



# AGENDA FOR THE ORDINARY COUNCIL MEETING

16 OCTOBER 2019



**Ordinary Council Meeting Notice Paper**

**16 October 2019**

An Ordinary Meeting of Council is called for Wednesday, 16 October 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  
11 October 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.

<b>Petitions</b> A formal process where members of the community present a written request to the Council.	<b>Deputations</b> A formal process where members of the community request permission to address Council or Committee on an issue.	<b>Presentations</b> 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](mailto: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](mailto: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

## MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 16 October 2019

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  
16 OCTOBER 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 18 September 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 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 8 OCTOBER 2019**

**OFFICER RECOMMENDATION - ITEM 10.1.1**

That the minutes of the Local Emergency Management Committee meeting held in the Council Chambers on 8 October 2019 be received.

**10.2 MINGENEW BUSHFIRE ADVISORY COMMITTEE MEETING HELD 10 OCTOBER 2019**

**OFFICER RECOMMENDATION - ITEM 10.2.1**

**That the minutes of the Mingenew Bushfire Advisory Committee meeting held in the Council Chambers on 10 October 2019 be received.**

The Mingenew Bushfire Advisory Committee meeting is scheduled to be held on the evening prior to issuing this Agenda, therefore they will be provided as a late attachment and emailed separately.

## 11.0 REPORTS BY THE CHIEF EXECUTIVE OFFICER

### 11.1 ADOPTION OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	
Disclosure of Interest:	Nil
Date:	5 September 2019
Author:	Nils Hay, Chief Executive Officer
Authorising Officer:	Nils Hay, Chief Executive Officer
Voting Requirements:	Simple Majority

#### Summary

Under Section 41 of the *Emergency Management Act 2005*, a local government is to ensure that emergency management arrangements are in place for that local government district. This is in the form of a Local Emergency Management Arrangements (LEMA) document.

Through the Local Emergency Management Committee (LEMC) the Shire of Mingenew's LEMA has been iteratively built and reviewed, to the point where it has been endorsed to come to Council for adoption.

#### Key Points

- Legislatively mandated document, reviewed and submitted to District Emergency Management Committee (DEMC) and State Emergency management Committee (SEMC)
- Live document, so will continue to be updated as information changes
- Has been developed in close consultation with Department of Fire and Emergency Services (DFES) representatives and through Mingenew's LEMC

#### **OFFICER RECOMMENDATION – ITEM 11.1**

**That Council adopts the Shire of Mingenew Local Emergency Management Arrangements as attached.**

#### Attachments

- Local Emergency Management Arrangements

#### Background

As noted above, and as per the version control in the draft proposed for adoption, this document has been undergoing development for some time. At the LEMC meeting on 8 October 2019 the LEMC endorsed the document to go to Council for adoption.

#### Comment

There will be ongoing work improving the LEMA's appendices, particularly the Bushfire Plan and Recovery Plan, however these are not prerequisites to have the Arrangements themselves adopted and noted by the DEMC. There is a DEMC meeting on 18 October and, should Council adopt the LEMA on 16 October, the matter will be put forward for noting there. Initial feedback from DFES has suggested that the document will be noted by the DEMC without issue.

#### Consultation

- DFES
- LEMC



### **Statutory Environment**

#### Emergency Management Act 2005

#### 41. Emergency management arrangements in local government district

- (1) A local government is to ensure that arrangements (local emergency management arrangements) for emergency management in the local government's district are prepared.
- (2) The local emergency management arrangements are to set out —
  - (a) the local government's policies for emergency management; and
  - (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district; and
  - (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b); and
  - (d) a description of emergencies that are likely to occur in the local government district; and
  - (e) strategies and priorities for emergency management in the local government district; and
  - (f) other matters about emergency management in the local government district prescribed by the regulations; and
  - (g) other matters about emergency management in the local government district the local government considers appropriate.
- (3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.
- (4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.
- (5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

#### 42. Reviewing and renewing local emergency management arrangements

- (1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.
- (2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

#### 43. Local emergency management arrangements to be available for inspection

- (1) A local government is to keep a copy of its local emergency management arrangements at the offices of the local government.
- (2) The arrangements are to be available for inspection, free of charge, by members of the public during office hours.
- (3) The arrangements may be made available in written or electronic form.

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

#### Community Strategic Plan:

- Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner
- Strategy 1.3.2 Provide services and processes to enhance public safety

## 11.2 ACQUISITION OF LAND BY WAY OF GIFTED ASSET

Location/Address: Shire of Mingenew  
Name of Applicant: Shire of Mingenew  
File Reference:  
Disclosure of Interest:  
Date: 10 October 2019  
Author: Nils Hay, Chief Executive Officer  
Authorising Officer: Nils Hay, Chief Executive Officer  
Voting Requirements: Simple Majority

### Summary

Mr Terrence Finnigan owns six blocks of land in the Mingenew townsite. He was previously seeking to revest the land back to the Crown and the Shire approached him to ask if he would considering providing the land back to the Local Government. Mr. Finnigan has indicated that he would be willing to do so, as such Council must determine if it will accept the gifted assets.

### Key Points

- Six lots in Mingenew townsite, five vacant and one with a shed
- Shire would be responsible for any legal transfer fees
- Lots would be freehold, leaving the Shire free to develop/sell the lots

### **OFFICER RECOMMENDATION – ITEM 11.2**

- That Council endorses the acquisition of the following lots as gifted assets from Mr. Terrence Finnigan: Lot 14 King Street and Lots 176, 177, 178 Oliver Street and Lots 163, 164 Broad Street Mingenew.
- That Council authorises the Chief Executive Officer to proceed with the transfer of this land to the Shire of Mingenew
- That Council makes available of a budget of \$5,000.00 from reserves for the purpose of land transfer costs.

### Attachments

- Nil

### Background

The Shire was notified of Mr. Finnigan's intent to revest six lots (Lot 14 King Street and Lots 176, 177, 178 Oliver Street and Lots 163, 164 Broad Street Mingenew) by the State in August 2019. Following a request to consider the lots as part of the Geraldton Alternative Settlement Arrangement at the August 2019 Ordinary Council Meeting, Council request the CEO contact Mr. Finnigan to determine if he would consider gifting the lots back to the Shire. The CEO wrote to Mr. Finnigan on 23 August 2019 and has subsequently been in intermittent contact regarding this matter.

The lots in question are highlighted on the map below. All are vacant, except for 177 Oliver Street which contains a shed approximately 8x9m in size.



Following contact with Mr. Finnigan, he has confirmed in writing on 2 October 2019 his intent to proceed with transferring the lots back to the Shire.

#### Comment

This is a positive outcome. In acquiring these lots, the Shire will be in a position to either develop them or sell them to make them available for development by others. This will help to support a key pillar of our 2019-29 Strategic Community Plan relating to the availability of local housing stock. It also provides greater control over the future of this land than the GASA process would have.

Unrelated to this transaction, the Shire has been contacted by a developer seeking land in Mingenew, which suggests there may be a market emerging for the lots (which, legally, would have to be sold by a public tender or expression of interest process).

#### Consultation

- Mr Terrence Finnigan
- WALGA

#### Statutory Environment

*Local Government Act 1995* section 3.59 'Commercial enterprises by local governments' does not apply. This is an exempt transaction, as per section 8A(2)(b) of the *Local Government (Functions and General) Regulations 1996*, as the value in question is below 10% of the Shire's operating expenditure for the previous financial year.

The Shire will however need to comply with section 3.58 of the *Local Government Act 1995* if and when it chooses to dispose the land, once acquired.

#### Policy Implications

Nil

#### Financial Implications

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The Shire will be required to cover the costs of the property transfer (estimated to be up to \$5,000 depending upon complexity). This amount has not been previously budgeted for, and a budget amendment is requested.

Any funds remaining following this transaction can potentially be utilised for valuation and acquisition of other land that the Shire may be considering.

It is anticipated this additional expenditure will be able to be offset at the mid-year Budget Review.

In taking on this land, the Shire will be forgoing annual rates of approximately \$9,000 per annum (\$1502 per lot). That said, Mr. Finnigan's primary reason for wanting to dispose of the land was his increasing inability to pay rates on the lots, and it is not completely likely the Shire would have been able to recoup this money.

### **Strategic Implications**

2019-2029 Strategic Community Plan:

- Strategy 3.1.1 Ensure pipeline of land available for development
- Strategy 3.1.2 Develop local housing marketing (support new business model)

### 11.3 DISPOSAL BY LEASE OF BANK BUILDING AT 50 MIDLANDS ROAD MINGENEW

Location/Address: Shire of Mingenew  
Name of Applicant: Shire of Mingenew  
File Reference:  
Disclosure of Interest:  
Date: 10 October 2019  
Author: Nils Hay, Chief Executive Officer  
Authorising Officer: Nils Hay, Chief Executive Officer  
Voting Requirements: Simple Majority

#### Summary

An EOI campaign has taken place seeking potential lessee to take over the former NAB building in Mingenew. Two applications were received over the campaign, the Mingenew CRC and the Hinterland Collective, a new business seeking to establish itself in Mingenew.

Council is requested to select a preferred lessee to move forward with.

#### Key Points

- Both applications support the aims of the Strategic Community Plan 2019-29
- CRC application seeks to extend existing CRC activities, including relocation of the Mingenew Tourist Centre and partnership with Tourism & Promotions Committee
- Hinterland Collective application seeks art space for music and writing studios as well as gallery/gift shop

#### **OFFICER RECOMMENDATION – ITEM 11.2**

- That Council endorses the application from The Hinterland Collective to rent the Bank Building at 50 Midlands Road Mingenew; and
- That Council authorises the Chief Executive Officer to proceed to enter into a lease for the disposal of the building with The Hinterland Collective

#### Attachments

- CRC Eoi Documentation
- The Hinterland Collective Eoi Documentation

#### Background

With the NAB vacating the building at 50 Midlands Road in September 2018, the building has remained vacant. Following the adoption of the Strategic Community Plan 2019-29, Council had a strong strategic document with which to measure potential applicants to ensure that any use of this building supported Council and Community aims.

A public expression of interest campaign for the building ran from 21 August to 27 September 2019, with two applications received (attached).

#### Comment

Both applications are worthy, and support the aims of the SCP.

The CRC application would see existing CRC staff also man the bank building, with the Mingenew Tourist Centre to be relocated therein. They would also seek to utilise the office space to provide a space for visiting services, including government departments.

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Opening hours would be 9am to 4pm Monday to Friday. A two-year lease with no rental consideration was offered.

The Hinterland Collective, a new business run by a couple who are in the process of relocating to Mingenew would see the building used as music space/recording studio (The Tracking Station), publisher office (for Blue Dingo Press) and the front of house would be the Hinterland Boutique, an art space and gift shop. They have provided a detailed description of their proposed operations.

The Hinterland Collective would also like to use this based to develop local music events, podcasts and provide writing/music workshops. The Boutique would be open Wednesday-Saturday 10.30am to 3.30pm, Blue Dingo Press Monday-Friday (by appointment) and The Tracking Station by appointment. They are offering \$4,000-\$8,000 per annum in rental consideration for a lease of at least two years (with a willingness to renegotiate after one).

Given that this represents a new enterprise, employing new people in Mingenew, and a small income stream from the Shire, The Hinterland Collective are put forward as the preferred tenants at this stage. It is noted that, if – for whatever reason – the venture not proceed, the Mingenew CRC will likely remain as a viable back-up option.

If the Mingenew Tourist Centre required additional space, there may be alternative options that can be investigated to facilitate this.

### Consultation

- CRC
- The Hinterland Collective

### Statutory Environment

Section 3.58 of the *Local Government Act 1995* addresses the disposal of property by lease or sale

- (1) In this section —
  1. dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
  2. property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
  - (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  - (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
  - (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —

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- (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
  - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (6) This section does not apply to —
- (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) any other disposition that is excluded by regulations from the application of this section.

### **Policy Implications**

Nil

### **Financial Implications**

Should the Shire choose to proceed with the Hinterland Collective, they will receive approximately \$4,000-\$8,000 in rent per annum from the start date of the lease (tentatively February 2020).

Neither option has requested any building amendments, which had been budgeted for (\$5,000), and this could represent a saving to Council.

### **Strategic Implications**

Both applications support a range of strategies from the 2019-2029 Strategic Community Plan:

- 1.1.2 Provide buildings, facilities and services to meet community needs
- 2.3.1 Develop arts spaces and programs to enliven community spaces and deepen experiences of visitors and community
- 2.3.2 Capture more value from tourism – build local experiences and products, tourism infrastructure and connections, build new day trip and tour markets
- 4.2.1 Facilitate the sustainability and growth of existing community and regional events, and encourage new ones to develop
- 4.3.3 Capture more value from tourism – build local experiences and products, including astrotourism, farm tourism and food tourism

## 12.0 FINANCE

### 12.1 FINANCIAL REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2019

Location/Address: Shire of Mingenew  
Name of Applicant: Shire of Mingenew  
Disclosure of Interest: Nil  
File Reference: ADM0304  
Date: 8 October 2019  
Author: Jeremy Clapham – Finance Manager

#### Summary

This report recommends that the Monthly Financial Report for the period ending 30 September 2019 as presented to the Council be received.

#### OFFICER RECOMMENDATION – ITEM 12.1

That the Monthly Financial Report for the period 1 July 2019 to 30 September 2019 be received.

#### Attachment

Monthly Financial Report for period ending 30 September 2019

#### Background

The Monthly Financial Report to 30 September 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 30 September 2019	
Municipal Fund	\$2,515,831
Cash on Hand	\$100
Restricted Funds – 3 Month Term Deposit @ 2.50%	\$147,000
Trust Fund	\$13,524
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.

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- (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

## 12.2 LIST OF PAYMENTS FOR THE PERIOD ENDING 30 SEPTEMBER 2019

Location/Address: Shire of Mingenew  
Name of Applicant: Shire of Mingenew  
File Reference: ADM0042  
Attachment/s: List of Payments – September 2019  
Disclosure of Interest: Nil  
Date: 8 October 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 30 September 2019 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

### **OFFICER RECOMMENDATION**

That Council receive the attached list of payments for the month of August 2019 as follows:

\$4,840.41	Municipal Cheques;
\$152,485.08	Municipal EFT's;
\$15,225.55	Municipal Direct Debit Department of Transport (Licencing) Payments;
\$29,151.32	Municipal Direct Debit Other;
\$1,254.06	Municipal Other Charges.

Totalling \$202,956.42 as per attached list of payments.

Net Salaries not included in the attached list of payments - \$87,924.00

Total of all payments - \$290,880.42.

### 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

### 12.3 NEW COUNCIL POLICY – DEBT COLLECTION

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0489  
**Disclosure of Interest:** Nil  
**Date:** 8 October 2019  
**Author:** Jeremy Clapham - Finance Manager  
**Voting Requirements:** Simple Majority

#### Summary

Presently the Shire of Mingenew does not have a Debt Collection Policy. The previous Policy was revoked and replaced with a CEO Directive, containing very little detail. It is considered prudent and in line with the continuous review of Council Policies, that a new Debt Collection Policy be adopted.

#### Key Points

- The Shire has identified a new policy which is presented for Council consideration and has been based on WALGA model policies and those adopted by other local governments, ensuring its relevance to the local context.
- The Debt Collection Policy will ensure that proper records are maintained of debts owed to the Shire as required by the Local Government Act 1995 and to provide guidance to Council in determining efficient, effective and economical procedures for debt collection.
- The Shire will exercise its debt recovery powers in order to reduce the overall debt burden on ratepayers.
- This Policy, as with all Finance Policies, is due to be reviewed on an annual basis.
- It is open to Council to review, amend, revoke or develop new policies as required, outside of the scheduled individual policies.

#### **OFFICER RECOMMENDATION – ITEM 12.3**

**That Council adopts the new 1.3.9 Debt Collection Policy, as attached.**

#### Attachment

Attachment 12.3.1 Debt Collection Policy

#### Background

The Shire of Mingenew previously had a Debt Collection Policy, which was replaced with a CEO Directive. The CEO Directive does not have a lot of detail; therefore, it is considered prudent to create a new Policy. In the past, Rates debtors have been well managed, with interest charged on outstanding amounts, and when necessary, debts have been followed up by taking legal action.

For Sundry debtors this has not been the case, with no interest being charged and no legal action being taken. Sundry debtors are generally quite low in value, but to be consistent in the treatment of all debtors, it is considered beneficial to have a new Policy.

#### 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.

**Consultation**

- Leadership Team
- Council Forum

**Statutory Environment**

Local Government Act 1995

Local Government (Financial Management) Regulations

**Policy Implications**

As outlined.

**Financial Implications**

Tight control of debts owed to the Shire will ensure no loss of revenue, however, by following the proposed Policy, it is possible that there will be a small impact on budgeted revenue, if any debts are written off.

**Strategic Implications**

Community Strategic Plan

Strategy 1.2.1 Manage organisation in a financially sustainable manner

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 16 October 2019

12.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN/FOR CONSIDERATION AT FOLLOWING MEETING

13.0 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 20 November 2019 commencing at 4.30pm.

17.0 CLOSURE

These minutes were confirmed at an Ordinary Council meeting on 20 November 2019.

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

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



**ATTACHMENT BOOKLET FOR  
ORDINARY COUNCIL MEETING**

16 October 2019 at 4:30pm

**ATTACHMENT: 7.1**

**Minutes of the 18 September 2019 Ordinary Council Meeting**





# **MINUTES FOR THE ORDINARY COUNCIL MEETING**

**18 SEPTEMBER 2019**

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**MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON  
18 SEPTEMBER 2019 COMMENCING AT 4.30PM**

**1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The President HM Newton declared the meeting open at 4:30pm and welcomed all in attendance.

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

HM Newton	President	Town Ward
RW Newton	Deputy President	Rural Ward
JD Bagley	Councillor	Rural Ward
GJ Cosgrove	Councillor	Rural Ward
AR Smyth	Councillor	Town Ward

**APOLOGIES**

LM Eardley	Councillor	Town Ward
KJ McGlinn	Councillor	Town Ward

**STAFF**

N Hay	Chief Executive Officer
J Clapham	Finance Manager
E Greaves	Governance Officer

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

Nil.

**4.0 PUBLIC QUESTION TIME/PUBLIC STATEMENT TIME**

Nil.

**5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil.

**7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**7.1 ORDINARY COUNCIL MEETING HELD 21 AUGUST 2019**

**OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 7.1 - Resolution 19091801**

Moved: Cr Smyth      Seconded: Cr Bagley

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.

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

**8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Nil.

**9.0 DECLARATIONS OF INTEREST**

CEO, Nils Hay disclosed a financial interest in Item 11.5 Endorsement of CEO Application for LG Professionals Scholarship. Mr Hay is the potential beneficiary of the scholarship.

**10.0 RECOMMENDATIONS OF COMMITTEES**

**10.1 EXECUTIVE MANAGEMENT COMMITTEE MEETING HELD 30 AUGUST 2019**

**OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 10.1.1 - Resolution 19091802**

Moved: Cr Bagley      Seconded: Cr Cosgrove

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

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

**COUNCIL DECISION - ITEM 10.1.1 - Resolution 19091803**

Moved: Cr Cosgrove      Seconded: Cr Bagley

That the meeting be closed to the public at 4:38pm as a matter for discussion relates to an employee, in accordance with s5.23(2)(a) of the Local Government Act 1995.

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

**EXECUTIVE MANAGEMENT COMMITTEE RECOMMENDATION AND COUNCIL DECISION - ITEM 10.1.2 - Resolution 19091804**

Moved: Cr Bagley      Seconded: Cr Smyth

That Council endorses the amended Focus Areas and Actions for July 2019 to June 2020.

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

**COUNCIL DECISION - ITEM 10.1.1 - Resolution 19091805**

Moved: Cr Cosgrove      Seconded: Cr Newton

That the meeting be reopened to the public at 5:02pm.

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

## 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 (1.5m<sup>3</sup> and 3m<sup>3</sup>). 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 1.5m<sup>3</sup> and 3.0m<sup>3</sup> commercial-sized bins will be conducted on Fridays fortnightly

#### **OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 11.1 - Resolution 19091806**

**Moved:** Cr Cosgrove    **Seconded:** Cr Bagley

**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 <sup>3</sup> Bin Collection (Annual Charge or Pro rata)	Per bin	\$1,000.00	-	C	N
Commercial 3.0m <sup>3</sup> Bin Collection (Annual Charge or Pro rata)	Per bin	\$1,250.00	-	C	N

**With the charges taking effect as of 23 September 2019.**

**VOTING DETAILS:**

**CARRIED BY ABSOLUTE MAJORITY: 5/0**

#### 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

Cr Newton left the meeting at 5:06pm.

*Cr Newton returned to the meeting at 5:07pm.*

## 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 AND COUNCIL DECISION - ITEM 11.2 - Resolution 19091807

Moved: Cr Cosgrove Seconded: Cr Bagley

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.**

**VOTING DETAILS:**

**CARRIED BY ABSOLUTE MAJORITY: 5/0**

**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

### 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 AND COUNCIL DECISION - ITEM 11.3 - Resolution 19091808**

**Moved:** Cr Cosgrove    **Seconded:** Cr Smyth

#### **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.

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

**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:

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.

#### 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 1,214m<sup>2</sup> 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 2,428m<sup>2</sup> property.

##### **OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 11.4 - Resolution 19091809**

**Moved:** Cr Cosgrove    **Seconded:** Cr Bagley

**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).**

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

##### Attachment

Attachment 11.3 - Copy of submitted subdivision application

##### Background

Lot 8 is a 1,214m<sup>2</sup> property located on the south-western corner of the Bride & King Street intersection that contains a newly constructed residence.

Lot 9 is a 1,214m<sup>2</sup> 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**.

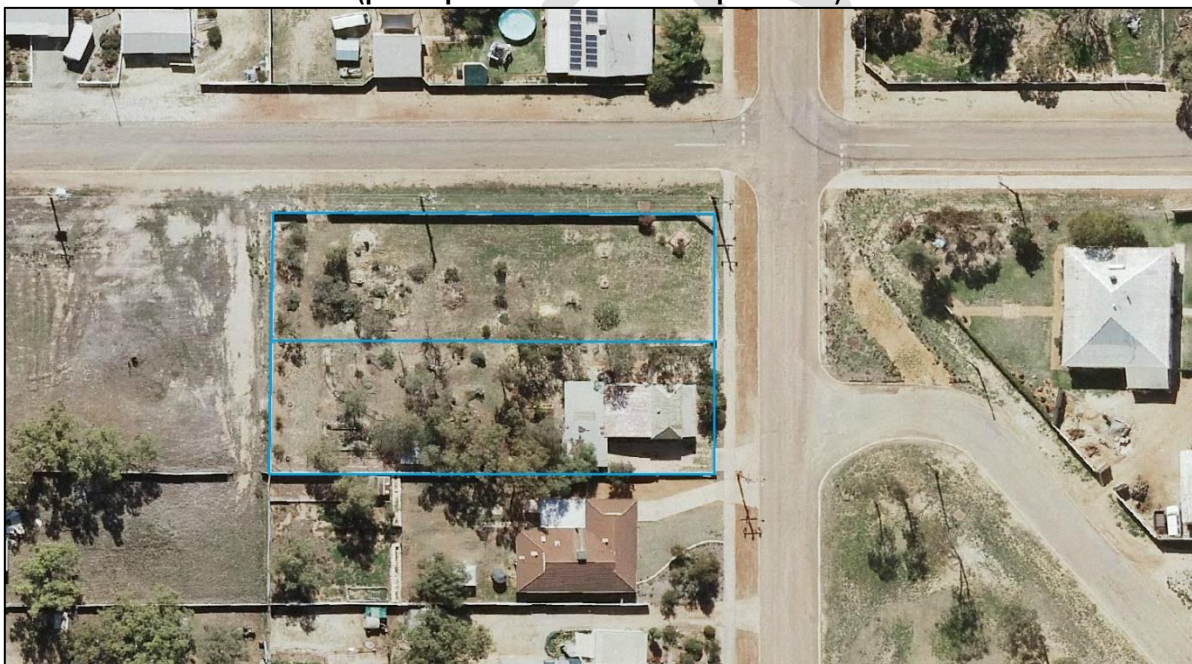
Were Council to support the application it could be made subject to recommending to the WAPC that a condition of approval be applied requiring that the applicant demolish the residence upon Lot 9 prior to the completion of the amalgamation of the lots. Thereby preventing a property being created that 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.

ATTACHMENT 11.3

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 1214m<sup>2</sup> 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, 2428m<sup>2</sup> 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

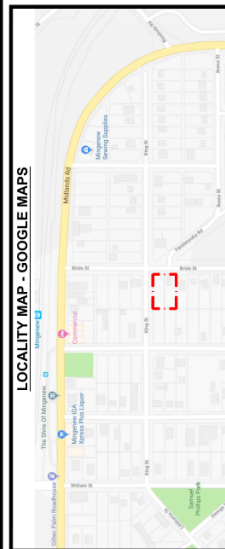
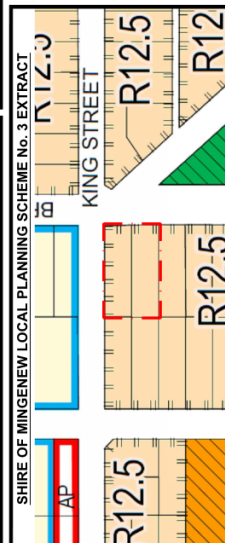
8 Anzac Terrace Geraldton WA 6530  
Telephone: (08) 9965 0550  
ABN:

PO Box 1597 Geraldton WA 6531  
Email: [info@landwest.net.au](mailto:info@landwest.net.au)  
18 492 913 035

SUBDIVISION CALCULATIONS		ACTUAL	COMPLIANT
GROSS SUBDIVISION AREA	2428m <sup>2</sup>		
PROPOSED LOT YIELD	1 Lot		
SURETY OF INVESTMENT LOCAL PLANNING SCHEME No. 3 ZONING	R 12.5		
R 12.5 MINIMUM LOT SIZE	700m <sup>2</sup>	2428m <sup>2</sup>	✓
R 12.5 AVERAGE LOT SIZE	800m <sup>2</sup>	2428m <sup>2</sup>	✓

1. All service information as provided by relevant agencies.
2. Dimensions and areas are subject to lot pre-calculation and survey.
3. The plan is prepared for planning approval from the Western Australian Planning Commission and should not be used for any other purpose. No liability will be accepted where the plan is used for purposes other than that indicated, including marketing of the proposed lots.
4. This plan is prepared using information provided by Landgate. The data extracted from Geospatial Databases is intended for informational purposes only.
5. Existing power connection to be removed when existing dwelling demolished.

- SUBJECT LAND BOUNDARY
- PROPOSED CADASTRAL
- BUILDING TO BE DEMOLISHED
- EXISTING BUILDING TO BE RETAINED
- WATER MAIN
- OVERHEAD POWER
- POWER POLE
- EXISTING POWER CONSUMER MAINS
- WESTERN POWER EXISTING PILLAR



 **LANDWEST**  
URBAN AND RURAL PLANNING CONSULTANTS

8 Anzac Terrace Geraldton WA 6530  
PO BOX 1597 Geraldton WA 6531  
Email : [info@landwest.net.au](mailto:info@landwest.net.au)  
Phone : (08) 9965 0550

TITLE:	PROPOSED AMALGAMATION LOTS 8 & 9 ON PLAN 573 BRIDE STREET MINGENOW
--------	---

CLIENT:	L & Y LINDECKER	CERTIFICATE OF TITLE(S):	DATE LAST MODIFIED:	05/07/2019	916 / 78 & 1180 / 898	SCALE: 1" = 400' @ A2	DESIGNED: JACOB	DRAWN: JACOB	PLAN	BY: APPROVED:	18180-01

### 11.5 ENDORSEMENT OF CEO APPLICATION FOR LG PROFESSIONALS SCHOLARSHIP

*CEO disclosed interest and therefore did not participate in the discussion. Council resolved endorsement of the Officer recommendation before he could leave the room.*

**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 AND COUNCIL DECISION - ITEM 11.5 - Resolution 19091810**

**Moved: Cr Bagley      Seconded: Cr Cosgrove**

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

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

#### 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

## **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.

#### **OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 12.1 - Resolution 19091811**

**Moved:** Cr Cosgrove    **Seconded:** Cr Newton

**That the Monthly Financial Report for the period 1 August 2019 to 31 August 2019 be received.**

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

#### **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.

- (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



## 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).

### **OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 12.2 - Resolution 19091812**

**Moved:** Cr Cosgrove    **Seconded:** Cr Bagley

**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.**

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

### 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

CONFIDENTIAL

**13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN/FOR CONSIDERATION AT FOLLOWING MEETING**

Nil.

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

**COUNCIL DECISION - ITEM 14.1 - Resolution 19091813**

Moved: Cr Smyth      Seconded: Cr Newton

That Council agrees to consider Late Item 14.1 Tender – RFQ 1 2019/20: 2019/20 Annual Supply, Spray and Cover Bitumen Sealing including Seal Design and Aggregate Supply.

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

**COUNCIL DECISION - ITEM 14.1 - Resolution 19091814**

Moved: Cr Smyth      Seconded: Cr Newton

That Council closes the meeting to the public at 5.11pm, in accordance with s5.23(2)(c), in order to discuss a matter relating to a contract that may be entered into.

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

**14.1 CLOSED SESSION [s5.23 (2)(c)]: TENDER – RFQ 1 2019/20: 2019/20 Annual Supply, Spray and Cover Bitumen Sealing including Seal Design and Aggregate Supply.**

**Location/Address:** Not Applicable  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** TEN018  
**Date:** 16 September 2019  
**Author:** Nils Hay, CEO  
**Authorising Officer:** Nils Hay, CEO  
**Voting Requirements:** Simple Majority

**Summary**

A request for Quotation RFQ 1 2019/20: 2019/20 Annual Supply, Spray and Cover Bitumen Sealing including Seal Design and Aggregate Supply WALGA's EQuotes Vendor Panel process (vis. The WALGA Preferred Supplier Program) to appoint a suitable Contractor for the supply of a "full contract service" for the supply and laying of bitumen and aggregate for Mingenew's 2019/20 road program.

The CEO, with advice from Greenfield Technical Services, has reviewed the submissions; the summary report is attached.

**COUNCIL DECISION - ITEM 14.1 - Resolution 19091815**

**Moved:** Cr Smyth      **Seconded:** Cr Newton

**That Council closes the meeting to the public at 5.11pm, in accordance with s5.23(2)(c), in order to discuss a matter relating to a contract that may be entered into.**

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

**OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 14.1 - Resolution 19091816**

**Moved:** Cr Newton      **Seconded:** Cr Smyth

**That Council:**

- 1. Note the attached Evaluation report (CONFIDENTIAL ATTACHMENT) 14.1.1 with respect to RFQ 1 2019/20: 2019/20 Annual Supply, Spray and Cover Bitumen Sealing including Seal Design and Aggregate Supply;**
- 2. Award the contract for RFQ 1 2018/19: 2019/20 Annual Supply, Spray and Cover Bitumen Sealing including Seal Design and Aggregate Supply to a panel comprising Colas Western Australia Pty Ltd for the sum of \$499,691,90 + GST, followed by Bitutek Pty Ltd for the sum of \$521,933.84 + GST, and delegate authority to the Chief Executive Officer to enter into suitable contracts with Colas Western Australia Pty Ltd and Bitutek Pty Ltd; and**
- 3. Delegate authority to the Chief Executive Officer to manage the Colas Western Australia Pty Ltd and Bitutek Pty Ltd contracts, including the provision of possible variations, providing the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract and that it is managed within the overall budget for the projects.**

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

**COUNCIL DECISION - ITEM 14.1 - Resolution 19091817**

**Moved: Cr Cosgrove    Seconded: Cr Newton**

**That Council reopens the meeting to the public at 5.19pm.**

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 5/0**

**Attachments**

14.1.1 Evaluation Report

14.1.2 Submissions received

**Background**

The Shire of Mingenew undertook a tender process through WALGA's Preferred Supplier Program (the WALGA's EQuotes Vendor Panel) process to appoint a suitable Contractor for the supply of a "full contract service" for the supply and laying of bitumen and aggregate for its 2019/20 road program.

All sealing works are to be completed on a "full contract basis" (with the only exception being that the Shire or a suitable contractor will prepare the surface of the roads for sealing) with the contractor to supply all materials (including binders, bitumen and aggregate), labour, plant and equipment, and traffic management. The length of the proposed contract is for the remainder of the 2019/20 financial year (to 30 June 2020). Practically though, the work is scheduled to be completed by 30 April 2019 – to both ease the acquittal process and ensure that wet weather has minimal impact upon the works.

The Request (Ref # VP160212) opened on WALGA's EQuotes system on Wednesday 4 September 2019, with tenders closing at midnight on Sunday 16 September 2019.

Four complying submissions were received by the deadline and they were reviewed by the CEO and staff from Greenfield Technical Services. The Evaluation and Recommendation Report, including the overall evaluation scores and rankings, is attached as a confidential item. Of the potential providers on the WALGA Panel for these services, all of the four companies that did bid, had the capacity to undertake the work. The companies Colas Western Australia Pty Ltd (with a score of 97%) and Bitutek Pty Ltd (95%) are recommended for appointment to a panel to supply and lay bitumen and aggregate for 2019/20, subject to them completing the normal contractual commitments to the Shire.

**Comment**

The contract provided services sought by the Shire of Mingenew is consistent to most other local governments' annual sealed road requirements and has been a regular procurement at Mingenew for many years. It is not a service that the Shire would gear up for and undertake itself.

Quoted prices are subject to rise and fall, based upon the price of bitumen.

Given that there are multiple jobs and likely multiple mobilisations, a panel appointment has been recommended to give the Shire flexibility and also potentially seek to leverage any benefits in price rise and fall, cost of provisional items, and mobilisation efficiencies - noting that Bitutek will also be returning to the Shire later this financial year to complete the sealing on the Mingenew-Mullewa Road held over from 2018/19.

**Consultation**

WALGA Preferred Supplier service  
Greenfield Technical Services

### **Statutory Environment**

The Local Government Act 1995 at Section 3.57 outlines the requirements for calling tenders for the provisions of goods or services. The Local Government (Functions and General) Regulations 1996 at clause 11 outlines when tenders have to be publicly invited, and when that requirement is exempted. One of the exemptions is where *"the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program"*.

Local Government Act 1995 at section 5.23 outlines that meetings are generally open to public, except that the council may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with for example, a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

### **Policy Implications**

The Shire's Purchasing Policy outlines how the Shire of Mingenew will deliver best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical and sustainable procedures in all purchasing activities. This Policy was used to guide this procurement process.

### **Financial Implications**

The preferred submission received is within the Shire's budget allocation for the works to be completed, e.g. at Colas' rates:

Yandanooka NE Rd: \$50,535.20+GST (against contract services budget of \$164,640)

Coalseam Rd SLK 26-28.24: \$105,004.90+GST (against a contract services budget of \$891,000)

Coalseam Rd SLK 4.15-13.66: \$348,651.50+GST (against a contract services budget of \$523,204)

It should be noted that for the above:

- Preliminary costs have been allocated to the Coalseam Road SLK4.15-13.66 job, as it is both the primary job and fully externally funded
- The scope of the Yandanooka NE R2R project has been provisionally reduced from 1.5km to 1km. This is due to the discovery of a culvert in the proposed work area which will require guardrail design and installation as part of the proposed road widening (at an estimated cost of ~\$20,000). To ensure that the tendered projects meet budgetary limits, the scope was reduced.

Following the tendering process for the civil works on this project, the scope may be increased again, utilising the rates provided in this quotation response for the seal component.

### **Strategic Implications**

Strategic Community Plan 2019-29: Strategy 1.1.1 – Provide and support cost effective transport networks.

**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**

The meeting was declared closed at 5.22pm.

**These minutes were confirmed at an Ordinary Council meeting on 16 October 2019.**

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

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

CONFIDENTIAL

**ATTACHMENT: 10.1.1**

**Minutes of the 8 October 2019 Local Emergency Management Committee Meeting**





# **MINGENEW EMERGENCY MANAGEMENT MEETING**

**MINUTES FOR MEETING TO BE HELD AT THE MINGENEW SHIRE COUNCIL CHAMBERS  
3PM MONDAY 8 OCTOBER 2019**

## **1.0 DECLARATION OF OPENING**

Meeting opened at 2:30pm.

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

### **2.1 ATTENDEES**

Nils Hay, Chief Executive Officer  
Helen Newton, Shire President  
Keith Shaw, Department of Communities (DoC)  
Samantha Adams, WALGA Roadwise  
Robert Newton, Deputy President (chair)  
Brendan Wilson, Department of Fire and Emergency Services (DFES)  
Malcom Taylor, Department of Biodiversity, Conservation and Attractions (DBCA)  
Michael Krizanek, WA Police (Mingenew)  
Sarah-Jane Grieve, Silver Chain  
Grant Eva, Cooperative Bulk Handling (CBH)  
Sarah Christie, St Johns Ambulance (Mingenew)

### **2.2 APOLOGIES**

Nadine Pulbrook, Mingenev Primary School  
Neal Boonzaaier, WA Police (Mingenew)  
Grand Fiddock, Community Emergency Services Manager (CESM)  
Cathy Macartney, St Johns Ambulance

## **3.0 OBJECTIVES**

Update of Local Emergency Management Arrangements

## **4.0 PREVIOUS MINUTES**

### **4.1 BUSINESS ARISING FROM PREVIOUS MINUTES**

#### **4.1.1 Vehicle Permitting & Road Closures**

The Shire has obtained the relevant permitting stickers to allow vehicles to pass through emergency road closures. A procedure is being drafted.

#### **4.1.2 Bankwest Building**

The Bankwest building has been inspected. The inspection report indicated that the current egress and ingress is sufficient, with clearly marked illuminated running man exit signs. It was recommended that two 4.5kg dry powder extinguishers be hung with appropriate signage at each entrance door.

## 4.2 CONFIRMATION OF MINUTES

### COMMITTEE DECISION – ITEM 4.2

**Moved:** Pr Helen Newton

**Seconded:** Brendan Wilson

**That the Minutes of the Local Emergency Management Committee of the Shire of Mingenew held 9 July 2019 be confirmed as a true and accurate record of proceedings.**

**VOTING DETAILS:**

## 5.0 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)

The LEMA has reached final draft form (attached). The process from here is:

Endorsement by the LEMC (hopefully at this meeting)

Adoption by Council

Endorsement by the District Emergency Management Committee

The LEMA is a somewhat 'live' document and will continue to be updated and improved over time, but it would be helpful to have an adopted version lodged with the DEMC this month.

We have also been working through the Recovery Plan, along with our Bushfire Response Plan, both of which will support the LEMA.

### COMMITTEE DECISION / RECOMMENDATION TO COUNCIL – ITEM 5.0

**Moved:** Pr Helen Newton

**Seconded:** Michael Krizanek

**That the Draft Shire of Mingenew Local Emergency Management Arrangements be endorsed for adoption by the Mingenew Shire Council, subject to the following amendments being made:**

- 1. The Depot Hill Bridge be added to the list of Critical Infrastructure**
- 2. Table 5 changed to show the local government and Bushfire Brigades as having a Combat role (remove reference to Department of Biodiversity, Conservation and Attractions (DBCA) from this column).**

**VOTING DETAILS:**

**CARRIED**

Brendan Wilson will present the endorsed document to the District Emergency Management Committee (DEMC) meeting on 18 October 2019, subject to Council endorsement on 16 October 2019. Brendan also advised that the document will not require a statutory review until 2024 should it be adopted, unless there are significant changes required.

## 6.0 AGENCY REPORTS

Local agencies are invited to provide a report to the meeting, should they wish to:

1. Shire of Mingenew
  - The Shire has now entered a Restricted Burning period.
  - The second round of firebreak inspections have been done and the Shire is now looking at recovery costs and fines.

## MINGENEW EMERGENCY MANAGEMENT MEETING MINUTES 23 OCTOBER 2018

- Feedback from DFES regarding eligibility of mobile cell-fire units being purchased through ESL funding has been inconsistent. The Shire is looking to advocate for support under the provision that the units are issued to personal vehicles (fire brigade members) for events and handed back afterwards. Brendan offered to advocate on the Shire's behalf by raising it with the Regional Superintendent.
- A controlled burn behind the Autumn Centre is being proposed with the Water Corporation, in conjunction with DFES.
- 2. Department of Fire and Emergency Services
  - A District Emergency Management Committee (DEMC) meeting is scheduled for 18 October 2019. Local governments are invited – please share with contacts.
- 3. Department of Communities
  - Keith highlighted the recent TransWA bus accident on Indian Ocean Drive – might be beneficial to discuss their procedures for managing such an event
- 4. Department of Biodiversity, Conservation and Attractions
  - Malcolm outlined a Blackspot mobile tower is being installed at Coalseam (Optus service carrier). This will particularly benefit the local ambulance service.
  - Sarah (St Johns) enquired if an Automated Emergency Defibrillator (AED) could be purchased and installed at Coalseam? St Johns recently received a grant from Lotterywest to subsidise the cost from \$2,000 to \$250. Local governments are not eligible to access the subsidised AEDs.
  - There was a recent choking incident requiring ambulance attendance, it was great to hear the system worked in this event
- 5. Mingenew Police
  - Neal is currently on leave
  - Michael advised that Mingenew Police recently received a new AWD vehicle
- 6. Silver Chain
  - Nil
- 7. WALGA Roadwise
  - Sam recently attended the national Road Safety Conference. One of the biggest challenges is minority of funding for roads is going to local governments but this is where the majority of roads are and frequency and seriousness of incidents (particularly in WA). Research is suggesting that reducing speeds has a significant impact on the reduction of fatalities/injuries. A great example of innovation is a lg that retrofitted a roundabout at a busy intersection for minimal cost.
  - Bert outlined that in response to the Shire's recent request to reduce the speed limit in town, Main Roads has increased the speed at the entrances to town.
- 8. CBH
  - Grant advised that CBH has been doing onsite drills regarding working at heights, confined spaces and fumigation.
  - Bert asked where the Muster Point is at CBH. Grant advised it is beside the site office - he will provide a copy of the traffic map via Erin.
- 9. St Johns Ambulance
  - Sarah advised Cathy (Community Paramedic) is currently on Annual Leave and due back 11 November. A relief has been appointed and is based in Leeman (note this could delay attendance times due to additional travel).
  - New equipment recently purchased: Computer Aided Dispatch (CAD) system and ELK mobile lifting device

### 7.0 GENERAL BUSINESS

Nil.

### 8.0 FUTURE MEETING DATE AND TIME

Next meeting to take place at: Tuesday 3 March 2020, 1pm.

### 9.0 CLOSURE

Meeting closed at 3:04pm.

**ATTACHMENT: 10.2**

**Minutes of the Bushfire Advisory Committee meeting held 10 October 2019**



## BUSHFIRE ADVISORY COMMITTEE MEETING

AGENDA FOR THE SHIRE OF MINGENEW BUSHFIRE ADVISORY COMMITTEE MEETING TO BE HELD IN THE COUNCIL CHAMBERS ON 10 OCTOBER 2019 COMMENCING AT 6PM.

### 1.0 DECLARATION OF OPENING

Murray Thomas opened the meeting at 6.10am

### 2.0 RECORD OF ATTENDANCE / APOLOGIES

#### ATTENDEES

Murray Thomas  
Daniel Michael  
Bob Bolton  
Nick Duane  
Peter Horwood  
Cr Robert Newton  
Mike Krizanek (WAPOL)  
Malcolm Taylor (DBCA)  
Nils Hay (SoM)  
Alex Pearce

#### APOLOGIES

- Anthony Smyth
- Grant Fidock
- Jon Holmes
- Neal Boonzaaier (WAPOL)
- Brendan Wilson (DFES)
- Andrew Green

### 3.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

#### 3.1 BUSHFIRE BRIGADES' AGM MEETING HELD 18 MARCH 2019

#### COMMITTEE DECISION – ITEM 3.1

Moved:                      Seconded:

That the Minutes of the Bushfire Brigades' Annual General Meeting of the Shire of Mingenew held 18 March 2019 be confirmed as a true and accurate record of proceedings.

VOTING DETAILS:      Voting to be held over to AGM

## 4.0 OFFICERS REPORTS

### 4.1 Chief Bush Fire Control Officer Report (CBFCO)

- Attended the Midwest Operations Advisory Committee meeting
  - o Move restricted burning to commence on 1 October
  - o When there are emergency services pulled over on the side of the road, the speed limit observed should be 40kph
  - o Cel-Fi Antennas were discussed
  - o Move to remake list of items that are not eligible for ESL funds; items that aren't listed as eligible will be eligible
  - o Emergency App; if you use 000 through the app it sends your location through to emergency services
  - o Defibrillator to be installed in fire vehicle/s
- Discussed Depot Hill burning with Malcolm Taylor from DBCA
  - o 40 channel 2-way numbers need to be updated (now an 80-channel list)
    - Shire to send out communications to update the list

### 4.2 Department of Fire and Emergency Services (DFES) Report

- Vicki Booth has moved on, current Acting Area Officer is Richard Ryan

### 4.3 Department of Biodiversity, Conservation and Attractions (DBCA) Report

- Depot Hill Burning
  - o Across the region, small reserves (like Depot Hill) don't receive proscribed burning
  - o Depot Hill is generally a low priority, in terms of DBCA's capacity to complete all their burning. There are also management and weed issues (following burning)
  - o DBCA will maintain tracks (where possible) and firebreaks on boundaries (and some internal) but that is typically the extent of it
    - Firebreaks should be six-metre breaks
  - o Depot Hill specifically also is (on Defence information) an area which contains some unexploded ordinance, which means that DBCA are reluctant to work of established breaks without doing work to determine where the UXO is located (which, due to cost, is unlikely)
  - o Question: What funding is available to install breaks or conduct burning?
    - It's unlikely that DBCA would give permission to do burning in the reserve
    - DBCA don't have funding available to conduct burns in the reserve
  - o Question: If there is a fire, who is in control?
    - Will depend on circumstances; it's unlikely DBCA will be first responders. This means that BFB will typically be first responders, and then it may be passed over to DBCA upon their arrival
  - o Question: What if someone seeks to self-manage?
    - The Police will treat it as arson
  - o Question: If a lightning strike ignited a fire in the reserve, could the BFB light a ring fire around it to manage that initial fire?
    - Potentially; knowing that there's a risk of UXO in there, DBCA would be constrained by how far they could go in there; which may mean falling back to the existing breaks and letting the remainder burn out.
  - o Question: Can landholders around the reserve make firebreaks along edges?
    - They can apply to do so, but can't do so on reserve land without authority (it's a convoluted and slow process)
    - Realistically, if DBCA were funding someone else to do work on their estate, funding firebreak activities wouldn't be beyond the realm of possibility
    - BFB can write to the Shire to talk to DBCA about improving the firebreak network, with DBCA to provide funding to assist with the installation of breaks
  - o There are difficulties burning in there for several reasons:

- The proscriptions are very complex (~100 pages) – regardless of the size of the burn (related to management of weeds etc. after fires and UXO)
- DBCA are open to proposals/discussions around joint works, particularly for boundary breaks
- Question: How does the river factor in?
  - Most of the river is not in the nature reserve; it runs through private land and UCL
  - On UCL DBCA has a responsibility for fire mitigation, but not fire response
  - The Shire has responsibility for the road reserve
- In general, with burning in reserves, if you know who is responsible it can make the process easier; many agencies have fewer constraints than DBCA and are more active in proscribed burning (they will often develop the proscriptions and allow others to do the burning for them)

#### **4.4 Community Emergency Services Manager (CESM) Report**

- Firebreak inspections ongoing in town; notices have been issued to non-compliance properties.

#### **4.5 Captains Reports-**

- 4.5.1 Yandanooka: had more fire attendances last year through getaways than have ever been previously experienced. May have been due to dry conditions (lack of summer rain) but it was very noticeable
- 4.5.2 Lockier: A couple of fires on Smart's during the middle of the night, and one of Michael's. SMS system only went to half of the group; this has since been rectified.
- 4.5.3 Guranu: Not present
- 4.5.4 Mingenew North: Fire at Depot Hill with Cogroves where winrow fires got away. There were also 3-4 poletop fires within a week. On the whole everyone turned up and did the job. The Western Power contractors are currently travelling through the region washing and gel-coating the poletops to try to reduce the incidence of poletop fires
- 4.5.5 Mingenew Town: Trucks running well. There was an oil leak which has been repaired.

#### **4.6 WAPOL**

- A couple of recent fires in Geraldton (buildings/house fires) but on the whole not much to report. Reminder to take note of anyone who is out of place on properties (get rego if possible) and advise police.

#### **4.7 Shire CEO Report**

1. Restricted Burning Period amended
2. Draft Bushfire Management Plan
  - a. Radio channel listing update would be helpful (request to be sent out)
3. Fire shed extension and proposal to purchase land
  - a. Noted that the Irwin fire shed is a practical design
  - b. Options to look at building new on an appropriate site in town (potentially next to Mingenew Shire Depot)
4. ESL Allocation
  - a. No luck to date with Cel-Fi units; continuing to pressure DFES
5. Controlled burn behind Autumn Centre/potential exercise
  - a. Supported to move ahead
6. Funding successful for pump trailer
7. Emergency services stickers
8. Attending DEMC meeting on 18 October
  - a. Will raise Cel-Fis and general telecoms

**5.0 GENERAL BUSINESS**

- 5.1 Do we wish to have permanent changes to restricted burning period?
- Yes. Shire to proceed to register this with State.

**5.3 COMMITTEE DECISION – ITEM 5.2**

**Motion:**

That the BFAC contact the Shire, noting that:

- There is accumulating fuel hazard at Depot Hill and that the external firebreak system is incomplete
- It is believed the hazard could be addressed by a combination of proscribed burning or upgrading the external firebreak network.

The Shire is requested to seek funding for contractors to establish or upgrade the firebreaks in line with DBCA regulations.

Moved: Daniel Michael

Seconded: Peter Horwood

**VOTING DETAILS: Unanimous**

- 5.4 Western Power's updating of landowner databases is very poor (contains previous owner details).
- Shire to contact Western Power to see if we can provide current information.
- 5.5 Reminder: Ensure everyone is on Channel 11
- Add to standard fire SMS
- 5.6 Fuel Cards feel like more hassle than what they are worth. Can we receive the funding in a different way?
- Shire to raise at DEMC
- 5.7 Question regarding ability of Brigades to close roads to traffic during fires; WAPOL usually take care of main roads, but on local roads Brigades can stop traffic (but are advised to be in uniform) until WAPOL arrive. Shire has capacity to close roads and assist with signage.
- 5.8 Noted that once someone stops traffic, they take responsibility for that traffic; outside of serious emergencies it is not advised
- 5.9 Reminder for people to ensure they have PPE and to wear it to fires.
- Malcolm Suggested reading the coronial inquest into the 2012 death of Parks Officer Wendy Barefoot which triggered some of the current Standards around PPE
  - Shire to remind people about PPE
- 5.10 Request to send out a reminder text to people to fill up their water tanks ahead of fire season
- Shire to send one out
- 5.11 Suggested that some people who see smoke wait for a text before seeking to respond; historically people used to go as soon as they saw smoke. Suggested that people should contact relevant neighbours if they are seeing smoke in their area.



## MINGENEW BUSHFIRE ADVISORY COMMITTEE MEETING AGENDA – 10 October 2019

### **6.0 TIME AND DATE OF NEXT MEETING**

Next Bush Fire Brigades' Meeting to be held on Tuesday 17 March 2020 commencing at 6pm.

### **7.0 CLOSURE**

7.37pm

**ATTACHMENT: 11.1**

**Draft Local Emergency Management Arrangements**



# **LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

**2019**

**LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Mingenew Local Emergency Management Committee (LEMC) and the Shire of Mingenew (The Shire). The Arrangements have been tabled for noting with the Mid West Gascoyne District Emergency Management Committee and State Emergency Management Committee.

\_\_\_\_\_  
Chair  
Mingenew LEMC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Endorsed by Council

\_\_\_\_\_  
Date

<Insert resolution number>

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**DISTRIBUTION**

Distribution list	
Organisation	Number of copies
Shire of Mingenew – Shire Office	1
Shire of Mingenew – Shire Library	1
LEMC Chairperson	1
LEMC Deputy Chairperson	1
WA Police – Mingenew	1
Department of Communities (Geraldton)	1
North Midlands Health Services (Three Springs)	1
St John Ambulance (Mingenew)	1
Mingenew Chief Bushfire Control Officer	1
Mingenew Deputy Chief Bushfire Control Officer	1
Mingenew Primary School	1
Department of Fire and Emergency Services (Geraldton)	1
Department of Biodiversity, Conservation & Attractions (P & W )	1
Main Roads	1
Western Power	1
Water Authority	1

### AMENDMENT RECORD

Below is an example only. Use your usual document tracking process

Number	Date	Amendment summary	Author
v.01	28/12/2018	First draft	Nils Hay
2	01/03/2019	Compliance review	Brendan Wilson
3	25/3/19	Review to identify information gaps	NH
4	8/4/19	Updated as part of LEMC Meeting	NH
5	30/6/19	Updated with additional information	NH
6	3/10/19	Addition of map, updated contacts	NH
7	9/10/19	Minor updates after endorsement at 8/0/19 LEMC	NH
8			
9			
10			
11			
12			

### GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management Guide](#).

**District:** means an area of the State that is declared to be a district under Section 2.1 *Local Government Act 1995*.

**Local Emergency Coordinator (LEC):** That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during incidents and operations.

**Local Emergency Management Committee (LEMC):** Means a committee established under Section 38 of the Emergency Management Act 2005

**Municipality:** Means the district of the local government.

**Preparedness:** Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilized and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also **comprehensive approach** in the State EM Glossary.

**Risk Register:** A register of the risks within the local government that is identified through the Community Emergency Risk Management process.

**Risk statement:** A statement identifying the hazard, element at risk and source of risk.



**Treatment options:** A range of options identified through the emergency risk management process, to select appropriate strategies which minimize the potential harm to the community.

**Vulnerability:** The degree of susceptibility and resilience of the community and environment to hazards. The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

#### GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
DOC	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

## INTRODUCTION

### COMMUNITY CONSULTATION

These arrangements have been developed in consultation with the Mingenew community and other emergency management stakeholders. This includes regular consultation at LEMC meetings and operational reviews.

### DOCUMENT AVAILABILITY

Copies of these arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire's Administration Office: 21 Victoria Street, Mingenew WA 6522
- Shire's Website: [www.mingenew.wa.gov.au](http://www.mingenew.wa.gov.au)

### AREA COVERED

The Shire of Mingenew local government area covers 1,939 square kilometers located approximately 380 kilometers North of Perth. It is bound by the Shires of Irwin (to the East), Morawa (to the West), Three Springs (to the South) and the City of Greater Geraldton (to the North). At the 2016 census, the Shire of Mingenew had a population of 455 people. Over 19.5% of the population is aged 0-15 years old, and 14.6% are aged 65 years or older. A map of the area is available at Appendix 5.

### AIM

The aim of this document is to capture Mingenew's Emergency Management policies, responsibilities, risks and resources in order to deliver effective Emergency prevention, preparation, response and recovery activities for Mingenew's community and stakeholders.

### PURPOSE

The purpose of these emergency management arrangements is to set out:

- a. the local government's policies for emergency management;
- b. the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d. a description of emergencies that are likely to occur in the local government district;
- e. strategies and priorities for emergency management in the local government district;
- f. other matters about emergency management in the local government district prescribed by the regulations; and
- g. other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the *Emergency Management Act 2005* (EM Act)).

### SCOPE

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans.

Furthermore:

- This document applies to the local government area of Mingenew, Western Australia
- This document covers areas where the Shire of Mingenew provides support to HMAs in the event of an incident;
- This document details the Shire of Mingenew's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire's responsibilities in relation to recovery management.

These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

### RELATED DOCUMENTS & ARRANGEMENTS

#### LOCAL EMERGENCY MANAGEMENT POLICIES

There are no existing local government emergency management policies.

#### EXISTING PLANS & ARRANGEMENTS

Table 1: Local plans

Document	Owner	Location	Date
Risk Register	Shire of Mingenew	Shire Office	
Evacuation Plan – Shire Administration Building	Shire of Mingenew	Shire Office	
Evacuation Plan – Shire Depot	Shire of Mingenew	Shire Office	
Evacuation Plan – Recreation Centre	Shire of Mingenew	Shire Office	
Evacuation Plan - CRC	CRC	Post Office	
Evacuation Plan – Mingenew Primary School	Mingenew Primary School	Mingenew Primary School	
Evacuation Plan – CBH	CBH	CBH Facility	

### AGREEMENTS, UNDERSTANDINGS & COMMITMENTS

Record any agreements between your local government and other local governments, organisations or industries in relation to the provision of assistance during times of need.

Table 2: Agreements, understandings and commitments

Parties to the Agreement		Summary of Agreement	Special Considerations
Shire of Three Springs	Shire of Morawa	Memorandum of Understanding for a collaborative approach to regional emergency management response and recovery	Nil
Shire of Carnamah	Shire of Perenjori		
Shire of Three Springs	Shire of Carnamah	Memorandum of Understanding regarding sharing of Emergency Management and Ranger Services officer	Nil
Shire of Mingenew	Dept. of Communities	Agreement for use of Mingenew Recreation and Sporting Centre as a welfare / evacuation centre	Nil

### SPECIAL CONSIDERATIONS

- Major influxes of tourists  
Wildflower Season – July to September
- Large public events  
Mingenew Races – Mid-March  
Mingenew Mid West Expo – September
- Seasonal Conditions  
Bushfire Season – October to March
- Other Considerations  
Harvest – October to December

### RESOURCES

Resources are captured at Appendix 3. This list of resources considers not only LEMC member agency resources but also community and commercial resources that may be available particularly in supporting welfare and recovery, not just response.

## ROLES & RESPONSIBILITIES

### LOCAL ROLES AND RESPONSIBILITIES

Table 4: Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the Shire are defined in Section 36 of <a href="#">the EM Act</a> .
Local emergency coordinator	The responsibilities of the LEC are defined in Section 36 of <a href="#">the EM Act</a> .
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG welfare liaison officer	During an evacuation where a local government facility is utilised by DOC provide advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> <li>• Ensure planning and preparation for emergencies is undertaken</li> <li>• Implement procedures that assist the community and emergency services deal with incidents</li> <li>• Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</li> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.</li> <li>• Liaise with the incident controller (provide liaison officer)</li> <li>• Participate in the ISG and provide local support</li> <li>• Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the DOC.</li> </ul>

### LEMC ROLES AND RESPONSIBILITIES

The Shire has established a Local Emergency Management Committee (LEMC) under Section 38(1) of the [EM Act](#) to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans
- providing a multi-agency forum to analyse and treat local risk
- providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities are to nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

Local role	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> <li>• Provide secretariat support including: <ul style="list-style-type: none"> <li>– Meeting agenda;</li> <li>– Minutes and action lists;</li> <li>– Correspondence;</li> <li>– Committee membership contact register;</li> </ul> </li> <li>• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: <ul style="list-style-type: none"> <li>– Annual Report;</li> <li>– Annual Business Plan;</li> <li>– Local Emergency Management Arrangements;</li> </ul> </li> <li>• Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</li> <li>• Participate as a member of sub-committees and working groups as required;</li> </ul>

#### AGENCY ROLES AND RESPONSIBILITIES

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Agency roles	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> <li>• undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.</li> <li>• control all aspects of the response to an incident.</li> </ul> <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>

Agency roles	Description of responsibilities
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the <a href="#">Emergency Management Regulations 2006</a>.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>• Appoint Hazard Management Officers [s55 Act]</li> <li>• Declare / revoke emergency situation [s 50 &amp; 53 Act]</li> <li>• Coordinate the development of the State Hazard plans for that hazard [State EM Policy Section 1.5]</li> <li>• Ensure effective transition to recovery by local government</li> </ul>
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)</p>



## MANAGING RISK

### EMERGENCY RISK MANAGEMENT

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency.

The SEMC has developed a number of tools to assist local governments to undertake risk assessments. The tools are available at [www.semc.wa.gov.au](http://www.semc.wa.gov.au)

The Shire of Mingenew is presently completing the State Risk Project – Local program. Upon the completion of these risk assessments, the risk register will be consolidated, and be available at Appendix 2 – Risk Register Schedule.

The State Risk Project – Local program is being conducted in accordance with ISO 31,000, the National Emergency Risk Assessment Guidelines (2015), the WA Emergency Risk Management Manual and WA Emergency Risk Management – Local Government Handbook (2017).

### DESCRIPTION OF EMERGENCIES LIKELY TO OCCUR

Complete the following table of emergencies that are likely to occur within the local government area. These should be derived from the local emergency risk management process.

Table 5: Description of emergencies likely to occur in local area

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Animal & Plant Biosecurity	DPIRD	DPIRD Director General	DPIRD Mid West Gascoyne, BoM, DoC, DFES, Health , LG	BFB /Shire	State Hazard Plan – Animal & Plant Biosecurity 2018	
Fire (Bush & Urban)	DBCA DFES LG	DFES	LG/BFB DBCA Geraldton Jurien Bay (in relevant reserves/ parks)	Mingenew Private owners	State Hazard Plan Fire 2018 (Interim)	
Flood	DFES	DFES	LG	SES – Morawa SES - Irwin BFB - Mingenew	State Hazard Plan Flood 2016	
Hazardous Materials Emergencies	DFES	DFES	DFES/WAP oIVFRS Dongara or VFES Morawa	BFB Mingenew Shire	State Hazard Plan – Hazardous Materials Emergencies 2018	

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Person lost or in distress (Search & Rescue response)	WAPOL	Commissioner of Police	Mingenew Police	SES – Morawa Local Volunteers	State Hazard Plan – SAR emergency 2018	
Energy Supply Disruption (includes Fuel, Gas, Electricity)	Dept. of Finance – Public Utilities Office	Coordinator of Energy	Various	DoC, DoE, Health, LG, etc.	State Hazard Plan – Energy Supply Disruption 2018	
Crash Emergency (includes Rail, Road & Air)	WAPOL	Commissioner of Police	Mingenew Police, LG	St John Ambulance Shire Main Roads	State Hazard Plan – Crash Emergency 2018	
Storm	DFES	DFES	SES - Morawa LG	SES-Morawa LG	State Hazard Plan – Storm 2016	
Collapse	DFES	DFES or other HMA if required	WAPOL Mingenev	SES-Morawa LG	State Hazard Plan – Collapse 2016	
Earthquake	DFES	DFES Commissioner	SES-Morawa WAPOL-Mingenew	SES-Morawa LG	State Emergency Management Plan for Earthquake 2016	
Heatwave	Western Australian Department of Health	State Health Coordinator (SHC)	Regional Population Health Unit	WACHS Silver Chain Shire	State Hazard Plan – Heatwave 2018	

These arrangements are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

### EMERGENCY MANAGEMENT STRATEGIES AND PRIORITIES

The Shire of Mingenev is presently undertaking the State Risk Project – Local program. As hazards and mitigation/treatment strategies are developed, these will be documented here.

Table 6: Local EM strategies and priorities

Priority	Strategy
Fire	To be developed as part of State Risk Project – Local program through H2 2019
Storm	To be developed as part of State Risk Project – Local program through H2 2019
Flooding	To be developed as part of State Risk Project – Local program through H2 2019
Plant/animal Disease	To be developed as part of State Risk Project – Local program through H2 2019
Road Crash	To be developed as part of State Risk Project – Local program through H2 2019

## COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

## INCIDENT SUPPORT GROUP (ISG)

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

## TRIGGERS FOR AN ISG

The triggers for an incident support group are defined in State EM Policy Statement 5.2.2 and State EM P Plan Section 5.1. These are;

- a. where an incident is designated as Level 2 or higher;
- b. multiple agencies need to be coordinated.

## ISG MEMBERSHIP

The Incident Support Group is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

## FREQUENCY OF MEETINGS

The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

## LOCATION OF ISG MEETINGS

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it can meet within the District.

**Location one**

Address: Shire of Mingenew Council Chambers, 21 Victoria Street, Mingenew

Name			Phone
Shire of Mingenew	CEO		0419 647 661
Shire of Mingenew	General Number		08 9928 1102

**Location two**

Address: Mingenew Recreation Centre, Recreation Centre Drive, Mingenew

Name			Phone
Shire of Mingenew	CEO		0419 647 661
Shire of Mingenew	General Number		08 9928 1102

### **MEDIA MANAGEMENT AND PUBLIC INFORMATION**

The Shire allows only the Chief Executive Officer or Shire President to speak to the media – unless express permission is given to a Shire employee by the CEO.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

### **PUBLIC WARNING SYSTEMS**

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. This section highlights local communication strategies.

### **LOCAL SYSTEMS**

The Shire utilises:

- SMS warning system (contact Shire for access)
- Community notice board (21 Victoria Street, Mingenew)
- Shire Facebook page (<https://www.facebook.com/ShireofMingenew/>)
- Website ([www.mingenew.wa.gov.au](http://www.mingenew.wa.gov.au))
- Mingenew Matters
- Public meetings

### **LOCAL MEDIA**

- Mid West Times (contact: 08 9956 1000, [advertising@geraldtonnewspapers.com.au](mailto:advertising@geraldtonnewspapers.com.au))
- ABC (contact: 08 9923 4111, webmail via [www.abc.net.au](http://www.abc.net.au))
- Other means of advising public if available

### **FINANCE ARRANGEMENTS**

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

The Chief Executive Officer should be approached immediately during an emergency event requiring resourcing by the Shire occurs to ensure the desired level of support is achieved.

## EVACUATION AND WELFARE

### EVACUATION

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the local government with the assistance of its LEMC has clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

Consideration also needs to be given to receiving evacuees from other local governments.

To assist with emergency evacuation planning SEMC has endorsed the [Western Australian Community Evacuation in Emergencies Guideline](#) which has a section on pre emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

### SPECIAL NEEDS GROUPS

						Have an evacuation plan?
						Who manages the plan?
Name	Description	Address	Contact 1	Contact 2	No People	Copy provided to the LEMC?
Mingenew Primary School	Primary School	70 Philip Street, Mingeneew	Nadine Pullbrook, Principal (08) 9928 1062		75 students 17 staff (PT & FT)	Emergency Plan provided
Mingenew Day Care	Early Childhood Centre	76 Philip Street, Mingeneew	(08) 9928 1601		9 students 2 staff	Mingenew CRC responsibility
Mingenew Playgroup (Fridays)	Early Childhood Centre	76 Philip Street, Mingeneew	(08) 9928 1601		35 adults and 44 children	Mingenew CRC responsibility
Senior accommodation	Shire/CRC – HACC clients	Cnr King & Victoria Streets,	(08) 9928 1102		8 adults in 5 units	Shire-owned buildings
Medical Centres	Silver Chain	80 Phillip St, Mingeneew	08 9928 1043		1-2 staff typically	Silver chain responsibility
Dept of Communities	DoC	201 Marine Terrace, Geraldton WA	Keith Shaw 08 9923 4444			

## ROUTES & MAPS

This section provides a map of the locality and identifies any issues and local land marks.  
(See [Appendix 5 – Map of the District](#))

## WELFARE

The Department of Communities (DOC) has the role of managing welfare. DOC may have developed a local Welfare Emergency Management Plan for your local government area.

The Department of Communities Local Emergency Welfare Plan for the Shire of Mingenew is available at Appendix 4.

## LOCAL WELFARE COORDINATOR

The Local Welfare Coordinator is appointed by the DOC District Director to

- a. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- b. Prepare, promulgate, test and maintain the Local Welfare Plans;
- c. Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- d. Establish and maintain the Local Welfare Emergency Coordination Centre;
- e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- f. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- g. Represent the department on the Incident Management Group when required

## LOCAL WELFARE LIAISON OFFICER

The Local Welfare Liaison Officer is nominated by the local government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DOC to arrive.

## REGISTER.FIND.REUNITE

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas DOC has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved DOC have reciprocal arrangements with the Red Cross to assist with the registration process.

## WELFARE CENTRES

The Shire of Mingenew will utilise the Mingenew Recreation and Sporting Centre as its default Welfare centre, this however may change, subject to the hazard and circumstances being experienced. The Local Emergency Welfare Plan is available at Appendix 4

## RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. The Shire of Mingenew Local Recovery Plan accompanies this document.

## LOCAL RECOVERY COORDINATOR

Local governments are required to nominate a local recovery coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

## EXERCISING, REVIEWING AND REPORTING

### THE AIM OF EXERCISING

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

### FREQUENCY OF EXERCISES

State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for LEMCs to exercise their arrangements on at least an annual basis.

### TYPES OF EXERCISES

Some examples of exercises types include:

- desktop/discussion;
- a phone tree recall exercise;
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- operating procedures of an Emergency Coordination Centre; or
- locating and activating resources on the Emergency Resources Register.

### REPORTING OF EXERCISES

The LEMC will report the exercise schedule to the Midwest-Gascoyne DEMC by the 1st May each year, for inclusion in the DEMC report to the Exercise Management Advisory



Group (EMAG).

Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

### REVIEW OF LEMA

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to State EM Policy Section 2.5, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly ([Refer to Appendix 6 – Contacts](#));
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

### REVIEW OF LEMC POSITIONS

The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

### REVIEW OF RESOURCES REGISTER

The Shire shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

### ANNUAL REPORTING

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC and Office of Emergency Management Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

# Appendices

## Appendix 1. Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact
Coalseam Rd Bridge	-29.162834 115.474948	Bridge over Lockier River on Coalseam Road SLK 0.41 (Bridge #3019)	Shire of Mingenew / Main Roads WA	08 9928 1102	Loss of access to sections of the community
Yarragadee Bridge	-29.078992 115.411680	Bridge over Irwin River on Mingenew-Mullewa Rd SLK 12.45 (Bridge #833)	Shire of Mingenew / Main Roads WA	08 9928 1102	Loss of access to sections of the community
TV Signal Repeater Station	-29.252489, 115.399316	Located on private property 8km SSW of Mingenew townsite	Aust. Communications & Media Authority	1300 850 115	Loss of emergency information communication source
Radio Repeater Station (WA Emergency Radio Network)	-29.164931, 115.438076	Located on private property 3km North of Mingenew townsite	DFES	08 9956 6000	Loss of emergency services communication
Telstra Exchange	-29.191747 115.443065	Telstra Exchange building and 4G mobile tower. Cnr Shenton and King Streets, Mingenew	Telstra	13 22 03	Loss of telecommunications

## Appendix 1. Critical Infrastructure

Water Corporation Infrastructure	Various locations on south side of Mingenew townsite. See Lot 11471 on Plan 215332	Water pumping and distribution infrastructure.	Water Corporation	13 13 75	Loss of potable water supply
Midlands Rd	State Route 116	State Road linking Mingenew to Dongara (West) and Three Springs (South)	Main Roads WA	138 138	Loss of access to sections of the community
Dangerous Goods Storage	-29.190411, 115.444483	Lot 11 Midlands Rd, Mingenew WA 6522; licenced storage of dangerous goods (flammable liquids, oxidizing substances, toxic substances, <del>corrosive substances, combustible liquid, LPG</del> )	Elders Mingenew	(08) 9928 2501	Potential hazard source in emergency
Dangerous Goods Storage	-29.190579, 115.445604	Lot 3, Midlands Rd, Mingenew WA 6522; licenced storage of dangerous goods (toxic substances, corrosive substances and liquids, combustible liquids, LPG, aluminium phosphide)	Smyth Agri Services Mingenew	(08) 9928 1014	Potential hazard source in emergency
Unmanned Fuel Station Fuel Storage	-29.189100 115.441346	Cnr Eleanor St and Mingenew-Morawa Road; 25,000L underground fuel tank	Great Southern Fuels, Geraldton		Potential hazard source in emergency
Palm Roadhouse	-29.190362 115.440563	46 Midlands Rd, Mingenew; 10,000L underground ULP tank, 13,500 above-ground diesel fuel tank	Palm Roadhouse, Mingenew	(08) 9928 1118	Potential hazard source in emergency

## Appendix 1. Critical Infrastructure

Greenbrook River Bridge	-29.180358 115.441954	Bridge over Green Brook (Lockier River) on Mingenew-Mullewa Rd SLK0.33 (Bridge #832A)	Shire of Mingenew / Main Roads WA	08 9928 1102	Loss of access to sections of the community
Depot Hill Bridge	-29.143735 115.349834	Bridge (culverts) over Irwin River on Depot Hill Road SLK9.97 (Bridge #5407)	Shire of Mingenew	08 9928 1102	Loss of access to sections of the community

The Shire of Mingenew Risk Register will be available upon completion of the State Risk Project – final workshop completed on 8 October 2019

## Appendix 3. Resources

Shire of Mingenew

Resources Schedule

Plant and equipment resources

Location: Mingenew Depot, Cnr Linthorne & Spring Street, Mingenew

Contact/s	Nils Hay, CEO	Mob: 0419 647 661
	Rocky Brennan, Works Manager	Mob: 0427 136 259

Item description	Number of items
Grader	2
Backhoe	1
Wheel loader	1
Semi water cart	1
Six-wheel water cart	1
Chainsaw	2
22 seater bus	1
Generators – various	

Bushfire Brigade – Details as per Combined District Directory 2019-20

BRIGADE	REGISTERED NO	PAGE NUMBER
GURANU	6273	55
LOCKIER	6383	56
MINGENEW NORTH	6416	56
MINGENEW TOWN	6417	56
YANDANOOKA	6697	57

GURANU BUSH FIRE BRIGADE (OMS 6273)

FIRE SHED	PHONES:	RADIO	POSTAL ADDRESS
		VHF 11	PO Box 78 Mingenew WA 6522

**APPLIANCES:** Farmer Response

BRIGADE PERSONNEL INFORMATION:

Rank	Name	Business	A/Hours	Mobile
Captain	Ben Cobley		9928 1011	0428 281 010
1 <sup>st</sup> Lieutenant	Gavin Elsegood		9972 8013	0428 728 013

LOCKIER BUSH FIRE BRIGADE (OMS 6383)

FIRE SHED	PHONES:	RADIO	POSTAL ADDRESS
		VHF 40	C/- Post Office Mingenew WA 6522

**APPLIANCES:** 2006 Toyota LT Reg No 1ECT827 Tanker call sign "Mingenew Lt Tanker"

BRIGADE PERSONNEL INFORMATION:

Rank	Name	Business	A/Hours	Mobile
Captain	Daniel Michael		9928 1115	0428 281 063
1 <sup>st</sup> Lieutenant	Tim Dempster		9955 8018	0458 555 803

MINGENEW NORTH BUSH FIRE BRIGADE (OMS 6416)

FIRE SHED	PHONES:	RADIO	POSTAL ADDRESS
		VHF 40	PO Box 120 Mingenew WA 6522

**APPLIANCES:** Farmer Response

BRIGADE PERSONNEL INFORMATION:

Rank	Name	Business	A/Hours	Mobile
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Captain 1 <sup>st</sup> Lieutenant	Alex Pearce Andrew Green	9927 5111	9929 1041 9927 5017	0427 291 040 0427 275 111
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MINGENEW TOWN BUSH FIRE BRIGADE (OMS 6417)

FIRE SHED	PHONES:	RADIO	POSTAL ADDRESS
Victoria St (single bay shed)		WAERN 249	PO Box 120 Mingenew WA 6522

**APPLIANCES:** 2014 Isuzu 3.4 Reg No: MI 384. Radio Callsign: “*Mingenew 3.4*”

## BRIGADE PERSONNEL INFORMATION:

Rank	Name	Business	A/Hours	Mobile
Captain	Anthony Smyth		9928 1014	0428 448 031
	Michael Beare		9928 1028	0427 281 028

YANDANOOKA BUSH FIRE BRIGADE (OMS 6697)

FIRE SHED	PHONES:	RADIO	POSTAL ADDRESS
		VHF 40	Yandanooka via Mingene WA 6522

**APPLIANCES:** Farmer Response

## BRIGADE PERSONNEL INFORMATION:

Rank	Name	Business	A/Hours	Mobile
Captain	Nick Duane		9972 6058	0429 726 058
1 <sup>st</sup> Lieutenant	Justin Bagley		9972 6043	0428 726 023

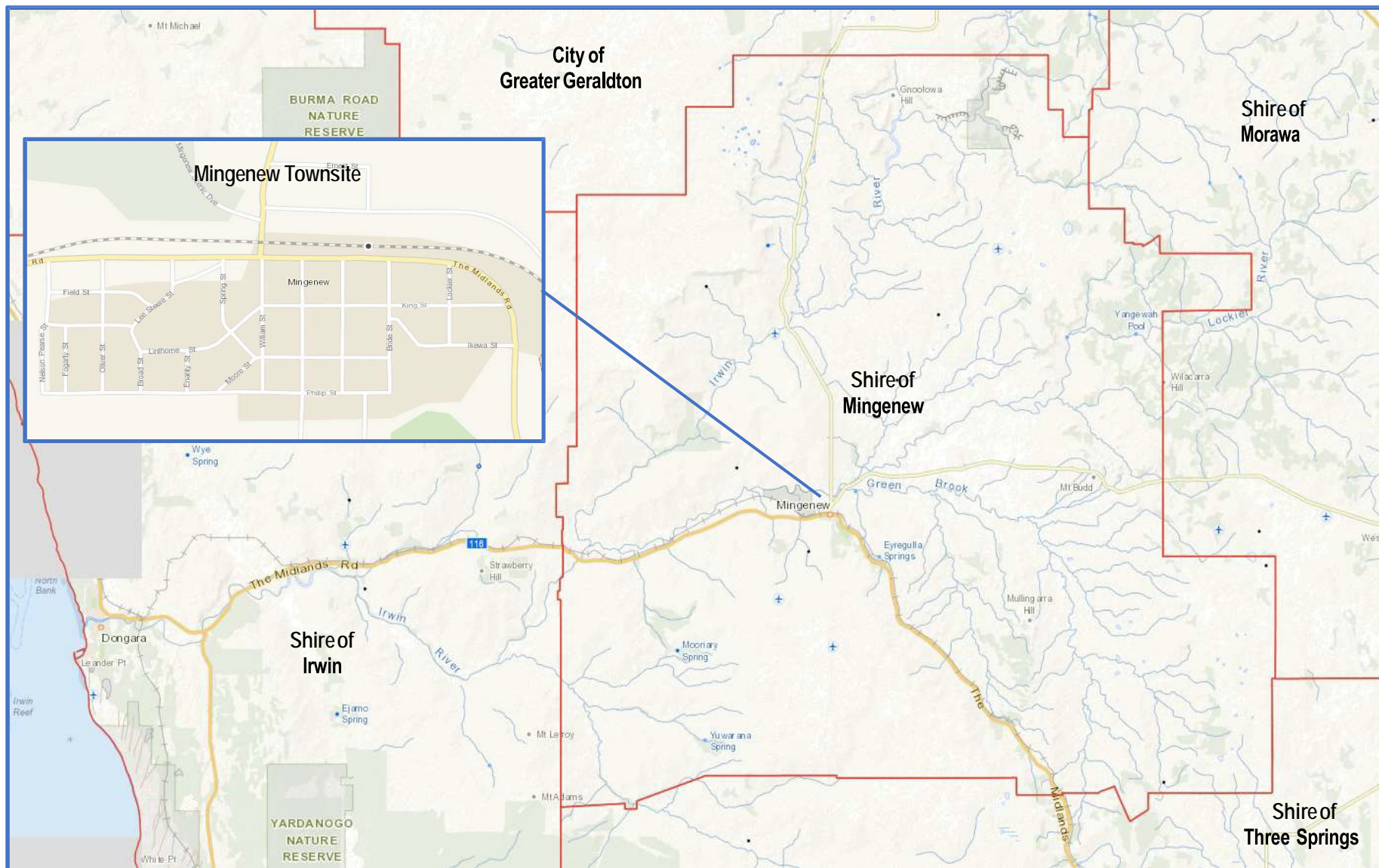
## Plant and equipment resources

[illegible]

See attached Shire of Mingenew  
Local Emergency Welfare Plan

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## Appendix 5. Map of the District



Note: When developing your contact lists also consider contacts outside the LEMC such as Pastoral Station owners who may need to be contacted during an emergency but may not sit on the LEMC.

Name	Organisation	Email Address	Mailing Address	Phone (w)	Phone (m)
Nils Hay (CEO) Local Recovery Coord	Shire of Mingenew (CEO)	<a href="mailto:ceo@mingenew.wa.gov.au">ceo@mingenew.wa.gov.au</a>	P O Box 120, Mingenew	08 9928 1102	0419 647 661
Rocky Brennan	Shire of Mingenew (Works Supervisor)	<a href="mailto:works@mingenew.wa.gov.au">works@mingenew.wa.gov.au</a>	PO Box 120, Mingenew	08 9928 1102	0427 136 259
Erin Greaves	Shire of Mingenew (Governance Officer)	<a href="mailto:governance@mingenew.wa.gov.au">governance@mingenew.wa.gov.au</a>	P O Box 120, Mingenew	08 9928 1102	
Helen Newton	Shire of Mingenew (President)	<a href="mailto:CRHNewton@mingenew.wa.gov.au">CRHNewton@mingenew.wa.gov.au</a>	P O Box 120, Mingenew	08 9928 1102	0429 688 707
Robert Newton	Shire of Mingenew (Councillor)	<a href="mailto:CRrnewton@mingenew.wa.gov.au">CRrnewton@mingenew.wa.gov.au</a>	P O Box 120, Mingenew	08 9928 1102	
Rick Ryan	DFES (A/Area Officer, Midwest)	<a href="mailto:richard.ryan@dfes.wa.gov.au">richard.ryan@dfes.wa.gov.au</a>	1 Vulcan Way, Wonthella	08 9956 6000	0427 024 126
Murray Thomas	Bushfire Brigade (CBFCO)	<a href="mailto:murraybthomas@gmail.com">murraybthomas@gmail.com</a>	P O Box 120, Mingenew	08 9928 1122	0428 281 157
Neal Boonzaaier	WA Police (OIC, Mingenew)	<a href="mailto:Neal.BOONZAAIER@police.wa.gov.au">Neal.BOONZAAIER@police.wa.gov.au</a>	8 Moore Street, Mingenew WA 6522	08 9928 1200	
Mike Raykos	Parks & Wildlife Service (DBCA)	<a href="mailto:michael.raykos@dbca.wa.gov.au">michael.raykos@dbca.wa.gov.au</a>		08 9964 0901	0419 581 101
Beverly Gardiner	Parks & Wildlife Service (DBCA)	<a href="mailto:beverly.gardiner@dbca.wa.gov.au">beverly.gardiner@dbca.wa.gov.au</a>			
Malcolm Taylor	Parks & Wildlife Service (DBCA)	<a href="mailto:malcolm.taylor@dbca.wa.gov.au">malcolm.taylor@dbca.wa.gov.au</a>			
DBCA Regional Duty Officer	Parks & Wildlife Service (DBCA)	<a href="mailto:midwest_rdo@dbca.wa.gov.au">midwest_rdo@dbca.wa.gov.au</a>			
Keith Shaw Local Welfare Coord	Dept. of Communities	<a href="mailto:keith.shaw@communities.wa.gov.au">keith.shaw@communities.wa.gov.au</a>			
Andrew Barrie	Dept. of Health	<a href="mailto:andrew.barrie@health.wa.gov.au">andrew.barrie@health.wa.gov.au</a>	Thomas Street, Three Springs	08 9954 3202	0147 164 026 (sat)
Samantha Adams	WALGA Roadwise	<a href="mailto:sadams@walga.asn.au">sadams@walga.asn.au</a>			
Anthony Smyth	Mingenew Town BFB Captain	<a href="mailto:Anthony.Smyth@landmark.com.au">Anthony.Smyth@landmark.com.au</a>	P O Box 120, Mingenew	08 9928 1014	0428 448 031
Alexander Pearse	Mingenew BFB Captain	<a href="mailto:alex@yatharagga.com">alex@yatharagga.com</a>	P O Box 120, Mingenew	08 9929 1041	0427 291 040
Benjamin Cobley	Guranu BFB Captain	<a href="mailto:cletus_au@yahoo.com">cletus_au@yahoo.com</a>	P O Box 78, Mingenew	08 9928 1011	0428 281 010
Daniel Michael	Lockier BFB Captain	<a href="mailto:dcmichael@bigpond.com.au">dcmichael@bigpond.com.au</a>	C/- Post Office, Mingenew	08 9928 1115	0428 281 063
Nick Duane	Yandanooka BFB Captain	<a href="mailto:yandyfarms@gmail.com">yandyfarms@gmail.com</a>	Yandanooka via Mingenew	08 9972 6058	0429 726 058

Name	Organisation	Email Address	Mailing Address	Phone (w)	Phone (m)
	Western Power	-			
Rob Brooks	Water Corporation	<a href="mailto:rob.brooks@watercorporation.com.au">rob.brooks@watercorporation.com.au</a>	P O Box 52, Moora	08 9651 0849	0459 802 221
Nadine Pulbrook	Mingenew Primary School	<a href="mailto:Nadine.Pulbrook@education.wa.edu.au">Nadine.Pulbrook@education.wa.edu.au</a>	70 Phillip Street, Mingenerew	08 9928 1206	
Duncan Grey	Cooperative Bulk Handling (CBH)	<a href="mailto:Duncan.Gray@cbh.com.au">Duncan.Gray@cbh.com.au</a>	PO Box 754 Geraldton WA 6530	08 9921 9499	0428 920 053
Andrea Campbell	Silver Chain	<a href="mailto:Andrea.Campbell@silverchain.org.au">Andrea.Campbell@silverchain.org.au</a>	80 Philip Street, Mingenerew, WA 6522		0418 246 610
Cathy Macartney	St John Ambulance	<a href="mailto:catherine.macartney@stjohnambulance.com.au">catherine.macartney@stjohnambulance.com.au</a>	Lot 131 Phillip Street, Mingenerew WA 6522		0418 475 124
Grant Fidock	Shires of Carnamah, Mingenerew & Three Springs	<a href="mailto:emrs@carnamah.wa.gov.au">emrs@carnamah.wa.gov.au</a>		08 9951 7010	0400 424 545
	Telstra				
	CWA				
Mark Salt	Main Roads WA (Mid West-Gascoyne)	<a href="mailto:mark.salt@mainroads.wa.gov.au">mark.salt@mainroads.wa.gov.au</a>		08 9956 1245	0429 087 838
Bev Robinson	Dongara Ambulance Sub Centre	<a href="mailto:irwinambos@westnet.com.au">irwinambos@westnet.com.au</a>		08 9927 2100	0439 352 696
Brendan Wilson	DFES - District Advisor	<a href="mailto:brendan.wilson@dfes.wa.gov.au">brendan.wilson@dfes.wa.gov.au</a>	1 Vulcan Way, Wonthella	08 9956 6014	0408 843 907
Patrick Whitehouse	Main Roads WA (Mid West-Gascoyne)	<a href="mailto:patrick.whitehouse@mainroads.wa.gov.au">patrick.whitehouse@mainroads.wa.gov.au</a>		08 9965 1221	0484 394 472
Jill Holmes	St John Ambulance (Mingenerew)	<a href="mailto:holmes.jill@hotmail.com">holmes.jill@hotmail.com</a>			
Peter Herbert	Main Roads WA (Mid West-Gascoyne)	<a href="mailto:peter.herbert@mainroads.wa.gov.au">peter.herbert@mainroads.wa.gov.au</a>		08 9956 1221	0484 394 472
Peta Church	Silver Chain Mingenerew	<a href="mailto:Peta.Church@silverchain.org.au">Peta.Church@silverchain.org.au</a>	80 Phillip St, Mingenerew WA 6522	1300 650 803	

**ATTACHMENT: 11.3**

**Bank Building Expressions of Interest**



## Expression of Interest Form – Mingenew Bank Building Lease

### Applicant Details

*Please provide some information about you and your organisation.*

Applicant name:	Mingenew Community Resource Centre Inc
Phone:	089928 1264
Email:	mingtel@wn.com.au
Address:	50 Midlands Rd
ABN (if held):	40 207 815 052

### Organisational Profile

*Describe your organisation (attach extra pages if needed):*

The Mingenew Community Resource Centre is a not for profit organisation. Our object is to provide the  
Mingenew Community with access to information technology and training, and government services access  
as well as provide essential services including the Mingenew Post Office and Mingenew Early Education &  
Care Centre. We also provide social development events and opportunities, and economic development  
services and activities to encourage support and growth of our local community.  
We strive to provide services and opportunities to local community members and community organisations  
that they wouldn't ordinarily have access to, living in remote areas.

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### Previous Relevant Experience

*Tell us about similar operations you have been involved with (attach extra pages if needed):*

The Mingenew CRC manages the local post office and the Early Education and Care centre, both vital  
services in Mingenew.

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## Expression of Interest Form – Mingenew Bank Building Lease

### Vision for Mingenew Bank building

*Please outline your vision for the building and its operations (attach extra pages if needed):*

#### Proposed use:

The Mingenew CRC would like to partner with the Mingenew Tourist and Promotion group to utilise this space as a year round accessible tourist and community information hub. Ideally this would be the new Tourist information centre and have all the tourist information available, local art, craft and products displayed for sale, including a gallery for the local painting group.

The smaller office would also give easier access to visiting services, including government departments and other businesses.

Without support from the Tourist and promotion committee, we would still like to see a year round information point with the option of promoting and selling local art, craft and products. We would also like to utilise the space for travelling shows such as the ANZAC memorial that has been travelling around the state.

The CRC has the staff to allow for the centre to be open year round and the capacity to utilise the space efficiently to the benefit to the local community.

The street frontage gives an opportunity for better access from patrons. This makes the space ideal for our pop up shop program, where local small business have the opportunity to display and sell their products.

#### Expected hours/days of operation:

9am-4pm Monday to Friday (with volunteers to open Saturday and Sunday during wildflower season if Tourist and Promotions agree to partner)

#### Anticipated employment details:

At the moment the CRC will utilise the current staff to cover operating the centre. The CRC has the capacity to employ staff if required



## Expression of Interest Form – Mingenew Bank Building Lease

### Connection to Mingenew Shire's Strategic Community Plan 2019-2029

*How does your vision support our Strategic Community Plan? (Attach extra pages if needed):*

By having a tourist and community hub that is open year round, we have the capacity to capture more value from tourism, as stated in 2.3.2 of the shire strategic plan. It will also assist in reducing volunteer burn out by reducing the number of volunteers required to be present, with staff available to fill that gap. The CRC is eager to work with the shire to ensure the shire's marketing message is continued and strengthened.

In line with 5.2 we are also striving to ensure local businesses grow through local support and have access to local banking. The CRC is striving to support small home based businesses, we provide a space for them to display and sell their products. We also provide support when needed.

### Preferred Lease Arrangements

*Tell us what your preferred lease arrangements would be (noting that this will be negotiated with the successful applicant):*

Proposed commencement date: January 2020

Proposed term: 24 months with the option to renew

Proposed rental range:





## Expression of Interest Form – Mingenew Bank Building Lease

### Applicant Details

Applicant name:	Andrea Sheldon & Sandy Jones
Phone:	0415 776 414 + 0428 651 489 respectively
Email:	info@bluedingopress.com + sandyjonesmusic@gmail.com respectively
Address:	7 Short Street, Dongara, WA 6525 (for the time-being)
ABN (if held):	35 045 724 720

### Organisational Profile

**Hinterland Collaborative** (as yet unregistered) has been in the dreaming & planning stages for a number of years. It is a husband and wife team who have both worked in the arts industries and in retail since the mid/late 1990's. We have long sought to draw our individual strengths into a collaborative creative business. Hinterland Co-lab is configured as a Studio Shop, housing a boutique art gallery book + gift shop focussed on local, Australian & eco wares and conscious consumerism; a writing/publishing office for Blue Dingo Press, and a recording studio for The Tracking Station.

The front of house **Hinterland Boutique** offers a space for locals & tourists to not only come buy pretty things, but to come together, talk to someone with a passion for art & literature, have a cup of drip coffee or tea, enjoy some art, and learn about making small changes to the way we spend our dollars in order to live a more sustainable life. The space seeks to exemplify the art of living mindfully & creatively.

**Blue Dingo Press** (registered) is Andrea's labour of love. It is currently functioning as a small publishing studio from her home office in Dongara. Blue Dingo Press was established in 2018 to circumvent the barriers and red tape of traditional publishing structures. Subversive by nature, Andrea started Blue Dingo to offer a grassroots platform for storytelling and high calibre writing that wouldn't necessarily capture the commercial interests of "gate-keeper" publishing. Blue Dingo published its first trade paperback book of poetry in November 2018. We started close to home with Andrea's own work and are excited to branch out to projects by other writers in time. The Blue Dingo Press office will serve as a creative space for Andrea to work on her own projects, to bring in other artists and writers, to offer publishing services, author visits, along with creative writing + storytelling workshops. The goal is to make Blue Dingo Press an approachable publisher, and an inviting creative space to learn new skills and sharpen old ones.

**The Tracking Station** (as yet unregistered) has been a long time coming. Sandy keeps a small recording studio at home, where he writes and records his own work. It has long been in the pipeline that we create a space to start a recording studio and offer music lessons. His goal with Tracking Station, along with his own song writing, is to draw other A/V artists to Mingenew to utilize the studio; to offer production services, music lessons, instrument services, sound tech courses, and youth workshops, and engage the community - local and nomad alike - in a podcast project focussed on oral histories. Further down the track his goal is to organize larger scale local events such as a music festival.

Under the umbrella of Hinterland Co-Lab, Blue Dingo Press and the Tracking Station plan to *collaborate* on numerous projects towards fostering community enthusiasm & creative skills, drawing other artists to visit Mingenew and eventually building on Mingenew's capacity for Arts Tourism. Andrea and Sandy, along with Blue Dingo Press' mascot, Cohen, will be local artists in residence and are excited to put their energy into joining and building a thriving creative community.



## Expression of Interest Form – Mingenew Bank Building Lease

### Previous Relevant Experience

#### **Sandy Jones – (Music Industry)**

- 1997-2003 Youth Work
  - Band Leadership for Youth Work in a religious environment
- 1998 – 2012 Musical Instrument Retail
  - Selling and repairing guitars, basses, amplifiers, audio equipment
- 2003 WAAPA
  - Contemporary Music Program
- 2002 – 2019 Live Performance
  - Performing in all contexts, managing all aspects of live performances, booking bands and performers, wedding and corporate functions etc.
  - Session work on bass and guitar for album / EP recordings
- 2001 – 2019 Home Studio
  - Hobbyist home studio, recording own and other's music.
- Music Tuition – particularly with youth
- 2013 Member of Artsource. Rented co-working creative space.

The music industry has given me a lot over the years. From the opportunity to play with some fantastic musicians, well above my pay grade as a young player, to opportunities to travel for shows, and I've been lucky enough to have spent many years without a 'day job'.

Along with these wonderful opportunities, music affords the chance to meet a huge variety of wonderful people, with many and varied gifts, and has proven a valuable tool for mental wellbeing over the years. This space is a way for me to give back, to impart some of the knowledge and experience that I've been privileged to amass, and to develop my skillset further in the production, sound design, and composition spaces.

Some of the skills & experiences I've gained in my work in the music industry:

- Growing up in a church music environment
- Youth work
- Team building
- Mental health benefits – life skills
- Festival performances
- Band management
- Pub gigs / corporate shows / weddings / event coordination / project management
- Teaching/training
- Repair services (own business / for music shops)
- WAAPA trained
- 15 years Musical Instrument retail
- Fill in performances / studio gigs





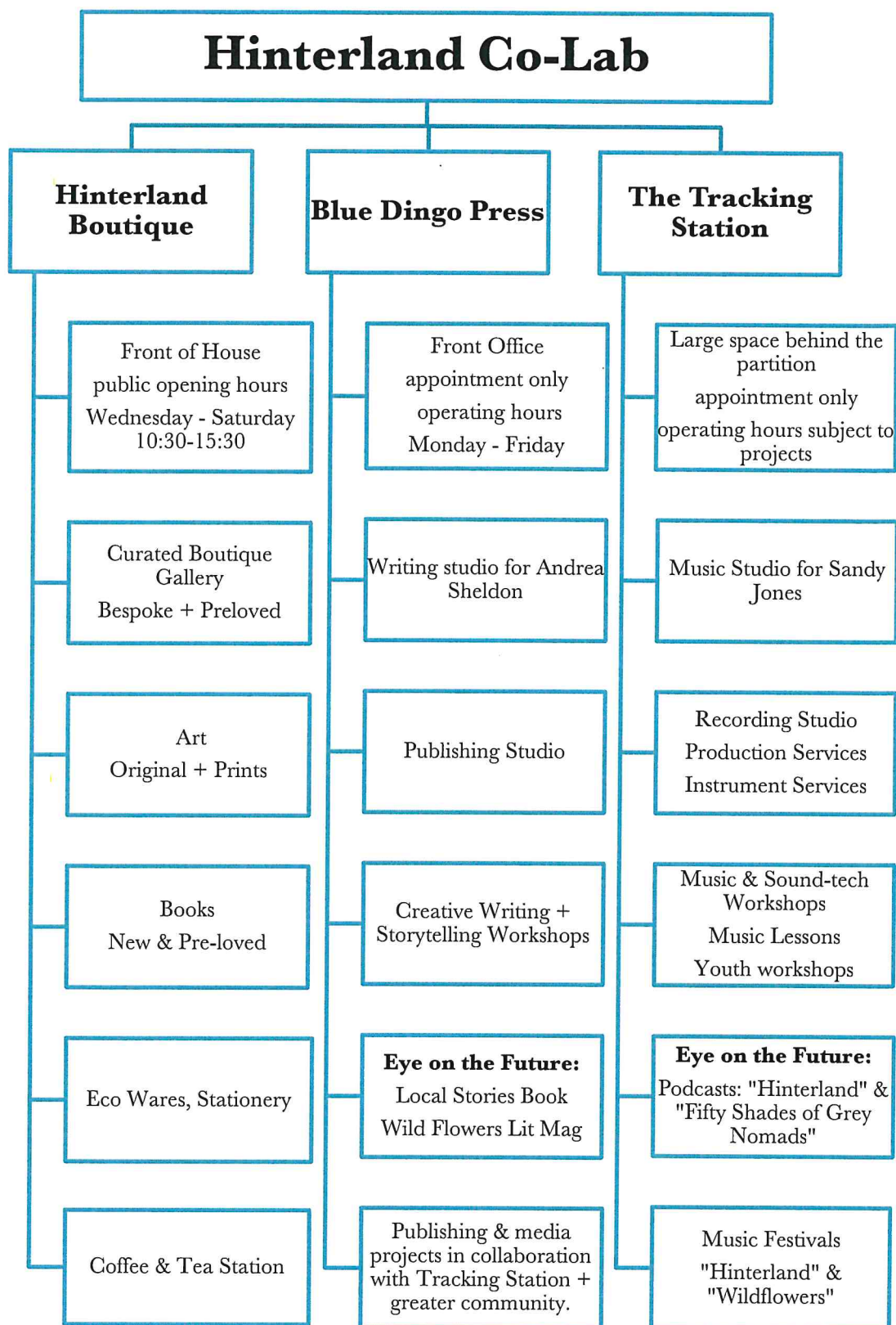
## Expression of Interest Form – Mingenew Bank Building Lease

### Previous Relevant Experience

#### **Andrea Sheldon – (Retail – Teaching – Community - Arts)**

- Teaching
  - 1993-1996 Figure Skating Instructor for children
  - 2007 – present yoga and meditation instructor
- 1992-2009 Theatre School
  - Studied with varied highly renowned Canadian and American acting coaches.
- 1994-2009 Professional Actor & Film Production
  - Regular film & television work in Canada on both Canadian & US productions.
  - Community theatre
  - Member of bilingual Theatre Troup – trained together and produced plays and other performances.
  - Writing/set design/production/directing short films with creative partner – Montreal filmmaker Brian Finlay.
- 1999 – 2012 Retail + Merchandising
  - Worked part-time at various retail shops – fashion/books/gifts.
  - Manager of Day Spa Montreal
  - Worked for Montreal handbag designer in merchandising
  - Window dressing & interior merchandising of Musical instrument shop – Concept Music, Wembley
- Volunteer
  - 2007-2009 at Native Women's Shelter of Montreal
    - Yoga and meditation for trauma
  - 2012 Raamwasa, India travelling Doctors with local Ujjain Yoga organization.
- 2001-2012 Education & Training
  - Theatre & Studio arts – Vanier College
  - Yoga & Ayurvedic Medicine – India - several visits
  - Communications & World Religions double BA – Concordia University
  - Journalism Post-Graduate Diploma – Murdoch University
- 2012-2013 Owner/Operator of Boutique Yoga Studio.
  - Teaching small – large groups
  - Yoga for kids & teens
  - Private yoga therapy
  - Small group retreats
- 2013 Member of Artsource. Rented co-working creative space.
- 1999 – Present Writer & Visual Artist
  - Short non-fiction pieces for various publications
  - Short films
  - Poetry
  - Currently writing a novel
  - Painting & print-making
- 2018 – Established Blue Dingo Press
  - Wrote & published first book – Hunter, Gatherer.

**Vision for Mingenew Bank building**





## Expression of Interest Form – Mingenew Bank Building Lease

### Vision for Mingenew Bank building

#### **Hinterland Boutique** (front of house)

*Hours of operation: Wednesday – Saturday 10:30am-3:30pm pending health & availability.*

- Books: pre-loved & new; expertly curated; new books focused on independent local & Australian writing and creative inspiration.
- Stationary + pens (sustainable materials & bespoke local)
- Bits + bobs: Eco homewares (small/ mobile ) preloved & bespoke (incl handmade shampoo + conditioner bars from St James supplyco. & pottery/ceramics)
- Art + prints (gallery style showing rotation of 6-12 curated pieces by various artists on rotation. (WA & Aussie artists) first artists to be Joni Sercombe (Perth), Amanda Humphries (Sydney), Chantelle Malone (Perth).
- Handmade silver jewelry using hand sourced & shaped Australian gems by Bandicoot Brook Designs' Ruth Jones (WA fossicker/silversmith).
- All bespoke to be Australian made & as local as possible.
- Coffee Station:
  - organic drip coffee/specialty teas
    - self-serve milks & sweetener.
  - BYO takeaway cup or purchase preloved mug/cup for keeps
  - homemade gluten free baked goods
- Possibility of small but supportive co-working space.





## Expression of Interest Form – Mingenew Bank Building Lease

### Vision for Mingenew Bank building

#### **Blue Dingo Press Office** (front office)

*Office hours Monday to Friday subject to health and availability.*

(Not generally open to public, by project or appointment only)

- Writer/artist in residence: Andrea Sheldon working 4 days a week.
- Creative Writing Workshops.
  - Storytelling
  - Creative Journaling
  - Memoir
  - Nature Poetry
  - Kids/Teen writing classes
  - Short Story
- Publishing poetry, short story collections and memoirs. Paperback + eBook.
- Eye on the Future:
  - In partnership with **The Tracking Station**
    - Recording audiobook
    - Publishing stories from Oral Histories podcasts; with special interest in Indigenous histories.
  - Wild Flowers Review literary magazine: small run hard copy & Patreon subscriptions.



## Expression of Interest Form – Mingenew Bank Building Lease

### Vision for Mingenew Bank building

#### **THE TRACKING STATION** (behind the glass)

*Recording studio consistency & hours of operation based on projects.*

- Music production
- Band recording
- Workshops
  - Podcast
  - Music technology
  - Band camp
  - Studio operations
- Podcasts
  - “Hinterland” – local oral histories.
  - “50 Shades of Grey Nomads” – meet the non-locals
- Instrument lessons
- Instrument servicing
- Composition space
- Impulse response project – capturing acoustic ambience of places in the mid-west.
- Planning live music performances in the area.
  - Regular shows
  - Open mic
- Eye on the Future in the Mid-West
  - Music festival(s)
    - “Wild Flowers” Women in Music extending wildflower season (pre or post)
    - “Hinterland Festival” Regional Music Festival late summer/early autumn



## Expression of Interest Form – Mingeneu Bank Building Lease

### Connection to Mingeneu Shire's Strategic Community Plan 2019-2029

*How does your vision support our Strategic Community Plan? (Attach extra pages if needed):*

Our goal is to promote community well-being and vitality through arts engagement.

Our ideologies align with the Mingeneu Shire's Strategic Community Plan on many points. As we are a new business, one of our goals is to structure how we work alongside said plan. Below are some points that stand out for us.

- Profit for Purpose
- Community focused
- Attracting various creative artists to the area (which by extension increases – however incrementally - tourism & consumers. Bring in arts & culture to engage with community.
- Partnerships with regional organizations
  - ie. North Midlands Project
- Creating new opportunities in Arts & Culture
- Potential for co-working space
- Innovative approach to communications & technology and local community engagement.
- Promotion of history and identity through podcasts and publishing
- Goal of increasing structured tourism through season extending events
  - ie. Music Festivals outside of or extending wildflower season
- An extra place in town to grab a cuppa and have a yarn
- Safe and inclusive place to belong and share artistic endeavours and grow confidence

### **Further notes on our application for the Bank Building**

- Community engagement: We would like to have discussions and establish some expectations on what type / how often we run community programs from the building. We want the Shire to be happy that there is some tangible community betterment from our occupying the space.
- Profit for Purpose: Following on from the previous point, we do not expect this venture to be a charity or community organization, but eventually one that makes a profit. However, we aim to be community minded and to serve the community by being profitable. A friend of mine operates his business under the principle of 'Profit for Purpose', and it's an approach I greatly admire, and that will be our business case for this venture. We aim to enrich the community by our presence, as opposed to getting rich from the community.
- Timescale of operations: Shop opening hours are subject to availability and health status. We are moving into a new home in town which will require work, at the same time as preparing the bank building for our business operations, all without the support of independently deep pockets, it may take a little time for it all to come together.
- Regarding Health Status Mentions; Andrea has been chronically ill for a number of years with a complex mix of conditions. We have made some major advancements in the past year regarding new diagnoses and treatment and she has made great strides in her healing and wellness management. We all feel she is ready for this project. But there may be days that she must be in Perth for appointments, and others when she may be feeling too unwell to be present + engaged for several hours at a time. Our goal is to make this project as sustainable for her health as possible while still offering a high quality of service within the community. We're happy to discuss details to elucidate on the matter if need be.
- We would need to discuss any implications of a space making noise (The Tracking Station), for example, between certain hours, obviously we need to consider businesses and residents in the area. I don't expect high volumes for extended periods, just the opposite in fact, but it will come up at some point.



## Expression of Interest Form – Mingenew Bank Building Lease

### The Nuts & Bolts

#### Expected hours/days of operation:

Monday – Saturday varied. Dependent on project use, availability, need & health.

- Hinterland Boutique: Wednesday – Saturday 10:30-3:30
  - Blue Dingo Press: in office Monday – Friday (health + availability dependent)
  - The Tracking Station: As per project or event.
- 

#### Anticipated employment details:

- No plans as employer in the immediate future.
  - Possibility of inclusive space for showcasing local art on walls – dependent on curated theme / month.
  - Possibility next year of employing shop staff.
  - Providing skillsets to further employment in the arts & entertainment.
  - Goal of providing project & event dependent employment. (Short term contract based work)
- 

#### Preferred Lease Arrangements

##### Proposed commencement date:

We'd like to get the keys earlier (November or asap) for prep. To open for business February 2020.

##### Proposed term:

Long Term. 2 Year initially.

##### Proposed rental range:

\$4000-\$8000 P/A + Free workshops & training for Mingenew locals.\*

- In recognition of the reduced rental rates, we can afford to offer a broader range of free community workshops. This is an agreement we can come to for the benefit of all.
- We're happy to renegotiate terms after twelve months of business.
- We would like to postpone rental rates until doors open for business (February) if possible, as we are moving house, renovating, setting up Hinterland Co-Lab simultaneously.

**ATTACHMENT: 12.1**

**Financial Report for the Period Ended 30 September 2019**

**SHIRE OF MINGENEW**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 30 September 2019**

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

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# MONTHLY FINANCIAL REPORT

## FOR THE PERIOD ENDED 30 SEPTEMBER 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

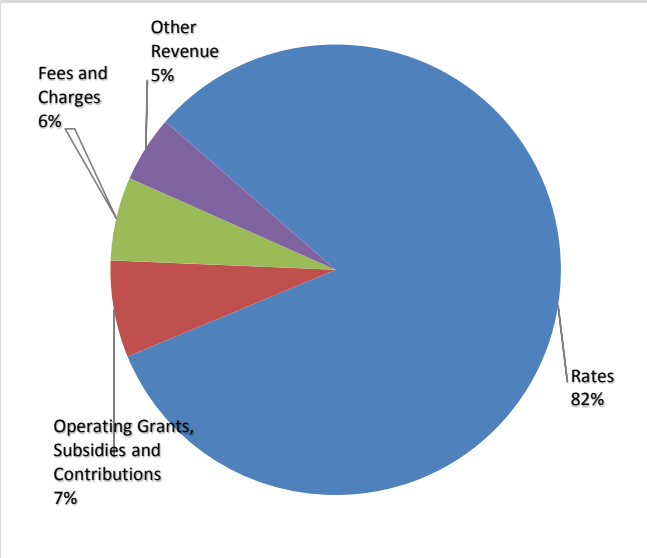
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

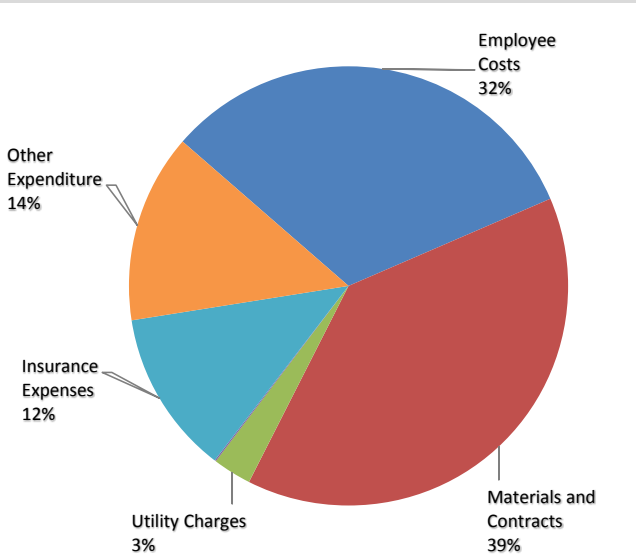
All figures shown in this statement are rounded to the nearest dollar.



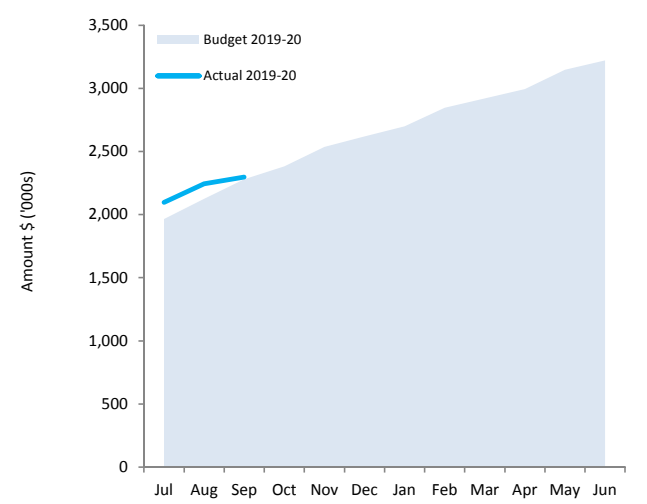
OPERATING REVENUE



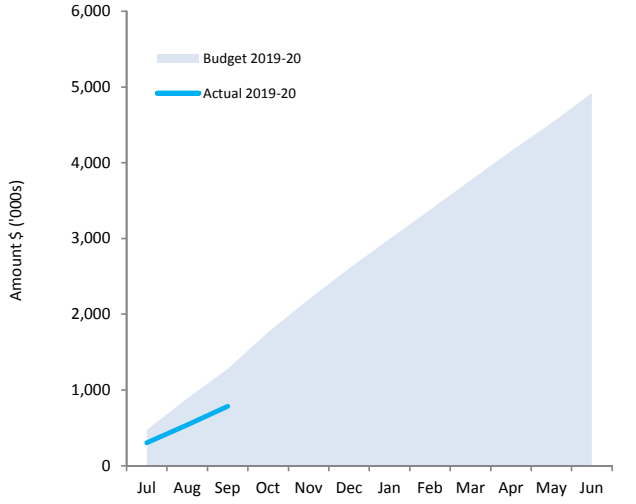
OPERATING EXPENSES



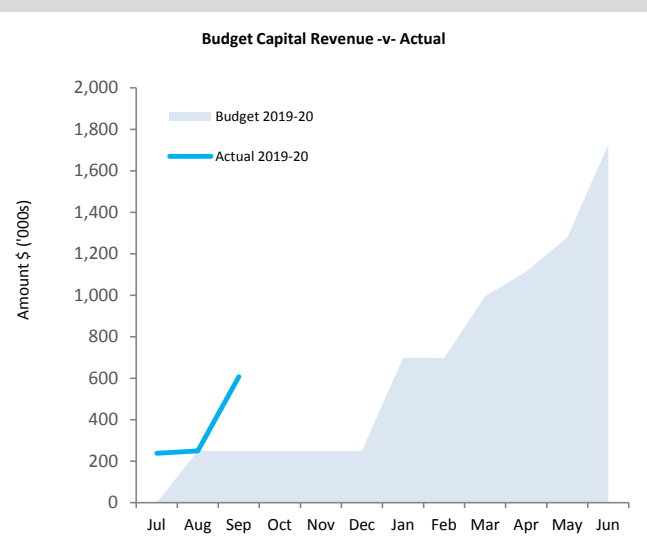
Budget Operating Revenues -v- Actual



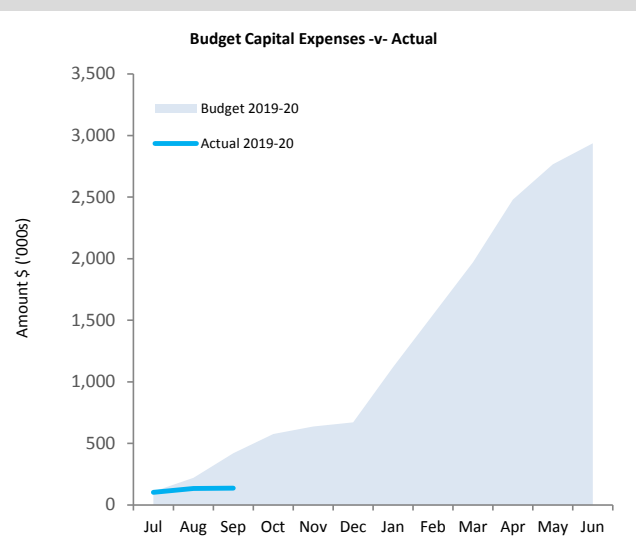
Budget Operating Expenses -v- YTD Actual



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 30 SEPTEMBER 2019

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

	ACTIVITIES
<b>GOVERNANCE</b> 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.
<b>GENERAL PURPOSE FUNDING</b> To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b> To provide services to help ensure a safer community.	Fire prevention, animal control and safety.
<b>HEALTH</b> To provide services to help ensure a safer community.	Food quality, pest control and inspections.
<b>EDUCATION AND WELFARE</b> To meet the needs of the community in these areas.	Includes education programs, youth based activities, care of families, the aged and disabled.
<b>HOUSING</b> Provide housing services required by the community and for staff.	Maintenance of staff, aged and rental housing.
<b>COMMUNITY AMENITIES</b> 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.
<b>RECREATION AND CULTURE</b> 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.
<b>TRANSPORT</b> 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.
<b>ECONOMIC SERVICES</b> To help promote the Shire and improve its economic wellbeing.	The regulation and provision of tourism, area promotion, building control and noxious weeds.
<b>OTHER PROPERTY AND SERVICES</b> 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 30 SEPTEMBER 2019**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	1,206,732	1,206,732	<b>1,203,957</b>	(2,775)	(0.23%)	
<b>Revenue from operating activities</b>							
Governance		17,449	6,327	<b>17,348</b>	11,021	174.19%	▲
General Purpose Funding - Rates	6	1,884,633	1,884,633	<b>1,884,721</b>	88	0.00%	
General Purpose Funding - Other		344,050	88,227	<b>87,433</b>	(794)	(0.90%)	
Law, Order and Public Safety		23,618	938	<b>567</b>	(371)	(39.55%)	
Health		371	93	<b>0</b>	(93)	(100.00%)	
Education and Welfare		1,755	530	<b>219</b>	(311)	(58.68%)	
Housing		103,035	25,759	<b>20,925</b>	(4,834)	(18.77%)	
Community Amenities		78,337	19,584	<b>69,570</b>	49,986	255.24%	▲
Recreation and Culture		38,335	13,570	<b>34,229</b>	20,659	152.24%	▲
Transport		656,375	221,969	<b>167,069</b>	(54,900)	(24.73%)	▼
Economic Services		9,945	2,486	<b>1,644</b>	(842)	(33.87%)	
Other Property and Services		63,326	15,831	<b>14,380</b>	(1,451)	(9.17%)	
		<b>3,221,229</b>	<b>2,279,947</b>	<b>2,298,105</b>	18,158		
<b>Expenditure from operating activities</b>							
Governance		(256,852)	(100,281)	<b>(106,846)</b>	(6,565)	(6.55%)	
General Purpose Funding		(90,742)	(21,660)	<b>(16,998)</b>	4,662	21.52%	▲
Law, Order and Public Safety		(155,559)	(41,277)	<b>(29,922)</b>	11,355	27.51%	▲
Health		(113,300)	(28,448)	<b>(35,909)</b>	(7,461)	(26.23%)	
Education and Welfare		(69,532)	(16,772)	<b>(5,678)</b>	11,094	66.15%	▲
Housing		(184,228)	(51,285)	<b>(29,159)</b>	22,126	43.14%	▲
Community Amenities		(272,077)	(68,299)	<b>(37,141)</b>	31,158	45.62%	▲
Recreation and Culture		(1,167,970)	(285,763)	<b>(148,602)</b>	137,161	48.00%	▲
Transport		(2,181,553)	(545,973)	<b>(284,057)</b>	261,916	47.97%	▲
Economic Services		(369,934)	(93,611)	<b>(96,443)</b>	(2,832)	(3.03%)	
Other Property and Services		(59,649)	(25,442)	<b>7,721</b>	33,163	130.35%	▲
		<b>(4,921,396)</b>	<b>(1,278,811)</b>	<b>(783,034)</b>	495,777		
Non-cash amounts excluded from operating activities	1(a)	1,838,261	460,065	<b>9,158</b>	(450,907)	(98.01%)	▼
<b>Amount attributable to operating activities</b>		<b>138,094</b>	<b>1,461,201</b>	<b>1,524,229</b>	63,028		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12(b)	1,725,016	249,314	<b>607,087</b>	357,773	143.50%	▲
Proceeds from disposal of assets	7	43,000	5,000	<b>0</b>	(5,000)	(100.00%)	
Purchase of property, plant and equipment	8	(2,937,405)	(421,075)	<b>(136,508)</b>	284,568	67.58%	▲
<b>Amount attributable to investing activities</b>		<b>(1,169,389)</b>	<b>(166,761)</b>	<b>470,579</b>	637,341		
<b>Financing Activities</b>							
Transfer from Reserves	10	35,000	0	<b>0</b>	0	0.00%	
Repayment of Debentures	9	(158,164)	(39,541)	<b>0</b>	39,541	(100.00%)	
Transfer to Reserves	10	(52,273)	(2,465)	<b>0</b>	2,465	(100.00%)	
<b>Amount attributable to financing activities</b>		<b>(175,437)</b>	<b>(42,006)</b>	<b>0</b>	42,006		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>(0)</b>	<b>2,459,166</b>	<b>3,198,766</b>	<b>739,600</b>		

**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 30 SEPTEMBER 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 30 SEPTEMBER 2019**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	1,206,732	1,206,732	<b>1,203,957</b>	(2,775)	(0.23%)	
<b>Revenue from operating activities</b>							
Rates	6	1,884,633	1,884,633	<b>1,884,721</b>	88	0.00%	
Operating grants, subsidies and contributions	12(a)	416,677	158,316	<b>159,427</b>	1,111	0.70%	
Fees and charges		249,008	69,770	<b>137,106</b>	67,336	96.51%	▲
Interest earnings		55,110	13,778	<b>8,536</b>	(5,242)	(38.05%)	
Other revenue		603,800	150,952	<b>108,315</b>	(42,637)	(28.25%)	
Profit on disposal of assets	7	12,000	2,500	<b>0</b>	(2,500)	(100.00%)	
		<b>3,221,228</b>	<b>2,279,949</b>	<b>2,298,105</b>	18,156		▲
<b>Expenditure from operating activities</b>							
Employee costs		(1,116,088)	(281,379)	<b>(251,477)</b>	29,902	10.63%	▲
Materials and contracts		(1,055,756)	(287,609)	<b>(305,180)</b>	(17,571)	(6.11%)	
Utility charges		(124,697)	(31,156)	<b>(22,235)</b>	8,921	28.63%	▲
Depreciation on non-current assets		(1,850,261)	(462,565)	<b>0</b>	462,565	100.00%	▲
Interest expenses		(15,819)	(3,955)	<b>(765)</b>	3,190	80.66%	▲
Insurance expenses		(121,123)	(60,111)	<b>(94,589)</b>	(34,478)	(57.36%)	
Other expenditure		(637,651)	(152,038)	<b>(108,788)</b>	43,250	28.45%	▲
		<b>(4,921,395)</b>	<b>(1,278,813)</b>	<b>(783,034)</b>	495,779		▲
Non-cash amounts excluded from operating activities	1(a)	1,838,261	460,065	<b>9,158</b>	(450,907)	(98.01%)	
<b>Amount attributable to operating activities</b>		<b>138,094</b>	<b>1,461,201</b>	<b>1,524,229</b>	63,028		▲
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	12(b)	1,725,016	249,314	<b>607,087</b>	357,773	143.50%	▲
Proceeds from disposal of assets	7	43,000	5,000	<b>0</b>	(5,000)	(100.00%)	
Payments for property, plant and equipment	8	(2,937,405)	(421,075)	<b>(136,508)</b>	284,568	(67.58%)	▲
<b>Amount attributable to investing activities</b>		<b>(1,169,389)</b>	<b>(166,761)</b>	<b>470,579</b>	637,341		▲
<b>Financing Activities</b>							
Transfer from reserves	10	35,000	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(158,164)	(39,541)	<b>0</b>	39,541	(100.00%)	▲
Transfer to reserves	10	(52,273)	(2,465)	<b>0</b>	2,465	(100.00%)	▲
<b>Amount attributable to financing activities</b>		<b>(175,437)</b>	<b>(42,006)</b>	<b>0</b>	42,006		▲
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>(0)</b>	<b>2,459,166</b>	<b>3,198,766</b>	<b>739,600</b>		

**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)
<b>Non-cash items excluded from operating activities</b>	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(12,000)	(2,500)	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	462,565	0
<b>Total non-cash items excluded from operating activities</b>	<b>1,838,261</b>	<b>460,065</b>	<b>9,158</b>

(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 30 Sep 2018	Year to Date 30 Sep 2019
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10 (308,491)	(308,491)	(408,823)	(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
<b>Total adjustments to net current assets</b>	<b>(54,760)</b>	<b>(54,760)</b>	<b>(119,425)</b>	<b>(36,496)</b>

(c) Net current assets used in the Statement of Financial Activity

Current assets					
Cash and cash equivalents	2	1,488,357	1,488,357	1,925,753	2,970,246
Rates receivables	3	30,715	30,715	1,598,775	471,530
Receivables	3	291,996	286,725	132,607	98,261
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)	(124,602)	(54,734)
Borrowings	9	(158,166)	(158,166)	(115,473)	(158,166)
Contract liabilities	11	0	0		(7,106)
Provisions	11	(135,960)	(135,960)	(214,319)	(125,163)
Less: Total adjustments to net current assets	1(c)	(54,760)	(54,760)	(119,425)	(36,496)
Closing Funding Surplus / (Deficit)		1,206,732	1,203,957	3,126,775	3,198,766

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
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Cash on Hand	Cash and cash equivalents	100	0	0	100			Nil On Hand
<b>At call deposits</b>								
Municipal Funds	Cash and cash equivalents	2,514,656	0	0	2,514,656	NAB	1%,1.95%, 0%	Cheque A/C
Trust Bank Account	Cash and cash equivalents	0	0	13,524	13,524	NAB	1.00%	Cheque A/C
<b>Term Deposits</b>								
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
<b>Total</b>		<b>2,514,756</b>	<b>455,490</b>	<b>13,524</b>	<b>2,983,769</b>			
<b>Comprising</b>								
Cash and cash equivalents		2,514,756	455,490	13,524	2,983,769			
Financial assets at amortised cost		0	0	0	0			
		<b>2,514,756</b>	<b>455,490</b>	<b>13,524</b>	<b>2,983,769</b>			

**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.



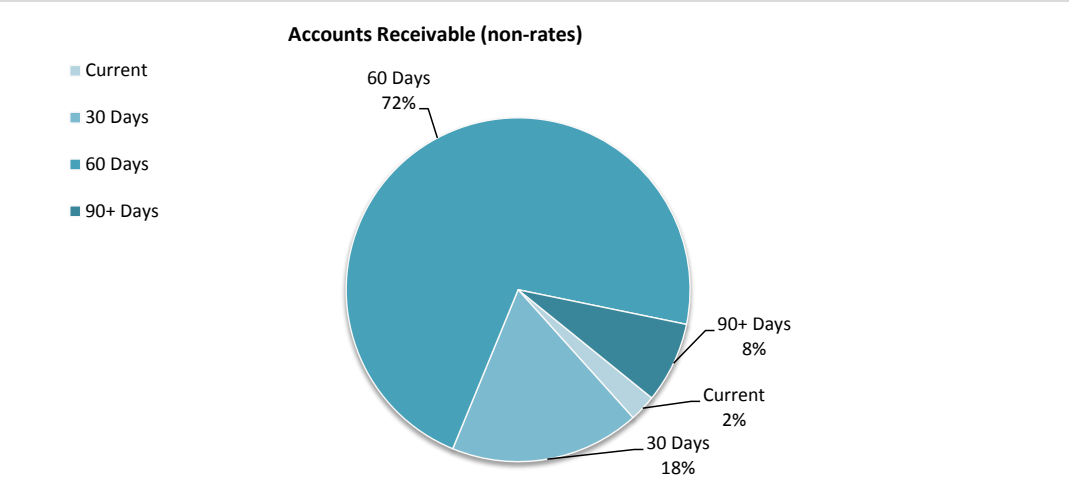
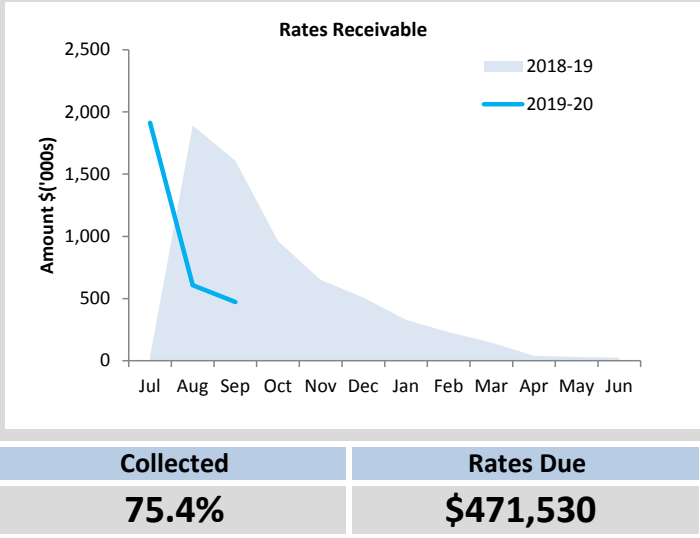
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2019

OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Rates Receivable	30 Jun 2019	30 Sep 19
	\$	\$
Opening Arrears Previous Years	44,775	30,715
Levied this year	1,857,448	1,884,721
Less - Collections to date	(1,871,508)	(1,443,906)
Equals Current Outstanding	30,715	471,530
<b>Net Rates Collectable</b>	<b>30,715</b>	<b>471,530</b>
% Collected	98.4%	75.4%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(1,813)	2,368	16,757	67,603	7,137	92,052
Percentage	-2%	2.6%	18.2%	73.4%	7.8%	
<b>Balance per Trial Balance</b>						
Sundry receivable						92,052
GST receivable						11,330
Allowance for impairment of receivables						(5,121)
<b>Total Receivables General Outstanding</b>						<b>98,261</b>
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.



<b>Debtors Due</b>
<b>\$98,261</b>
<b>Over 30 Days</b>
<b>99%</b>
<b>Over 90 Days</b>
<b>7.8%</b>



Other Current Assets	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 30 September 2019
	\$	\$	\$	\$
<b>Prepayments</b>				
Prepayments	18,937	0	18,937	0
<b>Amounts shown above include GST (where applicable)</b>				

#### 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.

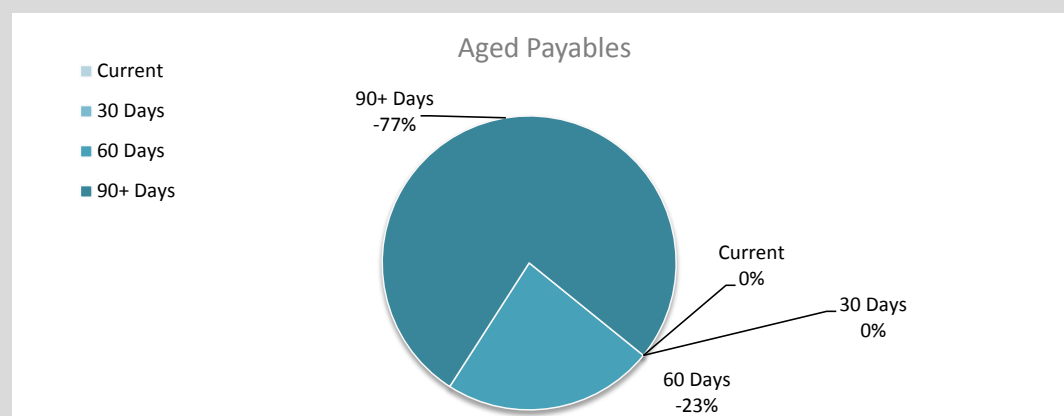
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2019**

**OPERATING ACTIVITIES  
NOTE 5  
Payables**

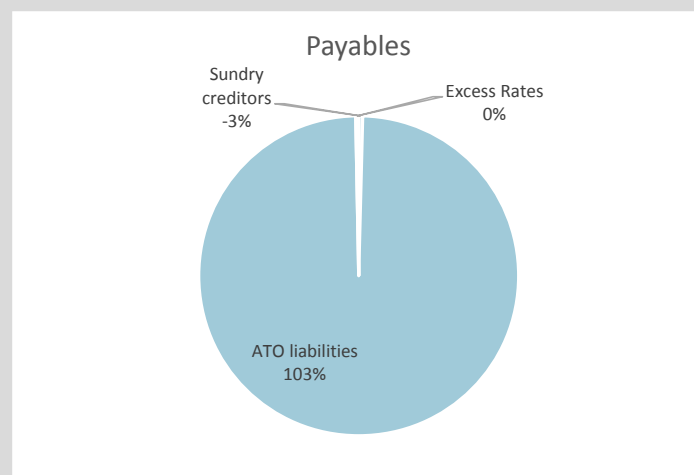
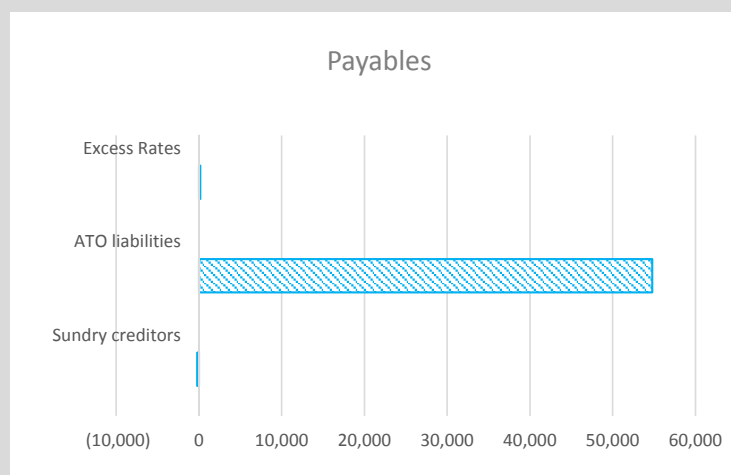
Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	0	0	(50)	(165)	(215)
Percentage	0%	0%	0%	23.3%	76.7%	
<b>Balance per Trial Balance</b>						
Sundry creditors						(215)
ATO liabilities						54,780
Excess Rates						165
<b>Total Payables General Outstanding</b>						<b>54,730</b>
<b>Amounts shown above include GST (where applicable)</b>						

**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.

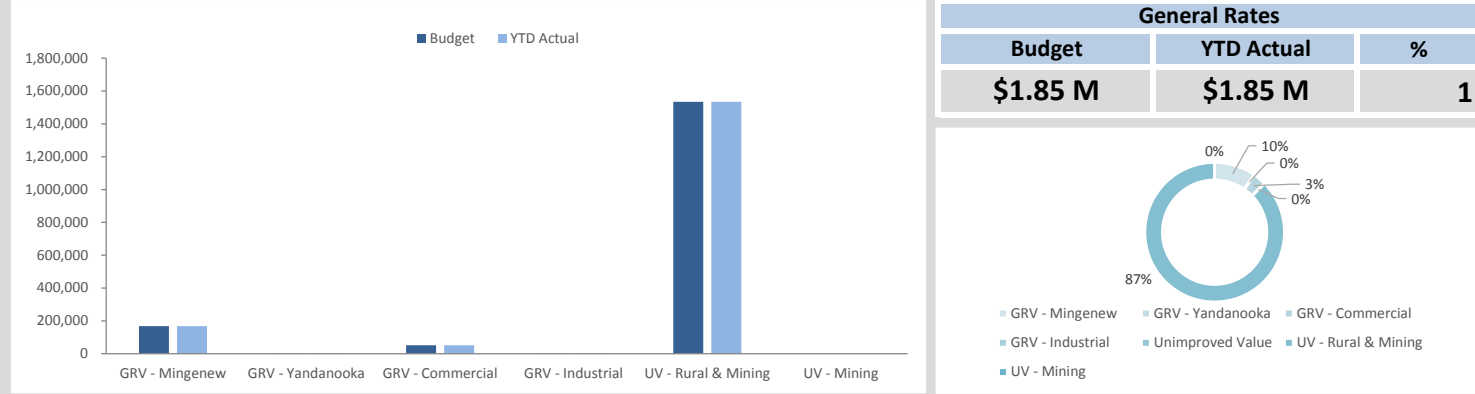


<b>Creditors Due</b>
<b>\$54,730</b>
<b>Over 30 Days</b>
<b>100%</b>
<b>Over 90 Days</b>
<b>76.7%</b>



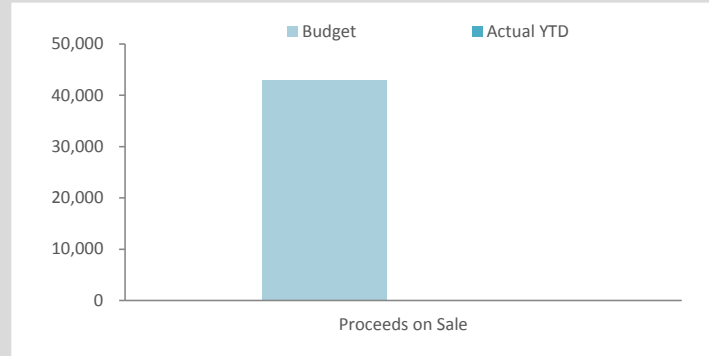
General Rate Revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
<b>Gross Rental Value</b>											
GRV - Mingenew	0.150280	127	1,120,756	168,423	0	0	168,423	168,424	97	0	168,521
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
<b>Unimproved Value</b>											
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
<b>Sub-Total</b>		<b>258</b>	<b>120,285,752</b>	<b>1,758,673</b>	<b>0</b>	<b>0</b>	<b>1,758,673</b>	<b>1,758,674</b>	<b>97</b>	<b>0</b>	<b>1,758,771</b>
<b>Minimum Payment</b>	<b>Minimum \$</b>										
<b>Gross Rental Value</b>											
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
<b>Unimproved Value</b>											
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
<b>Sub-Total</b>		<b>110</b>	<b>738,914</b>	<b>88,729</b>	<b>0</b>	<b>0</b>	<b>88,729</b>	<b>88,729</b>	<b>0</b>	<b>0</b>	<b>88,729</b>
Concession							(1,035)				(1,043)
<b>Amount from General Rates</b>							<b>1,846,367</b>				<b>1,846,457</b>
Ex-Gratia Rates							38,266				38,264
<b>Total General Rates</b>							<b>1,884,633</b>				<b>1,884,721</b>

**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)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Governance</b>								
909	Finance Manager Vehicle	21,000	23,000	2,000	0		0	0	0
	<b>Recreation and culture</b>								
0560	Ride on Mower	10,000	20,000	10,000	0		0	0	0
		<b>31,000</b>	<b>43,000</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
\$43,000	\$0	0%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2019**

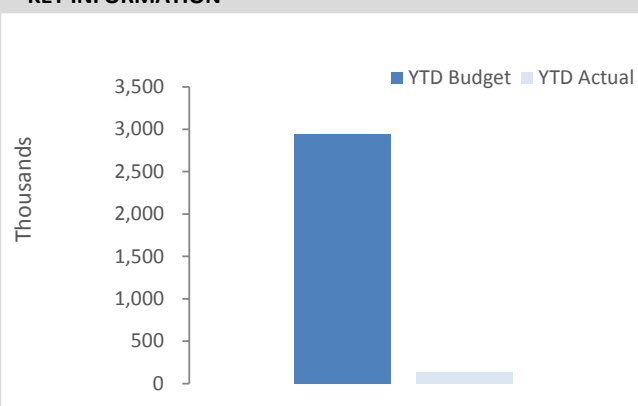
**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	20,000	10,000	0	(10,000)
Plant and equipment	134,000	80,000	16,025	(63,975)
Infrastructure - Roads	2,588,605	331,075	119,097	(211,978)
Infrastructure - Bridges	147,000	0	0	0
Infrastructure - Recreation Areas	7,800	0	0	0
Infrastructure - Other	40,000	0	1,385	1,385
<b>Capital Expenditure Totals</b>	<b>2,937,405</b>	<b>421,075</b>	<b>136,508</b>	<b>(284,568)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,725,016	249,314	607,087	357,773
Other (Disposals & C/Fwd)	43,000	5,000	0	(5,000)
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	166,761	(470,579)	(637,341)
<b>Capital Funding Total</b>	<b>2,937,405</b>	<b>421,075</b>	<b>136,508</b>	<b>(284,568)</b>

**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
	<b>\$2.94 M</b>	<b>\$0.14 M</b>	<b>5%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.73 M</b>	<b>\$0.61 M</b>	<b>35%</b>

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
<b>Capital Expenditure</b>					
<b>Buildings - specialised</b>					
0070	Old Railway Station	20,000	10,000	0	(10,000)
<b>Buildings - specialised Total</b>		<b>20,000</b>	<b>10,000</b>	<b>0</b>	<b>(10,000)</b>
<b>Plant and equipment</b>					
A102	Finance Manager Vehicle	38,000	0	0	0
PE002	Water Tanker	60,000	60,000	0	(60,000)
PE001	Traffic Counters	16,000	0	16,025	16,025
0176	Ride on Mower	20,000	20,000	0	(20,000)
<b>Plant and equipment Total</b>		<b>134,000</b>	<b>80,000</b>	<b>16,025</b>	<b>(63,975)</b>
<b>Infrastructure - Roads</b>					
0001	Roadworks Construction - Own Resources (Gravel Sheeting)	295,301	73,825	0	(73,825)
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	257,250	90,714	(166,536)
1213	RRG - Coalseam Road - Widen & Realign	450,000	0	0	0
C001	RRG - Coalseam Road - Stage 2	441,000	0	20,157	20,157
<b>Infrastructure - Roads Total</b>		<b>2,588,605</b>	<b>331,075</b>	<b>119,097</b>	<b>(211,978)</b>
<b>Infrastructure - Bridges</b>					
1227	Yarragadee Bridge	47,000	0	0	0
1229	Lockier River Bridge	100,000	0	0	0
<b>Infrastructure - Bridges Total</b>		<b>147,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Recreation Areas</b>					
I001	Hockey Goals	7,800	0	0	0
<b>Infrastructure - Recreation Areas Total</b>		<b>7,800</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Other</b>					
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	1,385	1,385
<b>Infrastructure - Other Total</b>		<b>40,000</b>	<b>0</b>	<b>1,385</b>	<b>1,385</b>
<b>Grand Total</b>		<b>2,937,405</b>	<b>421,075</b>	<b>136,508</b>	<b>(284,568)</b>

Repayments - Borrowings

Information on Borrowings Particulars	1 July 2019	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Education and welfare</b>									
Loan 137 - Senior Citizens Building	66,645	0	0	0	21,685	66,645	44,960	0	2,500
<b>Housing</b>									
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
<b>Recreation and culture</b>									
Loan 138 - Pavilion Fitout	63,980	0	0	0	20,817	63,980	43,163	0	2,300
<b>Transport</b>									
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
<b>Total</b>	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.

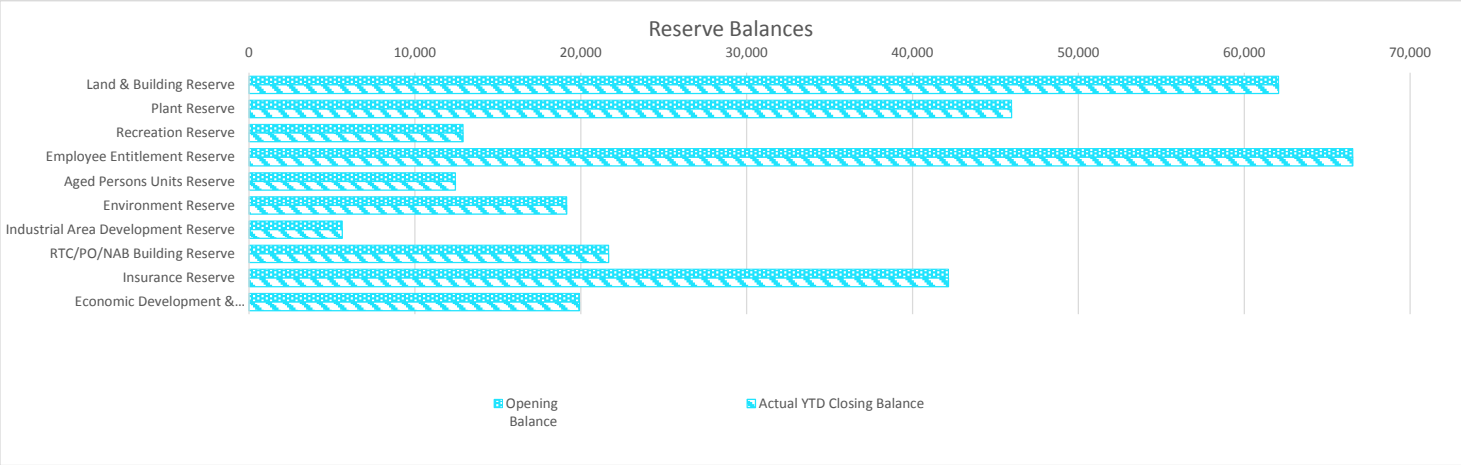
**Borrowings**

Principal Repayments	\$0
Interest Earned	\$8,536
Interest Expense	\$0
Reserves Bal	\$.31 M
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 30 September 2019
		\$	\$	\$	\$
<b>Provisions</b>					
Annual leave		74,656	0	0	74,656
Long service leave		61,304	0	(10,797)	50,507
<b>Contract Liabilities</b>					
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 30 SEPTEMBER 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
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating Grants and Subsidies</b>											
<b>General purpose funding</b>											
Grants Commission - General	0	0	0	0	0	149,189	37,297	149,189	0	149,189	37,489
Grants Commission - Roads	0	0	0	0	0	146,361	36,590	146,361	0	146,361	38,971
<b>Law, order, public safety</b>											
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
<b>Education and welfare</b>											
Seniors Week Community Grant	0	0	0	0	0	1,000	0	1,000	0	1,000	0
<b>Community amenities</b>											
Department of Communities - Thank a Volunteer	0	0	0	0	0	2,000	500	2,000	0	2,000	0
<b>Transport</b>											
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	152,387	398,918	0	398,918	154,887
<b>Operating Contributions</b>											
<b>Governance</b>											
Reimbursements	0	0	0	0	0	3,000	750	3,000	0	3,000	0
Sundry Income	0	0	0	0	0	9,859	4,929	9,859	0	9,859	0
<b>Housing</b>											
Reimbursements	0	0	0	0	0	0	0	0	0	0	447
Reimbursements	0	0	0	0	0	0	0	0	0	0	209
<b>Recreation and culture</b>											
Contributions	0	0	0	0	0	3,900	0	3,900	0	3,900	0
<b>Economic services</b>											
DrumMuster	0	0	0	0	0	1,000	250	1,000	0	1,000	0
<b>Other property and services</b>											
Reimbursements	0	0	0	0	0	0	0	0	0	0	1,951
Expenses Recovered (Income)	0	0	0	0	0	0	0	0	0	0	1,250
Reimbursements	0	0	0	0	0	0	0	0	0	0	683
	0	0	0	0	0	17,759	5,929	17,759	0	17,759	4,540
<b>TOTALS</b>	0	0	0	0	0	416,677	158,316	416,677	0	416,677	159,427

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 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)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-Operating Grants and Subsidies</b>											
<b>General purpose funding</b>											
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
<b>Transport</b>											
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	(60,476)	107,693	107,693	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	357,773
<b>Economic services</b>											
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
	<b>317,724</b>	<b>0</b>	<b>(60,476)</b>	<b>257,248</b>	<b>257,248</b>	<b>1,725,016</b>	<b>249,314</b>	<b>1,725,016</b>	<b>0</b>	<b>1,725,016</b>	<b>607,087</b>
<b>Total Non-operating grants, subsidies and contributions</b>	<b>317,724</b>	<b>0</b>	<b>(60,476)</b>	<b>257,248</b>	<b>257,248</b>	<b>1,725,016</b>	<b>249,314</b>	<b>1,725,016</b>	<b>0</b>	<b>1,725,016</b>	<b>607,087</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 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 30 Sep 2019
	\$	\$	\$	\$
Councillor Nomination Fees	160	240	(80)	320
BCITF Levy	1,249	0	0	1,249
BRB Levy	636	57	(635)	57
Autumn Committee	974	0	0	974
Community Bus	3,045	0	(1,685)	1,360
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	(390)	140
Outdoor Camera Bond	350	0	(350)	0
Other Bonds	200	0	0	200
Rates Incentive Prizes	100	0	(100)	0
Tree Planter - LCDC	88	0	(88)	0
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	(50)	0
NBN Rental	0	1,240	0	1,240
	<b>15,365</b>	<b>1,537</b>	<b>(3,378)</b>	<b>13,524</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 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
	\$	%			
<b>Revenue from operating activities</b>					
Governance	11,021	174.19%	▲	Permanent	Paid Parental Leave scheme
Community Amenities	49,986	255.24%	▲	Timing	Annual refuse charges invoiced with rate notices in July
Recreation and Culture	20,659	152.24%	▲	Timing	Annual club leases raised earlier than anticipated
Transport	(54,900)	(24.73%)	▼	Timing	Less Department of Transport transactions than anticipated
<b>Expenditure from operating activities</b>					
General Purpose Funding	4,662	21.52%	▲	Timing	Administration costs allocated less than anticipated
Law, Order and Public Safety	11,355	27.51%	▲	Timing	Depreciation not raised due to finalisation of the 18/19 financial year
Education and Welfare	11,094	66.15%	▲	Timing	Depreciation not raised due to finalisation of the 18/19 financial year; Less maintenance on Autumn Centre building than anticipated
Housing	22,126	43.14%	▲	Timing	Depreciation not raised due to finalisation of the 18/19 financial year; Less maintenance on houses than anticipated
Community Amenities	31,158	45.62%	▲	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	137,161	48.00%	▲	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	261,916	47.97%	▲	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
Other Property and Services	33,163	130.35%	▲	Timing	Depreciation not raised due to finalisation of the 18/19 financial year; Timing of vehicle insurance and workers compensation payment; Timing of annual RAMM subscription; Timing of fuel purchases; Quarterly FBT payment
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	357,773	143.50%	▲	Timing	Received MRWA Regional Road Group Grants earlier than anticipated
Capital Acquisitions	284,568	67.58%	▲	Timing	Timing of capital road works

**ATTACHMENT: 12.2**

**List of Payments for the Period Ended 30 September 2019**

## List of Payments - September 2019

EFT/CHQ	Date	Name	Invoice Description	Amount	
5531	25/09/2019	SYNERGY	Rec Centre Power Account, Rec Centre Building, Main Oval, Hockey Oval, Race Track and Gardens	2,163.06	
8625	10/09/2019	SYNERGY	Shire of Mingenew - Street Lights	2,677.35	4,840.41
BPAY0919	30/09/2019	NATIONAL AUSTRALIA BANK	BPAY Fees September 2019	14.60	
DD9025.1	01/09/2019	WA SUPER	Payroll deductions	2,047.35	
DD9025.2	01/09/2019	Australian Super	Superannuation contributions	675.01	
DD9025.3	01/09/2019	LGIA Super	Payroll deductions	201.92	
DD9025.4	01/09/2019	Australlian Super	Superannuation contributions	209.16	
DD9025.5	01/09/2019	Ifof Portfolio Service Superannuation Fund	Superannuation contributions	90.58	
DD9025.6	01/09/2019	MLC SUPER FUND	Superannuation contributions	163.90	
DD9025.7	01/09/2019	Sun Super	Superannuation contributions	750.00	
DD9025.8	01/09/2019	Host Plus Superannuation Fund	Superannuation contributions	209.16	
DD9025.9	01/09/2019	PRIME SUPER	Superannuation contributions	274.04	
DD9034.1	05/09/2019	Motorpass	Fuel Purchases August 2019	14,691.40	
DD9050.1	15/09/2019	WA SUPER	Payroll deductions	2,173.06	
DD9050.10	15/09/2019	PRIME SUPER	Superannuation contributions	274.04	
DD9050.2	15/09/2019	Australian Super	Superannuation contributions	675.01	
DD9050.3	15/09/2019	LGIA Super	Payroll deductions	201.92	
DD9050.4	15/09/2019	Australlian Super	Superannuation contributions	208.56	
DD9050.5	15/09/2019	Ifof Portfolio Service Superannuation Fund	Superannuation contributions	116.46	
DD9050.6	15/09/2019	ANZ Smart Choice Super	Superannuation contributions	102.10	
DD9050.7	15/09/2019	MLC SUPER FUND	Superannuation contributions	192.59	
DD9050.8	15/09/2019	Sun Super	Superannuation contributions	750.00	
DD9050.9	15/09/2019	Host Plus Superannuation Fund	Superannuation contributions	209.16	
DD9058.1	29/09/2019	WA SUPER	Payroll deductions	2,230.67	
DD9058.10	29/09/2019	PRIME SUPER	Superannuation contributions	274.04	
DD9058.2	29/09/2019	Australian Super	Superannuation contributions	675.01	
DD9058.3	29/09/2019	LGIA Super	Payroll deductions	201.92	
DD9058.4	29/09/2019	Australlian Super	Superannuation contributions	209.16	
DD9058.5	29/09/2019	Ifof Portfolio Service Superannuation Fund	Superannuation contributions	116.46	
DD9058.6	29/09/2019	ANZ Smart Choice Super	Superannuation contributions	76.89	
DD9058.7	29/09/2019	MLC SUPER FUND	Superannuation contributions	192.59	
DD9058.8	29/09/2019	Sun Super	Superannuation contributions	750.00	
DD9058.9	29/09/2019	Host Plus Superannuation Fund	Superannuation contributions	209.16	29,151.32
DOT020919	04/09/2019	DEPARTMENT OF TRANSPORT	DOT Licencing Transaction: 02/09/2019	526.90	

DOT030919	05/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 03/09/2019	1,399.90	
DOT040919	06/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 04/09/2019	103.10	
DOT050919	09/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 05/09/2019	947.15	
DOT060919	10/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 06/09/2019	662.65	
DOT090919	11/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 09/09/2019	821.30	
DOT110919	13/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 11/09/2019	977.20	
DOT120919	16/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 12/09/2019	280.45	
DOT130919	17/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 13/09/19	67.40	
DOT160919	18/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 16/09/2019	438.95	
DOT180919	20/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 18/09/2019	923.15	
DOT190919	23/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 19/09/2019	295.45	
DOT200918	25/09/2019	DEPARTMENT OF TRANSPORT	Licesning Transactions: 20/09/2019	940.25	
DOT200919	24/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 20/09/2019	216.90	
DOT230919	25/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 23/09/2019	2,835.80	
DOT240919	26/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 24/09/2019	143.10	
DOT250919	27/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 25/09/2019	2,156.15	
DOT290819	02/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 29/08/2019	441.65	
DOT300819	03/09/2019	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 30/08/2019	1,048.10	15,225.55
EFT12871	10/09/2019	RMS Regional Media Specialists	Advertising Fee - Television Advertising August 2019 - GWN, 7Mate, 7Two	6,660.50	
EFT12872	10/09/2019	AMPAC	Commissions and Costs to AMPAC for the month of August	253.00	
EFT12873	10/09/2019	ABCO PRODUCTS	Shire of Mingenew Office Cleaning Products	2,654.24	
EFT12874	10/09/2019	ATOM SUPPLY	Fire Brigade PPE - First Aid Kit, Glove Mechanic Large, XL, 2XL	2,160.41	
EFT12875	10/09/2019	BUNNINGS Group Limited	Shower Heads, Round Head Bolts, Cupboard Lock, Spinkler Heads and Door Locks	636.76	
EFT12876	10/09/2019	BOC GASES	Oxygen, Dissolved Acetylene, Argoshield Universal, Cellamix	47.78	
EFT12877	10/09/2019	Butler Settineri	Fee in relation to Audit of Grant Acquittal - WA Country Health	880.00	
EFT12878	10/09/2019	BULLIVANTS PTY LTD	Onsite inspection of lifting, tagging of height safety equipment	851.93	
EFT12879	10/09/2019	BREEZE CONNECT PTY LTD	Phone System Charges September 2019	232.00	
EFT12880	10/09/2019	Courier Australia	Delivery of Five Star and Abco Products	279.08	
EFT12881	10/09/2019	CATWEST	Emulsion	3,696.00	
EFT12882	10/09/2019	Payroll deductions	Payroll deductions	657.00	
EFT12883	10/09/2019	DONGARA DRILLING & ELECTRICAL	Dismantle sign, rewire, tidy up and install LED lights	4,534.82	
EFT12884	10/09/2019	Department Of Fire And Emergency Services	2019/2019 ESL, Emergency Services Levy 2019/2020	30,488.00	
EFT12885	10/09/2019	EXTERIA	3 x Bin Posts and Dog Bag Dispensers and Delivery	3,592.60	
EFT12886	10/09/2019	GREENFIELD TECHNICAL SERVICES	Professional services for RRG Funding Submissions	2,750.00	
EFT12887	10/09/2019	Geraldton Independent Building Supplies	Building supplies	2,975.92	
EFT12888	10/09/2019	HOME MASTER	Call out clean for public toilets	60.00	



EFT12889	10/09/2019	KARL MONAGHAN PHOTOGRAPHY	Update plaque for Pr Michelle Bagley and Correct spelling mistake on Councillor group photo	65.00
EFT12890	10/09/2019	LO-GO APPOINTMENTS	Contracting services - Aug 19	4,511.06
EFT12891	10/09/2019	LATERAL ASPECT	300 x Stubbie Holders	948.75
EFT12892	10/09/2019	Payroll deductions	Payroll deductions	20.50
EFT12893	10/09/2019	Shire Of Mingenew	Payroll deductions	100.00
EFT12894	10/09/2019	Mingenew Tourist & Promotions	Community Assistance Grant 2019 - Round 1 - Heritage Walk Trail	8,640.00
EFT12895	10/09/2019	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Professional Service provided by Dr Rosie Stroud	6,750.00
EFT12896	10/09/2019	MIDWEST LOCK & SAFE	Restricted Key Cut for Counting Room at Turf Bar	25.00
EFT12897	10/09/2019	MINGENew BAKERY	Bakery Account August 2019	267.40
EFT12898	10/09/2019	Mach 1 Auto One	3T H/D Trolley Jack and 20L D20 S/B Degreaser	481.15
EFT12899	10/09/2019	Officeworks	Aqua To Go Water, PK50 Marbig A4 Sheet Protectors	263.72
EFT12900	10/09/2019	LANDMARK	Fusilade Forte, Metsulfuron, Deluge 1000 Wetter	502.74
EFT12901	10/09/2019	SEASIDE SIGNS	5 x No Smoking Signs and 3 x Smoking Area Signs	308.00
EFT12902	10/09/2019	SMYTH AGRI SERVICES	Barm Manni Plex Iron Liquid 20L	134.20
EFT12903	10/09/2019	Telstra Corporation	Telstra Account Aug 19, Office Telstra Account Aug 19, Councillors Ipads Aug 19, Fire Officer Mobile Aug 19	1,764.91
EFT12904	10/09/2019	Think Water Geraldton	PVC Slip Fix Joiner (25mm, 50mm, 80mm), PVC Coupling (25mm, 50mm, 80mm), Priming Fluid and PVC Solvent	240.90
EFT12905	10/09/2019	Walga	Registration for attendance at 2019 WALGA Conference - Nils Hay	5,900.00
EFT12906	10/09/2019	WESTRAC PTY LTD	Repairs to 12M Grader	2,436.14
EFT12907	10/09/2019	Winc	Office Chairs - 4 x Metro II MB Chair with Arm and 5 x Metro II 24/7 MB Chair with Base	4,550.29
EFT12908	11/09/2019	TRAINWEST	BSB20115 Certificate II Business - Assessment Fee - Jasmine Simpson	600.00
EFT12909	12/09/2019	Australian Taxation Office	August 2019 BAS	7,152.00
EFT12910	18/09/2019	Anthony Smyth	REFUND OF NOMINATION DEPOSIT	80.00
EFT12911	25/09/2019	Councillor fees	Councillor Sitting Fees - Sept 2019	941.00
EFT12912	25/09/2019	AUSTRALIA POST	August 2019 Postage Fees	83.93
EFT12913	25/09/2019	ATOM SUPPLY	Out of Service and Information Tags	95.72
EFT12914	25/09/2019	BUNNINGS Group Limited	Silicone, Caulking Gun and Hose Fit Connector	252.27
EFT12915	25/09/2019	Courier Australia	Freight Costs - Sunny Signs, ABCO, WINC and RFDS	174.36
EFT12916	25/09/2019	Councillor fees	Councillor Sitting Fees - Sept 2019	941.00
EFT12917	25/09/2019	DK & CK CONTRACTING	Professional Services Provided, Completion of Fuel Tax Credits for August 2019	420.09
EFT12918	25/09/2019	LANDGATE	SLIP Subscription Services Annual Charge	2,318.00
EFT12919	25/09/2019	DONGARA PLUMBING	Mingenew Day Care Centre - Repair toilet	441.55
EFT12920	25/09/2019	DELTAZONE NOMINEES PTY LTD T/AS MIDWEST FIRE PROTECTION SERVICES	Various Fire Equipment Maintenance	1,405.80
EFT12921	25/09/2019	ELDERS LIMITED	Rapidset Cement	104.60
EFT12922	25/09/2019	Councillor fees	Councillor Sitting Fees - Sept 2019	941.00

EFT12923	25/09/2019	GERALDTON MOWER & REPAIR SPECIALIST	Parts and Repairs	635.40	
EFT12924	25/09/2019	JR & A HERSEY PTY LTD	Guide Posts, Deliniators, Paint, Safety Glasses and Gloves	1,990.67	
EFT12925	25/09/2019	INFINITUM TECHNOLOGIES	IT Support and Maintenance	2,071.30	
EFT12926	25/09/2019	JASON SIGN MAKERS	Galvanised Posts	114.18	
EFT12927	25/09/2019	LIMITLESS PROMOTIONS	Animal Registration Tags	245.00	
EFT12928	25/09/2019	LO-GO APPOINTMENTS	Contracting Services - Sept 19	4,059.95	
EFT12929	25/09/2019	LATERAL ASPECT	Service Fee July 2019, Wildflower Posters and Media	13,581.64	
EFT12930	25/09/2019	Councillor fees	Councillor Sitting Fees - Sept 2019	941.00	
EFT12931	25/09/2019	MINGENEW IGA X-PRESS & LIQUOR	IGA Account - Aug 2019	352.79	
EFT12932	25/09/2019	Councillor fees	Councillor Sitting Fees - Sept 19, Deputy Presidents Allowance - Sept 19	1,400.00	
EFT12933	25/09/2019	Councillor fees	Councillor Sitting Fees - Sept 2019, Presidents Allowance - Sept 2019	1,836.65	
EFT12934	25/09/2019	Officeworks	Various Administration Stationery	130.10	
EFT12935	25/09/2019	PALM ROADHOUSE	Fruit, Salad and Gluten Free Wraps	113.90	
EFT12936	25/09/2019	QUALITY PRESS	Vehicle Identification Stickers	55.99	
EFT12937	25/09/2019	STATEWIDE BEARINGS	Belt Gates	80.30	
EFT12938	25/09/2019	Councillor fees	Councillor Sitting Fees - Sept 2019	941.00	
EFT12939	25/09/2019	TRAINWEST	BSB20115 - Certificate II in Business - Trainee	97.50	
EFT12940	25/09/2019	Walga	WALGA composite Electoral Advertising Program 2019	1,265.00	
EFT12941	25/09/2019	WESTRAC PTY LTD	Engine Coolant	105.81	
EFT12942	25/09/2019	MINGENEW FABRICATORS	Materials and inspect, repair any faults	1,485.00	
EFT12943	25/09/2019	Winc	Rexel Fuel Card Holder with Key Ring	39.38	
EFT12944	25/09/2019	YOUNG MOTORS	Motor Vehicle Service - MI 177	682.10	
EFT12945	25/09/2019	Payroll deductions	Payroll deductions	652.45	
EFT12946	25/09/2019	Payroll deductions	Payroll deductions	20.50	
EFT12947	25/09/2019	Payroll deductions	Payroll deductions	100.00	
EFT12948	25/09/2019	Councillor fees	Councillor Sitting Fees, President Allowance	1,596.35	
EFT12949	25/09/2019	Bond refund	REFUND OF COMMUNITY BUS BOND	300.00	
EFT12950	25/09/2019	Bond refund	REFUND OF COMMUNITY BUS BOND LESS HIRE FEE	320.00	152,485.08
FEES0919	30/09/2019	NATIONAL AUSTRALIA BANK	Bank Account Fees September 2019	36.60	
IT0919	27/09/2019	FINRENT	IT EQUIPMENT LEASE - SEPTEMBER 2019	656.57	
NAB0919	30/09/2019	NATIONAL AUSTRALIA BANK	Bank Fees - September 2019	50.00	
NAB190919	19/09/2019	NATIONAL AUSTRALIA BANK	NAB Connect Fees September 2019	40.49	
PRINT0919	06/09/2019	DE LAGE LANDEN	Printer Lease - September 2019	356.80	
SEPT1300	16/09/2019	BUSINESS 1300	Afterhours Phone Service - Sept 2019	99.00	1,254.06
Total				202956.4	202956.42

**ATTACHMENT: 12.3.1**  
**Debt Collection Policy**



## COUNCIL POLICY

1.3.9

### Finance

<b>Title:</b>	<b>1.3.9 DEBT COLLECTION POLICY</b>
<b>Adopted:</b>	New Policy
<b>Reviewed:</b>	N/A – to be reviewed annually
<b>Associated Legislation:</b>	Local Government Act 1995 Local Government (Financial Management) Regulations
<b>Associated Documents:</b>	Code of Conduct
<b>Review Responsibility:</b>	Finance Manager
<b>Delegation:</b>	Chief Executive Officer

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Previous Policy Number (2.3.2 – CEO Directive)

#### Objective:

To ensure proper records are maintained of debts owed to the Shire as required by the Local Government Act 1995 and to provide guidance to Council in determining efficient, effective and economical procedures for debt collection.

#### Policy Statement:

The Shire of Mingenew will exercise its debt recovery powers in order to reduce the overall debt burden on ratepayers and it will be guided by the following principles:

- Providing the Shire of Mingenew with an effective method for the collection of any and all outstanding debts;
- Ensuring that debt collection procedures are carried out in a fair and equitable manner;
- Making the process used to recover outstanding debts clear, simple to administer and cost effective;
- Transparency, by making clear the obligations of it's Ratepayers and Sundry Debtors to the processes used by the Shire is assisting them to meet their financial obligations;
- Ensuring that the Shire of Mingenew is compliant with all regulatory obligations; and
- Promoting effective governance of the Shire's finances.

#### 1. Sundry Debtors

The Shire of Mingenew's credit terms are stated on the issued tax invoice. The recovery of outstanding sundry debtor accounts will be collected in a fair and timely manner.

- Where a payment is not received within 35 days from the date of the initial invoice, a Final Notice shall be issued requesting full payment within 14 days, unless the debtor has agreed to enter into a special repayment arrangement.
- Interest will be applied on balances that are over 35 days unless otherwise specified in a special repayment arrangement. The percentage interest charged is the percentage as approved by Council when the Annual Budget is adopted, in accordance with Section 6.13(1) of the Local Government Act 1995. The rate as set is not to exceed the maximum rate of interest as prescribed within Regulation 19A of the Local Government (Financial Management) Regulations 1996.



- Where amounts remain outstanding for more than 60 days from date of invoice, recovery action will commence, based upon a risk management approach as determined by the value and type of debt. This action may include referral to a debt collection agency.

## **2. Rates Arrears**

The recovery of outstanding rates will be collected in a fair and timely manner.

- Where a payment is not received within 35 days from the date of the initial Rates Notice, a Final Notice shall be issued requesting full payment within 14 days, unless the debtor has agreed to enter into a special repayment arrangement or is on an instalment plan.
- Interest will be applied on balances that are over 35 days. The percentage interest charged is the percentage as approved by Council when the Annual Budget is adopted, in accordance with Section 6.13(1) of the Local Government Act 1995. The rate as set is not to exceed the maximum rate of interest as prescribed within Regulation 19A of the Local Government (Financial Management) Regulations 1996.
- Once the debt is overdue for more than 90 days, then a letter of demand is sent requesting payment within 14 days and notifying the debtor that further action will be taken.
- After 14 days from the date of the letter of demand, legal action may be taken, including handing over to a debt collection agency. All associated legal costs are passed on to the debtor.
- In cases where the owner of a leased or rented property on which municipal rates are outstanding cannot be located or refuses to settle rates and service charges owed, notice may be served on the lessee or tenant to pay to the Shire the rent due under the lease/tenancy agreement as it becomes due until the amount in arrears has been paid.
- If rates and service charges remain unpaid for at least 3 years a caveat may be registered on the title for the land under the provisions of Section 6.64(3) of the Local Government Act 1995, and the Shire may take possession of the land. Before this course of action is to be taken, approval is to be obtained from Council.

## **3. Bad debts**

Where a Sundry Debtor has accounts unpaid for a period exceeding 6 months and the debtor has provided documentary evidence of having filed for bankruptcy or insolvency, or the debtor has proven untraceable; the debt may be written off under Delegated Authority by the Chief Executive Officer or the Finance Manager. Any amounts above the Delegated Authority shall be referred to Council for a decision.