allowances — President and Deputy President:

- a) The Shire will pay an Annual Local Government Allowance for the President that is 37% of the maximum set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
- b) The Shire will pay an Annual Local Government Allowance for the Deputy President that is equivalent to 25% of the President's Allowance.
- c) Payments will be made quarterly on a pro-rata basis throughout the annual period.

1.3 Conditions of Payment

- a) All allowances and fees shall be paid automatically into a nominated bank account unless an Elected Member has advised the Chief Executive Officer (CEO), in writing, that he/she does not want to claim any or part of those fees and allowances.
- b) If an Elected Member advises that he/she does not want all or part of the fees and allowances to which he/she is entitled, any subsequent request for full or additional payment will not be back-paid but accrue from the date of the CEO receiving such a request.

1.4 Information, Communication and Technology (ICT) Equipment & Use

- a) The following equipment will be issued to Elected Members upon commencement of role:
 - (i) A mobile device with keyboard or equivalent technology and inclusive of a data SIM Card.
- b) *Conditions*
 - (i) Any damage or loss of the equipment during that time is the responsibility of the Elected Member to repair and fund.
 - (ii) The equipment is strictly to be used for Shire purposes only including, researching Council related matters, Shire approved social media, Shire related pictures or filming, receiving and despatching email correspondence, diary requests and Council meeting agendas.
 - (iii) The CEO, if requested, may provide assistance to Elected Members with user training and support.
 - (iv) All information on Shire issued equipment is subject to Freedom of Information requests.
 - (v) All Councillor's will receive an @mingenew.wa.gov.au email address which is to be used for all Shire related correspondence.
 - (vi) All emails received and sent through the @mingenew.wa.gov.au email account are to be captured in the Shire's Record Keeping System.
 - (vii) Any costs associated with upgrades or additional requirements over and above the standard equipment being offered should be met by the Elected Member.
- c) An Elected Member who incurs an ICT expense, as defined by the SAT, is entitled to be reimbursed for that expense up to \$100.00 per claim, providing sufficient evidence be submitted. As such the Shire will not pay an ICT Annual Allowance.



2. Attendance at Conferences and Training within Australia

2.1 Annual Conference and Training Expense Allocation

- a) Council will determine, as part of the annual budgetary process, the Annual Conference and Training budget, which is to be exclusive of costs associated with attendance at the Annual West Australian Local Government Week.
- b) All Elected Members shall be entitled to attend the Annual West Australian Local Government Association conference, with estimated costs to be included in the annual budget.
- a) All fees associated with a training event or conference, including travel, meals and accommodation expenses and course fees etc will be reimbursed by the Shire, to the extent listed in clause 2.6. Supporting evidence must be provided.
- b) Travel for any prescribed meeting (as prescribed in 30(3A) of the LG Regulations) or community consultation will be reimbursed by the Shire providing sufficient evidence be submitted.

2.2 Approval

- a) The CEO will approve all requests made by each Elected Member to attend any locally (within the state) provided Conference or Training within the categories outlined at clause 2.2 providing it is within the funds allocated in the Annual Budget.
- a) All interstate and overseas requests will require Council approval.
- b) Councillors whom wish to represent Council at a conference shall request nomination at a Council meeting. Council will decide by resolution to nominate such representatives as Council may consider appropriate.

2.3 Conferences and Training that May be Attended

- a) The Conferences and Training to which this policy applies shall generally be limited to the following:
 - West Australian Local Government Association and Australian Local Government Association conferences.
 - Special 'one off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues.
 - Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
 - Municipal Training Service's Councillor Induction Program.
 - West Australian Local Government Association Elected Member Training and Development.
 - Training relating to the role of Elected Members.
 - Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.



2.4 Community and other Consultation

- a) In order for Councillors to consult with communities in an official Shire capacity outside the Mingenew townsite, and in the case of a Council vehicle not being available (private vehicle used) the Shire will reimburse associated vehicle costs at the rate set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time. Additionally, accommodation and meals will be reimbursed at cost.
- b) Elected members are required to prepare a report for presentation to Council, detailing the purpose of the visit and a summary of the outcomes achieved during the consultation process.

2.5 Support Activities

- a) The Shire will pay all costs for Elected Members that are charged by organisers for support activities, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the conference and training event.

2.6 Extent of Expenses to be reimbursed

- a) The Shire will reimburse all accommodation costs associated with training and conferences providing the nightly rate is fair and reasonable.
- b) An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs are to be reimbursed in accordance with the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time and include, but are not limited to:
 - meals and refreshments for the Elected Member (that are not covered by the conference and Training registration costs);
 - dry-cleaning and laundry expenses; and
 - reasonable telephone, internet and facsimile charges.
- c) Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people with the exception of an accompanying person as specified in 2.8 of this policy.
- d) Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:
 - for the days of the Conference and Training event only; and
 - for the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.
- e) The extent to which an Elected Member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the Regulations is set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
- f) Costs of taxi fares, ride-share services, vehicle hire and parking, which are reasonable, required and incurred in attending Conferences and Training, will be reimbursed by the Shire in accordance with Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.



- g) All reimbursements require substantiation with details of the date, activity attended, the actual costs incurred, and original receipts being provided and attached to the claim form.
- h) Should an Elected Member withdraw their registration from a conference or training course past the last cancellation date, any costs incurred by Council that cannot be recouped from event organisers shall be reimbursed to Council by that Councillor.

2.7 Air Travel

- a) All air travel must be economy class, any upgrades to other classes must be paid by the elected member

2.8 Elected Member/Delegate Accompanying Person

- a) Where an Elected Member is accompanied at a conference or training event, all costs incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member / accompanying person and not by the Shire.
- b) The exception to the above being the cost of attending any official conference/training event dinner where partners would normally attend as well as accommodation costs associated with a shared room with the Elected Member, where such costs are not above a room rate for the Elected Member alone.
- c) Where the Shire meets an account containing any expenditure or cost incurred on behalf of the accompanying person attending, such expenditure must be repaid to Shire by the Elected Member / accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the conference / training event.

3. Other Entitlements

3.1 Acknowledgement of Service

- a) Council will upon retirement of Elected Members, acknowledge their service through the provision of an appropriate gift. The value of any gift provided to a retiring Elected Member is limited to the prescribed amount set out below and is in accordance with Regulation 34AC of the Local Government (Administration) Regulations 1996.
 - (i) Up to 4 years' service:
A certificate of appreciation
 - (ii) Greater than 4 years and up to and including 8 years of service:
A gift up to the value of \$200
 - (iii) Greater than 8 years and up to and including 12 years of service:
A gift up to the value of \$300
 - (iv) Greater than 12 years of service:
\$300 plus \$25 per year of service to the maximum value of \$1,000.
- a) Recognition will not take the form of a cash payment.
- b) In the event that a sitting or retiring Councillor has performed an extensive range of functions on behalf of the municipality and the community which are beyond that normally associated with a Councillors day to day duties, the Council may at its discretion grant the title of "Honorary Freeman of the municipality".



COUNCIL POLICY

Elected Members

1.1.2

Title:	1.1.2 ELECTED MEMBERS COMMUNICATIONS
Adopted:	21 March 2018
Reviewed:	10 January 2018
Associated Legislation:	State Records Act 2000 Freedom of Information Act 2000 Local Government Act 1995 Local Government (Rules of Conduct) Regulations 2007
Associated Documents:	Shire of Mingenew Code of Conduct for Council Members, Committee & Working Group Members Shire of Mingenew Freedom of Information Statement Shire of Mingenew Recordkeeping Plan Shire of Mingenew Records Management Policy
Review Responsibility:	Governance Officer
Delegation:	

Previous Policy Number/s 2003, 2014.

Objective:

To provide a policy position in respect to the expectation of Elected Members when engaging in communications, whether verbal, written, electronic or via social media, as an Elected Member of the Shire of Mingenew and, in some circumstances, a personal capacity.

Policy Statement:

The Shire of Mingenew supports and implements good governance practices and applies these principals to the appropriate use of, and access to communication systems and information managed and retained by the Shire.

As such it is the Shire's position that communications made on behalf of the Shire or Council, should be appropriately coordinated to ensure quality and consistent information is disseminated and to provide the community and Shire stakeholders with opportunities to be informed, participate, engage and contribute to the decisions made by Council on issues that affect them. In addition, communication should be carried out with regard to the Shire's Code of Conduct, the Local Government Act 1995 and the Local Government (Rules of Conduct) Regulations 2007.

Any breach of this Policy may also be considered a breach of the Shire of Mingenew Code of Conduct.



1.1.2 ELECTED MEMBERS COMMUNICATIONS MANAGEMENT PROCEDURE

Relevant Council Policy

1.1.2 Elected Members Communications

Adoption Date: 16 March 2018- CEO

Appendix:

Relevant CEO Directive

N/A

Review: Biennial

Objective:

To guide persons when engaging in communications, whether verbal, written, electronic or via social media, as an Elected Member of the Shire of Mingenew and, in some circumstances, a personal capacity.

Policy Statement:

The Shire of Mingenew supports and implements good governance practices and applies these principals to the appropriate use of, and access to communication systems and information managed and retained by the Shire.

As such it is the Shire's position that communications made on behalf of the Shire or Council, should be appropriately coordinated to ensure quality and consistent information is disseminated and to provide the community and Shire stakeholders with opportunities to be informed, participate, engage and contribute to the decisions made by Council on issues that affect them. In addition, communication should be carried out with regard to the Shire's Code of Conduct Policy, the Local Government Act 1995 and the Local Government (Rules of Conduct) Regulations 2007.

Any breach of this Policy may also be considered a breach of the Shire of Mingenew Code of Conduct.

Legislative Provisions:

- a) State Records Act 2000 requires that all correspondence, including email, relating to the business of the Shire and the Council must be retained in the official records of the Shire.
- b) Section 2.8(1)(d) and 5.41(f) of the Local Government Act 1995, provides that only the Mayor/President may speak on behalf of the Shire (or the CEO if authorised by the President to do so).
- c) Freedom of Information Act 2000 requires preservation of correspondence and its availability for Freedom of Information purposes.
- d) Section 5.93 of the Local Government Act 1995 provides that an Elected Member (in addition to employees) must not make improper use of any information acquired.
- e) Regulation 6 of the Local Government (Rules of Conduct) Regulations 2007 provides for Elected Members to maintain confidentiality.

Procedures:

1. Media Relations

- a) In accordance with the Local Government Act 1995, the Mayor/President only, can speak on behalf of the Shire, or if authorised by the President, the Chief Executive Officer.



- b) When speaking to the media as spokesperson for the Shire, the President may only represent the official view of the Shire, having regard to the Shire's Code of Conduct Policy, the Local Government Act 1995 and the Local Government (Rules of Conduct) Regulations 2007.
- c) Elected Members may make their own personal position known about any matter which is pertinent the business of the Shire, including Council decisions, provided that it cannot be construed to be a statement on behalf of Council.
- d) There shall not be any adverse reflection on Elected Members, Employees or a Council/Committee decision.

2. Social Media

- a) Staff and Councillors that comment via personal social media accounts on issues regarding Council are therefore linked to Council. With this understanding staff and Councillors should be aware that comments made via social media are in the public domain and use of such should be aligned to Council's media policy and Code of Conduct.
- b) Defamatory, disrespectful or deliberately misleading commentary provided on these platforms may bring staff or Councillors in breach of Council's Code of Conduct.
- c) Elected Members when using personal social media must not:
 - I. Disclose confidential information gained through the course of their duties.
 - II. Adversely reflect on Elected Members, Employees or a Council/Committee decision.
 - III. Compromise public confidence in the Council or Shire
 - IV. Ensure that no copyrighted or trademarked material is published without permission.
 - V. Use an official work email address, or anything else that connects the Elected Member to Council or the Shire.
 - VI. Use external social media tools for Council business related internal communications, excluding corporate networks such as SharePoint and Skype.

3. Correspondence

- a) Each Elected Member is to be provided with a Shire of Mingenew email address and this email must be used for all electronic correspondence between the community, stakeholders and the Elected Member when it relates to the business of the Shire.
- b) Correspondence generated and received by Elected Members, including electronic correspondence, that relates to the business of the Shire is subject to State Records Act 2000, the Shire's Records Management Policy and Recordkeeping Plan, and as such must be retained within the Shire's corporate recordkeeping system.

4. Access to Information

- a) Access to corporate information by Elected Members is managed in accordance with section 5.92 of the Local Government Act and the Shire's Freedom of Information Statement.
- b) Elected Members who wish to view records outside of those records detailed within s5.92 of the Local Government Act 1995 and the Shire's Freedom of Information Statement, must demonstrate to the Chief Executive Officer the relevance of the information to their performance as an Elected Member. Should approval be granted, the Chief Executive Officer will determine the manner in which access is permitted.



5. Local Government Elections

- a) During a Local Government election period some communications including electronic and social media may fall into the category of 'election material'. Election material is any material which is published in any format which is intended to affect the result of the election. All election material must contain the name and the address of the person who authorises the material. Therefore any communications including social media and email, which may in some way comment on candidates or Council during an election campaign must meet the requirements of the Local Government Act 1995 and associated Regulations (Local Government (Elections) Regulations 1997).



COUNCIL POLICY

1.1.3

Elected Members

Title:	1.1.3 COMMUNICATION BETWEEN ELECTED MEMBERS AND STAFF
Adopted:	21 March 2018
Reviewed:	10 January 2018
Associated Legislation:	State Records Act 2000 Freedom of Information Act 2000 Local Government Act 1995 Local Government (Rules of Conduct) Regulations 2007- Regulation 6
Associated Documents:	Shire of Mingenew Code of Conduct for Council Members, Committee & Working Group Members Shire of Mingenew Code of Conduct for Shire Employees
Review Responsibility:	Governance Officer
Delegation:	-

Previous Policy Number/s

Objective:

To provide a policy position in regards to the expectation of Elected Members and Shire Administration staff when engaging in communications with one another.

Policy Statement:

Elected Members and staff of the Shire are committed to establishing a respectful, harmonious and effective working relationship with one another to achieve the Council's corporate goals and implement Councils strategies.

To achieve that position communication channels between Elected Members and the Shire administration should be in accordance with the provisions of the Local Government Act 1995 whereby the Chief Executive Officer is the contact point for contact between Elected Members and the administration.



1.1.3 COMMUNICATION BETWEEN ELECTED MEMBERS AND STAFF MANAGEMENT PROCEDURE

Relevant Council Policy

1.1.3 Communication between Elected Members and Staff

Relevant CEO Directive

N/A

Adoption Date: 16 March 2018- CEO

Review: Biennial

Objective

To ensure that appropriate protocols and guidelines are in place to:

- Provide clearly defined communications and contact channels between Elected Members and shire staff.
- Ensure that duplication and loss of productive time is minimised.
- Facilitate Elected Members performing their role effectively.

Legislation:

- a) State Records Act 2000 requires that all correspondence, including email, relating to the business of the Shire and the Council must be retained in the official records of the Shire
- b) Freedom of Information Act 2000 requires preservation of correspondence and its availability for Freedom of Information purposes.
- c) Regulation 6 of the Local Government (Rules of Conduct) Regulations 2007 provides for Elected Members to maintain confidentiality.

Procedures:

1. Requesting Information or a Service

- a) Any Elected Member wishing to make an enquiry or obtain any information regarding an operational/strategic issue shall contact the Chief Executive Officer with email being the preferred method of contact.
- b) Where an Elected Member chooses to make a request via telephone the details of the conversation will be recorded and logged into the Shire's record system if any action is required.

2. Staff Contacting Elected Members

- a) All staff other than the Chief Executive Officer and Senior Staff are not permitted to contact Elected Members unless:
 - (i) They have been requested to do so by the Chief Executive Officer.
 - (ii) They are dealing with an ongoing matter and the Chief Executive Officer was aware of the ongoing contact.
- b) All staff contact with Elected Members when approved should be via email so appropriate records can be kept otherwise file notes may be required.
- c) It is acknowledged that the Finance Manager and Governance Officer are required to contact Elected Members for specific matters.

3. Appointments with the Chief Executive Officer and Senior Staff

Elected Members in acknowledging the everyday pressures placed on the Chief Executive Officer and senior staff, will wherever possible make appointments in advance, to meet with the Chief



Executive Officer or Senior Staff member (go/finance), at the Chief Executive Officer's discretion, stating the nature of the request for a meeting.



COUNCIL POLICY

1.1.4

Elected Members

Title:	1.1.4 CODE OF CONDUCT- (COUNCILLORS AND COMMITTEE MEMBERS)
Adopted:	20 March 2019
Reviewed:	20 March 2019
Associated Legislation:	Local Government (Rules of Conduct) Regulations 2007
Review Responsibility:	Governance Officer
Delegation:	N/A

PREAMBLE

The Model Code of Conduct provides Council Members, and Committee Members in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Model Code is complementary to the principles adopted in the Local Government Act and Regulations which incorporates four fundamental aims to result in: -

- (a) *better decision-making by local governments;*
- (b) *greater community participation in the decisions and affairs of local governments;*
- (c) *greater accountability of local governments to their communities; and*
- (d) *more efficient and effective local government.*

The Code provides a guide and a basis of expectations for Council Members, Committee Members and employees. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

STATUTORY ENVIRONMENT

The Model Code of Conduct observes statutory requirements of *the Local Government Act 1995* (s.5.103 – Codes of Conduct) and *Local Government (Administration) Regulations 1996* (Regs 34B and 34C).

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007*.

1. ROLES

1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.



The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows:

"A Councillor:

- (a) represents the interests of electors, ratepayers and residents of the district;*
- (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a Councillor by this Act or any other written law."*

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.2 Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

"(1) The council —

- (a) governs the local government's affairs; and*
- (b) is responsible for the performance of the local government's functions.*

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and*
- (b) determine the local government's policies."*

1.3 Role of Employees

The role of employees is determined by the functions of the CEO as set out in S 5.41 of the Local Government Act 1995:

"The CEO's functions are to:

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO."*

1.4 Principles affecting the employment of employees by the Shire

The following principles, set out in section 5.40 of the Act, apply to the employment of the Shire's employees:

- "(a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) employees are to be treated fairly and consistently; and*
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the Shire on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) such other principles, not inconsistent with this Division, as may be prescribed."*

1.5 Relationships between Council Members and Employees

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and employees have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following –

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.



2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Council and Committee Members will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties. An "interest" is one that could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.
- (b) Council and Committee Members will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government district or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (c) Council and Committee Members who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

2.2 Financial Interest

Council and Committee Members will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

Council and Committee Members shall not use confidential information to gain improper advantage for themselves or another person or body in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Council.

Due discretion shall be exercised by all those who have access to confidential or sensitive information. Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other than the Council members and/or employees of the Shire (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of the Council held with open doors.

Nothing in this section prevents a Council member from disclosing confidential information:

- to a legal practitioner for the purpose of obtaining legal advice; or
- if the disclosure is permitted by law.

3.3 Improper or Undue Influence

Council Members will not take advantage of their position to improperly influence other Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Council and Committee Members shall not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body. Similarly, Council and Committee Members shall not take



advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

4. CONDUCT OF COUNCIL AND COMMITTEE MEMBERS

4.1 Personal Behaviour

(a) Council and Committee Members will:

- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
- (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
- (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (v) always act in accordance with their obligation of fidelity to the Local Government.

(b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council and Committee Members will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

4.3 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (c) Council Member comments which become public and breach the *Local Government (Rules of Conduct) Regulations 2007* may constitute a breach of the *Local Government Act 1995* and may be referred for investigation.

4.4 Performance of Duties

Council and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council



members and committee members will be as informed as possible about the functions of the Council and treat all members of the community honestly and fairly.

4.5 Compliance with Lawful Orders

- (a) Council and Committee Members will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the Chief Executive Officer.
- (b) Council and Committee Members will give effect to the lawful decisions and policies of the Local Government, whether or not they agree with or approve of them.

4.6 Administrative and Management Practices

Council and Committee Members will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

4.7 Corporate Obligations

(a) Standard of Dress

Council and Committee Members are expected to comply with neat and responsible dress standards at all times. Accordingly, Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.

(b) Communication and Public Relations

- (i) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
 - as a member of the Council there is respect for the decision-making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
- (ii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

4.7 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.



5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Local Government Resources

Council Members will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

5.2 Travelling and Sustenance Expenses

Council and Committee Members will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy, awards and the provisions of the Local Government Act.

5.3 Access to Information

- (a) Employees will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.



COUNCIL POLICY

1.2.2

Administration

Title:	1.2.2 RISK MANAGEMENT
Adopted:	20 February 2019
Reviewed:	20 February 2019
Associated Legislation:	Local Government Act 1995 Local Government (Audit) Regulations 1996 Risk Management Standard AS/NZS ISO 31000:2018
Associated Documents:	Risk Assessment and Acceptance Criteria Tables: Risk Management Framework
Review Responsibility:	Audit Committee; Chief Executive Officer & Governance Officer
Delegation:	Nil

Previous Policy Number/s 2013, 1.2.2

Objective:

To detail the Shire's level of commitment towards the concept and resourcing of risk management and define its risk appetite, risk acceptance and control evaluation criteria.

Policy Statement:

It is the Shire's Policy to aim for best practice (aligned with AS/NZS ISO 31000:2018 Risk Management Guidelines), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk management functions will be resourced appropriately to meet the size and scale of the Shire's operations and will form part of the Strategic, Operational, and Project responsibilities and be incorporated within the Shire's Integrated Planning Framework.

The Shire is committed to:

- Utilising the principles and guidelines outlined in the standard AS/NZS ISO 31000:2018;
- Appointing and resourcing the Audit Committee.
- Provide adequate budgetary provision for the financing of risk management including approved risk mitigation activities.
- Promoting a culture within the Shire of awareness and active management of risks;
- Providing regular education to its staff in risk management practices;
- Implementation of these principles in the Shire's operations through the Risk Management Framework and Procedures;
- Providing transparent and formal oversight of the risk and control environment to enable effective decision making.
- Embedding appropriate and effective controls to mitigate risk.
- Providing for the continuity of critical operations.
- Doing all the above to the best of our ability within the constraints imposed by resource availability.



Risk Appetite

As a public authority the Shire has a natural and, in some cases, statutory predisposition to a conservative appetite for risk. In particular, the Shire has little or no appetite for risk which will;

- a) Have a moderate negative impact on the Shire's long-term financial sustainability;
- b) Result in moderate breaches of legislative requirements and/or successful litigation against the Shire;
- c) Compromise the safety and welfare of staff, contractors and/or members of the community.
- d) Cause significant and irreparable damage to the environment;
- e) Result in moderate disruption to the delivery of key Shire's services;
- f) Result in any negative impact on the Shire's reputation;
- g) Result in the loss of, or otherwise unauthorised or accidental access or disclosure of confidential information.

Quantified Risk Assessment and Acceptance Criteria

The Shire's Risk Assessment and Acceptance criteria (fig1-5) has been developed to align with its conservative risk appetite. All organisational risks are to be assessed against these criteria to allow consistency and informed decision making.

For operational requirements such as projects, or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations risk acceptance criteria and are to be noted within the individual risk assessment.

Monitoring and Reporting of Organisational Risk

- a) The Shire will develop and maintain a Risk Profile (register), which will evaluate risk at an organisational level using the quantified Risk Assessment and Acceptance Criteria contained within this policy;
- b) The CEO will report to the Audit Committee on the status of the Risk Profile at least twice yearly, with the report to include:
 - I. A review of any risk escalation; and
 - II. Provide a summary of risk maturity;
- c) The Audit Committee, in consultation with the CEO, will set an annual Control Assurance Plan informed by the Organisational Risk Profile and its priority rankings;
- d) The CEO will report to the audit committee at least twice yearly on the progress and findings of the Control Assurance Plan;
- e) The Audit Committee is to review this policy on a Biennial Basis;
- f) The CEO will conduct a triennial review of financial management systems and submit to the Audit Committee as per Regulation 5 of the Local Government (Financial Management) Regulations 1996;
- g) The CEO will conduct a triennial review on risk management, legislative compliance, and internal control and submit to the Audit Committee as per Regulation 17 of the Local Government (Audit) Regulations 1996.



Figure 1- Risk Assessment Criteria- Measures of Consequence

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Legal & Compliance	Reputational	Property	Environment
Insignificant (1)	First aid injuries	Less than \$5,000	No material service interruption	Compliance: No noticeable regulatory or statutory impact Legal: Threat of litigation requiring small compensation Contract: No effect on contract performance	Unsubstantiated, low impact, low profile or 'no news' item <i>Example: gossip, online post seen by limited persons</i>	Inconsequential damage	Contained, reversible impact managed by on site response <i>Example: pick up bag of rubbish</i>
Minor (2)	Medical type injuries	\$5,001 - \$15,000	Short term temporary interruption – backlog cleared < 1 day	Compliance: Some temporary non compliances Legal: Single minor litigation Contract: Results in meeting between parties in which contractor expresses concern	Substantiated, low impact, low news item <i>Example: online post seen by the community</i>	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response <i>Example: pick up trailer of rubbish</i>
Moderate (3)	Lost time injury <30 Days	\$15,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Compliance: Short term non-compliance but with significant regulatory requirements imposed Legal: several minor litigations Contract: Receive verbal advice that if breaches continue, a default notice may be issued	Substantiated, public embarrassment, moderate impact, moderate news profile <i>Example: local paper article, online post taken up by people outside of Shire</i>	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies <i>Example: Contractor removal of asbestos sheets</i>
Major (4)	Lost time injury >30 Days	\$50,000 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Compliance: Non-compliance results in termination of services or imposed penalties Legal: Single moderate litigation Contract: Receive written notice from contractor threatening termination if not rectified	Substantiated, public embarrassment, high impact, high news profile, third party actions <i>Example: State wide paper, TV news story, significant online presence</i>	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies <i>Example: truck/train spill of diesel of oil on road reserve</i>
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Compliance: Non-compliance results in litigation, criminal charges or significant damages or penalties Legal: Single major litigation or numerous moderate litigations Contract: Termination of contract for default	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions <i>Example: Au wide paper, TV news,</i>	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Figure 2- Evaluation of Controls Criteria

Existing Controls Ratings		
Rating	Detailed Description	Description and Action Required
Effective	No control gaps. The control is influencing the risk level and only continues monitoring is needed	Description: Control addresses risk, is officially documented, in operation and has been tested to confirm effectiveness
Moderately Effective	Few control gaps. The control is influencing the risk level however improvement is needed	Control addresses risk but documentation and/or operation of control could be improved
Partially Effective	Some control gaps that result in the control having limited influence on risk level	Description: Control addresses risk at least partially, but is not documented and/or operation of control needs to be improved Action Required: Must have a treatment plan (action) to improve the control effectiveness to at least 'Moderately Effective'
Inadequate	Significant control gaps that result in the control not influencing the risk level.	Description: At best, control addresses risk, but is not documented or in operation, at worst, control does not address risk and is neither documented nor in operation. Action Required: Must have a treatment plan (action) to improve the control effectiveness to at least 'Moderately Effective'



Figure 3- Risk Assessment Criteria- Measures of Likelihood

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Figure 4- Risk Assessment Criteria- Risk Matrix

Risk Matrix						
Consequence		Likelihood				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Figure 5- Risk Acceptance Criteria

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	CEO
EXTREME (16-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council



1.2.2 RISK MANAGEMENT FRAMEWORK/PROCEDURE

Relevant Council Policy

1.2.2 Risk Management v1

Approval Date: 13 February 2019

Appendix: Nil

Relevant CEO Directive

N/A

Review Date: Biennial

SHIRE OF MINGENEW

Risk Management Framework & Procedures v1

Approved 13/02/2019 by N. Hay

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1. Introduction

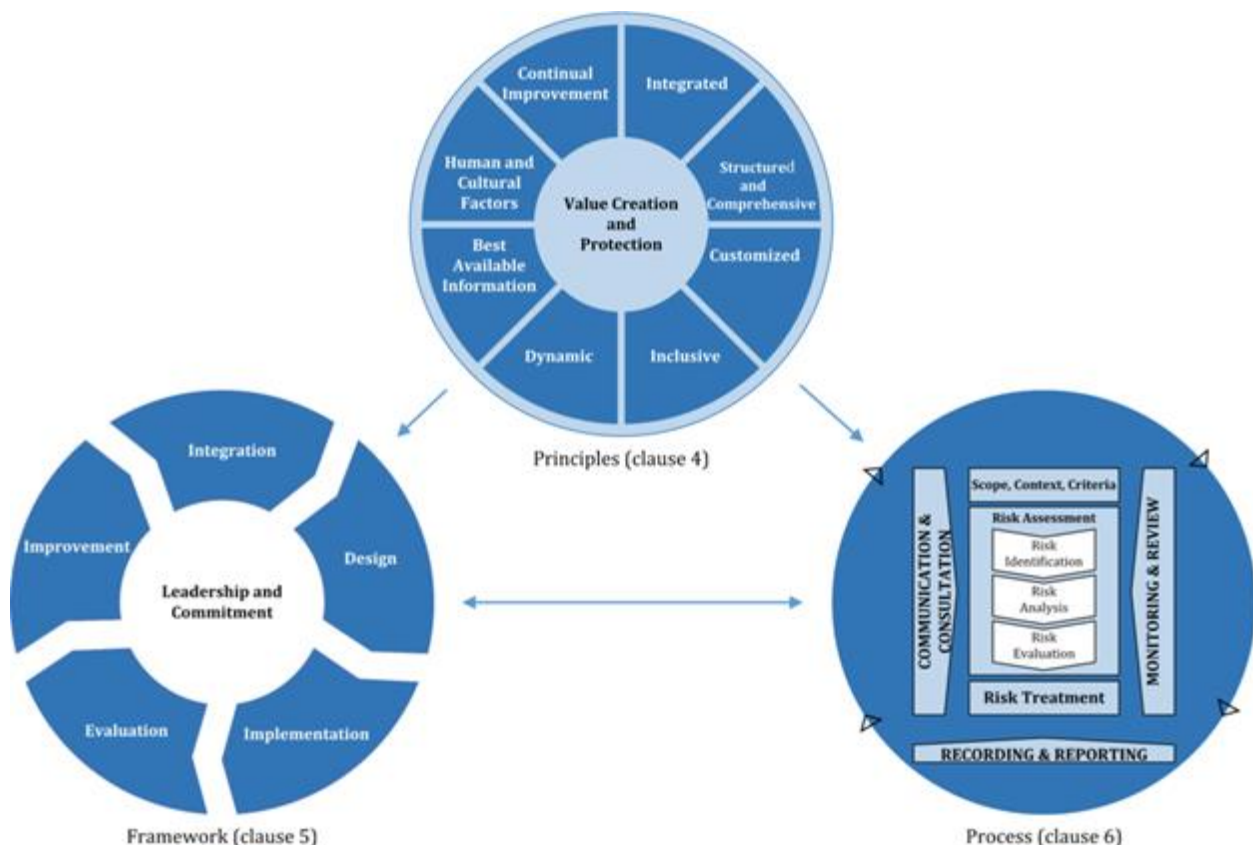
The Shire of Mingenew's (Shire) Risk Management Policy in conjunction with the components of this document encompasses the Shire's Risk Management Framework. It sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS ISO 31000:2018 Risk Management - Guidelines.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty, and its effects, on objectives is understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures.

**Figure 1: Relationship between the risk management principles, framework and process
(Source: AS 31000:2018)**



1.1 Legislation

1. The Local Government Act 1995 ("the Act") requires Councils to adopt appropriate policies, practices and procedures that ensure their assets are protected through sound administrative management.
2. Section 5.56(1) and (2) of the Local Government Act 1995- Planning for the Future; Regulation 17(1) (a) of the Local Government (Audit) Regulations: "The CEO is to review the appropriateness and effectiveness of a local government's system and procedures in relation to risk management".
3. Under regulation 17 (1) of the Local Government (Audit) Regulations 1996 the CEO is to review the appropriateness and effectiveness of a local government's system and procedures in relation to – (a) risk management; and (b) internal control; and (c) legislative compliance. 17 (2) the review may relate to any or all of the matters referred to in sub regulation (1) (a),(b) and (c), but each of those matters is to be the subject at least once every 3 financial years. 17 (3) The CEO is to report to the audit committee the results of that review.
4. Under Regulation 17 of the Local Government (Audit) Regulations 1996 it is a responsibility of the Audit & Risk Committee to receive the CEO reviews conducted on the appropriateness of systems and procedures in relation to risk management, internal control and legislative compliance

2. Governance

Appropriate governance of risk management within the Shire provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

2.1 Framework Review

The Risk Management Framework is to be reviewed for appropriateness and effectiveness biennially.

2.2 Operating Model

The Shire has adopted a 'Three Lines of Defence' model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate & Operational Plans.

First Line of Defence

All operational areas of the Shire are considered '1st Line'. They are responsible for ensuring that risks (within their scope of operations) are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include:

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the decisioning of risk matters.
- Prepare risk acceptance proposals where necessary, based on level of residual risk.



- Retain primary accountability for the ongoing management of their risk and control environment.

Second Line of Defence

The Governance Officer, supported by the Chief Executive Officer, acts as the primary '2nd Line'. This position owns and manages the framework for risk management. They draft and implement the governance procedures and provide the necessary tools and training to support the 1st line process.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st & 3rd lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1st Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire's risk reporting for Shire's Management Team and the Audit Committee.

Third Line of Defence

Internal & External Audit are the third line of defence, providing independent assurance to the Council, Audit Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1st & 2nd Line).

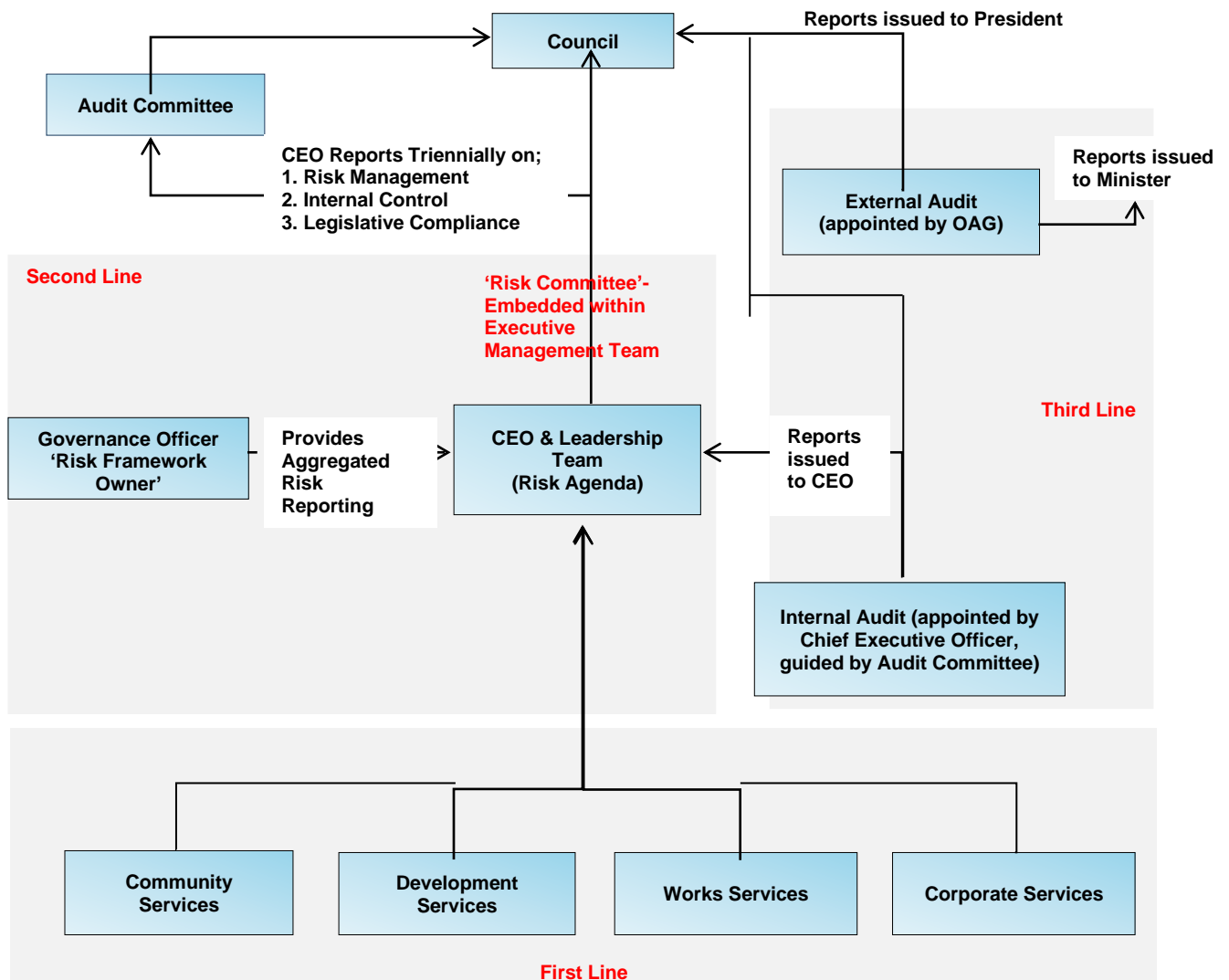
Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the Audit Committee with input from the CEO.

External Audit – Appointed by the Office of the Auditor General (OAG) to report independently to the President and CEO on the annual financial statements only.

2.3 Governance Structure

Diagram 2 depicts the current operating structure for risk management within the Shire.

Figure 2: Operating Model



2.4 Roles & Responsibilities

Council

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Establish and maintain an Audit Committee in compliance with the Local Government Act.

Audit Committee

- Regularly review the appropriateness and effectiveness of the Framework.
- Support Council to provide effective corporate governance.
- Assist to develop and endorse the Internal Audit Plan.
- Oversight of all matters that relate to the conduct of Internal and External Audits.
- Must be independent, objective and autonomous in deliberations.

CEO / Executive Management Team

- Appoint Internal Auditors as required under Local Government (Audit) regulations, based on Audit Committee guidance.
- Liaise with Council in relation to risk acceptance requirements.
- Approve and review the appropriateness and effectiveness of the Risk Management Framework.
- Drive consistent embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.
- Document decisions and actions arising from 'risk matters'.
- Own and manage the Risk Profiles at Shire Level.

Governance Officer

- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for Risk matters.

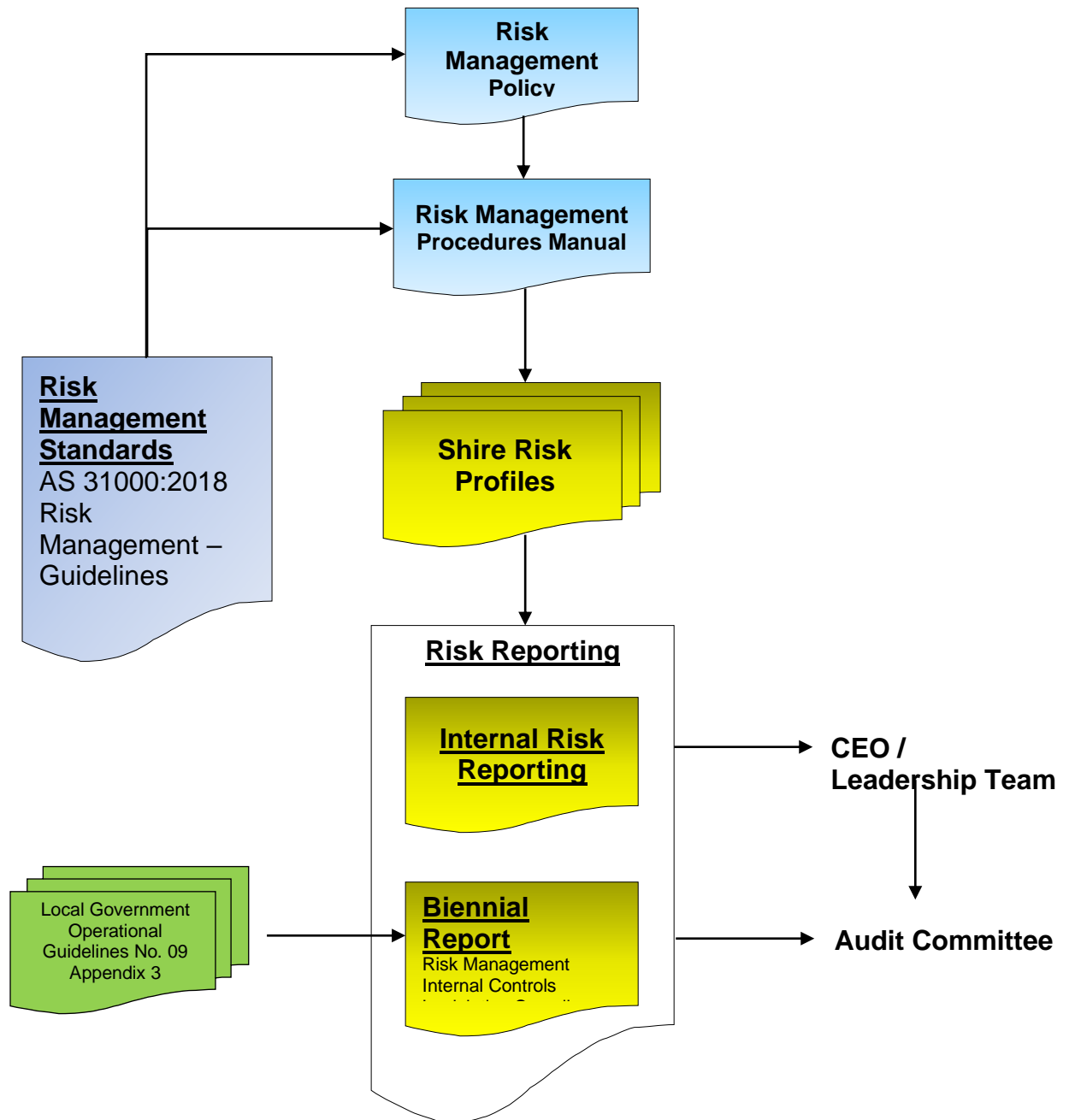
Work Areas

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the Risk & Control Management process as required.
- Highlight any emerging risks or issues accordingly.
- Incorporate 'Risk Management' into team meetings, by incorporating the following agenda items;
 - New or emerging risks.
 - Review existing risks.
 - Control adequacy.
 - Outstanding issues and actions.

2.5 Document Structure (Framework)

Diagram 3 depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.

Figure 3: Document Structure



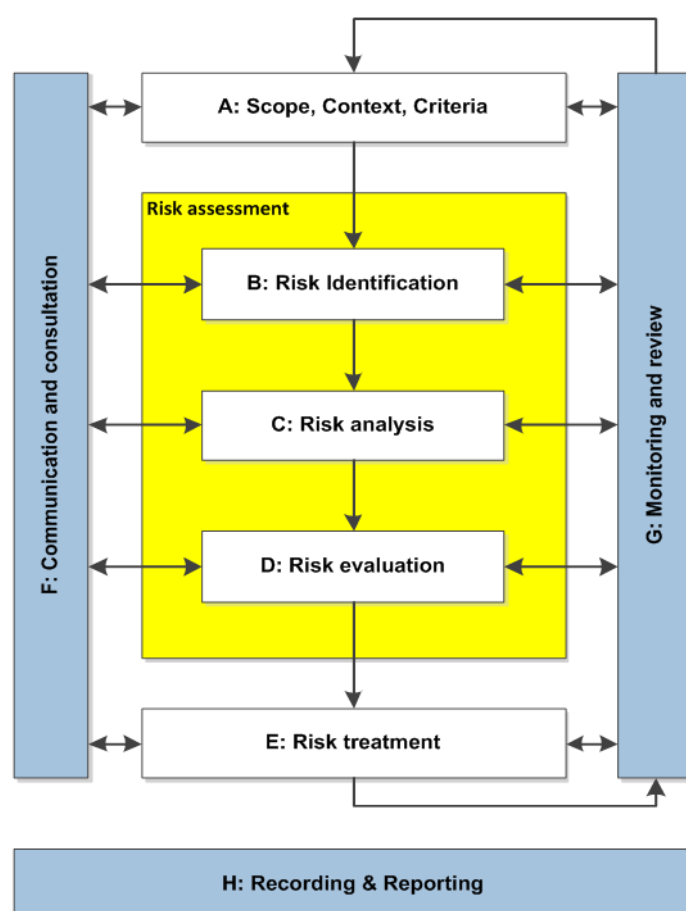
2. Risk Management Procedures

All Work Areas of the Shire are required to assess and manage the Risk Profiles on an ongoing basis. Each Manager, in conjunction with the Governance Officer are accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a **six-monthly basis**, unless there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported using key data inputs, workshops and ongoing business engagement. The risk management process is standardised across all areas of the Shire. The following diagram outlines that process with the following commentary providing broad descriptions of each step.

Figure 4: Risk Management Process AS 31000:2018



3.1 Scope, Context, Criteria

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

Organisational Criteria

This includes the Risk Assessment and Acceptance Criteria (Fig 6-10) and any other tolerance tables as developed.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision-making processes.

Scope and Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process. Risk sources can be internal or external. For specific risk assessment purposes, the Shire has three levels of risk assessment context:

I. Strategic Context

These risks are associated with achieving the organisation's long-term objectives. Inputs to establishing the strategic risk assessment context may include;

- Organisations Vision / Mission
- Stakeholder Analysis
- Environment Scan / SWOT Analysis
- Strategies / Objectives / Goals (Integrated Planning & Reporting)

II. Operational Context

The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its key activities i.e. what is trying to be achieved.

Project Context

Project Risk has two main components:

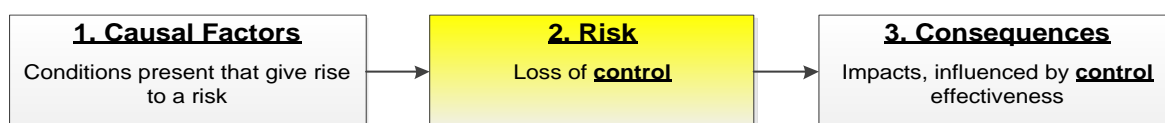
- Direct refers to the risks that may arise as a result of project activity (i.e. impacting on process, resources or IT systems) which may prevent the Shire from meeting its objectives.
- Indirect refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

3.2 Risk Identification

Once the context has been determined, the next step is to identify risks. This is the process of finding, recognising and describing risks. Risks are described as the point along an event sequence where control has been lost. An event sequence is shown below:

Figure 5: Event (risk) sequence



For the ease of management and recordkeeping, risks that are identified are to be classified into the following risk themes for collective risk analysis and documented into the Shire's Risk Profile:

- I. Misconduct
- II. Errors, Omissions and Delays
- III. Business Disruption
- IV. External Theft and Fraud
- V. IT & Communications Systems and Infrastructure
- VI. Compliance
- VII. Asset Management
- VIII. Document Management
- IX. Procedure / Contract Management
- X. Environment
- XI. Facilities and Events
- XII. Safety and Security
- XIII. Project Management
- XIV. Employment Practices

A new risk theme can be created if the risk cannot be grouped into an existing risk theme.

For each risk theme, or risk theme under review, using the specific risk assessment context as the foundation and in conjunction with relevant stakeholders, consider the below listed questions, capture and review the information. The objective is to identify potential risks that could stop the Shire from achieving its goals:

- I. *Risk What can go wrong? / What are areas of uncertainty?* (**Risk Description**- describe what the risk is and specifically where control may be lost. They can also be described as an event. They are not to be confused with outcomes following an event, or the consequences of an event).
- II. *How may this risk eventuate?* (**Potential Causes**- are the conditions that may present or the failures that may lead to the event or point in time when control is lost (risk)).
- III. *What are the current measurable activities that mitigate this risk from eventuating?* (**Controls**- are measures that modify risk. At this point in the process only existing controls should be considered).
- IV. *What are the potential consequential outcomes of the risk eventuating?* (**Consequences**- need to be impacts to the Shire. These can be health of staff, visitors or contractors; financial; interruption to services provided; non-compliance; damage to reputation or other assets or the environment. There is no need to determine the level of impact at this stage).

The reviewing of the following materials would assist in risk identification:

1. Internal and external audits
2. Insurance claims
3. Complaints and community feedback
4. Project planning
5. Performance reporting
6. Policy & procedure development
7. Incidents and systems analysis.

3.3 Risk Analysis

To analyse risk, the Shire's Risk Assessment and Acceptance Criteria is applied in the following steps:

Step 1 - Consider the effectiveness of the existing/identified key controls

Based on the documented controls, analyse the risk in terms of the Existing Control Ratings. To do this, the controls need to be reviewed from 3 perspectives:

- I. *Design Effectiveness- This process reviews the 'design' of the controls to understand their potential for mitigating the risk without any 'operating' influences. Controls that have inadequate designs will never be effective, no matter if it is performed perfectly every time.*

There are four components to be considered in reviewing existing controls or developing new ones:

1. Completeness – The ability to ensure the process is completed once. How will the control ensure that the process is not lost or forgotten, or potentially completed multiple times?
2. Accuracy – The ability to ensure the process is completed accurately, that no errors are made, or components of the process missed.
3. Timeliness – The ability to ensure that the process is completed within statutory timeframes or internal service level requirements.
4. Theft / Fraud – The ability to protect against internal misconduct or external theft / fraud-based activities.

It is very difficult to have a single control that meets all the above requirements when viewed against a Risk Theme. It is imperative that all controls are considered so that the above components can be met across several controls.

- II. *Operating Effectiveness- This process reviews how well the control design is being applied. Like above, the best designed control will have no impact if it is not applied correctly.*

As this generally relates to the human element of control application there are four main approaches that can be employed by management or the risk function to assist in determining the operating effectiveness and / or performance management.

1. Re-perform – this is only applicable for those short timeframe processes where they can be re-performed. The objective is to re-perform the same task, following the design to ensure that the same outcome is achieved.
2. Inspect – review the outcome of the task / process to provide assurance that the desired outcome was achieved.
3. Observe – physically watch the task / process being performed.
4. Inquire – through discussions with individuals / groups determine the relevant understanding of the process and how all components are required to mitigate any associated risk.

- III. *Overall Effectiveness- This is the value of the combined controls in mitigating the risk. All factors as detailed above are to be considered so that a considered qualitative value can be applied to the 'control' component of risk analysis.*



Figure 6- Overall Control Effectiveness (extracted from Shire of Mingenew Risk Management Policy-1.1)

Existing Controls Ratings		
Rating	Detailed Description	Description and Action Required
Effective	No control gaps. The control is influencing the risk level and only continues monitoring is needed	Description: Control addresses risk, is officially documented, in operation and has been tested to confirm effectiveness
Moderately Effective	Few control gaps. The control is influencing the risk level however improvement is needed	Control addresses risk but documentation and/or operation of control could be improved
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Inadequate	Significant control gaps that result in the control not influencing the risk level.	Description: At best, control addresses risk, but is not documented or in operation, at worst, control does not address risk and is neither documented nor in operation. Action Required: Must have a treatment plan (action) to improve the control effectiveness to at least 'Moderately Effective'

Step 2 – Determine the Relevant Consequence

Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (Consequence). Use Figure 7 (below) to determine which risk rating best fits the risk's consequences.

Figure 7- Risk Consequence Matrix (extracted from Shire of Mingenew Risk Management Policy-1.1)

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Legal & Compliance	Reputational	Property	Environment
Insignificant (1)	First aid injuries	Less than \$5,000	No material service interruption	Compliance: No noticeable regulatory or statutory impact Legal: Threat of litigation requiring small compensation Contract: No effect on contract performance	Unsubstantiated, low impact, low profile or 'no news' item <i>Example: gossip, online post seen by limited persons</i>	Inconsequential damage	Contained, reversible impact managed by on site response <i>Example: pick up bag of rubbish</i>
Minor (2)	Medical type injuries	\$5,001 - \$15,000	Short term temporary interruption – backlog cleared < 1 day	Compliance: Some temporary non-compliances Legal: Single minor litigation Contract: Results in meeting between parties in which contractor expresses concern	Substantiated, low impact, low news item <i>Example: online post seen by the community</i>	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response <i>Example: pick up trailer of rubbish</i>
Moderate (3)	Lost time injury <30 Days	\$15,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Compliance: Short term non-compliance but with significant regulatory requirements imposed Legal: several minor litigations Contract: Receive verbal advice that if breaches continue, a default notice may be issued	Substantiated, public embarrassment, moderate impact, moderate news profile <i>Example: local paper article, online post taken up by people outside of Shire</i>	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies <i>Example: Contractor removal of asbestos sheets</i>
Major (4)	Lost time injury >30 Days	\$50,000 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Compliance: Non-compliance results in termination of services or imposed penalties Legal: Single moderate litigation Contract: Receive written notice from contractor threatening termination if not rectified	Substantiated, public embarrassment, high impact, high news profile, third party actions <i>Example: State wide paper, TV news story, significant online presence</i>	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies <i>Example: truck/train spill of diesel of oil on road reserve</i>
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Compliance: Non-compliance results in litigation, criminal charges or significant damages or penalties Legal: Single major litigation or numerous moderate litigations Contract: Termination of contract for default	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions <i>Example: Au wide paper, TV news,</i>	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Step 3 – Determine the Likelihood of Occurrence

Determine how likely it is that the risk will eventuate to the determined level of consequence with existing controls in place (Likelihood)



Figure 8- Likelihood of Risk Occurrence (extracted from Shire of Mingenew Risk Management Policy-1.1)

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Step 4– Determine the Residual Risk Rating

By combining the measures of consequence and likelihood, determine the Residual Risk Rating (Level of Risk). The 'Risk Scores' from both the 'Risk Likelihood' and 'Risk Consequences' are to be multiplied to get the 'Residual Risk Rating' (RL x RX = RR). This is to be determined using Figure 9.

Figure 9- Residual Risk Matrix (extracted from Shire of Mingenew Risk Management Policy-1.1)

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

3.4 Risk Evaluation

Risk evaluation takes the residual risk rating and applies it to the Shires risk acceptance criteria (Figure 10) to determine whether the risk is within acceptable levels to the Shire (Shire's risk tolerance), and what (if any) controls, high level actions or treatments need to be implemented.

The outcome of this evaluation will determine whether the risk is low; moderate; high or extreme.

The Residual Risk rating should be as close as possible to the Council's predetermined Risk Tolerance/Acceptance as defined in Fig 10 ('Acceptable Risk') for that Risk Category. If not, then Risk Treatment needs to occur as per the next step.

Note: Individual Risks or Issues may need to be escalated due to its urgency, level of risk or systemic nature.



Figure 10- Risk Acceptance Criteria (extracted from Shire of Mingenew Risk Management Policy- 1.1)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	CEO
EXTREME (16-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

3.5 Risk Treatment

If the Residual Risk is outside of Council's risk acceptance levels as quantified by figure 10, then Risk Treatment needs to occur. This involves 2 steps:

1. In all cases, regardless of the residual risk rating; controls that are rated 'Partly effective or Inadequate' in (Step 1 of Part C) must have a treatment plan (action) to improve the control effectiveness to at least 'Moderately Effective'.
2. If the residual risk rating (Step 4 of Part C) is high or extreme, treatment plans must be implemented to either:
 - a. Reduce the consequence of the risk materialising.
 - b. Reduce the likelihood of occurrence.
 (Note: these should have the desired effect of reducing the risk rating to at least moderate)

Risk treatments may involve actions such as avoid, share, transfer or reduce the risk with the treatment selection and implementation to be based on;

- I. Cost versus benefit
- II. Ease of implementation
- III. Alignment to organisational values / objectives

Once a treatment has been fully implemented, the Management Team is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (discussed in 3.7)

3.6 Communication & Consultation

Effective communication and consultation are essential to ensure that those responsible for managing risk, and those with a vested interest, understand the basis on which decisions are made and why particular treatment / action options are selected or the reasons to accept risks have changed.

As risk is defined as the effect of uncertainty on objectives, consulting with relevant stakeholders assists in the reduction of components of uncertainty. Communicating these risks and the information surrounding the event sequence ensures decisions are based on the best available knowledge.



3.7 Monitoring, Review and Reporting

The Shire is to review all Risk Profiles at least six-monthly, or if triggered by one of the following;

- I. changes to context,
- II. a treatment is implemented,
- III. an incident occurs or due to audit/regulator findings.

The CEO (or as delegated) is to monitor the status of risk treatment implementation and report on as per the Risk Management Policy.

The CEO & Leadership Team will monitor significant risks and treatment implementation as part of their normal Team Meeting agenda item on a regular basis with specific attention given to risks that meet any of the following criteria:

- I. Risks with a Level of Risk of High or Extreme
- II. Risks with Inadequate or Partially Effective Existing Control Rating
- III. Risks with Consequence Rating of Major or Catastrophic
- IV. Risks with Likelihood Rating of Almost Certain

The design and focus of Risk Summary report will be determined from time to time on the direction of the CEO & Management Team. They will also monitor the effectiveness of the Risk Management Framework ensuring it is practical and appropriate to the Shire.

Each Work Area is responsible for ensuring:

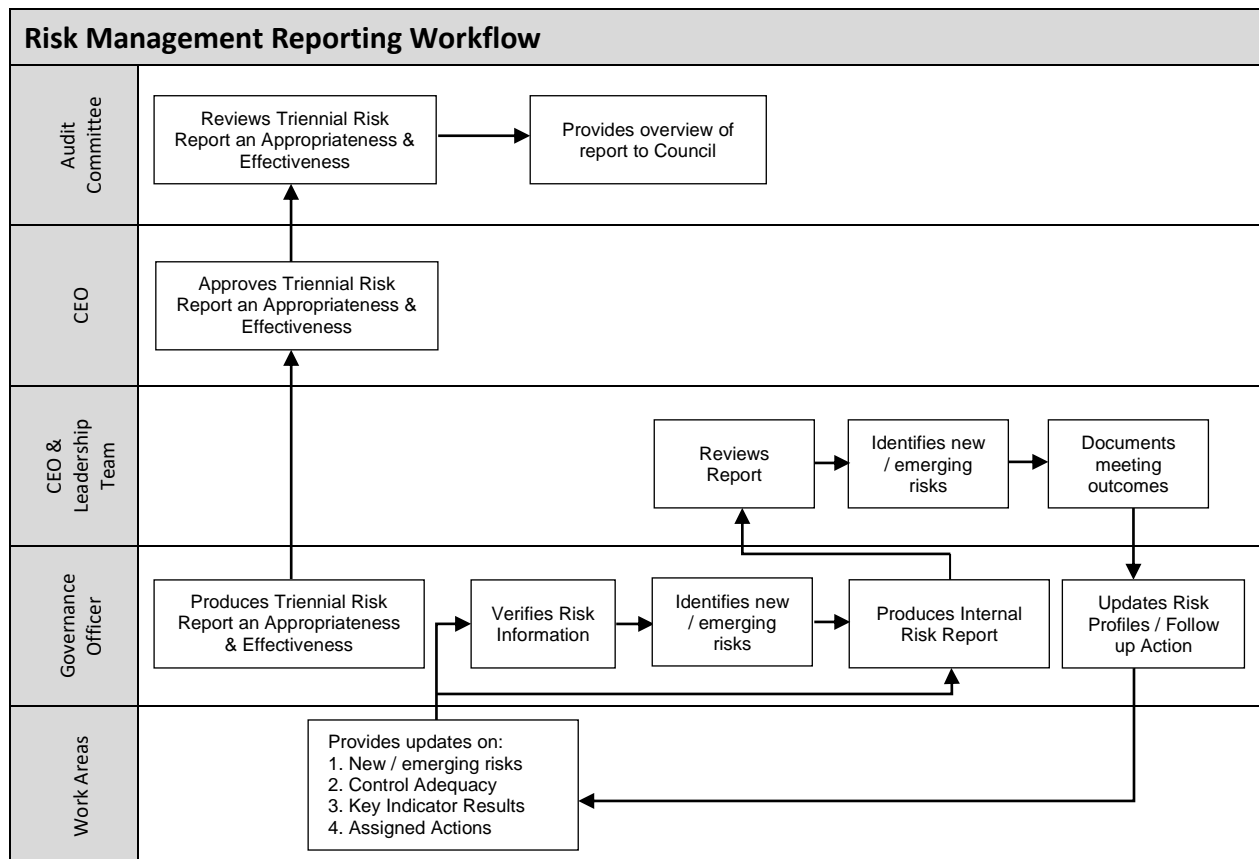
- They continually provide updates in relation to new, emerging risks, control effectiveness and key indicator performance to the Governance Officer.
- Work through assigned actions and provide relevant updates to the Governance Officer.
- Risks / Issues reported to the CEO & Leadership Team are reflective of the current risk and control environment.

The Governance Officer is responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on a six-monthly basis or when there has been a material restructure, change in risk ownership or change in the external environment.
- Regular Risk Reporting for the CEO & Shire Management Team.
- Annual Compliance Audit Return completion and lodgement.

The following diagram provides a high-level view of the ongoing reporting process for Risk Management.

Figure 11- Risk Management Workflow



4. Annual Control Assurance Plan

The annual assurance plan is a monitoring schedule prepared by the CEO (or as delegated) that sets out the control assurance activities to be conducted over the next 12 months. This plan is to consider the following components:

- I. Existing control adequacy ratings across the Shire's Risk Profiles: Ideally the risk themes' that have a Residual Risk Rating of 'Moderately Effective' or above are to be reviewed to ensure effectiveness and adequacy of the controls.
- II. Consider control coverage across a range of risk themes (where commonality exists).
- III. Building profiles around material controls to assist in design and operating effectiveness reviews.
- IV. Consideration to significant incidents.
- V. Nature of operations
- VI. Additional or existing 2nd line assurance information / reviews (e.g. HR, Financial Services, IT)
- VII. Frequency of monitoring / checks being performed
- VIII. Review and development of Key Indicators
- IX. Timetable for assurance activities
- X. Reporting requirements



Control assurance data is gained by sampling select controls within a risk theme and analysing their effectiveness as per section 3.3 steps 1-3. Data gained is then to be entered into the Shire of Mingenew Risk Profile as evidence of review and is to be presented to the Audit Committee to reassure that Management is assessing the adequacy of risk management processes.

Whilst this document and subsequent actions are owned by the CEO (or as delegated) input and consultation will be sought from individual Directorates.



COUNCIL POLICY

Administration

1.2.3

Title:	1.2.3 LEGAL REPRESENTATION – COSTS INDEMNIFICATION
Adopted:	21 March 2018
Reviewed:	14 February 2018
Associated Legislation:	Local Government Act 1995
Associated Documents:	Shire of Mingenew Code of Conduct for Council Members, Committee & Working Group Members Shire of Mingenew Code of Conduct for Shire Employees
Review Responsibility:	Chief Executive Officer, Governance Officer
Delegation:	Chief Executive Officer

Previous Policy Number/s 2002

Objective:

To set out the circumstances under which the Shire will indemnify elected members and employees against legal costs

Policy Statement:

The Shire of Mingenew is committed to ensuring that in performing their duties in a fair and objective manner, the interests of council members and staff are protected from civil legal proceedings.

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.



1.2.3 LEGAL REPRESENTATION – COSTS INDEMNIFICATION MANAGEMENT PROCEDURE

Relevant Council Policy

1.2.3 Legal Representation- Cost Indemnification

Adoption Date: 16 March 2018

Appendix:

Relevant CEO Directive

N/A

Review: Annual

Objective:

To set out the circumstances under which the Shire will indemnify elected members and employees against legal costs.

Policy Statement:

The Shire of Mingenew are committed to ensuring that in performing their duties in a fair and objective manner, the interests of council members and staff are protected from civil legal proceedings.

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.

Legislation:

- a) Section 9.56 of the Local Government Act 1995 (the Act) provides protection from actions of tort for anything a council member or employee has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law.
- b) Section 3.1 of the Act provides that the general function of a local government is to provide for the good government of persons in its district.
- c) Section 6.7(2) provides that money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law. Under these provisions, a council can expend funds to provide legal representation for council members and employees, as long as it believes that the expenditure falls within the scope of the local government's function.

Definitions:

Approved Lawyer	Approved lawyer is to be – (a) a 'certified practitioner' under the Professions Act 2008; (b) from a law firm on the Shire's panel of legal service providers, if relevant, unless the council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and (c) approved in writing by the council or the CEO under delegated authority
Council Member or Employee	Council member or employee means a current or former commissioner, council member, non-elected member of a council committee or employee of the Shire of Mingenew.
Legal Proceedings	Legal proceedings may be civil, criminal or investigative.
Legal Representation	Is the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that are in respect of (a) a matter or

	matters arising from the performance of the functions of the council member or employee; and (b) legal proceedings involving the council member or employee that have been, or may be, commenced.
Legal Representation Costs	The costs, including fees and disbursements, properly incurred in providing legal representation.
Legal Services	Includes advice, representation or documentation that is provided by an approved lawyer.
Payment	payment by the Shire of legal representation costs may be either by – (a) a direct payment to the approved lawyer (or the relevant firm); or (b) a reimbursement to the council member or employee

Procedures:

1. Payment Criteria

- a) There are four major criteria for determining whether the Shire will pay the legal representation costs of a council member or employee. These are –
 - I. the legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;
 - II. the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
 - III. in performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
 - IV. the legal representation costs do not relate to a matter that is of a personal or private nature.

2. Examples of Legal Representation Costs that may be Approved

- a) If the criteria in clause 1 of this policy are satisfied, the Shire may approve the payment of legal representation costs –
 - I. where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee; or
 - II. to enable proceedings to be commenced and/or maintained by a council member or employee to permit him or her to carry out his or her functions – for example, where a council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee; or
 - III. where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about council members or employees.
- b) The Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a council member or employee.

3. Application for Payment

- a) A council member or employee who seeks assistance under this policy is to make an application(s), in writing, to the council or the CEO.
- b) The written application for payment of legal representation costs is to give details of –

- I. the matter for which legal representation is sought;
 - II. how that matter relates to the functions of the council member or employee making the application;
 - III. the lawyer (or law firm) who is to be asked to provide the legal representation;
 - IV. the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
 - V. an estimated cost of the legal representation; and
 - VI. why it is in the interests of the Shire for payment to be made.
- c) An application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
 - d) As far as possible, the application is to be made before commencement of the legal representation to which the application relates.
 - e) The application is to be accompanied by a signed written statement by the applicant that he or she:
 - I. Has read, and understands, the terms of this policy;
 - II. Acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
 - III. Undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 7.
 - f) In relation to clause 3.e(III), when a person is to be in receipt of such monies the person should sign a document which requires repayment of those monies to the local government as may be required by the local government and the terms of the policy.
 - g) An application is also to be accompanied by a report prepared by the CEO or, where the CEO is the applicant, by an appropriate employee.

4. Legal Representation Costs – Limit

- a) The council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.
- b) A council member or employee may make a further application to the council in respect of the same matter.

5. Council's Powers

- a) The council may –
 - I. refuse;
 - II. grant; or
 - III. grant subject to conditions, an application for payment of legal representation costs.
- b) Conditions under clause 5.a may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- c) In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the Shire's council members 'or employees' insurance policy or its equivalent.
- d) The council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

- e) The council may, subject to clause 5.6, determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –
 - I. Not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 - II. Given false or misleading information in respect of the application.
- f) A determination under clause 5e may be made by the council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- g) Where the council makes a determination under clause 5e, the legal representation costs paid by the Shire are to be repaid by the council member or employee in accordance with clause 7.

6. Delegation to Chief Executive Officer

- a) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995.
- b) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

7. Repayment of Legal Representation Costs

- a) A council member or employee whose legal representation costs have been paid by the Shire is to repay the Shire –
 - I. All or part of those costs – in accordance with a determination by the council under clause 5.7;
 - II. As much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- b) The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this procedure.



COUNCIL POLICY

Administration

1.2.4

Title:	1.2.4 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER
Adopted:	19 September 2018
Reviewed:	-
Associated Legislation:	Local Government Act 1995 Local Government (Administration) Regulation 1996
Associated Documents:	Council Resolution of pre-endorsed staff
Review Responsibility:	Governance
Delegation:	N/A

Previous Policy Number/s -

Objective:

To provide for the appointment Shire staff to serve as Acting Chief Executive Officer (ACEO) during limited absences of the Chief Executive Officer (CEO).

Policy Statement:

1. The written consent (where practical) must be obtained from the Shire President (or Deputy Shire President in the absence of the President) prior to taking of annual leave by the CEO in line with this policy and contract.
2. In accordance with the requirements of the Local Government Act 1995, section 5.36(2)(a), the Council will endorse suitably qualified staff to perform the role of ACEO.
3. Endorsed staff will be appointed to the role of ACEO at the discretion of the CEO, subject to performance and dependent on availability and operational requirements.
4. Appointment of an ACEO is not required during periods when the CEO is away from the office on local government business in the State of Western Australia.
5. Appointment of an ACEO is not required or during short periods of leave (up to 5 days) when the CEO is contactable and in the State of Western Australia.
6. The CEO may, at their discretion, appoint an ACEO during short periods of leave if they believe the operational requirements of the Shire warrant such an appointment.
7. For periods in excess of four weeks a separate report on each occasion is to be presented to Council for a formal resolution to extend the appointment of the ACEO or appoint another person to act in the CEO position. However, such a period is not to exceed twelve (12) months.
8. The CEO may, at their discretion, negotiate the remuneration for officers assuming the role of ACEO, provided it is within the range set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.

This policy does not bind Council from appointing another person to act in the CEO position at any time.



COUNCIL POLICY

Administration

1.2.5

Title:	1.2.5 OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT
Adopted:	21 March 2018
Reviewed:	10 January 2018
Associated Legislation:	Occupational Safety and Health Act 1984 & 2005 Amendments Workers Compensation and Injury Management Act 1981 Occupational Safety and Health Regulations 1996 & 2005 Amendments Australian Standard AS 4801:2001. Australian Standard AS 3547-1997
Associated Documents:	Occupational Safety, Health and Environment Risk Mitigation Procedure Drug and Alcohol Procedure Hazard/Incident Reporting Procedure Occupational Rehabilitation and Workers' Compensation Procedure
Review Responsibility:	Governance
Delegation:	

Previous Policy Number/s 8001

Objective:

To outline the Shire's commitment to continually improve the occupational safety and health standards and systems within the workplace.

Policy Statement:

The Shire of Mingenew is committed to providing a safe and healthy workplace for employees, contractors, visitors, volunteers and any other person whose health or safety could be affected. It aims to maintain an effective Safety Management System that incorporates continuous improvement philosophy and provides as far as is reasonably practical for maintenance of occupational safety and health standards to protect the wellbeing of staff, stakeholders and the environment.

The Shire will endeavour to:

- Ensure that the organisations operations do not place the local community at risk of injury, illness or property and or environmental damage.
- As far as practicable provide the necessary resources, both human and financial, to enable satisfactory implementation of all policies and procedures.
- To have Occupational Health and Safety practices that support the Shire of Mingenew's Shire's Strategic Plan (Plan for the Future).

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct.



COUNCIL POLICY

Administration

1.2.6

Title:	1.2.6 GRATUITIES
Adopted:	21 November 2018
Last Reviewed:	New Policy – Not Applicable
Associated Legislation:	Sections 5.50 of the Local Government Act 1995. Regulations 19A of the Local Government (Administration) Regulations 1996
Associated Documents:	
Review Responsibility:	Chief Executive Officer
Delegation:	Chief Executive Officer

Objective:

To outline, as a token of appreciation for staff commitment and service to the Shire of Mingenew, the circumstances in which gratuity payments may be made to departing employees.

Policy Statement:

The Shire of Mingenew acknowledges that its employees regularly commit more in their staff roles to supporting the Shire and its community than many employees in larger local government organisations. The Council is therefore committed to suitably recognising that value-add benefit, as provided by its long serving employees.

The prescribed maximum amounts for Gratuity Payments, and means for their presentation is outlined in the below table:

Number of Years' Service (in either full-time or part time employment only)	Maximum amount of Gratuity and means of presentation
1. Continuous service less than two years	Nil.
2. Continuous service of greater than two completed years, and up to 10 years.	\$25 for each completed year of service (e.g. three years @ \$25/year = \$75).
3. Continuous service greater than 10 completed years and up to 20 years.	\$25 for each completed year of service (e.g. 12 years @ \$25/year = \$300). To be presented to the employee by the CEO, or nominated representative at a function to be determined by the CEO.
4. Above 20 completed years of service.	\$25 for each completed year of service (e.g. 22 years @ \$25/year = \$550). To be presented to the employee by the President or nominated representative, at a function to be determined by the CEO.



The value of the calculated gratuity can be in the form of cash, a gift, or shire property, or combination thereof. The employee accepts full responsibility for any taxation payable on a gratuity payment, and agrees to fully indemnify the Shire of Mingenew in relation to any claims or liabilities for taxation in relation to the gratuity payment.

An employee who has been dismissed by the Shire of Mingenew for any reason other than redundancy, will not be eligible to receive any Gratuity Payment.

The Chief Executive Officer (CEO) is authorised to approve payments in accordance with the limits prescribed by this policy, and to define continuous service within the accompanying procedure.

Suitable funds will be allocated as part of the Local Government's annual budget.

Introduction - To enable reasonable time for a financial provision to be made, the Policy will come into effect on 1 July 2019.

Policy Review Communications - This policy may be cancelled or varied from time to time, however, the Shire of Mingenew will take reasonable steps (by the normal correspondence method) to notify employees prior to the variation of this policy or the introduction of any new gratuity policy.



1.2.6 GRATUITY MANAGEMENT PROCEDURE

Relevant Council Policy

1.2.6 Gratuity

Adoption Date: 21 November 2018 - CEO

Appendix:

Relevant CEO Directive

N/A

Review:

Objective:

To provide clarity around Council's position with regard to the entitlement and calculation methodology for the payment of gratuities to departing employees, and to ensure compliance with the provisions of the Local Government Act and Local Government (Administration) Regulations.

Legislative Provisions:

When an employee leaves the Shire of Mingenew, the Shire may (within the parameters set by the Local Government Act 1995 and the associated Regulations) be given a good or service as a token of appreciation for their commitment and service to the district.

Section 5.50 of the Local Government Act 1995 provides that a Local Government may, but only if it has an adopted policy on the matter, make payments to departing employees in addition to their contract or award.

Regulations 19A the Local Government (Administration) Regulations 1996 prescribes the maximum value of payment(s) able to be made.

Procedures:

Introduction - To enable reasonable time for a financial provision to be made, the Policy will come into effect on 1 July 2019.

Employee Service Records - The Payroll Officer is to, for the purposes of this policy, maintain accurate service records of all permanent and part time staff (noting that the policy does not apply to casual or contract staff).

Entitlement - Any gratuity paid is in addition to any amount which an employee is entitled to under a contract of employment or industrial instrument. This policy whilst outlining the intention and circumstances in which a gratuity payment may be made, does not however, form a contractual entitlement for any employee.

The policy entitlement does not apply to casual or contracted staff (irrespective of length of service).

An employee who has been dismissed by the Shire of Mingenew for any reason other than redundancy, will also not be eligible to receive any Gratuity Payment.

Continuous service - shall be deemed to include:

- Any period of absence from duty on annual leave, long service leave, paid compassionate leave, accrued paid personal leave and public holidays;
- Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee up to a maximum of three months in each calendar year, but not including leave without pay or parental leave; or



- Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 12 months.

Continuous service shall not include (unless the Shire of Mingenew determines otherwise):

- Any period of unauthorised absence from duty;
- Any period of unpaid leave; or
- Any period of absence from duty on parental leave.

Gratuity Make-up and Taxation - The value of the calculated gratuity can be in the form of cash, a gift, or shire property, or combination thereof. The employee accepts full responsibility for any taxation payable on a gratuity payment, and agrees to fully indemnify the Shire of Mingenew in relation to any claims or liabilities for taxation in relation to the gratuity payment.

Budget - The Payroll Officer, in consultation with the Manager Finance, should calculate a suitable anticipated budget allocation, to be incorporated into each financial year's budget, for anticipated gratuity payments over the coming 12 months.

Coordination of Calculation and Payment – The Payroll Officer is to liaise with the relevant staff member (either directly or via their supervisor) upon the notification of an entitled staff member announcing their departure, confirming the calculated amount of the gratuity and seeking confirmation from the employee as to the desired payment make-up. The gratuity would, barring exceptional circumstances, be included within the final payroll payment for that employee.



COUNCIL POLICY

Finance

1.3.1

Title:	1.3.1 PURCHASING POLICY
Adopted:	21 March 2018
Reviewed:	07 February 2018
Associated Legislation:	s5.42, s5.44, s5.46, s6.2(4a), s6.8 of the Local Government Act (1995) as amended; State Records Act 2000 Local Government Act (Financial Management) Regulations 1996, Part 4 Local Government (Functions and General) Regulations 1996, Part 4
Associated Documentation:	Shire of Mingenew Delegations Register Shire of Mingenew Code of Conduct
Review Responsibility:	Governance Officer and Finance Manager
Delegation:	Chief Executive Officer

Previous Policy Number/s 3007, 3008

Objective:

- The ensure compliance with the Local Government Act 1995 ("the Act") and the Local Government Act (Functions and General) Regulations 1996 ("the Regulations").
- To ensure compliance with the State Records Act 2000 and associated records management practices and procedures of the Local Government.
- To undertake purchasing processes that ensures value for money for the Local Government by delivering the most advantageous outcome possible.
- To ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers.
- To ensure efficient and consistent purchasing processes are implemented and maintained across the organization.

Policy Statement:

The Shire is committed to developing and operating efficient, effective, economical and sustainable procedures for the procurement of all goods and services and adopting a value for money approach, which allows the best possible procurement outcome to be achieved.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct.



1.3.1 PURCHASING MANAGEMENT PROCEDURES

Relevant Council Policy

1.3.1 Purchasing Policy

Approval Date: 16 March 2018

Appendix: Nil

Relevant CEO Directive

N/A

Review: Annual

Objective:

- The ensure compliance with the Local Government Act 1995 ("the Act") and the Local Government Act (Functions and General) Regulations 1996 ("the Regulations").
- To ensure compliance with the State Records Act 2000 and associated records management practices and procedures of the Local Government.
- To undertake purchasing processes that ensures value for money for the Local Government by delivering the most advantageous outcome possible.
- To ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers.
- To ensure efficient and consistent purchasing processes are implemented and maintained across the organization.

Policy Statement:

The Shire is committed to developing and operating efficient, effective, economical and sustainable procedures for the procurement of all goods and services and adopting a value for money approach, which allows the best possible procurement outcome to be achieved.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct.

Legislation:

- a) Section 3.57 of the Local Government Act 1995 requires that "a local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services".
- b) Part 4 of the Local Government (Functions and General) Regulations 1996 sets out the process that must be complied with in regard to tenders for the provision of goods and services where the consideration is, or is expected to be worth more than \$150,000.
- c) The Regulations do not provide for the requirement for the purchase of goods or services that are worth less than \$150,000, however this policy prescribes the requirements for the implementation of fair and appropriate processes under the tender threshold.
- d) Part 4A of the Local Government (Functions and General) Regulations 1996 allows for the provision of Local Regional Price Preference.

Definitions:

Value for Money	The achievement of a desired procurement outcome at the best possible price- not necessarily the lowest price- based on a balanced judgement of financial and non financial factors relevant to the procurement. Non financial factors include quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements,
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	organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.
Located within a Stipulated Area	A business that has a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from within a specific area.
Sustainable Procurement	Defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.
WALGA preferred supplier program	A panel of suppliers that have been pre-qualified and appointed by WALGA to supply a category of goods or services to Local Governments.
Request for Quotation	A negotiation approach whereby the buyer asks for a price quotation from a potential seller/supplier, for specific quantities of goods or services to specifications the buyer establishes in the request for quotation letter.
Emergency Purchase	An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the Local Government Act 1995.

Procedures:

1. Purchasing Principles

- a) The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:
 - I. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
 - II. All purchasing practices are carried out in accordance with the applicable legislation including the Local Government Act 1995, the Local Government (Function and General) Regulations 1996 and the Shire's Code of Conduct and Purchasing Policy;
 - III. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
 - IV. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed;
 - V. Any information provided to the Local Government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation;
 - VI. Purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
 - VII. Value for money is to underpin Shire of Mingenew's Procurement Procedures; and
 - VIII. Where appropriate the Shire shall consider sustainable procurement principals along with value for money outcomes when making purchasing decisions

2. Code of Conduct

- a) All officers and employees of the Local Government undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Local Government must act in an honest and professional manner at all times which supports the standing of the Local Government.

- b) The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements.

2. Approval Limits

- a) The approval limit for the CEO will form part of the delegation from Council to Chief Executive Officer.
- b) The Chief Executive Officer may on delegate authority from Council to any Shire Officer to maintain efficient and effective operations. The approval limit will form part of that delegation.

4. Quotation Thresholds

- a) Purchasing that is **below \$150,000** in total value (excluding GST) must utilise a request for quotation process, either direct to the market or via WALGA Preferred Supplier Program and conducted in accordance with this Purchasing Policy.
- b) Purchasing that **exceeds \$150,000** in total value (excluding GST) must be put to public Tender and conducted in accordance with the Local Government (Functions and General) Regulations 1996 unless a regulatory Tender exemption is utilised. Tender exemptions that are to be applied must be in accordance with the Local Government (Functions and General) Regulations 1996.

5. Purchasing Requirements

The purchasing process is to be undertaken in accordance with the purchasing requirements specified below.

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$4,999*	No quotations are required if the expenditure is approved in the Budget however officers are bound to value for money principles. The following factors are to be considered in the decision making process for all purchasing; <ul style="list-style-type: none"> • Value for money • Knowledge of general cost of item / service • Buy local principles • Sustainable procurement principals • Ongoing good relationship with supplier • Reliability of supplier
\$5,000 to \$9,999*	Obtain at least one (1) verbal or written quotation from suppliers.
\$9,999 - \$39,999*	Obtain at least two (2) written quotations (e.g. email, fax or original copy). OR Obtain at least two (2) quotations directly from WALGA Preferred Supplier Program via eQuotes;
\$40,000 - \$149,999*	Obtain at least three (3) written quotations from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.

	OR Obtain at least three (3) quotations via the WALGA Preferred Supplier Program. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.
\$150,000* and above	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender exempt arrangement as listed under section 3.3 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996 and this policy. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.

* the actual or expected value of each purchase

6. Verbal Request for Quotation

- a) For the procurement of goods or services where the value is between \$5,000 - \$9,999 a verbal request for quotation process may be undertaken. The requirements relating to verbal quotations are:
 - I. Ensure that the requirement/specification is clearly understood by the employee seeking the verbal quotations.
 - II. Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
 - III. Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

7. Using the WALGA Preferred Supplier Program

- a) In undertaking a request for quotation, the Local Government does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a public Tender. Additionally, the Local Government does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Local Government are fully protected.
- b) Keeping the scope of the request for quotation focused on the specification and the selection criteria that will be utilised by the Local Government to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.
- c) Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Local Government.

8. Price Preference (In accordance with Council Policy)

- a) In order to promote sub-regional development, the Shire of Mingenew will provide a price preference to eligible regional suppliers whom:
 - I. are located within the stipulated areas as detailed below when evaluating and awarding contracts with Council via the Tendering Process; and
 - II. and are eligible in accordance with r24B(2) of the Local Government (Functions and General) Regulations 1996

Goods and Services	Up to a maximum price reduction of \$50,000 unless a lower amount is stipulated in the tender document; Price preference according to stipulated area: <ol style="list-style-type: none"> 10% to all suppliers located within the Shire of Mingenew 5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin 2.5% to all suppliers located within the Midwest Region
Construction (building) Services	Up to a maximum price reduction of \$50,000 unless a lower amount is stipulated in the tender document; Price preference according to stipulated area: <ol style="list-style-type: none"> 5% to all suppliers located within the Shire of Mingenew 2.5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin. 1% to all suppliers located within the Midwest Region.
Goods and Services, including Construction (building) Services tendered for the <i>first time</i> where Council previously supplied the Goods or Services	Up to a maximum price reduction of \$500,000 unless a lower amount is stipulated in the tender document; Price preference according to stipulated area: <ol style="list-style-type: none"> 10% to all suppliers located within the Shire of Mingenew 5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin 2.5% to all suppliers located within the Midwest Region

9. Application of Value for Money

- An assessment of the best value for money outcome for any purchasing process should consider:
 - all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
 - the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
 - financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
 - a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

10. Application of Sustainable Procurement

- Local Government shall endeavour at all times to identify and purchase products and services that:
 - can demonstrate compliance with ethical and regulatory standards
 - can demonstrate making a positive impact on the communities and markets in which they operate

- III. have been determined as necessary;
- IV. demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- V. demonstrate environmental best practice in water efficiency;
- VI. are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, are free of toxic or polluting materials and consume minimal energy during the production stage;
- VII. can be refurbished, reused, recycled or reclaimed. Those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste will be given priority;
- VIII. demonstrate a regard for the local economy and a supply chain that supports local business development;
- IX. are ethically sourced from sustainable and fair trade supply chains;
- X. with regards to motor vehicles- feature the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- XI. with regards to new buildings and refurbishments- use renewable energy and technologies where available.

11. Recordkeeping

- a) Records of all Tenders and Requests for Quotation must be retained in compliance with the State Records Act 2000, the Local Government (Functions & General) Regulations 1996, the Shire's Recordkeeping Plan and Policy.



COUNCIL POLICY

1.3.2

Finance

Title:	1.3.2 ASSET MANAGEMENT
Adopted:	21 March 2018
Reviewed:	15 February 2018
Associated Legislation:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Government of WA, Department of Local Government and Communities,
Associated Documents:	Integrated Planning and Reporting, Asset Management Guidelines September 2016. Strategic Community Plan to 2012-2022 Corporate Business Plan 2017-2021 Long Term Financial Plan to 2026 Asset Management Plan 2011 Disability and Access Inclusion Plan
Review Responsibility:	Finance Manager
Delegation:	

Previous Policy Number/s 3011

Objective:

To outline the Shires commitment to sustainable management of Shires assets and its commitment in delivering service levels.

Policy Statement:

The Shire of Mingenew delivers a variety of services to the community and in doing so, must ensure that the assets supporting these services are:

- a) Managed in a way that promotes maximum performance for the most cost-effective 'Life Cycle' cost;
- b) Meeting community expectations of time, quality, and value for money.

Achieving this objective in an affordable and sustainable manner requires strategic and long-term approach to asset planning and management. The Shire aims to deliver this through:

- a) Agreed levels of service that are cost effective and relevant;
- b) The adoption of a continuous improvement approach to asset management;
- c) Community and key stakeholder consultation in regard to expected levels of service; and
- d) Endeavouring to achieve Asset Ratio benchmarks as set by the Department of Local Government and Communities.



1.3.2 ASSET MANAGEMENT PROCEDURE

Relevant Council Policy

1.3.2 Asset Management

Adoption Date: 16 March 2018

Appendix:

Relevant CEO Directive

N/A

Review: Annual

Objective:

To outline processes and procedures associated with the Shires assets delivering of service levels.

Legislation:

- a) Local Government Act 1995 (WA), Section 5.56(1) and (2) stipulates that local government is to plan for the future of the district and ensure that such plans are carried out in accordance with any regulations made about planning for the future of the district.
- b) WA Local Government (Administration) Regulations 1996 specifies that matters relating to resources, such as asset management, must be developed and integrated in to the districts corporate business plan.
- c) Local Government Financial Management Regulations 1996 states that Efficient systems and procedures are to be established by the CEO of a local government... to ensure proper accounting for municipal or trust - ...iii) assets and liabilities;

Definitions:

Asset	A physical item which has value enables services to be provided and has an economic life of greater than 12 months. Items considered assets include Plant, Equipment, Property, Buildings, Facilities, Commercial Investments, Natural and Heritage items owned or controlled by Council.
Asset Management Plan	A plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.
Life Cycle	The cycle of activities that an asset goes through while it retains an identity as a separately identifiable asset.
Life Cycle Cost	The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and renewal and disposal costs.
Agreed Level of Service	The defined service quality for a particular service against which service performance can be measured, agreed upon by both community and Shire.
Asset Register	A record of asset information considered worthy of separate identification including inventory, historical, financial, condition, construction, technical and financial information about each.

Responsibilities

Councillors

- Adopt the Asset Management Policy
- Adopt the Asset Management Strategy

- Adopt the Asset Management Plans
- Support the use of asset management planning throughout the organisation
- Make decisions regarding assets in accordance with the Asset Management Policy, Strategy and Plans.

Chief Executive Officer

- Develop and maintain the Asset Management Policy
- Develop and maintain the Asset Management Strategy
- Develop and maintain the Asset Management Plans
- Ensure alignment between the Asset Management Policy, Strategy and Plans and other policies and processes in the organisation
- Ensure compliance with legislative requirements
- Ensure assets are managed in accordance with Asset Management Policy, Strategy and Plans
- Support the use of asset management planning throughout the organisation
- Facilitate best practice asset management

Procedures:

As part of the Shire's consideration of asset management, the following key steps will be undertaken:

- a) Ensuring assets are accounted for in accordance with the Local Government (Financial Management) Regulations 1996.
- b) Develop and maintain an infrastructure, property and plant asset management strategy and plan, ensuring results inform the Shire's Long Term Financial Plan (LTFP), Corporate Business Plan and align with the Shire's Strategic Plan.
- c) The Asset Register is to be reviewed in accordance with r17A(4) of Local Government (Financial Management) Regulations 1996.
- d) Reporting to the Department on the asset consumption ratio, asset renewal funding ratio and asset sustainability ratio will be done in accordance with Regulation 50 of the Local Government (Financial Management) Regulations 1996.
- e) As part of a continuous improvement process, the Shire will continually monitor, audit and review its asset register to ensure it is responsive to service delivery needs and it meets the goals and targets set by Council.
- f) Asset renewals will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- g) Asset renewals required to meet agreed service levels and identified in infrastructure and asset management plans and long-term financial plans, will be reflected in the annual budget estimates.
- h) Decisions regarding asset operations and maintenance, renewal, disposal and acquisitions will be based on the "life cycle" cost and take into consideration the levels of service and affordability.
- i) Continually seek opportunities for multiple uses of assets.
- j) Prior to consideration of any major works for renewal or improvement to an asset, undertake a critical review of the need for that asset.
- k) Ensure assets are managed in accordance with the Asset Management Policy, Strategy and Plans.



- l) Where appropriate, involve and consult with the community and key stakeholders on determining levels of service. Annual budget estimates will fully reflect the cost to deliver the agreed service levels.
- m) Providing asset management training to ensure our staff has the necessary skills and knowledge.



COUNCIL POLICY

1.3.3

Finance

Title:	1.3.3 INVESTMENT OF SURPLUS FUNDS
Adopted:	21 March 2018
Reviewed:	15 February 2018
Associated Legislation:	Local Government Act 1995 (s.14) Banking Act 1995, The Trustees Act 1962 (s18) Local Government (Financial Management) Regulations 1996 (r19, 19C, r28 and r49)
Associated Documents:	Code of Conduct
Review Responsibility:	Finance Manager
Delegation:	Chief Executive Officer

Previous Policy Number/s 3002

Objective:

To ensure that there are effective and accountable systems in place to safeguard the Shire's financial resources whilst taking advantage of the interest earning potential from its surplus funds.

Policy Statement:

To satisfy its fiduciary duty under the Local Government Act 1995 the Shire is committed to the development of proper systems to authorise, verify and record the investment of surplus monies into appropriate financial institutions. The Shire will also ensure that there are effective and accountable systems in place to:

- a) Safeguard the Shire's financial resources;
- b) Satisfy all legislative requirements, in particular those provided by The Local Government (Financial Management) Regulations 1996 and The Trustees Act 1962.
- c) Take advantage of the interest earning potential of its surplus funds while reducing its exposure to risk and ensuring sufficient funds are kept available to meet cash requirements and preserve capital investment.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct.

1.3.3 INVESTMENT OF SURPLUS FUNDS MANAGEMENT PROCEDURE

Relevant Council Policy

1.3.3 Investment

Approval Date: 16 March 2018

Appendix-

Relevant CEO Directive

N/A

Review Date: Annual

Objective:

To ensure that there are effective and accountable systems in place to safeguard the Shire's financial resources whilst taking advantage of the interest earning potential from its surplus funds.

Legislation:

- a) Section 6.14(1) of the Local Government Act 1995 provides that "Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III".
- b) Regulation 19 of the Local Government (Financial Management) Regulations 1996 (FMR) requires a local government to establish and document internal control procedures to be followed by employees to ensure control over investments.
- c) Regulation 19C provides that a local government can only invest money:
 - I. With an authorised deposit taking institution or the WATC –
 - II. For a fixed term of no more than 3 years–
 - III. In bonds guaranteed by the Commonwealth, State or Territory governments –
 - IV. In bonds for a term on no more than 3 years –
 - V. In Australian currency but not in foreign currency •
- d) Regulations 28 and 49 of the FMR prescribe the disclosure requirements for investments in the annual budget and annual financial report.
- e) Local governments when investing are to follow the provisions under the Trustees Act 1962 and exercise the care, diligence and skill of a "Prudent Person" (s 18).

Procedures:

1. Principals and Ethics

- a) Whilst exercising the power to invest, consideration is to be given to the preservation of capital, liquidity and the return on investment.
- b) Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes management of credit and interest risk within identified thresholds and parameters.
- c) The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash-flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- d) The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy and not for speculative purposes.
- e) Officers shall refrain from personal activities that would conflict with the proper executive and the management of the Shire's Investment portfolio. Officers are required to disclose any conflict of interest to the CEO.

2. Investments

2.1 Approved Investments

- a) Without approval from Council, investments are limited to:
 - I. State/Commonwealth Government Bonds with a term of maturity not exceeding three years;
 - II. Fixed term deposits placed with an authorised institution* for a term not exceeding 3 years; and
 - III. Interest-bearing deposits placed with an authorised institution*. (*Authorised Institution as defined in the Bank Act 1959 (Commonwealth) section 5.

2.2 Prohibited Investments

- a) Any investment carried out for speculative purposes is prohibited
- b) The use of leveraging (borrowing to invest) of an investment is prohibited.
- c) In accordance with the Local Government (Financial Management) Regulations 1996, Reg 19C, the following is also prohibited:
 - I. Deposits with any institution other than an authorised institution*;
 - II. Deposits for a fixed term of more than 3 years;
 - III. Investment in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - IV. Investment in bonds with a term to maturity of more than three years; and
 - V. Investment in a foreign currency.

*Authorised Institution as defined in the Bank Act 1959 (Commonwealth) section

2.3 Quotations

Not less than three quotations shall be obtained from authorised institutions when an investment is proposed. The best quotation will be accepted after allowing for banking, administrative and transactional costs as well as limitations set for each borrower.

3. Risk Management

3.1 Risk Management Controls

- a) Risk Management Controls include:-
 - I. Authority to invest;
 - II. Development of investment control frameworks- portfolio credit framework, counterparty credit framework and term to maturity framework;
 - III. Documented investment procedures;
 - IV. Investment Register;
 - V. Monthly statements from counterparties;
 - VI. Monthly bank reconciliations for each account;
 - VII. Fraud- 2 signatories required to authorise investment as per CD1/CEOD1 Apply money from the Municipal Account delegation.
 - VIII. Monthly report to Council

3.2 Investment Control Frameworks-

Investments are to be made in accordance with the following frameworks:

- a) **Portfolio Credit Framework** – limits overall credit exposure of the portfolio.

The following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%

- b) **Counterparty Credit Framework** - limits exposure to individual counterparties/institutions.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	45%
AA	A-1	35%
A	A-2	20%

- c) **Term to Maturity Framework** - limits based upon maturity of securities.

Overall Portfolio Term to Maturity Limits	
Portfolio % < 1 year	100% Max. And 40% Min.
Portfolio % 1- 3 years	60%

3.2 Investment Advisor

- a) It may be appropriate to seek external advice from an investment advisor and if so this person must be:
- I. An independent person who has no conflict of interest in relation to investment products recommended,
 - II. Approved by Council, and
 - III. Licensed by the Australian Securities and Investment Commission.

4. Liquidity

In determining how much liquidity is "sufficient", management will give regard to:

- b) Historical seasonality in the Shire's cash flow;
- c) Known or projected major capital expenditure;
- d) Holding contingency reserves adequate to cover a major unexpected short-term demand on the Shire.

5. Separate and Common Accounts

- a) Separate accounts must be established the following purposes: —
- Money required to be held in the municipal fund;

- Money required to be held in the trust fund; and
 - Money required to be held in reserve accounts.
- b) Money from different accounts may be placed in a common account for investment purposes.
- c) Interest earned on each individual "Reserves/Restricted Assets" will be applied to that particular account

6. Reporting and Review

- a) Documentary evidence must be held on file for each investment and an investment register maintained by filing the monthly investment report to council in the Register.
- b) A monthly report must be provided to council detailing the investment portfolio. This report will include (among other things): the total value of the portfolio; net investment income for the month; and a complete schedule of all investments within the total portfolio with maturity dates.
- c) The annual financial report is to include information on earnings from investments as specified by Financial Management Regulation (FMR) 49.
- d) The investment policy will be reviewed annually or as required in the event of legislative changes, or marked change in the economic landscape affecting financial markets and interest rates.

7. Reference Material

S&P Global Ratings- Short Term Credit Ratings	
A1+	extremely strong degree of safety regarding timely payment
A1	a strong degree of safety for timely payment
A2	a satisfactory capaShire for timely payment

S&P Global Ratings- Long Term Credit Ratings	
AAA	an extremely strong capaShire to repay
AA	a very strong capaShire to repay
A	a strong capaShire to repay
BBB	adequate capaShire to repay



COUNCIL POLICY

1.3.4

Finance

Title:	1.3.4 SIGNIFICANT ACCOUNTING POLICIES
Adopted:	21 March 2018
Reviewed:	07 February 2018
Associated Legislation:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Australian Accounting Standards
Associated Documentation:	Annual Report Finance Reports
Review Responsibility:	Finance Manager
Delegation:	-

Previous Policy Number/s 3007, 3008

Objective:

To provide direction for the preparation of financial transactions and financial reporting.

Policy Statement:

The following significant accounting policies have been adopted by the Shire of Mingenew for the preparation of its Annual Financial Report:

1. Basis of Accounting

- a) 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.
- b) 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.

1.1 Critical Accounting Estimates

- a) 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.
- b) 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.

2. The Local Government Reporting Entity

- a) All Funds through which the Council controls resources to carry on its functions have been included in this statement.

- b) 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.
- c) All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

3. **Rounding of Figures**

- a) All figures shown in this statement are rounded to the nearest dollar.

4. **Rates, Grants, Donations and Other Contributions**

- a) 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.

5. **Goods and Services Tax**

- a) 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).
- b) 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.
- c) 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.

6. **Cash and Cash Equivalents**

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

7. **Trade and Other Receivables**

- a) 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.
- b) 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.

8. **Inventories**

8.1 **General**

- a) Inventories are measured at the lower of cost and net realisable value
- b) 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.

8.2 Land Held for Resale

- a) 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.
- b) 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.
- c) 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.

9. Fixed Assets

- a) 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.
- b) 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.

10. Depreciation of Non-Current Assets

- a) 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.
- b) Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

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

11. Trade and Other Payables

- a) 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.

12. Employee Benefits

- a) 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.

13. Interest-bearing Loans and Borrowings

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

13.1 Borrowing Costs

- a) 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..

14 Provisions

- a) 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.
- b) 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.

14. Current and Non-Current Classification

- a) 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.

15. Nature or Type Classifications

15.1 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.

15.2 Operating Grants, Subsidies and Contributions

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

15.3 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.

15.4 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.

15.5 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.

15.6 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.

15.7 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.

15.8 Other Revenue / Income

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

15.9 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.

15.10 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.

15.11 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.

16. Nature or Type Classifications

16.1 Insurance

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

16.2 Loss on asset disposal

Loss on the disposal of fixed assets.

16.3 Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

16.4 Interest expenses

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

16.5 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.

17. Statements and Objectives

- a) 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.
- b) Based upon feedback received from the community the vision of the Shire is: "Standing proud, growing strong"
- c) The Strategic Community Plan defines the key objectives of the Shire as:
 - i. Economic: To be a diverse and innovative economy with a range of local employment opportunities.
 - ii. Environment: A sustainable natural and built environment that meets current and future community needs.
 - iii. Social: A safe and welcoming community where everyone has the opportunity to contribute and belong.
 - iv. Civic Leadership: A collaborative and innovative community with strong and vibrant leadership.

18. Reporting Programs

- a) Council operations as disclosed in this statement encompass the following service orientated activities/programs:
 - i. 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).
 - ii. 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.
 - iii. LAW, ORDER, PUBLIC SAFETY: Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.
 - iv. HEALTH: Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.
 - v. EDUCATION AND WELFARE: Support of day care for children. Autumn Centre for Senior Citizens. Youth & seniors projects.
 - vi. HOUSING: Provision and maintenance of rented housing accommodation for pensioners and employees.
 - vii. COMMUNITY AMENITIES: Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.
 - viii. TRANSPORT: Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase and cleaning of streets.
 - ix. ECONOMIC SERVICES: Tourism, community development, pest control, building services and private works.



- x. OTHER PROPERTY & SERVICES: Plant works, plant overheads and stock of materials.



COUNCIL POLICY

1.3.5

Finance

Title:	1.3.5 CORPORATE CREDIT CARD
Adopted:	22 August 2018
Reviewed:	-
Associated Legislation:	Local Government Act 1995 Local Government (Financial Management) Regulation 11(1) (a)
Associated Documents:	Corporate Credit Card Management Procedure Code of Conduct Purchasing Policy
Review Responsibility:	Finance Manager
Delegation:	N/A

Previous Policy Number/s 3010

Objective:

To ensure effective controls, policies and procedures are in place with respect to the issue and use of corporate credit cards to reduce the risk of fraud and misuse of the corporate credit card.

Policy Statement:

The Shire is committed to operating effective and transparent procedures for the procurement of all goods and services via credit card.

To achieve transparency, accountability and reduce associated risk the Shire will:

- Ensure that effective and accountable systems are in place to mitigate risks associated with procurement via credit card and review, report and monitor the potential risks in accordance with the Shire's Risk Management Framework;
- In accordance with the Shire's Risk Management Framework, submit to the Audit Committee a biennial report of the Shire's accounting and internal control procedures, with corporate credit card use to be included;
- Submit itemised credit card statements to Council on a monthly basis with accompanying explanation as to the expense incurred; and
- Limit the Shire's credit card facility to \$14,000 or less, with any increase to be via Council resolution.

The issue of corporate credit cards and use shall be strictly in accordance with this Policy and the associated Management Procedure

The procurement of goods and services on corporate credit cards shall be in accordance with the Shire's Procurement Management Procedure.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct and in compliance with the Shire's Purchasing Policy.



1.3.5 CORPORATE CREDIT CARD MANAGEMENT PROCEDURE

Relevant Council Policy

1.3.5 Corporate Credit Card Policy

Approval Date: 09 August 2018

Appendix-

1. Corporate Credit Card User Agreement

Relevant CEO Directive

Nil

Review: Biennial

Objective:

To ensure effective controls, policies and procedures are in place with respect to the issue and use of corporate credit cards.

Legislation:

- a) The use of Corporate Credit Cards is not specifically mentioned in the Local Government Act 1995. However the impacts of the use and control of corporate credit cards are related to the following sections of the Local Government Act 1995;
 - I. Section 2.7(2)(a) and (b) requires the council to oversee the allocation of the local government's finances and resources and determine the local government policies.
 - II. Section 6.5(a) requires the CEO to ensure that there are kept, in accordance with Regulations, proper accounts and records of the transactions and affairs of the local government.
- b) Local Government (Financial Management) Regulation 11(1) (a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

Procedures:

1. Authorised Use and Limits

- a) Corporate Credit Cards may be issued to any Level 2 Officer, if it is the view of the CEO, that an Officer would benefit from using this payment method;
- a) All card holders must be authorised by the CEO to incur liabilities and expenses;
- b) Maximum credit limits are to be based on the cardholder's need, as determined by the CEO.
- c) The Local Government Act 1995 does not allow for the issue of Corporate Credit Cards to elected members. There are no provisions within the Act which allow an elected member to incur a debt, as would be the case with a credit card.

2. Purchasing

- a) The procurement of goods or services using corporate credit cards shall only occur in instances when the standard methods of raising purchase orders/invoices and/or manual EFT/cheque practices are not available from the preferred supplier;
- b) Corporate Credit Cards are only to be used for purchasing goods and services on behalf of the Shire which is authorised in the current budget.
- c) Cardholders must follow the Shire of Mingenew Management Procedure;
- d) Personal expenditure is prohibited;

- e) Corporate Credit Cards are not to be used for cash withdrawals;
- f) Where the purchase has been made via facsimile, telephone, or over the internet an invoice or receipt is required in all circumstances and must contain details of the purchase; and
- g) For Fringe Benefits Tax purposes, any expenditure for entertainment must include the number of people who were in attendance and the full names of any Shire staff.

3. Financial Institution

- a) The Shire's Corporate Credit Cards are to be issued by the financial institution that municipal transactions are made (referred to as transaction account). The National Australia Bank (NAB) is the current issuing financial institution.

4. Cardholders breaching Corporate Credit Card Management Procedure and Code of Conduct

- a) Any officer that believes a cardholder is entering into transactions that seem to be in breach of the Credit Card Policy and/or Code of Conduct, is to report their concerns to the Chief Executive Officer. In the case of the CEO, it is to be reported to the President.
- b) Any breach by a cardholder of the Corporate Credit Card Policy and/or Code of Conduct will require an investigation into activities. Possible actions taken by the Chief Executive Officer in such instances include:
 - Withdrawal of both the credit-card and all financial delegations or authorisations issued;
 - Commencement of a formal Disciplinary Process;
 - The reporting of breach to relevant government departments (Public Sector Commission / Corruption and Crime Commission) ; and/or
 - Termination of employment.

Advisory note to Staff - In the case of the President receiving reports of the suspected breaches by the CEO, the President is authorised to consult (confidentially) with either the Manager Finance or the Governance Officer for the sole purpose of collected relevant confirmatory information. The President would then give consideration as to whether a report to either the Public Sector Commission or the Corruption and Crime Commission was required.

- c) A Cardholder who is found guilty of misuse or fraudulent use of a corporate credit card is liable for prosecution under the Criminal Code Act Compilation Act 1913, the Public Sector Management Act 1994, the Corruption and Crime Commission Act 2003 or by action under all of these Acts. Cardholders must be aware that prosecution may be the consequence of fraudulent misuse of the card.

5. Ethics & Integrity

Code of Conduct

All officers and employees undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers



and employees of the Shire of Mingenew must act in an honest and professional manner at all times which supports the standing of the Shire.

6. Insufficient Documentation to Substantiate Expense Claims

- a) If supporting documentation is lost the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'.
- b) Approval of this expense is referred to the Chief Executive Officer or in the case of the CEO, the Shire President, for a decision.
- c) Should a lack of detail be a regular occurrence for a particular cardholder, the cardholder may be refused access to a credit card in the future. Use of a statutory declaration is for exceptional cases rather than the norm.

7. Roles, Responsibilities and Obligations

7.1 Cardholders Responsibilities and Obligations

- a) Cardholder's must;
 - I. Refer to and follow the guidelines for use that are provided by the financial institution at the time of the card issue;
 - II. Keep their card in a safe place and under no circumstances permit another person to use their card to make a purchase or use the card for cash advances;
 - III. Make payments that are within their card limit, budget, and authority to do so;
 - IV. Only make purchases over the internet on secure sites after the approval by the Chief Executive Officer or relevant Manager and must be accompanied by a signed purchase order and purchase print out;
 - V. Report immediately any lost or stolen credit card to the financial institution issuing the card and to Council's Finance Manager;
 - VI. Adhere to Policies and Management Procedures in relation to Corporate Credit Card Use and Purchasing;
 - VII. Ensure all receipts and tax invoices are kept and submitted to the Administration Officer with credit card statements, within seven (7) days of receipt;
 - VIII. Costing accounts must be against each item of the credit card statements.
 - IX. In the event of a cardholder ceasing employment, taking an extended period of leave, or they move to a position which does not require the use of a Corporate Credit Card, the cardholder must notify Finance Manager two weeks before termination date, to arrange cancellation and to ensure all receipts and their account has been settled;
 - X. Cardholders cannot transfer the Corporate Credit Card account to other users. An account number will only be assigned to one cardholder.

7.2 Finance Manager Responsibilities

- a) The Finance Manager must;
 - I. Arrange the issue and cancellation of Corporate Credit Cards when requested by the Chief Executive Officer;

- II. Arrange for all cardholders to sign the Corporate Credit Cardholder Agreement (refer to Appendix) on receipt of the issue of the new card and ensure the signed agreement is placed on the employee's personnel file. This agreement must set out the cardholder's responsibilities and legal obligations when using the Corporate Credit Card and the actions that will be taken in the event that the cardholder fails to comply with the terms and conditions of the Agreement.
- III. Maintain a register of all cardholders which includes, card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase; the signature of the cardholder when issued and returned.
- IV. Provide of copy of the Corporate Credit Card Policy and Management Procedure when amended to cardholders.
- V. Process payments of Corporate Credit Cards. This includes ensuring all receipts and tax invoices have been attached and the relevant authorising officers have signed off on the statements;
- VI. Reconcile the corporate credit card statements to the total monthly payment made to the Shire's financial institution.
- VII. Review the transactions and supporting documents on each corporate credit card statement, and report any irregularities or discrepancies to the CEO.
- VIII. The Finance Manager is to review six monthly the operation of the credit card payment process and report to the CEO as to the level of compliance of the cardholders to the conditions of use and the credit card provider's level of performance.
- IX. Ensure under no circumstances, the reward scheme or cash withdrawal feature be used on Council Corporate Credit Cards.
- X. On cessation of a cardholders employment the Finance Manager is to cancel the account with the financial institution, and destroy the card.
- XI. destroy all surrendered cards by cutting them diagonally in half (including any chip on the card).



Appendix 1

AUTHORITY FOR ISSUE OF CORPORATE CREDIT CARD

Name of Cardholder	
Position	
Date of Authorisation	
Signature of Chief Executive Officer	

CORPORATE CARD USER AGREEMENT

As the Chief Executive Officer, I have authorised the issue of a Shire of Mingenew Corporate Credit Card in line with your official duties as a Shire officer. The following conditions apply;

1. You have been authorised a card limit of \$_____. Credit limits are not to be exceeded.
2. Purchases on the corporate credit card are to be made in accordance with Shire of Mingenew's Purchasing Procedures.
3. The card is issued in your name; however, it is a corporate credit card and all transactions must be official transactions on behalf of the Shire of Mingenew. Under no circumstances must the card be used for private purposes.
4. At any time, the Chief Executive Officer can call an inquiry into the use of the card, and any findings of transactions that are unauthorised, excessive or unreasonable will result in disciplinary action.
5. Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
6. Under no circumstances can cash can be withdrawn from the card.
7. All tax invoices and receipts must be kept to validate transactions. Note, a credit card statement or EFTPOS receipt is not acceptable (GST cannot be claimed as it does not meet GST requirements to claim a refund). Cardholders must ensure tax invoices and receipts contain the following;
 - I. Suppliers Name.
 - II. Suppliers ABN.
 - III. Brief description of goods and services supplied.
 - IV. Identifies transactions where GST applies.
 - V. If the transaction relates to entertainment, the cardholder must document how many people they entertained, and the names of Shire officers that attended (for Fringe Benefit Tax purposes)
8. If no supporting documentation is available, the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the Chief Executive Officer, or in the case of the CEO the Shire President, for a decision. Should a lack of detail be a regular occurrence for a particular cardholder, the cardholder may be refused access to a credit card in the future. Use of a statutory declaration is for exceptional cases rather than the norm.



9. Cardholders must mark next to all transactions the costing accounts and ensure all tax invoices and receipts are attached to the monthly statement. The cardholder must certify that the transactions on the statement are correct and has seven (7) working days, from receipt of statement, to return to Finance Services.
10. Should approval of expenses be denied by the Chief Executive Officer or the Finance Manager recovery of the expense shall be met by the cardholder.
11. If the card is lost or stolen, you must immediately contact the Financial Institution Provider. The Finance Manager must also be notified in writing to arrange replacement card.
12. If your employment is terminated, you card and all tax invoices and receipts must be submitted to the Finance Manager, two (2) weeks before employment is ceased to ensure account is settled.

Failure to comply with any of these requirements could result in the card being withdrawn from the employee. In the event of loss or theft through negligence or failure to comply with the Shire of Mingenew Corporate Credit Card Management Procedure any liability arising from the use of the card may be passed to the cardholder.

The use of a Shire of Mingenew Corporate Credit Card is subject to the provisions of the Code of Conduct of Shire of Mingenew. Serious transgression of the above listed responsibilities or the Code of Conduct may result in an appropriate referral under the Corruption and Crime Commission Act 2003 and/or termination of employment.

If you agree to abide by the terms above and all other conditions set out in Council Policy – Corporate Credit Cards, please sign and return this statement to the Finance Manager.

I _____ acknowledge and accept the aforementioned conditions which govern the use of the Shire of Mingenew Corporate Credit Card.

Signature

Date



COUNCIL POLICY

Finance

1.3.6

Title:	1.3.6 RELATED PARTIES DISCLOSURE
Adopted:	21 November 2018
Last Reviewed:	New Policy – Not Applicable
Associated Legislation:	Australian Accounting Standard AASB124
Associated Documents:	Related Party Disclosures- Procedure Related Party Disclosures- Declaration Form Code of Conduct Declarations of Interest
Review Responsibility:	Governance Officer
Delegation:	Nil

Objective:

The objective of the policy is to ensure that the Shire of Mingenew's financial statements disclose dealings with related parties and transactions and outstanding balances, including commitments, with such parties that may have affected its financial position and profit or loss.

Policy Statement:

The Shire is committed to ensuring its financial operations are conducted with the highest of ethical integrity and in an open and transparent environment. To evidence this, and to comply with the Australian Accounting Standard AASB 124 Related Party Disclosures (AASB 124), the Shire will:

1. Establish, review and maintain a list of Key Management Personnel (KMP);
2. Establish, review and maintain a Related Party Transactions Register for the Shire; and will
3. Disclose related party relationships, transactions and outstanding balances, including commitments, in the Shire's annual financial statements.

For the purposes of implementing this policy, individuals who meet the definition of a Key Management Personnel (KMP) will include:

- I. The President, Deputy President & Councillors;
- II. The Chief Executive Officer;
- III. All other Shire Officers who report directly to the CEO – includes Finance Manager, Governance Officer, Works Supervisor/Manager, Community Development Officer, Town Planner, Environmental Health Officer, Coordinator of Building Surveying, Ranger and Emergency Services Officer.

Council requires temporary appointments to KMP positions or persons acting as KMP in their absence, to be considered as KMP for that duration if the appointment is for three or more months in the financial year. For appointments of less than three months, the assessment is a matter of judgment based on facts, that is to be made by the Chief Executive Officer, such as that person's participation in key decisions made in that period.

For the purposes of implementing this policy, the related parties for nominated KMP will include:

- I. Their spouse or domestic partner (including married, de-facto, civil union partnership, but excluding separated or divorced spouse or partner);

- II. Their children, including children of their spouse/partner (whether step, adopted, dependant/non-dependant, adult children living/not living at home);
- III. Their dependants, including dependants of their spouse/partner (i.e. family members financially supported by them or their spouse/partner and may include siblings, elderly parents/grandparents or disabled family members); and
- IV. Entities (including sole proprietors, partnerships, companies and trusts) in which KMP and/or his/her close family members have control or joint control (i.e. hold 50% or more of the shares or 50% or more voting power).

For the purpose of implementing this policy Ordinary Citizen Transactions (OCT), that is transactions that occur on terms and conditions no different to those applying to the general public and are of an immaterial nature, include:

- I. Attending Shire functions that are open to the public;
- II. Fines on normal terms and conditions;
- III. Paying rates and other statutory fees or charges for applications, licences, approvals or permits;
- IV. Using Shire services and accessing Shire facilities; and
- V. Making a development application.

These aforementioned OCT's that meet the definition as stated, do not require disclosure. As such they will not be captured by the Shire within its Related Party Register.

For all other transactions, Key Management Personnel will be required to make a declaration in the *Related Parties Disclosure - Declaration* form (appendix 1).

All KMPs must provide their declarations to the period 30th June, annually, within 30 days.

Information (including personal information) provided by a key management person in a Related Party Transaction Notification and personal information contained in a register of related party transactions is classified as confidential, and will not be available for inspection by or disclosure to the public.

The Related Party Disclosure Management Procedure provides the guidelines by which the CEO will implement the Related Party Disclosure Policy.



1.3.6 RELATED PARTIES DISCLOSURE MANAGEMENT PROCEDURE

Relevant Council Policy

1.3.6 Related Parties Disclosure

Adoption Date: 21 November 2018 - CEO

Appendix: Related Parties Disclosure Form

Relevant CEO Directive

N/A

Review:

Objective:

This procedure provides the basis on which to implement the Related Parties Disclosure Policy, which outlines what is expected of elected members and staff of the Shire of Mingenew in relation to Australian Accounting Standard AASB 124 Related Party Disclosures (AASB 124).

Legislation:

In July 2015, the scope of Australian Accounting Standards Board - Accounting Standard 124 (AASB124) "Related Party Disclosures" was extended to include application by not-for-profit entities, including local governments. Effective 1 July 2016 in accordance with Australian Accounting Standard AASB 124 Related Party Disclosures, local governments were required to disclose certain related party relationships and related party transactions together with information associated with those transactions in its Annual Financial Statements. First disclosures were required for year ended 30 June 2017.

Definitions:

Arm's length terms	Terms between the parties that are reasonable in the circumstances of the transaction that would result from: <ul style="list-style-type: none"> • neither party bearing the other any special duty or obligation, and • the parties being unrelated and uninfluenced by the other, and • each party having acted in its own interest.
Close Family Member	Family members of Key Management Personnel (KMP) who may be expected to influence, or be influenced by, that person in their dealings with the entity. This includes, but is not limited to, that person's spouse or domestic partner; and the children and dependents of that person or that person's spouse or domestic partner.
Control of an Entity	You control an entity if you have: <ol style="list-style-type: none"> I. power over the entity; II. exposure, or rights, to variable returns from involvement with the entity; and III. the ability to use your power over the entity to affect the amount of your returns.
Joint control of an entity	To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Key Management Personnel (KMP)	Persons having authority and responsibility for planning, directing and controlling the activities of the Shire of Mingenew, directly or indirectly. This includes the President, other Councillors, the Chief Executive Officer and senior officers as outlined in the policy.

Related parties	Includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.
KMP Compensation	<p>All employee benefits. Employee benefits are all forms of consideration paid, payable or provided by the Shire if Mingenew, or on behalf of the Shire of Mingenew, in exchange for services rendered to the Shire. Compensation includes:</p> <ul style="list-style-type: none"> I. Short Term Employee Benefits: short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit-sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees; II. post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care; III. other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit-sharing, bonuses and deferred compensation; and IV. termination benefits.
Ordinary Citizen Transactions (OCTs)	Transactions that an ordinary citizen would undertake with the Shire of Mingenew are usually not material to related party disclosure requirements. OCTs do not apply however, if the terms and conditions are different to those offered to the general public.
Related Party Transaction	A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

Procedures:

1. Identifying Key Management Personnel and Related Parties

- a) The Governance Officer will establish, review and maintain a list of Key Management Personnel for the Shire. Key Management Personnel (KMP) are defined within the Council Policy;
- b) Those persons identified as KMP will complete an annual declaration which outlines the entities, if any, that are controlled or jointly controlled by that KMP or their close family members (Appendix 1). The annual declaration process will be coordinated by the Governance Officer;
- c) It is the responsibility of the Chief Executive Officer to seek declaration upon a change of KMP;
- d) All KMPs will be asked to provide their declarations to the period 30th June, annually, within 30 days.
- e) It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.

- f) Should a KMP have any uncertainty as to whether a transaction may constitute a related party transaction they should contact the Chief Executive Officer or the Governance Officer for clarification.
- g) Disclosure by personnel who are temporarily appointed to KMP positions is to be guided by the Related Party Disclosure Policy. Judgement decisions on disclosures of such personnel to determine if they meet the definition of a KMP are:
 - Did the acting KMP fill a vacant role or did they just act while the position holder was on leave?
 - Did the acting KMP only complete the operational tasks of the KMP position holder while they were on leave?
 - Did the acting KMP attend key meetings such as monthly executive management team meetings?
 - Was the acting KMP involved in operational / strategic planning?
 - Was the acting KMP involved in determining the budget?
 - Did the acting KMP approve anything above their 'normal' delegation?
 - Did the acting KMP just fill-in for someone for a few weeks over Christmas when no key meetings / decisions were made?

2. Identification of Related Party Transactions:

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria (the Ordinary Citizen Transactions, as adopted by Council in its policy, have been excluded from this list):

- Employee compensation whether it is for KMP or close family members of KMP;
- Application fees paid to the Shire of Mingenew for *non* statutory approvals or permits;
- Lease agreements for housing rental (whether for a Shire of Mingenew owned property or property sub-leased by the Shire through a Real Estate Agent);
- Lease agreements for commercial properties;
- Monetary and non-monetary transactions between the Shire of Mingenew and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Mingenew (trading arrangement);
- Sale or purchase of any motor vehicles, buildings or land, or other property owned by the Shire of Mingenew, to a person identified above;
- Sale or purchase of any motor vehicles, buildings or land, or other property owned by a person identified above, to the Shire of Mingenew;
- Loan Arrangements;
- Contracts and agreements for construction, consultancy or services;
- Non-monetary transactions such as use of facilities, peppercorn rents;
- Provision of guarantees or collateral; and
- Settlement of liabilities on behalf of the Shire, or by the Shire or on behalf of that related party.

3. Register of Related Party Disclosures and Transactions

- a) Officers will use the declarations of KMP to establish a list of related parties for the purposes of identifying transactions and reporting under AASB 124.

- b) Maintain the Register
 - I. The Finance Manager is responsible for maintaining and keeping an up to date register of related party transactions that captures and records the information for each existing related party transaction (including ordinary citizen transactions assessed as being **material** in nature) during a financial year.
- c) Contents of a Register
 - I. The contents of the register of related party transactions must detail for each related party transaction the following:
 - i. The description of the related party transaction;
 - ii. The name of the related party;
 - iii. The nature of the related party's relationship with the Shire of Mingenew; and
 - iv. A description of the transactional documents that are the subject of the related party transaction.
 - II. The Governance Officer and Finance Manager are jointly responsible for ensuring that the information is disclosed in the Shire's annual Financial Statements to the extent, and in the manner stipulated, by AASB 124.

5. Related Party Disclosures and Annual Financial Statements

Each year the Shire must declare the following related party transactions in its annual financial statements:

- a) As per AASB124.17, Key Management Personnel compensation in total and for each of the following categories:
 - I. short-term employee benefits;
 - II. post-employment benefits;
 - III. other long-term benefits; and
 - IV. termination benefits;

Key management personnel (KMP) are not named – disclosure is on an aggregate basis only. Short-term employee benefits include non-monetary benefits.

- b) As per AASB124.18 for Related Party Transactions, the Shire must disclose the:
 - I. Nature of the relationship with the related party, as well as sufficient information about the transactions and outstanding balances, including commitments, necessary for users to understand the potential effect of the relationship on the financial statements.
 - II. Types of Transactions:
 - Purchase or sales of goods;
 - Purchase or sales of property and assets;
 - Rendering or receiving of services;
 - Leases;
 - Transfers under licence agreements;
 - Transfers under financial arrangements (including loans and equity contributions in cash or in kind);
 - Provision of guarantees or collateral; and

- Settlement of liabilities on behalf of the entity, or by the entity or on behalf of that related party.
- III. The following information, at a minimum, is to be disclosed:
 - I. the amount of the transactions;
 - II. the amount of outstanding balances, including commitments, and terms and conditions (i.e. secured or unsecured) and the nature of consideration to be provided in settlement; and details of guarantees given or received;
 - III. provisions for doubtful debts related to the amount of outstanding balances; and
 - IV. the expense recognised during the period relating to bad or doubtful debts due from related parties.
- c) As per AASB124.19, separately disclose all the information required by Paragraph 18 of the AASB124 at the following levels:
 - I. subsidiaries;
 - II. associates;
 - III. joint ventures in which the entity is a joint venturer;
 - IV. key management personnel of the entity or its parent; and
 - V. other related parties.
- d) As per AASB124.24, items of a similar nature in aggregate, except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of the entity.
- e) If a KMP or close associate is named individually in disclosure reports, the KMP will be given a copy of intended disclosure for review and information purposes. Feedback must be provided within 7 days.

6. Frequency of disclosures:

Councillors and KMP will be required to complete a *Related Party Disclosures - Declaration* form annually. Furthermore, all Councillors must make disclosures immediately prior to any ordinary or extraordinary election. Disclosures must be made immediately prior to the termination of employment of/by a KMP.

7. Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

When assessing whether such transactions are significant the following factors will be taken into consideration:

- Significance in terms of size;
- Was it carried out on non-market terms;
- Is it outside normal day-to-day council operations;
- Was it subject to council approval;
- Did it provide a financial benefit not available to the general public;



- Was the transaction likely to influence decisions of users of the Annual Financial Statements.

Regard must also be given for transactions that are collectively, but not individually significant.

The Shire does not have to disclose transactions in the audited annual financial statements that are not material.

8. Confidentiality:

All information contained in a disclosures return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and the materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.



RELATED PARTIES DISCLOSURE – POLICY 1.3.6, FORM 1

RELATED PARTIES DISCLOSURE – DECLARATION

As per requirements of AASB 124 Related Party Disclosures, and Business Operating Procedure – Related Party Disclosures. For additional information to assist you in making a declaration, please refer to the Appendices to this form.

The following declaration must be completed by all Council members, the CEO and staff reporting directly to the CEO of the Shire of Mingenew who were elected or employed at any time during the financial year.

Disclosure Period (financial period)	
Person making disclosure	
Position held by person	

NOTE: As you are an elected member or officer, you do not need to specifically declare your Councillor fees/employee benefits details. This information will be collected separately by the Shire's Finance Team, for a separate declaration inclusion within the annual financial statements.

1. CLOSE MEMBERS OF THE FAMILY

(If there has been no change since your last declaration, please complete by stating "No Change".)

Name of Family Member	Relationship to you

2. ENTITIES THAT I, OR A CLOSE FAMILY MEMBER CONTROLS OR JOINTLY CONTROLS

(If there has been no change since your last declaration, please complete by stating "No Change".)

Name of Entity	Name of person who has control/nature of control



3. ORDINARY CITIZEN TRANSACTIONS – NOT PROVIDED AT ARMS LENGTH

Did you or any member of your close family use facilities provided at Recreation Centre, attend any event at the Civic Centre, or use any other council provided facility AND you received a discount or special terms that would not otherwise be offered to any other member of the public?

Name of person using the Service/facility	Service/facility used	Nature of transaction	Nature of discount or special conditions received

4. LEASING AGREEMENTS – DOMESTIC RESIDENTIAL

Did you, a close family member or related entity, enter into a lease agreement with the Shire of Mingenew, (either as lessee or lessor) for the provision of a domestic rental property (Includes properties owned by the Shire of Mingenew and privately owned properties sub-leased through the Shire from a real estate agent)? Did you receive or provide a discount or special terms that would not otherwise be offered to any other member of the public?

Name of person party to the lease	Property Address	Term of Lease & Weekly Rent	Detail of any non-arm's length conditions

5. LEASING AGREEMENTS – COMMERCIAL

Did you, a close family member or related entity, enter into a commercial leasing agreement with the Shire of Mingenew for the provision of a commercial property? Did you receive a discount or special terms that would otherwise not be offered to any other member of the public?

Name of person party to the lease	Property Address	Term of Lease & Weekly Rent	Detail of any non-arm's length conditions



6. TRADING ARRANGEMENTS

Were you or a close family member (as defined above) the owner of any business (or in a position to substantially control the business) that provided goods or services to the Shire of Mingenew? Were those goods or services provided on the same terms and conditions as those available to any other customer? If not, please provide details of the specific terms provided to the Shire of Mingenew.

Business Name	Goods or services provided	Approximate value for the reporting period	Terms and conditions

7. OTHER AGREEMENTS (CONSTRUCTION, CONSULTANCY, SERVICE CONTRACTS)

Did you, a close family member or related entity, enter into any other agreements /arrangements with the Shire of Mingenew (whether or not a price was charged)? This may include (but is not limited to): construction, contracts, consultancy services, service contracts such as cleaning, maintenance, security).

Name of person or business/company	Nature of agreement	Value of agreement	Terms and conditions

8. PURCHASE OF PROPERTY

Did you, a close family member or related entity, purchase any property or other assets from the Shire of Mingenew? (This may include vehicles or other plant items, land or buildings). Was the purchase made at arm's length (for e.g. at public auction), and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided to you.

Name of person or entity	Property purchased	Value of purchase	Terms and conditions



9. SALE OF PROPERTY

Did you, a close family member or related entity, sell any property or other assets to the Shire of Mingenew? (This may include vehicles or other plant items, land or buildings). Was the sale made at arm's length, and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided.

Name of person or entity	Property sold	Value of sale	Terms and conditions

10. FEES AND CHARGES

Did you, a close family member or related entity, make an application to Council for a trading, building, planning or development application, licence or approval, or any other type of permit or licence?

Name of person or entity	Application Type	Application and/or receipt number

11. SELF-SUPPORTING LOANS

Did you, a close family member or related entity, enter into a loan agreement with the Shire of Mingenew? For e.g. a club for which you have control.

Name of person or entity	Loan details	Value of loan	Terms and conditions

12. OTHER AGREEMENTS

Please list any other agreement or arrangement you believe is a related party transaction and should be declared.

Name of person or entity	Nature of agreement	Value of agreement	Terms and conditions



DECLARATION

I declare that all information and details provided in this form are true and correct to the best of my knowledge and belief and that no known relevant information has been omitted.

I have made this declaration after reading the information supplied by Council which details the meaning of the definitions to which this declaration relates.

☐ OPTION 1 – HANDWRITTEN SIGNATURE

Signed: _____ Date: _____

OR

☐ OPTION 2 – ELECTRONIC SIGNATURE

This form can be sent by email to the Governance Officer (governance@mingenew.wa.gov.au) provided the email is sent by the person making the disclosure from their work or personal email account.

(☐ tick appropriate option)

option)



COUNCIL POLICY

1.3.7

Finance

Title:	1.3.7 REGIONAL PRICE PREFERENCE
Adopted:	<2009
Reviewed:	May 2017
Associated Legislation:	March 2018- Inserted into Management Procedure 1.3.1. Local Government Act (1995) as amended; State Records Act 2000 Local Government (Functions and General) Regulations 1996, Part 4A
Associated Documentation:	Shire of Mingenew Code of Conduct Shire of Mingenew Policy 1.3.1- Purchasing Shire of Mingenew Management Procedure 1.3.1- Purchasing
Review Responsibility:	Council

Previous Policy Number/s – 3008

Objective:

- To ensure Shire of Mingenew residents and all relevant stakeholders are provided a fair and meaningful opportunity to participate and contribute to problem solving, planning and decisions made by the Council and its staff.
- To provide effective stakeholder engagement for productive relationships, improved dialogue and deliberation, and ultimately, better democracy.

Policy:

In order to promote sub-regional development, the Shire of Mingenew will provide a price preference to regional suppliers (located within the stipulated areas) when evaluating and awarding contracts with Council via the Tendering Process.

Any price preference provided will comply with part 4A of the Local Government (Functions and General) Regulations 1995 as amended.

Price preference will be given to all suppliers submitting conforming tenders for the supply of goods and services (including Construction (building) Services) to the Shire of Mingenew, unless Council resolves that this policy not apply to a particular tender.

The following price preference will be given to suppliers submitting tenders assessed in relation to this policy:

Goods and Services – up to a maximum price reduction of \$50,000 unless a lower amount is stipulated in the tender document.

Stipulated Area-

- 10% to all suppliers located within the Shire of Mingenew
- 5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin
- 2.5% to all suppliers located within the Midwest Region

Construction (building) Services – up to a maximum price reduction of \$50,000 unless a lower amount is stipulated in the tender document.



Stipulated Area-

1. 5% to all suppliers located within the Shire of Mingenew
2. 2.5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin.
3. 1% to all suppliers located within the Midwest Region

Goods and Services, including Construction (building) Services tendered for the first time where Council previously supplied the Goods or Services – up to a maximum price reduction of \$500,000 unless a lower amount is stipulated in the tender document.

Stipulated Area-

1. 10% to all suppliers located within the Shire of Mingenew
2. 5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin
3. 2.5% to all suppliers located within the Midwest Region

Regional Price Preference will only be given to suppliers located within the stipulated areas for more than six months prior to the advertising date of the tender.

Located within the stipulated areas is defined as having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multinational company.

Only those goods and services identified in the tender as being from a source located within the stipulated area will have the price preference applied when assessing the tender.

Price is only one factor that Council considers when evaluating a tender. There is nothing contained within this policy that compels Council to accept the lowest tender or any tender based on price offered.



COUNCIL POLICY

1.3.8

Finance

Title:	1.3.8 EMPLOYEE SUPERANNUATION
Adopted:	20 March 2019
Reviewed:	New Policy – Not applicable
Associated Legislation:	Superannuation Guarantee Contribution (Administration) Act 1992
Associated Documents:	Shire of Mingenew – Authority to Deduct From Pay Form Shire of Mingenew – Induction Documentation Shire of Mingenew – Contract of Employment
Review Responsibility:	Chief Executive Officer
Delegation:	-

Objective:

To detail the arrangements and contributions the Shire will make to employee superannuation.

Policy Statement:

- This Policy applies to all employees whether full time, part time or casual.
- Employees will have freedom of choice over the complying fund that their Superannuation Guarantee Contributions (SGC) are paid into.
- Employees may elect to contribute additional superannuation , either as a deduction (after tax) or as a salary sacrifice (before tax).
- The Shire will pay:
 1. The statutory SGC amount, and
 2. Match an employees contribution to a maximum of 5% of the employees gross salary; subject to the combined total contribution from the Shire not exceeding 15% of the employees salary. Accordingly, it should be noted that as the SGC component increases, the maximum matching contribution by the Shire will decrease once the SGC component is more than 10%.
- Employees can voluntarily contribute more than the threshold but will not receive a further contribution from the Shire.
- The additional contribution and the voluntary contribution can be deposited into the employees fund of choice.
- The superannuation default fund of the Shire shall be the WA Super.



COUNCIL POLICY

Community

1.4.1

Title:	1.4.1 COMMUNITY ENGAGEMENT
Adopted:	21 March 2018
Reviewed:	15 February 2018
Associated Legislation:	AA1000 Stakeholder Engagement Standard 2015:
Associated Documents:	The International Association for Public Participation Framework
Review Responsibility:	Community Development Officer
Delegation:	

Previous Policy Number/s -

Objective:

- To ensure Shire of Mingenew residents and all relevant stakeholders are provided a fair and meaningful opportunity to participate and contribute to problem solving, planning and decisions made by the Council and its staff.
- To provide effective stakeholder engagement for productive relationships, improved dialogue and deliberation, and ultimately, better democracy.

Policy:

The Shire of Mingenew is committed to providing good governance and the delivery of high-quality local services by fostering democratic representation, social inclusion and meaningful community engagement with its residents and stakeholders.

Furthermore, The Shire of Mingenew commits to being open and accountable in its community engagement processes and will endeavour to undertake and continuously improve its various forms of engagements to:

- Inform the community on matters of community interest;
- Encourage informed discussion and input into decision making; and
- Assist open and transparent decision making.



1.4.1 COMMUNITY ENGAGEMENT MANAGEMENT PROCEDURE

Relevant Council Policy

1.4.1 Community Engagement

Adoption Date: 16 March 2018

Appendix:

Relevant CEO Directive

N/A

Review: Biennial

Objective:

- To ensure Shire of Mingenew residents and all relevant stakeholders are provided a fair and meaningful opportunity to participate and contribute to problem solving, planning and decisions made by the Council and its staff.
- To provide effective stakeholder engagement for productive relationships, improved dialogue and deliberation, and ultimately, better democracy.

Legislation:

- AA1000 Stakeholder Engagement Standard 2015:

Definitions:

Community	<ul style="list-style-type: none"> • People who live in Mingenew Shire • People and organisations who are ratepayers in Mingenew Shire; and • People and organisations who conduct activities in Mingenew Shire
Community Engagement	Any process that involves the public in problem solving or decision making and uses public input to make decisions
IAP2	The International Association for Public Participation
Inform	A level of community engagement in the IAP2 Spectrum for Public Participation in which an organisation provides the community with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.
Consult	A level of community engagement in the IAP2 Spectrum for Public Participation in which an organisation seeks community feedback on alternatives, drafts or proposals.
Involve	A level of community engagement in the IAP2 Spectrum for Public Participation in which an organisation works with the community to ensure that their concerns and aspirations are directly reflected in the alternatives developed.
Collaborate	A level of community engagement in the IAP2 Spectrum for Public Participation in which an organisation partners with the community through the whole process of making a decision
Empower	A level of community engagement in the IAP2 Spectrum for Public Participation in which an organisation shares some or all of its authority to make decisions with the community



Procedures:

1. Background

Community engagement is a collaborative process that connects Council with the community in a mutually beneficial sharing of new ideas, skills, knowledge, expertise and experience. Effective community engagement has real benefits for both Council and the community.

Better identifying the priorities, needs and aspirations of our community will assist Council to improve its planning and service delivery. A regular two-way conversation ensures Council is transparent, accountable and informed in its decision making which will demonstrate integrity and build trust within the community.

Where appropriate, engagement should go above and beyond legislative requirements. The information and knowledge gained through hearing a range of community perspectives assists Council to make informed decisions; develop strong partnerships and create sustainable outcomes.

The community also benefit from participating in engagement activities. Participating in engagement on matters that impact them can create a sense of belonging and connection; increase community involvement; unite and empower individuals and communities; and lead to a greater community ownership and resilience.

The knowledge, expertise and experience gained also provides Council with a foundation to advocate to other relevant parties, including Federal and State Government bodies, on issues of community importance which are out of its direct control.

Community engagement at the Shire of Mingenew is influenced by the following factors:

- A growing expectation by stakeholders, the community and customers that they will have an opportunity to influence government decisions that affect their lives;
- Our commitment to continuously improve the services, infrastructure and programs we provide so that East Gippsland is the most liveable region in Australia;
- Best practice industry standards as outlined by IAP2 in the Spectrum of Public Participation, and exhibited by government bodies, authorities and private enterprise;
- Contemporary communication channels, including digital and social media, audience diversity and expectations;
- Our commitment to be a leading local government that works together with our communities and provides excellent customer service; and

2. Principals

2.1 International Association of Public Participation (IAP2) Core Values of Public Participation

- a. The Shire is committed to the International Association of Public Participation (IAP2) Core Values of Public Participation and will utilise these principles during stakeholder and community engagement activities by:
 - I. Recognising that those who are affected by a decision have a right to be involved in the decision-making process;

- II. Seeking out and facilitating the involvement of those potentially affected by or interested in a decision;
- III. Seeking input from participants in designing how they participate;
- IV. Providing participants with the information they need to participate in a meaningful way;
- V. Communicating to participants how their input affected the decision.

2.2 AA1000 Stakeholder Engagement Standard 2015:

- a. The Shire also commits to the Accountability Principles as defined in the AA1000 Stakeholder Engagement Standard 2015:
 - I. Inclusivity – people should have a say in the decisions that impact on them
 - II. Materiality- decision makers should identify and be clear about the issues that matter. A material issue is an issue that will influence the decisions, actions and performance of an organization or its stakeholders
 - III. Responsiveness – organisations should act transparently on material issues

3. Engagement

3.1 When to engage

- a) At a minimum, community engagement should take place when:
 - I. Council resolves formally to engage;
 - II. There is a requirement to understand the expectations, needs and priorities of the community;
 - III. Planning for the development of Council's Annual Budget and Council Plan;
 - IV. A decision or plan will substantially impact the community and there is some part of the decision or plan that is negotiable;
 - V. Community members have expressed an interest or could be interested in a plan or decision that is negotiable;
 - VI. Community input can enhance decision-making, project outcomes or future opportunities; or
 - VII. There is legislation, policy or agreement requiring community engagement.
- b) In some instances, Council is legislatively and/or legally required to engage with the community. In these cases, the Shire will treat the legally required level of community engagement as the minimum standard.
- c) Delivery of community engagement beyond legally required levels will depend on the decision to be made (or project/service to be delivered), the community's interest to participate, the need to understand the community's view, and the opportunity for the community to influence the decision.

3.2 Engagement via Committees and Organisations

- a) The Shire shall appointment Elected Members and Staff to serve on the following Committee's and Community Organisations to enhance and facilitate relationships with Community and Stakeholders.
 - I. Tourist and Promotions Committee
 - II. Sportsground Advisory Committee
 - III. Silver Chain Branch Committee

- IV. Community Resource Centre Management Committee
- V. Wildflower Country Inc
- VI. Local Emergency Management Committee
- VII. Main Roads Western Australia Regional Road Group
- VIII. WALGA Northern Country Zone

4 Approach

- a) The Shire's approach to community engagement is based on the spectrum of engagement as established by the International Association for Public Participation (IAP2). The five (5) levels of engagement are shown in the table below with relevant examples:

Public Participation	Goal Engagement tool or channels	Shire example
Inform: Council will keep you informed.	Fact sheets Websites Displays Media (social and print) Public meetings	Road closure Bush fire Location Rubbish collection dates
Consult: Council will keep the community informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	Surveys Online forums on Council's engagement website, Face-to-face at community engagement events Drop-in information sessions Pop-up stands at community spaces Feedback and submission forms	Annual Budget Local Laws Planning Permit Applications Development Plans Council Plans
Involve - Council will work with the community to ensure that their concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	Focus groups Workshops Public meetings Some reference groups	Integrated Planning
Collaborate - Council will work together with the community to formulate solutions and incorporate their advice and recommendations into the decisions to the maximum extent possible	Community panels Focus groups Workshops Some reference groups	Integrated Planning
Empower - Council will implement what the community / consulted group advise.	Council Advisory Groups Community Panels	Allocation of grants or specific funds



COUNCIL POLICY

Community

1.4.2

Title:	1.4.2 SUPPORTING THE COMMUNITY
Adopted:	21 March 2018
Reviewed:	11 April 2019
Associated Legislation:	Local Government Act 1995
Associated Documents:	Community Assistance Scheme 2019/20 Supporting the Community Procedures Delegation Register- CD02 Debts, Waiver, Concessions, Write Off and Recovery
Review Responsibility:	Community Development Officer
Delegation:	Chief Executive Officer

Previous Policy Number/s 3004

Objective:

To assist community organisations and groups to undertake activities and provide facilities for the benefit of its residents in the Shire region.

Policy Statement:

The Shire acknowledges its role as a facilitator and partner in the development and sustainable management of local community-based organisations and to support the aspirations and achievements of its residents. To fulfil these roles and to enable the continued provision of a broad range of projects, activities and events, the Shire supports:

- a) The annual allocation of funding towards community projects that are consistent with the values and strategies contained within the Shire of Mingenew Strategic Plan; and
- b) Where able, will endeavour to provide facilities and services that increase opportunities for inclusion, participation social wellbeing and physical activity as the Shire recognises the value of accessibility and community involvement; and
- c) In exceptional circumstances and when financial circumstances permit, will consider self-supporting loans to provide community organisations with an opportunity to raise loan funds through the Shire at competitive rates.

To acknowledge the role the Shire of Mingenew plays in supporting the community, recipients of Shire funding for the delivery of community activities and events are to acknowledge the Shire of Mingenew in any advertising and promotional material relating to the activity or event for which the funding has been provided.

Community Financial Assistance Scheme

Council will allocate 1.5% of the value of rates per financial year to the Community Financial Assistance Scheme. The allocated funding will be distributed between the two funding categories within the Scheme in line with the following:

1. 80% is to be allocated to Community Grants and is to be allocated via a competitive grants process and in line with Management Procedures, and
2. 20% is allocated to the Waiver of Fees and Sundry Donations combined.



Community Grants

For projects and events that support and promote social, economic, recreational, art and cultural development of persons living within the Shire of Mingenew, the Chief Executive Officer is authorised to commit funds of up to the \$5,000 per application (project), subject to the confinements of the budgetary allocation as set by Council.

All community grants will be considered by a panel, comprising of the Community Services Coordinator, the Chief Executive Officer and two Councillors, who are to assess and prioritise the applications in accordance with the above listed criteria.

Criteria to award grant/commit Shire funds:

1. Applicants must be incorporated, not-for-profit, community-based organisations, groups and event organisers. Local state and federal government departments, private companies, private and public schools including employees of these bodies acting on behalf of their employers (excluding relevant community purpose representative bodies such as P&C Associations are ineligible).
2. The activity, event, competition, project or celebration must be offered within the Shire of Mingenew local government boundaries and open for attendance by the local community;
 - a. Where Shire funds are used towards an event, it is preferable that entry for locals be free of charge
3. The activity, event, competition, project or celebration must demonstrate alignment with the Shire's Community Strategic Plan;
4. The Community Organisation is not to have already received funding from the Shire by way of a Sponsorship, Donation, Community Assistance Scheme Funding or Council Contribution or received financial assistance from the Shire for the project for which the application has been made under any existing written agreement during the relevant financial year.
5. Applicants acknowledge that funding is subject to an Acquittal and Evaluation Form being completed and submitted to the Shire within 8 weeks of the stated completion date of the project or activity, or before the 20 June of the current financial year, whichever falls first. Failure to complete this step will result in disqualification for the next round of funding.

Waiver of Fees and Charges

Waivers will be considered for local clubs and not-for-profit organisations to conduct activities that support the Shire's Community Strategic Plan.

Applications for waiver of fees and charges shall be made via written application to the Chief Executive Officer and shall not exceed a value of \$1,000.00 per application. Applications above \$1,000.00 are to be made via the Community Grants Process.

The decision to waive fees and charges shall be at the discretion of the Chief Executive Officer. All waivers shall be within the limits of Council's Delegation to the Chief Executive Officer- *CD02 Debts, Waiver, Concessions, Write Off and Recovery* and is subject to the confinements of the budgetary allocation as set by Council.



Sundries Donations

Small grants up to \$200.00 can be applied for at any time through a written request directed to the Chief Executive Officer.

The Chief Executive Officer, at their discretion, is authorised to commit funds of up to \$200.00 per application provided it is within the budgetary allocation as set by Council.

Sponsorship

All applications for financial sponsorship shall be referred to the Council for decision.

Marketing Assistance

Small grants of up to \$500.00 per business can be applied for at any time through a written request directed to the Chief Executive Officer. Funds can be used for business promotion provided the Shire's logo is applied to all materials and approval of final design is sort from Shire CEO.

Self-Supporting Loans

Self-supporting loans are loans taken out by the Shire on behalf of clubs or organisations who undertake to meet the capital, interest and loan guarantee payments.

The Shire of Mingenew will only provide access to self-supporting loans in exceptional circumstances, when financial circumstances permit, and when there is compelling evidence of positive benefits to the community. Council will only consider providing self-supporting loans to community or sporting groups in the following circumstances:

- a) In exceptional circumstances to mitigate serious risks and/or meet urgent capital requirements that will deliver substantial benefits to the community consistent with the Shire's Strategic Community Plan and priorities identified in the Corporate Business Plan.
- b) Where the self-supporting loan forms part of a matching community grant component
- c) Where, in the view of Council, the use of Shire borrowings for the intended purpose will deliver benefits to the community materially outweighing likely benefits from the alternative purposes from which the said borrowings would have to be diverted.
- d) Where in the view of Council there is compelling justification for the Shire to act as lender instead of a bank or other financial institution.

Organisations seeking assistance from Council to raise a loan shall:

- a) Be an incorporated body that leases or occupies land and/or buildings owned or vested in the Shire.
- b) Provide a copy of the last three years' audited trading and balance sheet statements.
- c) Agree to enter into a Deed of Agreement for the period of the loan repayments.
- d) Provide whatever security or guarantees that Council considers appropriate to ensure that the loan is repaid.
- e) Insure and keep insured premises where the premises are security over repayment of a loan.
- f) Pay all costs associated with the preparation and stamping of legal documents concerned with the raising of the loan.
- g) Provide a copy of the minutes of a legally constituted meeting of the organisation showing the formal resolution agreeing to the raising of the loan.
- h) Provide any other information that Council requires.



All applications for self-supporting loans shall be referred to the Council for review and decision.



COUNCIL POLICY

Community

1.4.3

Title:	1.4.3 COMMUNITY BUS HIRE
Adopted:	21 December 2016
Reviewed:	3 September 2019
Associated Legislation:	Local Government Act 1995
Associated Documents:	Community Assistance Scheme 2019/20 Supporting the Community Procedures Delegation Register- CD02 Debts, Waiver, Concessions, Write Off and Recovery
Review Responsibility:	Community Development Officer
Delegation:	Chief Executive Officer

Previous Policy Number/s 3004

BUS BOOKINGS

There are three categories of groups requesting to hire the Shire Community Bus;

- Category 1 – Mingenew Primary School and Seniors
- Category 2 – Community and Sports Groups
- Category 3 – Business/Commercial and Private Groups

When booking the bus each category is required to complete the relevant booking form and nominate a driver who has been authorized by the Shire of Mingenew.

A bond is applicable to all bus hire categories; this bond is to be made up of the following:

- A bus hire bond to the value of the vehicle's insurance excess; and
- A cleaning bond of \$60

Note: Council has a list of endorsed drivers, if a hire group wishes to use its own driver, that driver must obtain endorsement from Council prior to the hire event.

CATEGORY 1 MINGENEW PRIMARY SCHOOL & SENIORS

Mingenew Primary School and Mingenew Autumn group are two of the most regular bus users; the fee for this category is to be included in the Schedule of Fees & Charges and reviewed annually but is not to exceed 50% of the Category 3 daily hire rate, with no fee for kilometres travelled.

As regular users, the bond amount is payable once and will be held in a trust account by Council. On each return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded. Any cleaning/repair costs will be deducted from the bond and the hirer will be advised.

The Community Bus must be returned with a full fuel tank; however, with the prior approval of the Chief Executive Officer, this requirement may be waived.



CATEGORY 2 COMMUNITY and SPORTS GROUPS

For Community and Sports Groups located within the Shire of Mingenew the hire fee is to be included in the Schedule of Fees and Charges and reviewed annually but is not to exceed 50% of the Category 3 daily hire rate for usage within the Midwest Region, or 100% of the Category 3 daily hire rate for usage outside the Midwest Region. The charge for kilometres travelled is not to exceed 50% of the Category 3 cents per kilometre.

As regular users, the bond amount can be payable once and will be held in a trust account by Council or to pay the bond before the bus is collected, on each return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded. When all conditions have been met, the hire form will be signed off and if all is clean and no damage, the bond can be refunded less the kilometres used charge or if the bond is being retained by Council in Trust, then payment of the kilometre used charge must be received in full.

Note: By prior agreement with the Shire, an invoice can be issued for the daily hire fee and kilometres travelled charge.

The Community Bus must be returned with a full fuel tank; however, with the prior approval of the Chief Executive Officer, this requirement may be waived.

CATEGORY 3 BUSINESS/COMMERCIAL, PRIVATE GROUPS

(Hire to users in this category is at the discretion of the Shire's Chief Executive Officer)

Category 3 covers individuals, or any group not covered by Categories 1 or 2; charges for this category, including a per kilometre charge are to be included in the Schedule of Fees & Charges and reviewed annually. The Community Bus must be returned with a full fuel tank.

There is also a requirement for the hirer to pay the bond before the bus is collected, on return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded. When all hire conditions have been met, the hire form will be signed off and if all is clean and no damage, the bond will be refunded less the kilometres used charge and the cost for fuel, if the bus has not been refuelled prior to return.



COUNCIL POLICY

Works

1.5.1

Title:	1.5.1 GRAVEL ACQUISITIONS
Adopted:	20 June 2018
Reviewed:	15 February 2018
Associated Legislation:	Local Government Act 1995
Associated Documents:	
Review Responsibility:	Works Supervisor

Previous Policy Number/s: Nil

Objective:

To ensure that the Shire of Mingenew provides fair and equitable compensation to all landowners for the acquisition of road building material.

Policy Statement:

The Shire will, when materials for construction and maintenance purposes need to be sourced from private land, obtain such material in consultation with the landowner or his/her authorised representative. Where such negotiations are successful the Shire will:

- Satisfactorily rehabilitate pit areas if requested, including drainage, upon completion of extraction;
- Construct where necessary and repair affected haul roads, gates, fences or other structures; and
- Negotiate compensation with the landowner for materials extracted from within the Shire district, up to a rate of \$2.00 per cubic metre for gravel. Payment for gravel royalties will be by normal bank payment processes.
- Negotiate compensation with the landowner for materials extracted from properties outside of the Shire district, up to a rate of \$2.00 per m3.

Values for gravel are to be determined by the Works Supervisor on a case by case basis. The suggested range is to be \$1.00 per m3 (ex GST) for moderate quality material to \$2.00 per m3 (ex GST) for gravel that conforms to Main Roads WA Specification 501.08.01 for Naturally Occurring Basecourse material.

The Shire of Mingenew will not pay for gravel acquisitions by way of private works in lieu on behalf of the landowner. However, the Shire is prepared to undertake private works for the landowner in accordance with the private works rate set by Council and at a time best suited for the Shire. Landowners will be invoiced for private works undertaken and payment made to the Shire as per all other private works activities.

Should an agreement for the removal of gravel not be reached with the land owner and the Chief Executive Officer (CEO) considers the acquisition of these materials in the best interest of the public, the CEO is to provide such notices, and takes such actions, as are prescribed by the Local Government Act 1995 to secure these materials.



The compensation rate this policy sets extends to all landowners whose properties lie outside the boundaries of the Shire.



COUNCIL POLICY

1.5.2

Works

Title:	1.5.2 ROAD CLOSURES
Adopted:	17 July 2019
Reviewed:	Shire's transport network
Associated Legislation:	Local Government Act 1995, Section 3.50
Associated Documents:	
Review Responsibility:	Works Supervisor
Delegation:	Chief Executive Officer

Previous Policy Number/s: Nil

Objective:

To manage road closures in a manner that preserves the safety of road users and lifespan of the Shire's road transportation network.

Policy Statement:

Section 3.50(1) of the Local Government Act 1995 provides for a local government to close any road it manages, wholly or partially for a period not exceeding four weeks.

If, in the opinion of the delegated officer, there is a risk of damage to Shire road infrastructure, due to inclement or persistent wet weather, or road conditions present an unacceptable hazard to road users, the Chief Executive Officer may close roads:

- a) for all vehicles with a Gross Vehicle Mass of 4.5 tonnes or greater; and/or
- b) for all vehicles without four wheel drive; or
- c) for all vehicles

The Chief Executive Officer may close:

- a) A single road, or section of road; in the case of very localised risk; and/or
- b) All unsealed roads within an area of the Shire; in the case of somewhat localised risk; or
- c) All unsealed roads in the Shire of Mingenew; in the case of widespread risk

Permits to Travel on Closed Roads:

Those with legitimate and pressing reasons for travel and/or in emergency situations may apply to the Chief Executive Officer for permission to traverse closed roads.

In issuing such a permit, the Chief Executive Officer may give consideration to:

1. Any potential road damage that may arise from the permitted use
2. Weather forecasts
3. Planned road maintenance activities
4. Animal welfare of livestock, including livestock in transit

The following activities may be considered for such a permit:-

- food and grocery supplies to community stores
- fuel supplies to power stations
- building supplies for urgent housing projects



- access for businesses to ensure continuity of essential work processes
- funerals or other significant personal or cultural reasons
- emergency services response
- such other activities which may be determined from time to time by the CEO

The permit may be cancelled at any time by the CEO if circumstances warrant.

The following exemptions apply:

- Local residents seeking to access their homes, providing they do not enter any hazard, give consideration to their own personal safety and the safety of others
- Emergency services vehicles

Notification of Road Closures:

As soon as practicably possible after the decision has been made to close a road or roads, the Shire shall:

- a) Send a text message to the Road Notifications database
- b) Place notice of closures on the Shire website
- c) Post notice of closures on relevant social media channels

Road Closed signs will also be erected where it is safe and practicable to do so.

A mandatory review time is to be provided with a notification of a road closure.

11.4 PROPOSED LOT AMALGAMATION – LOTS 8 & 9 BRIDE STREET, MINGENEW

Location/Address:	Lots 8 & 9 corner Bride & King Streets, Mingenew
Name of Applicant:	LandWest for Y & L Lindecker
Disclosure of Interest:	Nil
File Reference:	A644
Date:	10 September 2019
Author:	Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley
Senior Officer:	Nils Hay, Chief Executive Officer
Voting Requirements:	Simple Majority

Summary

Council is in receipt of correspondence from the Western Australian Planning Commission ('WAPC') seeking its comment upon an application to amalgamate Lots 8 & 9 on the south-west corner of the Bride & King Street intersection in the Mingenew townsite. This report recommends that Council support the application.

Key Points

- Lots 8 & 9 are 2 x 1,214m² townsite lots that the applicant seeks to amalgamate.
- The amalgamation of the 2 lots would assist the landowner with their development intentions upon the larger 2,428m² property.

OFFICER RECOMMENDATION 11.4

That Council advises the Western Australian Planning Commission (WAPC) that it supports the amalgamation of Lots 8 & 9 Bride Street, Mingenew (as shown upon Plan 18180-01, WAPC Application 158319 date stamped 7/8/19).

Attachment

Attachment 11.3 - Copy of submitted subdivision application

Background

Lot 8 is a 1,214m² property located on the south-western corner of the Bride & King Street intersection that contains a newly constructed residence.

Lot 9 is a 1,214m² property located immediately south of Lot 8 that contains a residence and 2 outbuildings.

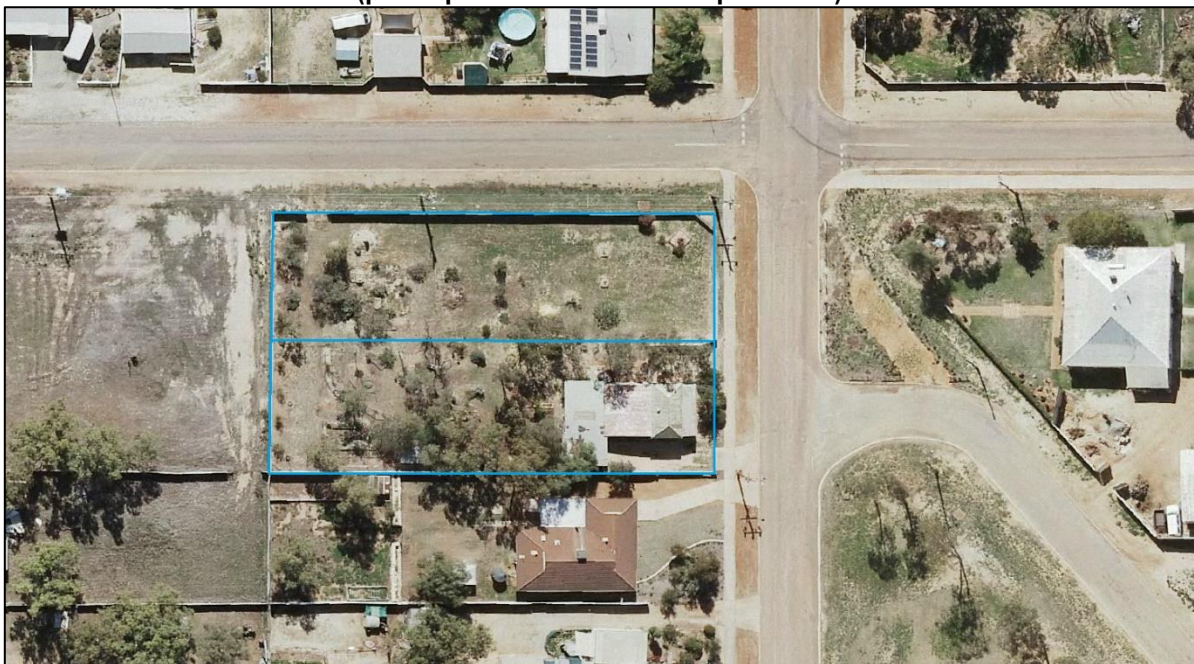
Both lots are owned by the same landowner who is proposing to demolish the existing residence upon Lot 9 and retain the outbuildings. The applicant's submitted supporting correspondence and subdivision plan, that elaborates further upon this proposal has been provided as **Attachment 11.3**.

Were Council to support the application it could be made subject to recommending to the WAPC that a condition of approval be applied requiring that the applicant demolish the residence upon Lot 9 prior to the completion of the amalgamation of the lots. Thereby preventing a property being created that contains 2 residences. However, the officer recommendation has not included this condition to provide development and timing flexibility to the landowner as it is noted that the Shire of Mingenew Local Planning Scheme No.3 (and draft Scheme No.4) list 'Grouped Dwelling' as a discretionary use that can be considered in the 'Residential' zone.

Figure 11.3(a) – Location Plan for Lots 8 & 9 corner Bride & King Streets, Mingenew



**Figure 11.3(b) – Aerial Photograph of Lots 8 & 9 corner Bride & King Streets, Mingenew
(photo pre-dates residence upon Lot 8)**



Comment

The applicant is seeking to develop the land area presently comprising Lots 8 & 9 as one property. It is not uncommon within the Mingenew townsite for landowners to own adjoining lots and have them fenced and landscaped as one property. The proposed lot amalgamation would merely formalise this arrangement and remove the potential, once the existing residence upon Lot 9 is demolished, for a residential zoned lot to contain outbuildings and no residence.

It is noted that the residence upon Lot 9 Bride Street is not listed in the Shire of Mingenew Municipal Inventory of Heritage Places.

Figure 11.3(c) – View of residence upon Lot 8 looking south-west from Bride Street



Figure 11.3(d) – View of residence upon Lot 9 looking north-west from Bride Street



Consultation

The WAPC is not obliged to undertake any public consultation in its assessment of subdivision applications, but has referred the application out to the Shire of Mingenew, Department of Fire & Emergency Services (Unexploded Ordnance Branch), Telstra, Water Corporation and Western Power inviting comment.

Statutory Environment

Lots 8 & 9 Bride Street, Mingenew are zoned 'Residential R12.5' under the Shire of Mingenew Local Planning Scheme No.3 ('the Scheme'), upcoming Scheme No.4 proposes no change to this zoning.

Section 4.2 of the Scheme lists the objectives of the 'Residential' zone as being:

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

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

Schedule 1 Part 3 Clause 16 of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the objectives of the 'Residential' zone as being (these are duplicated in draft Scheme No.4):

- To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
- To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- To provide for a range of non-residential uses, which are compatible with and complementary to residential development."*

The proposed amalgamation of Lots 8 & 9 would not be contrary to the objectives of the 'Residential' zone.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Lots 8 & 9 Bride Street, Mingenew are located within Precinct 2-Residential Town of the Mingenew Townsite Local Planning Strategy and it is not considered that the proposed lot amalgamation would conflict with the directions of this Strategy.

Our Ref: 18180

05 August 2019



Chief Executive Officer
Western Australian Planning Commission
Locked Bag 2506
PERTH WA 6001

Dear Sir

**PROPOSED AMALGAMATION LOTS 8 & 9 ON PLAN 573 BRIDE STREET
MIGNENEW**

On behalf of the owners of the above property, application is now made for the amalgamation of the above landholdings. Please find attached to the application –

- Landowner Consent to Apply
- Landwest Plan 18180-01 dated 05/07/2019
- Certificates of Title 916/78 & 1180/898

Payment of the prescribed application fee has been forwarded directly.

The landholdings are located in the townsite of Mingenew at the intersection of Bride and King Streets.

Lots 8 & 9 are both 1214m² in area. Lot 9 contains an existing dwelling and outbuildings and is serviced with reticulated water and electrical services. Lot 8 has a dwelling under construction, and also has a reticulated underground power service.

The lots are zoned Residential R12.5 in Shire of Mingenew Local Planning Scheme No 3.

Approval is sought for the creation of an amalgamated lot, 2428m² in area. The existing dwelling on Lot 9 is proposed to be demolished, and its existing Western power service disconnected. The proposed lot will contain a single dwelling only and be serviced by the existing underground electrical supply. The existing water service to Lot 9 will be maintained to service the proposed lot. There is no change to the access or crossover requirements for the proposed amalgamated lot.

We look forward to your determination in due course. Please do not hesitate to contact me with any further queries regarding this application

Yours faithfully

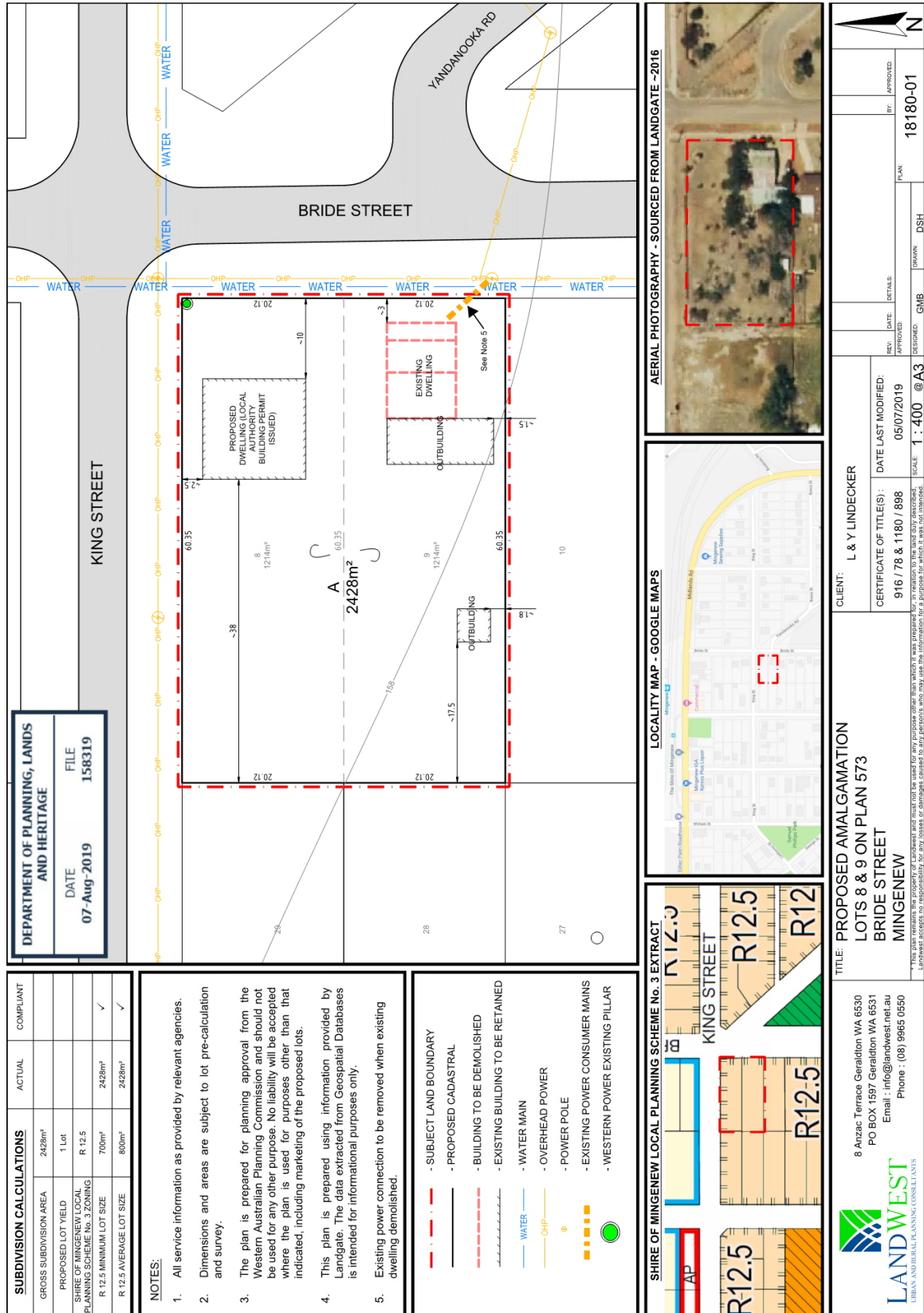
A handwritten signature in blue ink, appearing to read 'G Bermingham'.

Gail Bermingham

enc

8 Anzac Terrace Geraldton WA 6530
Telephone: (08) 9965 0550
ABN:

PO Box 1597 Geraldton WA 6531
Email: info@landwest.net.au
18 492 913 035



11.5 ENDORSEMENT OF CEO APPLICATION FOR LG PROFESSIONALS SCHOLARSHIP

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference:
Disclosure of Interest: Financial. CEO seeking endorsement for scholarship for himself
Date: 5 September 2019
Author: Nils Hay, Chief Executive Officer
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

LG Professionals WA and WA Super offer an annual scholarship to their members to fund an overseas research trip. The recipient is required to develop a research proposal, conduct the study and deliver a report upon their return. As part of the application process, the officer is required to seek either CEO or Council endorsement.

The CEO is seeking endorsement, with a view to travelling to Canada in the latter part of the current financial year to look at how the numerous small local governments cooperate, share services and collectively find economies of scale in order to remain financially viable. Canada has been chosen as there are hundreds of local governments there who have a similar profile in terms of population, remoteness and size to LGs like Mingenew.

The CEO is also interested in the equivalent role (Chief Administrative Officer – CAO) and how – as part of the management of small municipalities – that role is delivered and supported.

Key Points

- If successful, the application will have no cost to the Shire of Mingenew
- The CEO will travel on annual leave towards the end of FY19/20 (trip must be completed in the current financial year). Dates to be worked around CEO's current university study calendar

OFFICER RECOMMENDATION – ITEM 11.5

That Council endorses CEO Nils Hay's application for the 2019/20LG Professionals Local Government Scholarship.

Attachments

11.5.1 Local Government Scholarship Information Flyer

Background

Full details of the scholarship can be found on the attached flyer.

Comment

As we, as a Shire, look for alternative and novel methods to better collaborate with our neighbours and manage the reality of being a small local government with limited resources, I believe that my research proposal (if successful) would offer some viable strategies and insights that could be brought back and adapted to our situation.

Canada has a very large local government system and still maintains a lot of very small municipalities. Unlike parts of rural Australia, Local Government structural reform (i.e. amalgamations) have not been

common. It follows that there may be some methods that are being used in the Canadian sector which may have transferability back to WA and the Midwest.

Likewise, there are numerous similarities between the CEO and CAO roles across the two jurisdictions and there may be some useful learnings from the Canadian sector in terms of how CEOs in smaller rural municipalities manage their time and are managed and supported in the delivery of their duties.

The CEO has engaged in some initial consultation with the president of the Canadian equivalent of LG Professionals, and believes that such a trip would be supported and facilitated by that organisation.

This also represents a cost-effective method for a rare professional development opportunity for the CEO.

Consultation

- Local Government Professionals WA
- Jeff Renaud, President Canadian Association of Municipal Administrators (LG Pro equivalent)

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The Scholarship will cover the cost of the trip. There will be no associated cost to the Shire of Mingenew. In the event that there is any shortfall, it will be borne personally by the CEO.

Strategic Implications

Community Strategic Plan:

- Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness

Local Government Scholarship

Do you want to learn and travel?

Local Government Professionals Australia WA (LG Professionals WA) and WA Super are proud to announce the continuing sponsorship to the value of \$10,000 to assist LG Professionals WA members to experience Local Government overseas.

You could be eligible for the LG Professionals WA/ WA Super scholarship, if you:

- Are currently working in WA Local Government and are an LG Professionals WA member.
- Have a passion for your chosen field and a desire to further your Local Government knowledge.

The Scholarship

Sponsored by WA Super this Scholarship makes \$5,000 available for a Western Australian Local Government officer to travel overseas to experience Local Government operations in another country. The Board of LG Professionals WA resolved to provide further funds, up to \$5,000, if required to support this great concept.

The Scholarship is open to any member of LG Professionals WA who is currently employed in Local Government and has a thirst for knowledge and can convince us that their proposal will add value to our sector.

The value is to the maximum of \$10,000. It can be used to cover:

- Airfares for the winner
- Travel insurance
- Travel, accommodation, meals, communication costs and incidentals for the duration of the activities associated with the Scholarship.

The recipient will receive \$7,500 immediately from WA Super and LG Professionals WA to offset their advance costs and the further \$2,500 will be paid upon submission of receipts demonstrating the costs exceed \$7,500.

WA Super and LG Professionals WA support the winner taking their partner, family or others with them as long as the costs for those parties are met privately.

I wish to extend a huge thank you to the program sponsors for this opportunity of a lifetime. Not only did the trip build my skills and knowledge in relation to my chosen subject area, but it also built my confidence professionally from the experience of representing the sector overseas and personally through travelling the world alone.

**Maxine Ahrens, City of Gosnells,
Scholarship Winner 2018**



Selection Criteria

- 1 The successful applicant will be a member of LG Professionals WA (Fellow, Full, Affiliate, First time Affiliate) and currently employed in Local Government.
- 2 Each application will require a (maximum) 400 word statement outlining the benefits the scholarship recipient would receive from such a scholarship.
- 3 The applicant will need to attach a letter of approval from:
 - In the case of a CEO—the Council, supporting their participation;
 - In the case of another officer—their CEO, supporting their participation.
- 4 The applicant will be required to:
 - Develop a proposal that sets out what you wish to research, where, when and through which overseas institutes or agencies.
 - Demonstrate what you think your research will contribute to Local Government in Western Australia.
 - Include a budget with your proposal.
 - Set up your itinerary and establish contacts that are appropriate to your research subject.
- 5 On their return to Australia the Scholarship winner is required to:
 - Meet with WA Super to present a report on the benefit of their research area.
 - Write a report for LG Professionals WA which will be published in the magazine, *Statewide*, and on the LG Professionals WA website.
 - Make a presentation of your findings to Local Government colleagues.

Timeframe

Applications for the Scholarship which will detail compliance with the selection criteria must be submitted to LG Professionals WA by Wednesday 25 September 2019. The winner will be announced at the Annual State Conference Gala Dinner on 7 November at Crown Hotel in Perth.

If you have any further questions on the matter please feel free to call the LG Professionals WA office on (08) 9271 1136 or email viola@lgprofessionalswa.org.au

Please email your application to projects@lgprofessionalswa.org.au. No late applications will be considered.

The winner will be selected by a panel made up of a representative from WA Super and the President and CEO of LG Professionals WA.

For more information please contact:

Viola Jacobs

viola@lgprofessionalswa.org.au | (08) 9271 1136

Local Government Professionals Australia WA

12.0 FINANCE

12.1 FINANCIAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2019

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 11 September 2019
Author: Jeremy Clapham – Finance Manager

Summary

This report recommends that the Monthly Financial Report for the period ending 31 August 2019 as presented to the Council be received.

Key Points

-

OFFICER RECOMMENDATION – ITEM 12.1

That the Monthly Financial Report for the period 1 August 2019 to 31 August 2019 be received.

Attachment

12.1.1 Monthly Financial Report for period ending 31 August 2019

Background

The Monthly Financial Report to 31 August 2019 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Summary Information
- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity Information
- Cash and Financial Assets
- Receivables
- Other Current Assets
- Payables
- Rating Revenue
- Disposal of Assets
- Capital Acquisitions
- Borrowings
- Cash Reserves
- Other Current Liabilities
- Grants and Contributions
- Trust Fund
- Explanation of Material Variances

Comment

Summary of Funds – Shire of Mingenew as at 31 August 2019	
Municipal Fund	\$2,159,156
Cash on Hand	\$100
Restricted Funds – 3 Month Term Deposit @ 2.50%	\$147,000
Trust Fund	\$16,605
Reserve fund (3 Month Term Deposit) @ 2.50%	\$308,490

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2019/20 financial year.

Consultation

Nil

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.

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 18 September 2019

- (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

No financial implications are indicated in this report.

Strategic Implications

Nil

SHIRE OF MINGENEW
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 2019

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

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MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 AUGUST 2019

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 August 2019

Prepared by: Helen Sternick

Reviewed by: Jeremy Clapham

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

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 and to the extent they are not inconsistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has 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.

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 13.

SIGNIFICANT ACCOUNTING POLICIES

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.

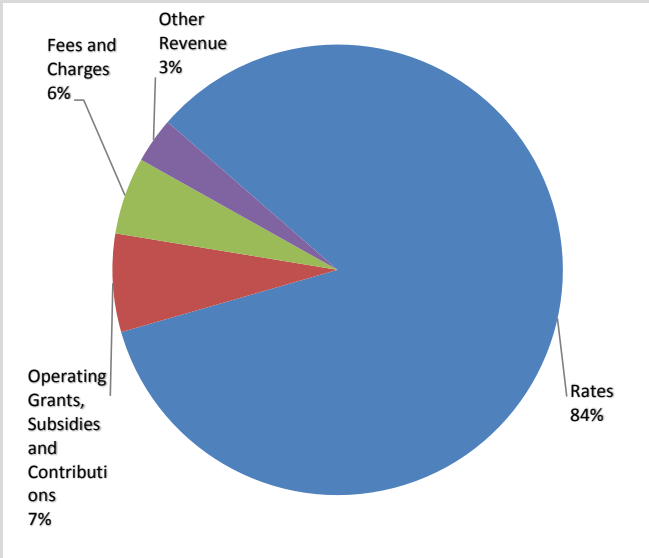
CRITICAL ACCOUNTING ESTIMATES

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.

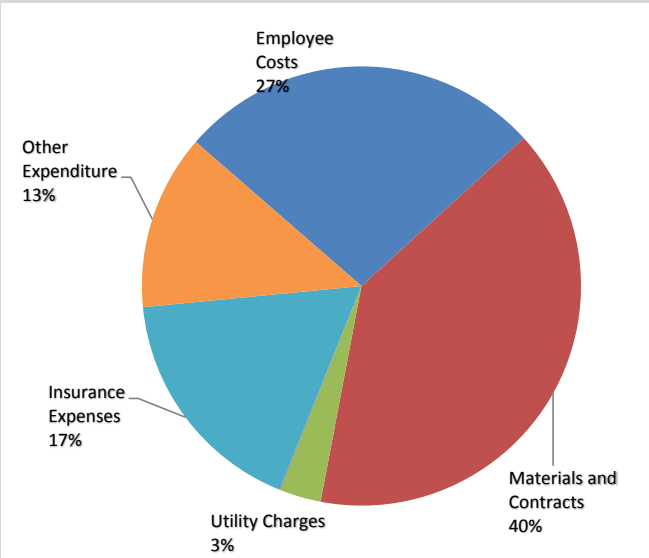
ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

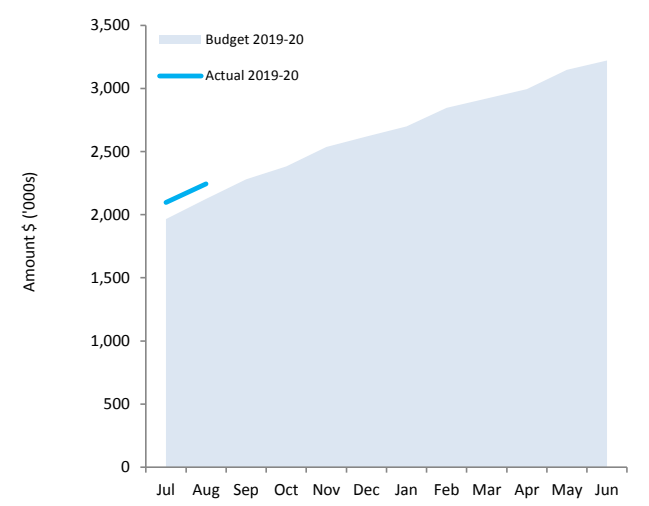
OPERATING REVENUE



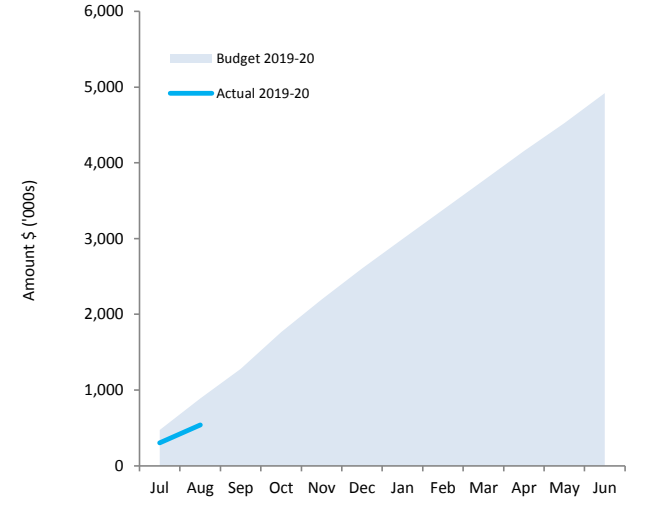
OPERATING EXPENSES



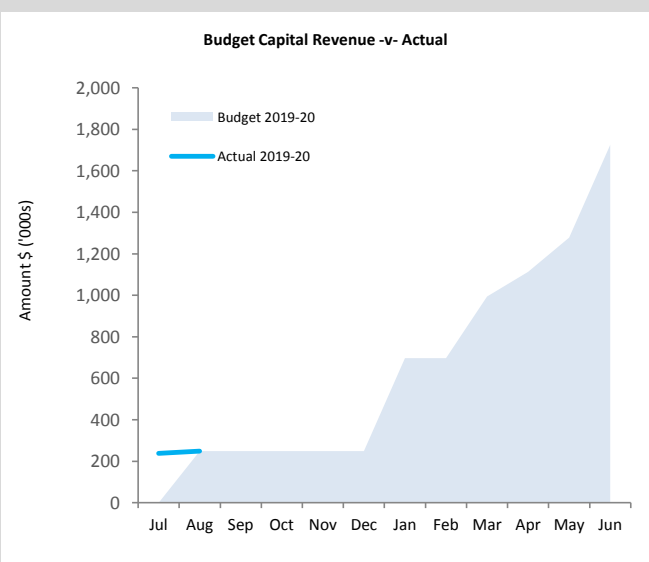
Budget Operating Revenues -v- Actual



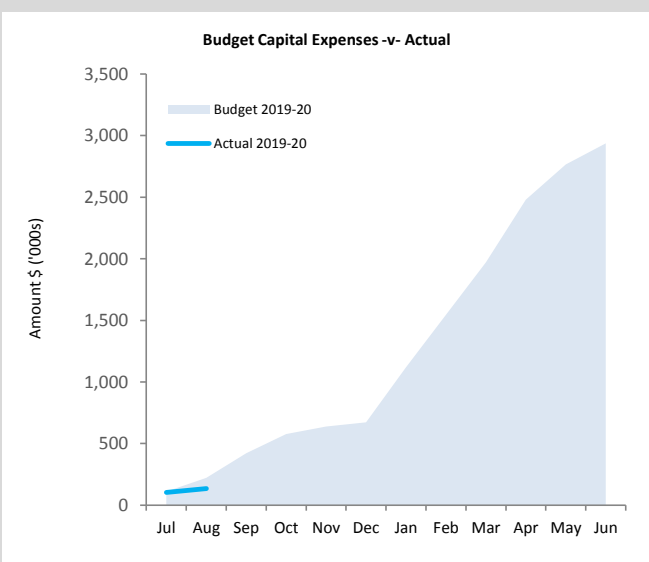
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2019

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer community.	Fire prevention, animal control and safety.
HEALTH To provide services to help ensure a safer community.	Food quality, pest control and inspections.
EDUCATION AND WELFARE To meet the needs of the community in these areas.	Includes education programs, youth based activities, care of families, the aged and disabled.
HOUSING Provide housing services required by the community and for staff.	Maintenance of staff, aged and rental housing.
COMMUNITY AMENITIES Provide services required by the community.	Rubbish collection services, landfill maintenance, townsite storm water drainage control and maintenance, administration of the Town Planning Scheme and maintenance of cemeteries.
RECREATION AND CULTURE To establish and manage efficiently, infrastructure and resources which will help the social well being of the community.	Maintenance of halls, recreation centres and various reserves, operation of library, support of community events and matters relating to heritage.
TRANSPORT To provide effective and efficient transport services to the community.	Construction and maintenance of streets, roads and footpaths, cleaning and lighting of streets, roads and footpaths, traffic signs and depot maintenance.
ECONOMIC SERVICES To help promote the Shire and improve its economic wellbeing.	The regulation and provision of tourism, area promotion, building control and noxious weeds.
OTHER PROPERTY AND SERVICES To provide effective and efficient administration, works operations and plant and fleet services.	Private works operations, plant repairs and operational costs. Administration overheads.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	1,206,732	1,206,732	1,203,957	(2,775)	(0.23%)	
Revenue from operating activities							
Governance		17,449	5,861	6,483	622	10.61%	
General Purpose Funding - Rates	6	1,884,633	1,884,633	1,884,624	(9)	(0.00%)	
General Purpose Funding - Other		344,050	10,545	85,358	74,813	709.46%	▲
Law, Order and Public Safety		23,618	625	216	(409)	(65.44%)	
Health		371	63	0	(63)	(100.00%)	
Education and Welfare		1,755	505	36	(469)	(92.87%)	
Housing		103,035	17,173	13,609	(3,564)	(20.75%)	
Community Amenities		78,337	13,056	67,260	54,204	415.17%	▲
Recreation and Culture		38,335	6,841	33,043	26,202	383.01%	▲
Transport		656,375	173,980	144,944	(29,036)	(16.69%)	▼
Economic Services		9,945	1,658	1,467	(191)	(11.52%)	
Other Property and Services		63,326	10,554	9,236	(1,318)	(12.49%)	
		3,221,229	2,125,494	2,246,276	120,782		
Expenditure from operating activities							
Governance		(256,852)	(89,595)	(70,361)	19,234	21.47%	▲
General Purpose Funding		(90,742)	(14,040)	(10,841)	3,199	22.78%	▲
Law, Order and Public Safety		(155,559)	(27,133)	(24,466)	2,667	9.83%	
Health		(113,300)	(19,047)	(19,932)	(885)	(4.65%)	
Education and Welfare		(69,532)	(11,007)	(4,353)	6,654	60.45%	▲
Housing		(184,228)	(36,765)	(22,447)	14,318	38.94%	▲
Community Amenities		(272,077)	(45,719)	(26,140)	19,579	42.82%	▲
Recreation and Culture		(1,167,970)	(193,855)	(101,786)	92,069	47.49%	▲
Transport		(2,181,553)	(363,447)	(175,812)	187,635	51.63%	▲
Economic Services		(369,934)	(63,159)	(56,439)	6,720	10.64%	▲
Other Property and Services		(59,649)	(23,982)	(32,547)	(8,565)	(35.71%)	
		(4,921,396)	(887,749)	(545,124)	342,625		
Non-cash amounts excluded from operating activities	1(a)	1,838,261	306,710	9,158	(297,552)	(97.01%)	▼
Amount attributable to operating activities		138,094	1,544,455	1,710,310	165,855		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12(b)	1,725,016	249,314	249,314	0	0.00%	
Proceeds from disposal of assets	7	43,000	3,333	0	(3,333)	(100.00%)	
Purchase of property, plant and equipment	8	(2,937,405)	(220,717)	(133,960)	86,757	39.31%	▲
Amount attributable to investing activities		(1,169,389)	31,931	115,354	83,424		
Financing Activities							
Transfer from Reserves	10	35,000	0	0	0	0.00%	
Repayment of Debentures	9	(158,164)	0	0	0	0.00%	
Transfer to Reserves	10	(52,273)	0	0	0	0.00%	
Amount attributable to financing activities		(175,437)	0	0	0		
Closing Funding Surplus / (Deficit)	1(c)	(0)	2,783,118	3,029,622	246,504		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2019

REVENUE

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, 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. Exclude 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.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

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.

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 State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	1,206,732	1,206,732	1,203,957	(2,775)	(0.23%)	
Revenue from operating activities							
Rates	6	1,884,633	1,884,633	1,884,624	(9)	(0.00%)	
Operating grants, subsidies and contributions	12(a)	416,677	83,929	157,935	74,006	88.18%	▲
Fees and charges		249,008	45,445	123,930	78,485	172.70%	▲
Interest earnings		55,110	9,185	6,683	(2,502)	(27.24%)	
Other revenue		603,800	100,635	73,103	(27,532)	(27.36%)	
Profit on disposal of assets	7	12,000	1,667	0	(1,667)	(100.00%)	
		3,221,228	2,125,494	2,246,275	120,781		▲
Expenditure from operating activities							
Employee costs		(1,116,088)	(189,307)	(146,336)	42,971	22.70%	▲
Materials and contracts		(1,055,756)	(214,117)	(216,699)	(2,582)	(1.21%)	▲
Utility charges		(124,697)	(20,771)	(16,728)	4,043	19.46%	▲
Depreciation on non-current assets		(1,850,261)	(308,377)	0	308,377	100.00%	▲
Interest expenses		(15,819)	(383)	(289)	94	24.54%	▲
Insurance expenses		(121,123)	(59,961)	(94,589)	(34,628)	(57.75%)	
Other expenditure		(637,651)	(94,833)	(70,482)	24,351	25.68%	▲
		(4,921,395)	(887,749)	(545,123)	342,626		▲
Non-cash amounts excluded from operating activities	1(a)	1,838,261	306,710	9,158	(297,552)	(97.01%)	
Amount attributable to operating activities		138,094	1,544,455	1,710,310	165,855		▲
Investing activities							
Non-operating grants, subsidies and contributions	12(b)	1,725,016	249,314	249,314	0	0.00%	
Proceeds from disposal of assets	7	43,000	3,333	0	(3,333)	(100.00%)	
Payments for property, plant and equipment	8	(2,937,405)	(220,717)	(133,960)	86,757	(39.31%)	▲
Amount attributable to investing activities		(1,169,389)	31,931	115,354	83,424		▲
Financing Activities							
Transfer from reserves	10	35,000	0	0	0	0.00%	
Repayment of debentures	9	(158,164)	0	0	0	0.00%	
Transfer to reserves	10	(52,273)	0	0	0	0.00%	
Amount attributable to financing activities		(175,437)	0	0	0		
Closing Funding Surplus / (Deficit)	1(c)	(0)	2,783,118	3,029,622	246,504		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 14 for an explanation of the reasons for the variance.

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

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(12,000)	(1,667)	0
Movement in employee benefit provisions (non-current)	0	0	(10,797)
Movement in lease liabilities (non-current)	0	0	19,955
Add: Depreciation on assets	1,850,261	308,377	0
Total non-cash items excluded from operating activities	1,838,261	306,710	9,158

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 Jun 2019	This Year Opening 01 Jul 2019	This Time Last Year 31 Aug 2018	Year to Date 31 Aug 2019
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(308,491)	(308,491)	(406,324)	(308,491)
Less: Cost of acquisition		(40,394)	(40,394)	(40,394)	(40,394)
Add: Borrowings	9	158,165	158,165	115,473	158,166
Add: Provisions - employee	11	135,960	135,960	214,319	125,163
Add: Change in accounting policies - AASB 16 Leases		0	0	0	29,060
Total adjustments to net current assets		(54,760)	(54,760)	(116,926)	(36,496)

(c) Net current assets used in the Statement of Financial Activity

Current assets					
Cash and cash equivalents	2	1,488,357	1,488,357	1,519,748	2,626,873
Rates receivables	3	30,715	30,715	1,892,007	606,664
Receivables	3	291,996	286,725	64,912	107,032
Inventories		0	0	3,065	0
Other current assets	4	59,331	59,331	40,394	40,394
Less: Current liabilities					
Payables	5	(314,781)	(312,285)	(89,707)	(23,368)
Borrowings	9	(158,166)	(158,166)	(115,473)	(158,166)
Contract liabilities	11	0	0		(8,148)
Provisions	11	(135,960)	(135,960)	(214,319)	(125,163)
Less: Total adjustments to net current assets	1(c)	(54,760)	(54,760)	(116,926)	(36,496)
Closing Funding Surplus / (Deficit)		1,206,732	1,203,957	2,983,702	3,029,622

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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash on Hand	Cash and cash equivalents	100	0	0	100			Nil On Hand
At call deposits								
Municipal Funds	Cash and cash equivalents	2,171,283	0	0	2,171,283	NAB	1%,1.95%, 0%	Cheque A/C
Trust Bank Account	Cash and cash equivalents	0	0	16,605	16,605	NAB	1.00%	Cheque A/C
Term Deposits								
Municipal Bank Term Deposit	Cash and cash equivalents	0	147,000	0	147,000	NAB	2.00%	25/09/2019
Reserve Funds	Cash and cash equivalents	0	308,490	0	308,490	NAB	2.00%	25/09/2019
Total		2,171,383	455,490	16,605	2,643,479			
Comprising								
Cash and cash equivalents		2,171,383	455,490	16,605	2,643,479			
Financial assets at amortised cost		0	0	0	0			
		2,171,383	455,490	16,605	2,643,479			

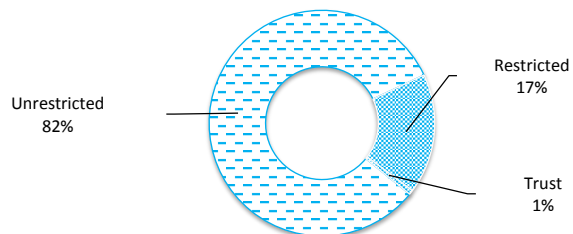
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less 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 net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Total Cash	Unrestricted
\$2.64 M	\$2.17 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

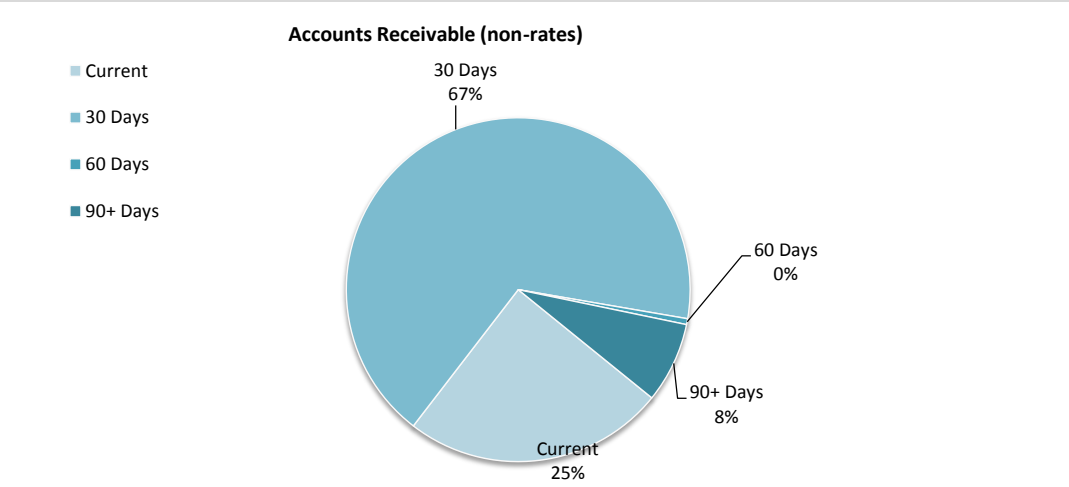
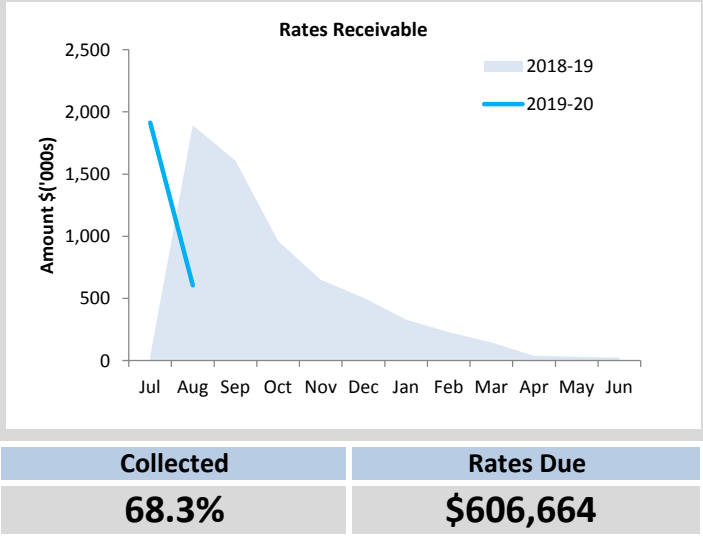
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates Receivable	30 Jun 2019	31 Aug 19
	\$	\$
Opening Arrears Previous Years	44,775	30,715
Levied this year	1,857,448	1,884,624
Less - Collections to date	(1,871,508)	(1,308,675)
Equals Current Outstanding	30,715	606,664
Net Rates Collectable	30,715	606,664
% Collected	98.4%	68.3%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(1,581)	24,734	67,603	556	7,611	98,923
Percentage	-1.6%	25%	68.3%	0.6%	7.7%	
Balance per Trial Balance						
Sundry receivable						98,923
GST receivable						13,230
Allowance for impairment of receivables						(5,121)
Total Receivables General Outstanding						107,032
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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.



	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 31 August 2019
Other Current Assets	\$	\$	\$	\$
Prepayments				
Prepayments	18,937	0	18,937	0
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

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 resale 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.

Borrowing 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 onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

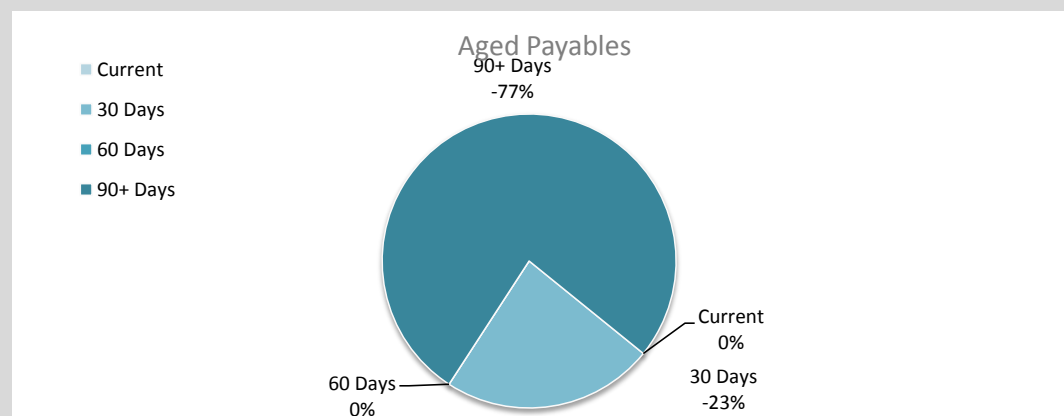
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**OPERATING ACTIVITIES
NOTE 5
Payables**

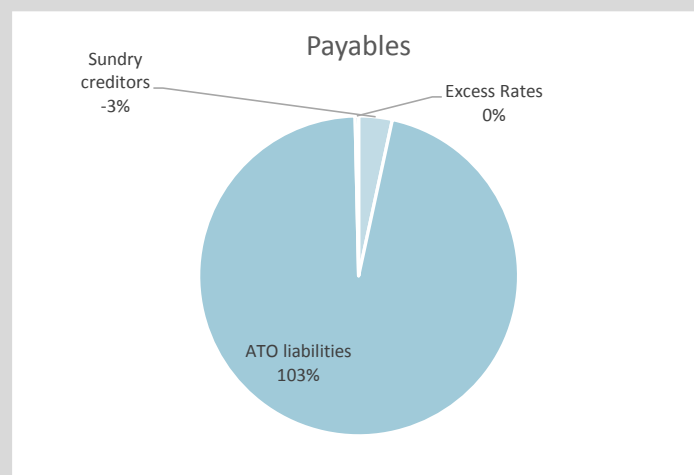
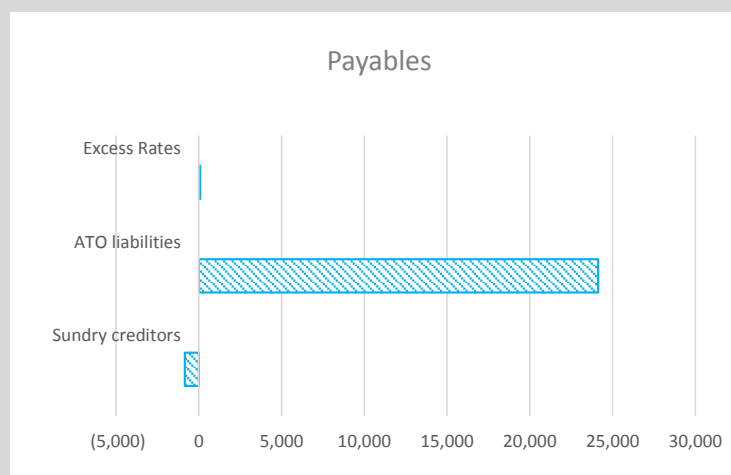
Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	0	(50)	0	(165)	(215)
Percentage	0%	0%	23.3%	0%	76.7%	
Balance per Trial Balance						
Sundry creditors						(850)
ATO liabilities						24,126
Excess Rates						88
Total Payables General Outstanding						23,364
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire 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.

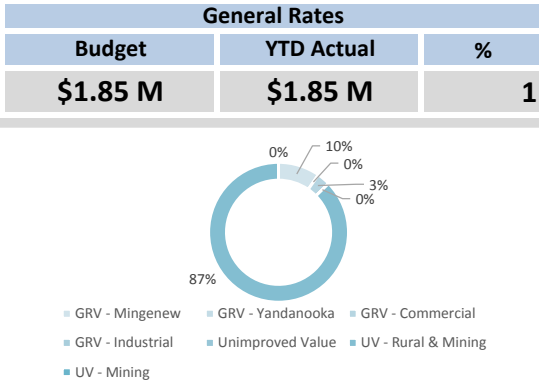
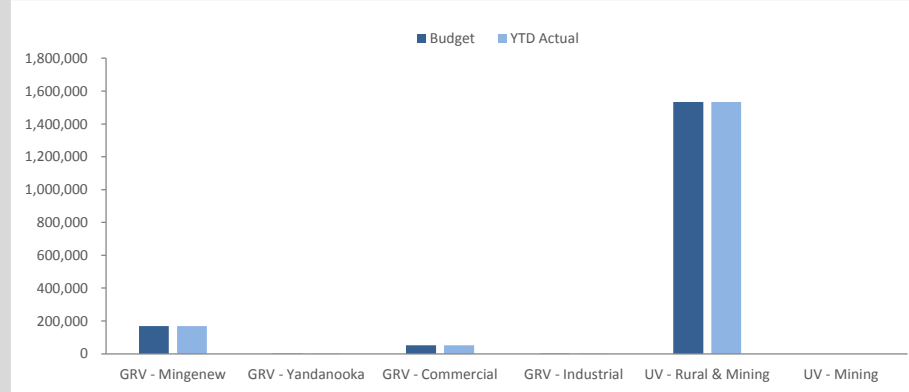


Creditors Due
\$23,364
Over 30 Days
100%
Over 90 Days
76.7%



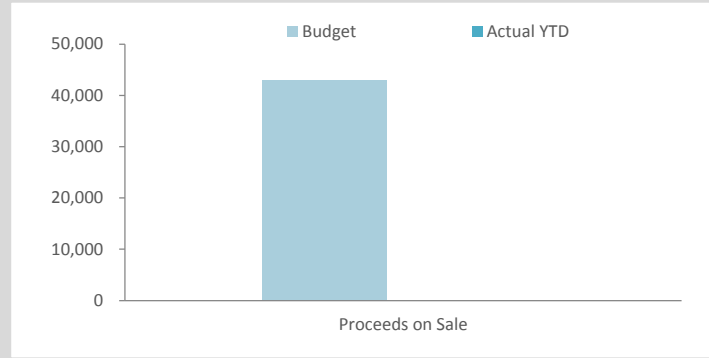
General Rate Revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE											
				\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Gross Rental Value											
GRV - Mingenew	0.150280	127	1,120,756	168,423	0	0	168,423	168,424	0	0	168,424
GRV - Yandanooka	0.150280	2	13,884	2,086	0	0	2,086	2,086	0	0	2,086
GRV - Commercial	0.150280	14	346,632	52,090	0	0	52,090	52,090	0	0	52,090
GRV - Industrial	0.150280	1	12,480	1,875	0	0	1,875	1,875	0	0	1,875
Unimproved Value											
UV - Rural & Mining	0.012920	114	118,792,000	1,534,199	0	0	1,534,199	1,534,199	0	0	1,534,199
UV - Mining	0.012920	0	0	0	0	0	0	0	0	0	0
Sub-Total		258	120,285,752	1,758,673	0	0	1,758,673	1,758,674	0	0	1,758,674
Minimum Payment											
Minimum \$											
Gross Rental Value											
GRV - Mingenew	707	67	27,780	47,369	0	0	47,369	47,369	0	0	47,369
GRV - Yandanooka	707	0	0	0	0	0	0	0	0	0	0
GRV - Commercial	707	9	6,200	6,363	0	0	6,363	6,363	0	0	6,363
GRV - Industrial	707	3	2,786	2,121	0	0	2,121	2,121	0	0	2,121
Unimproved Value											
UV - Rural & Mining	1,061	22	674,600	23,331	0	0	23,331	23,331	0	0	23,331
UV - Mining	1,061	9	27,548	9,545	0	0	9,545	9,545	0	0	9,545
Sub-Total		110	738,914	88,729	0	0	88,729	88,729	0	0	88,729
Concession							(1,035)				(1,043)
Amount from General Rates							1,846,367				1,846,360
Ex-Gratia Rates							38,266				38,264
Total General Rates							1,884,633				1,884,624

KEY INFORMATION
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.



Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
909	Finance Manager Vehicle	21,000	23,000	2,000	0		0	0	0
	Recreation and culture								
0560	Ride on Mower	10,000	20,000	10,000	0		0	0	0
		31,000	43,000	12,000	0	0	0	0	0

KEY INFORMATION



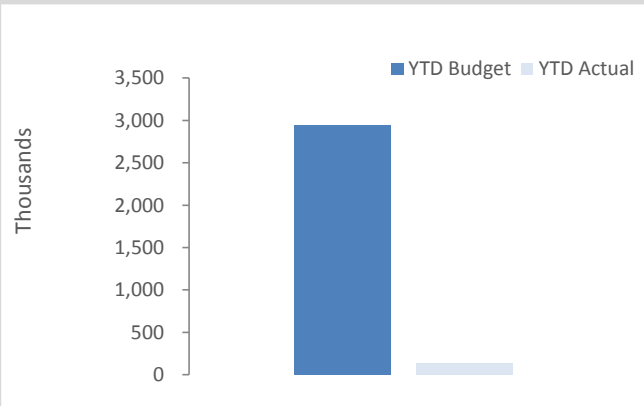
Proceeds on Sale		
Annual Budget	YTD Actual	%
\$43,000	\$0	0%

Capital Acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	20,000	0	0	0
Plant and equipment	134,000	0	16,025	16,025
Infrastructure - Roads	2,588,605	220,717	116,597	(104,120)
Infrastructure - Bridges	147,000	0	0	0
Infrastructure - Recreation Areas	7,800	0	0	0
Infrastructure - Other	40,000	0	1,337	1,337
Capital Expenditure Totals	2,937,405	220,717	133,960	(86,757)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,725,016	249,314	249,314	0
Other (Disposals & C/Fwd)	43,000	3,333	0	(3,333)
Cash Backed Reserves				
Land & Building Reserve	5,000	0	0	0
Environment Reserve	10,000	0	0	0
RTC/PO/NAB Building Reserve	10,000	0	0	0
Economic Development & Marketing Reserve	10,000	0	0	0
Contribution - operations	1,134,389	(31,931)	(115,354)	(83,424)
Capital Funding Total	2,937,405	220,717	133,960	(86,757)

SIGNIFICANT ACCOUNTING POLICIES

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.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$2.94 M	\$0.13 M	5%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.73 M	\$0.25 M	14%

Capital Expenditure Total
Level of Completion Indicators



0%
20%
40%
60%
80%
100%
Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

% of
Completion

Level of completion indicator, please see table at the end of this note for further detail.

			Adopted		Variance
	Account Description	Budget	YTD Budget	YTD Actual	(Under)/Over
Capital Expenditure					
Buildings - specialised					
0070	Old Railway Station	20,000	0	0	0
Buildings - specialised Total		20,000	0	0	0
Plant and equipment					
A102	Finance Manager Vehicle	38,000	0	0	0
PE002	Water Tanker	60,000	0	0	0
PE001	Traffic Counters	16,000	0	16,025	16,025
0176	Ride on Mower	20,000	0	0	0
Plant and equipment Total		134,000	0	16,025	16,025
Infrastructure - Roads					
0001	Roadworks Construction - Own Resources (Gravel Sheeting)	295,301	49,217	0	(49,217)
1221	R2R - Yandanooka NE Reconstruct	164,870	0	3,313	3,313
CS001	Coalseam Road Upgrade - LGCFRFund	894,432	0	4,913	4,913
RR65	RRG - Mingenew Mullewa Road	0	0	0	0
RR66	RRG - Mingenew Mullewa Road - PN21115505	343,002	171,500	88,214	(83,286)
1213	RRG - Coalseam Road - Widen & Realign	450,000	0	0	0
C001	RRG - Coalseam Road - Stage 2	441,000	0	20,157	20,157
Infrastructure - Roads Total		2,588,605	220,717	116,597	(104,120)
Infrastructure - Bridges					
1227	Yarragadee Bridge	47,000	0	0	0
1229	Lockier River Bridge	100,000	0	0	0
Infrastructure - Bridges Total		147,000	0	0	0
Infrastructure - Recreation Areas					
I001	Hockey Goals	7,800	0	0	0
Infrastructure - Recreation Areas Total		7,800	0	0	0
Infrastructure - Other					
T1126	Waste Transfer Station	10,000	0	0	0
I002	Public WIFI	10,000	0	0	0
0142	Mingenew Hill Walk Trail (Installation)	20,000	0	1,337	1,337
Infrastructure - Other Total		40,000	0	1,337	1,337
Grand Total		2,937,405	220,717	133,960	(86,757)

Repayments - Borrowings

Information on Borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	1 July 2019	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare									
Loan 137 - Senior Citizens Building	66,645	0	0	0	21,685	66,645	44,960	0	2,500
Housing									
Loan 133 - Triplex	42,464	0	0	0	13,817	42,464	28,647	0	1,157
Loan 134 - Phillip Street	32,348	0	0	0	10,525	32,348	21,823	0	1,100
Loan 136 - Moore Street	80,671	0	0	0	26,248	80,671	54,423	0	2,198
Loan 142 - Field Street	37,228	0	0	0	12,121	37,228	25,107	0	1,014
Recreation and culture									
Loan 138 - Pavilion Fitout	63,980	0	0	0	20,817	63,980	43,163	0	2,300
Transport									
Loan 139 - Roller	15,683	0	0	0	5,103	15,683	10,580	0	550
Loan 141 - Grader	54,457	0	0	0	17,719	54,457	36,738	0	1,800
Loan 144 - Side Tipper	37,253	0	0	0	12,121	37,253	25,132	0	1,200
Loan 145 - Drum Roller	55,346	0	0	0	18,008	55,346	37,338	0	2,000
	486,077	0	0	0	158,164	486,077	327,913	0	15,819
Total	486,077	0	0	0	158,164	486,077	327,913	0	15,819
Current borrowings	158,164					158,166			
Non-current borrowings	327,913					327,911			
	486,077					486,077			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

	Actual	Budget
Borrowings	158,164	158,164

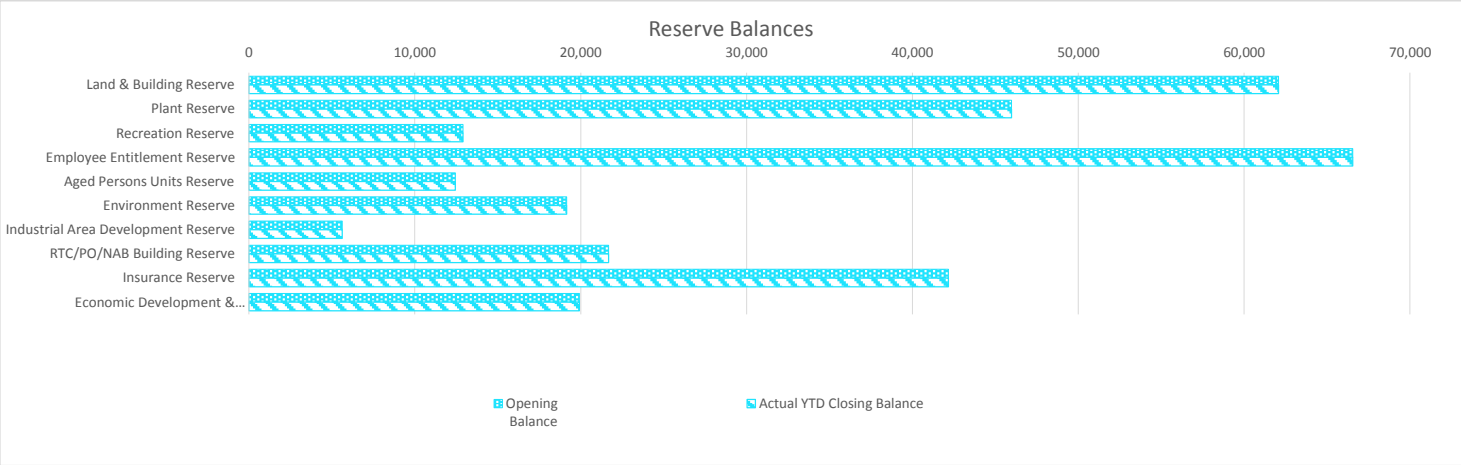
Principal Repayments
\$0
Interest Earned
\$6,683
Reserves Bal
\$.31 M

Interest Expense
\$0
Loans Due
\$.49 M

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land & Building Reserve	62,066	1,500	0	10,000	0	(5,000)	0	68,566	62,066
Plant Reserve	45,978	3,875	0	32,413	0	0	0	82,266	45,978
Recreation Reserve	12,900	60	0	0	0	0	0	12,960	12,900
Employee Entitlement Reserve	66,544	1,250	0	0	0	0	0	67,794	66,544
Aged Persons Units Reserve	12,444	500	0	0	0	0	0	12,944	12,444
Environment Reserve	19,155	450	0	0	0	(10,000)	0	9,605	19,155
Industrial Area Development Reserve	5,626	125	0	0	0	0	0	5,751	5,626
RTC/PO/NAB Building Reserve	21,688	500	0	0	0	(10,000)	0	12,188	21,688
Insurance Reserve	42,171	1,100	0	0	0	0	0	43,271	42,171
Economic Development & Marketing Reserv	19,919	500	0	0	0	(10,000)	0	10,419	19,919
	308,491	9,860	0	42,413	0	(35,000)	0	325,764	308,491

KEY INFORMATION



Other Current Liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 31 August 2019
		\$	\$	\$	\$
Provisions					
Annual leave		74,656	0	0	74,656
Long service leave		61,304	0	(10,797)	50,507
Contract Liabilities					
Lease liability		0	0	0	0
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at 11(a) and 11(b)

KEY INFORMATION

PROVISIONS

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

EMPLOYEE BENEFITS

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

NOTE 12(a)

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Unspent Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies											
General purpose funding											
Grants Commission - General	0	0	0	0	0	149,189	0	149,189	0	149,189	37,489
Grants Commission - Roads	0	0	0	0	0	146,361	0	146,361	0	146,361	38,971
Law, order, public safety											
DFES - LGGS Operating Grant	0	0	0	0	0	15,468	0	15,468	0	15,468	0
DFES - LGGS Administration Grant	0	0	0	0	0	4,400	0	4,400	0	4,400	0
Education and welfare											
Seniors Week Community Grant	0	0	0	0	0	1,000	0	1,000	0	1,000	0
Community amenities											
Department of Communities - Thank a Volunteer	0	0	0	0	0	2,000	333	2,000	0	2,000	0
Transport											
MRWA - Direct Grant	0	0	0	0	0	78,000	78,000	78,000	0	78,000	78,427
Street Lighting	0	0	0	0	0	2,500	0	2,500	0	2,500	0
	0	0	0	0	0	398,918	78,333	398,918	0	398,918	154,887
Operating Contributions											
Governance											
Reimbursements	0	0	0	0	0	3,000	500	3,000	0	3,000	0
Sundry Income	0	0	0	0	0	9,859	4,929	9,859	0	9,859	0
Housing											
Reimbursements	0	0	0	0	0	0	0	0	0	0	447
Recreation and culture											
Contributions	0	0	0	0	0	3,900	0	3,900	0	3,900	0
Economic services											
DrumMuster	0	0	0	0	0	1,000	167	1,000	0	1,000	0
Other property and services											
Reimbursements	0	0	0	0	0	0	0	0	0	0	1,351
Expenses Recovered (Income)	0	0	0	0	0	0	0	0	0	0	1,250
	0	0	0	0	0	17,759	5,596	17,759	0	17,759	3,048
TOTALS	0	0	0	0	0	416,677	83,929	416,677	0	416,677	157,935

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

NOTE 12(b)

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies											
General purpose funding											
Grants Commission - Special Purpose Grant	46,666	0	0	46,666	46,666	0	0	0	0	0	0
Grants Commission - Special Purpose Grant	100,000	0	0	100,000	100,000	0	0	0	0	0	0
Transport											
WANDRRA - Flood Damage	0	0	0	0	0	11,714	11,714	11,714	0	11,714	11,714
MRWA - Regional Road Group	168,169	0	(58,809)	109,360	109,360	654,000	237,600	654,000	0	654,000	237,600
Roads to Recovery	0	0	0	0	0	164,870	0	164,870	0	164,870	0
LG Commodity Freight Roads Funds	0	0	0	0	0	894,432	0	894,432	0	894,432	0
Economic services											
Department Local Government, Sport & Cultural Industries - North Midlands Trails Master Plan	2,889	0	0	2,889	2,889	0	0	0	0	0	0
	317,724	0	(58,809)	258,915	258,915	1,725,016	249,314	1,725,016	0	1,725,016	249,314
Total Non-operating grants, subsidies and contributions	317,724	0	(58,809)	258,915	258,915	1,725,016	249,314	1,725,016	0	1,725,016	249,314

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 13
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 July 2019	Amount Received	Amount Paid	Closing Balance 31 Aug 2019
	\$	\$	\$	\$
Councillor Nomination Fees	160	0	0	160
BCITF Levy	1,249	0	0	1,249
BRB Levy	636	0	(635)	1
Autumn Committee	974	0	0	974
Community Bus	3,045	0	0	3,045
ANZAC Day Breakfast Donation	501	0	0	501
Building Relocation Bond	1,000	0	0	1,000
Mingenew Cemetery Group	4,314	0	0	4,314
Cool Room Bond	530	0	0	530
Outdoor Camera Bond	350	0	0	350
Other Bonds	200	0	0	200
Rates Incentive Prizes	100	0	0	100
Tree Planter - LCDC	88	0	0	88
Weary Dunlop Memorial	87	0	0	87
Joan Trust	6	0	0	6
Youth Advisory Council	746	0	0	746
Centenary Committee	897	0	0	897
Community Christmas Tree	432	0	0	432
Seniors Donations	50	0	0	50
NBN Rental	0	1,240	0	1,240
	15,365	1,240	(635)	15,971

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 14
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %		Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
General Purpose Funding - Other	74,813	709.46%	▲	Timing	Received the first payment of the FAGs funding earlier than anticipated
Community Amenities	54,204	415.17%	▲	Timing	Annual refuse charges invoiced with rate notices in July
Recreation and Culture	26,202	383.01%	▲	Timing	Annual club leases raised earlier than anticipated
Transport	(29,036)	(16.69%)	▼	Timing	Less Department of Transport transactions than anticipated
Expenditure from operating activities					
Governance	19,234	21.47%	▲	Timing	Depreciation not raised due to finalisation of the 18/19 financial year
General Purpose Funding	3,199	22.78%	▲	Timing	Administration costs allocated more than anticipated
Education and Welfare	6,654	60.45%	▲	Timing	Depreciation not raised due to finalisation of the 18/19 financial year; Less maintenance on Autumn Centre building than anticipated
Housing	14,318	38.94%	▲	Timing	Depreciation not raised due to finalisation of the 18/19 financial year; Less maintenance on houses than anticipated
Community Amenities	19,579	42.82%	▲	Timing	Depreciation not raised due to finalisation of the 18/19 financial year; Timing of processing contract services for refuse collection; Timing of employee costs, contracts and materials at public conveniences, refuse site and cemetery
Recreation and Culture	92,069	47.49%	▲	Timing	Depreciation not raised due to finalisation of the 18/19 financial year; Timing of employee costs, contracts and materials at Parks, Gardens and Sporting complex
Transport	187,635	51.63%	▲	Timing	Depreciation not raised due to finalisation of the 18/19 financial year; Less maintenance road works than anticipated; Less Department of Transport transaction than anticipated
Economic Services	6,720	10.64%	▲	Timing	Depreciation not raised due to finalisation of the 18/19 financial year; Timing of area promotion expense; Less maintenance on MIG office, Post Office building than anticipated
Investing Activities					
Capital Acquisitions	86,757	39.31%	▲	Timing	Timing of capital road works

12.2 LIST OF PAYMENTS FOR THE PERIOD ENDING 31 AUGUST 2019

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Attachment/s: List of Payments – August 2019
Disclosure of Interest: Nil
Date: 10 September 2019
Authorising Officer: Jeremy Clapham, Finance Manager
Voting Requirement: Simple Majority

Summary

This report recommends that Council receive the list of payments for period ending 31 August 2019 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

Key Points

-

OFFICER RECOMMENDATION

That Council receive the attached list of payments for the month of August 2019 as follows:

\$23,946.88	Municipal Cheques 8614 to 8616 and 8622 to 8625;
\$208,102.05	Municipal EFT12760 to EFT12870;
\$9,791.11	Municipal Direct Debit Superannuation payments;
\$15,446.55	Municipal Direct Debit Department of Transport (Licencing) Payments;
\$7,010.72	Municipal Direct Debit National Australia Bank Credit Card and Fees; and
\$13,732.45	Municipal Direct Debit Other.

Totalling \$278,029.76 as per attached list of payments.

Net Salaries not included in the attached list of payments - \$67,722.33

Total of all payments - \$345,752.09.

Attachment

12.2.1 Accounts for Payment

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

Date: 10/09/2019
Time: 1:49:01PM

SHIRE OF MINGENEW
List of Accounts - August 2019

USER: Helen Sternick
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
	21/08/2019	WATER CORPORATION	Water Accounts August 2019	M		3,286.09
PRINT0819	07/08/2019	DE LAGE LANDEN	Printer Lease August 2019	M		356.80
PHONE0819	15/08/2019	BUSINESS 1300	After Hours Phone Service: August 2019	M		99.00
PRINT0819	27/08/2019	FINRENT	Printer Lease August 2019	M		656.57
MERCH0819	30/08/2019	NAB	Merchant Fees August 2019	M		1,373.46
BPAY0819	30/08/2019	NAB	BPay Fees - August 2019	M		81.56
LSF0819	30/08/2019	NAB	Bank Fees August 2019	M		50.00
FEES0819	30/08/2019	NAB	Bank Fees August 2019	M		36.30
8614	02/08/2019	CITY OF GREATER GERALDTON	SirsiDynix Subscription	M		1,281.20
8615	02/08/2019	WATER CORPORATION	MIG Office Water Account	M		160.78
8616	19/08/2019	SYNERGY	Street Lights Power Account	M		1,869.05
8622	29/08/2019	CITY OF GREATER GERALDTON	Long Service Leave	M		10,796.70
8623	29/08/2019	SYNERGY	Office Power Account	M		6,497.59
8624	29/08/2019	WATER CORPORATION	13 Moore Street Water Account	M		55.47
DOT010819	05/08/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 01/08/2019	M		1,404.65
EFT12760	02/08/2019	OBRIEN SMASH REPAIRS	Excess	M		300.00
EFT12761	02/08/2019	ABCO PRODUCTS	Cleaning Products	M		1,004.08
EFT12762	02/08/2019	ATOM SUPPLY	Fire Brigade Items	M		228.25

Date: 10/09/2019
Time: 1:49:01PM

SHIRE OF MINGENEW
List of Accounts - August 2019

USER: Helen Sternick
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT12763	02/08/2019	AVON WASTE	Rubbish Collection Charges	M		2,455.05
EFT12764	02/08/2019	Arc Infrastructure	Licence Fees	M		1,100.00
EFT12765	02/08/2019	BUNNINGS Group Limited	Building Materials	M		366.33
EFT12766	02/08/2019	BLACKTOP MATERIALS ENGINEERING PTY LTD	Material Sampling	M		1,067.00
EFT12767	02/08/2019	Bedrock Electrical Services	Electrical Works	M		599.50
EFT12768	02/08/2019	BREEZE CONNECT PTY LTD	Phone System Charges	M		232.00
EFT12769	02/08/2019	Courier Australia	Frieght Charges	M		361.91
EFT12770	02/08/2019	CHILD SUPPORT AGENCY	Payroll deductions	M		682.85
EFT12771	02/08/2019	DONGARA DRILLING & ELECTRICAL	Electrical Work Completed at Rec Centre	M		195.25
EFT12772	02/08/2019	DONGARA DENISON SMASH REPAIRS	Repairs to MI 278	M		806.00
EFT12773	02/08/2019	ELDERS LIMITED	Purchase of Ant Bait	M		110.00
EFT12774	02/08/2019	HOME MASTER	Cleaning Services	M		405.00
EFT12775	02/08/2019	INFINITUM TECHNOLOGIES	IT Support Charges	M		1,478.79
EFT12776	02/08/2019	State Library Of Western Australia	Better Beginnings Program	M		27.50
EFT12777	02/08/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2019/2020 Member Fees	M		1,062.00
EFT12778	02/08/2019	LOCAL GOVERNMENT SUPERVISORS ASSOCIATIONS OF WA INC	LGSA Conference & Membership Fees	M		1,259.50
EFT12779	02/08/2019	LGRCEU	Payroll deductions	M		20.50
EFT12780	02/08/2019	Shire Of Mingenew	Payroll deductions	M		100.00

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EFT12781	02/08/2019	MIDWEST LOCK & SAFE	Lock Installed	M		698.00
EFT12782	02/08/2019	MIDWEST CHAMBER OF COMMERCE & INDUSTRY INC	Annual Membership Fees	M		705.00
EFT12783	02/08/2019	Metrocount	Purchase of Battery Packs	M		427.90
EFT12784	02/08/2019	Novus Geraldton	Window Repairs to Roller	M		811.72
EFT12785	02/08/2019	SHAWMAC	Road Safety Audit	M		7,287.50
EFT12786	02/08/2019	SMYTH AGRI SERVICES	Sponsorship Fees	M		200.00
EFT12787	02/08/2019	Walga	Annual Subscription Fees 2019/2020	M		17,242.74
EFT12788	02/08/2019	MINGENEW FABRICATORS	Removal of Sculpture	M		660.00
EFT12789	02/08/2019	Winc	Office Stationery	M		6.49
EFT12790	02/08/2019	Yongarloo Farming Co.	Purchase of Straw Bales	M		200.00
EFT12791	08/08/2019	Department of Mines, Industry Regulation & Safety	PAYMENT OF BP19/001 FEES	M		620.06
EFT12792	08/08/2019	Shire Of Mingenew	PAYMENT OF BP19/005 FEES	M		15.00
EFT12793	09/08/2019	REECE'S EVENT HIRE	Expo Items	M		550.00
EFT12794	19/08/2019	RMS Regional Media Specialists	Advertising Fees	M		11,632.50
EFT12795	19/08/2019	Australian Taxation Office	July BAS 2019	M		17,021.00
EFT12796	19/08/2019	AUSTRALIA POST	July 2019 Postage Fees	M		643.34
EFT12797	19/08/2019	ABCO PRODUCTS	Cleaning Products	M		1,887.25
EFT12798	19/08/2019	AIT SPECIALISTS PTY LTD	Professional Services Provided	M		357.28

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EFT12799	19/08/2019	BUNNINGS Group Limited	Building Materials	M		22.10
EFT12800	19/08/2019	BOC GASES	Monthly Gas Bottle Charges	M		108.48
EFT12801	19/08/2019	Butler Settineri	Professional Service Fees	M		2,485.30
EFT12802	19/08/2019	Bedrock Electrical Services	Electrical Works Completed at Rec Centre	M		2,974.40
EFT12803	19/08/2019	BPH	Plant Hire	M		5,346.00
EFT12804	19/08/2019	BREEZE CONNECT PTY LTD	Phone System Charges	M		232.00
EFT12805	19/08/2019	CHILD SUPPORT AGENCY	Payroll deductions	M		682.85
EFT12806	19/08/2019	DONGARA BUILDING & TRADE SUPPLIES	Building Supplies	M		186.95
EFT12807	19/08/2019	ELDERS LIMITED	PPE for Outside Crew	M		175.00
EFT12808	19/08/2019	GERALDTON MOWER & REPAIR SPECIALIST	Various Parts	M		616.00
EFT12809	19/08/2019	GREENFIELD TECHNICAL SERVICES	Manage Rural Road Works Tenders for 2019/20	M		5,404.30
EFT12810	19/08/2019	GREAT SOUTHERN FUEL SUPPLIES	Fuel Purchase July 2019	M		97.03
EFT12811	19/08/2019	HOME MASTER	Cleaning Services	M		570.00
EFT12812	19/08/2019	Hippocket Workwear & Safety	Purchase of Jackets	M		726.00
EFT12813	19/08/2019	IT Vision	Payroll Training	M		1,100.00
EFT12814	19/08/2019	INFINITUM TECHNOLOGIES	IT Support Charges	M		1,268.30
EFT12815	19/08/2019	JOHN PHILLIPS CONSULTING	Professional Services	M		3,300.00
EFT12816	19/08/2019	LO-GO APPOINTMENTS	Contracting Services of Margaret Rowe	M		4,511.06
EFT12817	19/08/2019	LGRCEU	Payroll deductions	M		20.50

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EFT12818	19/08/2019	Shire Of Mingenew	Payroll deductions	M		100.00
EFT12819	19/08/2019	MINGENEW PAINTING GROUP	Painting Group Donation	M		100.00
EFT12820	19/08/2019	STARICK TYRES	Tyres Account July 2019	M		3,029.71
EFT12821	19/08/2019	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Professional Services Provided in July 2019	M		1,500.00
EFT12822	19/08/2019	Metrocount	Road Counters	M		17,199.60
EFT12823	19/08/2019	Officeworks	Office Stationary	M		240.86
EFT12824	19/08/2019	PEMCO DIESEL PTY LTD	Mechanical Works on MI 027	M		8,709.92
EFT12825	19/08/2019	LANDMARK	Pest Control	M		81.63
EFT12826	19/08/2019	Telstra Corporation	Telstra Account July 2019	M		1,802.59
EFT12827	19/08/2019	T- QUIP	Plant Parts	M		69.20
EFT12828	19/08/2019	TOTAL UNIFORMS	PPE Uniforms	M		272.39
EFT12829	19/08/2019	VELPIC	Monthly Velpic Fees	M		411.40
EFT12830	19/08/2019	Wavecom Instruments Pty Ltd	Purchase of Appliance Tester	M		768.90
EFT12831	29/08/2019	Five Star Business & Communications	Billing Period for August 2019	M		879.96
EFT12832	29/08/2019	AVON WASTE	Rubbish Collection Charges	M		4,833.15
EFT12833	29/08/2019	Aussie Tree Services	Tree Pruning	M		9,834.37
EFT12834	29/08/2019	BUNNINGS Group Limited	Tiling Products	M		699.38
EFT12835	29/08/2019	Bedrock Electrical Services	Electrical Works Completed at Rec Centre	M		971.30

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EFT12836	29/08/2019	Barrett Exhibition Group	Expo Booth	M		4,037.00
EFT12837	29/08/2019	BULLIVANTS PTY LTD	Various Parts	M		51.98
EFT12838	29/08/2019	Courier Australia	Freight Costs	M		33.39
EFT12839	29/08/2019	CHAMPION BAY TROPHIES	Engraving Costs	M		84.95
EFT12840	29/08/2019	CHILD SUPPORT AGENCY	Payroll deductions	M		682.85
EFT12841	29/08/2019	DAVINCI'S TILE GALLERY	Tiling Work	M		11,153.50
EFT12842	29/08/2019	DONGARA PLUMBING	Pump Out Septic Tanks	M		7,427.62
EFT12843	29/08/2019	ELDERS LIMITED	Fertiliser	M		88.00
EFT12844	29/08/2019	Geraldton Independent Building Supplies	Purchase of Fencing	M		76.37
EFT12845	29/08/2019	IRWIN PLUMBING SERVICES	Septic Tank Pump Outs	M		1,507.00
EFT12846	29/08/2019	State Library Of Western Australia	Lost & Damaged Fees	M		220.00
EFT12847	29/08/2019	LO-GO APPOINTMENTS	Contracting Services of Margaret Rowe	M		4,511.06
EFT12848	29/08/2019	LATERAL ASPECT	Expo Printing	M		1,767.21
EFT12849	29/08/2019	LGRCEU	Payroll deductions	M		20.50
EFT12850	29/08/2019	Shire Of Mingenew	Payroll deductions	M		100.00
EFT12851	29/08/2019	Mingenew Community Resource Centre	Advertising	M		7.50
EFT12852	29/08/2019	MINGENEW HISTORICAL SOCIETY	Community Assistance Grant	M		4,570.00
EFT12853	29/08/2019	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Medical Services	M		132.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT12854	29/08/2019	MIDWEST MOWERS & SMALL ENGINES	Service of Machinery	M		527.50
EFT12855	29/08/2019	MINGENEW SPRING CARAVAN PARK	Accomodation Charges	M		234.00
EFT12856	29/08/2019	MINGENEW BAKERY	Bakery Account July 2019	M		319.00
EFT12857	29/08/2019	MINGENEW IGA X-PRESS & LIQUOR	IGA Account July 2019	M		473.61
EFT12858	29/08/2019	Mingenew Hotel Motel	Voucher Costs	M		55.00
EFT12859	29/08/2019	Novus Geraldton	Works Completed on MI 027	M		1,120.00
EFT12860	29/08/2019	Officeworks	Purchase of Shredder	M		4,240.05
EFT12861	29/08/2019	Purcher International	Purchase of Parts	M		832.99
EFT12862	29/08/2019	PEMCO DIESEL PTY LTD	Mechanical Works Completed on MI 528	M		1,428.96
EFT12863	29/08/2019	LANDMARK	Purchase of Fittings	M		40.22
EFT12864	29/08/2019	STATEWIDE BEARINGS	Purchase of Parts	M		283.83
EFT12865	29/08/2019	Sunny Sign Company	Purchase of Signs	M		93.50
EFT12866	29/08/2019	Stargazers Club WA	Astrotourism Package	M		4,500.00
EFT12867	29/08/2019	TOTAL EDEN	Sprinkler Parts	M		472.86
EFT12868	29/08/2019	T- QUIP	Purchase of Parts	M		186.00
EFT12869	29/08/2019	TOTAL UNIFORMS	Purchase of Uniforms	M		625.68
EFT12870	29/08/2019	Walga	WALGA Conference 2019/2020	M		40.00
NAB020819	01/08/2019	NAB	NAB Merchant Fees August 2019	M		68.54
DOT020819	06/08/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 02/08/2019	M		55.25

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DOT070819	09/08/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 07/08/2019	M		428.25
DOT070819	09/08/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 07/08/2019	M		732.20
DOT080819	12/08/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 08/08/2019	M		888.25
DD8990.1	04/08/2019	WA SUPER	Payroll deductions	M		2,489.42
DD8990.2	04/08/2019	PRIME SUPER	Superannuation contributions	M		274.04
DD8990.3	04/08/2019	Australian Super	Superannuation contributions	M		675.01
DD8990.4	04/08/2019	LGIA Super	Payroll deductions	M		201.92
DD8990.5	04/08/2019	Australlian Super	Superannuation contributions	M		225.86
DD8990.6	04/08/2019	Ioof Portfolio Service Superannuation Fund	Superannuation contributions	M		90.58
DD8990.7	04/08/2019	ANZ Smart Choice Super	Superannuation contributions	M		66.80
DD8990.8	04/08/2019	BT Super For Life	Superannuation contributions	M		46.79
DD8990.9	04/08/2019	MLC SUPER FUND	Superannuation contributions	M		163.90
DD8992.1	05/08/2019	Motorpass	Fuel Purchases July 2019	M		12,620.08
DD9016.1	18/08/2019	WA SUPER	Payroll deductions	M		1,922.27
DD9016.2	18/08/2019	Australian Super	Superannuation contributions	M		675.01
DD9016.3	18/08/2019	LGIA Super	Payroll deductions	M		201.92
DD9016.4	18/08/2019	Australlian Super	Superannuation contributions	M		222.52
DD9016.5	18/08/2019	Ioof Portfolio Service Superannuation Fund	Superannuation contributions	M		90.58

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DD9016.6	18/08/2019	ANZ Smart Choice Super	Superannuation contributions	M		88.23
DD9016.7	18/08/2019	MLC SUPER FUND	Superannuation contributions	M		163.90
DD9016.8	18/08/2019	Sun Super	Superannuation contributions	M		750.00
DD9016.9	18/08/2019	Host Plus Superannuation Fund	Superannuation contributions	M		209.16
DD9029.1	30/08/2019	NAB BUSINESS VISA	Credit Card August 2019, LG Professionals WA Network Forum, WALGA Conference and LG Supervisors Accommodation, Remake of Number Plate, Card Fees	M		5,363.62
DOT090819	13/08/2019	DEPARTMENT OF TRANSPORT	DoT Licensng Transactions: 09/08/2019	M		428.10
DOT120819	14/08/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 12/08/2019	M		1,077.85
DOT130819	15/08/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 13/08/2019	M		1,777.65
DOT150819	19/08/2019	DEPARTMENT OF TRNASPORT	DoT Licensing Transactions 15/08/2019	M		3,143.20
DOT160819	20/08/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 16/08/2018	M		551.40
DOT190819	21/08/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 9/08/2019	M		869.75
DOT210819	23/08/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 21/08/2019	M		529.15
DOT220819	26/08/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 26/08/2019	M		117.90
DOT230819	27/08/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 23/08/2019	M		76.60
NAB260819	26/08/2019	NAB	NAB Connect Fees August 2019	M		37.24
DOT260819	28/08/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 26/08/2019	M		460.25
DOT270819	29/08/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 27/08/2019	M		1,462.15
DOT280819	30/08/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 28/08/2019	M		1,352.90

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DOT300719	01/08/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 30/07/2019	M		91.05
DD8990.10	04/08/2019	Sun Super	Superannuation contributions	M		750.00
DD8990.11	04/08/2019	Host Plus Superannuation Fund	Superannuation contributions	M		209.16
DD9016.10	18/08/2019	PRIME SUPER	Superannuation contributions	M		274.04

REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	278,029.76
TOTAL		278,029.76

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 18 September 2019

13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN/FOR CONSIDERATION AT FOLLOWING MEETING

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

15.0 CONFIDENTIAL ITEMS
Nil.

16.0 TIME AND DATE OF NEXT MEETING
Next Ordinary Council Meeting to be held on Wednesday 16 October 2019 commencing at 4.30pm.

17.0 CLOSURE

These minutes were confirmed at an Ordinary Council meeting on 16 October 2019.

Signed _____
Presiding Officer

Date: _____