



ATTACHMENT BOOKLET FOR ORDINARY COUNCIL MEETING

17 March 2021 at 4:30pm

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MINUTES OF THE ORDINARY COUNCIL MEETING

17 FEBRUARY 2021

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**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON
17 FEBRUARY 2021 COMMENCING AT 4.30PM**

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr GJ Cosgrove opened the meeting at 4:30pm.

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

GJ Cosgrove	Shire President	Town Ward
HR McTaggart	Councillor	Rural Ward
HM Newton	Councillor	Town Ward
RW Newton	Deputy President	Rural Ward
JD Bagley	Councillor	Rural Ward
AR Smyth	Councillor	Town Ward
CV Farr	Councillor	Town Ward

APOLOGIES

Nil

STAFF

N Hay	Chief Executive Officer
J Clapham	Finance and Administration Manager
P Wood	Works 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

10.1.6 INTERNAL AUDIT PLAN AND RISK REGISTER REVIEW AND UPDATE

COMMITTEE RECOMMENDATION AND COUNCIL DECISION – ITEM 10.1.6 RESOLUTION# 07170221
MOVED: Cr HM Newton SECONDED: Cr RW Newton

That Council:

1. Endorses the reviewed Internal Audit Plan as attached
2. Receives the updated Shire of Mingenew Risk Register as attached
3. Acknowledges that in receiving the Efficiency Audit report from Rafa Recruitment, it has achieved Item 6 risk theme 'HRM, ability to achieve SCP and CBP objectives' of the Internal Audit Plan, bringing forward any subsequent items in the timeline.

VOTING REQUIREMENT:

CARRIED BY SIMPLE MAJORITY: 7/0

Statutory Environment

The Local Government Act 1995 Section 5.27 and 5.29 provides:

5.27 Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.*
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*

5.29. Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving —
 - (a) at least 14 days' local public notice; and*
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.**
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.*

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Community Strategic Plan:

Strategy 1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders

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

11.2 SHIRE OF MINGENEW WORKFORCE PLAN 2021-2025

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0466
Disclosure of Interest: Nil
Date: 8 February 2021
Author: Erin Greaves, Governance Officer
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

Following the review of a Draft Workforce Plan by the Audit & Risk Committee and consideration of results from an internal Efficiency Audit, the final Shire of Mingenew Workforce Plan 2021-2025 is presented for Council consideration.

Key Points

- A draft Workforce Plan was presented to the December 2020 Audit & Risk Committee for review
- Chris Rafanelli, Rafa Workforce Development and Recruitment was engaged to conduct a Workforce Efficiency Audit in September 2020 and recommendations from that report have been adopted into the Plan
- The Workforce Plan is intended to be a rolling document that is formally reviewed every 4 years but may be updated to align with changes to its Strategic Community Plan or Corporate Business Plan as required

OFFICER RECOMMENDATION – ITEM 11.2

That Council adopts the Shire of Mingenew Workforce Plan 2021-2025 as presented.

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 11.2 RESOLUTION# 09170221

MOVED: Cr McTaggart SECONDED: Cr HM Newton

That Council adopts the Shire of Mingenew Workforce Plan 2021-2025 as presented, subject to an amendment being made to the Organisation Chart on page 5 to show the ‘Roadworks Supervisor’ position being changed to Leading Hand Roadworks).

VOTING REQUIREMENT:

CARRIED BY SIMPLE MAJORITY: 7/0

Attachment

11.2.1 Workforce Plan 2021-2025

Background

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia as part of the State Government’s Local Government Reform Program. Under the *Local Government Act 1995*, all local governments are required to plan for the future of their district. In late 2016, the IPR Framework and Guidelines underwent a revision in anticipation of local governments reviewing their current strategic community plans as required by statute by 30 June 2017. Whilst the minimum requirement under legislation and regulation is the development of a Strategic Community Plan and a Corporate Business Plan, the Shire has established a suite of documents, as recommended as part of the IPR Framework, to inform and guide decision making in order to achieve community and business objectives.

It is essential to plan for a workforce that can deliver the initiatives of the Corporate Business Plan and to consider the workforce implications of the Strategic Community Plan. The Workforce Plan addresses the skills, expertise and

knowledge requirements; the desired organisational culture; what organisational structure will work best; recruitment and retention in the context of labour market challenges and opportunities; and the facilities and equipment needed to support a productive and inclusive workforce.

Note that it is not a requirement for Councils to adopt a Workforce Plan, although some do by agreement with their Chief Executive Officer. The Council has a legislative role in some aspects of the workforce, notably the appointment and performance management of the Chief Executive Officer, responsibility for ensuring that there is an appropriate structure for administering the local government, and some specific provisions regarding designated senior employees. Other than those exceptions, the Workforce Plan is in the domain of the Chief Executive Officer's authority. Therefore, while the resourcing of the Workforce Plan is essentially an outcome of the Council's IPR process, it is for the Chief Executive Officer to ensure that the Workforce Plan enables the organisation's objectives to be achieved in the most efficient and effective manner. Council's role is to set any applicable strategies that will assist the Shire in achieving its vision.

The last Workforce Plan to be adopted by the Shire of Mingenew was the 2013-2017 Integrated Workforce Plan, which is now significantly outdated, and does not align with the current Strategic Community Plan or Corporate Business Plan. Staff turnover and reduced capacity over that time has delayed the development of an updated Plan, until recently. A draft Workforce Plan was initially reviewed by the Audit & Risk Committee in early 2020, with further enhancements made based on feedback, and Council then budgeted to undertake the Efficiency Audit in 2020/21 which was anticipated to impact the Plan, therefore they are presented together.

The Workforce Plan has been developed to determine workforce strategies that will allow the Shire to achieve its Strategic Community Plan and Corporate Business Plan objectives through consideration of:

- how the workforce will need to change over the long term
- how the workforce will need to change over the short term to achieve immediate strategic priorities of Council
- who is responsible for managing key Shire projects and expected service levels;
- external factors that may influence the workforce;
- data about the current workforce and trends.

Comment

Having a Workforce Plan allows the organisation to maximise the capacity of the workforce and better respond to challenges, as well as ensuring that a consistent and integrated approach is taken into account when making decisions that relate to the workforce or will have an impact on workforce capacity.

In order to address some of the feedback provided by the Audit & Risk Committee in March 2020, the updated Plan has a more strategic focus and has included operational data and actions as appendices to reduce the content within the report itself. The updated Plan also includes a comprehensive SWOT analysis (page 4) that has been used to establish the recommended strategies and actions (pages 10 – 16, or as summarised on page 2).

The DLGSC recommend that the Workforce Plan cover a four-year period and is closely aligned with the Shire's Corporate Business Plan, as such this format has been used. It should be noted that, like the Shire's other integrated planning documents, it is intended to be a guiding document that has the flexibility to meet the changing needs of the community and business requirements. The document will be reviewed and updated (as required) on an annual basis to ensure it remains relevant and appropriate.

Consultation

- Leadership Team
- Chris Rafanelli, Rafa Workforce Development and Recruitment
- Other local governments

Statutory Environment

Local Government Act 1995

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Policy Implications

The Workforce Plan may impact policies may impact strategic decision making and Council Policy development, and this document will be considered during future policy reviews.

The Workforce Plan will also inform internal policy positions and procedures that relate to Human Resource Management (HRM) to ensure the organisation's resourcing needs are met and can be sustained as required.

Financial Implications

Preparing the Workforce Plan internally, utilising existing capacity and expertise, is estimated to have saved Council significant dollars in consultancy fees and it is fortunate that the scope for the Efficiency Audit could include some independent insight into its content.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

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

11.3 WALGA STATE COUNCIL AGENDA – 3 MARCH 2021

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0118
Disclosure of Interest: Nil
Date: 12 August 2021
Author: Erin Greaves, Governance Officer
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

To consider and vote on the WALGA State Council Matters for Decision and submit those to the Council.

Key Points

- The WALGA State council Meeting is scheduled to be held on 3 March 2021 commencing at 4pm.
- The Shire of Mingenew is represented at State Council by Cr Karen Chappel, Deputy President of WALGA and Chair of the Northern Country Zone of WALGA.
- The next meeting is proposed to be held on 5 May 2021.

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 11.3 RESOLUTION# 10170221

MOVED: Cr JD Bagley

SECONDED: Cr CV Farr

PART A MATTERS FOR DECISION

That Council supports WALGA's recommendations submitted in the 3 March 2021 WALGA State Council Meeting Agenda, as follows:

Item 5.1 External Oversight and Intervention – Authorised Inquiries and Show Cause Notices

That WALGA:

1. Continues to advocate for the State Government to ensure that there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995; and
2. Requests the Minister for Local Government to:
 - a) Engage with affected Local Governments in order to attempt to resolve identified issues, improve performance and achieve good governance before considering an intervention under Part 8 of the Local Government Act 1995;
 - b) Provide written reasons prior to issuing any Show Cause Notices;
 - c) Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
 - d) Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.

Item 5.2 Cost of Revaluations

That WALGA advocate to the State Government for the equal distribution of valuation costs for properties where the Water Corporation, the Department of Fire and Emergency Services and the Local Government require the valuation.

Item 5.3 Eligibility of Slip On Fire Fighting Units for Local Government Grants Scheme Funding

That WALGA:

1. Supports the inclusion of capital costs of Slip On Fire Fighting Units including for Farmer Response Brigades (for use on private motor vehicles) on the Eligible List of the Local Governments Grants Scheme (LGGGS).
2. Requests the Local Government Grants Scheme Working Group to include this matter on the Agenda of their next Meeting (expected March 2021).
3. Requests WALGA to work with the Local Government Grants Scheme Working Group to develop appropriate operational guidelines and procedures for the safe use of Slip On Fire Fighting Units funded in accordance with the LGGGS.
4. Supports the update of the WALGA membership of the Local Government Grants Scheme Working Group to include one Local Government Elected Member and one Local Government Officer, with these appointments determined through the WALGA Selection Committee process.

PART B MATTERS FOR NOTING / INFORMATION

That Council notes the Information Reports provided within the 3 March 2021 WALGA State Council Meeting Agenda, as follows:

Item 6.1 Local Government Car Parking Guideline – Western Australia

Item 6.2 Submission – Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020

Item 6.3 Submission – Proposed Reportable Conduct Scheme for Western Australia

Item 6.4 Submission – Draft State Planning Policy 4.2: Activity Centre

Item 6.5 Submission – Registration of Builders (and Related Occupations) Reforms

Item 6.6 Report Municipal Waste Advisory Council (MWAC)

VOTING REQUIREMENT:

CARRIED BY SIMPLE MAJORITY: 7/0

Attachment

11.3.1 WALGA State Council Agenda – 3 March 2021

Background

The WALGA State Council Agenda provides significant background around each matter presented for decision however a summary and comment for each Item is provided below:

Item 5.1 External Oversight and Intervention – Authorised Inquiries and Show Cause Notices (05-034-01-0001 FM) (Page 5)

Feedback from the sector has expressed concerns regarding the manner in which powers under Part 8 of the Local Government Act 1995 are exercised. The proposed response to the raised concerns refer to improved engagement with Local Governments when issues arise and on an ongoing basis (to avoid Show Cause notices and Authorised Inquiries) and ensuring any enquiries are carried out in a timely fashion (requiring adequate resourcing of the DLGSC). WALGA's comment is that early engagement and communication is more likely to assist a local government to an improved position without formal intervention so that negative impacts on morale and resourcing are reduced but good governance is achieved.

Item 5.2 Cost of Revaluations (05-034-01-0001 TB) (Page 8)

WALGA propose to advocate for an equal apportionment (one-third split) of triennial Gross Rental Valuation (GRV) costs for properties where the Water Corporation, the Department of Fire and Emergency Services

(DFES) and the local government require valuation. The costs are currently apportioned (not legislated but set by precedent):

- Local Government 39%
- Water Corporation 39%
- DFES 22%

Item 5.3 Eligibility of Slip On Fire Fighting Units for Local Government Grants Scheme Funding (05-024-02-0001 SM) (Page 9)

WALGA recommend the reinstatement of Slip on Fire Fighting Units (tank, motor/pump, hose and reel on rigid frame) for use on private motor vehicles, as an eligible item under the Local Government Grants Scheme (LGGS). In recent history, the Units have been ineligible items through LGGS as they were considered to be eligible for funding through alternative grant programs however, that is no longer the case. These units are highly utilised in the farming community and considered integral to bushfire response in Mingenew and the broader region.

Comment

The Council Agenda also provides a number of reports for information purposes. Comment is provided below on any matters considered of interest or applicable to the Shire:

Item 6.1 Local Government Car Parking Guideline – Western Australia (05-036-03-0063 AR) (Page 11)

WALGA have prepared a set of Guidelines for local governments setting policies, strategies and management practices in relation to parking in cities and town centres.

Item 6.2 Submission – Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020 (05-034-01-0104 TB) (Page 13)

Endorsed through Flying Minute on 6 January 2021, the WALGA State Council submitted feedback to the DLGSC relating to the proposed Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020, and it is presented for noting.

Item 6.3 Submission – Proposed Reportable Conduct Scheme for Western Australia (05-034-01-0104 TB) (Page 14)

A submission to the Ombudsman, WA on the Draft Reportable Conduct Scheme for WA has been made in response to the Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020, which is presented for noting (endorsed by Flying Minute on 9 January 2021). The proposed Reportable Conduct Scheme facilitates the reporting of employee misconduct involving children and imposes responsibilities on local government CEOs. The State Council's concern is with regard to capacity and expertise to comply with requirements under the Bill and the submission therefore requests support and funding.

Item 6.4 Submission – Draft State Planning Policy 4.2: Activity Centre (05-036-03-0020 CH) (Page 16)

A submission on the Draft State Planning Policy 4.2: Activity Centres, endorsed by Flying Minute on 28 January 2021, is presented for noting. The intent SPP4.2 is to ensure planning and development adequately considers the distribution, function and broad land use considerations for activity centres. It will apply to the Perth, Peel and Greater Bunbury regions but can be used by local governments more broadly.

Item 6.5 Submission – Registration of Builders (and Related Occupations) Reforms (05-015-02-0010 CL) (Page 18)

WALGA State Council responded to the Department of Mines Industry Regulation and Safety (DMIRS) consultation paper proposing changes to the *Building Services (Registration) Act 2011* and *Building Services (Registration) Regulations 2011*.

The consultation paper seeks comment on:

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- a proposed shift from a single class (tier) of builder registration in WA to three tiers and how these reforms could best be implemented in WA;
- registration of project managers responsible for coordinating and planning commercial buildings in WA, and owners' representatives of commercial buildings;
- mandatory continuing professional development requirements for registered builders and building surveyors;
- proposals to strengthen disciplinary and enforcement powers under the BSR Act; and
- the extension of mandatory builder registration to currently exempt areas of remote and regional WA.

The recommendation endorsed by WALGA State Council via Flying Minute stated:

That WALGA:

1. Advise the Department of Mines Industry Regulation and Safety (DMIRS) that the Consultation Regulatory Impact Statement, registration of builders (and related occupations) reforms is supported in principle, subject to the following matters being addressed in consultation with the Local Government sector:
 - a) Prior to any regulatory changes, undertake a review of the minimum estimated value of building work required to engage a registered builder of \$20,000 to ensure it better aligns with current building costs in regional areas.
 - b) Other regulatory and policy changes that are the subject of current proposals for change, such as mandatory inspections, registration of engineers, and the impact of State and Commonwealth building stimulus programs on construction be considered in conjunction with this proposal to ensure Local Government and industry are adequately resourced in remote and regional areas.
2. Provide this report to DMIRS as feedback on the Consultation Regulatory Impact Statement.

Item 6.6 Report Municipal Waste Advisory Council (MWAC) (01-006-03-0008 RNB) (Page 20)

This item consolidates outcomes from the Municipal Waste Advisory Council meetings in August, October and December 2020. A summary is provided within the Agenda.

Other matters of note:

- The 2021 WA Local Government Convention is confirmed for 20-21 September (Monday and Tuesday) and will be held at Crown Perth.

Consultation

WALGA

Statutory Environment

Local Government Act 1995

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.

11.4 TRANSITIONAL MODEL CODE OF CONDUCT REGULATION REQUIREMENTS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0532
Disclosure of Interest: Nil
Date: 8 February 2021
Author: Erin Greaves, Governance Officer
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

On 3 February 2021, the *Local Government (Model Code of Conduct) Regulations 2021* was gazetted, introducing a mandatory Code of Conduct for Council Members, Committee Members and Candidates, as required under s.5.104 of the *Local Government Legislation Amendment Act 2019*. Transitional provisions are being made to implement any required actions from the legislative change however, the Shire is required to immediately establish authorised persons for receiving complaints under the Code.

Key Points

- the *Local Government (Model Code of Conduct) Regulations 2021* were gazetted on 3 February 2021
- the Department of Local Government, Sport and Cultural Industries has recognised that there may need to be a staged approach to implementing the changes
- A Model Code of Conduct has been established which local governments must adopt within 3 months of gazettal;
- Local governments are required to authorise appropriate persons to receive complaints under the Code, and adopt a form on which complaints can be made

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 11.5 RESOLUTION# 11170221
MOVED: Cr JD Bagley SECONDED: Cr HR McTaggart

That Council:

1. Notes the Model Code of Conduct as per Schedule 1 of the *Local Government (Model Code of Conduct) Regulations* is to be observed by Council members (including the Chief Executive Officer), Committee Members and Candidates, until the Shire of Mingenew adopts a reviewed Code of Conduct (by the 21 April 2021 Ordinary Council Meeting) that incorporates the model code [as per s5.104(5) of the *Local Government Legislation Amendment Act 2019*],
2. Requests the Chief Executive Officer to undertake a review of:
 - a) the Model code of conduct to determine if amendments are proposed to the model, in accordance with s5.104 of the *Local Government Legislation Amendment Act 2019*,
 - b) the Shire's Complaints management policy and procedures to ensure alignment with current legislative requirements;
3. Authorises the Chief Executive Officer to receive complaints and withdrawals of complaints in accordance with Regulation 11 of the *Local Government (Model Code of Conduct) Regulations 2021* except where the complaint relates to conduct of the Chief Executive Officer, in which case the Shire President is authorised to receive complaints and withdrawals of complaints.

4. Endorses the 'Code of Conduct Complaint About Alleged Breach Form' as the complaint form required under Regulation 11; and
5. Resolves that if a complaint under Regulation 11 is received prior to Council's adoption of a new procedure, these complaints will be dealt with once a new procedure is adopted, in accordance with that procedure.

VOTING REQUIREMENT:

CARRIED BY SIMPLE MAJORITY: 6/1

Attachment

11.4.1 Model Code of Conduct

11.4.2 Code of Conduct Complaint About Alleged Breach Form

Background

On 2 February 2021, local governments were notified by the Department of Local Government, Sport and Cultural Industries (the Department) that His Excellency the Governor had approved regulations that bring into effect the remaining parts of the *Local Government Legislation Amendment Act 2019 (Amendment Act)* including the *Local Government (Model Code of Conduct) Regulations 2021*.

The Department has advised local governments that there will be an implementation phase of up to three months where local governments must undertake a series of actions to implement the legislative requirements.

However, there a number of actions local governments are required to take within three weeks of the Regulations taking effect (by 24 February 2021). These are:

- the appointment of one or more persons to receive complaints and withdrawals of complaints of the code under Regulation 11; and
- approval of the form for making a complaint of an alleged breach under Regulation 11.

It is further expected that local governments adopt the new regulations and any other procedures and processes required for implementation within three months from the regulations taking effect (by 3 May 2021). Complaints made before the commencement of the new regulations are not impacted by the changes to the regulations and will be managed in accordance with the Shire's procedure.

Comment

The commencement of new regulations requires Council to adopt new processes, procedures and conduct new appointments. These will be presented to Council for consideration at future meetings in a systematic manner based on the feedback provided by the Department and the Western Australian Local Government Association (WALGA).

The Department have developed 'Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates' which will be considered when reviewing the Shire's current Code of Conduct to ensure compliance with legislative requirements and behavioural standards the Shire deems appropriate. It is proposed that a new Code of Conduct (incorporating the Model Code) will be presented to Council no later than 21 April 2021. In the meantime, the Model Code of Conduct is to apply immediately.

Appointment of persons to receive complaints and withdrawal of complaints of the code in accordance with Regulation 11 requires the local government to appoint a person or persons to be the complaints officer for the purpose of receiving complaints and withdrawal of complaints under the code of conduct. This position is distinctly separate from the 'Complaints Officers' responsible for receiving complaints of a serious or minor breach of the *Local Government Act 1995* under section 5.120 of the Act. It is proposed that the Chief Executive Officer be

appointed the authorised complaints officer for the purposes of Regulation 11, except in the case where the complaint refers to the Chief Executive Officer and it will be referred to the Shire President.

Beyond receiving and complaints and withdrawal of complaints under the code of conduct, the person or persons appointed under Regulation 11 has no legislative responsibilities. The new legislation provides for Council (through the adoption of appropriate procedures) to adjudicate on alleged breaches of the code of conduct. It is proposed this will be considered as part of the Chief Executive Officer's review of current complaints management policy and procedures, and will be presented for consideration by Council at a future meeting

Regulation 11 also requires the local government approves the form for making a complaint of an alleged breach. The Department has prepared a template of this form for local governments and it has been adapted to include the Shire's branding for consideration and adoption.

Consultation

In respect to transitional arrangements related to complaints, WALGA has prepared guidance that advises that local governments should develop new complaints management procedures and that *"If Local Governments receive complaints immediately, WALGA recommends that Local Governments acknowledge and accept the lodgement but advise that the complaint cannot be progressed until a policy and procedure are adopted."*

Statutory Environment

Local Government Legislation Amendment Act 2019

Local Government (Model Code of Conduct) Regulations 2021

(The Local Government (Rules of Conduct) Regulations 2007 have been repealed)

Policy Implications

As part of the implementation of the new legislation, the Shire will review its current complaints management policy / procedure to ensure it reflects practical implementation of the Regulations.

Financial Implications

There are no foreseeable financial implications of these legislative changes.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

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

Summary of Funds as per bank statements – Shire of Mingenew as at 31 January 2021	
Municipal Funds – Corporate cheque account	\$139,233
Cash on Hand	\$100
Trust Fund	\$1
Municipal Funds – Business Maximiser	\$1,849,122

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 2020/21 financial year.

The Opening Funding Surplus on 1 July 2020 is different to the Closing Funding Surplus at 30 June 2020. The reason for this is that the Closing Funding Surplus at 30 June 2020 was estimated in order to prepare the budget, due to the June 2020 accounts not yet being finalised. There were a number of adjustments made after year end, mainly to do with legislation changes (the treatment of income, the treatment of leases and the treatment of loss allowances). The largest of these adjustments was to do with the Bridge Funds received in 2016/17 but not yet spent, amounting to \$146,667. An adjustment was required as the funds received needed to be shown as a liability rather than as income. When the funds get paid to MRWA for the work done, they will be transferred back to income and increase the Funding Surplus once more.

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 —

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 17 February 2021

- (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 1 DECEMBER 2020 TO 31 JANUARY 2021

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 9 February 2021
Author: Jeremy Clapham, Finance & Administration Manager
Voting Requirement: Simple Majority

Summary

This report recommends that Council receive the list of payments for period 1 December 2020 to 31 January 2021 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 12.2 RESOLUTION# 13170221
MOVED: Cr CV Farr SECONDED: Cr JD Bagley

That Council receive the attached list of payments for the period of 1 December 2020 to 31 January 2021 as follows:

\$531,954.47 Municipal EFT's;
\$93,650.65 Municipal Direct Debit Department of Transport (Licencing) Payments;
\$100,148.41 Municipal Direct Debit Other;
\$3,119.13 Municipal Other Charges;
\$146,307.42 Net Salaries

Total \$875,180.08 as per attached list of payments.

VOTING REQUIREMENT:

CARRIED BY SIMPLE MAJORITY: 7/0

Attachments

12.2.1 List of Payments – December 2020 and January 2021

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.

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.

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

15.0 CONFIDENTIAL ITEMS

15.1 CONFIDENTIAL [5.23(2)(a) and (c)] - CEO EMPLOYMENT CONTRACT RENEWAL
[provided under separate, confidential cover to Elected Members]

In order to finalise the CEO Contract extension, in accordance with the decision of Council at the 16 December 2020 Ordinary Council Meeting (Resolution# 04161220), the proposed CEO contract is presented under separate, confidential cover for Council consideration.

COUNCIL DECISION – ITEM 15.0 RESOLUTION# 14170221

MOVED: Cr HM Newton SECONDED: Cr HR McTaggart

That Council closed the meeting to members of the public at 4:50pm in accordance with s5.23(2)(a) and (c) of the *Local Government Act 1995*, as the matter to be discussed pertains to a matter affecting an employee and a contract to be entered into by the local government.

VOTING REQUIREMENT:

CARRIED BY SIMPLE MAJORITY: 7/0

All staff left the meeting at 4:52pm.

SHIRE PRESIDENT RECOMMENDATION AND COUNCIL DECISION – ITEM 15.1 RESOLUTION# 15170221

MOVED: Cr JD Bagley SECONDED: Cr AR Smyth

That Council endorses the CEO Employment Contract (Renewal) for the period 16 July 2021 to 15 July 2024.

VOTING REQUIREMENT:

CARRIED BY SIMPLE MAJORITY: 5/2

Cr RW Newton requested his name be recorded as voting against the item.

COUNCIL DECISION – ITEM 15.1 RESOLUTION# 16170221

MOVED: Cr HR McTaggart SECONDED: Cr JD Bagley

That Council reopens the meeting to members of the public at 4:53pm.

VOTING REQUIREMENT:

CARRIED BY SIMPLE MAJORITY: 7/0

16.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 17 March 2020 commencing at 4.30pm.

17.0 CLOSURE

The meeting was closed at 4:54 pm.

These minutes were confirmed at an Ordinary Council meeting on 17 March 2021.

Signed _____
Presiding Officer

Date: _____



MINGENEW LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

MINUTES OF THE MEETING HELD AT THE MINGENEW SHIRE COUNCIL CHAMBERS
3:00PM MONDAY, 8 MARCH 2021

1.0 DECLARATION OF OPENING

The meeting was declared open at 3:05pm.

2.0 RECORD OF ATTENDANCE / APOLOGIES

2.1 ATTENDEES

Cr Anthony Smyth	Chairperson
Nils Hay	Chief Executive Officer
Sam Adams	WALGA Roadwise
Peter Herbert	Main Roads WA
Neal Boonzaaier	Mingenew Police
Brodie Selby	Parks & Wildlife Service (DBCA)
Richard Boykett	Parks & Wildlife Service (DBCA)
Erin Greaves	Governance Officer

2.2 APOLOGIES

Joshua Gardner	Department of Fire & Emergency Services
Matt Dadd	Department of Fire & Emergency Services

3.0 PREVIOUS MINUTES

3.1 BUSINESS ARISING FROM PREVIOUS MINUTES

That the Minutes of the Mingenew LEMC meeting held 23 November 2020, including the COVID-19 Exercise Notes, be confirmed as a true and accurate record.

LOCAL EMERGENCY MANAGEMENT COMMITTEE DECISION – ITEM 3.1

Moved: Neal Boonzaaier

Seconded: Sam Adams

That the Minutes of the Local Emergency Management Committee Meeting held 23 November 2020 be confirmed as a true and accurate record of proceedings.

4.0 OFFICERS REPORTS

4.0 AGENCY REPORTS

4.1 Bushfire Brigade

- With a number of fires occurring on shared boundary – an issue has emerged with regard to responsibility for management and need to collaborate more effectively with neighbouring local governments
- Whilst it is to be discussed at the BFAC meeting later today, a recruitment drive is being proposed to increase volunteer numbers

Shire of Mingenew

- BFAC meeting taking place 6pm 8 March 2021

- Bushfire Risk Planning Coordinator role to be shared with Shire of Moora; currently finalising agreement/dates with DFES
- LEMA has undergone review (as per item 5.2 below)
- Burn-off project with Water Corporation and DFES for land behind Autumn Centre being scheduled for mutually convenient date
- Pole-top fire issue was raised with Western Power through the DEMC; our understanding is they don't have any further insulator replacement works planned for the remainder of the year however, they do have some other maintenance works happening. Unfortunately, the two senior WPC representatives were unavailable at the last minute, so they sent a proxy to the October DEMC meeting, which resulted in a less comprehensive response than we had hoped.
- Rocky Brennan has recently left as the Shire's Works Supervisor, Peter Wood is the Works Manager and the main contact at the Shire regarding plant and equipment resourcing. He is available to be contacted by email peter.wood@mingenew.wa.gov.au or phone 0409 135 665.
- Funding applications through DFES are being prepared for water storage and bore at airstrip, upgrading of lighting and width of strip at airport
- The Shire has a new ranger services contract with WA Contract Ranger Services. Contact details: Matthew Sharpe, WA Contract Ranger Services Pty Ltd, 0459 678 154 or wacontractrangerservices@hotmail.com.

4.2 DFES

N/A – apologies provided

4.3 WAPOL

- COVID-19 has been a predominant influencing in local policing issues and may continue to require police resources from Mingenew being used outside the district at times however, Neal reassured that an appropriate police service will continue be available to service the local community
- Neal requested that he be advised of any fires in the district
- Working on evidencing need for CCTV in main street and seeking funding opportunities. Peter Herbert explained that funding through Main Roads is not generally available and warned of need to have high quality imaging if using for evidence (in court). Sam from Roadwise indicated that whilst the Road Safety Commissioner has not yet announced the next funding round (due to state election), keep her updated on such projects and she will advise if funding becomes available.

4.4 Department of Communities

- N/A

4.5 DBCA

- Parks & Wildlife are working on developing a Regional Fuel Management Plan to assist with mitigation works
- Prescribed burning activities (regional) to begin in April, nothing planned for Mingenew but happy to work with brigades for members to participate in activities where they would benefit from the training / experience.

4.6 St. John Ambulance

- N/A

4.7 Main Roads WA

- VMS boards are potentially available for loan for road closures and incident management

4.8 Silver Chain

- N/A

4.9 WALGA Roadwise

- No funding grants available until after election – will keep LGs abreast of any updates
- Revised crash statistics system being developed for WA roads and possible treatment options. Sam enquired as to the best place for updating LGs on this. Nils recommended this be presented through WALGA Zone meetings.

5.0 GENERAL BUSINESS

5.1 Review of LEMC Terms of Reference

A copy of the Draft Terms of Reference has been provided with this Agenda for review and feedback at this meeting.

The Committee agreed that the voting membership should include a representative from the Mingenew Primary School. Erin to liaise with Tanya Gratham.

LOCAL EMERGENCY MANAGEMENT COMMITTEE RECOMMENDATION TO COUNCIL – ITEM 5.1

Moved: Neal Boonzaaier

Seconded: Sam Adams

That Council endorses the Local Emergency Management Committee Terms of Reference as presented, including an amendment to adding a Mingenew Primary School representative as a voting member.

5.2 Review of Local Emergency Management Arrangements (LEMA)

Main amendments proposed in reviewed document:

- Update of contacts
- Inclusion of Pandemic in list of hazards likely to occur
- Removal of Emergency Management & Ranger Services arrangement (contract terminated)

It is also noted the Bush Fire Advisory Committee is scheduled to meet later today in order to appoint members which may require an update of contact details within the LEMA.

LOCAL EMERGENCY MANAGEMENT COMMITTEE RECOMMENDATION TO COUNCIL – ITEM 5.1

Moved: Neal Boonzaaier

Seconded: Sam Adams

That Council endorses the Local Emergency Management Arrangements (LEMA) as presented.

5.3 Emergency Management Exercise

The LEMC is required to determine any exercises to be conducted this year and report to the DEMC by 1 May 2021 (as outlined in the LEMA).

The Committee agreed that the controlled burn to the north of the Autumn Centre would serve as an Exercise. Erin to advise DEMC.

5.4 WA Community Evacuation in Emergencies Guideline

New Guidelines are available from the [SEMC website](#) (copy not attached). Any feedback or queries to be provided to SEMC.

6.0 FUTURE MEETING DATE AND TIME

Next scheduled LEMC meeting to take place Wednesday 2 June 2021.

7.0 CLOSURE

The meeting was closed at 3:46pm.



TERMS OF REFERENCE

Local Emergency Management Committee

3.0.1

Title:	3.0.1 – LOCAL EMERGENCY MANAGEMENT COMMITTEE TERMS OF REFERENCE
Adopted:	-
Last Reviewed:	17 February 2021
Associated Legislation:	Emergency Management Act 2005
Associated Documents:	Shire of Mingenew Standing Orders Local Law 2017 Code of Conduct
Review Responsibility:	Local Emergency Management Committee
Delegation:	Nil.

OBJECTIVES

To oversee, plan and test the local emergency management arrangements for the local community in consultation with relevant agencies and organisations and provide timely advice and recommendations to the local government, pursuant to the *Emergency Management Act 2005* (EMA).

FUNCTIONS

The functions of the Local Emergency Management Committee (LEMC) are:

- to advise and assist the local government in ensuring that local emergency management arrangements are established for its district (including recovery planning);
- To exercise the Shire of Mingenew Local Emergency Management Arrangements, and to test their effectiveness in practical applications;
- to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements;
- to carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by legislation.
- to advise and assist the local government on how to manage recovery following an emergency affecting the community in the district; and
- to advise and assist the local government on other functions relevant to Emergency Management,

POWERS OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE

The Mingenew LEMC is established under s.38 of the *Emergency Management Act 2005* to carry out emergency management activities as directed by the SEMC.

The Committee does not have delegated authority to exercise the powers or discharge the duties of the local government but may provide appropriate advice and recommendations to Council or the CEO in order for the local government to effectively perform its legislative functions and duties.

MEMBERSHIP

Membership of the Committee is determined by SEMC.



The Mingenew LEMC voting members will include:

- Council-appointed Councillor representative/s (or proxy)
- Shire Chief Executive Officer (as the Local Recovery Coordinator)
- Mingenew Police Officer in Charge (OIC) (Local Emergency Coordinator for the purposes of s.37(1) EMA and State EM Policy 2.5.5)
- Chief Bush Fire Control Officer (Deputy CBFCO as proxy)
- Department of Fire & Emergency Services (DFES) Area Officer Midwest (or proxy)
- Representatives from the following agencies:
 - Department of Health
 - Department of Communities
 - Department of Biodiversity, Conservation and Attractions (Parks and Wildlife)
 - Main Roads WA
 - Silver Chain / Other
 - St John Ambulance WA
 - WALGA Roadwise
 - Mingenew Primary School

Individual Committee members and one representative from each agency is entitled to vote.

The Shire's Governance Officer will be the Executive Officer for the purposes of this Committee; providing governance and administration support but does not have a voting role.

Other persons, or representatives of organisations may be invited to participate in meetings, whose role, responsibilities or charter include emergency management and/or are likely to be impacted by emergency management arrangements.

QUORUM

A quorum shall be five (5) voting members.

CHAIRPERSON

In accordance with SEMC Procedures, the Elected Member, appointed by Council to this Committee shall serve as Chairperson. The Local Emergency Coordinator shall serve as Deputy Chair of the Local Emergency Management Committee.

MEETINGS

The Committee may meet from time to time as the Committee sees fit but, shall meet as a minimum quarterly as required by SEMC (approximately March, June, August and October).

REPORTING

Minutes of the LEMC will be provided to Council at the next Ordinary meeting after which a meeting has been held. The LEMC may make recommendations to Council in order for the local government to meet its statutory obligations with regard to emergency management.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee will be -

- a) To establish and review Local Emergency Management Arrangements in accordance with s.41 of the *Emergency Management Act 2005*, that are to set out:



- i. the local government's policies for emergency management;
 - ii. the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
 - iii. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (ii);
 - iv. a description of emergencies that are likely to occur in the local government district;
 - v. strategies and priorities for emergency management in the local government district;
 - vi. other matters about emergency management in the local government district prescribed by the regulations;
 - vii. other matters about emergency management in the local government district the local government considers appropriate.
- b) Prepare and submit an Annual Report to the DEMC after the end of each financial year [s.40 *Emergency Management Act 2005*] – see SEM Policy 2.6
 - c) Coordinate and conduct tests of the LEMA and relevant exercises to ensure the local government's plans and strategies are effective and efficient, involving all relevant stakeholders where possible;
 - d) Review any post-incident reports and post exercise reports generated since the last meeting;
 - e) Make recommendations on the implementation of emergency risk management strategies;
 - f) Provide feedback on State Emergency Management Policies and the adequacy of State government support to achieve efficient, effective and consistent emergency management responses at the local level;
 - g) Report to the DEMC and/or SEMC on any others matters in relation to emergency management as required.

The Local Emergency Coordinator, in accordance with s.37(4) of the EMA, is to:

- provide advice and support to the LEMC for the district in the development and maintenance of EM arrangements for the district;
- assist in the provision of a coordinated response during an emergency in the district and undertake various other response activities outlined in SEMC Policy; and
- carry out other EM activities in accordance with the directions of the SEMC.

The Executive Officer is to:

- coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Business Plan and maintenance of LEMAs;
- provide advice to the Chair and LEMC as required;
- facilitate communication between the LEMC and Executive Officer of the relevant DEMC
- coordinate communication and engagement activities between LEMC, Council, neighbouring local governments and other stakeholders as required.

Abbreviations

CEO – Chief Executive Officer (of the Shire of Mingenew)
DEMC – District Emergency Management Committee
EMA – *Emergency Management Act 2005*
LEMA – Local Emergency Management Arrangements
LEMC – Local Emergency Management Committee
SEMC – State Emergency Management Committee
WALGA – Western Australian Local Government Association



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

2021

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

Last adopted by Council 9 October 2019 Resolution # 16101903

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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	Adopted by Council	NH
8	08/03/2021	Review by LEMC	EG
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

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 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 – August
- 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 the EM Act .
Local emergency coordinator	The responsibilities of the LEC are defined in Section 36 of the EM Act .
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"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the DOC.

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"> • Provide secretariat support including: <ul style="list-style-type: none"> – Meeting agenda; – Minutes and action lists; – Correspondence; – Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; <ul style="list-style-type: none"> – Annual Report; – Annual Business Plan; – Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required;

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"> • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. <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 Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s55 Act] • Declare / revoke emergency situation [s 50 & 53 Act] • Coordinate the development of the State Hazard plans for that hazard [State EM Policy Section 1.5] • Ensure effective transition to recovery by local government
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

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 Mingeneew	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	
Pandemic	Department of Health	State Emergency Controllor	Local Emergency Operations Centre	WACHS Silver Chain St John Ambulance Mingeneew Police Shire	State Hazard Plan – Human Biosecurity	

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 Mingenew participated in the State Risk Project – Local program in 2019. As hazards and mitigation/treatment strategies are developed, these will be documented here.

Table 6: Local EM strategies and priorities

Priority	Strategy
Fire	Refer to the Department of Fire & Emergency Services as the Hazard Management Agency, noting the Shire's Bushfire Risk Management Plan
Storm	Refer to the Department of Fire & Emergency Services as the Hazard Management Agency
Flooding	Refer to the Department of Fire & Emergency Services as the Hazard Management Agency
Plant/animal Disease	Refer to the Department of Primary Industries and Regional Development as the Hazard Management Agency
Road Crash	Refer to WA Police as the Hazard Management Agency

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
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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)
- Mingenew Matters
- Public meetings

LOCAL MEDIA

- Mid West Times (contact: 08 9956 1000, advertising@geraldtonnewspapers.com.au)
- ABC (contact: 08 9923 4111, webmail via 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 should resourcing by the Shire be required to ensure the desired level of support is achieved.

The Shire shall have regard to s6.8 of the Local Government Act 1995, should non-budgeted expenditure be required, seeking authorization from the Shire President in an emergency.

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

Name	Description	Address	Contact 1	Contact 2	No People	Have an evacuation plan? Who manages the plan? Copy provided to the LEMC?
Mingenew Primary School	Primary School	70 Philip Street, Mingeneew	Tanya Grantham, 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, corrosive substances, combustible liquid, LPG)	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
Mingenew Roadhouse	-29.190362 115.440563	46 Midlands Rd, Mingenew; 10,000L underground ULP tank, 13,500 above-ground diesel fuel tank	Mingenew 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
CBH Facility?					

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
	Peter Wood, Works Manager	Mob: 0409 135 665

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 st 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 st 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	Alex Pearce	9929 1041	0427 291 040
1 st Lieutenant	Andrew Green	9927 5111	9927 5017
			0427 275 111

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 Mingeneew WA 6522

APPLIANCES: Farmer Response

BRIGADE PERSONNEL INFORMATION:

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

Appendix 3. Resources

Water Corporation

Resources Schedule

Plant and equipment resources

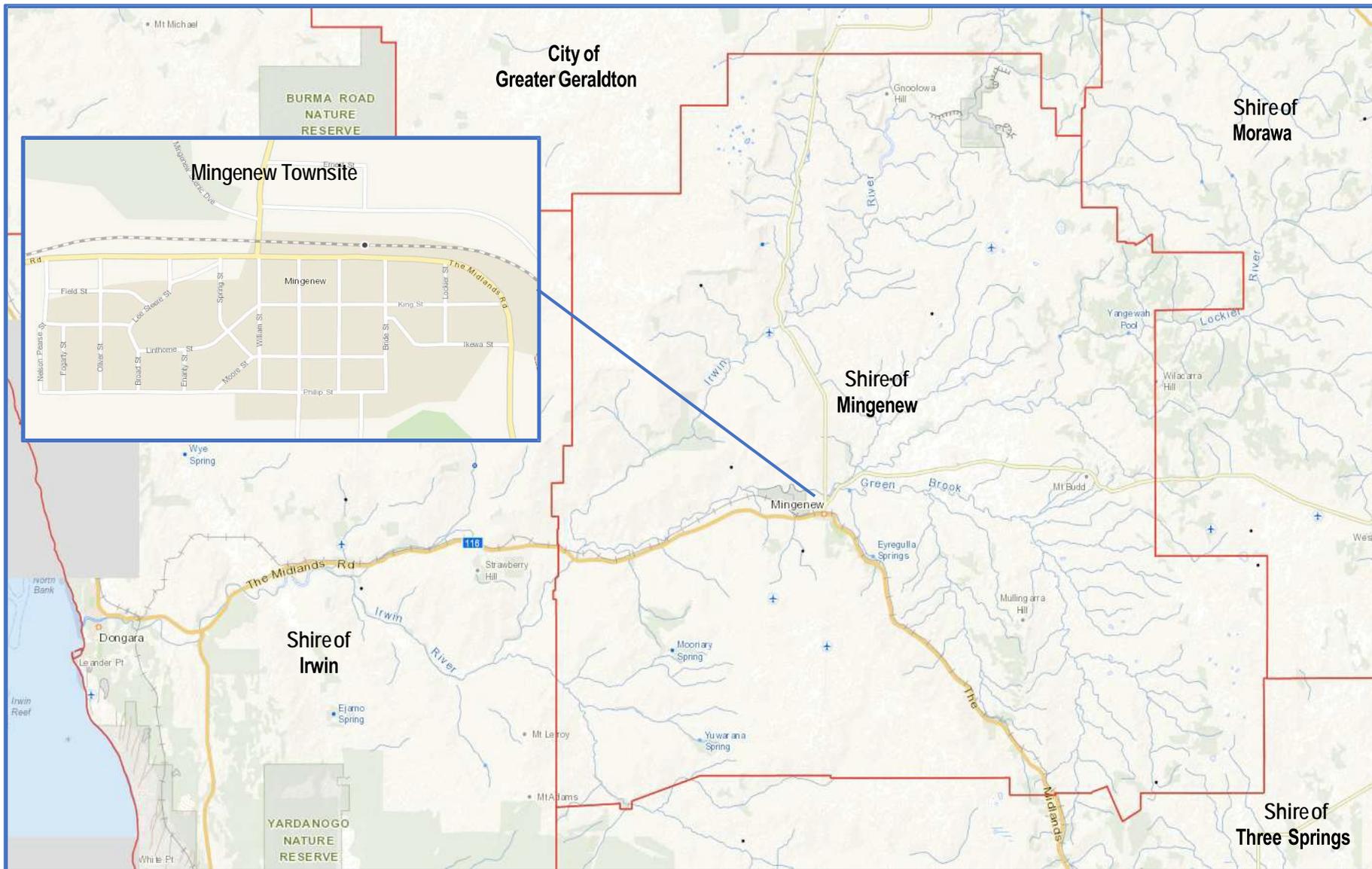
Location:

John D'Arcy	Regional and Metro Stakeholder Manager	0417 940 305

Item description	Number of items
Standpipe – Cnr Linthorne and George Streets, Mingenew	1 x 50mm
Standpipe – Near Cnr Victoria & Shenton Streets, Mingenew	1 x 50mm

See attached Shire of Mingenew
Local Emergency Welfare Plan

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)	ceo@mingenew.wa.gov.au	P O Box 120, Mingenew	08 9928 1102	0419 647 661
Peter Wood	Shire of Mingenew (Works Manager)	peter.wood@mingenew.wa.gov.au	PO Box 120, Mingenew	08 9928 1102	0427 136 259
Erin Greaves	Shire of Mingenew (Governance Officer)	governance@mingenew.wa.gov.au	P O Box 120, Mingenew	08 9928 1102	
Helen Newton	Shire of Mingenew (President)	crcosgrove@mingenew.wa.gov.au	P O Box 120, Mingenew	08 9928 1102	0428 281 240
Anthony Smyth	Shire of Mingenew (Councillor)	crsmyth@mingenew.wa.gov.au	P O Box 120, Mingenew	08 9928 1102	0428 448 031
Matt Dadd	DFES (A/Area Officer, Midwest)	Matt.DADD@dfes.wa.gov.au	1 Vulcan Way, Wonthella	08 9956 6000	0447 575 075
Murray Thomas	Bushfire Brigade (CBFCO)	murraybthomas@gmail.com	P O Box 120, Mingenew	08 9928 1122	0428 281 157
Neal Boonzaaier	WA Police (OIC, Mingenew)	Neal.BOONZAAIER@police.wa.gov.au	8 Moore Street, Mingenew WA 6522	08 9928 1200	
Brodie Selby	Parks & Wildlife Service (DBCA)	michael.raykos@dbca.wa.gov.au		08 9964 0901	0419 581 101
Richard Boykett	Parks & Wildlife Service (DBCA)	beverly.gardiner@dbca.wa.gov.au			
DBCA Regional Duty Officer	Parks & Wildlife Service (DBCA)	midwest_rdo@dbca.wa.gov.au			
Keith Shaw Local Welfare Coord	Dept. of Communities	keith.shaw@communities.wa.gov.au			
Andrew Barrie	Dept. of Health	andrew.barrie@health.wa.gov.au	Thomas Street, Three Springs	08 9954 3202	0147 164 026 (sat)
Samantha Adams	WALGA Roadwise	sadams@walga.asn.au			
Anthony Smyth	Mingenew Town BFB Captain	Anthony.Smyth@landmark.com.au	P O Box 120, Mingenew	08 9928 1014	0428 448 031
Alexander Pearse	Mingenew BFB Captain	alex@yatharagga.com	P O Box 120, Mingenew	08 9929 1041	0427 291 040

Name	Organisation	Email Address	Mailing Address	Phone (w)	Phone (m)
Benjamin Cobley	Guranu BFB Captain	cletus_au@yahoo.com	P O Box 78, Mingenew	08 9928 1011	0428 281 010
Daniel Michael	Lockier BFB Captain	dcmichael@bigpond.com.au	C/- Post Office, Mingenew	08 9928 1115	0428 281 063
Nick Duane	Yandanooka BFB Captain	yandyfarms@gmail.com	Yandanooka via Mingenew	08 9972 6058	0429 726 058
	Western Power	-			
Rob Brooks	Water Corporation	rob.brooks@watercorporation.com.au	P O Box 52, Moora	08 9651 0849	0459 802 221
Tanya Gratham	Mingenew Primary School	Nadine.Pulbrook@education.wa.edu.au	70 Phillip Street, Mingenew	08 9928 1206	
Duncan Grey	Cooperative Bulk Handling (CBH)	Duncan.Gray@cbh.com.au	PO Box 754 Geraldton WA 6530	08 9921 9499	0428 920 053
Tess Robinson	Silver Chain	Andrea.Campbell@silverchain.org.au	80 Philip Street, Mingenew, WA 6522		0418 246 610
Cathy Macartney	St John Ambulance	catherine.macartney@stjohnambulance.com.au	Lot 131 Phillip Street, Mingenew WA 6522		0418 475 124
	Telstra				
	CWA				
Mark Salt	Main Roads WA (Mid West-Gascoyne)	mark.salt@mainroads.wa.gov.au		08 9956 1245	0429 087 838
	Dongara Ambulance Sub Centre	irwinambos@westnet.com.au		08 9927 2100	0439 352 696
Joshua Gardner	DFES - District Advisor	Joshua.Gardner@dfes.wa.gov.au	1 Vulcan Way, Wonthella	08 9956 6014	0408 843 907
Patrick Whitehouse	Main Roads WA (Mid West-Gascoyne)	patrick.whitehouse@mainroads.wa.gov.au		08 9965 1221	0484 394 472
Jill Holmes	St John Ambulance (Mingenew)	holmes.jill@hotmail.com			
Peter Herbert	Main Roads WA (Mid West-Gascoyne)	peter.herbert@mainroads.wa.gov.au		08 9956 1221	0484 394 472
Sarah-Jane Grieve	Silver Chain Mingenew	Sarah-Jane.Grieve@silverchain.org.au	80 Phillip St, Mingenew WA 6522	1300 650 803	



BUSH FIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING

MINUTES FOR THE SHIRE OF MINGENEW BUSH FIRE ADVISORY COMMITTEE ANNUAL
GENERAL MEETING HELD IN THE SHIRE CHAMBERS ON 11 MARCH 2020 COMMENCING AT 6PM.

1.0 DECLARATION OF OPENING

The meeting was declared open at 6:03pm.

2.0 RECORD OF ATTENDANCE / APOLOGIES

Murray Thomas	Chief Bush Fire Control Officer
Nils Hay	Chief Executive Officer
Erin Greaves	Governance Officer
Bernie Soullier	Brigade Member
Neal Boonzaaier	Mingenew Police
Jon Holmes	Brigade Member
Andrew Cosgrove	Brigade Member
Nick Duane	Deputy Chief Bush Fire Control Officer
Andrew Green	Brigade Member
Alex Pearse	Brigade Captain – Mingenew North
Daniel Michael	Brigade Captain - Lockier

3.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

3.1 Bush Fire Advisory Committee Meeting held 14 September 2020

BUSH FIRE ADVISORY COMMITTEE DECISION – ITEM 3.1

Moved: Jon Holmes

Seconded: Neal Boonzaaier

That the Minutes of the Bush Fire Advisory Committee Meeting of the Shire of Mingenew held 14 September 2020 be confirmed as a true and accurate record of proceedings.

4.0 OFFICERS REPORTS

4.1 Chief Bush Fire Control Officer Report- Murray Thomas

- Overview of the 2020/21 Fire Season provided verbally to the Committee and written copy is attached.

4.2 Captains Reports-

All Captains to remark on level of training of its volunteers and any identified gaps or training requirements.

4.2.1 Yandanooka (provided by Nick Duane)

- no local fires but attended fires on boundary
- fires were well attended and handled well by Three Springs / Arrino volunteers

- highlighted need for improved coordination with neighbouring local governments / brigades i.e. propose attending future brigade meetings
- it was noted that the bush fire brigade truck (Three Springs) was well suited to terrain and conditions – would be more suitable for Mingenew than current 'town' truck, recommend looking at when truck requires turnover

4.2.2 Lockier (provided by Daniel Michael)

- bigger crops and lots of stubble
- text system of communication worked well and had good attendance

4.2.3 Guranu – (update N/A)

4.2.4 Mingenew North (provided by Alex Pearse)

- lessons from fire at Brindal's property, kelly chain and two units used but not effective as fire crept around, needed quicker response and more units
- outlined issues with reliable communication, mobile phone tower to go up on Brindal's property soon but not yet operational, should improve communications in future
- issue with communications at Greaves' fire, with most using channel 11 but landowner using channel 66

4.2.5 Mingenew Town (feedback from Anthony Smyth)

- look to perform volunteer drive
- Michael Beare looking to reduce his involvement

4.3 Shire CEO Report

- 2019/20 Operating Grant has been fully expended and acquitted.
- ESL Grants
 - First aid kits have been purchased and are available for volunteers to take for vehicles
 - Additional uniforms and bags etc, have been ordered, will advise when they are available for distribution
- DFES Funding being investigated
 - water tank and bore at airport
 - widening of air strip
 - Fire shed (upgrade)
- Ranger services to be provided to Mingenew Shire by WA Ranger Services (20 visits per year) – they will be assisting with fire break management and compliance
- Rocky Brennan has resigned as Works Supervisor, Peter Wood is the Works Manager and can be contacted on 0409 135 665
- Last year that the fuel card funding is available, system has not been effective with take up not being at full capacity. Nils to provide feedback on effectiveness of the system back to DFES.

4.4 Parks & Wildlife Services

- Richard Boykett is the Regional Fire Coordinator
- Brodie Selby is the local (Geraldton) Fire Coordinator
- Visited Depot Hill today – will investigate and provide advice back to the Shire in regard to fire risk and mitigation actions in a couple of months
- P&W are preparing a Regional Fuel Management Plan which may assist LGs
- Copy of the Department's prescribed burn programme is attached with these Minutes
- Open offer for brigade members to attend prescribed burns to gain experience and practice skills – contact Brodie if there is any interest.

5.0 ELECTION OF OFFICERS FOR THE 2021/22 FIRE SEASON

5.1 Election of Captain and Deputy Captain for Shire of Mingenew Brigades

BUSH FIRE ADVISORY COMMITTEE DECISION AND RECOMMENDATION TO COUNCIL – ITEM 5.1

Moved: Nick Duane

Seconded: Daniel Michael

That the following persons be appointed to the position of Captain or Deputy Captain for the following Bush Fire Brigades:

- | | | |
|----|-----------------|------------|
| | Yandanooka | |
| a) | Captain: | N Duane |
| b) | Deputy Captain: | J Bagley |
| | Lockier | |
| a) | Captain: | D Michael |
| b) | Deputy Captain: | P Flanders |
| | Guranu | |
| a) | Captain: | B Cobley |
| b) | Deputy Captain: | G Elsegood |
| | Mingenew North | |
| a) | Captain: | A Pearse |
| b) | Deputy Captain: | A Green |
| | Mingenew Town | |
| a) | Captain: | A Smyth |
| b) | Deputy Captain: | T Anderson |

CARRIED UNANIMOUSLY

5.2 Nominations for Shire of Mingenew Bushfire Control Officers

BUSH FIRE ADVISORY COMMITTEE DECISION AND RECOMMENDATION TO COUNCIL – ITEM 5.2

Moved: Andrew Green

Seconded: Jon Holmes

1. That the following persons be nominated to the position of Bushfire Control Officer for the Shire of Mingenew: Murray Thomas and;
2. That the following persons be nominated to the position of Deputy Bushfire Control Officer for the Shire of Mingenew: Nick Duane.

CARRIED UNANIMOUSLY

7.0 GENERAL BUSINESS

7.1 Draft Terms of Reference

To ensure the Committee's roles, responsibilities and functions are well understood and remain compliant with legislation, the Committee's Terms of Reference have been reviewed and a copy is provided for the Committee's feedback. Should the Committee agree with the proposed Terms of Reference a recommendation to Council is sought to adopt them.

BUSH FIRE ADVISORY COMMITTEE DECISION AND RECOMMENDATION TO COUNCIL – ITEM 7.1

Moved: Andrew Green

Seconded: Andrew Cosgrove

That Council endorses the reviewed Bush Fire Advisory Committee Terms of Reference as presented, subject to the following amendments:

- Change requirement for minimum number of meetings to be reduced to one (1) per year (ideally held pre-harvest in October)
- All current brigade members to be voting members

CARRIED UNANIMOUSLY

7.2 Permanent Variation to Burning Periods

The BFAC has previously shown interest in permanently amending the gazetted burning periods to reflect current seasonal patterns affecting burning. Due to a strict application and approval process this has not occurred formally, and a recommendation is sought to request Council to endorse the change.

A comparison of neighbouring local government restricted burning periods is shown below:

Shire	Restricted Burning Periods
Carnamah	17 September to 14 October 15 February to 30 April
Irwin	15 October to 30 November 1 March to 30 April
Mingenew (current)	17 September to 31 October 1 February to 15 March
Morawa	1 October to 14 October 1 March to 15 March
Three Springs	15 October to 31 October 1 March to 15 March

BUSH FIRE ADVISORY COMMITTEE DECISION AND RECOMMENDATION TO COUNCIL – ITEM 7.2

Moved: Jon Holmes

Seconded: Nick Duane

That Council requests a variation to the declared restricted burning times for the Shire of MingeneW, in accordance with s.18 of the *Bush Fires Act 1954*, from the Fire and Emergency Services Commissioner (FES Commissioner) as follows:

Restricted	1 October to 31 October	<i>[amended from 17 September to 31 October]</i>
Prohibited	1 November to 31 January	
Restricted	1 February to 15 March	
Open	16 March to 30 September	<i>[amended from 16 March to 16 September]</i>

7.3 Bush Fire Risk Management Officer (BRMO)

DFES are in the process of allocating a BRMO for the Shire of MingeneW (in a regional shared services arrangement – the position will be ‘hosted’ by the Shire of Moora, but will spend an increasing amount of time in MingeneW as they complete works for our southern neighbours). Their key duty will be to complete a Bush Fire Risk Management Plan for the Shire; which will involve consultation with brigades and landholders. Naturally, we will seek to use this process to address areas of concern like the lack of recent fire mitigate activity at Depot Hill Reserve. More updates will be provided as we have start dates.

7.4 Burning behind Autumn Centre

Advice is sought from Members around some appropriate dates to conduct this work, so we can seek to coordinate with Water Corporation and DFES.

This was identified as a possible exercise that LEMC can utilise to test emergency management arrangements in a controlled setting and provide an opportunity for brigade members to gain experience.

The Committee felt it wasn't this groups responsibility to assist with these types of burns but would be available as back up if burn becomes out of control. It was suggested the burn be conducted around August due to fuel loading and anticipated conditions.

ACTION: Nils to liaise with the Water Corporation and DFES regarding timing of exercise and resource support.

7.5 Defibrillator Training

Feedback is sought on establishing a date to hold a defibrillator training session for members to participate in, to be provided free by St John Ambulance.

ACTION: Defibrillator training to be conducted on the same day but prior to the October meeting.

7.6 Coles Gift Card

In 2020, the Mingenew Town Volunteer Bush Fire Brigade was granted a \$500 Coles Gift Card. Feedback is sought from the Committee on what to expend the funds on.

The Committee were supportive of the Card being utilised to host a Recruitment / Open day event, mentioned by Anthony Smyth.

ACTION: The Shire to liaise with Anthony Smyth to arrange expenditure of gift card for Recruitment / Open day.

8.0 TIME AND DATE OF NEXT MEETING

Next Bush Fire Advisory Committee Meeting to be held on 13 October 2021 commencing at 6pm, with Defibrillator training to be held prior to.

9.0 CLOSURE

The meeting was closed at 7:18pm.



TERMS OF REFERENCE

Bush Fire Advisory Committee

2.0.1

Title:	2.0.1 – BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE
Adopted:	-
Last Reviewed:	17 February 2021
Associated Legislation:	Bush Fires Act 1954
Associated Documents:	Nil.
Review Responsibility:	Bush Fire Advisory Committee
Delegation:	Nil.

OBJECTIVES

To advise the local government regarding all matters relating to the delivery of fire prevention, preparedness, response and recovery, in accordance with requirements of the *Bush Fires Act 1954 (BFA)*.

FUNCTIONS

The function of the Bush Fire Advisory Committee (BFAC) is to advise the local government regarding:

- all matters relating to the preventing, controlling and extinguishing of bush fires
- the planning of the layout of firebreaks in the district
- prosecutions for breaches of the *Bush Fires Act 1954*
- the formation of bush fire brigades and the grouping thereof under group brigade officers
- the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified above.

POWERS OF THE BUSH FIRE ADVISORY COMMITTEE

The BFAC is established under s.67 of the *Bush Fires Act 1954* as an advisory committee to Council. The Committee does not have delegated authority to exercise the powers or discharge the duties of the local government but may provide appropriate advice and recommendations to Council or the CEO in order for the local government to effectively perform its legislative functions and duties.

MEMBERSHIP

The BFAC voting members will include:

- Council-appointed Councillor representative/s (or proxy)
- Chief Bush Fire Control Officer (Deputy CBFCO as proxy)
- Shire Chief Executive Officer (or proxy)
- Agency-appointed Department of Fire & Emergency Services (DFES) representative (or proxy)
- Bush Fire Risk Management Officer (BFRMO)
- Brigade Members

The Shire's Governance Officer (or proxy delegated by the Shire CEO) will provide administrative support to the Committee and is a non-voting member.



Other persons, or representatives of organisations may be invited to participate in meetings, whose role, responsibilities or charter include bush fire management and control and/or are likely to be impacted by emergency management arrangements.

The local government may accept the resignation or remove a member of the Committee or appoint a person to fill a vacancy in accordance with the BFA.

QUORUM

A quorum shall be five (5) voting members.

CHAIRPERSON

The Committee shall appoint a Chairperson and Deputy Chairperson. The election of the Chairperson and Deputy Chairperson shall be held every two years, at the first meeting of the Committee, post Council elections.

MEETINGS

The Committee may meet from time to time as the Committee sees fit but, shall meet as a minimum once annually, prior to the harvest period (approximately October).

The March meeting shall be an Annual General Meeting for which local public notice is to be provided. At this meeting the Committee shall make recommendations to Council for the appointment of the Bush Fire Control Officer, Deputy Bush Fire Control Officer, Brigade Captains and any other positions the Committee sees fit, in accordance with the BFA. Appointments are to be endorsed by Council or referred to the Committee for reconsideration.

REPORTING

Minutes and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee will be to -

- a) Make recommendations to Council on resourcing needs of the Brigades including financial support, equipment needs, training and any other requirements;
- b) Advise on the layout of firebreaks and annual firebreak requirements;
- c) Make recommendations to Council regarding the setting and/or varying of prohibited and restricted burning periods in accordance with s.17 and s.18 of the BFA.
- d) Review bush fire incident reports and establish improved practices for the control of bush fires and related activities
- e) Advise and assist the Shire in ensuring that local risk management and response plans pertaining to bush fires are established and maintained (including testing);
- f) Advise Council regarding all matters relating to prosecutions for breaches of the *Bush Fires Act 1954*;
- g) Support the Shire to ensure appropriate and timely training programs are developed and delivered to volunteer bush fire brigade members, including on-going scenario-based training;
- h) Advise the Shire of Mingenew on operational and administrative matters relating to bush fire prevention, preparedness, response and recovery, as per relevant legislation and policies;



- i) Advise and assist the Shire in the development of bush fire community engagement and education programs;
- j) Facilitate and foster open communication and cooperation with other fire and emergency agencies, neighbouring local governments and other stakeholders;
- k) Review these Terms of Reference biannually.

DRAFT



TERMS OF REFERENCE

Elected Member Representation on External committees / groups

4.0.1

Title:	4.0.1 – ELECTED MEMBER REPRESENTATION ON EXTERNAL COMMITTEES / GROUPS
Adopted:	-
Last Reviewed:	-
Associated Legislation:	Local Government Act 1995 Model Code of Conduct Regulations
Associated Documents:	Shire of Mingenew Code of Conduct
Review Responsibility:	Council
Delegation:	Nil.

PURPOSE

To be the conduit between Council and the external committee / group to ensure timely information is exchanged to assist Council in performing its functions to:

- Determine and review policies
- Plan for the future
- Manage assets
- Govern finances

The representation is not intended to replace any business relationship and communication obligations between the Committee/group and the Shire's administration. All operational matters should be referred through the CEO or appropriate officer.

OBJECTIVES

- To promote the interests and welfare of the Shire of Mingenew and broader community
- To promote and advocate for initiatives and ideas that align with community strategic objectives
- To exchange information that may be pertinent to future planning and decision making

ROLES AND RELATIONSHIPS

The role of Council members on non-Council committees / groups is to:

- Attend and participate in all meetings;
- Work cooperatively with other members in achieving the purpose of the committee / group;
- Share relevant information regarding Council's business/strategic planning, events decisions, opportunities and risks (as presented through Council) with the Committee / group;
- Share relevant information regarding the Committee's / group's business strategies and direction, resourcing capacity (financial and human), events / initiatives, risks and other management reports that may affect Council business;
- Contribute ideas and suggestions relating to relevant items for discussion; and
- Use existing networks to remain informed regarding the views and interests of the community;
- Forward any relevant operational / administrative matters to the Shire CEO as soon as practicable.

It is also important that members represent the views of Council and not pursue personal agendas or objectives unless aligned with those of Council.



Council Members are not permitted to hold an Executive role on any Committee (non-Council) and do not have a right to vote on decisions made at meetings unless Council has an express voting responsibility for the decision-making purposes of that Committee.

Each representative role might be slightly different for each community group or committee, based on their structure, needs and operation. Council members should refer to the relevant group / committee and / or Terms of Reference for further direction.

CODE OF CONDUCT

Council Members will adhere to the adopted Shire of Mingenew Code of Conduct when representing Council on a non-Council Committee.

The Code of Conduct recognises that as part of their representative role, Council Members are invited to represent the Council on external organisations, and outlines the importance of Council Members:

- Clearly understanding the basis of their appointment; and
- Provide regular reports on the activities of the organisation.

Where a Council Member has a conflict of interest in any matter before the committee / group, it must be disclosed at both the Committee meeting and when presenting information to Council. This excludes any impartiality interest resulting from the Member's representative role for that Committee/group.

ACCESS TO INFORMATION / CONFIDENTIALITY

As outlined in the Code of Conduct, Council Members are to ensure that information provided to them in their official capacity will be used properly and to assist in the process of making reasonable and informed decisions on matters before Council.

REPORTING TO COUNCIL ON COMMITTEE MATTERS AND VICE VERSA

Council representatives will report any applicable matters to the next Concept Forum that follows the Committee/group meeting (excluding confidential matters prescribed by the Committee, if applicable).

TERM OF OFFICE

Council representations on non-Council Committees/groups will be determined every second year following an Ordinary Council election or as required.

A Council member may resign their position as Council representative by giving written notice to the Shire President, Mingenew CEO and the Committee Chair or President.

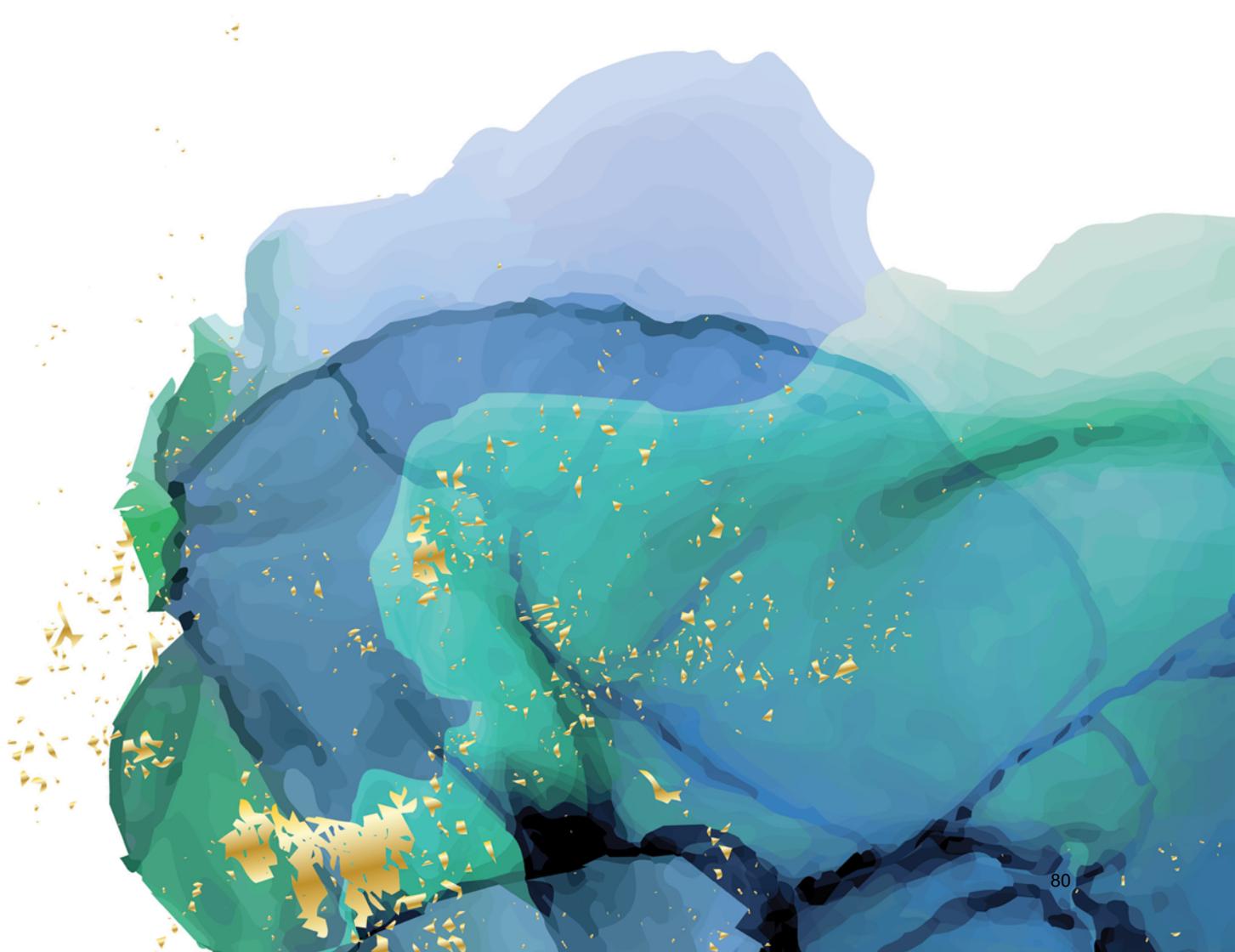


This initiative is part of the WA Government's action to create a Safer WA for Children by implementing the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse.

Discussion paper on the implementation of child safety officers in local governments

Recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse

December 2020



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1. Background

1.1 Royal Commission into Institutional Responses to Child Sexual Abuse

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission (Royal Commission)) was established in response to allegations of child sexual abuse in institutional contexts that had been emerging in Australia for many years. The Royal Commission's Final Report¹ made 409 recommendations, with 310 applicable to the Western Australian State Government.

The recommendations of the Royal Commission emphasised that organisations working with children must be able to provide safe environments where the rights, needs and interests of children are met. The Royal Commission recommended a range of mechanisms to support child safe organisations, including 10 Child Safe Standards (rec 6.5), which organisations the standards should apply to (rec 6.9) and the role of an independent oversight body to monitor and enforce the standards (rec 6.10 and 6.11) to promote child safety across organisations and the role of child safety officers in local government (rec 6.12).

The Royal Commission also envisioned that the National Office for Child Safety (rec 6.16 and 6.17) would have a key role in collaborating with the Commonwealth, state and territory governments to support national consistency. It would do this by leading capacity building, continuous improvement of child safe initiatives through resources development, best practice material and evaluation. They also expected the National Office for Child Safety to promote participation and empowerment of children and young people.

1.2 National Principles for Child Safe Organisations

The Royal Commission defined child safe organisations as those which create cultures, adopt strategies and take actions to prevent harm to children, including child sexual abuse. The Royal Commission proposed 10 Child Safe Standards be adopted to foster child safety and wellbeing in organisations across Australia, as referenced above.

The Council of Australian Governments endorsed the National Principles for Child Safe Organisations (National Principles) in February 2019. The National Principles (Appendix 1) incorporate the 10 Child Safe Standards recommended by the Royal Commission, with a broader scope that goes beyond child sexual abuse to include all forms of abuse or potential harm to children.

1.3 What is happening in Western Australia to support implementation?

In Western Australia, the Royal Commission recommendations related to the National Principles are being led by the Department of Communities and the Department of the Premier and Cabinet in partnership with key government agencies and the Commissioner for Children and Young People (CCYP).

The Department of the Premier and Cabinet is leading the development of advice to the State Government on an independent oversight system, which will include the monitoring and enforcing of the National Principles for organisations engaged in child-related work. The Royal Commission was of the view that all organisations should strive to be child safe but

¹ <https://www.childabuseroyalcommission.gov.au/final-report>

recommended that organisations providing the following services should be required to implement the National Principles:

- accommodation and residential services for children;
- activities or services under the auspices of a religious denomination;
- childcare or childminding services;
- child protection services;
- activities or services where clubs and associations have a significant involvement by children;
- coaching or tuition services for children;
- commercial services for children;
- services for children with a disability;
- education services for children;
- health services for children;
- justice and detention services for children; and
- transport services for children.

The Department of Communities is leading the implementation of the National Principles through a range of administrative and legislative levers such as funding agreements and regulatory frameworks. They are also providing support to government and non-government agencies to implement the National Principles in preparation for independent oversight.

Western Australia currently has a voluntary approach to the implementation of the National Principles focused on capacity building, led by CCYP, while options for legally requiring implementation are developed. CCYP has enabling legislation to raise awareness, provide capacity building and consult with children. In 2019, CCYP revised their child safe resources to align with the National Principles.

2. Role of local governments

The Royal Commission cited the fundamental role local governments play in assisting and resourcing communities across Australia, particularly in regional and remote areas where access to resources and services is often more limited than for their urban counterparts.

The Royal Commission highlighted the important roles local governments play in communities that impact on the safety of children including:

- providing services to children, for example libraries, swimming pools and childcare;
- providing spaces for community activities, for example halls, theatres and sports grounds;
- funding or contracting services;
- facilitating community education or outreach programs;
- regulating planning and development approvals, infrastructure and property services; and
- water and food inspection².

The active role local governments take in community development and community safety, particularly roles that impact on child safety, was recognised as an opportunity to integrate their direct responsibilities to children with their wider role within the community. Local governments are recognised as well placed to support smaller organisations within their communities to implement the National Principles and create child safe environments.

Through this consultation process the State Government has two key aims:

- to develop a better understanding of the current role of local governments in promoting child safety and how the outcomes of this work are reported internally, to executive and to council; and
- to use this understanding of current work promoting child safety to inform development of an approach to meet recommendation 6.12 of the Royal Commission in implementing the child safety officer role.

2.1 Engagement with the local communities

As part of the response to this consultation process it would be useful for local governments to consider how to engage their local communities in relation to this issue. This active engagement can ensure that the community's expectations and the local government's outcomes and investment in child safety are well understood.

Local governments undertaking the required periodical review of their Integrated Planning and Reporting, may choose to include discussions on child safety as part of the engagement with the local community.

² Final Report: Volume 6, Making institutions child safe, p.300

3. Child safety officers

Recommendation 6.12 of the Royal Commission recommended that, with support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a) developing child safe messages in local government venues, grounds and facilities;
- b) assisting local institutions to access online child safe resources;
- c) providing child safety information and support to local institutions on a need's basis; and
- d) supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

Child safety officers are intended to promote child safety within the organisation and support smaller community-based organisations providing services to children to create child safe environments. The role would be expected to support local staff and volunteers to build existing capacity around child safety within their organisations by providing information and assistance.

The Royal Commission's view was that a child safety officer proximate to services and local industries would be especially important in regional and remote areas, given these communities are known to routinely miss out on resources and access to services that are available in urban centres. In regional and remote communities, child safety officers could be a conduit for information.

The Royal Commission's view was that child safety officers should work closely with the independent state oversight body responsible for monitoring and enforcing the National Principles, as they would be well placed to support smaller organisations to understand how they can be child safe.

The intent of the Royal Commission is for local governments to identify where they already have existing staff who could fulfil a role of promoting child safety within the organisation and supporting smaller local organisations to develop capacity in this area. Local governments could create new positions to facilitate implementation of this role where desired and resourcing allows. Volume 6³ and Volume 14⁴ of the Royal Commission's Final Report provide this recommendation in detail.

Acknowledging the existing investment local governments make to promoting community safety, including child safety, the Royal Commission stated that local governments do not need to provide additional financial investment into implementing a child safety officer role and suggest that existing community safety positions within local governments could be expanded to align existing responsibility to strengthen child safety.

The following portfolios may have existing roles that could be considered for alignment with child safety responsibilities and it is recognised that significant work is already occurring in

³ https://www.childabuseroyalcommission.gov.au/sites/default/files/final_report_-_volume_6_making_institutions_child_safe.pdf

⁴ https://www.childabuseroyalcommission.gov.au/sites/default/files/final_report_-_volume_14_sport_recreation_arts_culture_community_and_hobby_groups.pdf

these areas within some local governments to promote child safety, as recommended by the Royal Commission:

- Community safety;
- Community and club development;
- Governance and risk;
- Communications; and
- Disability Access and Inclusion.

It is also recognised that not all local governments have existing community safety positions or have limited capacity to expand the functions of these roles to include child safety. In fulfilling the functions of the child safety officer role, it is recognised that local government staff will need access to appropriate training. Where local governments have limited resources to create child safety officer positions the Royal Commission suggested that state and territory governments may be able to provide assistance.

3.1 Functions of the child safety officer

The four key functions of child safety officers, recommended by the Royal Commission, are outlined below with suggestions as to how each function may look in practice. It is noted that some of these examples may represent work already occurring in many local governments.

a) Developing child safe messages in local government venues, grounds and facilities

Developing child safe messages in local government venues, grounds and facilities promotes the knowledge and understanding of child safety by community members. Public messaging promotes the rights of children to feel safe as well as increasing the understanding of child safety by staff, volunteers and community members and acting as a deterrent for those who may intend to cause harm to children.

To implement this function would include:

- Working with key stakeholders including CCYP and the Working with Children Screening Unit to ensure that nationally consistent child safe messages are identified for use in local governments' venues, grounds and facilities.
- Working with internal communication teams to print posters/signs outlining nationally consistent child safe messages for their various venues, grounds and facilities.

b) Assisting local institutions to access online child safe resources

Institutions in local communities such as sole traders (i.e. music teachers, tennis coaches), private and community organisations (i.e. arts, cultural, community, sport and recreation groups, clubs and associations) may require assistance to access online child safe resources.

To implement this function would include:

- Facilitating the inclusion of information about child safety on their local government website including links to online child safe resource created by CCYP and the National Office of Child Safety. This would be in line with the current practice of many local governments in providing information and a link to Kidsport⁵ on their websites.

⁵ Kidsport is a scheme that enables low income families to participate in community sport through provision of financial assistance towards club fees).

- Signposting local government staff and local organisations to CCYP, the National Office of Child Safety, and other relevant resources on the local government's website.

Other local government resources may also assist in facilitating this function. Community Resource Centres and libraries provide physical access to computers and the internet, and library staff could provide support to access suitable online child safe resources. Community, Club Development and Community Safety Officers may signpost to online resources within newsletters.

c) Provide child safety information and support to local institutions on a need's basis

Child safety officers are expected to provide general advice around promoting child safety and the implementation of the National Principles within organisations. For some local governments this may include hosting workshops/seminars with external providers.

It is expected that child safety officers would be supported by relevant agencies, such as CCYP, the National Office of Child Safety, or in the case of child protection concerns, the Western Australia Police Force or Department of Communities in meeting this function.

While it is not the intention of the Royal Commission for local government child safety officers to be a direct point of contact for community members or staff seeking advice on child protection matters, it would be important for anyone in this role to have appropriate knowledge and understanding of child abuse and neglect, as well as local child safeguarding procedures, in order to provide appropriate information, guidance and signposting. It is important for the local government to consider what support mechanisms are in place, to ensure the wellbeing of child safety officers when dealing with these matters and what specific areas of training would be required to build upon existing skills and knowledge of staff.

d) Support local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds

Communities within local government areas differ based on social demographics. The needs of supporting children from diverse backgrounds will differ based on the local population.

To implement this function would include:

- Identifying needs within the local community and key services providing support in meeting these needs.
- Working collaboratively with local government staff, responsible for supporting disability inclusion and access and promoting the needs of Aboriginal and culturally diverse children, to provide advice and support to local organisations on implementing child safe approaches that are accessible and inclusive for children with diverse needs.
- Linking local institutions with key services, including disability advocacy services, Aboriginal family support services or professional interpreters.

4. Progress to date across jurisdictions

Information relating to implementation of the recommendation for local government child safety officers in each state/territory is outlined below. The National Office for Child Safety intends to work with the Australian Local Government Association to develop a plan for implementation at a national level.

Jurisdiction	Action to date
Western Australia	Accepted in principle. The Department of Communities is leading implementation of child safety officers in partnership with the Department of Local Government, Sport and Cultural Industries. The Department of the Premier and Cabinet is leading the development of advice to the State Government on an independent oversight system.
Victoria	Accepted in principle. Volume 6 of the Final Report identifies that a rural city council in Victoria has appointed two child safety officers to help prevent and respond to concerns of abuse. With the Victorian Government's support, Vicsport provides a 'helpdesk', which delivers assistance and advice to state sporting associations, regional sport assemblies, regional academies of sport, clubs and associations to assist them with cultural change, policy development, change management and communications to meet obligations in Victoria's Child Safe Standards.
New South Wales	Accepted in principle.
Australian Capital Territory	Accepted in principle. No reported progress.
Northern Territory	Accepted in principle. No reported progress.
Queensland	Listed for further consideration. The Queensland Government notes this recommendation is primarily the responsibility of the local government sector. The Queensland Government notes there are likely to be resource implications associated with implementing this recommendation, particularly for smaller remote, rural and Indigenous local governments, and will collaborate with the local government sector to identify the best way to support local institutions.
South Australia	Noted. This recommendation is seen to be the responsibility of local governments and is outside the scope of the South Australian Government's response to the Final Report
Tasmania	Accepted in principle. The Tasmanian Government agreed to work with the Local Government Association to progress this work.

5. Process for consultation with the local government sector

Phase 1 – Endorsement of consultation process (complete)

September 2020

The Department of Communities and the Department of Local Government, Sport and Cultural Industries developed a proposed consultation process, which was shared, discussed and endorsed with the Local Government Professionals of Western Australia's (LG Pro) Community Development Network on 1 October 2020. The paper was also shared with the leadership group of the Western Australian Local Government Association's (WALGA) Local Government Community Safety Network for comment and feedback.

Phase 2 – Consultation process (in progress)

December 2020 – April 2021

This discussion paper was developed by the Department of Communities and the Department of Local Government, Sport and Cultural Industries, in consultation with the Department of the Premier and Cabinet, CCYP and WALGA. It will be distributed to individual local governments through WALGA and LG Pro by Wednesday, 2 December 2020, with feedback required from individual local governments and peak bodies by Close of Business on Friday, 2 April 2021.

The State Government will facilitate presentations for local governments on the discussion paper via webinar on Monday, 14 December 2020 and Thursday, 4 February 2021. The webinars will be presented by the Department of Communities and the Department of Local Government, Sport and Cultural Industries with support from WALGA and LG Pro. To register your interest please email childsafeguarding@dlgsc.wa.gov.au prior to each webinar.

This consultation process aligns with the consultation on the design of the independent oversight system, which includes the monitoring and enforcing of the National Principles. Between November 2020 and February 2021, feedback is being sought from organisations likely to be impacted by the independent oversight and broader community stakeholders on particular elements of the system and how they will work. The local government sector is encouraged to provide feedback through the dedicated consultation webpage <http://www.wa.gov.au/independent-oversight-system-consultation>.

It is recommended that local government officers seek a position in relation to both consultation issues, child safety officers and the independent oversight system, from their respective councils during the consultation period to inform the organisation's feedback. Each local government should then respond individually to the consultation questions with specific feedback relevant to their geographical context.

Phase 3 – Presentation of policy position and guidance on implementation

April – June 2021

The consultation findings from this discussion paper will inform a draft report by Friday, 7 May 2021. The draft report will outline the State Government's proposed implementation of recommendation 6.12 and provide guidance as to how local governments can implement the role of child safety officers, including what support will be needed.

The draft report will be shared with WALGA, LG Pro, the Department of the Premier and Cabinet and CCYP for comments and feedback before being made publicly available and distributed to the local government sector as a final report by Friday, 4 June 2021.

6. Consultation questions

Responses to consultation questions are due to the Department of Communities by Close of Business on Friday, 2 April 2021. Responses can be emailed to csaroyalcommission@communities.wa.gov.au.

- 1) Please specify which local government you are responding on behalf of.

Click or tap here to enter text.

- 2) What is your role within the organisation?

Click or tap here to enter text.

- 3) Please consider each of the functions of a child safety officer and the three accompanying questions for each.

a) Developing child safe messages in local government venues, grounds and facilities;

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

b) Assisting local institutions to access online child safe resources

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

c) *Providing child safety information and support to local institutions on a need's basis;*

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

d) *Supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.*

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

- 4) Please specify any additional feedback in relation to the proposed implementation of child safety officers within Western Australia.

Click or tap here to enter text.

7. Further information and resources

Contact information

Please contact any of the State Government representatives below to discuss queries relating to this paper or the consultation process.

Amanda Furnell
Manager Royal Commission Implementation Team
Strategy and Partnerships
Department of Communities
Phone:
Email: csaroyalcommission@communities.gov.wa.au

Ben Armstrong
Acting Director Strategic Coordination and Delivery
Department of Local Government, Sport and Cultural Industries
Phone: 08 9492 9622
Email: childsafeguarding@dlqsc.wa.gov.au

Gordon MacMile
Acting Executive Director Local Government
Department of Local Government, Sport and Cultural Industries
Phone: 08 9492 9752
Mobile: 0418 968 952
Email: childsafeguarding@dlqsc.wa.gov.au

Resources

Further detail about the National Principles and resources relating to their implementation in organisations can be found on the websites listed below.

The Commissioner for Children and Young People Western Australia's website has a range of resources related to implementation of the National Principles, as well as links to provide information, resources and practical examples on each of the 10 National Principles.

<https://www.cryp.wa.gov.au/our-work/child-safe-organisations-wa/>

The National Office for Child Safety provides further resources to help organisations, children and young people, parents and carers learn about the National Principles and how they should be used.

<https://childsafety.pmc.gov.au/what-we-do/national-principles-child-safe-organisations>

A Working with Children Check is a compulsory screening strategy in Western Australia and one strategy to keep children safe. The website includes a range of resources including creating a child safe organisation through recruitment and staff management.

<https://workingwithchildren.wa.gov.au/about/safeguarding-children>

Appendix 1:

National Principles for Child Safe Organisations

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

The Australian Human Rights Commission was engaged by the Australian Government Department of Social Services to lead consultations and development of the National Principles for Child Safe Organisations. The goal is to build cultures in all organisational settings to advance the safety and wellbeing of children and young people.

A full description of the National Principles can be found at:

[National Principles for Child Safe Organisations \(humanrights.gov.au\)](https://www.humanrights.gov.au/national-principles-for-child-safe-organisations)



CHRISTMAS PERIOD CLOSURE POLICY Administration

1.2.13

Title:	1.2.13 Christmas Period Closure Policy
Adopted:	17/03/2020
Reviewed:	N/A
Associated Legislation:	Local Government Act 1995
Associated Documentation:	
Review Responsibility:	Council

Previous Policy Number/s – Nil

Objective:

The objective of this policy is to facilitate efficient management of the Shire's Administration Centre and Depot over the Christmas period and provide guidance on closures to appropriately inform and support the community during times when service levels are suspended or reduced.

Policy:

The Shire of Mingenew shall close operations each year for a maximum two-week period over the Christmas and New Year holiday period commencing no earlier than five working days prior to Christmas Day and up to Christmas Eve (i.e. closure commencing 21 December would require operations to recommence by 5 January).

The CEO is to determine the closure starting and end date and notification must be provided to Councillors and employees at least 8 weeks prior to Christmas Day. Employees shall use annual leave, RDOs, leave without pay or other eligible leave entitlements to cover any ordinary working days during the closure period that are not a public holiday. There will be a maximum of seven ordinary working days during the closure period. The CEO may determine some services to be essential during the closure period and authorise employees to work during the closure or be on call, in accordance with the relevant employee conditions/industry award.

The Shire will comply with Local Public Notice requirements for advertising the Christmas period closure in accordance with the *Local Government Act 1995* to ensure the community is made aware of the shutdown and after hours/emergency contacts, no later than 4 weeks prior to Christmas Day.

SHIRE OF MINGENEW
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 28 February 2021

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

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PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 28 February 2021
Prepared by: Helen Sternick, Senior Finance Officer
Reviewed by: Jeremy Clapham, Finance & Administration Manager

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 in-consistent 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 14.

SIGNIFICANT ACCOUNTING POLICES

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.

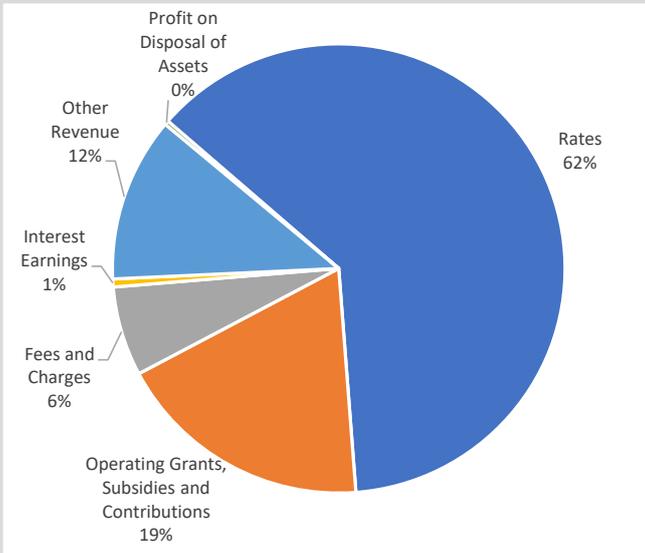
CRITICAL ACCOUNTING ESTIMATES

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.

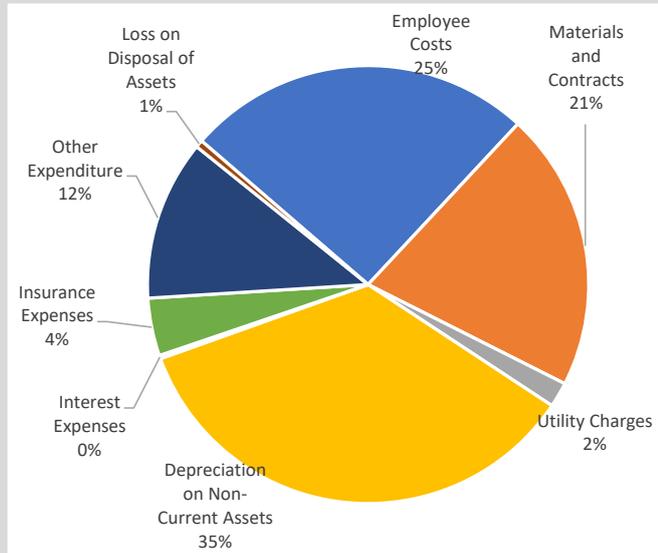
ROUNDING OFF FIGURES

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

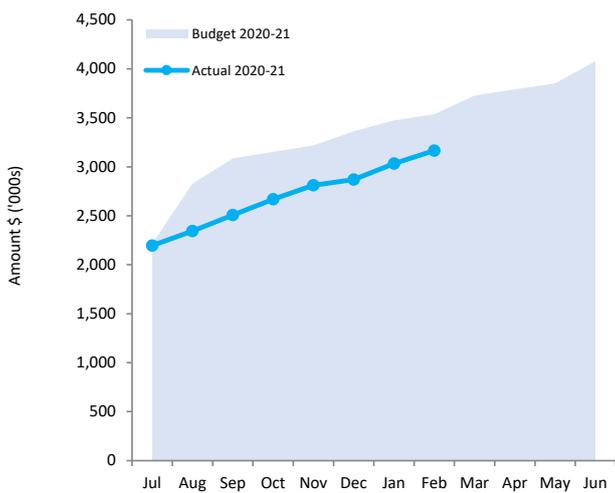
OPERATING REVENUE



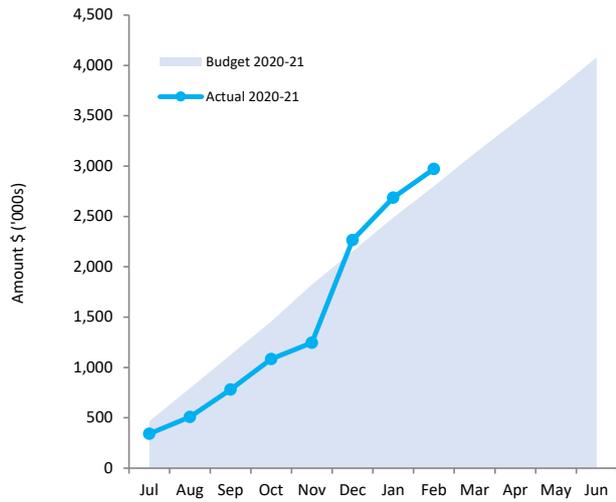
OPERATING EXPENSES



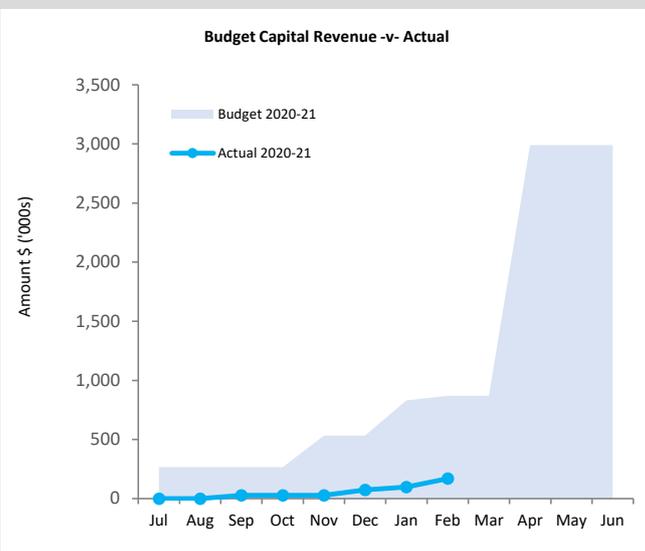
Budget Operating Revenues -v- Actual



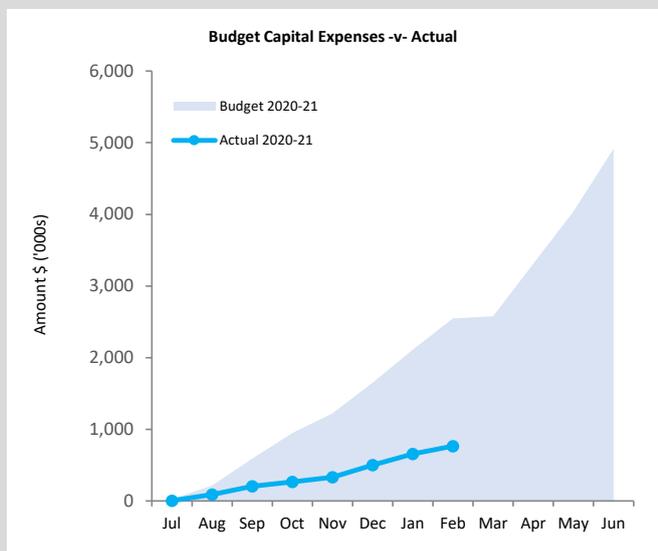
Budget Operating Expenses -v- YTD Actual



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 28 FEBRUARY 2021

STATUTORY REPORTING PROGRAMS

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

	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer community.	Fire prevention, animal control and safety.
HEALTH To provide services to help ensure a safer community.	Food quality, pest control and inspections.
EDUCATION AND WELFARE To meet the needs of the community in these areas.	Includes education programs, youth based activities, care of families, the aged and disabled.
HOUSING Provide housing services required by the community and for staff.	Maintenance of staff, aged and rental housing.
COMMUNITY AMENITIES Provide services required by the community.	Rubbish collection services, landfill maintenance, townsite storm water drainage control and maintenance, administration of the Town Planning Scheme and maintenance of cemeteries.
RECREATION AND CULTURE To establish and manage efficiently, infrastructure and resources which will help the social well being of the community.	Maintenance of halls, recreation centres and various reserves, operation of library, support of community events and matters relating to heritage.
TRANSPORT To provide effective and efficient transport services to the community.	Construction and maintenance of streets, roads and footpaths, cleaning and lighting of streets, roads and footpaths, traffic signs and depot maintenance.
ECONOMIC SERVICES To help promote the Shire and improve its economic wellbeing.	The regulation and provision of tourism, area promotion, building control and noxious weeds.
OTHER PROPERTY AND SERVICES To provide effective and efficient administration, works operations and plant and fleet services.	Private works operations, plant repairs and operational costs. Administration overheads.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	568,521	568,521	568,521	405,934	(162,587)	(28.60%)	▼
Revenue from operating activities								
Governance		13,399	13,399	8,920	18,125	9,205	103.20%	▲
General Purpose Funding - Rates	6	1,975,991	1,975,991	1,975,991	1,975,392	(599)	(0.03%)	▼
General Purpose Funding - Other		1,182,941	1,182,941	887,608	486,787	(400,821)	(45.16%)	▼
Law, Order and Public Safety		23,750	23,750	14,596	17,158	2,562	17.55%	▲
Health		150	150	104	727	623	599.04%	▲
Education and Welfare		400	400	264	778	514	194.70%	▲
Housing		90,440	90,440	60,288	73,403	13,115	21.75%	▲
Community Amenities		89,650	89,650	83,252	72,892	(10,360)	(12.44%)	▼
Recreation and Culture		28,780	28,780	28,368	34,184	5,816	20.50%	▲
Transport		594,400	594,400	423,728	421,272	(2,456)	(0.58%)	▼
Economic Services		18,582	18,582	12,832	24,611	11,779	91.79%	▲
Other Property and Services		60,500	60,500	40,320	40,416	96	0.24%	▲
		4,078,983	4,078,983	3,536,271	3,165,745	(370,526)		
Expenditure from operating activities								
Governance		(343,694)	(346,694)	(248,702)	(222,607)	26,095	10.49%	▼
General Purpose Funding		(76,332)	(76,332)	(48,794)	(50,931)	(2,137)	(4.38%)	▼
Law, Order and Public Safety		(66,912)	(66,912)	(44,373)	(85,996)	(41,623)	(93.80%)	▲
Health		(80,167)	(80,167)	(53,400)	(52,225)	1,175	2.20%	▲
Education and Welfare		(111,669)	(111,669)	(74,770)	(69,104)	5,666	7.58%	▲
Housing		(159,522)	(161,522)	(118,289)	(111,689)	6,600	5.58%	▲
Community Amenities		(249,083)	(249,083)	(166,336)	(139,400)	26,936	16.19%	▼
Recreation and Culture		(992,925)	(992,925)	(666,747)	(684,432)	(17,685)	(2.65%)	▲
Transport		(1,615,122)	(1,600,122)	(1,069,594)	(1,204,732)	(135,138)	(12.63%)	▲
Economic Services		(302,628)	(302,628)	(204,504)	(234,851)	(30,347)	(14.84%)	▲
Other Property and Services		(80,817)	(80,817)	(93,415)	(115,731)	(22,316)	(23.89%)	▲
		(4,078,871)	(4,068,871)	(2,788,924)	(2,971,698)	(182,774)		
Non-cash amounts excluded from operating activities	1(a)	1,527,770	1,512,770	1,010,436	1,049,494	39,058	3.87%	▲
Amount attributable to operating activities		1,527,882	1,522,882	1,757,783	1,243,541	(514,242)		
Investing Activities								
Proceeds from non-operating grants, subsidies and contributions	13(b)	2,990,490	2,990,490	871,086	169,189	(701,897)	(80.58%)	▼
Proceeds from disposal of assets	7	35,000	50,000	50,000	20,591	(29,409)	(58.82%)	▼
Purchase of property, plant and equipment	8	(4,915,678)	(4,925,678)	(2,557,832)	(766,263)	1,791,570	(70.04%)	▼
Amount attributable to investing activities		(1,890,188)	(1,885,188)	(1,636,746)	(576,483)	1,060,263		
Financing Activities								
Repayment of Debentures	9	(161,995)	(161,995)	(80,986)	(80,512)	474	(0.59%)	▼
Principal element of finance lease payments	10	0	0	0	(5,579)	(5,579)	0.00%	▼
Transfer to Reserves	11	(44,221)	(44,221)	(2,920)	(3,127)	(207)	7.08%	▼
Amount attributable to financing activities		(206,216)	(206,216)	(83,906)	(89,218)	(5,312)		
Closing Funding Surplus / (Deficit)	1(c)	0	0	605,652	983,775	378,123		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an threshold. Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 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 28 FEBRUARY 2021

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 28 FEBRUARY 2021**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus / (Deficit)	1(c)	\$ 568,521	\$ 568,521	\$ 568,521	\$ 405,934	\$ (162,587)	% (28.60%)	▼
Revenue from operating activities								
Rates	6	1,975,991	1,975,991	1,975,991	1,975,392	(599)	(0.03%)	
Operating grants, subsidies and contributions	13(a)	1,306,100	1,306,100	994,828	584,001	(410,827)	(41.30%)	▼
Fees and charges		239,292	239,292	193,100	203,987	10,887	5.64%	▲
Interest earnings		24,381	24,381	16,248	18,164	1,916	11.79%	
Other revenue		531,219	531,219	354,104	374,934	20,830	5.88%	▲
Profit on disposal of assets	7	2,000	2,000	2,000	9,267	7,267	363.35%	▲
		4,078,983	4,078,983	3,536,271	3,165,745	(370,526)		
Expenditure from operating activities								
Employee costs		(1,031,488)	(1,031,488)	(691,716)	(757,654)	(65,938)	(9.53%)	▲
Materials and contracts		(708,353)	(713,353)	(512,046)	(611,993)	(99,947)	(19.52%)	▲
Utility charges		(93,002)	(93,002)	(61,884)	(54,921)	6,963	11.25%	▼
Depreciation on non-current assets		(1,506,670)	(1,506,670)	(1,004,336)	(1,045,274)	(40,938)	(4.08%)	▲
Interest expenses		(10,686)	(10,686)	(5,904)	(7,321)	(1,417)	(24.00%)	▲
Insurance expenses		(120,997)	(120,997)	(118,493)	(126,609)	(8,116)	(6.85%)	
Other expenditure		(584,575)	(584,575)	(386,445)	(351,635)	34,810	9.01%	▼
Loss on disposal of assets	7	(23,100)	(8,100)	(8,100)	(16,291)	(8,191)	(101.12%)	▲
		(4,078,871)	(4,068,871)	(2,788,924)	(2,971,698)	(182,774)		
Non-cash amounts excluded from operating activities	1(a)	1,527,770	1,512,770	1,010,436	1,049,494	39,058	3.87%	▲
Amount attributable to operating activities		1,527,882	1,522,882	1,757,783	1,243,541	(514,242)		
Investing activities								
Proceeds from non-operating grants, subsidies and contributions	13(b)	2,990,490	2,990,490	871,086	169,189	(701,897)	(80.58%)	▼
Proceeds from disposal of assets	7	35,000	50,000	50,000	20,591	(29,409)	(58.82%)	▼
Payments for property, plant and equipment	8	(4,915,678)	(4,925,678)	(2,557,832)	(766,263)	1,791,570	(70.04%)	▼
Amount attributable to investing activities		(1,890,188)	(1,885,188)	(1,636,746)	(576,483)	1,060,263		
Financing Activities								
Repayment of debentures	9	(161,995)	(161,995)	(80,986)	(80,512)	474	(0.59%)	
Principal element of finance lease payments	10	0	0	0	(5,579)	(5,579)	0.00%	
Transfer to reserves	11	(44,221)	(44,221)	(2,920)	(3,127)	(207)	7.08%	
Amount attributable to financing activities		(206,216)	(206,216)	(83,906)	(89,218)	(5,312)		
Closing Funding Surplus / (Deficit)	1(c)	0	0	605,652	983,775	378,123		

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 16 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	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities					
		\$		\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals		(2,000)	(2,000)	(2,000)	(9,267)
Less: Fair value adjustments to financial assets		0	0	0	(2,804)
Add: Loss on asset disposals		23,100	8,100	8,100	16,291
Add: Depreciation on assets		1,506,670	1,506,670	1,004,336	1,045,274
Total non-cash items excluded from operating activities		1,527,770	1,512,770	1,010,436	1,049,494

(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 2020	This Year Opening 01 Jul 2020	This Time Last Year 28 Feb 2020	Year to Date 28 Feb 2021
Adjustments to net current assets					
Less: Reserves - restricted cash	11	(427,011)	(427,011)	(310,035)	(430,138)
Add: Borrowings	9	161,996	161,996	79,557	81,483
Add: Lease liabilities		9,331	9,331	3,648	3,753
Add: Provisions - employee	12	136,130	136,130	125,163	136,130
Add: Change in accounting policies - AASB16 Leases		0	0	29,060	0
Total adjustments to net current assets		(119,554)	(119,554)	(72,608)	(208,772)

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

Current assets					
Cash and cash equivalents	2	1,088,447	1,088,447	2,239,061	2,001,299
Rates receivables	6	27,369	27,369	133,437	140,093
Receivables	3	18,573	18,573	76,671	25,907
Other current assets	4	0	0	52,551	3,884
Less: Current liabilities					
Payables	5	(130,578)	(130,578)	(100,667)	(55,040)
Borrowings	9	(161,996)	(161,996)	(79,557)	(81,483)
Lease liabilities	10	(9,331)	(9,331)	(3,648)	(3,753)
Contract liabilities	12	(170,866)	(170,866)	(189,371)	(702,230)
Provisions	12	(136,130)	(136,130)	(125,163)	(136,130)
Less: Total adjustments to net current assets	1(b)	(119,554)	(119,554)	(72,608)	(208,772)
Closing Funding Surplus / (Deficit)		405,934	405,934	1,930,707	983,775

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 \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Cash on hand	Cash and cash equivalents	100		100				On Hand
At call deposits								
Municipal Funds	Cash and cash equivalents	152,077		152,077		NAB	0.25%	Cheque A/C
Municipal Funds	Cash and cash equivalents	679,138	739,845	1,418,983		NAB	0.85%	On Call
Reserve Funds	Cash and cash equivalents	0	430,139	430,139		NAB	0.85%	On Call
Total		831,315	1,169,984	2,001,299	0			
Comprising								
Cash and cash equivalents		831,315	1,169,984	2,001,299	0			
Financial assets at amortised cost		0	0	0	0			
		831,315	1,169,984	2,001,299	0			

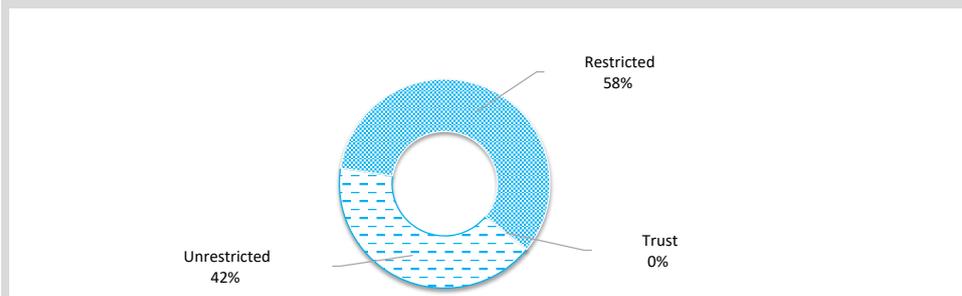
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Total Cash	Unrestricted
\$2. M	\$.83 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

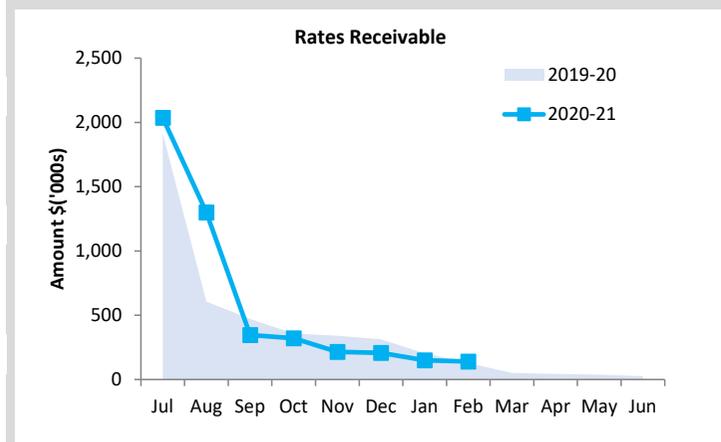
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates Receivable	30 June 2020	28 Feb 21
	\$	\$
Opening Arrears Previous Years	21,379	27,369
Levied this year	1,885,305	1,975,392
Less - Collections to date	(1,879,315)	(1,862,668)
Equals Current Outstanding	27,369	140,093
Net Rates Collectable	27,369	140,093
% Collected	98.6%	93%

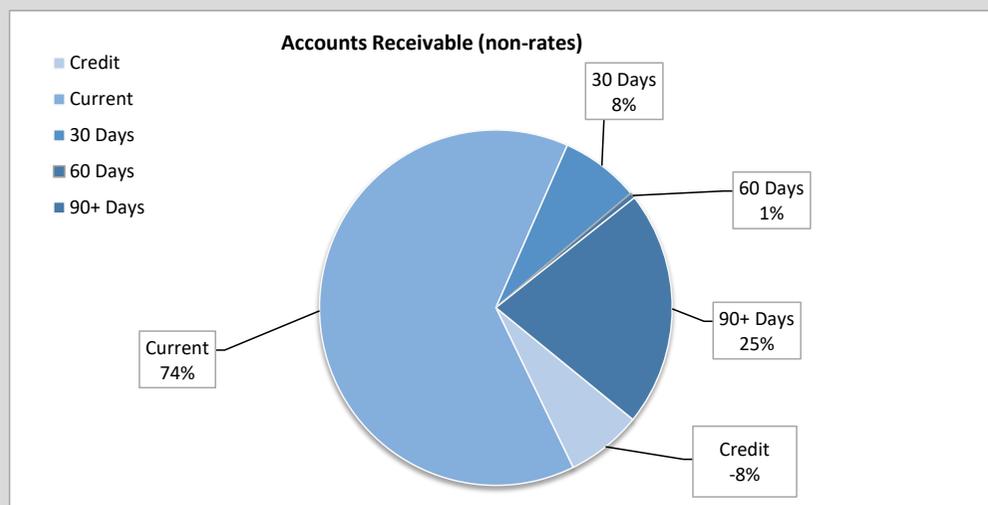
Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(1,286)	11,814	1,340	93	3,968	15,928
Percentage	-8.1%	74.2%	8.4%	0.6%	24.9%	
Balance per Trial Balance						
Sundry receivable						15,855
Rate Pensioner Rebate Claimed						454
GST receivable						11,103
Allowance for impairment of receivables						(572)
Payments in Advance						(932)
Total Receivables General Outstanding						25,907
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.



Collected	Rates Due
93%	\$140,093



Debtors Due
\$25,907
Over 30 Days
9%
Over 90 Days
24.9%

Instalment schedule: 1st due date 4 September 2020; 2nd due date 6 November 2020; 3rd due date 15 January 2021; 4th due date 19 March 2021.

Other Current Assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 28 February 2021
	\$	\$	\$	\$
Inventory				
Fuel	0	3,884	0	3,884
Total Other Current assets				3,884
Amounts shown above include GST (where applicable)				

KEY INFORMATION

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.

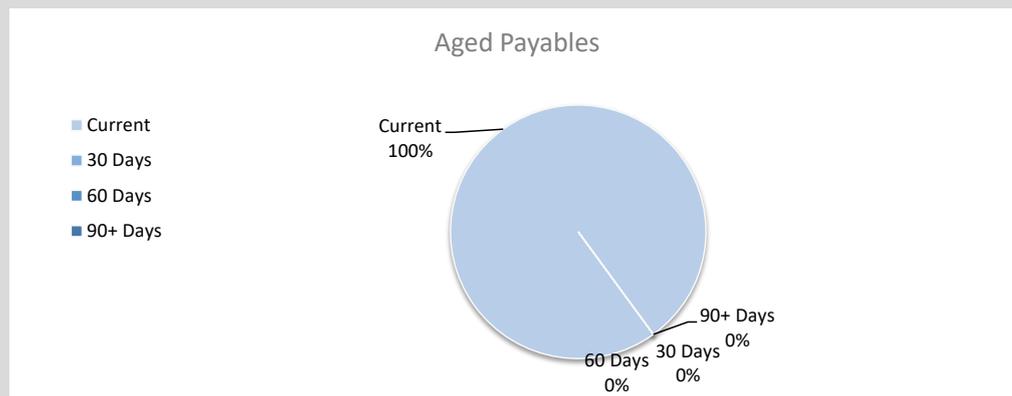
Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	2,084	0	0	0	2,084
Percentage	0%	100%	0%	0%	0%	
Balance per Trial Balance						
Sundry creditors						2,084
ATO liabilities						33,981
Receipts in Advance						5,776
Other payables - Bonds Held						16,051
* Other payables						(2,852)
Total Payables General Outstanding						55,040

Amounts shown above include GST (where applicable)

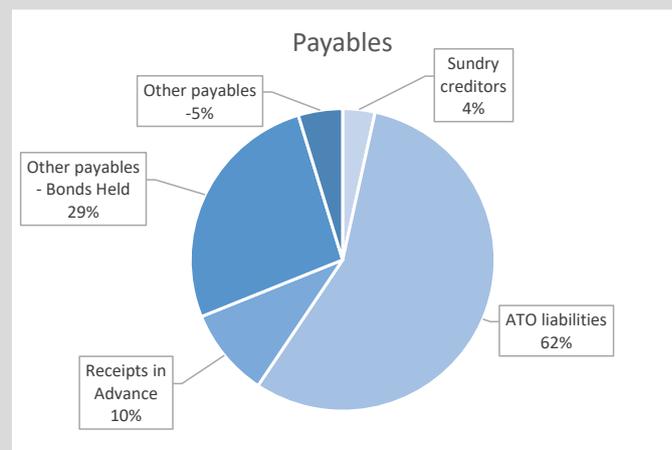
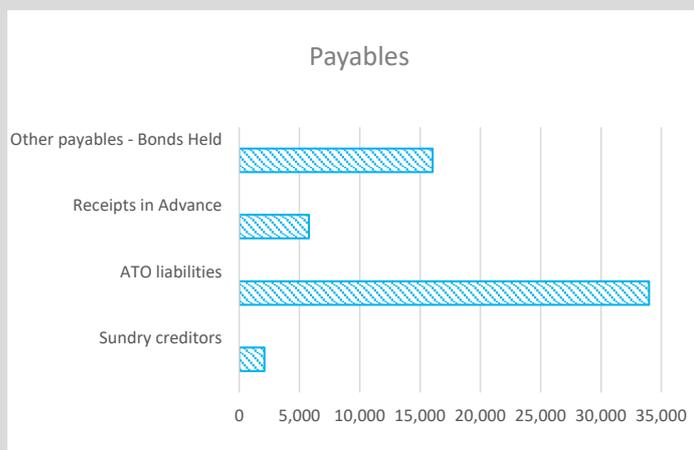
KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

* Other payables are the adjustments made to ESL through property amalgamations as provided by Landgate and will be recouped from DFES as part of the end of year process.



Creditors Due	\$55,040
Over 30 Days	0%
Over 90 Days	0%



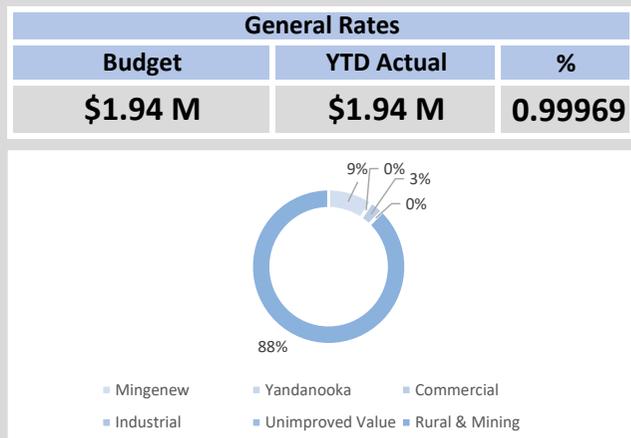
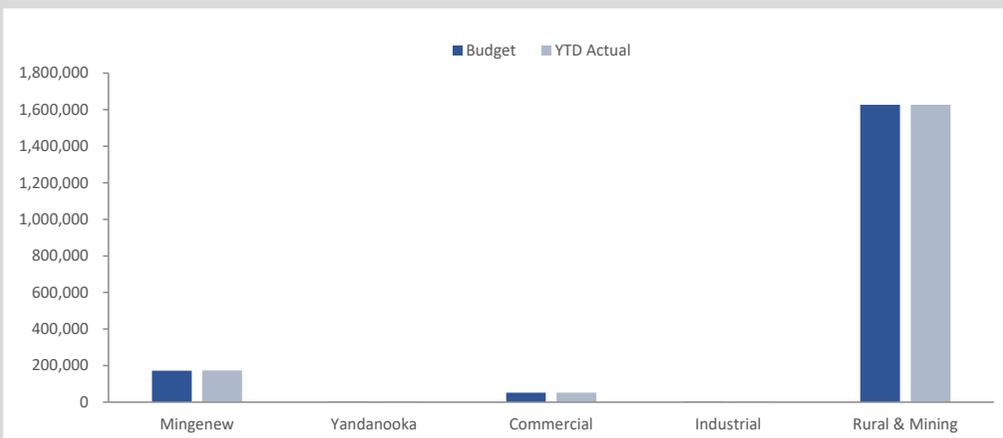
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General Rate Revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Gross Rental Value											
Mingenev	0.150280	129	1,144,624	172,014	750	0	172,764	172,010	1,485	0	173,495
Yandanooka	0.150280	2	13,884	2,086	0	0	2,086	2,086	0	0	2,086
Commercial	0.150280	14	346,632	52,092	0	0	52,092	52,091	0	0	52,091
Industrial	0.150280	3	12,480	1,875	0	0	1,875	1,875	0	0	1,875
Unimproved Value											
Rural & Mining	0.012920	112	125,918,500	1,626,867	0	0	1,626,867	1,626,238	466	309	1,627,013
Sub-Total		260	127,436,120	1,854,934	750	0	1,855,684	1,854,300	1,951	309	1,856,560
Minimum Payment	Minimum \$										
Gross Rental Value											
Mingenev	707	59	24,721	41,713	0	0	41,713	41,713	0	0	41,713
Yandanooka	707	0	0	0	0	0	0	0	0	0	0
Commercial	707	9	6,209	6,363	0	0	6,363	6,363	0	0	6,363
Industrial	707	3	2,786	2,121	0	0	2,121	2,121	0	0	2,121
Unimproved Value											
Rural & Mining	1,061	31	773,297	32,891	0	0	32,891	31,815	(224)	(177)	31,414
Sub-Total		102	807,013	83,088	0	0	83,088	82,012	(224)	(177)	81,611
Concession							(1,045)				(1,043)
Amount from General Rates							1,937,727				1,937,128
Ex-Gratia Rates							38,264				38,264
Total General Rates							1,975,991				1,975,392

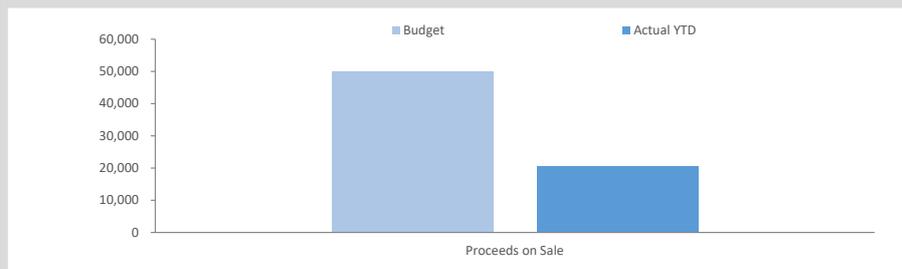
KEY INFORMATION

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	Adopted Budget				Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment												
	Transport												
	Crew cab - MI029	8,000	10,000	2,000	0	8,000	10,000	2,000	0	6,233	15,500	9,267	0
	Water truck*	16,500	10,000	0	(6,500)	16,500	10,000	0	(6,500)	0	0	0	0
	JCB backhoe	31,600	15,000	0	(16,600)	31,600	30,000	0	(1,600)	0	0	0	0
	Water tanker trailer	0	0	0	0	0	0	0	0	21,382	5,091	0	(16,291)
		56,100	35,000	2,000	(23,100)	56,100	50,000	2,000	(8,100)	27,615	20,591	9,267	(16,291)

KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
\$50,000	\$20,591	41%

* Note: Incorrect asset used, should have been the Water Tanker (not the Water Truck), will be corrected in the Budget Review in early 2021.

Capital Acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Land	0	0	0	5,007	5,007
Buildings - non-specialised	300,500	310,500	310,500	79,459	(231,041)
Buildings - specialised	299,500	299,500	292,500	29,858	(262,642)
Plant and equipment	340,000	340,000	340,000	149,730	(190,270)
Infrastructure - Roads	1,406,774	1,406,774	1,312,332	243,723	(1,068,609)
Infrastructure - bridges	2,266,404	2,266,404	0	0	0
Infrastructure - parks & ovals	200,000	200,000	200,000	201,242	1,242
Infrastructure - other	102,500	102,500	102,500	57,243	(45,257)
Capital Expenditure Totals	4,915,678	4,925,678	2,557,832	766,263	(1,791,570)

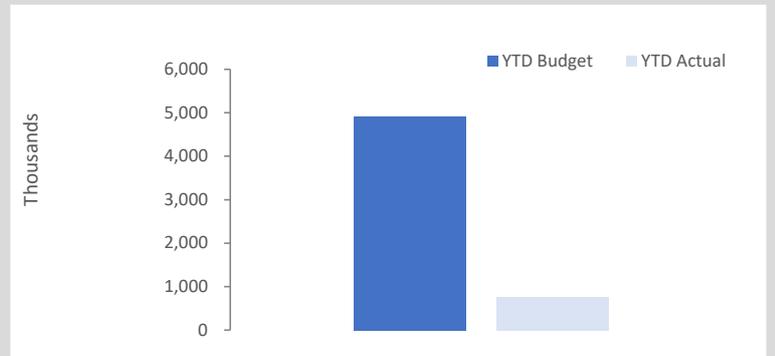
Capital Acquisitions Funded By:

	\$	\$	\$	\$	\$
Capital grants and contributions	2,990,490	2,990,490	871,086	410,911	(460,175)
Other (Disposals & C/Fwd)	35,000	50,000	50,000	20,591	(29,409)
Contribution - operations	1,890,188	1,885,188	1,636,746	334,761	(1,301,985)
Capital Funding Total	4,915,678	4,925,678	2,557,832	766,263	(1,791,570)

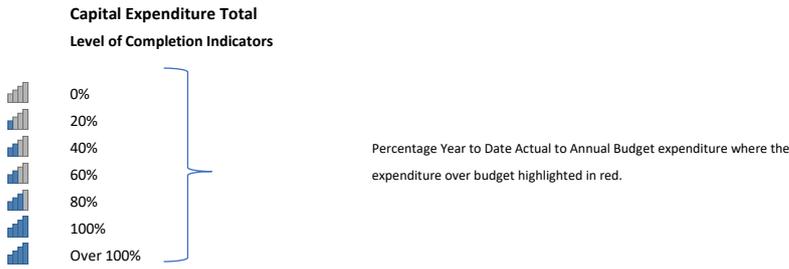
SIGNIFICANT ACCOUNTING POLICIES

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

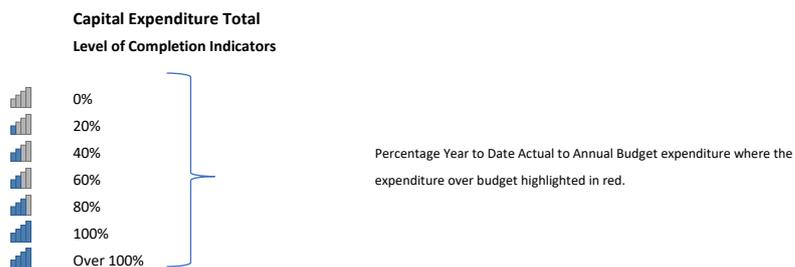


Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.92 M	\$0.77 M	16%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.99 M	\$0.41 M	14%



Level of completion indicator, please see table at the end of this note for further detail.

Account Description		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	
Land							
	LC085	25 Victoria Road (Lot 85) - Land	0	0	0	5,000	5,000
		Gifted Land	0	0	0	7	7
Land Total		0	0	0	5,007	5,007	
Buildings - non-specialised							
	BC083	21 Victoria Road (Lot 83) - Chambers - Building (Capital)	13,000	13,000	13,000	13,567	567
	BC076	76 Phillip Street (Lot 106) - Daycare Centre - Building (Capital)	150,000	150,000	150,000	7,617	(142,383)
	BC033	33 Victoria Road (Lot 89) - Residence - Building (Capital)	40,000	40,000	40,000	33,118	(6,882)
	BC120	12 Victoria Road (Lot 66) - (APU) - Building (Capital)	0	0	0	(0)	(0)
	BC121	12 Victoria Road (Lot 66) - Unit 1 (APU) - Building (Capital)	3,125	3,125	3,125	0	(3,125)
	BC122	12 Victoria Road (Lot 66) - Unit 2 (APU) - Building (Capital)	3,125	3,125	3,125	0	(3,125)
	BC123	12 Victoria Road (Lot 66) - Unit 3 (APU) - Building (Capital)	3,125	3,125	3,125	0	(3,125)
	BC124	12 Victoria Road (Lot 66) - Unit 4 (APU) - Building (Capital)	3,125	3,125	3,125	0	(3,125)
	BC047	47 Linthorne Street (Lot 114) - Depot - Building (Capital)	25,000	25,000	25,000	0	(25,000)
	BC054	54 Midlands Road (Lot 71) - MIG Office - Building (Capital)	20,000	30,000	30,000	0	(30,000)
	BC050	50 Midlands Road (Lot 73) - Post Office - Building (Capital)	20,000	20,000	20,000	12,874	(7,126)
	BC021	21 Victoria Road (Lot 83) - Administration Office - Building (Capital)	20,000	20,000	20,000	12,285	(7,715)
Buildings - non-specialised Total		300,500	310,500	310,500	79,459	(231,041)	
Buildings - specialised							
	BC023	23 Victoria Road (Lot 84) - Toy Library - Building (Capital)	7,000	7,000	0	0	0
	BC098	Recreation Centre - Building (Capital)	25,500	25,500	25,500	26,583	1,083
	BC598	Recreation Centre - Water infrastructure upgrade (capital)	51,000	51,000	51,000	1,848	(49,152)
	BC016	16 Midlands Road - Railway Station - Building (Capital)	216,000	216,000	216,000	1,428	(214,572)
Buildings - specialised Total		299,500	299,500	292,500	29,858	(262,642)	
Plant and equipment							
	PE029	Crew Cab Truck - MI029 - Capital	80,000	80,000	80,000	67,730	(12,270)
	PE255	Water Truck - MI255 - Capital	90,000	90,000	90,000	82,000	(8,000)
	PE262	Backhoe - MI262 - Capital	170,000	170,000	170,000	0	(170,000)
Plant and equipment Total		340,000	340,000	340,000	149,730	(190,270)	
Infrastructure - Roads							
	RC045	Phillip Street (Capital)	100,000	100,000	100,000	10,459	(89,542)
	RC087	Parking Bay South of Midland Road (Capital)	30,000	30,000	30,000	3,015	(26,985)
	RC000	Road Construction General (Budgeting Only)	283,273	283,273	188,832	10,240	(123,022)
	RC013	Enokurra Road (Capital)				50,514	
	RC011	Mooriary Road (Capital)				5,056	
	RRG080	Mingenew - Mullewa Road (RRG)	439,500	439,500	439,500	133,837	(305,663)
	RRG024	Milo Road (RRG)	258,000	258,000	258,000	16,422	(241,578)
	BS002	Yandanooka North East Road (BS)	296,000	296,000	296,000	14,180	(281,820)
	R2R002	Yandanooka North East Road (R2R)	0	0	0	0	0
Infrastructure - roads Total		1,406,774	1,406,774	1,312,332	243,723	(1,068,609)	
Infrastructure - bridges							
	BR0833	Yarragadee - Mingenev - Mullewa Road - Bridge (Capital)	47,000	47,000	0	0	0
	BR3019	Lockier River - Coalseam Road - Bridge (Capital)	2,219,404	2,219,404	0	0	0
Infrastructure - bridges Total		2,266,404	2,266,404	0	0	0	
Infrastructure - parks & ovals							
	PC011	Skate Park - (Capital)	200,000	200,000	200,000	201,242	1,242
Infrastructure - parks & ovals Total		200,000	200,000	200,000	201,242	1,242	



Level of completion indicator, please see table at the end of this note for further detail.

Account Description		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	
Infrastructure - other							
	OC006	Transfer Station - Infrastructure - Capital	30,000	30,000	30,000	40,322	10,322
	OC002	Mingenew Hill Walk Trail - Capital	32,000	32,000	32,000	1,800	(30,200)
	OC007	Astrotourism Project	18,000	18,000	18,000	718	(17,282)
	OC008	Remote Tourism Cameras	7,500	7,500	7,500	0	(7,500)
	OC009	Communications tower upgrade	15,000	15,000	15,000	14,402	(598)
Infrastructure - other Total			102,500	102,500	102,500	57,243	(45,257)
	Grand Total		4,915,678	4,925,678	2,557,832	766,263	(1,791,570)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

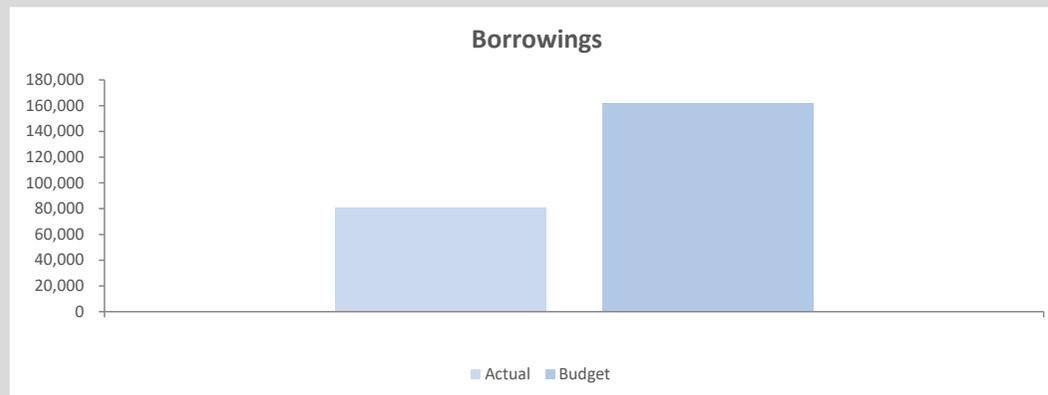
Repayments - Borrowings

Information on Borrowings Particulars	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare									
Loan 137 - Senior Citizens Building	44,961	0	0	11,038	22,210	33,923	22,751	840	1,136
Housing									
Loan 133 - Triplex	28,647	0	0	7,033	14,151	21,614	14,496	535	724
Loan 134 - Phillip Street	21,823	0	0	5,358	10,780	16,465	11,043	408	551
Loan 136 - Moore Street	54,423	0	0	13,361	26,884	41,062	27,539	1,017	1,375
Loan 142 - Field Street	25,107	0	0	6,170	12,415	18,937	12,692	470	635
Recreation and culture									
Loan 138 - Pavilion Fitout	43,163	0	0	10,597	21,321	32,566	21,842	806	1,091
Transport									
Loan 139 - Roller	10,580	0	0	2,598	5,227	7,982	5,353	198	267
Loan 141 - Grader	36,738	0	0	9,020	18,148	27,718	18,590	686	928
Loan 144 - Side Tipper	25,132	0	0	6,170	12,415	18,962	12,717	470	635
Loan 145 - Drum Roller	37,338	0	0	9,167	18,444	28,171	18,894	698	943
	<u>327,912</u>	<u>0</u>	<u>0</u>	<u>80,512</u>	<u>161,995</u>	<u>247,400</u>	<u>165,917</u>	<u>6,128</u>	<u>8,286</u>
Total	327,912	0	0	80,512	161,995	247,400	165,917	6,128	8,286
Current borrowings	161,995					81,483			
Non-current borrowings	<u>165,917</u>					<u>165,917</u>			
	327,912					247,400			

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.



Principal Repayments	\$80,512
Interest Earned	\$18,164
Interest Expense	\$6,128
Reserves Bal	\$.43 M
Loans Due	\$.25 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

FINANCING ACTIVITIES
NOTE 10
LEASES

Repayments - Lease

Information on Borrowings Particulars	Institution	1 July 2020	New Lease		Lease Principal Repayments		Lease Principal Outstanding		Lease Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Other property and services										
Photocopier	De Lage Landon	10,400	0	0	2,054	3,732	8,346	6,668	541	960
IT equipment	Finrent	10,318	0	0	3,525	5,599	6,793	4,719	653	1,440
Total		20,718	0	0	5,579	9,331	15,139	11,387	1,194	2,400
Current lease		9,331					3,753			
Non-current lease		11,387					11,387			
		20,718					15,140			

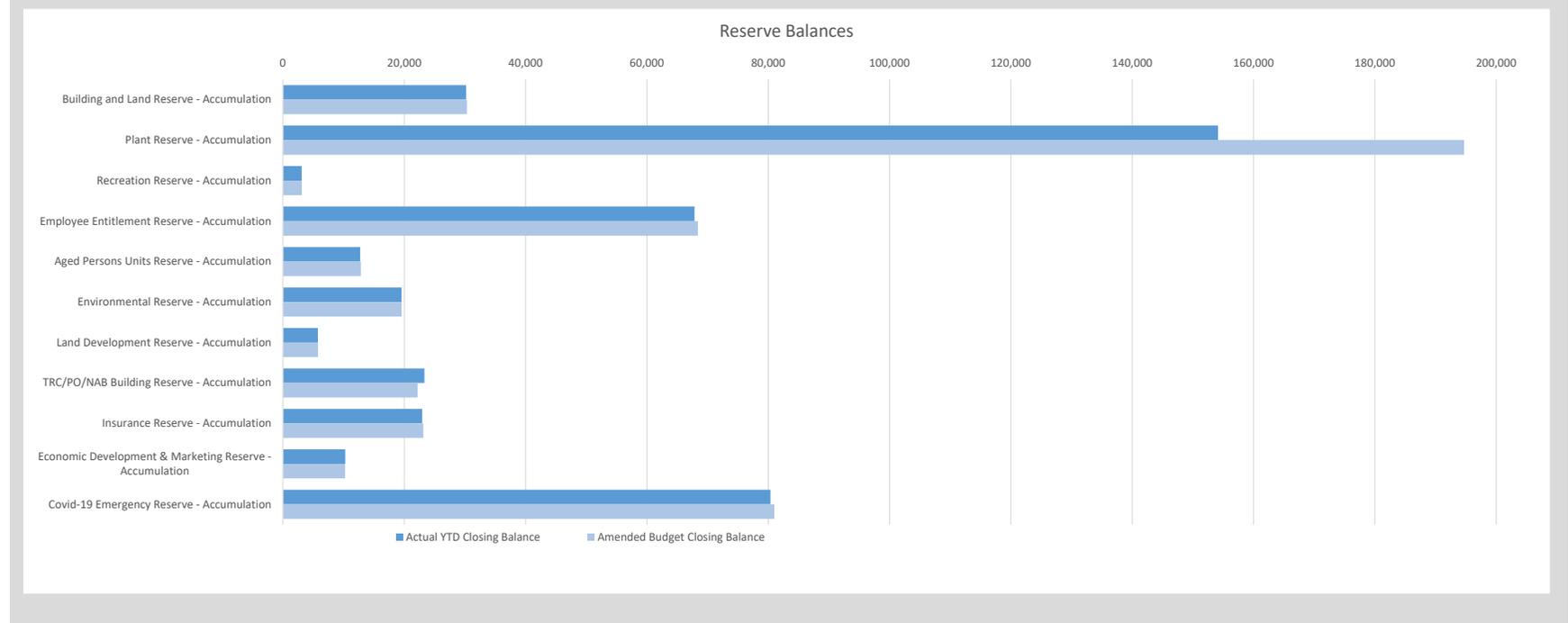
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES
NOTE 11
CASH RESERVES

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Amended Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Amended Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building and Land Reserve - Accumulation	30,035	286	286	136	0	0	0	0	0	0	30,321	30,171
Plant Reserve - Accumulation	153,439	1,425	1,425	692	39,840	39,840	0	0	0	0	194,704	154,131
Recreation Reserve - Accumulation	3,068	38	38	14	0	0	0	0	0	0	3,106	3,082
Employee Entitlement Reserve - Accumulation	67,534	844	844	305	0	0	0	0	0	0	68,378	67,839
Aged Persons Units Reserve - Accumulation	12,670	158	158	57	0	0	0	0	0	0	12,828	12,727
Environmental Reserve - Accumulation	19,444	118	118	88	0	0	0	0	0	0	19,562	19,532
Land Development Reserve - Accumulation	5,724	72	72	26	0	0	0	0	0	0	5,796	5,750
TRC/PO/NAB Building Reserve - Accumulation	22,023	150	150	99	0	0	1,200	0	0	0	22,173	23,322
Insurance Reserve - Accumulation	22,842	285	285	103	0	0	0	0	0	0	23,127	22,945
Economic Development & Marketing Reserve	10,232	2	2	46	0	0	0	0	0	0	10,234	10,278
Covid-19 Emergency Reserve - Accumulation	80,000	1,003	1,003	361	0	0	0	0	0	0	81,003	80,361
	427,011	4,381	4,381	1,927	39,840	39,840	1,200	0	0	0	471,232	430,138

KEY INFORMATION



Other Current Liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 28 February 2021
		\$	\$	\$	\$
Contract Liabilities					
Unspent grants, contributions and reimbursements		170,866	942,275	(410,911)	702,230
Lease liability		9,331	0	(5,578)	3,753
Provisions					
Annual leave		91,767	0	0	91,767
Long service leave		44,363	0	0	44,363
Total Provisions					136,130
Total Other Current liabilities					842,113
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13(a) and 13(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 28 FEBRUARY 2021

NOTE 13(a)

OPERATING GRANTS AND CONTRIBUTIONS

Unspent Operating Grant, Subsidies and Contributions Liability

Operating Grants, Subsidies and Contributions Revenue

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 28-Feb	Current Liability 28-Feb	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies											
General purpose funding											
Grants Commission - General	0	0	0	0	0	154,000	77,000	154,000	0	154,000	111,944
Grants Commission - Roads	0	0	0	0	0	150,000	75,000	150,000	0	150,000	109,901
DCP, BBRF, LRCI	0	371,452	(241,722)	129,730	129,730	851,000	717,000	851,000	0	851,000	241,722
Law, order, public safety											
DFES - LGGS Operating Grant	0	0	0	0	0	18,200	9,100	18,200	0	18,200	12,112
Recreation and culture											
State Library WA	0	0	0	0	0	0	0	0	0	0	1,971
Transport											
MRWA - Direct Grant	0	0	0	0	0	78,000	78,000	78,000	0	78,000	79,640
	0	371,452	(241,722)	129,730	129,730	1,251,200	956,100	1,251,200	0	1,251,200	557,290
Operating Contributions											
Governance											
Gifted Land	0	0	0	0	0	0	0	0	0	0	7
Law, order, public safety											
DFES - Administration contribution	0	0	0	0	0	4,000	4,000	4,000	0	4,000	4,000
Education and welfare											
CWA - Contribution to Autumn Centre	0	0	0	0	0	0	0	0	0	0	45
Transport											
Street Lighting Subsidy	0	0	0	0	0	2,400	2,400	2,400	0	2,400	2,523
Other property and services											
Reimbursements - PWO	0	0	0	0	0	3,500	2,328	3,500	0	3,500	4,252
Fuel Tax Credit Scheme	0	0	0	0	0	45,000	30,000	45,000	0	45,000	15,883
	0	0	0	0	0	54,900	38,728	54,900	0	54,900	26,711
TOTALS	0	371,452	(241,722)	129,730	129,730	1,306,100	994,828	1,306,100	0	1,306,100	584,001

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

NOTE 13(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 28-Feb	Current Liability 28-Feb	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies											
General purpose funding											
Grants Commission - Special Purpose Grant	46,666	0	0	46,666	46,666	0	0	0	0	0	0
Grants Commission - Special Purpose Grant	100,000	0	0	100,000	100,000	0	0	0	0	0	0
Recreation and culture											
DLGSCI - North Midlands Trail Masterplan	24,200	0	0	24,200	24,200	0	0	0	0	0	0
FRRR - Little Well	0	10,000	0	10,000	10,000	0	0	0	0	0	0
Transport											
Regional Road Group	0	303,200	(150,259)	152,941	152,941	465,000	465,000	465,000	0	465,000	150,259
Roads to Recovery	0	172,127	0	172,127	172,127	2,325,490	206,086	2,325,490	0	2,325,490	0
Black Spot	0	80,000	(14,180)	65,820	65,820	200,000	200,000	200,000	0	200,000	14,180
	170,866	565,327	(164,439)	571,754	571,754	2,990,490	871,086	2,990,490	0	2,990,490	164,439
Non-Operating Contributions											
Recreation and culture											
Youth Precinct - Playground Equipment	0	4,750	(4,750)	0	0	0	0	0	0	0	4,750
Youth Precinct - Upgrade	0	746	0	746	746	0	0	0	0	0	0
	0	5,496	(4,750)	746	746	0	0	0	0	0	4,750
Total Non-operating grants, subsidies and contributions	170,866	570,823	(169,189)	572,500	572,500	2,990,490	871,086	2,990,490	0	2,990,490	169,189

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 14
BONDS & DEPOSITS**

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 2020	Amount Received	Amount Paid	Closing Balance 28 Feb 2021
	\$	\$	\$	\$
BCITF Levy	1,339	1,594	0	2,933
BRB Levy	57	455	(244)	267
Autumn Committee	974	0	0	974
Bonds - Keys, Facilities, Equipment	1,915	689	(899)	1,705
ANZAC Day Breakfast Donation	501	0	0	501
Building Relocation Bond	1,200	0	(1,200)	0
Mingenew Cemetery Group	4,314	0	(4,314)	0
Weary Dunlop Memorial	87	0	0	87
Joan Trust	6	0	(6)	0
Youth Advisory Council	746	0	(746)	0
Centenary Committee	897	0	(897)	0
Community Christmas Tree	432	0	(432)	0
NBN Rental	1,240	0	(1,240)	0
Railway Station Project	4,372	5,211	0	9,583
	18,081	7,949	(9,978)	16,051

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 15
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				0
BC054	54 Midlands Road (Lot 71) - MIG Office - Building (Capital)	21102008	Capital Expenses			(10,000)	(10,000)
2090186	STF HOUSE - Expensed Minor Asset Purchases	21102008	Operating Expenses			(2,000)	(12,000)
2040285	OTH GOV - Legal Expenses	21102008	Operating Expenses			(3,000)	(15,000)
2120391	PLANT - Loss on Disposal of Assets	21102008	Operating Expenses		15,000		0
				0	15,000	(15,000)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 16
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 2020-21 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %		Timing/ Permanent	Explanation of Variance
	\$	%			
Opening Funding Surplus / (Deficit)	(162,587)	(28.60%)	▼	Permanent	End of year allocations, after budget adoption, including additional receivables, reduced other payables and accounted for contract liabilities and lease liabilities
Revenue from operating activities					
Governance	9,205	103.20%	▲	Timing	Received insurance rebate in full; Reimbursed for 40% of insurance revaluations costs
General Purpose Funding - Other	(400,821)	(45.16%)	▼	Timing	Additional instalment interest received than budgeted; Revenue to be allocated once projects have progressed - DCP, BBRF, LRCI grant funds; Bringing into account Local Government House Trust increase on the valuation; Received more than budgeted for the Financial Assistance Grants; Received less interest than budgeted
Law, Order and Public Safety	2,562	17.55%	▲	Timing	Received less dog/cat registration renewals than budgeted; Received more ESL operating grant funds than budgeted; Successful insurance claim on fire vehicle
Health	623	599.04%	▲	Permanent	Timing of health licences; Annual Food Premises Inspection fee more than budgeted
Education and Welfare	514	194.70%	▲	Permanent	Additional Autumn Centre hire than budgeted
Housing	13,115	21.75%	▲	Timing	Timing of rental revenue and less vacant properties; Additional reimbursements of tenant utilities
Community Amenities	(10,360)	(12.44%)	▼	Timing	Anticipated receiving revenue from refuse site
Recreation and Culture	5,816	20.50%	▲	Timing	Reimbursement of insurance claim for hockey lights; Reimbursement of purchases for Mingenew Tourists & Promotions Commission; Successful grant application to purchase public use computer; Annual sporting groups leases less than budgeted
Economic Services	11,779	91.79%	▲	Timing	Timing of commercial property lease and community bus hire; Less revenue from standpipe than budgeted; Agri Tourism Workshop reimbursement; Additional building permit applications than budgeted
Expenditure from operating activities					
Governance	26,095	10.49%	▼	Timing	Less training and development for Councillors than anticipated; Timing of the use of consultants; Less building maintenance on Council Chambers than anticipated; Timing of legal expenses; Audit fees YTD budget includes 20/21 interim expense; Members' communication expenses less than anticipated; Administration allocated more than anticipated
Law, Order and Public Safety	(41,623)	(93.80%)	▲	Permanent	Additional insurance costs than budgeted; Community emergency services budget allocation; Anticipated purchase of ESL protective clothing; Additional maintenance of fire vehicles; Additional ranger services received

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Community Amenities	26,936	16.19%	▼	Timing Contract services for refuse collection expenses more than budgeted; Anticipated changes to transfer station access be implemented; Less maintenance and operational than anticipated at the cemetery and public conveniences; Additional planning legal fees expense
Recreation and Culture	(17,685)	(2.65%)	▲	Timing Anticipated Community Grants Scheme payment; Timing of employee, contracts and materials at parks, gardens and ovals and buildings; Insurance expenditure for Town Hall and Yandanooka Hall more than budgeted; Purchase of public computer for the library from a successful library grant application
Transport	(135,138)	(12.63%)	▲	Timing Less DOT payments than anticipated; Loss on sale of asset was more than expected; Less ancillary maintenance than anticipated; Additional road maintenance than anticipated; Less bridge maintenance than anticipated; Airstrip was fully depreciated last financial year; Additional depreciation on roads than budgeted due to additions from last financial year
Economic Services	(30,347)	(14.84%)	▲	Timing More building maintenance than anticipated; Additional minor assets purchased; Wildflower promotion; Additional drummuster expenditure; Additional expenditure at the unmanned fuel site
Other Property and Services	(22,316)	(23.89%)	▲	Timing In lieu on notice; Additional internal plant repairs than budgeted; Additional training for outside staff; Anticipated more leave to been taken; Allocation of Works Manager's salary; Less external parts and repairs than anticipated; Workers compensation not anticipated; Purchased less fuel than budgeted; Purchased additional tyres than budgeted; Additional consultants costs than budgeted; Administration employee costs less than budgeted; Workers compensation insurance paid in full; Administration vehicles expenses less than anticipated; Minor asset purchased less than anticipated
Investing Activities				
Non-operating Grants, Subsidies and Contributions	(701,897)	(80.58%)	▼	Timing Regulation changes, revenue will be allocated once projects are completed
Proceeds from Disposal of Assets	(29,409)	(58.82%)	▼	Timing Anticipated all disposal of assets to be completed
Capital Acquisitions	1,791,570	(70.04%)	▼	Timing Timing of capital projects including roadworks, building, plant and astrotourism

Shire of Mingenew - List of Payments for February 2021

Chq/EFT	Date	Name	Description	Amount	Totals
PRINT0221	05/02/2021	DE LAGE LANGDON	Copier Lease February 2021	-\$356.80	
1300FEB21	15/02/2021	BUSINESS 1300	Live Answering Services - February 2021	-\$99.00	
NABFEB21	26/02/2021	NAB	NAB Connect Fee - February 2021	-\$33.99	
FEE0221	26/02/2021	NAB	NAB Account Fee - February 2021	-\$11.10	
FEES0221	26/02/2021	NAB	NAB Account Fees - February 2021	-\$50.00	
BPAY0221	26/02/2021	NAB	NAB BPay Fee - February 2021	-\$10.78	
MERCH0221	26/02/2021	NAB	NAB Merchant Fee - February 2021	-\$118.58	-\$680.25
EFT14183	17/02/2021	Five Star Business & Communications	Kyocera 7052CI Preventative Maintenance Service	-\$77.00	
EFT14184	17/02/2021	AUSTRALIA POST	Postage - January 2021	-\$49.76	
EFT14185	17/02/2021	ATOM SUPPLY	ESL BFB 30000673 First Aid Motorist Kit; Snake Bit Kits; Povidone Iodine Wipes; Respirator Disposable Masks	-\$1,189.01	
EFT14186	17/02/2021	Afgri Equipment	Air and fuel filters - John Deere Mower	-\$81.51	
EFT14187	17/02/2021	ACUMENTIS (WA) PTY TLD	Property Valuation for Property Disposal (by lease) - Reserve 36604 (A934) Cnr Bride Street and Midlands Road	-\$660.00	
EFT14188	17/02/2021	AIT SPECIALISTS PTY LTD	Professional Services - fuel tax credits for January 2021	-\$139.37	
EFT14189	17/02/2021	BUNNINGS Group Limited	Cockburn cream brickies cement	-\$151.63	
EFT14190	17/02/2021	MOORE AUSTRALIA (WA)	Budget Workshop	-\$1,782.00	
EFT14191	17/02/2021	Bedrock Electrical Services	LED lighting upgrade in Council Chambers / Bar (remove existing and replace with new); Diagnose problem with sparking oven	-\$4,218.50	
EFT14192	17/02/2021	BREEZE CONNECT PTY LTD	Subscription charges for Trunk ID 12347 & 18850: 1.1.21 - 31.1.21	-\$260.00	
EFT14193	17/02/2021	Bruce Rock Engineering	Solenoid 12V DC 52 c/w Base 1/8 Pneumax	-\$98.01	
EFT14194	17/02/2021	Toll Transport Pty Ltd	Freight charges from T-Quip	-\$10.73	
EFT14195	17/02/2021	CLEANAWAY	Waste Collection for Townsite & External Townsite for Jan 2021; Waste Collection for Rural/Industrial/Commerical for Jan 2021	-\$4,493.79	
EFT14196	17/02/2021	CHILD SUPPORT AGENCY	Payroll deductions	-\$698.90	
EFT14197	17/02/2021	CRAIGES AUTO ELECTRICAL & AIR CONDITIONING	Locate and fix fault in PTO P0623	-\$1,075.80	
EFT14198	17/02/2021	DELTA CLEANING SERVICES GERALDTON	Cleaning of Shire office building for the month of January 2021	-\$1,230.90	
EFT14199	17/02/2021	LANDGATE	Rural UV Interim Valuation Shared Schedule R2020/1 13/6/2020 to 8/1/2021	-\$85.46	
EFT14200	17/02/2021	DONGARA DRILLING & ELECTRICAL	5100-040112 8HL DC CI.CISS Packed gland stalker hydraulic 3 pump for MI255	-\$4,277.61	
EFT14201	17/02/2021	Dongara Tyrepower	Repaire side wall on tyre MI541	-\$119.00	
EFT14202	17/02/2021	D'ANGELO LEGAL PTY LTD	Settlement of application for new titles Lot 5 & 7 Broad Street	-\$516.60	
EFT14203	17/02/2021	Dongara Body Builders	Inspection for registration MI461	-\$194.85	

Chq/EFT	Date	Name	Description	Amount	Totals
EFT14204	17/02/2021	DONGARA PAINTING SERVICE	Patching and painting of walls and ceilings in Council Chambers, bar, Chambers entry room and President's Office	-\$6,578.00	
EFT14205	17/02/2021	ELDERS LIMITED	Fence post droppers 45pk Steel 117cm Waratah, 24 x bags of cement	-\$1,342.00	
EFT14206	17/02/2021	EASTMAN POLETTI SHERWOOD ARCHITECTS	Schematic design for proposed alterations to suit additional children in accordance with guidelines	-\$4,950.00	
EFT14207	17/02/2021	GERALDTON TV AND RADIO SERVICES	Satellite dish and antenna plus installation - 33 Victoria St	-\$550.00	
EFT14208	17/02/2021	GREENFIELD TECHNICAL SERVICES	Preparation of funding application	-\$1,650.00	
EFT14209	17/02/2021	GREAT SOUTHERN FUEL SUPPLIES	205 litre 10W hydraulic oil	-\$1,523.80	
EFT14210	17/02/2021	INFINITUM TECHNOLOGIES	Monthly Managed IT Services - February 2021	-\$4,295.94	
EFT14211	17/02/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Get your head in the game" - 2 x members and 1 x non-members"	-\$91.00	
EFT14212	17/02/2021	LATERAL ASPECT	Service Fee January 2021	-\$5,842.01	
EFT14213	17/02/2021	LGRCEU	Payroll deductions	-\$41.00	
EFT14214	17/02/2021	SHIRE OF MINGENEW	Payroll deductions	-\$740.00	
EFT14215	17/02/2021	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Doctor visiting fees for January 2021	-\$3,000.00	
EFT14216	17/02/2021	MINGENEW IGA X-PRESS & LIQUOR	IGA Account for January 2021	-\$204.21	
EFT14217	17/02/2021	McIntosh & Son	Parts for Case Loader	-\$418.18	
EFT14218	17/02/2021	MINGENEW TYRE SERVICES PTY LTD	2 X Michelin steer tyres fitted and disposal	-\$1,797.40	
EFT14219	17/02/2021	NODE 1 PTY LTD	Fixed Wireless Services February 2021	-\$280.00	
EFT14220	17/02/2021	Officeworks	Tissues, water, labels, staples	-\$499.41	
EFT14221	17/02/2021	CORLARNI	Shire building cleaning - 3/2/21 to 9/2/21	-\$380.00	
EFT14222	17/02/2021	Ocean Air	Air-conditioning installation at APU4; Repair air-conditioner at APU5	-\$1,134.50	
EFT14223	17/02/2021	OILTECH FUEL	Fuel purchases 20/01/2021 to 03/02/2021	-\$5,127.09	
EFT14224	17/02/2021	PEMCO DIESEL PTY LTD	Mud guards for MI4855; Hydraulic Pump Motor for MI255	-\$279.84	
EFT14225	17/02/2021	REDMAC AG SERVICES	Hoses and couplings for Water Tanker Trailer MI3616	-\$1,429.07	
EFT14226	17/02/2021	Shire Of Carnamah	Ranger & Emergency Services Fee for 1/10/2020 to 31/12/2020	-\$5,912.42	
EFT14227	17/02/2021	SUPERSEALING PTY LTD	Crack sealing work Phillip Street and townsite carparks	-\$6,919.00	
EFT14228	17/02/2021	Telstra Corporation	Telstra Account for January 2021: Office Telstra Account; Councillor iPads; Fire Officer Mobile; Gardening & WS Mobile and Apple iPhones x 2	-\$3,445.80	
EFT14229	17/02/2021	Think Water Geraldton	15 x No 28 Black Hunter nozzles	-\$254.10	
EFT14230	17/02/2021	VERDANT ENGINEERING	Wildflower Lookout Trail - Engineering design & drafting	-\$1,650.00	
EFT14231	17/02/2021	WESTRAC PTY LTD	Parts for Cat Grader MI541; Guard for Cat Grader MI541	-\$344.57	
EFT14232	17/02/2021	West Australian Newspapers Limited	Death Notice - Fred Gledhill	-\$102.76	
EFT14233	17/02/2021	MINGENEW FABRICATORS	Modify trailer to carry cricket pitch mats	-\$994.95	
EFT14234	17/02/2021	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services Fee to 15/1/2021	-\$495.00	

Chq/EFT	Date	Name	Description	Amount	Totals
EFT14235	18/02/2021	TOJO TRUCK AND LABOUR HIRE	Contractor Grader Operator 17/2/21 and 18/2/21	-\$1,170.00	-\$84,852.48
DOT010221	03/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 01/02/2021	-\$19,642.60	
DOT020221	04/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 02/02/2021	-\$513.40	
DOT030221	05/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 03/02/2021	-\$396.60	
DOT 040221	08/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 04/02/2021	-\$438.70	
DOT050221	09/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 05/02/2021	-\$409.85	
DOT080221	10/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 08/02/2021	-\$7,201.60	
DOT090221	11/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 09/02/2021	-\$553.15	
DOT100221	12/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 10/02/2021	-\$55.60	
DOT120221	16/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 12/02/2021	-\$1,137.95	
DOT150221	17/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 15/02/2021	-\$175.25	
DOT160221	18/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 16/02/2021	-\$161.40	
DOT170221	19/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 17/02/2021	-\$2,709.30	
DOT190221	23/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 19/02/2021	-\$1,549.35	
DOT220221	24/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 22/02/2021	-\$1,933.70	
DOT230221	25/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 23/02/2021	-\$1,730.40	
DOT280121	01/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 28/01/2021	-\$3,221.35	
DOT290121	02/02/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 29/01/2021	-\$118.80	-\$41,949.00
DD9567.1	01/02/2021	NAB BUSINESS VISA	Credit Card Transactions for January 2021: Card Fees and Charges January 2021; Main Roads Traffic Infringement for unsecured load; Computer screen for Finance workstation; Registration Renewal MI3110; Registration Renewal MI3093; Zoom - monthly subscription; Licensing of new vehicle MI029; MWCCI Economic Summit x 2 - 18/2/2021; REIWA Property Management Course; Tyres for Light Attack Fire Unit; Trailer plug and socket for Water Tanker Trailer MI3616 ; Temporary Movement Permits - MI3616; Trailer socket & AM/FM Antenna MI541; Trailer socket & AM/FM Antenna MI372; Insect Repellent & Cutting Discs; Bolts for Water Tanker Trailer; Flight for Prof Geof Riley; Accommodation booking for Prof Geoff Riley - 25/02/2021	-\$3,536.32	
DD9574.1	12/02/2021	Department of Mines, Industry Regulation & Safety	Bond Lodgement 8509/21	-\$484.00	
DD9554.1	14/02/2021	Aware Super	Payroll deductions	-\$3,410.30	
DD9554.2	14/02/2021	Australian Super	Superannuation contributions	-\$1,483.01	
DD9554.3	14/02/2021	Sun Super	Superannuation contributions	-\$961.44	
DD9554.4	14/02/2021	ANZ Smart Choice Super	Superannuation contributions	-\$67.57	
DD9554.5	14/02/2021	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$242.43	

Chq/EFT	Date	Name	Description	Amount	Totals
DD9554.6	14/02/2021	AMP Flexible Super	Superannuation contributions	-\$212.83	
DD9554.7	14/02/2021	Host Plus Superannuation Fund	Superannuation contributions	-\$212.83	
DD9554.8	14/02/2021	Prime Super	Superannuation contributions	-\$274.04	
DD9556.1	14/02/2021	Aware Super	Payroll deductions	\$1,045.12	
DD9558.2	14/02/2021	Aware Super	Payroll deductions	-\$235.45	
DD9561.1	18/02/2021	SYNERGY	Electricity Accounts: Street Lights for the period 25/12/20 to 24/1/21 and Rec Centre for the period 13/1/21 to 9/2/21	-\$3,196.81	
DD9561.2	18/02/2021	WATER CORPORATION	Various Water Accounts - Water charges to 3/2/2021 & Service charges from 1/1/2021 to 28/2/2021	-\$6,963.72	
DD9569.1	22/02/2021	BP Australia Pty Ltd	Fuel Account for January 2021	-\$586.86	
DD9572.1	28/02/2021	Aware Super	Payroll deductions	-\$2,865.49	
DD9572.2	28/02/2021	Australian Super	Superannuation contributions	-\$1,495.37	
DD9572.3	28/02/2021	Sun Super	Superannuation contributions	-\$961.44	
DD9572.4	28/02/2021	ANZ Smart Choice Super	Superannuation contributions	-\$56.76	
DD9572.5	28/02/2021	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$242.43	
DD9572.6	28/02/2021	AMP Flexible Super	Superannuation contributions	-\$212.83	
DD9572.7	28/02/2021	Host Plus Superannuation Fund	Superannuation contributions	-\$210.03	
DD9572.8	28/02/2021	Prime Super	Superannuation contributions	-\$279.40	-\$27,146.24
			Net Salaries	-\$76,430.80	-\$76,430.80
				-\$231,058.77	-\$231,058.77

**SHIRE OF MINGENEW
BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

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

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SHIRE OF MINGENEW
STATEMENT OF BUDGET REVIEW
(STATUTORY REPORTING PROGRAM)
FOR THE PERIOD ENDED 28 FEBRUARY 2021

	Budget v Actual		Predicted			Material Variance
	Adopted Annual Budget (incorporating Budget Amendments)	YTD Actual	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	
	(a)	(b)	(c)	(d)	(a)+(c)+(d)	
	\$	\$	\$	\$	\$	
OPERATING ACTIVITIES						
Net current assets at start of financial year surplus/(deficit)	568,521	405,934	(162,587)		405,934	▼
Revenue from operating activities (excluding rates)						
Governance	13,399	18,125	5,000		18,399	▲
General purpose funding	3,158,932	2,462,179	(844,200)		2,314,732	▼
Law, order, public safety	23,750	17,158			23,750	
Health	150	727			150	
Education and welfare	400	778			400	
Housing	90,440	73,403	17,000		107,440	▲
Community amenities	89,650	72,892	(15,000)		74,650	▼
Recreation and culture	28,780	34,184	3,000		31,780	▲
Transport	594,400	421,272			594,400	
Economic services	18,582	24,611	7,200		25,782	▲
Other property and services	60,500	40,416	(19,575)		40,925	▼
	4,078,983	3,165,745	(846,575)	0	3,232,408	
Expenditure from operating activities						
Governance	(346,694)	(222,607)	5,863		(338,831)	▼
General purpose funding	(76,332)	(50,931)			(76,332)	
Law, order, public safety	(66,912)	(85,996)	(7,000)		(73,912)	▲
Health	(80,167)	(52,225)	3,000		(77,167)	▼
Education and welfare	(111,669)	(69,104)	10,375		(101,294)	▼
Housing	(161,522)	(111,689)	23,284		(138,238)	▼
Community amenities	(249,083)	(139,400)	35,025		(214,058)	▼
Recreation and culture	(992,925)	(684,432)	25,140		(967,785)	▼
Transport	(1,600,122)	(1,204,732)	(943)		(1,601,065)	▲
Economic services	(302,628)	(234,851)	(19,975)		(322,603)	▲
Other property and services	(80,817)	(115,730)	39,825		(42,992)	▼
	(4,068,871)	(2,971,697)	114,594	0	(3,954,277)	
Non-cash amounts excluded from operating activities	1,512,770	1,049,494		0	1,512,770	
Amount attributable to operating activities	2,091,403	1,649,476	(894,568)	0	1,196,835	
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	2,990,490	169,189	900,750		3,891,240	▼
Purchase land and buildings		(114,324)			0	
Purchase plant and equipment	(4,925,678)	(149,730)	38,149		(4,887,529)	▼
Purchase and construction of infrastructure - roads		(243,724)			0	
Purchase and construction of infrastructure - other		(258,485)	(35,000)		(35,000)	▲
Proceeds from disposal of assets	50,000	20,591			50,000	
Amount attributable to investing activities	(1,885,188)	(576,483)	903,899	0	(981,289)	
FINANCING ACTIVITIES						
Repayment of borrowings	(161,995)	(80,513)			(161,995)	
Principal elements of finance lease payments		(5,579)	(9,331)		(9,331)	▲
Transfers to cash backed reserves (restricted assets)	(44,220)	(3,127)			(44,220)	
Amount attributable to financing activities	(206,215)	(89,219)	(9,331)	0	(215,546)	
Closing Funding Surplus(Deficit)	0	983,774	0	0	0	

1. BASIS OF PREPARATION

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of *AASB 1051 Land Under Roads* paragraph 15 and *AASB 116 Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget 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 Shire of Mingenew controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

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 financial statements.

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.

2020-21 ACTUAL BALANCES

Balances shown in this budget review report as 2020-21 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

ROUNDING OFF FIGURES

All figures shown in this budget review report are rounded to the nearest dollar.

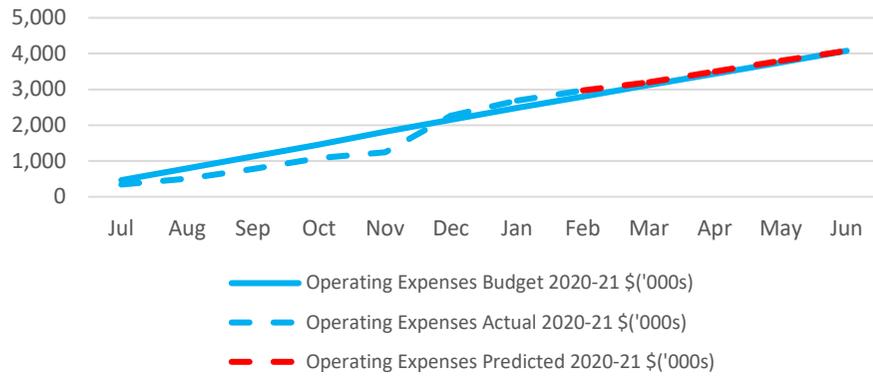
BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

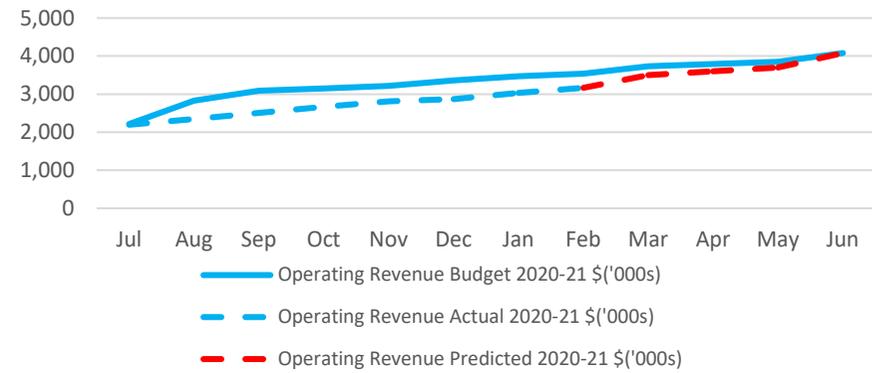
SHIRE OF MINGENEW
SUMMARY GRAPHS - BUDGET REVIEW
FOR THE PERIOD ENDED 28 FEBRUARY 2021

2. SUMMARY GRAPHS - BUDGET REVIEW

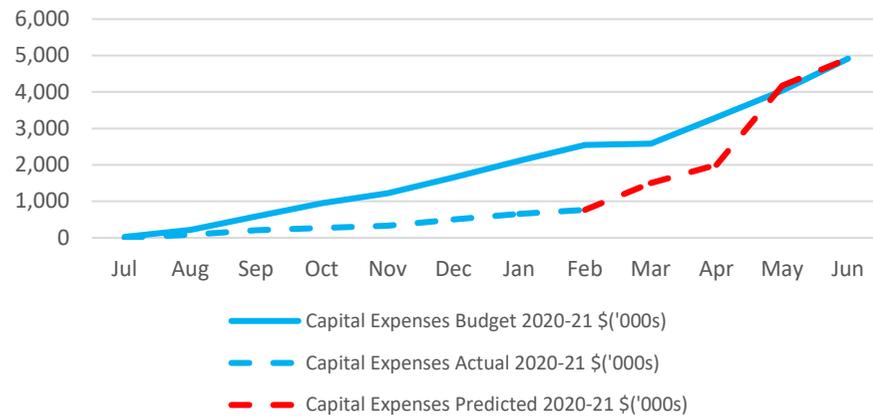
Operating Expenses



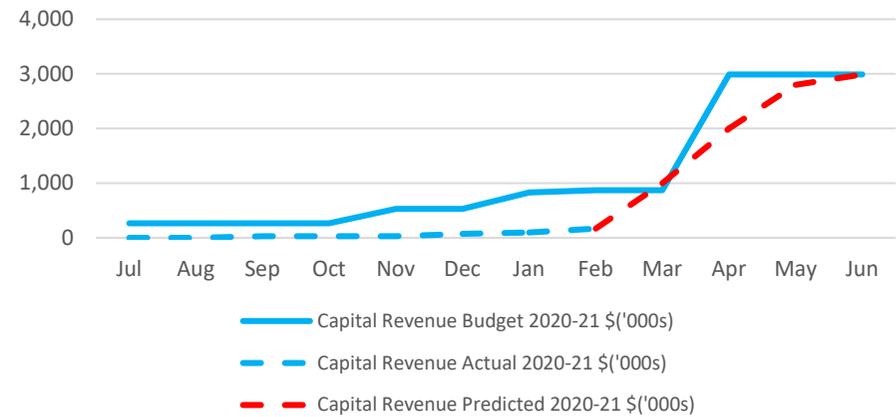
Operating Revenue



Capital Expenditure



Capital Revenue



This information is to be read in conjunction with the accompanying financial statements and notes.

3 NET CURRENT FUNDING POSITION

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Operating activities excluded from budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(i) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

	ACTUAL 30 June 2020	BUDGET 30 June 2021	ACTUAL 28 February 2021
Adjustments to operating activities			
Less: Profit on asset disposals	(763)	(2,000)	(9,267)
Less: Non-cash grants and contributions for assets	29,226		
Less: Fair value adjustments to financial assets			(2,804)
Add: Loss on disposal of assets		23,100	16,291
Movement in pensioner deferred rates	(4,910)		
Movement in employee benefit provisions	8,383		
Movement of inventory	75,394		
Add: Depreciation on non-current assets	1,508,468	1,506,670	1,045,274
Non-cash amounts excluded from operating activities	1,615,798	1,527,770	1,049,494

(ii) Current assets and liabilities excluded from budgeted deficiency

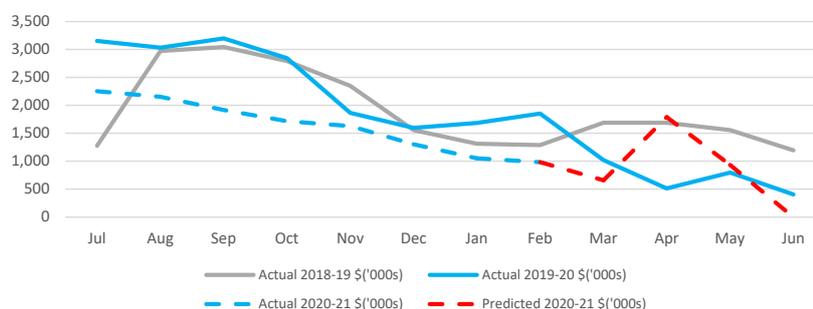
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.

	ACTUAL 30 June 2020	BUDGET 30 June 2021	ACTUAL 28 February 2021
Adjustments to net current assets			
Less: Restricted cash	(427,011)	(471,232)	(430,138)
Add: Long term borrowings	161,996	165,920	81,483
Add: Provisions - employee	136,130	116,130	136,130
Add: Lease liabilities	9,331	33,362	3,753
Total adjustments to net current assets	(119,554)	(155,820)	(208,772)

(iii) Composition of estimated net current assets

Current assets			
Cash unrestricted	637,236	61,501	831,315
Cash restricted	451,211	471,232	1,169,984
Receivables - rates and rubbish	27,369		140,093
Receivables - other	18,573	67,394	29,790
	1,134,389	600,127	2,171,182
Less: current liabilities			
Payables	(130,575)	(128,896)	(55,040)
Contract liabilities	(170,866)	(24,200)	(702,230)
Lease liabilities	(9,331)	(9,162)	(3,753)
Long term borrowings	(161,996)	(165,919)	(81,483)
Provisions	(136,130)	(116,130)	(136,130)
	(608,898)	(444,307)	(978,636)
Net current assets	525,491	155,820	1,192,546
Less: Total adjustments to net current assets	(119,554)	(155,820)	(208,772)
Closing funding surplus / (deficit)	405,937	0	983,774

Liquidity Over the Year



3. COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities.

TRADE AND OTHER RECEIVABLES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

INVENTORIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Mingenew's operational cycle. In the case of liabilities where the Shire of Mingenew does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire of Mingenew'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.

LOANS AND RECEIVABLES

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire of Mingenew prior to the end of the financial year that are unpaid and arise when the Shire of Mingenew 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.

CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire of Mingenew are recognised as a liability until such time as the Shire of Mingenew satisfies its obligations under the agreement.

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Provision is made for the Shire of Mingenew'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 of Mingenew's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Shire of Mingenew's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

PROVISIONS

Provisions are recognised when the Shire of Mingenew has a 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.

SHIRE OF MINGENEW
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2021

4. Predicted Variance

GL Account Code	Description	Council Resolution	Explanation	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Running Balance
				\$	\$	\$	\$
			Opening surplus/(deficit) per audited AFS				405,934
3030146	Instalment interest received	Proposed	Increase in income		4,000		409,934
3030214	Grant funding	Proposed	Reallocation to/from capital grants			(851,000)	(441,066)
3030235	Other income	Proposed	Change in value of Local Gov House shares		2,800		(438,266)
2040104	Training & dev	Proposed	Councillor training requirements			(2,500)	(440,766)
2040109	Members travel & accom	Proposed	Councillor travel		7,500		(433,266)
2040189	BM083 - Council chambers maint	Proposed	Re-allocation of staff costs and labour o/heads		5,863		(427,403)
3040110	Grant funding	Proposed	Reallocation to/from capital grants		13,000		(414,403)
2040240	Advertising & Promotions	Proposed	Expenditure increased			(10,000)	(424,403)
2040251	Consultancy - Strategic	Proposed	Decreased expenditure		5,000		(419,403)
2040252	Other consultancy	Proposed	Decreased expenditure		2,000		(417,403)
3040235	Other income	Proposed	Increase in income		5,000		(412,403)
2050216	Relief ranger services	Proposed	Decreased expenditure		2,000		(410,403)
2050717	Relief community emergency serv	Proposed	Expenditure increased			(9,000)	(419,403)
2070553	Pest control programs	Proposed	Expenditure increased			(2,000)	(421,403)
2070742	Medical support	Proposed	Decreased expenditure		5,000		(416,403)
3080310	Grant funding	Proposed	Reallocation to/from capital grants		157,000		(259,403)
2080389	Building maintenance	Proposed	Decreased expenditure		2,000		(257,403)
2080389	BM076 - Daycare centre	Proposed	Re-allocation of staff costs and labour o/heads		8,375		(249,028)
2090389	CHM013 - 13 Moore St	Proposed	Re-allocation of staff costs and labour o/heads		4,188		(244,840)
2090389	CHM451 - 45 King St	Proposed	Re-allocation of staff costs and labour o/heads		6,365		(238,475)
2090389	CHM452 - 45 King St	Proposed	Re-allocation of staff costs and labour o/heads		6,700		(231,775)
2090389	CHM453 - 45 King St	Proposed	Re-allocation of staff costs and labour o/heads		3,183		(228,592)
3090110	Grant funding	Proposed	Reallocation to/from capital grants		20,000		(208,592)
3090320	Fees & charges	Proposed	Increase in income		14,000		(194,592)
2090489	BM121 - 12 Victoria Rd - APU	Proposed	Re-allocation of staff costs and labour o/heads		2,848		(191,744)
3090420	Fees & charges	Proposed	Increase in income		3,000		(188,744)
4090410	BC120 - 12 Victoria Rd - APU	Proposed	Capital costs re-allocated			(10,000)	(198,744)
2100117	General tip maintenance	Proposed	Transfer station operational later than anticipated		32,500		(166,244)
3100110	Grant funding	Proposed	Reallocation to/from capital grants		20,000		(146,244)
3100135	Other income	Proposed	Transfer station operational later than anticipated			(15,000)	(161,244)
4100190	Infrastructure other - capital	Proposed	Extra capital costs for transfer station			(12,000)	(173,244)
2100685	Legal expenses	Proposed	Expenditure increased			(2,500)	(175,744)
2100788	BO500 - Public conv. - build. Ops.	Proposed	Re-allocation of staff costs and labour o/heads			(8,375)	(184,119)
2100788	BM500 - Public conv. - build. Ops.	Proposed	Re-allocation of staff costs and labour o/heads		13,400		(170,719)
2110188	BO019 - Hall	Proposed	Insurance re-allocation			(2,910)	(173,629)
2110188	BO099 - Yandanooka Hall	Proposed	Insurance re-allocation			(1,263)	(174,892)
2110365	W0005 - Entry statements	Proposed	Re-allocation of staff costs and labour o/heads		11,725		(163,167)
2110365	W0010 - Parks & gardens	Proposed	Re-allocation of staff costs and labour o/heads			(16,750)	(179,917)
2110365	W0021 - Rec centre parks & gardens	Proposed	Re-allocation of staff costs and labour o/heads		6,700		(173,217)
2110366	W0014 - Hockey field	Proposed	Re-allocation of staff costs and labour o/heads		5,025		(168,192)
2110366	W0016 - Race track	Proposed	Re-allocation of staff costs and labour o/heads		3,350		(164,842)
2110366	W0017 - tennis courts	Proposed	Re-allocation of staff costs and labour o/heads		5,025		(159,817)
2110366	W0018 - golf course	Proposed	Re-allocation of staff costs and labour o/heads			(8,375)	(168,192)
2110389	BM097 - Turf club pavilion	Proposed	Re-allocation of staff costs and labour o/heads		1,675		(166,517)
2110389	BM098 - Rec centre	Proposed	Re-allocation of staff costs and labour o/heads		16,750		(149,767)
3110300	Cont & donations	Proposed	Pledges for flying fox		39,750		(110,017)
3110301	Other recreation	Proposed	Insurance claim - hockey lights		3,000		(107,017)

GL Account Code	Description	Council Resolution	Explanation	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Running Balance	
3110310	Grant funding	Proposed	Reallocation to/from capital grants		318,500		211,483	
4110370	PC008 - Little well	Proposed	Capital project			(10,000)	201,483	
4110370	PC011 - Skate Park	Proposed	Capital project			(35,000)	166,483	
2110689	BM100 - Enanty barn build maint	Proposed	Re-allocation of staff costs and labour o/heads		4,188		170,671	
3110610	Grant funding	Proposed	Reallocation to/from capital grants		108,000		278,671	
3120113	Grant funding	Proposed	Reallocation to/from capital grants		155,000		433,671	
4120110	BC047 - Depot capital	Proposed	Capital project delayed		25,000		458,671	
4120130	PE029 - Crew cab	Proposed	To correct capital account		12,200		470,871	
4120130	PE3470 - Water tanker	Proposed	To correct capital account			(82,000)	388,871	
4120130	PE262 - Backhoe	Proposed	To correct capital account		38,000		426,871	
4120130	PE255 - Water truck	Proposed	To correct capital account		90,000		516,871	
4120140	RC045 - Phillip St parking	Proposed	To correct capital account			(23,051)	493,820	
2120211	DM000 - Drainage maintenance	Proposed	Re-allocation of staff costs and labour o/heads		3,350		497,170	
2120211	RM999 - Road maint general BUA	Proposed	Re-allocation of staff costs and labour o/heads		36,850		534,020	
2120211	RM998 - Road maint general OBUA	Proposed	Re-allocation of staff costs and labour o/heads			(25,125)	508,895	
2120213	RM000 - Road maint gravel OBUA	Proposed	Re-allocation of staff costs and labour o/heads			(25,125)	483,770	
2120216	MB000 - Bridge maint	Proposed	Re-allocation of staff costs and labour o/heads		3,350		487,120	
2120217	FM000 - Footpath maint	Proposed	Re-allocation of staff costs and labour o/heads		15,075		502,195	
2120252	Consultants	Proposed	Expenditure increased			(5,000)	497,195	
2120286	Minor assets	Proposed	Expenditure increased			(5,000)	492,195	
2120289	BM047 - 47 Linthorne St Build Maint	Proposed	Re-allocation of staff costs and labour o/heads		682		492,877	
2130186	Minor assets	Proposed	Expenditure increased			(5,000)	487,877	
2130240	Public relations & area promotion	Proposed	Expenditure increased			(20,000)	467,877	
2130240	W0049 - Marketing & Promotion	Proposed	Re-allocation of staff costs and labour o/heads		3,350		471,227	
3130210	Grant funding	Proposed	Reallocation to/from capital grants		29,500		500,727	
3130320	Fees & charges	Proposed	Increase in income		2,000		502,727	
3130620	Fees & charges	Proposed	Increase in income		4,000		506,727	
3130635	Other income	Proposed	Increase in income		1,200		507,927	
2130889	BM050 - 50 Midlands Rd Build Maint	Proposed	Re-allocation of staff costs and labour o/heads		1,675		509,602	
3130810	Grant funding	Proposed	Reallocation to/from capital grants		20,000		529,602	
4130810	Building capital	Proposed	Septic tank/leach drain cost reallocation		10,000		539,602	
2140286	Minor assets	Proposed	Decreased expenditure		8,000		547,602	
2140289	BM021 - 21 Victoria Rd Build Maint	Proposed	Re-allocation of staff costs and labour o/heads		6,700		554,302	
3140210	Grant funding	Proposed	Reallocation to/from capital grants		20,000		574,302	
2140324	PWO - annual leave	Proposed	Cost transferred to 2140325		14,000		588,302	
2140325	PWO - public holidays	Proposed	Cost transferred from 2140324			(14,000)	574,302	
2140400	Internal plant repairs - wages	Proposed	Re-allocation of staff costs and labour o/heads			(41,875)	532,427	
2140411	External parts & repairs	Proposed	Decreased expenditure		30,000		562,427	
2140412	Fuels & Oils	Proposed	Decreased expenditure		40,000		602,427	
2140413	Tyres & tubes	Proposed	Expenditure increased			(10,000)	592,427	
2140416	Licences/registrations	Proposed	Decreased expenditure		5,000		597,427	
3140401	Reimbursements	Proposed	Increase in income		2,425		599,852	
3140410	Fuel tax credits	Proposed	Reduced income			(24,000)	575,852	
2140500	Gross salaries	Proposed	See 2140501 below		26,134		601,986	
2140501	Gross salaries allocated	Proposed	See 2140500 above			(26,134)	575,852	
3140501	Workers Comp - reimbursement	Proposed	Increase in income		7,000		582,852	
2140760	Unclassified expenditure	Proposed	Decreased expenditure		2,000		584,852	
3140735	Unclassified income	Proposed	Reduced income			(5,000)	579,852	
4140907	Stock control account	Proposed	Fuel stock adjustment			(2,000)	577,852	
9342302	Lease liability - current	Proposed	Principle element of finance leases not in budget			(9,331)	568,521	
Reconciled to opening surplus as per Adopted Budget					0	1,481,901	(1,319,314)	568,521

